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Borough Council

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Dear Councillor

The next meeting of the **HEALTH AND HOUSING** will be held at 6.30 pm on **THURSDAY, 14 JANUARY 2021** by **ZOOM**.

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 8)

Enclosed
3. **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS**

Members are reminded of their responsibility to declare pecuniary or non-pecuniary interest in respect of matters contained in the agenda.
4. **PUBLIC PARTICIPATION (IF ANY)**
5. **REVISED REVENUE BUDGET 2020/2021** (Pages 9 - 16)

Report by the Director of Resources – Enclosed
FOR DECISION
6. **REVIEW OF FEES AND CHARGES** (Pages 17 - 34)

Report by the Director of Resources - Enclosed
FOR DECISION
7. **ORIGINAL REVENUE BUDGET - 2021/2022** (Pages 35 - 44)

Report by the Director of Resources – Enclosed
FOR DECISION

8. **REVISED CAPITAL PROGRAMME 2020/2021** (Pages 45 - 50)
Report by the Director of Resources – Enclosed
FOR DECISION
9. **CAPITAL PROGRAMME REVIEW 2021/2022 TO 2024/2025** (Pages 51 - 54)
Report by the Director of Resources – Enclosed
FOR DECISION
10. **REVISED ALLOCATIONS POLICY** (Pages 55 - 78)
Report by Director of Economic Development and Planning –
Enclosed
FOR DECISION
11. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)**
12. **EXCLUSION OF PRESS AND PUBLIC**
13. **GRANTS UPDATE** (Pages 79 - 82)
1
Report by the Director of Economic Development and
Planning – Enclosed
FOR INFORMATION

Electronic agendas sent to members of Health and Housing – Councillor Bridget Hilton (Chair), Councillor Jan Alcock JP (Vice-Chair), Councillor Stephen Atkinson, Councillor Anthony (Tony) Austin, Councillor David Birtwhistle, Councillor Rosemary (Rosie) Elms, Councillor Jonathan Hill, Councillor Mark Hindle, Councillor Brian Holden, Councillor Allan Knox, Councillor Richard Newmark, Councillor Donna O'Rourke, Councillor David Peat, Councillor Mary Robinson and Councillor Richard Sherras.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

Minutes of Health & Housing Committee

Meeting Date: Thursday, 1 October 2020, starting 6.30pm
Present: Councillor B Hilton (Chair)

Councillors:

J Alcock	A Knox
T Austin	R Newmark
D Birtwhistle	D O'Rourke
J Hill	D Peat
M Hindle	M Robinson
B Holden	R Sherras

In attendance: Chief Executive, Head of Regeneration and Housing, Head of Environmental Health Services, Senior Accountant, Strategic Housing Officer.

748 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor S Atkinson.

749 MINUTES

The minutes of the meeting held on 16 January 2020 were approved as a correct record and signed by the Chairman.

750 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no declarations of pecuniary and non-pecuniary interest.

751 PUBLIC PARTICIPATION

There was no public participation.

752 PURCHASE OF AN AFFORDABLE PROPERTY IN CLITHEROE

The Director of Economic Development and Planning submitted a report for members to consider the purchase of a property in Clitheroe using commuted sum monies that could be rented out as an affordable property using the same model as the two properties recently purchased in Longridge.

The Council had received off site commuted sum monies from two development sites in Clitheroe and Barrow which was required to be spent on delivering affordable housing in the locality. It was proposed to purchase a property in Clitheroe in accordance with the requirements of the planning obligations and registered in the Council's ownership. Once the property was purchased, the nomination of the tenant would come from the Council's affordable housing waiting list. It was anticipated that the property would be a 2-bed terraced within walking distance of the town centre with access to services.

Commuted sums of £123,840 from a development site in Barrow, and £17,000 from a site in Clitheroe had been secured providing a total sum of £140,840. This would cover the purchase of a property and any repair works needed within the project budget.

Management of the property would be in line with the current model of a 5-year management agreement with Moss Care St Vincent's (MSV) in order to protect it from right to buy and therefore ensure that we could continue to offer an affordable property for rent. MSV would manage the day to day management services, maintenance and repairs. A standard agreement would be drawn up replicating that done for the properties in Longridge.

Members discussed the issue and were in favour of the purchase, however they felt that a strategic plan should be drawn up for the future that covered the need for affordable housing throughout the villages as well as the main service centres of Clitheroe and Longridge. Investigation should also take place into whether the monies could be used for 'buy to let' properties at 30/40% to enable more properties for the sum overall.

RESOLVED: That Committee

1. agree to the purchase of an affordable property within Clitheroe using the commuted sum monies, and authorise the Chief Executive to undertake negotiations and approve the purchase of a suitable property;
2. agree to follow the established management model with Moss Care St Vincent's and that the setting of the yearly lease income be delegated to the Chief Executive; and
3. that a long-term strategy for the purchase of affordable housing properties be drawn up and presented to committee in due course.

753

PROPOSED AMENDMENT TO DISABLED FACILITIES GRANTS DISCRETIONARY GRANT POLICY

The Director of Economic Development and Planning submitted a report asking committee to consider revising the private sector housing policy and the disabled facilities grant offer to households.

Members were reminded that the current discretionary disabled facilities grant policy was adopted in January 2018 and had now operated for two years. This had introduced the provision of a non-means tested discretionary grant for one item recommended by the OT to a maximum of £5000; allowed a £10,000 top up grant above the mandatory maximum; and a 10% admin fee for all DFGs and RVAs.

It was now proposed that:

- the non-means tested discretionary grant for one item and associated works recommended by the OT be increased to a maximum of £7,000 per application;

- the top up grant be maintained at £10,000 except in those cases where the total value of the grant exceeds £40,000 (plus admin) where the applicant may request additional discretionary funding up to a maximum of £15,000 (plus admin) if approved by the Director of Economic Development and Planning in consultation with the Chair of committee;
- the 10% admin fee continues to be charged on all DFGs and RVAs.

The proposed policy would be consulted upon with all relevant partners and any feedback would be considered by the Director of Economic Development and Planning and Chair of Committee.

It was reported that there were currently 4 grants in progress that have works that would exceed the current grant maximum that could benefit from the change in the policy should it be changed. The mechanism for approving such cases was discussed and it was agreed they be approved as required by delegated powers to avoid delays in progressing the grants.

