

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

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meeting date: THURSDAY, 12 SEPTEMBER 2019  
title: APPOINTMENT TO WORKING GROUPS 2019/20  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: MARTIN O’CONNOR – COMMITTEE SERVICES OFFICER

**1 PURPOSE**

- 1.1 To appoint Members to any working groups under the remit of the Health and Housing Committee and their membership.
- 1.2 Relevance to the Council’s ambitions and priorities:
  - Community Objectives – To be a well-managed Council providing effective services.
  - Corporate Priorities – To protect and enhance the existing environmental quality of our area; to help make people’s lives healthier and safer.
  - Other Considerations – To work in partnership with other bodies in pursuit of the Council’s aims and objectives.

**2 BACKGROUND**

- 2.1 Working groups are set up by a parent committee to aid them in reaching a decision on specific aspects of their remit. Working groups have no powers and decisions are always made ultimately by the parent committee.
- 2.2 Working groups are usually made up of Members from the parent committee unless another Member has an expertise that could be useful to the group or in the case of a small political group availability is an issue.

**3 ISSUES**

3.1 The following working groups come under the remit of the Health and Housing Committee and are active working groups. Officers recommend that they are re-established. The membership of these working groups for 2019/20 needs to be decided and Committee may wish to consider if numbers need reviewing to approximate political balance on the Council.

Strategic Housing WG	3 Conservatives + 1 Lib Dem + Chair of Planning and Development
Health & Well-Being Partnership	4 Conservatives + 1 Lib Dem + 1 Labour

3.2 Working groups meet when there is a need to move an issue forward in between Committee meetings. For some, this is on an annual basis and for others it can be as often as monthly.

3.3 Agendas, reports and minutes are done by the officers that serve on the working group. The minutes of each meeting are reported back to the parent committee once approved by the working group so that they are kept informed of progress.

3.4 Request to amend the membership of the Strategic Housing Working Group, Councillor Jan Alcock to replace Councillor Stephen Atkinson.

#### 4 RISK ASSESSMENT

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

- Resources – The costs associated with working groups is included in the budget for 2019/20.
- Technical, Environmental and Legal – No significant risks identified.
- Political - No significant risks identified.
- Reputation – No significant risks identified.
- Equality & Diversity - No significant risks identified.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the proposed amendment to the membership of the Strategic Housing Working Group.

MARTIN O'CONNOR  
COMMITTEE SERVICES OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

None.

For further information please ask for Martin O'Connor, extension 4485.

REF: MOC/CMS/H&H/12.9.19

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 7

meeting date: THURSDAY, 12 SEPTEMBER 2019  
title: FOOD SAFETY – FOOD LAW ENFORCEMENT POLICY  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: KEN ROBINSON / HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

1.1 To seek Committee's approval of the Food Law Enforcement Policy.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley, by supporting food businesses and food manufacturers with advice and technical guidance.
- Corporate Priorities – To help make people's lives safer and healthier, by striving to ensure that food businesses are safe and compliant for residents,
- Other Considerations – None.

## 2 BACKGROUND

2.1 The Food Law Code of Practice issued by the Food Standards Agency in March 2017 requires in Chapter 7.1.2 that each Competent Authority has a documented Food Law Enforcement Policy which is readily available for food business operators and consumers. The Food Law Enforcement Policy, attached as Appendix A, is a revised document which has been updated to allow for the changes in legislation that have occurred after the previous policy was introduced.

2.2 The Policy covers all areas of food law that this Authority has the duty to enforce and include criteria for the use of all enforcement options that are available.

2.3 Ribble Valley Borough Council's Food Law Enforcement Policy has been written having regard to advice provided by the Food Standards Agency and the Local Government Association.

2.4 The policy will be followed by the authorised officers and departures from the policy should be exceptional and the reasons for any departure will be documented.

2.5 In deciding the type of enforcement action to take, an authorised officer must have regard to:

- the nature of the breach and the history of compliance of the food business operator; or
- an assessment of the food business operator's willingness to undertake the work identified by the officer.

2.6 It is important that the full range of enforcement options remain open to an authorised officer.

2.7 This authority will not adopt policies where the number of hygiene improvement notices, simple cautions or prosecutions are used as indicators of performance.

2.8 If a Primary Authority Partnership is in place then this Authority will notify the Primary Authority of any proposed enforcement action except in circumstances where the need to act swiftly is critical.

### 3 ISSUES

3.1 No issues identified.

### 4 RISK ASSESSMENT

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

- Resources – There are no immediate implications.
- Technical, Environmental and Legal – It is essential that this Authority has a Food Law Enforcement Policy which is current and meets the requirements of the Food Law Code of Practice.
- Political – There are no immediate implications.
- Reputation – There are no immediate implications.
- Equality & Diversity – No implications identified.

### 5 **RECOMMENDED THAT COMMITTEE**

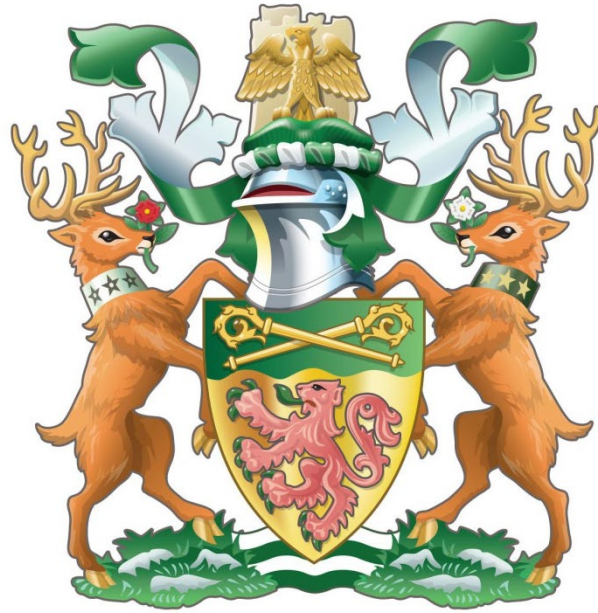
5.1 Approve the updated Food Law Enforcement Policy.

5.2 Support the continued focus on the food sector.

KEN ROBINSON / HEATHER BARTON  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

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



Ribble Valley  
Borough Council

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[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

# **FOOD LAW ENFORCEMENT POLICY**

## **1. INTRODUCTION**

- 1.1 It is the policy of Ribble Valley Borough Council to ensure that food and drink intended for sale for human consumption which is produced, stored, distributed, handled or consumed within the District is without risk to the health or safety of the consumer. This will be achieved through the provision of education, advice and the use of statutory powers of enforcement.
- 1.2 The aim of this Policy is to:
- inform the public and food businesses of the principles by which enforcement action is taken;
  - provide guidance for officers to enable them to make effective decisions that are transparent, accountable, proportionate and consistent and that do not impose unnecessary burdens on businesses; and
  - ensure food safety enforcement action is focused on situations where the public are put at risk and on food businesses who negligently or intentionally contravene the law.
- 1.3 This Policy has been written having regard to the Food Standards Agency's Framework Agreement; the Food Law Code of Practice and Practice Guidance, the Code for Crown Prosecutors and the Regulators' Code published by the Department for Business, Innovation and Skills (BIS).
- 1.4 The Council will take a graduated approach to enforcement. As a first step, the Council's authorised officers will normally seek to secure compliance with the law informally, actively working with businesses to encourage and support legislative compliance. However, where appropriate, formal action will be taken, including the service of hygiene improvement, hygiene emergency prohibition, and remedial action notices, and the issue of simple cautions or prosecution.
- 1.5 When judging compliance with the law, authorised officers will take into account the relevant codes of practice, industry guides and any specific instruction from the Food Standards Agency or Local Government Association. Officers will use sensible, professional judgement about the extent of the risks and the effort that has been applied to counter them.
- 1.6 In the unlikely event of reaching a decision to depart from this Enforcement Policy, the reasons for departure will be recorded.
- 1.7 The Council has a publicised complaint procedure. Complainants are encouraged to contact the relevant officer or their line manager in the first instance. In cases where disputes cannot be resolved, any right of further complaint or appeal will be explained, with details of the process and the likely timescales involved. Further information is available at [www.ribbonvalley.gov.uk](http://www.ribbonvalley.gov.uk)
- 1.8 The Food Standards Agency has an Independent Business Appeals Panel. The Panel will consider complaints or appeals against a decision given by a local authority that you think is incorrect or goes beyond what is legally required. Before submitting details to the panel you must have raised a formal complaint or appeal with the Council and this must have concluded. Further information is available at [www.food.gov.uk](http://www.food.gov.uk)

## **2. THE PRINCIPLES OF ENFORCEMENT**

- 2.1 When developing an Enforcement Policy the Council is required to take into account the Legislative and Regulatory Reform Act 2006 and the Department of Business,

2.2 The principles of good enforcement contained within the Legislative and Regulatory Reform Act 2006 are:

- transparency;
- accountability;
- proportionality;
- consistent; and
- targeted.

2.2.1 **Transparency**

The Council will be open and transparent by helping duty holders and the public to understand what is expected of them and what they should expect from officers. Officers will distinguish between legal requirements which are compulsory and advice or guidance which is desirable but not compulsory.

2.2.2 **Accountability**

The Council is accountable to central government, the Food Standards Agency and the local taxpayer for their actions and omissions. The Council has policies, service plans, procedures and service standards against which it can be judged, and an effective accessible mechanism for dealing with comments and complaints.

2.2.3 **Proportionality**

Proportionality means relating enforcement action to the risks. The Council will minimise the costs of compliance for business by ensuring that any action required is proportionate to the risk and seriousness of the breach. Some risks may be so serious that they cannot be permitted irrespective of economic consequences.

As far as the law allows, the Council will take account of the circumstances of the case and the attitude of the operator when considering action.

2.2.4 **Consistency**

The Council's authorised officers will carry out their duties in a fair and equitable manner, by taking a similar approach in similar circumstances to achieve similar ends.

The Council has arrangements in place to promote consistency in the exercise of discretion, including effective arrangements for liaison with other enforcing authorities.

2.2.5 **Targeting**

The Council will ensure resources are targeted primarily on those whose activities give rise to the most serious risks or where the hazards are least well controlled and will ensure that action is focused on the duty holders who are responsible for the risk and who are best placed to control it.

The Council follows a national risk rating system for interventions. Separate procedures are available for inspections, the national Food Hygiene Rating Scheme (FHRS), use of the various food enforcement sanctions, sampling, food and food premises complaint investigations, the investigation of food poisoning and food borne infection notifications.

2.3 The Regulators' Code is a statutory Code of Practice introduced under Section 23 of the Legislative and Regulatory Reform Act 2006 and came into force in April 2014. Regulators should take an evidence-based approach to the use of enforcement tools and base their decisions on the key principles laid down in the Regulators' Code. These principles are:

- a) Regulators should consider the impact of their interventions on economic progress and seek to support those who are regulated to comply and grow.
- b) Regulators should provide simple and straightforward ways to engage with those they regulate and hear their views.
- c) Regulatory efforts and resources should be targeted via risk assessment to where they will be most effective.
- d) Regulators should share information about compliance and risk.
- e) Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply.
- f) Regulators should ensure that their approach to their regulatory activities is transparent.

### 3. **QUALIFICATION AND AUTHORISATION OF OFFICERS**

3.1 All officers who undertake the enforcement options in this policy will have the necessary qualifications, training, experience and competence to do so and meet the requirements set out in the Food Law Code of Practice. Officers will be authorised in writing by the Chief Executive. There is a separate procedure covering the Authorisation and Training of Officers.

3.2 Officers will be fully acquainted with the requirements of this Enforcement Policy and with any revisions as they arise.

### 4. **DECISION MAKING**

4.1 In deciding the type of enforcement action to take, an authorised officer must have regard to:

- the nature of the breach and the history of compliance of the food business operator; and
- in the case of a new business, an assessment of the food business operator's willingness to undertake the work identified by the officer.

4.2 Any decision to prosecute will be ratified by the Head of Environmental Health Services and the Head of Legal Services.

### 5. **WORKING WITH OTHERS TO SECURE COMPLIANCE**

5.1 Discussion and liaison may be necessary with the following in implementing the Enforcement Policy:

- **Consumers and Businesses**

The need to protect the health of the consumer whilst acknowledging the concerns of businesses are recognised and are implicit within this policy and the requirements of the Regulators' Code.



- **Primary Authority Scheme/Home Authority**

Officers will utilise the Home Authority Principle and Primary Authority scheme including using inspection plans created under Primary Authority when inspecting relevant businesses.

Where enforcement action is being considered in relation to a business which has a Primary Authority partnership, a statutory notification to the Primary Authority will be made via the Primary Authority Register, with the exception of circumstances where the need to act swiftly is critical.

Officers will liaise with the Primary Authority during the early stages of an investigation to determine whether Primary Authority advice has been given, and whether the business has followed it.

- **Food Standards Agency**

The FSA will be notified of all approvals or any variations issued under product specific legislation.

Under the Food Incidents and Alert System the FSA will be notified of any issues which have a wider concern or where there is a serious localised incident.

- **Public Health England (PHE) and the County Analyst**

In relation to infection control, sampling and epidemiological advice, the expert advice of colleagues within PHE and the County Analyst may be required in determining relevant enforcement action.

- **Lancashire Food Officers Group**

This Authority will liaise with this group to ensure co-ordination and promotion of consistency within Lancashire. This involves direct links with Lancashire County Council Trading Standards Department.

## 5.2 **Liaison with Expert Bodies**

5.2.1 Other specialist organisations and governing bodies will be consulted where appropriate.

## 6. **INTERVENTIONS**

6.1 The Council visits and inspects all premises where it has enforcement responsibility on a regular basis in line with the Food Law Code of Practice. The frequency of intervention is based on the level of risk found to exist at each premises and ranges from six months to three years. The emphasis is placed on premises where the level of risk is perceived to be highest.

6.2 The Council has adopted the national Food Hygiene Rating Scheme whereby the public can make an informed choice about where to eat based on the standards of hygiene found in food businesses at the time of inspection. The food hygiene rating is based on the risk rating already applied in line with the Food Law Code of Practice. The scheme recognises good standards; however, officers will work with lower scoring premises to help them to improve their rating.

- 6.3 An alternative enforcement strategy is used for 'low risk Category E' establishments which means an intervention other than inspection may be undertaken, for example contact via questionnaire.
- 6.4 The frequency of inspection of food premises may be altered in the event that the Council is asked to bring forward the intervention of an establishment following direction from the Food Standards Agency in response to an emerging incident or a national programme of work.
- 6.5 Officers will consider the impact their interventions may have on small businesses and try to ensure that the burdens of their interventions fall fairly and proportionately on these premises.
- 6.6 Officers will use the full range of interventions to improve compliance with food law by using their professional judgement to apply a proportionate level of regulatory and enforcement activity at each food business.
- 6.7 In relation to new businesses, officers will, where appropriate, carry out an initial advisory visit either prior to opening but always within 28 days of becoming aware that the establishment is in operation. A further visit will then be undertaken to carry out an inspection and to risk rate the premises within the next 28 days.

