

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 19 MARCH 2020** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

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

AGENDA

Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 16 January 2020 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

FOR DECISION

NONE

FOR INFORMATION

- ✓ 5. Capital Programme 2020/21 – report of Director of Resources – copy enclosed.
- ✓ 6. Revenue Monitoring 2019/20 – report of Director of Resources – copy enclosed.

- ✓ 7. Coronavirus – report of the Chief Executive – copy enclosed.
- ✓ 8. Reports from Representatives on Outside Bodies (if any)
 - a) Older Peoples Champions Report – Councillor S Bibby - copy enclosed

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

FOR DECISION

NONE

FOR INFORMATION

- ✓ 9. Update on Grant Approvals – report of Director of Economic Development and Planning – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 5

meeting date: 19 MARCH 2020
 title: CAPITAL PROGRAMME 2020/21
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

- 1.1 To inform members of the schemes which have been approved for inclusion in this Committee's 2020/21 capital programme.

2 BACKGROUND

- 2.1 As members will be aware, this Committee proposed a five year capital programme for 2020/21 to 2024/25 at its meeting on 7 November 2019. As it stood at that time the draft capital programme across all the committees was unaffordable and the revised estimate for 2019/20 had yet to be considered.
- 2.2 All capital bids put forward by committees have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2020/21 to 2024/25.
- 2.3 Following recommendation by Special Policy and Finance Committee on 4 February 2020, Full Council approved the five year capital programme for 2020/21 to 2024/25 on 3 March 2020.
- 2.4 The Council's overall capital programme for the five year period 2020/21 to 2024/25 totalled £6,782,820 for all committees. The total for this Committee was £2,241,840 over the five year life of the programme. £513,940 of this related to the 2020/21 financial year.

3 CAPITAL PROGRAMME 2020/21 – APPROVED SCHEMES

- 3.1 For this Committee there are three approved schemes in the 2020/21 capital programme, totalling £513,310. These are shown in the table below.

Cost Centre	Scheme	Budget for 2020/21 £
DISCP	Disabled Facilities Grants (<i>Budget now finalised following confirmation of 2020/21 grant allocation</i>)	346,370
LANGR	Landlord/Tenant Grants (<i>Includes £59,940 budget moved from 2019/20</i>)	109,940
CMIMP	Clitheroe Market Improvements (<i>Budget moved from 2019/20</i>)	57,000
	Total - Health and Housing Committee	513,310

- 3.2 The Disabled Facilities Grants scheme is funded by a yearly grant allocation from central government. The scheme was included in the original estimate capital programme at an indicative value of £347,000, on the basis that the scheme budget would be re-set to match the actual Disabled Facilities Grants 2020/21 grant allocation from central government, when notified to the Council.
- 3.3 MHCLG have now notified the Council that the actual Disabled Facilities Grants 2020/21 allocation is £346,368. Thus, the Disabled Facilities Grants scheme budget is now confirmed as £346,370.
- 3.4 As a result of the above change, this Committee's 2020/21 capital programme budget is reduced by £630 to £513,310.
- 3.5 The detailed information for each scheme is shown in **Annex 1**.
- 3.6 During the closure of our capital accounts there may be some slippage on schemes in the current year, 2019/20. One of the tasks of the Budget Working Group will be to review any requests for slippage on capital schemes within the 2019/20 capital programme. A report will be brought to this Committee at a future meeting, giving details of any slippage.
- 3.7 Responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported regularly to members to give an indication of progress.
- 4 CONCLUSION
- 4.1 This Committee has a capital programme for 2020/21 of three schemes, totalling £513,310.
- 4.2 Any slippage on schemes in the 2019/20 capital programme will be added onto the 2020/21 capital programme, subject to approval.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH4-20/AC/AC
3 March 2020

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

Disabled Facilities Grants

Service Area: Housing and Regeneration

Submitted by: 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.

Any Risks to Completion:

The population age of Ribble Valley occupants is increasing and therefore demand for the service will continue, but with finite resources.

The scheme is dependent on the level of funding awarded by the government.

Capital Cost:

2020/21 £
346,370

Landlord/Tenant Grants

Service Area: Housing and Regeneration

Submitted by: 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.

Any Risks to Completion:

Potential for over demand for the scheme.