Members were supportive of the proposed changes to the policy.

RESOLVED: That Committee

1. agree to the proposed changes to the DFG policy as outlined in the report, and that they be subject to a 6-week period of consultation, following which, subject to there being no issues of significance raised, delegated to the Director of Economic Development and Planning in consultation with the Chair of Health and Housing committee the policy be adopted and operational as soon as practicable thereafter; and
2. ask the Policy and Finance committee to consider and approve the financial implications of these proposed changes to the DFG policy.

754 DOG CONTROL PUBLIC SPACES PROTECTION ORDER (PSPO)

The Chief Executive submitted a report asking committee to note the outcome of the recent public consultation and consider the proposed extension to the Dog Control and Dog Fouling Public Spaces Protection Order 2017 for a further 3-year period.

Members were reminded that on 20 October 2017 the Council made the PSPO 2017 to address the problem of dog fouling and problematic dog behaviour across the borough for a 3-year period and that it would expire on 20 October 2020 unless it was reviewed and extended.

Since the PSPO had been made the Council had continued to experience a high volume of complaints about dog fouling, and it was therefore considered necessary to extend the PSPO to prevent the occurrence or reoccurrence of the issues identified when the order was made and to prevent an increase in the frequency or seriousness of those activities. Not extending the order would take away the powers for the Council to deal with the issues of dog fouling and enforcement against irresponsible dog owners.

To extend the PSPO the Act requires that a full consultation take place with the local community, local interest groups, parish and borough councillors, the Police and Crime Commissioner and the Police. This had been carried out and the results were summarised for committee's information. Once made, the regulations require that the Order is published on the Council website and notices are erected sufficient for members of the public to be informed. It was proposed that the council officers work closely with the Police to ensure appropriate controls and enforcement.

Members supported extending the PSPO for a further three years and asked that enforcement of it be a priority for the dog wardens.

RESOLVED: That Committee

1. approve the extension of the 2017 PSPO for another 3 years as set out in the report having regard to the provisions of Section 60 of the Act, and
2. authorise the Chief Executive to make the Order.

755 REVENUE OUTTURN 2019/20

The Director of Resources submitted a report for committee's information on the revenue outturn for 2019/20. After allowing for transfers to and from earmarked reserves there was an overall underspend of £63,036 for this committee.

RESOLVED: That the report be noted.

756 REVENUE MONITORING 2020/21

The Director of Resources submitted a report for committee's information relating to the progress of the 2020/21 revenue budget as at the end of August 2020 for this committee.

RESOLVED: That the report be noted

757 CAPITAL OUTTURN 2019/20

The Director of Resources submitted a report for committee's information on the 2019/20 capital programme outturn for this committee, and on slippage on some capital schemes that had been moved from 2019/20 to 2020/21. Actual expenditure in 2019/20 was £595,815. Slippage from 2019/20 to 2020/21 amounted to £658,890 on five schemes.

RESOLVED: That the report be noted.

758 CAPITAL MONITORING 2020/21

The Director of Resources submitted a report for committee's information relating to the progress of the 2020/21 capital programme for the period to the end of August 2020 for this committee.

RESOLVED: That the report be noted.

759 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

760 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be an Exempt Information under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

761 UPDATE ON GRANT APPROVALS

The Director of Economic Development and Planning submitted a report informing committee of recent approval for 15 Disabled Facilities grants, 18 Ribble Valley Adaptation Grants and 2 Landlord Tenant Grants.

RESOLVED: That the report be noted

If you have any queries on these minutes please contact Marshal Scott (414400).

Meeting closed 7.50pm.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 14 JANUARY 2021
title: REVISED REVENUE BUDGET 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1. PURPOSE

- 1.1. To agree a revised revenue budget for 2020/21 for this Committee.

2. BACKGROUND

- 2.1. The original estimate for this current financial year was set in March 2020.
- 2.2. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3. At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.
- 2.4. The budget this year has been particularly impacted by the Covid-19 pandemic. The pandemic has also brought about wider pressures on service resources to the extent that there has been a lighter touch review of the budgets this year, and the reporting this year is at a higher level than that usually provided.
- 2.5. Any impacts on fees and charges due to Covid-19 will be included within this committee's estimates. This also includes the estimated part funding towards these losses from the government towards such losses. Other Covid-19 response costs have been included under Policy and Finance committee as corporate emergency response costs.

3. REVISING THE ORIGINAL ESTIMATE

- 3.1. Since the budget was originally set we now have the benefit of information from the outturn position for 2019/20 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2. The original budget for 2020/21 included provision for pay increases at 3% and price increases at 2%.
- 3.3. Whilst our committee income and expenditure may increase or decrease at the revised estimate, items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4. In addition to the use of data on past performance there have been discussions with budget holders and heads of service on past service provision and future plans. However, as previously highlighted, there has been a lighter touch review of the budgets this year due to Covid-19.

- 3.5. Furthermore, decisions and actions required as a result of committee meetings are incorporated in to the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.
- 3.6. As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.
- 3.7. The proposed revised estimate for this committee is now presented in the following section. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 1.

4. PROPOSED REVISED REVENUE BUDGET 2020/21

- 4.1. A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2020/21	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2020/21
AFHOU: Affordable Rent Properties	0	1,230	-271,400		3,320	-266,850
APLAC: Alma Place Unit	2,280			30	60	2,370
AWARM: Affordable Warmth	410					410
CLAIR: Clean Air	1,830			-10		1,820
CLAND: Contaminated Land	9,030			400		9,430
CLCEM: Clitheroe Cemetery	34,050	4,580	-6,220	7,910		40,320
CLDCY: Closed Churchyards	9,220			-4,000		5,220
CLMKT: Clitheroe Market	-37,670	4,000	-6,830	1,810	-1,120	-39,810
CMGHH: Community Groups - Health & Housing	20,270			-5,060		15,210
COMNL: Common Land	2,350			100		2,450
CTBEN: Localised Council Tax Support Admin	169,420	280	-5,480	-12,400		151,820
DOGWD: Dog Warden & Pest Control	121,810		8,710	-17,720		112,800
ENVHT: Environmental Health Services	336,140	-14,450	18,750	-37,700		302,740
HGBEN: Housing Benefits	143,370	420,100	-432,220	-11,060		120,190
HOMEE: Home Energy Conservation	5,910			660		6,570
HOMES: Homelessness Strategy	94,090	-5,000	-42,470	3,820		50,440
HSASS: Housing Associations	6,350			360		6,710
HSTRA: Housing Strategy	45,300	-350	6,200	2,550	-4,680	49,020
IMPGR: Improvement Grants	71,260		3,790	3,960		79,010
JARMS: Joiners Arms	40,090	9,190	-9,820	1,100	1,430	41,990