## **7. REVISITS FOLLOWING INTERVENTIONS**

- 7.1 Food businesses that fail to comply with significant statutory requirements will be subject to appropriate enforcement action and revisits. A revisit will always be made to businesses that have a compliance score of 15 or higher for hygiene and/or structure and/or a confidence in management score of 20 or higher under the Food Law Code of Practice food establishment intervention rating scheme.
- 7.2 Revisits will focus on the contraventions identified at the programmed intervention and ensuring that these have been remedied. However, requests for revisits under the Food Hygiene Rating Scheme should not only check that the required improvements have been made, but should also assess the level of compliance overall.
- 7.3 The timing of the revisit will be determined by the action taken as a result of the earlier intervention. The revisit will whenever practicable, be undertaken by the officer who carried out the original intervention. Revisits requested under the Food Hygiene Rating Scheme will always be unannounced unless it is necessary to ensure that certain staff are present.

## **8. FOOD SAFETY ENFORCEMENT ACTIONS**

- 8.1 Authorised Officers will consider the most appropriate course of action including enforcement action during inspections or following incidents or complaints. All relevant information and evidence will be taken into account.
- 8.2 It is important that the full range of enforcement options remains open to an authorised officer.
- 8.3 The choices of action are:
- no action;
  - informal action and advice, including informal written warnings;
  - Statutory Notices - Hygiene Improvement Notice, Hygiene Emergency Prohibition Notice or Remedial Action Notice;
  - voluntary closure;
  - Service of Regulation 29 Certificate;

- detention and seizure of food;
- suspend or revoke an approval;
- issue a Simple Caution;
- to prosecute; or
- any combination of the above

8.4 Before formal action is taken, officers will provide the food business operator with an opportunity to discuss the circumstances of the case and, if possible, resolve points of difference, unless immediate action is required.

8.5 Where there are rights of appeal against formal action, advice on the appeal mechanisms will be clearly set out in writing at the time the action is taken.

8.6 Separate Ribble Valley Borough Council procedures, containing detailed guidance for officers are in place on the use of the various enforcement options, including statutory notices, detention and seizure, voluntary closure and approvals.

8.7 If a Primary Authority partnership is in place, the officer must liaise with the Primary Authority about any proposed enforcement action except in circumstances where the need to act swiftly is critical.

## **9. NO ACTION**

9.1 Where there is full compliance with relevant legislation no further action will be required other than to issue a report of inspection proforma as identified by the Food Law Code of Practice.

9.2 There will be circumstances where a contravention may not warrant action, or it may be inappropriate. A decision of no action may also be taken when a trader has ceased to trade.

## **10. INFORMAL ACTION**

10.1 Informal action to secure compliance with legislation includes offering verbal advice, the issue of a handwritten food hygiene inspection report at premises following an inspection, and the issue of a post inspection letter, also known as an informal written warning.

10.2 At the conclusion of an inspection, the officer will discuss any contravention of food law discovered, any corrective action necessary, the timescale for remedy and any recommendations of good practice the officer considers appropriate.

10.3 A hand written inspection report will be issued following all programmed inspections and revisits. If there are only a small number of minor contraventions or recommendations, the inspection report alone may be sufficient. If there are more substantial issues to be addressed, a letter will also be issued, detailing the contravention and action to be taken. Informal advice or information pertinent to matters noted at the time may also be included within the letter.

10.4 The existing procedure of giving advice and informing of minor contraventions by inspection report or informal letter is accepted and understood by Ribble Valley Borough Council's food businesses. Officers will use this approach as long as they believe this will achieve compliance with food safety legislation within a timescale that will protect the public health and ensure safe food production.

10.5 The circumstances when it is appropriate to use verbal and informal written warnings are:

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

- from the individual's/businesses past history it can be reasonably expected that the warning will achieve compliance;
- the officer has confidence in the management of the business; and
- the consequences of non-compliance will not pose a significant risk to public health.

Even where some of the above criteria are not met, there may be circumstances in which a warning will be more effective than a formal approach.

10.6 When an informal approach is used to secure compliance with food safety legislation, any written documentation issued or sent to proprietors will:

- contain all the information necessary to understand what work is required and why it is necessary;
- indicate the regulations contravened and the measures which will enable compliance with the legal requirement;
- clearly distinguish between matters which are necessary to meet statutory requirements and those which are recommended practice;
- the inspection category and minimum inspection frequency will be confirmed;
- copies of letters and reports of inspection will be sent to the registered or head office where this is not the premise visited;
- contain the contact details for the inspecting officer and the Head of Environmental Health Services.

10.7 Food businesses that come within the scope of the Food Hygiene Rating Scheme will also be provided with details of the scheme, their rating, their right to reply, their right to request a revisit and how to appeal. There is a separate procedure covering the operation of the Food Hygiene Rating Scheme.

## **11. HYGIENE IMPROVEMENT NOTICES**

11.1 Authorised officers will consider the issue of Hygiene Improvement Notices under Regulation 6 of the Food Safety & Hygiene (England) Regulations 2013, in accordance with the FSA Food Law Code of Practice and the Practice Guidance.

11.2 Hygiene Improvement Notices will be served by authorised officers based on their opinion that there is a contravention of the law at the time of the visit or that there had been a contravention and that it is likely that the contravention will continue or be repeated.

11.3 The circumstances when it is appropriate to issue a Hygiene Improvement Notice include those situations where one or more of the criteria below apply:

- Formal action is proportionate to the risk to public health.
- There is a record of non-compliance with breaches of the food hygiene regulations and/or
- the authorised officer has reason to believe that an informal approach will not be successful.

11.4 The officer will discuss the notice and, if possible, resolve points of difference before serving it. The notice will say what needs to be done, why and by when. Timescales will be realistic and details of appeal mechanisms and requests for extensions of time will accompany the notice.

- 11.5 Hygiene Improvement Notices will be signed by an appropriately authorised officer who has witnessed the contravention.
- 11.6 Non-compliance with a Hygiene Improvement Notice will generally result in prosecution.

## **12. IMPROVEMENT NOTICES**

- 12.1 Improvement Notices can be issued by appropriately authorised officers under Section 10 of the Food Safety Act 1990 as applied and modified by Regulation 12 of the Food Information Regulations 2014.
- 12.2 The County Council has a duty to enforce the Food Information Regulations 2014. Ribble Valley Borough Council has a power, but not a duty, to enforce certain provisions for the allergen labelling requirements for non-pre-packed foods and officers are expected to carry out these checks, of mainly catering premises, as part of their routine inspections.
- 12.3 If an officer has reason to believe that an informal approach will not achieve a successful outcome, an authorised officer can issue an Improvement Notice, but under normal circumstances will liaise with the County Council Trading Standards Department, as the enforcing authority, and as agreed by the Lancashire Food Officers Group.

## **13. HYGIENE EMERGENCY PROHIBITION NOTICES**

- 13.1 Authorised officers will consider the issue of Hygiene Emergency Prohibition Notices where the use of a premises, a process, a treatment of a piece of equipment represents or involves an imminent risk of injury to health.
- 13.2 Regulation 8 of the Food Safety and Hygiene (England) Regulations 2013 and the FSA Food Law Code of Practice and the Practice Guidance specify the steps that have to be taken when using Hygiene Emergency Prohibition Notices.
- 13.3 Unless the use of voluntary procedures is more appropriate in the circumstances, Hygiene Emergency Prohibition Notices must be used if an authorised officer has evidence that the health risk condition is fulfilled.
- 13.4 In considering the use of such notices, the prime consideration should be to protect public health. The following instances are examples of circumstances that could show the health risk condition exists, such that there is an imminent risk of injury to health:
- Premises or practices which seriously contravene food law and have been or are implicated in an outbreak of food poisoning.
  - Serious infestation by rats, mice, cockroaches, birds or other vermin serious enough to result in the actual contamination of food or a significant risk of contamination.
  - Very poor structural condition and poor equipment and/or poor maintenance of routine cleaning and/or serious accumulations of refuse, filth or other extraneous matter resulting in actual food contamination or a significant risk of food contamination.
  - Drainage defects or flooding of the premises serious enough to lead to actual contamination of food or a significant risk of contamination.

- Use of equipment for the processing of high risk foods that has been inadequately cleaned or disinfected or which is grossly contaminated and can no longer be properly cleaned.
- Dual use of complex equipment, such as vacuum packers, slicers and mincers for raw and ready-to-eat foods.
- Serious risk of cross contamination.
- Failure to achieve sufficiently high processing temperatures.
- Operation outside critical control criteria, for example, incorrect pH of a product which may allow Clostridium Botulinum to grow.
- Any combination of above or the cumulative effect of contravention which together represent an imminent risk of injury to health.

The list is not exhaustive.

- 13.5 The effect of the Hygiene Emergency Prohibition Notice is to immediately close the premises, or prevent use of equipment, or the use of a process or treatment. The authorised officer must apply to a magistrate's court for a Hygiene Emergency Prohibition Order within three days of the Hygiene Emergency Prohibition Notice being served, the day of service being day one. The officer must give the food business operator at least one day (24 hours) notice of the intention to apply to the court for a Hygiene Emergency Prohibition Order.
- 13.6 In certain circumstances the use of a Hygiene Emergency Prohibition Notice would not be appropriate even though the food business was creating an imminent risk of injury to health. An example would be where the risk was discovered at the end of normal trading hours and the food business operator had indicated he would be getting in a team of cleaners to improve the position before it re-opened. Under such circumstances the officer would normally revisit before the premises reopened.
- 13.7 Voluntary procedures to remove a health risk condition may be used at the instigation of a food business operator, when the food business operator agrees that a health risk condition exists, ie there is an imminent risk of injury to health. An officer can suggest this option but only when they are in a position to be able to serve a Hygiene Emergency Prohibition Notice. Any voluntary closure agreement must be confirmed in writing by the food business operator or manager who has the authority to agree such action, with an undertaking not to re-open without the officer's prior approval.
- 13.8 The offer to voluntarily close will only be accepted where the authorised officer is satisfied that there is no likelihood of the premises being used as a food business, or the use of equipment, or of a process without the express agreement of the officer.
- 13.9 When considering such an offer, care will be taken to ensure that the person making the offer is aware that, in voluntarily closing, they are relinquishing the right to compensation for unjustified action contained in the formal Hygiene Emergency Prohibition Notice.

#### **14. Remedial Action Notices**

- 14.1 Where a premises which is approved under Regulation (EC) 853/2004 is found to be non-compliant with food hygiene regulations, and a graduated approach to enforcement actions has proved unsuccessful, authorised officers may issue a Remedial Action Notice (RAN) under Regulation 9 of the Food Safety and Hygiene (England) Regulations 2013.

14.2 Circumstances which may lead to the issue of a Remedial Action Notice include:

- the failure of any equipment or part of an establishment to comply with the requirements of the 'Hygiene Regulations' as defined by regulation 2 of the Food Safety and Hygiene (England) Regulations 2013;
- the need to impose conditions upon or the prohibition of the carrying on of any process breaching the requirements of the Regulations or hampering adequate health inspection in accordance with the Regulations; and
- where the rate of operations of the business is detrimental to its ability to comply with the Regulations.

14.3 If a Remedial Action Notice is served the officer must also consider whether to use powers under Regulation 10 to detain food produced in the establishment where there are indications or suspicions that food is unsafe and therefore examination is necessary, including the taking of samples.

14.4 As soon as the authorised officer who served the notice is satisfied that the specified action has been taken, the notice must be withdrawn by means of a further notice in writing.

## **15. REGULATION 29 CERTIFICATE**

15.1 When food has not been produced, processed or distributed in compliance with the 'Hygiene Regulations', a certificate under regulation 29 of the Food Safety and Hygiene (England) Regulations 2013 may be served by an authorised officer. Service of the certificate confirms the food fails to meet the Hygiene Regulations. The food must then be dealt with using powers of seizure under Section 9 of the Food Safety Act 1990 as food failing to comply with the food safety requirements.

## **16. USE OF SEIZURE AND DETENTION NOTICES**

16.1 The use of detention and seizure powers under Section 9 of the Food Safety Act 1990 will be initiated in accordance with the Food Law Code of Practice and the Practice Guidance.

16.2 Authorised officers can detain or seize food where they believe that the food fails to comply with the food safety requirements in Article 14 of Regulation EC 178/2002.

### **16.3 Detention**

16.3.1 Foodstuffs may be detained if an authorised officer has good reason to suspect that food does not satisfy food safety requirements. This will ensure that food is not used for human consumption and is either held where it is if security is not compromised, or moved to a specified place pending further information, for example, results of tests on samples.

16.3.2 Unless the circumstances require immediate action, any proposed action will be discussed in full with the owner or person in charge of the food so they are fully informed about the decision to detain and the progress of the investigations.

### **16.4 Seizure**

16.4.1. If an authorised officer is in possession of evidence or adverse information concerning the foodstuffs they may be seized and notice given that condemnation by a Justice of the Peace will be applied for. This will ensure

that food is not used for human consumption and is either held where it is or not moved except to a specified place.

16.4.2 Food will, where possible, be brought before a Justice of the Peace within two days and perishable foods as soon as possible.

16.4.3 If the Justice of the Peace does not condemn the food, the owner may be entitled to compensation for any loss suffered.

16.4.4 Voluntary procedures to remove food that is not suitable for human consumption from the food chain can be used in some circumstances, either at the instigation of the owner of the food or at the suggestion of the authorised officer when the owner agrees that the food is not suitable for human consumption.

## **17. SUSPEND OR WITHDRAW AN APPROVAL**

17.1 Authorised officers have enforcement powers available to them under the Official Feed and Food Controls (England) Regulations 2009 in respect of product-specific establishments subject to approval under Regulation 853/2004.

17.2 Powers to withdraw or suspend approval or conditional approval of an establishment are provided by Article 31(2) of Regulation 882/2004.

17.3 On discovery of non-compliance in establishments subject to approval under Regulation 853/2004, officers must, before considering suspension or withdrawal, explore other enforcement options to control the food hazards. Food business operators will be given a reasonable opportunity to address deficiencies and achieve compliance where this is appropriate.

17.4 The food business operator will be notified in writing of any decision to suspend or withdraw approval or conditional approval. The reasons for the suspension or withdrawal will be specified, together with the matters necessary to satisfy the requirements of the Regulations. The operator will be informed that activities requiring approval cannot be undertaken and will be made aware of their right of appeal.