Capital Cost:

2020/21 £
109,940

Please Note – The £109,940 budget for 2020/21 is made up of two elements:

- £50,000 capital scheme bid for 2020/21, included in the five year capital programme for 2020/21 to 2024/25 proposed by this Committee at its meeting on 7 November 2019.*
- In January 2020 this Committee approved the move of £59,940 of the 2019/20 Landlord/Tenant Grants scheme budget from 2019/20 to the 2020/21 financial year, because there was no certainty that the 2019/20 scheme budget would be fully committed by 2019/20 year-end.*

Clitheroe Market Improvements

Service Area: Regeneration and Clitheroe Market

Submitted by: Nicola Hopkins and Heather Barton

Budget moved from 2019/20:

A budget of £118,000 was approved by this Committee in September 2019 to cover the estimated costs of the initial work being undertaken on the Clitheroe Market Improvements scheme in 2019/20. This leaves £57,000 of the £175,000 original scheme budget available for further work in future.

Given the above, in January 2020 this Committee approved the move of £57,000 of the budget for this scheme from 2019/20 to the 2020/21 financial year. In addition, a report will be brought to a future meeting of this Committee in respect of the further improvements proposed to the Market.

Capital Cost:

2020/21 £
57,000

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 6

meeting date: 19 MARCH 2020
 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 January 2020.

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 revised estimate budget for the period April 2019 to January 2020. You will see an overall underspend of £40,844 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 January 2020 £	Actual including commitments to the end of January 2020 £	Variance £	
APLAC	Alma Place Unit	1,850	-630	-78	552	G
AWARM	Affordable Warmth	530	444	460	16	G
BURCR	Burials & Cremations	0	0	2,353	2,353	A
CLAIR	Clean Air	2,370	1,276	702	-574	G
CLAND	Contaminated Land	9,150	0	0	0	G
CLCEM	Clitheroe Cemetery	33,000	-7,644	-16,658	-9,014	R
CLDCY	Closed Churchyards	9,420	6,768	5,439	-1,329	G
CLMKT	Clitheroe Market	-49,800	-101,306	-103,067	-1,761	G
CMGHH	Community Groups - Health & Housing	18,100	0	0	0	G
COMNL	Common Land	2,380	562	459	-103	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of January 2020 £	Actual including commitments to the end of January 2020 £	Variance £	
CTBEN	Localised Council Tax Support Admin	154,900	-13,516	-14,183	-667	G
DOGWD	Dog Warden & Pest Control	116,450	23,608	20,766	-2,842	A
ENVHT	Environmental Health Services	341,650	-19,272	-20,182	-910	G
HGBEN	Housing Benefits	127,380	90,013	71,646	-18,367	R
HOMEE	Home Energy Conservation	5,870	354	0	-354	G
HOMES	Homelessness Strategy	59,980	-18,402	-29,287	-10,885	R
HSASS	Housing Associations	6,610	0	0	0	G
HSTRA	Housing Strategy	32,220	6,450	5,410	-1,040	G
IMPGR	Improvement Grants	65,770	-24,118	-25,151	-1,033	G
JARMS	Joiners Arms	34,390	7,488	4,597	-2,891	A
SHARE	Shared Ownership Rents	-400	-1,280	-1,277	3	G
SUPPE	Supporting People	-4,220	-55,740	-55,991	-251	G
UCRED	Universal Credit	13,800	-11,190	-11,190	0	G
Total Health and Housing Committee		981,400	-116,135	-165,232	-49,097	
Transfers to/(from) Earmarked Reserves						
	Housing Related Grants Reserve - Affordable Warmth Grant	-530	-444	-460	-16	
	Housing Related Grants Reserve - Homelessness Reduction Act Funding	-1,000	-1,000	-1,000	0	
	Housing Related Grants Reserve - Flexible Homelessness Support Grant	18,110	0	7,200	7,200	
	Housing Related Grants Reserve - Domestic Abuse Outreach Support Service	11,700	11,700	11,700	0	
	Custom and Self Build Funding Reserve	15,000	0	0	0	
	Equipment Reserve - Clitheroe Cemetery Foundation Beams	-4,410	-4,410	-3,725	685	
	Equipment Reserve - Joiners Arms Furniture and Equipment	-430	-430	-430	0	
	Capital Reserve - Joiners Arms Roof Renewal Contribution	3,840	3,840	3,840	0	
	Capital Reserve - Home Improvement Loan Repayment	2,590	2,590	2,594	4	
	Capital Reserve - Civica APP Server Move Contribution	1,150	1,150	1,530	380	
Total after transfers to/(from) Earmarked Reserves		1,027,420	-103,139	-143,983	-40,844	