Cost Centre and Description	Original Estimate 2020/21	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2020/21
SHARE: Shared Ownership Rents	-450			50		-400
SUPPE: Supporting People	19,020			200		19,220
UCRED: Universal Credit	15,790		6,070	820		22,680
Net Cost of Services	1,109,870	419,580	-730,920	-64,180	-990	733,360
Associated Movements in Earmarked Reserves						
CPBAL/H330 Capital Reserve	0		266,610			266,610
HGBAL/H337 Equipment Reserve	0	-2,230				-2,230
HGBAL/H339 Housing Related Grants Reserve	-36,320	18,440	39,600			21,720
FNBAL/H376 Business Rates Growth Reserve	0	-480				-480
Net Cost of Services after Movements in Earmarked Reserves	1,073,550	435,310	-424,710	-64,180	-990	1,018,980

4.2. The difference between the revised and original estimate is a decrease in the net cost of services of £376,510 or a decrease in the net cost of services of £54,570 after allowing for movements in earmarked reserves.

5. EARMARKED RESERVES

5.1. In the Original Estimate for 2020/21 this Committee planned to transfer £36,320 from earmarked reserves to support its 2020/21 expenditure. In revising this Committee's estimates, the proposal included here is that this Committee transfers £285,620 to earmarked reserves in 2020/21.

5.2. The table below provides a summary of the DRAFT Revised Estimate for 2020/21 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements in the earmarked reserves.

	DRAFT Revised Estimate 2020/21	Reason for Movement in Earmarked Reserve
Net Cost of Services	733,360	
CPBAL/H330 Capital Reserve	266,610	Section 106 monies used to finance estimated capital expenditure of £266,610 on the Longridge Affordable Housing and Clitheroe Affordable Housing capital schemes in 2020/21 will be released from the Section 106 fund and recognised as income in this Committee's Affordable Rent Properties cost centre in-year. This released income will then be transferred to the Capital Reserve at year-end in order to finance the capital expenditure that has taken place.

	DRAFT Revised Estimate 2020/21	Reason for Movement in Earmarked Reserve
HGBAL/H337 Equipment Reserve	-2,230	Transfer from Joiners Arms Furniture and Equipment Reserve to pay for part of the estimated increase in furniture and equipment costs at Joiners Arms in-year.
HGBAL/H339 Housing Related Grants Reserve	21,720	This estimated net transfer to the Housing Related Grants Reserve is made up of the following: +£26,740 estimated transfer to reserve of ring-fenced Flexible Homelessness Support Grant received in-year from MHCLG that is unspent at year-end. +£7,090 estimated transfer to reserve of ring-fenced Homelessness Reduction Act funding received in-year from MHCLG that is unspent at year-end. -£11,700 estimated transfer from reserve of ring-fenced grant funding from MHCLG to fund the provision of the Domestic Abuse Outreach Support Service between April and June 2020. -£410 estimated transfer from reserve of ring-fenced grant funding from LCC to fund specific affordable warmth expenditure in-year.
FNBAL/H376 Business Rates Growth Reserve	-480	Estimated transfer from the Business Rates Growth Reserve towards the increased cost of renewing the Council's Microsoft IT Licences in 2020/21 for the Benefits team, as approved by Emergency Committee in June 2020.
Net Cost of Services after Movements in Earmarked Reserves	1,018,980	

6. KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

6.1. Within the proposed Revised Estimate there are a number of substantial movements that increase or decrease the net cost of services total, and these are summarised in the table below. The variances shown are prior to movements in earmarked reserves.

Description	Variance - Original Estimate 2020/21 to Revised Estimate 2020/21 £
<p>AFHOU – Affordable Rent Properties</p> <p>Section 106 monies used to finance estimated capital expenditure of £266,610 on the Longridge Affordable Housing and Clitheroe Affordable Housing capital schemes in 2020/21 will be released from the Section 106 fund and recognised as income in the Affordable Rent Properties cost centre in-year.</p> <p>An associated transfer of this income to the Capital Reserve at year-end will complete the financing of the capital expenditure that has taken place in-year and the £266,610 budget variance shown here will be reduced to nil.</p>	-266,610

Description	Variance - Original Estimate 2020/21 to Revised Estimate 2020/21 £
<p>VARIOUS – Support Services</p> <p>Estimated net reduction in support services recharges across all cost centres. This is mainly due to reduced support service recharges totaling -£81,370 in the following service areas due to lower costs caused by staff vacancies in-year:</p> <ul style="list-style-type: none"> - Chief Executive’s recharge to Environmental Health Services, -£38,230. - Chief Executive’s recharge to Dog Warden & Pest Control, -£18,300. - Resources recharge to Local Council Tax Support Admin, -£13,020. - Resources recharge to Housing Benefits, -£11,820. <p>These reduced recharges are partly offset by a net increase in support services recharges of £17,190 across all other cost centres.</p>	-64,180
<p>VARIOUS – Homelessness Grants and Funding</p> <p>£40,000 of Flexible Homelessness Support Grant and £13,390 of Homelessness Reduction Act funding has been received in-year from MHCLG which had not been budgeted for. The Council was not informed of the funding allocations until after the Original Estimate budget was set. The funding received has been allocated to several cost centres to support specific homelessness estimated costs in-year:</p> <ul style="list-style-type: none"> - Homelessness Strategy, -£42,470. - Joiners Arms (homelessness unit), -£5,470. - Housing Benefits, -£5,450. <p>It is estimated that £33,830 of this ring-fenced grant funding will be unspent in-year and will be transferred to the Housing Related Grants Reserve at year-end for use on supporting additional homelessness expenditure in future years. This transfer will reduce the budget variance to -£19,560.</p>	-53,390
<p>HGBEN – Housing Benefits</p> <p>Increased housing benefits administration grant and other new burdens work grant income received in-year from the DWP. The Council was not notified of the yearly funding levels for these grants until after the original estimate budget was set.</p>	-7,600
<p>DOGWD – Dog Warden & Pest Control</p> <p>Estimated reduced pest control income for the year, because no in-house pest control work was undertaken between April and December 2020 due to Covid-19 restrictions between April and July 2020 and no trained pest control officer in place at the Council until January 2021.</p>	+8,710
<p>ENVHT – Environmental Health Services</p> <p>Estimated net under-recovery of income from private water supplies sampling and risk assessments work in-year. This is because no work was undertaken between April and June 2020 due to Drinking Water Inspectorate Covid-19 guidance and since then the work has been on-hold due to the reduced Environmental Health team resources, caused by vacancies and sickness absence, being focused on other priority areas of work.</p>	+8,080
<p>UCRED – Universal Credit</p> <p>Universal Credit Service funding received for 2020/21 is lower than budgeted for, because DWP reduced the funding significantly and the Council was not notified of the yearly funding level until after the original estimate budget was set.</p>	+6,070