## **18. SIMPLE CAUTIONS**

18.1 A simple caution is a formal warning that may be given to persons aged 18 or over who admit committing an offence. The simple caution scheme is designed to provide a means of dealing with offending without a prosecution where there is evidence of an offence, but the public interest does not require a prosecution.

18.2 Authorised Officers should consider the use of simple cautions as an alternative to prosecutions to:

- deal quickly and simply with less serious offences where the offender has admitted the offence;
- divert less serious offences away from the courts; and
- reduce the chances of repeat offences.

18.3 When a simple caution is under consideration, the following conditions must be fulfilled before it is offered:

- There is sufficient evidence to provide a realistic prospect of conviction if the offender were to be prosecuted.



- The offender is over 18 years of age.
  - The offender admits that they have committed the crime and has not raised a defence.
  - The offender agrees to be given the caution.
- 18.4 Where an offender declines to accept a simple caution, it will be necessary to consider taking alternative enforcement action. This could include prosecution.
- 18.5 In offering a simple caution, account will be taken of the Ministry of Justice guidelines on Simple Cautions for Adult Offenders and the Code for Crown Prosecutors.
- 18.6 A caution will remain on record for a period of two years and may be cited in Court should a further offence be committed and prosecuted during that time.
- 18.7 A simple caution can only be administered by a Cautioning Officer. The Cautioning Officer must not have taken an active part in investigating the offence. The Cautioning Officer is the Head of Environmental Services. Any decision to offer a simple caution will be made in consultation with Legal Services.

## **19. PROSECUTION**

- 19.1 Prosecution may be considered as an alternative, in addition to, or as a consequence of failure to comply with the above enforcement procedures.
- 19.2 The Council recognises that most businesses wish to comply with the law. However, there are occasions when action, including prosecution, will be considered against those who have flouted the law, or acted irresponsibly. Those matters that involve intentional, repeated or reckless acts and those concerned with public safety will be specifically considered for prosecution.
- 19.3 The decision to prosecute is a significant one and will only be taken where that course of action is proportionate to the risk presented to public health by the contravention.
- 19.4 Before initiating any prosecution proceedings the Council must be satisfied that there is relevant, admissible, substantial and reliable evidence that an offence has been committed by an identifiable defendant.
- 19.5 The authorised officer will apply the evidential test and public interest test as described in the Crown Prosecution Service Code for Crown Prosecutors. Only when the evidential test has been satisfied will the public interest to proceed with a prosecution be considered.
- 19.6 In all cases, legal advice will be sought before recommending any prosecution and any decision to prosecute will be ratified by the Chief Executive.
- 19.7 Home and Primary Authorities will be consulted where prosecutions are planned and due regard will be paid to the opinion of that authority.
- 19.8 Factors that will be considered before initiating prosecution procedures include:
- the seriousness and nature of the alleged offence;
  - Whether there is sufficient, reliable and credible evidence to support proceedings and a realistic prospect of conviction;
  - whether a prosecution is in the public interest;
  - the role of the suspect in the commission of the offence;

- Was the suspect in a position of trust, responsibility or authority in relation to the commission of the offence?
- the previous compliance history of the suspect;
- any previous advice given to the suspect by this or another authority;
- regard given to authoritative advice, guidelines and recommendations;
- any explanation by the suspect or any agent or third party acting on their behalf;
- whether there has been reckless disregard for food safety requirements;
- the likelihood of that a due diligence\* defence could be established;
- the risk of harm to the public;
- any mitigating or aggravating circumstances;
- the ability of any important witness and their willingness to co-operate;
- the likely penalty to be imposed;
- the suspect's age and state of health; and
- whether other action, such as issuing a simple caution, serving a hygiene improvement notice, or imposing an emergency hygiene prohibition, would be more appropriate or effective.

*\*due diligence: The Food Safety Act 1990 provides a defence for a person charged with an offence that he took all reasonable precautions and exercised all due diligence to avoid the offence. This requires that, not only are suitable precautions set up, but that they are adequately implemented and monitored to ensure their effectiveness.*

## **20. PROSECUTION FOR NON-COMPLIANCE WITH HYGIENE IMPROVEMENT NOTICES**

- 20.1 Non-compliance with an improvement notice is a serious offence and will generally be grounds for prosecution with the following exceptions:
- Where the remaining contraventions detailed in the notice are minor and do not pose a risk to public health.
  - Where the outstanding works are in hand (confirmation from contractor or supplier required), and an extension of time to complete the works would have been granted, if requested.

## **21. PROSECUTION - FOOD COMPLAINTS**

21.1 The decision to prosecute for Regulation 178/2002 Article 14 or Food Safety Act section 7 or 14 offences relating to the sale of food injurious to health or unfit for human consumption, or not of the quality demanded by the purchaser will be taken at the earliest opportunity to avoid unnecessary and time consuming investigations by both authorised officers and food businesses.

21.2 Prosecution will be indicated where:

- the offence has resulted in a risk to public health;
- there is evidence of negligence in failing to adopt basic food hygiene precautions;
- the food business has failed to respond to an informal approach to prevent a recurrence of the problem.

Particular regard will be paid to the possibility of establishing a due diligence defence.

- 21.3 Independent advice will be sought from the appointed food examiner or public analyst or other expert, where appropriate.
- 21.4 In all cases where a prosecution is being considered, a report will be requested from the home or primary authority, as appropriate and particular regard will be paid to this report.
- 21.5 The integrity and co-operation of the complainant in providing witness support is especially important. The wishes of the complainant regarding prosecution will be respected, unless it is in the public interest and there is sufficient evidence to proceed independently.

## **22. PROSECUTION - FOOD HYGIENE REGULATIONS**

- 22.1 A decision to prosecute for offences under food hygiene regulations will be taken based on the risk to public health presented by the contravention. It is not sufficient for there to be a technical breach of the regulations on a minor matter.
- 22.2 The initial response to contraventions that do not present a risk to public health will be by informal written notification or improvement notices.
- 22.3 Immediate prosecution action may be indicated where:
- conditions are found that present an immediate risk to public health, whether or not emergency prohibition action is also taken;
  - there is a risk to public health presented either by the seriousness or number of contraventions and there is documented evidence that the food business has previously received warnings regarding such contraventions.
- 22.4 Where a prosecution is prepared for food hygiene regulation contraventions, summonses will generally be issued for a small number of specimen charges, representing the more serious contraventions and demonstrating the element of the risk.
- 22.5 Where a food business operator has been convicted of an offence the court may prohibit them from the management of a food business. Ribble Valley Borough Council as the prosecutor will draw the court's attention to this power where appropriate, and provide the necessary information and evidence to support this action.

## **23. NOTIFICATION OF FOOD LAW PROSECUTION TO THE FOOD STANDARDS AGENCY**

- 23.1 The FSA has created a central repository of information about successful prosecutions, this is known as the Food Law Prosecution Outcomes Database and includes information about food standards, food safety and food hygiene related prosecution cases in the UK.
- 23.2 The Council will report any successful prosecutions to the FSA within 28 days after a conviction has been obtained, in accordance with the Food Law Code of Practice Guidance.

## **24. REVIEW OF POLICY AND PROCEDURE**

- 24.1 This Enforcement Policy will be reviewed annually or sooner if changes in legislation or centrally issued guidance make this necessary.

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

Agenda Item No. 8

meeting date: THURSDAY, 12 SEPTEMBER 2019  
 title: CLITHEROE MARKET IMPROVEMENTS  
 submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE  
 principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

### 1. PURPOSE

- 1.1 To consider the potential options that the Council has in undertaking improvements to the existing Clitheroe Market.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To encourage economic development throughout the borough with a specific focus on supporting business opportunity.
  - Corporate Priorities – To sustain a strong and prosperous Ribble Valley.
  - Other Considerations – To develop with relevant partners, measures to support the visitor economy.

### 2. BACKGROUND

- 2.1 In January 2019 the Members of Policy and Finance Committee agreed to terminate the original procurement exercise associated with the redevelopment of the market site and to work up an expression of interest for the Future High Streets Fund. In July 2019 the Ministry of Housing, Communities & Local Government confirmed that Clitheroe had not been selected to progress to the next round of the Fund. Although the correspondence received does encourage the Authority to renew our Expression of Interest for the next round of the Fund which will be announced in the New Year.
- 2.2 The Council have also submitted a separate Expression of Interest to the £40 million Heritage Action Zone Fund. This fund relates to helping to restore historic high street properties through Historic England. Whilst the area of Clitheroe identified for this funding stream does not include the market site the aim is for any improvements within the Town Centre to be a catalyst for wider town centre improvements.
- 2.3 The market site has, to date, been purely maintained without identified investment to improve the market. Given that any development at the site is now a longer term plan the Director of Economic Development and Planning and the Head of Environmental Health Services have considered options in respect of revamping the existing market using the existing allocated capital fund of £175,000.
- 2.4 It has been proven that over the last 5 years, the market is important for the local community offering many benefits including fresh foods at affordable prices, encouraging entrepreneurship, civic pride and a sense of community. Research undertaken at a national level has identified that, if managed in a way that enables them to reach their full trading potential, markets can be economically, socially and politically an asset to town centres.
- 2.5 Clitheroe market as it currently stands is a small community market. Over the last 4 years various themed markets have been attempted on the Bullring area. These have been undertaken with no avail. The Christmas markets however, have been

successful in providing not only economic income for the Council but also stallholders alike.

### 3. ISSUES

3.1 A meeting was held with the market traders in June and it has been recognised that without change the market will continue to decline further. It is suggested that improvements in the infrastructure and the local markets may help it grow modestly. The market itself is in relatively good condition however the traders identified the following key improvements:

- Remove the stalls from the bullring
- Rents should reflect footfall
- Sandblast the toilet/ archway building
- 1 hour free parking in the town centre
- Better weather protection
- Create a covered market

3.2 Significant changes are required within the Bullring area. The current arrangement with outdoor fixed stalls, that are used for casual traders and 80% of the time are not used, gives the impression that the market is closed when viewed from through the archway via Station Road discouraging visitors into the market area. Through discussions with traders it has been highlighted that public realm improvements and clear signage to the market area would assist in attracting customers to the market. The site is spacious and improvements to the visual appearance of the area would increase the attractiveness of the area which would encourage greater footfall and create an area where people choose to linger which would improve the vibrancy of the area with the associated additional spending potential.

3.3 At this present moment in time the Bullring area surface is in a poor condition and presents a safety and accessibility issue. The layout of the current outside casual stalls are not attractive nor usable for visiting traders. Market stalls are currently on uneven surfaces and in a poor condition. Added to this, there is no uniformity to the existing canopies.

3.4 The existing cabins have no uniformity; signage is ad hoc and in some cases canopies are defective. This in itself creates a poor visual appearance which is not very welcoming to visitors/ customers/ traders. Additionally the lack of suitable canopies/ covered areas can result in a poor shopper experience when the weather is bad.

3.5 One of the other concerns raised by the traders was the washing facilities and toilets. The public toilets at this moment in time would require an investment to make them a more attractive proposition for shoppers in the Town.

3.6 In order to increase footfall and the vibrancy of the market area the following key issues need to be addressed:

#### Market Dynamics and Management

- Quality of the visual appearance of the market
- Market trader mix
- Stall number size / overall market size
- Market operation function
- Days and times of operation

### Urban Design

- The character of the street and trading areas
- Pedestrian or cycle access and movement
- Quality of the public realm and streetscape
- Amenities for traders and general public

### Traffic and Transport

- Pedestrian safety
- Accessibility
- Signage
- Parking
- Loading/unloading facilities
- Access for mobility impaired users

### Economic Development

- Surrounding shops- linked trips/ visits
- Use of stall space and size
- Target audience of market
- Mix of traders/ produce

3.7 It is acknowledged however that there are constraints associated with enabling improvements to any outdoor market and in particular Clitheroe Market as follows:

3.7.1 Traders are aware of the attractiveness of out of town retail in respect of convenience and free parking for customers which impacts on the ability to attract stallholders to support the midweek markets.

3.7.2 Within today's society customers want the convenience of the one stop shop solution i.e. supermarkets. Over recent years small local retailers have seen an increase in competition from supermarkets, not only for food. With an increase in online shopping customers are choosing convenience over quality which has impacted on footfall within outdoor markets. This is particularly prevalent in the winter months where not as shoppers are prepared to put up with poor British weather and buy their groceries at uncovered outdoor market.

3.7.3 It must also be noted that whilst the cabins all remain occupied that there is a diminishing number of market traders as a whole.

3.7.4 The site is overlooked by domestic residential properties and this needs to be acknowledged in any form of development or renovation that is undertaken.

3.8 Notwithstanding the above constraints in the case of Clitheroe Market there is an existing established customer base with the majority of shoppers using the market for over 10 years (with the exception of the local Christmas Market). The personal, friendly service provided at the market is highly valued and the main reason why most shoppers choose to shop at the market. As such it is important to not only increase footfall at the market but to maintain this customer base.

#### 4. WAY FORWARD

4.1 The following immediate options have been considered to improve the market area following the issues highlighted by the traders and to ensure that the wider Council aspirations are delivered:

4.1.1 Remove the existing stalls in the Bullring area.

4.1.2 Remove all the existing canopies and replace them with a new, retractable canopy system which is uniform, in respect of colour and design, throughout the permanent market cabins.

4.1.3 Re-instate all of the timber fascia signs on the cabins including painting the fascias and employing a hand-painting sign writer to paint all of the cabin holders business names into the fascias in the same style and design.

4.1.4 Due to the decrease in the use of the market area on a Friday for the flea market, cancel this event due to the lack of participation. The use of the Friday market was introduced to increase footfall however the cabins are not open on a Friday so this provided little economic investment for all parties.

4.1.5 Refurbish the market toilets.

4.1.6 Re-establish the market trader liaison on a quarterly basis to enable issues to be discussed and to secure commitment from the market traders to support events that are specifically tailored around the financial gain of the cabin holders.

#### *Remove stalls within the Bullring Area*

4.2 The existing stalls are much underused and create a poor impression of the town's outdoor market particularly when viewed from Station Road. Removal of these stalls will ensure that the market does not appear 'closed' when viewed by passers-by on Station Road and will enable further consideration of an appropriate temporary use of this space and/ or improvements to the public realm.

4.3 The stalls will remain in situ to accommodate the Christmas markets and will be removed in January 2020 which is a very quiet period of time for the market.

4.4 At a meeting with the market traders on 27<sup>th</sup> August concerns were raised about the impact the stalls removal would have on the traders who regularly use these stalls. There are approximately 5 regular casual stall holders a number of whom potentially have the option to bring their own stalls/selling equipment etc. Additionally after the stalls are removed the Council will still allow pitches to be let to current traders and to any current stallholders who bring their own stalls/equipment.