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 January 2020 that are unlikely to be rectified by the end of the financial year:

Description	Variance to the end of January 2020 £
Homelessness Strategy/Homelessness Temporary Accommodation - Less use of hotels and bed and breakfast temporary accommodation for homeless people than budgeted for, based on lower demand for the year to date.	-7,723
Environmental Health Services/Various Other Income Areas - Higher than budgeted income for the year to date in several areas, the main ones being street trading licences, environmental protection permits, houses of multiple occupation licences and housing enforcement notices.	-4,771
Homelessness Strategy/Grants to Individuals - The majority of payments made to date to help people avoid homelessness and/or secure and maintain private sector tenancies have been made on the basis that they will be repaid by the people receiving the assistance.	-2,717
Clitheroe Cemetery/Interment Fees - Higher income due to both normal year-on-year variations in the numbers of interments 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).	-2,685
Closed Churchyards/Grounds Maintenance - Less Grounds Maintenance team input on closed churchyards work than initially budgeted for, including less autumn and winter work than anticipated.	-2,629
Environmental Health Services/Private Water Samples Income and Costs - Under-recovery of net income because less work has been undertaken on private water samples and risk assessments, due to deployment of Environmental Health staff on other high intensity work areas over the summer and the impact of staff vacancies in the Environmental Health team over autumn and winter.	+5,637

3 CONCLUSION

- 3.1 The comparison between actual expenditure and the revised estimate budget for this Committee at the end of January 2020 shows a net underspend of £40,844, after allowing for transfers to and from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH5-20/AC/AC
6 March 2020

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 January 2020 £	Actual including commitments to the end of January 2020 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/4652	Housing Benefits/Rent Allowance Payments	5,668,230	4,955,167	4,913,531	-41,636	R	Rent Allowance payments are 0.8% lower than the £4.955m budgeted for the year to date, after adjusting for recovery of benefits overpayments and non-cash transactions. 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 Ribble 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.
HOMES/2450	Homelessness Strategy/Homelessness Temporary Accommodation	10,420	8,684	961	-7,723	R	Less use of hotels and bed and breakfast temporary accommodation for homeless people than budgeted for at Revised Estimate, based on lower demand for the year to date. <i>Note - The demand for temporary accommodation to prevent and deal with homelessness can fluctuate throughout the year based on the number and complexity of homelessness cases.</i>	Subject to demand and expenditure not increasing significantly before year-end, there will be less use of Flexible Homelessness Support Grant allocated to fund this expenditure at year-end than budgeted for. Consequently, more Flexible Homelessness Support Grant received in-year would be set aside in an earmarked reserve for use in preventing and dealing with homelessness in future years.

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 January 2020 £	Actual including commitments to the end of January 2020 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
ENVHT/8417u	Environmental Health Services/Private Water Samples	-21,640	-18,034	-10,134	7,900	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 and the impact of staff vacancies in the Environmental Health team over autumn and winter. This under-recovery of income is partly offset by reduced Water Samples costs incurred for the year to date (see ENVHT/3081 below). The net under-recovery of income to the end of January 2020 is £5,637.	An updated plan was put in place at Revised Estimate stage to increase private water supplies income by year-end, but given the further staff vacancies in the team the plan has been scaled down to reflect other work priorities across the Environmental Health service. As a result it is likely that there will be a net under-recovery of income in this area for 2019/20, but this may be partly offset by lower staff costs in the Environmental Health team.
HGBEN/8002z	Housing Benefits/Rent Allowances Grant	-5,700,290	-4,750,620	-4,721,190	29,430	R	Rent Allowance grant subsidy income to date is 0.6% lower than budgeted for at Revised Estimate. This is because actual income is in line with estimates prepared for the 2019/20 DWP Mid-Year Estimate Grant in August 2019, whereas the 2019/20 Revised Estimate produced in December 2019 estimated more subsidy income for the full-year than the Mid-Year Estimate, based on an anticipated higher level of Rent Allowance payments.	The level of subsidy grant income received at year-end will broadly cover the Rent Allowance payments made in-year (see HGBEN/4652 above). This means there is no significant under-recovery of income expected for the full year, at this stage.