6.2. It should also be noted that there is an estimated £449,300 increase in housing benefits payments to eligible claimants in-year after adjusting for the recovery of benefits overpayments and non-cash transactions - this covers rent allowance, rent rebate and discretionary housing payments. This is mainly due to the DWP introducing increased benefit rates for additional earnings disregard and Local Housing Allowance in-year, as a result of Covid-19.

6.3 The increased housing benefits payments will be broadly covered by an estimated £448,650 increase in Housing Benefits Subsidy and Discretionary Housing Payments grant income from DWP for the year. Therefore, no significant net overspend is expected in-year for housing benefits payments.

7. CONCLUSION

7.1. The difference between the revised and original estimate is a decrease in the net cost of services of £54,570 after allowing for transfers to and from earmarked reserves.

8. RISK ASSESSMENT

8.1. The approval of this report may have the following implications:

- Resources: Approval of the revised estimate would see a decrease in net expenditure of £54,570 after movements in earmarked reserves.
- Technical, Environmental and Legal: None identified.
- Political: None identified.
- Reputation: Sound financial planning safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

9. RECOMMENDED THAT COMMITTEE

9.1. Approve the revenue revised estimate for 2020/21 for this Committee.

SENIOR ACCOUNTANT
HH1-21/AC/AC

DIRECTOR OF RESOURCES

21 December 2020

ANNEX 1

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Description	Original Estimate to end of November 2020	Actual and Commitments to end of November 2020	Full Year Original Estimate	Proposed Revised Estimate
AFHOU: Affordable Rent Properties	0	0	0	-266,850
APLAC: Alma Place Unit	-190	-85	2,280	2,370
AWARM: Affordable Warmth	278	0	410	410
CLAIR: Clean Air	348	712	1,830	1,820
CLAND: Contaminated Land	0	0	9,030	9,430
CLCEM: Clitheroe Cemetery	-5,390	-7,900	34,050	40,320
CLDCY: Closed Churchyards	6,148	3,150	9,220	5,220
CLMKT: Clitheroe Market	-115,561	-117,691	-37,670	-39,810
CMGHH: Community Groups - Health & Housing	0	0	20,270	15,210
COMNL: Common Land	456	0	2,350	2,450
CTBEN: Localised Council Tax Support Admin	-10,826	-18,925	169,420	151,820
DOGWD: Dog Warden & Pest Control	16,049	18,887	121,810	112,800
ENVHT: Environmental Health Services	-16,640	-15,057	336,140	302,740
HGBEN: Housing Benefits	142,408	129,774	143,370	120,190
HOMEE: Home Energy Conservation	288	0	5,910	6,570
HOMES: Homelessness Strategy	25,292	-37,617	94,090	50,440
HSASS: Housing Associations	0	0	6,350	6,710
HSTRA: Housing Strategy	2,532	-3,613	45,300	49,020
IMPGR: Improvement Grants	-18,798	-11,812	71,260	79,010
JARMS: Joiners Arms	5,861	11,891	40,090	41,990
SHARE: Shared Ownership Rents	-1,300	-1,303	-450	-400
SUPPE: Supporting People	11,900	11,698	19,020	19,220

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

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Description	Original Estimate to end of November 2020	Actual and Commitments to end of November 2020	Full Year Original Estimate	Proposed Revised Estimate
UCRED: Universal Credit	-8,950	-2,882	15,790	22,680
Net Cost of Services	33,905	-40,773	1,109,870	733,360
Associated Movements in Earmarked Reserves				
CPBAL/H330 Capital Reserve	0	0	0	266,610
HGBAL/H337 Equipment Reserve	0	0	0	-2,230
HGBAL/H339 Housing Related Grants Reserve	-11,978	41,693	-36,320	21,720
FNBAL/H376 Business Rates Growth Reserve	0	0	0	-480
Net Cost of Services after Movements in Earmarked Reserves	21,927	920	1,073,550	1,018,980

DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 14 JANUARY 2021
title: REVIEW OF FEES AND CHARGES 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2021.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2021 and would operate for the duration of the 2021/22 financial year.
- 2.3 The council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2021/22 by this amount when compared with this year's original budget estimate.
- 2.4 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 FEES AND CHARGES BUDGET PREPARATION

- 3.1 There are extremely high levels uncertainty around income levels from the council's fees and charges in light of Covid-19 and the impact this is having on use of the council's services and facilities. In the current financial year the government is partly compensating the council for lost income at 75% of lost sales, fees and charges income – after first adjusting for 5% of total budgeted income. It is on the continuation of this, or alternatively the recovery of income levels, that the fees and charges have been set.
- 3.2 A budget working group meeting was held on 28 September which amongst other things considered the setting of next year's budget. At the meeting of Policy and Finance Committee on 17 November 2020, it was agreed that the approach as discussed at Budget Working Group should be taken.
- 3.3 In respect of the council's income budgets for 2021/22 budgets should therefore be prepared on the base budget plus inflation of 2%. Service committees are therefore requested to review their fees and charges in order to achieve this targeted increase to income.
- 3.4 The current budgeted income to be received from fees and charges which are set by this committee is £277,880. A 2% increase on this total would therefore generate £5,558.