4.5 There is likely to be a drop in income, as some but not all current stallholders are likely to continue with pitches, and this should be reflected in the revenue budget estimates going forwards. At this stage, it is not possible to estimate with complete certainty what the drop in stalls income will be. However, working on the basis that 40% of current stallholders will continue to trade on the market using pitches, then the estimate of lost stalls income is £1,510 for January to March 2020 and is £6,040 for a full year.

4.6 Following their removal consideration can be given to an appropriate re-use of this area, such as pop-up markets, areas of seating etc., and any necessary

improvements to support the re-use. Additionally Members may consider that the Council purchasing a small stock of temporary cabins may be appropriate for the next stage of the market improvements to accommodate current/ potential stallholders. The options can be discussed with the affected casual traders in advance of the stalls being removed.

### *Replace the Canopies*

- 4.7 The market traders have made it clear that they do not want an indoor market arrangement however they have sought a covered solution to weather proof the area. The stall holders have erected various retractable canopies all of different designs and colours, a number of which are in a poor state of repair.
- 4.8 The design of the cabins, in particular the roof layout, on a stepped arrangement makes the erection of one permanent roof solution very challenging. Additionally given that the cabins are closed for extended periods of time the creation of a covered area has the potential to attract anti-social behaviour. As such, with the aim to provide weather proofing, alternative solutions have been considered.
- 4.9 Following discussions with a canopy company it would not be possible to install a retractable canopy over the entire walkway section due to misalignment of the opposing retail units. However 43 individual retractable canopies (enabling the area to remain open when the market cabins are closed) could be installed which utilise acrylic fabric. The intention would be to secure the greatest projection possible to reduce the amount of walkway open to the elements. The same colour fabric for every unit would be utilised to provide uniformity and 'tie' all the cabins together as one market.
- 4.10 The cost of this system is dependent on the system chosen. The canopy company has suggested either (please see attached appendix 1):
- an Italian system which would be £850 + VAT each/ £36,550 + VAT in total;
  - A stronger German system which would be £995 + VAT each/ £42785 + VAT. A 3m projection for this system would cost £44428 + VAT
- 4.11 The German system (Topas: <https://www.weinor.com/topas/>) is stronger due to the arms being made of drop forged components and the manufacturer is regarded as the best awnings in the industry. This system is considered to be a more suitable solution for Clitheroe's outdoor market given the high likelihood of poor weather conditions. The Topas open awning is very wind resistant and can cope with winds up to force 4 on the Beaufort scale (which is a moderate breeze- 13–18 mph). Additionally extending the canopies to a 3m projection ensures that as much of the walkway is covered as possible.
- 4.12 The existing canopies are owned and maintained by the individual cabin tenants. The new canopies will be supplied and maintained by the Council and members need to be mindful of the potential need to bring in a revenue budget from 2021/22 onwards to support replacement and repairs of canopies each year. For example, four canopy replacements in a year would require a budget of £4,000.

### *Re-instate the Timber Fascia Signs*

- 4.13 The majority (if not all) of the existing cabins have the original timber fascia signs which are partly obscured by the canopies and/ or have been covered by new signage. Whilst the market falls outside Clitheroe Conservation Area it is immediately



adjacent to it and it is considered that uniform signage throughout the market could significantly improve the visual appearance of the area and reflect the historic character and nature of the town.

- 4.14 A local sign writer has been approached to look at hand painting the signs to make sure the improvements are visually attractive and in keeping with the town's historical past. The fascias would need the removal of all hooks and ironmongery, replacement of defective timber, preparation and base paint which would cost approximately £5,500. The cost of hand sign writing directly to fascias would be approximately £220.00 per fascia. Approximately £9,460 in total (possible designs are attached at appendix 2).
- 4.15 It is noted that there are a number of the cabin holders who have erected their own signage which will need to be removed to facilitate the hand painted fascia signs.
- 4.16 Members need to be mindful of the need to bring in a revenue budget for new fascia signs and repainting of fascia signs each year. For example, four new fascia signs in a year would require a budget of £900.

#### *Cancel the Flea Market*

- 4.17 The flea market is not creating any benefit or ensuring the survival of the market, given that the level of activity is very low. There are no cost savings from cancelling the flea market. There would be lost income of approx. £530 per year, and this is already included in the estimated reduction in stalls income stated earlier.
- 4.18 Further options for pop-up/ temporary markets can be explored once the Bull-ring area has been cleared and the right type of interest is generated. This is a longer term project.

#### *Refurbish the Toilets*

- 4.19 The market traders consider that the toilets are not very well utilised. The toilets have been in situ for a number of years and one option would be to refurbish the facilities to increase the attractiveness of the facility.
- 4.20 The options for the toilets are as follows:
  - 4.20.1 Leave the toilets as they are currently
  - 4.20.2 Close the toilets as there are other toilet facilities within the vicinity of the site (such as Booths supermarket) which visitors may consider to be a more attractive options;
  - 4.20.3 Install new flooring, re-decorate the walls and address the urinal in the men's toilets at a cost of £25,000;
  - 4.20.4 Undertake a full refurbishment, with tiled walls, at a cost of £43,000.

#### *Market Liaison Group*

- 4.21 Re-establishing this group will enable co-ordination of the above suggested actions and enable discussions in respect of future possible options. This will also ensure the traders 'buy-in' to improvements undertaken and future events which benefit their businesses.
- 4.22 A meeting was held with the market traders on 27<sup>th</sup> August 2019 to explain the proposals set out above as it will involve removal of the traders' individual canopies and signage to be replaced by a uniform approach. The canopies will be constructed of a light coloured acrylic fabric which will allow light through so a 'tunnel' effect is not

created. The signage will reflect other similar traditional signage, such as D. Byrne & Co., within the town centre. Whilst the same colour signage will be used for all the cabins the colours have yet to be determined and the visualisations at appendix 2 are purely for an indication of how the signs will look.

- 4.23 The meeting was generally positive and following consideration of the proposals above the market traders' main concerns related to the effectiveness of the canopies. The traders raised the following points/ concerns:
- 4.23.1 Will the canopy system be manual or electric? *It appears that an electric version is available however the most suitable mechanism will be installed at the site.*
- 4.23.2 With the German system and the 3m projection will the canopies within the part of the market with facing cabins nearly meet? *The 3m projection will ensure as much of the walkway as possible is covered.*
- 4.23.3 Have such canopies been installed elsewhere (including other markets) and if so where? *Further information has been sought from the canopy company*
- 4.23.4 Will it be possible to site the canopies so that overlap between the cabins so there is less can of the rain coming through the sides of the canopies? *This will relate to the design and positioning of the canopies- Further information has been sought from the canopy company*
- 4.23.5 How effective will the canopies be for the cabins which face the bullring? *The purpose of the canopies is to protect the cabins and customers from the elements- this query has been raised with the canopy company.*
- 4.24 It is proposed to undertake the above changes within the next few months. This will enable quick improvement 'wins'. The success of these changes can then be assessed in line with further potential options which include:
- 4.24.1 The erection of temporary/mobile 'pop-up' stalls on the Bullring dependent on demand/ future events. This would be demand led and enable the area to be as area of public open space the majority of the time but available for temporary markets/ events;
- 4.24.2 Close liaison with the Tourism and Events Officer to attract coach parties to visit the town on a market day. This would therefore encourage a high amount of footfall and it could be linked in to the continued use of the interchange area;
- 4.24.3 Consider the creation of an area of public open space;
- 4.24.4 Creation of a covered/ open seating area;
- 4.24.5 Improve the surface of the Bull-ring area to enhance the visual appearance and facilitate future events;
- 4.24.6 Undertake an assessment of the town centre signage to identify the most appropriate solution for directional signage to the market.
- 4.25 A further report will be brought to Committee in respect of any further proposed changes/ improvements to the market.
- 4.26 The market traders also made the following suggestions for the market which are not, at this stage, proposed as part of the package of improvements:
- **Rents should reflect footfall-** it is envisaged that the improvements proposed to the market set out above will increase the attractiveness of the market to customers and increase footfall. It is also important to note that the rents at Clitheroe market are already significantly lower than other markets (see comparison at Appendix 3)

- **1 hour free parking in the town centre**- any changes to parking charges would need to be reviewed and approved as part of the Council's annual budget setting. There is capital funding available for increasing the car parking capacity at Chester Avenue and a review of parking within the town centre as a whole would dictate the need for the level and type of parking necessary to support the town centre.

## 5. RISK ASSESSMENT

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

- Resources – a separate new revenue budget will be required in respect of replacement signs and canopies.
- Technical, Environmental and Legal – None.
- Political – The Council is committed to investing in the market and its traders.
- Reputation – None.
- Equality & Diversity – None.

## 6. RECOMMENDED THAT COMMITTEE

6.1 Agree to the following improvements to the market:

- 6.1.1 Utilise up to £65,000 of the capital funding to erect new uniform canopies on all of the cabins and hand sign paint all of the fascia signs;
- 6.1.2 Cancel the flea market;
- 6.1.3 Re-establish the market liaison group with the Director of Economic Development and Planning and the Head of Environmental Health Services.

6.2 Determine how the toilets should be dealt with from the following options:

- 6.2.1 Leave the toilets as they are currently; or
- 6.2.2 Close the toilets; or
- 6.2.3 Install new flooring, re-decorate the walls and address the urinal in the men's toilets; or
- 6.2.4 Undertake a full refurbishment.

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.

## **APPENDIX 1 CANOPY OPTIONS**

### **Italian System**



### **German System**



APPENDIX 2

Signage options



**D AND A BURNEY AND SONS**

*High Class Fruit & Vegetables*

**D AND A BURNEY AND SONS**

### **Appendix 3**

#### **Rent comparison**

<b>Clitheroe</b>	<b>Rent per week</b>	<b>Skipton</b>	<b>Rent per week</b>	<b>Chorley</b>	<b>Rent per week</b>
Cabin	£57.00	Stall (Casual)	£110	Large gazebo	£150
Stall	£19.50 (max)	Stall (regular)	£90	Small gazebo	£100

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No. 9

meeting date: THURSDAY, 12 SEPTEMBER 2019  
title: ASHES BEAM AT CLITHEROE CEMETERY  
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
principal author: KEN ROBINSON - HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

- 1.1 To request approval for the installation of an additional ashes beam for cremated remains in Clitheroe Cemetery.
- 1.2 Relevance to the Council's ambitions and priorities:
  - The works will comply with the Corporate Priority to ensure a well-managed Council providing efficient services based on identified customer needs.

## 2 BACKGROUND

- 2.1 Cremated remains have until recently been interred either next to a commemorative tree or shrub, or in a designated plot within the cemetery extension. All commemorative tree plots have been sold, therefore all demand for ashes interments must now be met in the conventional ashes interment area.

## 3 ISSUES

- 3.1 The ashes interment plots are provided with a concrete beam which provides a foundation for plaques and headstones. This arrangement is much more efficient than providing individual foundations for each plot as required and is included in the fee charged for ashes interments. The current beam will run out of space during this financial year. It is planned to install a further beam in a location parallel to the existing ones to meet anticipated demand. Such a new beam would have the capacity for a minimum of 27 or a maximum of 108 ashes interments [each plot can hold 4 interments].
- 3.2 It is anticipated that the provision of a further beam would cost £1,553 and it is hoped to be able to construct the new beam over the coming months (subject to approval) in order to be operational from December 2019. Once completed, the beam will have the potential to generate total income of £31,000 based on current interment charges.
- 3.3 It has not been possible to identify any areas within existing budgets from which to vire funds for this project. However, there is currently £4,410 which was set aside in past years in the Equipment earmarked reserve for the purpose of providing cemetery beams.

## 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
  - Resources – The provision of the beam is anticipated to cost £1,553 and once completed there is the potential for future total income of £31,000 based on current interment charges. Whilst this project cannot be met from existing budgets, there are resources set aside in an earmarked reserve for this purpose.



- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – The Council is expected to provide sufficient ashes interment plots within the cemetery.
- Equality & Diversity – None.

## 5 CONCLUSIONS

- 5.1 The work to provide an additional ashes beam has become necessary as the current beam will run out of space during this financial year.
- 5.2 No existing budget is in place for the provision of the beam, but resources are available in the Equipment earmarked reserve set aside for this purpose.

## 6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Approve the proposed ashes beam works at a cost of £1,553 subject to;
- 6.2 Policy and Finance committee agreeing the financial implications and budgetary provision.

KEN ROBINSON  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Ken Robinson, extension 4466.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No. 10

meeting date: THURSDAY, 12 SEPTEMBER 2019  
title: PROPOSE AN INCREASE TO THE DFG ALLOCATION FOR RIBBLE VALLEY ADAPTATION GRANTS  
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

- 1.1 To inform Committee that the budget of £80,000 for Ribble Valley Adaptations has been fully committed and to recommend that a further £50,000 is allocated to this year's spending allocation.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Community Objectives – To address housing needs in the borough, by adapting people's homes to enable them to stay living independently.
  - Corporate Priorities – To be a well-managed Council.
  - Other Considerations – To ensure that the budget is monitored regularly and the full allocation of the Better Care Fund is committed.

## 2 BACKGROUND

- 2.1 In January 2018 Members approved a discretionary disabled facilities grant policy which made available a discretionary Ribble Valley Adaptation grant. This grant is up to a maximum of £5,000 and is to fund one item or one adaptation and is not means tested.
- 2.2 At the March 2019 Health and Housing Committee it was approved that from the 2019/20 DFG budget, an initial allocation of £80,000 would be allocated to fund Ribble Valley Adaptations. DFG spend is monitored constantly and there is a monthly review meeting. At the review meeting in July it was identified that the commitment of spend on RVA's was close to grant maximum and therefore no further RVA applications have been taken until the position was reported to Committee.

## 3 ISSUES

- 3.1 To date there have been 15 RVA recommendations received by the Council from Occupational Therapists since the monitoring identified that the allocation for RVA's had been committed. Of the 15 recommendations, 3 have been highlighted as urgent cases.
- 3.2 The proposal is to increase the allocation of DFG funding for Ribble Valley Adaptation grants. The grant allocated for RVA's was £80,000 for 2019/20, therefore it is proposed that a further £50,000 is allocated to the fund.
- 3.3 The budget will continue to be closely monitored and should the high demand for RVA's continue then it may be the amount allocated may need to be reported to

Committee for a further review again. However, as mandatory Disabled Facilities Grants must remain the priority and as the number and value of recommendations is unknown, we will continue to keep Committee informed of the position.