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 January 2020 £	Actual including commitments to the end of January 2020 £	Variance £	Reason for Variance
HGBEN/ 8007z	Housing Benefits/Rent Rebate Grant	-20,880	-17,402	-21,280	-3,878	<p>A</p> <p>More Rent Rebate grant subsidy income to date than budgeted for at Revised Estimate. This is because actual income is in line with estimates prepared for the 2019/20 DWP Mid-Year Estimate Grant in August 2019, whereas the 2019/20 Revised Estimate produced in December 2019 estimated less subsidy income for the full-year than the Mid-Year Estimate, based on lower occupancy at the Council's homelessness unit for the year to date.</p> <p>The level of subsidy grant income received at year-end and the level of Flexible Homelessness Support Grant allocated to support homelessness unit rent rebate payments at year-end will broadly cover the Rent Rebates payments made in-year. As a result, there is no significant over-recovery of Rent Rebates income expected for the full year, at this stage.</p>
HOMES/ 4676	Homelessness Strategy/Grants to Individuals	3,170	2,642	-75	-2,717	<p>A</p> <p>The majority of payments made to date to help people avoid homelessness and/or secure and maintain private sector tenancies have been made on the basis that they will be repaid by the people receiving the assistance. Invoices have subsequently been raised to begin recovery of all payments made in-year to date and also for one payment made in 2018/19.</p>

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 January 2020 £	Actual including commitments to the end of January 2020 £	Variance £		Reason for Variance
CLCEM/ 8441u	Clitheroe Cemetery/Interment Fees	-41,700	-34,752	-37,437	-2,685	A	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).
CLDCY/ 5056	Closed Churchyards/Grounds Maintenance	8,120	6,768	4,139	-2,629	A	Less Grounds Maintenance team input in practice on closed churchyards work than initially allowed for in the new budget set for this work in 2019/20, including less autumn and winter work than anticipated.
ENVHT/ 3081	Environmental Health Services/Water Samples	13,310	11,096	8,833	-2,263	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 above).

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 7

meeting date: THURSDAY, 19 MARCH 2020
 title: UPDATE ON COVID-19 CORONAVIRUS
 submitted by: CHIEF EXECUTIVE
 principal author: KEN ROBINSON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

- 1.1 To inform Committee of the local response to the Covid-19 coronavirus outbreak.
- 1.2 Relevance to the Council's ambitions and priorities

- Corporate Priorities - To help make people's lives safer and healthier

2 BACKGROUND

- 2.1 A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Novel coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China. As of 7am on 6 March 2020, 20,338 people have been tested in the UK, of which 20,175 were confirmed negative and 163 were confirmed as positive. One patient who tested positive for COVID-19 has died.

3 ISSUES

- 3.1 The Council is actively participating in the national response plan through the mechanism of the Lancashire Resilience Forum. The three stages in the approach to Coronavirus (Covid-19) impact are 'Containment', 'Delay' and 'Mitigate' and we are currently entering the Delay stage of this process.
- 3.2 Lancashire County Council have activated their Corporate Emergency Response Plan. This creates the following;

Corporate Emergency Response Team

- Chaired by a Director (who represents LCC on the Strategic Control Group);
- Representatives from key services such as Adults, Childrens, Comms, HR (Head of Service level);
- Key actions include ALL services to review their Service Resilience Plans – these are the response and business continuity actions for each service;
- Service Resilience Plans contain BC sections for Pandemic and Loss of Staff.

The Emergency Duty Officer for LCC will be the Tactical Emergency Coordinator and link into the Tactical Control Group.

3.3 RVBC, as part of the Lancashire Resilience Forum, will operate the following levels of response and engage with the appropriate groups:

- Corporate Management Team will participate in the Strategic level i.e. the assessment and allocation of necessary resources.
- Heads of Service will participate at the Tactical level i.e review and implement as necessary the business continuity plans for each service area.

3.4 Each group will participate in weekly Lancashire-wide telephone conferences to update and be updated on the local, regional and national requirements.

3.5 RVBC will continue to follow Government advice.

4 **CONCLUSION**

4.1 That Committee note the work on Covid-19 through the Lancashire Resilience Forum.

KEN ROBINSON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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