4 REVIEW OF FEES AND CHARGES 2021/22

4.1 The review of fees and charges was coordinated by Financial Services, working together with Heads of Service and budget holders.

4.2 The following process was undertaken:

- Budget holders are provided with an indication of the fees and charges factoring in a 2% increase on the base budget.
- A discussion meeting is then held between the budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge different from a 2% increase.

4.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2021 has been produced for this Committee and is shown at Annex 1. This Annex provides details of:

- the current charge for 2020/21
- the current year base budgeted income estimated to be raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2021
- an indication of the potential income that may be achieved in 2021/22, should the proposals be agreed (removing the impact of Covid-19) (Net of VAT)
- the resulting percentage increase in the charge from 2020/21 to 2021/22
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

4.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels or reductions in income that may result from the impact of Covid-19.

4.5 If Committee agrees the fees and charges as shown in Annex 1, the overall increase based on current budgeted demand levels is expected to be £5,790, or 2.08%.

4.6 A small number of the proposed fees and charges for 2021/22 have been set on a different basis to just an inflation increase from 2020/21. These are explained in the following sections of the report.

5 CLITHEROE MARKET STALLS FEES

5.1 As part of the Clitheroe Market improvements capital scheme, this Committee approved the removal of the current stalls from the bullring area of the Market by the end of March 2020. Consequently, when the 2020/21 fees and charges were set by this Committee in November 2019, it was approved that all stalls fees be deleted from the fees and charges list for 2020/21 and no stalls income was budgeted for.

5.2 However, removal of the stalls in the bullring area was delayed and so stalls were still available for hire from April 2020 onwards at the 2019/20 fee rates, because these were the latest approved rates.

5.3 Since April 2020 there has been an increase in trader demand for stalls partly because of social distancing need as a result of Covid-19. Therefore, the previous decision to remove the current market stalls will be reconsidered as part of planning the next phase of works on the Clitheroe Market improvements capital scheme and it is likely that some stalls will remain available for hire going forwards.

5.4 Given the above, it is proposed to reinstate stalls fees to the fees and charges list from 1 April 2021 and to budget for stalls income in 2021/22. The fees proposed are a 2% uplift on the current fees being charged, rounded up to the next 10p. The proposed fees are shown in Annex 1.

6 ENVIRONMENTAL HEALTH AND DOG OFFENCES FIXED PENALTY NOTICES

6.1 There will be no inflation related increases in 2021/22 for Fixed Penalty Notices (FPNs) charges. This is because these charges are set by this Committee within Government guidelines for maximum and minimum levels and these levels do not increase by inflation each year.

7 RISK ASSESSMENT

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

- Resources – Fees and charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – None.
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

8 CONCLUSION

8.1. Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

8.2. The Budget Working Group recommends that all service committees seek to increase their fees and charges overall by 2.0%. If you agree with the increase in charges, this committee will meet the target required, with an overall increase of 2.08%.

9 RECOMMENDED THAT COMMITTEE

9.1 Approve the 2021/22 fees and charges proposed for this Committee in Annex 1, for implementation from 1 April 2021.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH2-21/AC/AC

22 December 2020

For further information please ask for Andrew Cook

BACKGROUND PAPERS – None

Health and Housing Committee – Proposed Fees and Charges 2021/22

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Exclusive Burial Rights	Grave Plot	CLCEM/8447u	Non Vatable	01-Apr-20	862.00	19,890	880.00	2.09%	20,310
	Ashes Plot	CLCEM/8447u	Non Vatable	01-Apr-20	425.00	7,060	434.00	2.12%	7,210
	Woodland Burial	CLCEM/8747u	Non Vatable	01-Apr-20	781.00	13,560	797.00	2.05%	13,840
Woodland Burials	Tree and Wild Flower Planting	-	-	No Charge	No Charge	0	No Charge	N/A	0
Page 20 Interments	Stillborn and Child up to 1 month***	-	-	No Charge	No Charge	0	No Charge	N/A	0
	Child under 16 years old	CLCEM/8441u	Non Vatable	01-Apr-20	168.00	0	172.00	2.38%	0
	3 depth	CLCEM/8441u	Non Vatable	01-Apr-20	773.00	4,370	790.00	2.20%	4,470
	2 depth	CLCEM/8441u	Non Vatable	01-Apr-20	640.00	8,260	653.00	2.03%	8,430
	1 depth (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	01-Apr-20	597.00	18,800	609.00	2.01%	19,180
	Ashes (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	01-Apr-20	144.00	4,880	147.00	2.08%	4,980

Please Note: Fees are double (for purchase of exclusive burial rights and interment) for persons who are non-residents of the Ribble Valley

***Interment of stillborn and child up to 1 month old will be the same fee as that for interment of a child under 16 years old for persons non-resident in the Ribble Valley

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020 £	Budgeted Income Net of VAT for 2020/21 £	Proposed Charges from 1st April 2021 £	Percentage Increase in Charge %	Indication of Potential Income Net of VAT for 2021/22 £
Fees for Memorials	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01-Apr-20	96.00	0	98.00	2.08%	0
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01-Apr-20	175.00	3,760	179.00	2.29%	3,850
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01-Apr-20	95.00	750	97.00	2.11%	770
	Cemetery Plaques	CLCEM/8445z	Non Vatable	01-Apr-20	At Cost-Materials	520	At Cost-Materials	N/A	530
	Removing/Refixing Headstones for Burials	CLCEM/8599u	Non Vatable	01-Apr-20	At Cost-Materials	650	At Cost-Materials	N/A	660
	Commemorative Trees	CLCEM/8508z	Non Vatable	01-Apr-20	178.00	0	182.00	2.25%	0
	Commemorative Shrubs	CLCEM/8508z	Non Vatable	01-Apr-20	94.00	0	96.00	2.13%	0
	Memorial Bench	CLCEM/8507z	Non Vatable	01-Apr-20	781.00	0	797.00	2.05%	0
Other Cemetery charges	Search Fee	CLCEM/8780n	VAT Inclusive	01-Apr-20	32.00	0	33.00	3.13%	0
	Copy of Grave Deed	CLCEM/8781n	VAT Inclusive	01-Apr-20	32.00	0	33.00	3.13%	0
	Certificate of Burial / Certificate of Transfer / Copy Certificate	CLCEM/8782n	VAT Inclusive	01-Apr-20	42.00	0	43.00	2.38%	0

PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020 £	Budgeted Income Net of VAT for 2020/21 £	Proposed Charges from 1st April 2021 £	Percentage Increase in Charge %	Indication of Potential Income Net of VAT for 2021/22 £
Public Health Act funerals	Public Health Act Funerals officer time fee (per hour)	BURCR/8576z	Non Vatable	01-Apr-20	52.00	0	53.10	2.12%	0

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Cabins	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01-Apr-20	58.20	106,300	59.40	2.06%	108,490
	Use of Cabins (preparation purposes): Non-Market Days	CLMKT/8824n	VAT Inclusive	01-Apr-20	28.60	2,440	29.20	2.10%	2,490
Stalls - Tuesday & Saturday	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	19.50*	0	19.90	2.05%	0
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	10.00*	0	10.20	2.00%	0
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	16.00*	0	16.40	2.50%	0
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	8.50*	0	8.70	2.35%	0
Stalls - Sunday Events	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-19	11.00*	0	11.30	2.73%	0
	Non Contract Traders	CLMKT/8825n	VAT Inclusive	01-Apr-19	21.00*	0	21.50	2.38%	0
Stalls - Thursdays	- 10 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	10.00*	0	10.20	2.00%	0
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	5.00*	0	5.10	2.00%	0
	- 8 ft	CLMKT/8825n	VAT Inclusive	01-Apr-19	8.50*	0	8.70	2.35%	0
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01-Apr-19	4.00*	0	4.10	2.50%	0
Pitches	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-20	16.50	6,180	16.90	2.42%	6,330
	Thursday - per day	CLMKT/8826n	VAT Inclusive	01-Apr-20	8.50	30	8.70	2.35%	30
Clitheroe Market Special Events	Special Events Fee	CLMKT/8885n	VAT Inclusive	01-Apr-20	Price on Application	0	Price on Application	N/A	0

* = Stalls fees were initially deleted for 2020/21 but stalls remain for hire on Clitheroe Market at the previously approved 2019/20 fee rates shown above

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Pest Control	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8696n	VAT Inclusive	01-Apr-20	53.50	390	55.00	2.80%	400
	Commercial - Annual Contract - Per Visit	DOGWD/8696n	VAT Inclusive	01-Apr-20	39.00	4,270	40.00	2.56%	4,380
	Domestic Single Treatment Charge (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-20	47.00	7,970	48.00	2.13%	8,140
	Domestic Single Treatment Charge - Out of Hours (Rodents - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-20	94.00	0	96.00	2.13%	0
	Domestic Callout Charge - Per Visit (Unspecified reason - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-20	47.00	0	48.00	2.13%	0
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits)	DOGWD/8725n	VAT Inclusive	01-Apr-20	47.00	0	48.00	2.13%	0
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs - up to 3 visits) - Out of Hours	DOGWD/8725n	VAT Inclusive	01-Apr-20	94.00	0	96.00	2.13%	0
Non-Public Health Insect Treatment (eg. wasps, ants, flies, carpet beetles and fleas)	Wasps/Fleas/Ants/Other - Single Visit Charge during working hours	DOGWD/8412n	VAT Inclusive	01-Apr-20	47.00	4,490	48.00	2.13%	4,590
	Wasps/Fleas/Ants/Other - Each additional nest treated on same visit	DOGWD/8412n	VAT Inclusive	01-Apr-20	23.50	0	24.00	2.13%	0
	Wasps/Fleas/Ants/Other - Out of hours - Single Visit Charge	DOGWD/8412n	VAT Inclusive	01-Apr-20	94.00	0	96.00	2.13%	0
Pest Control Missed Appointments	Per missed appointment	DOGWD/8726n	VAT Inclusive	01-Apr-20	47.00	0	48.00	2.13%	0
Dog Bins Emptying - Post Mounted - one collection per bin per week	Commercial - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-20	8.70	0	8.90	2.30%	0
	Parish Councils - per bin per week	DOGWD/8596n	VAT Inclusive	01-Apr-20	5.10	1,300	5.20	2.00%	1,330

DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Public Space Protection Orders - Dog Offences	Maximum full penalty - no discount allowed	DOGWD/8631z	Non Vatable	01-Apr-19	100.00	100	100.00	0.00%	100

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Boarding in Kennels Licence (Animal Welfare Regulations 2018)	Boarding in Kennels - Processing Application Fee	ENVHT/8674u	Non Vatable	01-Apr-20	239.00	0	244.00	2.09%	0
	Boarding in Kennels - Compliance/Enforcement Fee	ENVHT/8674u	Non Vatable	01-Apr-20	113.00	1,300	116.00	2.65%	1,330
	Boarding in Kennels - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	01-Apr-20	172.00	0	176.00	2.33%	0
	Boarding in Kennels - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0
Boarding in Catteries Licence (Animal Welfare Regulations 2018)	Boarding in Catteries - Processing Application Fee	ENVHT/8674u	Non Vatable	01-Apr-20	239.00	0	244.00	2.09%	0
	Boarding in Catteries - Compliance/Enforcement Fee	ENVHT/8674u	Non Vatable	01-Apr-20	113.00	180	116.00	2.65%	180
	Boarding in Catteries - Variation Fee (with inspection)	ENVHT/8674u	Non Vatable	01-Apr-20	172.00	0	176.00	2.33%	0
	Boarding in Catteries - Variation Fee (no inspection)	ENVHT/8674u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0
Home Boarding Licence (Animal Welfare Regulations 2018)	Home Boarding - Processing Application Fee	ENVHT/8776u	Non Vatable	01-Apr-20	208.00	360	213.00	2.40%	370
	Home Boarding - Compliance/Enforcement Fee	ENVHT/8776u	Non Vatable	01-Apr-20	82.00	0	84.00	2.44%	0
	Home Boarding - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	01-Apr-20	140.00	0	143.00	2.14%	0
	Home Boarding - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0
Day Care for Dogs Licence (Animal Welfare Regulations 2018)	Day Care for Dogs - Processing Application Fee	ENVHT/8776u	Non Vatable	01-Apr-20	208.00	1,090	213.00	2.40%	1,120
	Day Care for Dogs - Compliance/Enforcement Fee	ENVHT/8776u	Non Vatable	01-Apr-20	82.00	140	84.00	2.44%	140
	Day Care for Dogs - Variation Fee (with inspection)	ENVHT/8776u	Non Vatable	01-Apr-20	140.00	0	143.00	2.14%	0
	Day Care for Dogs - Variation Fee (no inspection)	ENVHT/8776u	Non Vatable	01-Apr-20	78.00	140	80.00	2.56%	140