#### 4 RISK ASSESSMENT

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

- Resources – Important the Council utilise the Better Care Fund allocation for Ribble Valley in 2019/20 and assist as many households as possible to remain living independently.
- Technical, Environmental and Legal – All applicants are offered support to deal with the technical and legal requirements of the adaptation.
- Political – Ribble Valley Borough Council is keen to assist as many households as possible.
- Reputation – The Council has developed a good reputation for efficient delivery of adaptations.
- Equality & Diversity – Since the introduction of the new policy the number of households assisted has increased significantly. In 2017/18, 23 DFG grants were approved and in 2018/19, 73 households were assisted with grants.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the expenditure of a further £50,000 on Ribble Valley Adaptation grants. The total allocation for RVA's in 2019/20 will be £140,000.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

NICOLA HOPKINS  
DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING

For further information please ask for Rachael Stott, extension 3216.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 11

meeting date: 12 SEPTEMBER 2019  
title: CHRISTMAS MARKET 2019  
submitted by: CHIEF EXECUTIVE  
principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

1.1 This report is an overview of the Christmas activities hosted at the 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 the Ribble Valley.
- Corporate Priorities – To provide quality services efficiently and effectively.
- Other Considerations – None.

## 2 BACKGROUND

2.1 Over the last 4 years, there has been a designated Christmas market within Clitheroe's Bullring area. The decision was made to hold a Christmas market to encourage use of the market and be of wider benefit to other retail establishments in the town.

2.2 The overall strategy for the market is to drive economic growth and improve its economic performance. The market has the opportunity during the Christmas period to attract new tourism and visitors, high spending shoppers and increase visits during the crucial trading period.

2.3 Over the last 4 years Council market traders have worked hard to extend the retail offer around the market area and continue to commit to enhance the festive atmosphere for visitors and residents alike.

## 3 ISSUES

3.1 The Christmas markets will run on 7, 14 and 21 December 2019 with the Christmas light switch on being undertaken on 7 December.

3.2 As ever the management of the event will be undertaken by the Council through the Market Superintendent.

3.3 It is proposed the charge for a stall or pitch will be £15 per week. The payment will be received prior to the event when booking. All fee payments will be non-refundable so as to ensure maximum occupancy.

3.4 As in the past there will be additional costs for enhancing the area including providing a Christmas tree, decorations and entertainment, all of which is outlined with approximate costs in Appendix 1, this is based on last year's costings.

- 3.5 It was noted that attendance at last year's Christmas Market was down on previous years due to particularly inclement weather. It is hoped this year the weather will be kinder to us. The poor weather did result in a number of traders not attending, however this was at no detriment to the income received from the Council.
- 3.6 The 2018 market had an income of £1000, this was generated from stallholder fees.
- 3.7 All officers who attend the event from the Council in addition to their existing post will be credited with lieu time. The assistance will be to provide support for the Market Superintendent on start-up when new market traders are attending.
- 3.8 The Christmas Market has continued to bring to the region local spend. It has been clear that the market does need to develop to prosper with the Christmas event. Officers are already in the early stages of working to recruit stallholders.
- 3.9 The opening event this year will again coincide with the Santa Run and other festive events that occur within the town via the Chamber of Trade. It is hoped that this shows commitment to the retail trade in and around the Clitheroe area.

#### 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 – No implications identified.
  - Equality & Diversity – No implications identified.

#### 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the recommendation for a non-refundable fee of £15 per pitch or stall during the Christmas market festive period on 7, 14 and 21 December.
- 5.2 Show commitment to the Christmas market and the retail trade within the area during the festive period of 2019.

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.

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 12

meeting date: 12 SEPTEMBER 2019  
title: CAPITAL MONITORING 2019/20  
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 2019/20 capital programme, for the period to the end of July 2019.

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 schemes for this Committee's original estimate capital programme, totalling £370,000, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2019 and March 2019 respectively.

2.2 In addition to the original estimate budget, the following budget changes have been made so far in 2019/20:

- The Clitheroe Market Improvements scheme, totalling £175,000, was on hold in 2018/19 and the scheme budget was moved from the 2018/19 capital programme to the 2019/20 capital programme.
- There were three 2018/19 capital housing grants schemes that were not completed by 31 March 2019 and had unspent budget available at that date. The total unspent balance on these schemes, £451,280, is known as slippage. This slippage was transferred into the 2019/20 capital programme budget, after approval by this Committee in June 2019.
- Since approval of the original estimate budget for this Committee, the Disabled Facilities Grants (DFGs) funding for 2019/20 from Central Government has been confirmed as £346,368. The DFGs scheme budget was initially set at £320,000 on the basis that this would be changed to reflect the confirmed DFGs funding that was received. Therefore, the DFGs 2019/20 budget was increased by an additional approval of £26,370 to £346,370.
- The Longridge Affordable Housing scheme, with a budget of £234,000, was approved for inclusion in this Committee's capital programme by the Policy and Finance Committee in June 2019.
- The Chipping Community Housing Grant scheme, with a budget of £115,000, was initially approved by the Health and Housing Committee in March 2018, subject to the award meeting the requirements of the Community Housing Fund award. The scheme has now been added to this Committee's capital programme in 2019/20, as the grant agreement with the Land Trust is close to being finalised.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of six schemes is £1,371,650. This is shown at Annex 1.

### 3 CAPITAL MONITORING 2019/20

3.1 The table below summarises this Committee’s capital programme budget, expenditure to date and variance, as at the end of July 2019. 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 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
370,000	175,000	451,280	375,370	1,371,650	222,401	-1,149,249

3.2 At the end of July 2019 £222,401 had been spent or committed. This is 16.2% of the annual capital programme budget for this Committee.

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

- **Disabled Facilities Grants (-£490,419):** Committed expenditure at the end of July 2019 was based on twenty-five schemes approved in 2018/19 and twenty schemes approved so far in 2019/20. In addition to this, there were a further sixteen applications working towards approval, three currently approved schemes where additional approvals may be required to fund further work now identified and there are fifteen referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

This grant scheme is demand-led, being dependent on referrals from Occupational Therapists. Therefore, the actual level of committed expenditure for the year as a whole will be dependent on the number of and value of approved referrals in-year. The number of and value of referrals can vary throughout the year and between years. The DFG budget is monitored by officers on a monthly basis and Members will note the requested change to the discretionary spend reported elsewhere on the agenda.

- **Landlord/Tenant Grants (-£134,240):** No schemes have been approved so far in 2019/20. A site visit has been made to one potential applicant, but the property would require planning permission in advance of a grant application. Housing Officers will look to promote the scheme more widely in coming months. At this stage, there is no certainty that the scheme budget will be fully committed by year-end.
- **Clitheroe Market Improvements (-£175,000):** Initial plans to use part of the budget on this scheme are reported to this Committee elsewhere on this agenda. If approved, this initial work will comprise erecting new uniform canopies on all cabins, hand painting fascia signs on all cabins, refurbishing the market toilets and removing all stalls in the bull-ring. The work is expected to be completed by March 2020. It is proposed to bring a further report to this Committee in respect of any further improvements proposed to the Market.

- **Longridge Affordable Housing Scheme (-£234,000):** Following members approval to purchase two properties in Longridge, to be affordable units, discussions have been on-going with a registered provider, who will manage the properties, and a draft Management Agreement is currently under consideration. A joint visit has been arranged with the Council's surveying team and the registered provider's surveying team to view one of the properties in early September 2019. The scheme is on-track to be completed in-year, but is dependent on final agreement of the lease and Management Agreement and the time taken to complete purchase of and undertake any associated works on two suitable properties.
- **Chipping Community Housing Grant (-£115,000):** Chipping Community Land Trust have a planned completion date of November 2019 for the three properties being purchased. The Council will pay the grant monies to the Land Trust just prior to completion of the purchases, under a grant agreement between the Council and the Land Trust. The grant agreement has been considered by Corporate Management Team and is close to being finalised.

#### 4 CONCLUSION

- 4.1 At the end of July 2019 £222,401 had been spent or committed. This is 16.2% of the annual capital programme budget for this Committee.
- 4.2 Of the six schemes in the capital programme, three are on-track to be completed in-year. Of the other three schemes:
- plans for some Clitheroe Market Improvements scheme capital works in-year have been presented to this Committee for approval; and
  - spend and commitments on the Disabled Facilities Grants and Landlord/Tenant Grants schemes are on-going in-year.

SENIOR ACCOUNTANT

HH9-19/AC/AC  
29 August 2019

For further information please ask for Andrew Cook  
BACKGROUND PAPERS – No

  
DIRECTOR OF RESOURCES



## Health and Housing Committee – Capital Programme 2019/20

Cost Centre	Scheme	Original Estimate 2019/20 £	Budget Moved from 2018/19 £	Slippage from 2018/19 £	Additional Approvals 2019/20 £	Total Approved Budget 2019/20 £	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
DISCP	Disabled Facilities Grants	320,000	0	360,120	26,370	706,490	<b>216,071</b>	-490,419
LANGR	Landlord/Tenant Grants	50,000	0	84,240	0	134,240	<b>0</b>	-134,240
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	<b>0</b>	-175,000
CWARM	Affordable Warmth – Capital Grants	0	0	6,920	0	6,920	<b>6,330</b>	-590
LONAH	Longridge Affordable Housing Scheme	0	0	0	234,000	234,000	<b>0</b>	-234,000
CHCHG	Chipping Community Housing Grant	0	0	0	115,000	115,000	<b>0</b>	-115,000
<b>Total Health and Housing Committee</b>		<b>370,000</b>	<b>175,000</b>	<b>451,280</b>	<b>375,370</b>	<b>1,371,650</b>	<b>222,401</b>	<b>-1,149,249</b>

## 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 grant aid to adapt homes so elderly and disabled occupants can remain in their own home. 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:**

Administration fees are paid to the Council for any individual Disabled Facilities Grants scheme that the Council administers. The actual administration fee income varies each year, dependent on the number and value of schemes completed in-year.

**Timescale for Completion:**

The Disabled Facilities Grants budget operates throughout the financial year.

**Capital Cost:**

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	320,000		
Slippage from 2018/19	360,120		
Additional Approval 2019/20	26,370		
<b>Total Approved Budget 2019/20</b>	<b>706,490</b>	<b>216,071</b>	<b>-490,419</b>
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>706,490</b>		

**Progress - Budget Holder Comments**

**July 2019:** Committed expenditure at the end of July 2019 was based on twenty five schemes approved in 2018/19 and twenty schemes approved so far in 2019/20. In addition to this, there were a further sixteen applications working towards approval, three currently approved schemes where additional approvals may be required to fund further work now identified and there are fifteen referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

## 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 temporary accommodation as the social housing waiting list is so long. The scheme is also used to bring empty properties back into use.

#### Revenue Implications:

Administration fees are paid to the Council for any individual Landlord/Tenant Grants scheme that the Council administers. The actual administration fee income varies each year, dependent on the number and value of schemes completed in-year.

#### Timescale for Completion:

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

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	50,000		
Slippage from 2018/19	84,240		
Total Approved Budget 2019/20	134,240	0	-134,240
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>134,240</b>		

#### Progress - Budget Holder Comments

**July 2019:** No schemes have been approved so far in 2019/20. A site visit has been made to one potential applicant, but the property would require planning permission in advance of a grant application. Housing Officers will look to promote the scheme more widely in coming months. At this stage, there is no certainty that the scheme budget will be fully committed by year-end.

## Individual Scheme Details and Budget Holder Comments

### Clitheroe Market Improvements

Service Area: Clitheroe Market  
Head of Service: Heather Barton

#### Brief Description of the Scheme:

The Clitheroe Market Improvements scheme was initially approved in 2015, before the proposed Clitheroe Market re-development plans were announced. As part of approving the 2018/19 capital programme revised estimate at its meeting on 17 January 2019, this Committee approved the move of this £175,000 scheme budget from the 2018/19 capital programme to the 2019/20 capital programme. This is because the scheme was on hold, awaiting the final plans for any development on the market site.

Policy and Finance Committee have since agreed to terminate the Clitheroe Market re-development procurement. As a result of this, officers are developing a new set of plans for this Clitheroe Market Improvements scheme, after consultation with the Market traders, and these plans will be reported to members at a future Health and Housing Committee meeting.

#### Revenue Implications:

To be confirmed - dependent on the proposals developed for approval.

#### Timescale for Completion:

To be confirmed - dependent on the proposals developed for approval.

#### Capital Cost:

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Budget Moved from 2018/19	175,000		
Total Approved Budget 2019/20	175,000	0	-175,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>175,000</b>		

#### Progress - Budget Holder comments:

**July 2019:** Initial plans to use part of the budget on this scheme are reported to this Committee elsewhere on this agenda. If approved, this initial work will comprise erecting new uniform canopies on all cabins, hand painting fascia signs on all cabins, refurbishing the market toilets and removing all stalls in the bull-ring. The work is expected to be completed by March 2020. It is proposed to bring a further report to this Committee in respect of any further improvements proposed to the Market.

**December 2018:** This scheme remains on hold, awaiting the final plans for the Clitheroe Market Development scheme. As a result, there is expected to be no expenditure on the scheme in 2018/19. It is recommended that the £175,000 budget for this scheme is moved to the 2019/20 financial year and the 2018/19 revised estimate is nil.

**September 2018:** No change - The scheme remains on hold, awaiting the final plans for the Clitheroe Market Development scheme.

**July 2018:** No change - The Clitheroe Market Improvements scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.

**November/December 2017:** This scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme. As a result, there is expected to be no expenditure on the scheme in 2017/18. It is recommended that the £175,000 budget for this scheme is moved to the 2018/19 financial year.

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

**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

### 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 and 2017/18, to allow the Council to provide sustainable heating and insulation grants to eligible applicants. The funding provided can only be spent for this purpose. £6,920 of funding from 2017/18 was still unspent at the end of 2018/19, so this has been carried forward into the 2019/20 capital programme as slippage.

**Revenue Implications:**

None

**Timescale for Completion:**

Throughout the financial year – April to March

**Capital Cost:**

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Slippage from 2018/19	6,920		
Total Approved Budget 2019/20	6,920	6,330	-590
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>6,920</b>		

**Progress - Budget Holder comments:**

**July 2019:** Committed expenditure at the end of July 2019 was based on three grants approved in 2018/19 and five grants approved so far in 2019/20. The rest of the budget is expected to be fully committed in-year.

## Individual Scheme Details and Budget Holder Comments

### Longridge Affordable Housing Scheme

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

**Brief Description of the Scheme:**

The purchase of two properties in Longridge to be rented out as affordable rental units, utilising commuted sum monies. The proposal is to purchase 1 x 3 bed and 1 x 2 bed property in the town centre. The properties will be leased to a registered provider and the Council will have 100% nomination rights and the rent will be capped at LHA rate.

**Revenue Implications:**

Annual lease income from the registered provider (amount to be confirmed).