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Breeding of Dogs Licence (Animal Welfare Regulations 2018)	Breeding of Dogs - Processing Application Fee	ENVHT/8675u	Non Vatable	01-Apr-20	239.00	70	244.00	2.09%	70
	Breeding of Dogs - Compliance/Enforcement Fee	ENVHT/8675u	Non Vatable	01-Apr-20	113.00	0	116.00	2.65%	0
	Breeding of Dogs - Variation Fee (with inspection)	ENVHT/8675u	Non Vatable	01-Apr-20	172.00	0	176.00	2.33%	0
	Breeding of Dogs - Variation Fee (no inspection)	ENVHT/8675u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0
Selling Animals as Pets (Single Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Single Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-20	184.00	0	188.00	2.17%	0
	Selling Animals as Pets (Single Species) - Compliance/Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-20	59.00	0	61.00	3.39%	0
	Selling Animals as Pets (Single Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-20	117.00	0	120.00	2.56%	0
	Selling Animals as Pets (Single Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0
Selling Animals as Pets (Multiple Species) Licence (Animal Welfare Regulations 2018)	Selling Animals as Pets (Multiple Species) - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-20	263.00	0	269.00	2.28%	0
	Selling Animals as Pets (Multiple Species) - Compliance/Enforcement Fee	ENVHT/8676u	Non Vatable	01-Apr-20	136.00	0	139.00	2.21%	0
	Selling Animals as Pets (Multiple Species) - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-20	195.00	0	199.00	2.05%	0
	Selling Animals as Pets (Multiple Species) - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Hiring out Horses Licence (Animal Welfare Regulations 2018)	Hiring out Horses - Processing Application Fee	ENVHT/8677u	Non Vatable	01-Apr-20	297.00	90	303.00	2.02%	90
	Hiring out Horses - Compliance/Enforcement Fee	ENVHT/8677u	Non Vatable	01-Apr-20	166.00	0	170.00	2.41%	0
	Hiring out Horses - Variation Fee (with inspection)	ENVHT/8677u	Non Vatable	01-Apr-20	230.00	0	235.00	2.17%	0
	Hiring out Horses - Variation Fee (no inspection)	ENVHT/8677u	Non Vatable	01-Apr-20	78.00	20	80.00	2.56%	20
Exhibition of Animals Licence (Animal Welfare Regulations 2018)	Exhibition of Animals - Processing Application Fee	ENVHT/8676u	Non Vatable	01-Apr-20	239.00	390	244.00	2.09%	400
	Exhibition of Animals - Compliance/Enforcement Fee	ENVHT/8676u	Non Vatable	No Charge	No Charge	0	No Charge	N/A	0
	Exhibition of Animals - Variation Fee (with inspection)	ENVHT/8676u	Non Vatable	01-Apr-20	172.00	0	176.00	2.33%	0
	Exhibition of Animals - Variation Fee (no inspection)	ENVHT/8676u	Non Vatable	01-Apr-20	78.00	0	80.00	2.56%	0
Additional Activity Licence Fee (Animal Welfare Regulations 2018)	Extra fee for each Additional Activity on a Multiple Activity Licence, where applicable	ENVHT/ any of above as applicable	Non Vatable	01-Apr-20	32.00	0	33.00	3.13%	0
Additional Host Inspection Fee (Animal Welfare Regulations 2018)	Extra fee for each Additional Host inspected for Franchise Licence applicants/holders	ENVHT/ any of above as applicable	Non Vatable	01-Apr-20	47.00	0	48.00	2.13%	0
Re-score Inspection (Animal Welfare Regulations 2018)	Re-score Inspection, where requested	ENVHT/ any of above as applicable	Non Vatable	01-Apr-20	130.00	0	133.00	2.31%	0
Animal Welfare Licences - Others	Dangerous Wild Animals	ENVHT/8678u	Non Vatable	01-Apr-20	153.00	0	157.00	2.61%	0
	Annual Zoo compliance audit	ENVHT/8679u	Non Vatable	01-Apr-20	184.00	120	188.00	2.17%	120
	Zoo - 4 year renewal	ENVHT/8679u	Non Vatable	01-Apr-20	368.00		376.00	2.17%	

Vets fees charged at cost in addition to the fees shown above, where applicable

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Street Trading Licences	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01-Apr-20	745.00	4,470	760.00	2.01%	4,560
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01-Apr-20	128.00	0	131.00	2.34%	0
	Street Trading Consent Class IV	-	-	No Charge	No Charge	0	No Charge	N/A	0
Caravan Sites Licences	First time - new (based on 12 hours)	ENVHT/8684u	Non Vatable	01-Apr-20	485.00	0	495.00	2.06%	0
	Annual (based on 6 hours)	ENVHT/8684u	Non Vatable	01-Apr-20	245.00	490	250.00	2.04%	500
	Amendment of site (based on 6 hours)	ENVHT/8684u	Non Vatable	01-Apr-20	245.00	0	250.00	2.04%	0
	Transfer (based on 4 hours)	ENVHT/8684u	Non Vatable	01-Apr-20	164.00	0	168.00	2.44%	0
Houses of Multiple Occupation Licences **	HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years	ENVHT/8685u	Non Vatable	01-Apr-20	806.00	0	823.00	2.11%	0
	HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring	ENVHT/8685u	Non Vatable	01-Apr-20	449.00	0	458.00	2.00%	0
	Variation of an HMO Licence	ENVHT/8685u	Non Vatable	01-Apr-20	138.00	0	141.00	2.17%	0
** If HMO licence applicant is a member of a recognised landlord scheme, there is a 20% reduction in these licence fees									
Registrations	Acupuncture	ENVHT/8680u	Non Vatable	01-Apr-20	174.00	0	178.00	2.30%	0
	Ear Piercing	ENVHT/8681u	Non Vatable	01-Apr-20	174.00	0	178.00	2.30%	0
	Tattooing	ENVHT/8682u	Non Vatable	01-Apr-20	174.00	0	178.00	2.30%	0
	Electrolysis	ENVHT/8683u	Non Vatable	01-Apr-20	174.00	0	178.00	2.30%	0