**Timescale for Completion:**

Purchase the properties in 2019/20.

**Capital Cost:**

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Additional Approval 2019/20	234,000		
Total Approved Budget 2019/20	234,000	0	-234,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>234,000</b>		

**Progress - Budget Holder comments:**

**July 2019:** Following members approval to purchase two properties in Longridge, to be affordable units, discussions have been on-going with a registered provider, who will manage the properties, and a draft Management Agreement is currently under consideration. A joint visit has been arranged with the Council's surveying team and the registered provider's surveying team to view one of the properties in early September 2019. The scheme is on-track to be completed in-year, but is dependent on final agreement of the lease and Management Agreement and the time taken to complete purchase of and undertake any associated works on two suitable properties.

## Individual Scheme Details and Budget Holder Comments

### Chipping Community Housing Grant

Service Area: Housing and Regeneration  
Head of Service: Colin Hirst

**Brief Description of the Scheme:**

Use of £115,000 of Community Housing Fund grant from MHCLG to provide a grant to Chipping Community Land Trust to help purchase three new properties in Chipping. The grant will fund 50% of the purchase price paid by the Land Trust. Once purchased, the three properties will be rented out by the Land Trust as affordable rental units. The Council will have 100% nomination rights and the rent will be capped at LHA rate.

This grant award was approved by the Health and Housing Committee in March 2018, subject to the award meeting the requirements of the Community Housing Fund award, which it does. The scheme has now been added to this Committee's capital programme, as the grant agreement with the Land Trust is close to being finalised.

**Revenue Implications:**

None.

**Timescale for Completion:**

November 2019.

**Capital Cost:**

	£	Actual Expenditure including commitments as at end of July 2019 £	Variance as at end of July 2019 £
Original Estimate 2019/20	0		
Additional Approval 2019/20	115,000		
Total Approved Budget 2019/20	115,000	0	-115,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>115,000</b>		

**Progress - Budget Holder comments:**

**July 2019:** Chipping Community Land Trust have a planned completion date of November 2019 for the three properties being purchased. The Council will pay the grant monies to the Land Trust just prior to completion of the purchases, under a grant agreement between the Council and the Land Trust. The grant agreement has been considered by Corporate Management Team and is close to being finalised.



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

Agenda Item No 13

meeting date: 12 SEPTEMBER 2019  
 title: REVENUE OUTTURN 2018/19  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 To report the revenue outturn 2018/19 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 Our full Statement of Accounts was signed off for audit by the Director of Resources on 31 May 2019 and that audit has now been completed.

2.2 Under the Accounts and Audit Regulations 2015 we are required to have our audited Statement of Accounts approved by 31 July.

2.3 Our final audited Statement of Accounts were approved by the Accounts and Audit Committee at their meeting on 24 July 2019.

### 3 REVENUE OUTTURN 2018/19

3.1 Shown below, by cost centre, is a comparison of the 2018/19 actual outturn with the revised estimate budget for this Committee. You will see an overall underspend of £78,469 on the net cost of services. After transfers to and from earmarked reserves, the overall underspend is £71,016. This has been added to General Fund Balances.

Cost Centre	Cost Centre Name	Revised Estimate 2018/19 £	Actual 2018/19 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
APLAC	Alma Place Unit	1,440	793	-647	0	-647
AWARM	Affordable Warmth	750	60	-690	690	0
CLAIR	Clean Air	1,610	1,496	-114	0	-114
CLAND	Contaminated Land	9,240	9,196	-44	0	-44
CLCEM	Clitheroe Cemetery	44,210	35,652	-8,558	0	-8,558

<b>Cost Centre</b>	<b>Cost Centre Name</b>	<b>Revised Estimate 2018/19 £</b>	<b>Actual 2018/19 £</b>	<b>Variance £</b>	<b>Associated Earmarked Reserves Variance £</b>	<b>Net Variance £</b>
CLMKT	Clitheroe Market	-46,020	-48,900	-2,880	0	-2,880
CMGHH	Community Groups – Health & Housing	29,120	28,854	-266	0	-266
COMNL	Common Land	2,290	1,659	-631	0	-631
CTBEN	Localised Council Tax Support Admin	152,290	144,585	-7,705	0	-7,705
DOGWD	Dog Warden & Pest Control	108,150	102,197	-5,953	0	-5,953
ENVHT	Environmental Health Services	329,430	322,623	-6,807	0	-6,807
HGBEN	Housing Benefits	93,990	66,414	-27,576	0	-27,576
HOMEE	Home Energy Conservation	5,010	4,558	-452	0	-452
HOMES	Homelessness Strategy	55,490	42,469	-13,021	6,762	-6,259
HSASS	Housing Associations	6,460	6,401	-59	0	-59
HSTRA	Housing Strategy	21,410	20,380	-1,030	0	-1,030
IMPGR	Improvement Grants	71,500	67,640	-3,860	6	-3,854
JARMS	Joiners Arms	37,410	39,384	1,974	0	1,974
SHARE	Shared Ownership Rents	-1,250	-1,252	-2	0	-2
SUPPE	Supporting People	24,130	24,104	-26	-5	-31
UCRED	Universal Credit	10,920	10,798	-122	0	-122
<b>NET COST OF SERVICES</b>		<b>957,580</b>	<b>879,111</b>	<b>-78,469</b>	<b>7,453</b>	<b>-71,016</b>

#### 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 below provides a comparison of the 2018/19 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.

	<b>Revised Estimate 2018/19 £</b>	<b>Actual 2018/19 £</b>	<b>Variance £</b>	<b>Reasons for variations on the Movements in Earmarked Reserves</b>
<b>Committee Net Cost of Services</b>	<b>957,580</b>	<b>879,111</b>	<b>-78,469</b>	
<b>HGBAL/H339 Housing Related Grants Reserve</b> 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.	-29,530	-28,852	678	The main reason is £690 less spend in-year than budgeted for at revised estimate stage on Affordable Warmth measures. This spend is funded by amounts previously set aside in the Housing Related Grants Reserve, so less needed transferring from the Reserve at year-end.
<b>HGBAL/H373 Custom and Self Build Regulations Grant Reserve</b> This is where funds provided by MHCLG are set aside to then fund future expenditure on administering Custom and Self Build Regulations.	28,750	28,750	0	
<b>CPBAL/H330 Capital Reserve</b> This is where funds are set aside to then fund future capital expenditure.	37,090	43,865	6,775	The main reason is that more Flexible Homelessness Support Grant was unspent at year-end than budgeted for, so an extra £6,769 was set aside in the Capital Reserve at year-end to help fund the 2023/24 roof renewal capital scheme at the Council's Homelessness Unit.
<b>Committee Net Cost of Services After Movements on Earmarked Reserves</b>	<b>993,890</b>	<b>922,874</b>	<b>-71,016</b>	

5 MAIN VARIATIONS 2018/19

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 £
<b>HGBEN</b> Housing Benefits	Rent Allowance payments were £67,768 lower than budgeted for (-1.1%), after adjusting for recovery of housing benefits overpayments and non-cash transactions. Set against this, Rent Allowance subsidy grant received was £48,024 less than budgeted for (-0.8%), as this grant income broadly reflects Rent Allowance payments in-year. The reduced payments and grant income reflects the reducing caseload as a result of migration from Housing Benefits to Universal Credit in Ribble Valley.	-19,744
<b>CLCEM</b> Clitheroe Cemetery	Interments, Exclusive Burial Rights and Commemorative Trees income was higher than budgeted for, due to greater activity than anticipated in this demand led service area in the last quarter of 2018/19.	-11,040
Various	Lower than budgeted support service recharges across most Health and Housing Committee cost centres due to reductions in net expenditure in several support service areas.	-8,538
<b>HGBEN</b> Housing Benefits	Additional unbudgeted non-recurring funding received from the DWP at year-end to reflect the burden on the Council of implementing new Mixed Age Couples, Pension Credit and Severe Disability Premium regulations in-year.	-4,342

6 CONCLUSION

6.1 There have been a number of variations in both income and expenditure between the 2018/19 revised estimate and 2018/19 actual outturn. This has given rise to an overall underspend for this Committee of £78,469 on the net cost of services. After allowing for transfers to and from earmarked reserves the overall underspend is £71,016.

SENIOR ACCOUNTANT  
HH8-19/AC/AC  
27 August 2019

DIRECTOR OF RESOURCES

BACKGROUND PAPERS – None.  
For further information please ask for Andrew Cook.

**HEALTH AND HOUSING COMMITTEE  
MAIN VARIANCES 2018/19**

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>CLCEM: Clitheroe Cemetery</b>						
<b>Grave Digging</b> – Increased costs match higher interments income (see below), plus there have been some difficult digging conditions in the damper parts of Clitheroe Cemetery.	1,072			1,072		1,072
<b>Purchase of Equipment and Materials</b> – The actual costs of safety work on kerbing at Clitheroe Cemetery cost less than originally estimated.	-1,148			-1,148		-1,148
<b>Grounds Maintenance</b> - More input at Clitheroe Cemetery from the Grounds Maintenance team than budgeted for at revised estimate.	1,658			1,658		1,658
<b>Interment Fees income</b> - Higher income due to year-on-year variations in interments.		-1,028		-1,028		-1,028
<b>Exclusive Burial Rights income</b> - Higher income due to more plot reservations than expected and year-on-year variations in interments.		-8,628		-8,628		-8,628
<b>Commemorative Trees income</b> - Higher income due to greater demand in the second part of 2018/19 than anticipated.		-1,384		-1,384		-1,384
<b>Total Clitheroe Cemetery</b>	<b>1,582</b>	<b>-11,040</b>	<b>0</b>	<b>-9,458</b>	<b>0</b>	<b>-9,458</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>CLMKT: Clitheroe Market</b>						
<b>Publicity</b> – Less advertising and other promotional spend was required for the Christmas market and other speciality market events than anticipated.	-1,418			-1,418		-1,418
<b>Other expenditure variances</b> - Lower electricity costs than anticipated at revised estimate (-£538) and a reduced recharge for the refuse collection service in-year (-£752).	-1,290			-1,290		-1,290
<b>Total Clitheroe Market</b>	<b>-2,708</b>	<b>0</b>	<b>0</b>	<b>-2,708</b>	<b>0</b>	<b>-2,708</b>
<b>CTBEN: Localised Council Tax Support Admin</b>						
<b>Supplies and Services expenditure</b> - Underspend from control of spending across several budgets, with the biggest underspends being on scanning (-£414), postages (-£884) and software maintenance (-£733).	-2,541			-2,541		-2,541
<b>Other expenditure variances</b> - Lower support service recharge from Revenue Services (-£850) and lower training expenses (-£270).	-270		-850	-1,120		-1,120
<b>Overpayments of Council Tax Benefits income</b> - 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 in 2018/19 was higher than the budget set for this income.			-3,913	-3,913		-3,913
<b>Total Localised Council Tax Support Admin</b>	<b>-2,811</b>	<b>-3,913</b>	<b>-850</b>	<b>-7,574</b>	<b>0</b>	<b>-7,574</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>DOGWD: Dog Warden &amp; Pest Control</b>						
<b>Works Administration On-costs</b> – Less need for dog bin repairs and replacement work and cover for dog bin emptying than anticipated.	-1,363			-1,363		-1,363
<b>Purchase of Equipment and Materials</b> – Dog bin lids ordered in 2018/19 were not delivered in-year by the supplier.	-1,114			-1,114		-1,114
<b>Grounds Maintenance</b> – Dog bin emptying costs recharged from the Grounds Maintenance team were lower than budgeted for.	-1,794			-1,794		-1,794
<b>Other expenditure variances</b> – Lower purchases of baits & poisons in-year (-£658) and lower kennelling fees than anticipated (-£800).	-1,458			-1,458		-1,458
<b>Total Dog Warden &amp; Pest Control</b>	<b>-5,729</b>	<b>0</b>	<b>0</b>	<b>-5,729</b>	<b>0</b>	<b>-5,729</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>ENVHT: Environmental Health Services</b>						
<b>Water Samples Costs</b> – Increased lab test sampling costs as a result of increased parameter tests required under new Drinking Water Inspectorate regulations for private water sampling. These increased costs are passed on via the private water samples fees charged to those responsible for the private water supplies tested (see below)	7,510			7,510		7,510
<b>Private Water Samples Income</b> – Increased fees charged to those responsible for private water supplies tested under new Drinking Water Inspectorate regulations. The increased fees broadly covered the increased lab tests costs incurred by the Council in carrying out the tests (see above).		-7,326		-7,326		-7,326
<b>Chief Executive service recharge</b> – Lower support service recharge from the Chief Executive’s department mainly due to a reduction in net expenditure in that department.			-2,724	-2,724		-2,724
<b>Street Trading Licence income</b> - More Street Trading licences issued in-year than anticipated at revised estimate budget stage.		-1,801		-1,801		-1,801
<b>Other income</b> – More income from other licences, registration fees and fixed penalty notices than anticipated, the biggest increases being Environmental Protection Registration fees (-£266), Houses of Multiple Occupation licences (-£616) and Animal Home Boarding licences (-£255).		-1,541		-1,541		-1,541
<b>Total Environmental Health Services</b>	7,510	-10,668	-2,724	-5,882	0	-5,882



	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>HGBEN: Housing Benefits</b>						
<b>Rent Allowance payments</b> - Rent Allowance payments were lower than budgeted for, after adjusting for recovery of housing benefits overpayments and non-cash transactions in-year. The revised estimate anticipated a slight increase from the original estimate in payments for the year as a whole, but actual payments were lower than this, mainly as a result of migration of some new benefit claims to Universal Credit - actual expenditure was 1.1% less than the £6.32m budgeted for.	-67,768			<b>-67,768</b>		<b>-67,768</b>
<b>Rent Allowance Grant income</b> - Less Housing Benefits subsidy grant received than budgeted for, which broadly reflects less Rent Allowances paid out in-year (see above) – actual income was 0.8% less than the £6.36m budgeted for.		48,024		<b>48,024</b>		<b>48,024</b>
<b>Rent Rebate payments</b> – Less Rent Rebates paid out, mainly due to lower Rent Rebate related occupancy at the Council's homelessness unit than budgeted for.	-1,916			<b>-1,916</b>		<b>-1,916</b>
<b>Rent Rebate Grant income</b> - Less Housing Benefits subsidy grant received than budgeted for, which broadly reflects lower Rent Rebates paid out in relation to the Council's homelessness unit (see above).		2,324		<b>2,324</b>		<b>2,324</b>
<b>Non-Recurring Purchases</b> - An unbudgeted payment for revenue system updates to support local authority IT data sharing with the DWP. It was requested by and funded by the DWP in-year (see below).	9,574			<b>9,574</b>		<b>9,574</b>
<b>DWP - LA Data Sharing IT income</b> - Unbudgeted income received from the DWP to fund the payment for revenue system updates to support local authority IT data sharing with the DWP (see above).		-9,574		<b>-9,574</b>		<b>-9,574</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>Supplies and Services expenditure</b> - Underspend from control of spending across several budgets, with the biggest underspends being on scanning (-£414) and postages (-£884).	-2,051			-2,051		-2,051
<b>Resources - Revenue Services recharge</b> - Lower support service recharge from Revenue Services mainly due to a reduction in net expenditure in that department.			-1,103	-1,103		-1,103
<b>DWP Mixed Age Couples Sharing new burdens funding</b> - Additional funding received from DWP at year-end to reflect the burden on the Council of implementing new Mixed Age Couples Sharing regulations in-year.		-2,116		-2,116		-2,116
<b>DWP Pension Credit new burdens funding</b> - Additional funding received from DWP at year-end to reflect the burden on the Council of implementing new Pension Credit regulations in-year.		-1,026		-1,026		-1,026
<b>DWP Severe Disability Premium new burdens funding</b> - Additional funding received from DWP at year-end to reflect the burden on the Council of implementing new Severe Disability Premium regulations in-year.		-1,200		-1,200		-1,200
<b>Total Housing Benefits</b>	<b>-62,161</b>	<b>36,432</b>	<b>-1,103</b>	<b>-26,832</b>	<b>0</b>	<b>-26,832</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>HOMES: Homelessness Strategy</b>						
<b>Homelessness Temporary Accommodation</b> – Less use of external temporary accommodation to support some homelessness cases, because of a lower number of homelessness cases and some less complex cases in 2018/19 than in 2017/18. Therefore, less funding for these costs was required from the Flexible Homelessness Support Grant income in-year, which meant that more of that Grant funding was set aside in the Housing Related Grants Reserve at year-end.	-4,080			<b>-4,080</b>	4,080	<b>0</b>
<b>Grants to Individuals</b> - Use of Tenancy Protection Fund, Homelessness Assistance and other payments to help people secure private sector tenancies was less than budgeted for. In addition, there have been a number of repayment invoices raised to recover some of the payments made and this has reduced net expenditure in-year.	-2,800			<b>-2,800</b>		<b>-2,800</b>
<b>MHCLG Homelessness Prevention Grant income</b> - Additional funding received from MHCLG at year-end to provide additional funding for homelessness work. This amount was unspent at year-end, so it was set aside in the Housing Related Grants Reserve at year-end.		-1,178		<b>-1,178</b>	1,178	<b>0</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<p><b>MHCLG Flexible Homelessness Support Grant –</b>            -£1,000 of additional Flexible Homelessness Support Grant was received from MHCLG at year-end. This amount was unspent, so it was set aside in the Housing Related Grants Reserve at year-end.            In addition, with regard to planned Flexible Homelessness Support Grant funding of in-year expenditure:</p> <ul style="list-style-type: none"> <li>- £530 less than budgeted for was required to fund roof repairs at the Council's homelessness unit.</li> <li>- £22 more than budgeted for was required to cover the loss of DWP Rent Rebate subsidy in relation to Rent Rebates paid at the Council's homelessness unit.</li> </ul> <p>The additional net amount of -£508 unspent grant was set aside in the Housing Related Grants Reserve at year-end.</p>		-1,508		-1,508	1,508	0
<p><b>MHCLG H-CLIC Reporting new burdens funding -</b>            Additional funding received from MHCLG at year-end to reflect the burden on the Council of implementing the new H-CLIC management information requirements specified by the Homelessness Reduction Act.</p>		-2,895		-2,895		-2,895
<b>Total Homelessness Strategy</b>	<b>-6,880</b>	<b>-5,581</b>	<b>0</b>	<b>-12,461</b>	<b>6,766</b>	<b>-5,695</b>

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>IMPGR: Improvement Grants</b>						
<b>Disabled Facilities Grants (DFGs) Administration Fees income</b> - Due to higher numbers and value of grant schemes completed in-year than budgeted for at revised estimate.		-3,027		-3,027		-3,027
<b>Total Improvement Grants</b>	0	-3,027	0	-3,027	0	-3,027
<b>JARMS: Joiners Arms</b>						
<b>Dwelling Rents income</b> – Lower rent income because occupancy levels at the Council’s homelessness unit, Joiners Arms, have been lower than budgeted for and arrears have been higher than budgeted for.		2,108		2,108		2,108
<b>Total Joiners Arms</b>	0	2,108	0	2,108	0	2,108

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
<b>SUPPE: Supporting People</b>						
<b>Other Contract Payments</b> - There are two main reasons for this variance, which were not budgeted for: <ul style="list-style-type: none"> <li>- The Council have entered into an agreement for Hyndburn and Ribble Valley Domestic Violence Team (HARV) to provide a Domestic Abuse Outreach Worker service in Ribble Valley between December 2018 and March 2020. The cost of the service provided up to 31 March 2019 was £10,469. The service is fully funded by Domestic Abuse Support Grant from Lancashire County Council (see below).</li> <li>- The Domestic Abuse Sanctuary Security scheme provided by HARV ended in Autumn 2018 and £2,629 of the funding provided to HARV was unspent at that date. The money was repaid to the Council by HARV. The scheme was grant funded by Lancashire County Council, so the money was repaid to them (see below).</li> </ul>	7,845			7,845		7,845
<b>Domestic Abuse Agreement LCC Grant</b> – Grant of £10,469 due from Lancashire County Council for the Domestic Abuse Outreach Worker service provided in Ribble Valley between December 2018 and March 2019 (see above).		-10,469		-10,469		-10,469
<b>Sanctuary Domestic Violence Grant LCC</b> – Repayment to Lancashire County Council of unspent Domestic Abuse Sanctuary Security scheme grant that was unspent when the scheme ended in Autumn 2018 (see above).		2,629		2,629		2,629
<b>Total Supporting People</b>	7,845	-7,840	0	5	0	5
<b>Other variances</b>	-4,692	1,642	-3,861	-6,911	687	-6,224
<b>Total Variances for Health and Housing Committee</b>	-68,044	-1,887	-8,538	-78,469	7,453	-71,016

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

Agenda Item No 14

meeting date: 12 SEPTEMBER 2019  
 title: REVENUE MONITORING 2019/20  
 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 2019/20 revenue budget, as at the end of July 2019.

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 2019/20

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate budget for the period April 2019 to July 2019. You will see an overall underspend of £27,382 on the net cost of services, after allowing for transfers to and from earmarked reserves. 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 2019 £	Actual including Commitments to the end of July 2019 £	Variance £	
APLAC	Alma Place Unit	1,820	-114	-1,361	-1,247	G
AWARM	Affordable Warmth	250	88	398	310	G
CLAIR	Clean Air	1,830	172	296	124	G
CLAND	Contaminated Land	10,060	0	0	0	G
CLCEM	Clitheroe Cemetery	32,970	-1,283	-3,048	-1,765	G
CLMKT	Clitheroe Market	-49,910	-103,484	-105,424	-1,940	G
CMGHH	Community Groups - Health & Housing	21,890	0	0	0	G
COMNL	Common Land	2,300	226	0	-226	G
CTBEN	Localised Council Tax Support Admin	162,470	15,958	14,265	-1,693	G
DOGWD	Dog Warden & Pest Control	117,350	5,393	6,567	1,174	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £	
ENVHT	Environmental Health Services	330,190	-1,685	534	2,219	A
HGBEN	Housing Benefits	129,460	-57,627	-5,359	52,268	R
HOMEE	Home Energy Conservation	4,720	-118	0	118	G
HOMES	Homelessness Strategy	55,480	14,742	9,599	-5,143	R
HSASS	Housing Associations	6,210	0	0	0	G
HSTRA	Housing Strategy	33,950	5,998	5,520	-478	G
IMPGR	Improvement Grants	87,570	-8,834	-10,866	-2,032	A
JARMS	Joiners Arms	35,920	1,626	2,022	396	G
SHARE	Shared Ownership Rents	-1,280	-1,280	-1,277	3	G
SUPPE	Supporting People	6,890	200	-68,960	-69,160	R
UCRED	Universal Credit	12,640	-11,190	-11,190	0	G
<b>Total Health and Housing Committee</b>		<b>1,002,780</b>	<b>-141,212</b>	<b>-168,284</b>	<b>-27,072</b>	
<b>Transfers to/(from) Earmarked Reserves</b>						
Housing Related Grants Reserve - Affordable Warmth Grant		-250	-88	-398	-310	
Housing Related Grants Reserve - Homelessness Reduction Act Funding		-1,000	-1,000	-1,000	0	
Housing Related Grants Reserve - Flexible Homelessness Support Grant		16,250	0	0	0	
Custom and Self Build Register Grant Reserve - Custom and Self Build Register Funding		15,000	0	0	0	
Capital Reserve – Flexible Homelessness Support Grant		10,610	0	0	0	
<b>Total after transfers to/(from) Earmarked Reserves</b>		<b>1,043,390</b>	<b>-142,300</b>	<b>-169,682</b>	<b>-27,382</b>	

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 Outlined below are the main variances to the end of July 2019 that are unlikely to be rectified by the end of the financial year:

- **Housing Benefits/DWP - VEP Alerts Service Funding (-£6,000):** Additional funding received in-year from the DWP to reflect the burden on the Council of taking part in the Verify Earnings and Pensions fraud initiative. The Council was not informed of this funding until after the original estimate budget was set.
- **Dog Warden & Pest Control/Domestic Rodent Pest Treatments Income (+£2,451):** Reduced income because no pest control treatment visits were undertaken between April and June 2019, due to long-term sickness absence. Pest control visits are now available to residents two days a week from July 2019 onwards, but it is unlikely that the full-year income budget will be achieved.

### 3 CONCLUSION

3.1 The comparison between actual expenditure and the original estimate budget for this Committee at the end of July 2019 shows an underspend of £27,382, after allowing for transfers to and from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH7-19/AC/AC  
27 August 2019

BACKGROUND PAPERS: None  
For further information please ask for Andrew Cook

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
SUPPE/8365z	Supporting People/Domestic Abuse Agreement - LCC Grant	0	0	-58,491	-58,491	R	Additional grant funding from Lancashire County Council to support the Council's expenditure on the Domestic Abuse Outreach Support Service that will be provided by HARV Domestic Violence Team under a Service Level Agreement in 2019/20. This is in-line with the grant agreement and service details, covering October 2018 to at least March 2020, which were reported to this Committee on 6 June 2019. The grant agreement was not in place when the Original Estimate budget was set. Subsequent payments to HARV in-year will be covered by this grant income, so there will be no significant over-recovery of income by year-end.	The budget will be updated at Revised Estimate stage to reflect this additional income.

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/4652	Housing Benefits/Rent Allowance Payments	5,668,230	1,869,381	1,853,684	-15,697	R	Rent Allowance payments are slightly lower than budgeted for, after adjusting for recovery of benefits overpayments and non-cash transactions - actual was 0.8% lower than the £1.869m budgeted for the year to date. This is mainly due to changing caseload levels, which vary week to week. The overall caseload is reducing throughout the year as part of the migration from Housing Benefits to Universal Credit in Ribbles Valley. Any lower payments for the year as a whole will be reflected in less Rent Allowance subsidy grant income received at year-end (see HGBEN/8002z below), as payments for the full year are broadly funded by subsidy grant received at year-end. As a result, there is unlikely to be a significant underspend at year-end.	The budget will be amended at Revised Estimate to reflect the latest full-year estimate for Rent Allowance payments.
SUPPE/3079	Supporting People/Other Contract Payments	0	0	-10,469	-10,469	R	This negative expenditure figure is a reversal of a year-end creditor amount owed by the Council to HARV Domestic Violence Team for the Domestic Abuse Outreach Support Service provided between December 2018 and March 2019. This creditor reversal amount will be cleared when the Council makes the actual payment to HARV in August 2019.	Creditor amount to be paid to HARV in August 2019.

## Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CLCEM/ 8441u	Clitheroe Cemetery/Interment Fees	-33,560	-11,192	-17,961	-6,769	R	Higher interments income due to both the normal year-on-year variations in the numbers of interments requested in this demand-led income area and a number of non-residents interments for the year to date (non-residents interment fees are double the fees charged to residents).	The budget will be updated at Revised Estimate stage to reflect the latest income levels and forecast for the full year.
HGBEN/ 8784z	Housing Benefits/DWP - VEP Alerts Service Funding	0	0	-6,000	-6,000	R	Additional funding received in-year from the DWP to reflect the burden on the Council of taking part in the Verify Earnings and Pensions fraud initiative. The Council was not informed of this funding until after the Original Estimate budget was set.	The budget will be updated at Revised Estimate stage to reflect this additional income.
ENVHT/ 8417u	Environmental Health Services/Private Water Samples	-26,320	-8,780	-1,921	6,859	R	Less work undertaken on private water samples and risk assessments for the year to date, due to deployment of Environmental Health staff on other high intensity work areas over the summer. This under-recovery of income is partly offset by reduced Water Samples costs incurred for the year to date (see ENVHT/3081 Amber variance). The net under-recovery of income to 31 July 2019 is £1,953.	The Head of Environmental Health intends to increase the level of input into private water samples and risk assessments from October 2019 onwards.  The budget will be updated at Revised Estimate stage to reflect the latest income levels and forecast for the full year.

## Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/8002z	Housing Benefits/Rent Allowances Grant	-5,700,290	-1,901,616	-1,824,996	76,620	R	Actual Rent Allowance subsidy grant income was 4% lower than the £1.902m budgeted for the year to date. The reduced income is in line with the estimate prepared for the 2019/20 DWP subsidy grant initial estimate claim, which was completed after the Original Estimate budget was set. Rent Allowance subsidy grant received at year-end is updated to broadly reflect the actual Rent Allowance payments for the year as a whole (see HGBEN/4652 above). As a result, there is unlikely to be a significant under-recovery of income at year-end.	The budget will be amended at Revised Estimate to reflect the latest full-year estimate for Rent Allowance subsidy grant income.

## Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £		Reason for Variance
ENVHT/ 3081	Environmental Health Services/Water Samples	16,830	5,624	718	-4,906	A	Less water samples lab tests costs for the year to date because less private water samples and risk assessments work has been undertaken for the year to date. This underspend partly offsets the under-recovery of Private Water Samples income for the year to date (see ENVHT/8417u Red variance).
HOMES/ 2450	Homelessness Strategy/Homelessness Temporary Accommodation	10,420	3,476	50	-3,426	A	Less demand for and usage of short-term hotel and bed and breakfast temporary accommodation to help prevent homelessness, for the year to date.
IMPGR/ 8716m	Improvement Grants/Admin charge - Disabled Facilities Grant	-24,070	-8,030	-11,015	-2,985	A	More administration fees income from Disabled Facilities Grants for the year-to-date than initially planned for. In particular, three large scheme DFGs payments were made in June 2019.
CLMKT/ 2402	Clitheroe Market/Repair & Maintenance - Buildings	7,000	2,918	5,076	2,158	A	Increased repairs work in the early part of 2019/20, mainly due to door repairs, shutter repairs and tarmacing repairs of some previously flagged areas. Less work may be undertaken later in the year (urgent repairs permitting) as part of managing the Council's overall repairs budgets across all Council sites.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2019 £	Actual including Commitments to the end of July 2019 £	Variance £		Reason for Variance
DOGWD/ 8725n	Dog Warden & Pest Control/Domestic Rodent Pest Treatments	-7,810	-2,604	-153	2,451	A	<p>Less income because no pest control treatment visits were undertaken between April and June 2019, due to long-term sickness absence. Pest control visits are now undertaken two days a week from July onwards, as temporary pest control staff have been engaged by the Council.</p> <p>It is unlikely that the full-year Original Estimate income budget will be achieved because that budget is based on the service being provided by two part-time officers (1 FTE), but the current staff availability is two days per week (0.4 FTE).</p>
CLCEM/ 5056	Clitheroe Cemetery/Grounds Maintenance	52,670	17,568	21,198	3,630	A	<p>The main reason relates to £2,136 of maintenance work at closed churchyards now being charged to the Clitheroe Cemetery cost centre from May 2019 onwards - the time was previously charged to Ribble Valley Parks cost centre on Community Committee. The Original Estimate budget did not include a budget for closed churchyards work. A budget for closed churchyards work will be transferred from the Ribble Valley Parks cost centre to Clitheroe Cemetery cost centre at Revised Estimate stage.</p> <p>The other element of the variance is higher input from the grounds maintenance team at the Cemetery over the summer growing period to date than initially budgeted for.</p>

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

Agenda Item No. 15

meeting date: 12<sup>th</sup> SEPTEMBER 2019  
 title: 2018/2019 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 2018/2019 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 for 2018/19. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2018/2019 data and 2017/2018 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 2018/2019 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 also been provided for 2019/2020.
- 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 24 indicators that can be compared to target:
  - 45.83% (11) of PIs met target (green)
  - 37.50% (9) of PIs close to target (amber)



- 16.67% (4) of PIs missed target (red)
- 2.6 Analysis shows that of the 25 indicators where performance trend can be compared over the years:
- 28% (7) of PIs improved
  - 4% (1) of PIs stayed the same
  - 68% (17) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following the 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 RH5 (BV183b) - Length of stay in temporary accommodation (Hostel)** – Difficulty in finding suitable and affordable properties for clients.
  - **PI RH3 - Homeless: Number of applications accepted** – and - **PI RH6 - Preventing Homelessness - number of households where homelessness prevented** - New software has been installed and reports are not yet available.
  - **PI RH7 (NI 155) - Number of affordable homes delivered (gross)** - Delivery reflects developer activity and fewer landlord and tenant grants being brought forward
  - **PI RH8 (NI 156) - Number of households living in temporary accommodation** – More families seeking assistance, supply of additional affordable homes not addressing all requirements
  - **PI RH10 (BV106) - % New homes built on previously developed land** - . Supply of brownfield land is being taken up. Predominance of green field to address supply.
- 3.2 In respect of PIs for Environmental Health, Heather Barton and Ken Robinson, Head of Environmental Services, have 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** - Throughout February and March resources were diverted from low-risk premises to a serious issue at a local food manufacturer. 100% of the inspections due at high risk premises [Categories A, B & C] were completed, but 32 inspections of lower risk premises were carried over into the current year.
  - **PI EH5 - The percentage of abandoned vehicles responded to within 2 days** – Recruitment of new members of staff. The section needs to ensure record keeping (ie the action date) is correct.
  - **PI EH6 - The percentage of air pollution complaints responded to within 2 days** – Recruitment of new members of staff. The section needs to ensure record keeping (ie the action date) is correct.
  - **PI EH7 - The percentage of noise complaints responded to within 2 days** – Some errors have been identified and to avoid this in future the section needs to ensure record keeping is kept up to date and that the start date is entered into FLARE .

- **PI EH9 - The percentage of requests for dog warden services responded to within 2 days** – the section needs to improve the recording of patrols onto FLARE in order for them to be mapped.
- **PI EH16 - Number of 'Out of Hours' surveillance patrols undertaken** - we need to undertake more high profile patrols 'out of hours' in targeted locations and promote this. In 2018/19 there has been a large amount of dog attacks that have drained resources.
- **PI EH17 - Number of school presentation runs in order to raise awareness of dog fouling** - Lack of dog warden in the summer months of 2018 and sickness absence of other part-time dog warden. Thus there was an increased strain on the service. School presentations weren't seen as a priority.
- **PI EHB2 - % of Building Control Applications validated within 3 working days** - slight variance due to loss of 1 member of staff late in the year.
- **PI EHB3 - % decisions reached within statutory time period - Domestic** - slight variance due to loss of 1 member of staff late in the year.
- **PI EHB4 - % decisions reached within statutory time period - Commercial** - large commercial decisions require fully authorised and experienced officer. Both are part-time thus decisions can often fall into the next working day/week.

#### 4 CONCLUSION

- 4.1 Consider the 2018/2019 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 2018/2019













PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Objective
		Value	Target	Value	Target	Target				
<b>PI RH1 (BV64)</b>	No of private sector vacant dwellings that are returned into occupation or demolished	0	3	4	3	4			Target set in recognition of reducing funding to councils and partners. Market conditions having an impact on investment by owners.	To meet the housing needs of all sections of the Community
<b>PI RH2</b>	Homeless: Number of applications for assistance	172		130					Not required.	To meet the housing needs of all sections of the Community
<b>PI RH3</b>	Homeless: Number of applications accepted	11		N/A					Not required.	To meet the housing needs of all sections of the Community
<b>PI RH5 (BV183b)</b>	Length of stay in temporary accommodation (Hostel)	16.25	15.00	30.99	15.00	15.00			Delivery of new affordable housing has been slower. 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
<b>PI RH6 (BV213)</b>	Preventing Homelessness - number of households where homelessness prevented	N/A	.50	N/A	.75	1.00				To meet the housing needs of all sections of the Community

PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Objective
		Value	Target	Value	Target	Target				
<b>PI RH7 (NI 155)</b>	Number of affordable homes delivered (gross)	71	85	91	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
<b>PI RH8 (NI 156)</b>	Number of households living in temporary accommodation	7	5	6	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
<b>PI RH10 (BV106)</b>	% New homes built on previously developed land	24.00%	30.00%	18.00%	27.00%	25.00%			Due to the lack of available brownfield sites and pressure for new housing it leads to significant need to develop green field sites.	To conserve our countryside, the natural beauty of the area and enhance our built environment
<b>PI RH11</b>	Number of new homes granted planning permission	409	85	361	100	100			Based on estimates of additional permissions necessary to maintain 5 year supply. Additional permissions needed to balance out reduction in supply from actual units delivered at reserved matters.	To conserve our countryside, the natural beauty of the area and enhance our built environment
<b>PI RH12</b>	Number of new homes constructed	400	280	412	280	280			Set at 280 to reflect the annulated figure of the Core Strategy	To meet the housing needs of all sections of the Community

## Environmental Health Performance Information 2018/2019

PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Objective
		Value	Target	Value	Target	Target				
<b>PI EH1</b>	The percentage of food premises' inspections that should have been carried out that were carried out	100%	100%	90%	100%	100%			To maintain performance and focus on targeted food inspections.	To improve the health and wellbeing of people living and working in our area
<b>PI EH3</b>	The percentage of food complaints responded to within 2 days	94.01%	90%	92.7%	90%	90%			Maintain performance.	To improve the health and wellbeing of people living and working in our area

PI Code	Short Name	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Objective
		Value	Target	Value	Target	Target				
PI EH4	The percentage of health and safety complaints responded to within 2 days	93.33%	90%	91.4%	90%	90%			Maintain performance.	To improve the health and wellbeing of people living and working in our area
PI EH5	The percentage of abandoned vehicles responded to within 2 days	98.08%	100%	88.4%	95%	90%			Maintain performance.	
PI EH6	The percentage of air pollution complaints responded to within 2 days	95.64%	90%	74.5%	90%	90%			Maintain 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	93.11%	90%	81%	90%	90%			Maintain performance.	
PI EH8	The percentage of pest control complaints responded to within 2 days	95.44%	90%	94.3%	90%	50%			Long-term targets set to maintain service performance, however target set at 50% for 2019/20 to reflect long-term absence of member of staff who provides this service - no service being offered at this time.	
PI EH9	The percentage of requests for dog warden services responded to within 2 days	92.09%	90%	76.8%	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 EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%	100%	100%	100%			Maintain performance.	To improve the health and wellbeing of people living and working in our area
PI EH15	Number of high profile dog fouling patrols undertaken	160	250	319	200	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	10	30	0	20	20			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	2017/18		2018/19		2019/20	Current Performance	Trend year on year	Target setting rationale	Objective
		Value	Target	Value	Target	Target				
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	0	5	0	5	5			To undertake partnership visits in schools in summer months of 2019	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	100%	90%	95%	90%	90%			Target set at 90% - national average for broadly compliant premises is 88%. Maintain performance	To improve the health and wellbeing of people living and working in our area
PI EHB1	The percentage of building regulations full plans applications checked within 2 weeks	77.5%	90%	85.5%	70%	70%			Maintain performance.	
PI EHB2	% of Building Control Applications validated within 3 working days	76.67%	85%	79.5%	80%	70%			Maintain performance and improve staff knowledge	
PI EHB3	% decisions reached within statutory time period - Domestic	85%	85%	83%	85%	85%			Improve performance	
PI EHB4	% decisions reached within statutory time period - Commercial	87.75%	85%	75%	85%	80%			Improve performance	

# Minutes of Ribble Valley Health and Wellbeing Partnership

26<sup>th</sup> June 2019 at 10:30

Present: Councillor B Hilton-Chairman, Councillor D Peat, Councillor David Birtwhistle, Councillor Mary Robinson, Colin Hirst, Mark Beveridge, Diane Hartley.

Not in attendance: Councillors Mark Hindle and Stephen Atkinson.

## 1. Apologies

Apologies were received from Councillor D O'Rourke and Chris Lee, LCC Public Health

## 2. Minutes of Meeting 27 March 2019

The minutes of the meeting held on 27 March 2019 were approved as a true record.

## 3. Matters arising

None.

## 4. Terms of Reference

Terms of reference for the Partnership were distributed. Bridget noted that the last review of the ToR was in 2014. She proposed a working group be organised to update the Partnership's terms of reference, councillors Birtwhistle, Peat and Robinson volunteered to join the group along with Councillor Hilton and Colin Hirst.

**Action:** MOC to organise a one hour meeting to revise the terms of reference at a suitable time.

## 5. Update on Lancashire Health and Wellbeing Board – Cllr B Hilton

Bridget reported on a recent meeting of the Lancashire Health and Wellbeing Board. A brief history of the board establishment was given for the benefit of new members to the Health and Wellbeing Partnership. Opportunity to share commonalities and close the knowledge gap between services. Colin explained some of the difficulties for the Council as our area covered three CCG areas Central, East Lancashire, Blackburn. Issues also with attendance at Ribble Valley Health and Wellbeing Partnership dwindling as other bodies became more relevant to external invitees but the role of the Ribble Valley Health and Wellbeing Partnership set to grow to feed in local issues to new structure.

Bridget outlined details of the new NHS 10 year plan, noting a new duty for GPs to cooperate with Councils and move from a sickness model to a wellbeing model.

**Action:** Colin / Cllr Hilton to arrange a briefing to cover issues arising from the Lancashire Health and Wellbeing Board revised structure and the role of the Council.

## 6. Update on Lancashire Health Scrutiny Committee – Cllr B Hilton

Bridget gave a verbal report on her attendance to the Lancashire Health Scrutiny Committee.

## 7. Update on Together A Healthier Future – M Beveridge

Mark reported on Together a Healthier Future, a Sport England scheme to get people active. Ribble Valley Borough Council made a successful joint bid with Blackburn, Hyndburn, Pendle and Rossendale. Funding for Local Delivery Pilots has been allocated, £220k to Ribble Valley, with bids to detail the usage of the funding and a rationale to be submitted to Sport England. Ribble Valley hope to submit in September to meet the deadline for the next Sport England Board. Health and Wellbeing Partnerships have been determined as the authorising bodies for the bids. Overarching plan is for successful pilots to be rolled out more widely, nationally to relevant areas, with further

funding distrusted at that time. Given difficult deadlines it is proposed that assistance and expansion of current schemes would be a priority.

A working group of Officers, covering a wide range of areas, has been created to put Ribble Valley's bid together, headed by Mark. CMT has agreed the process. A discussion on potential schemes and relevant areas of exploration followed. Mark confirmed he would keep the Partnership apprised of the progress of the working group.

**Action:** Martin to organise extraordinary meeting of Ribble Valley Health and Wellbeing Partnership to discuss, GP groups to be invited.

#### 8. Update on Children's Obesity Trailblazer project – C Hirst

Colin reported on the successful bid led by BwD, one of five nationally, to run a Children's Obesity Trailblazer project. Looking at a number of issues including healthy eating, proximity of fast food outlets to schools, parental issues and engagement with business to tackle childhood obesity. £10k of development funding has been allocated to begin process, focussed on Littlemoor and Primrose wards. A discussion on avenues of exploration for the project followed.

#### 9. Update on East Lancashire Transformation Agenda – C Hirst

Colin reported on the East Lancashire Transformation Agenda. Changes are now happening with East Lancashire Health and Wellbeing Partnership currently stood down though likely to be reconfigured into a new body as new structure is implemented. High priority issues are around capital investment and pressure on existing premises and capacity issues. The transformation agenda will cut across corporate functions of the Council, planning, economic development, policy and finance etc. How members will be involved in the new configuration is to be determined as the new structures are developed.

#### 10. Update on JSNA reports for SEND and eye health – Cllr B Hilton

Bridget updated on the JSNA reports for SEND and eye health.

#### 11. Lancashire Suicide Prevention – Diane Hartley.

Diane Hartley reported on Lancashire Suicide Prevention, a real time surveillance of suicide and drug deaths in Lancashire. From April 2019 to date, 53 deaths 20 drug related and 33 suicide of which 2 were in the Ribble Valley.

**Action:** MOC to distribute slides on report.

#### 12. Date of Next Meeting

Action: MOC to organise suitable time for next meeting and confirm to members of Partnership.

The meeting closed at 12:20.