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Private Water Supplies Risk Assessment and Sample Analysis Page 29	Risk Assessment	ENVHT/8417u	Non Vatable	01-Apr-20	Cost of Officer time at £39.60 per hour	24,230	Cost of Officer time at £40.40 per hour	2.02%	24,720
	Other Investigations	ENVHT/8417u	Non Vatable	01-Apr-20	Cost of Officer time at £39.60 per hour plus lab test fees		Cost of Officer time at £40.40 per hour plus lab test fees	2.02%	
	Small Supplies (Regulation 10) Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-20	£79.20 plus lab test fees		£80.80 plus lab test fees	2.02%	
	Large Supplies (Regulation 9, Group A + B) Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-20	£79.20 plus lab test fees		£80.80 plus lab test fees	2.02%	
	Bacteriological Sample Analysis	ENVHT/8417u	Non Vatable	01-Apr-20	£39.60 plus lab test fees		£40.40 plus lab test fees	2.02%	
	Private Water Sample Re-test	ENVHT/8417u	Non Vatable	01-Apr-20	£79.20 plus lab test fees		£80.80 plus lab test fees	2.02%	
	Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice	ENVHT/8417u	Non Vatable	01-Apr-20	At Cost - Recovered in full from the Owner	0	At Cost - Recovered in full from the Owner	N/A	0

Please note - The lab test fees are based on the fees paid to an external laboratory for each sample analysis

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Housing Enforcement Notice	Per notice	ENVHT/8689u	Non Vatable	01-Apr-20	587.00	0	599.00	2.04%	0
Immigration Inspection	Per inspection (3 hours minimum with hourly charge thereafter)	ENVHT/8687n	VAT Inclusive	01-Apr-20	145.80 plus 48.60 per hour after 3 hours	0	148.80 plus 49.60 per hour after 3 hours	2.06%	0
Removal of Unfit Food	Per removal	ENVHT/8519z	Non Vatable	01-Apr-18	At Cost, Recovered in full from food business	0	At Cost, Recovered in full from food business	N/A	0
Food Hygiene Rating Scheme Rescore Inspection	Per Inspection	ENVHT/8763z	Non Vatable	01-Apr-20	160.00	0	164.00	2.50%	0
Page 30	Environmental Health Officer Attendance Fee (per hour)	ENVHT/8583z	Non Vatable	01-Apr-20	39.60	0	40.40	2.02%	0
	Exhumations Charges	Exhumation costs incurred by the Council	ENVHT/8583z	Non Vatable	20-Oct-16	At Cost - Recovered in full from those requesting the exhumation	0	At Cost - Recovered in full from those requesting the exhumation	N/A

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Littering	Maximum full penalty - no discount allowed	ENVHT/8629z	Non Vatable	08-Jun-18	150.00	0	150.00	0.00%	0
Graffiti	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0.00%	0
Graffiti	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0.00%	0
Fly-posting	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0.00%	0
Fly-posting	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0.00%	0
Unauthorised distribution of free literature on designated land	Maximum full penalty	ENVHT/8638z	Non Vatable	25-May-17	80.00	0	80.00	0.00%	0
Unauthorised distribution of free literature on designated land	Minimum discounted penalty	ENVHT/8638z	Non Vatable	25-May-17	50.00	0	50.00	0.00%	0
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	80.00	0	80.00	0.00%	0
Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	50.00	0	50.00	0.00%	0
Nuisance parking	Maximum full penalty	ENVHT/8635z	Non Vatable	25-May-17	100.00	0	100.00	0.00%	0
Nuisance parking	Minimum discounted penalty	ENVHT/8635z	Non Vatable		60.00	0	60.00	0.00%	0
Abandoning a vehicle	Maximum full penalty	ENVHT/8636z	Non Vatable	25-May-17	200.00	0	200.00	0.00%	0
Abandoning a vehicle	Minimum discounted penalty	ENVHT/8636z	Non Vatable	25-May-17	120.00	0	120.00	0.00%	0

ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES		Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
					£	£	£	%	£
Fly-tipping	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	400.00	0	400.00	0.00%	0
Fly-tipping	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	120.00	80	120.00	0.00%	80
Failure to produce a waste transfer note	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	300.00	40	300.00	0.00%	40
Failure to produce a waste transfer note	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	180.00	0	180.00	0.00%	0
Domestic waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	80.00	0	80.00	0.00%	0
Domestic waste receptacle offences	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	40.00	0	40.00	0.00%	0
Industrial and Commercial waste receptacle offences	Maximum full penalty	ENVHT/8637z	Non Vatable	25-May-17	110.00	0	110.00	0.00%	0
Industrial and Commercial waste receptacle offences	Minimum discounted penalty	ENVHT/8637z	Non Vatable	25-May-17	60.00	0	60.00	0.00%	0
Noise exceeding permitted level - domestic premises	Maximum full penalty	ENVHT/8634z	Non Vatable	25-May-17	110.00	0	110.00	0.00%	0
Noise exceeding permitted level - domestic premises	Minimum discounted penalty	ENVHT/8634z	Non Vatable	25-May-17	60.00	0	60.00	0.00%	0
Noise exceeding permitted level - licensed premises	Maximum full penalty - no discount allowed	ENVHT/8634z	Non Vatable	25-May-17	500.00	0	500.00	0.00%	0
Community Protection Notice breach	Maximum penalty - paid within 14 days	ENVHT/8789z	Non Vatable	25-May-17	100.00	0	100.00	0.00%	0
Community Protection Notice breach	Minimum penalty - paid within 7 days	ENVHT/8789z	Non Vatable	25-May-17	75.00	0	75.00	0.00%	0
Operating a vehicle engine when parked	Maximum penalty - not paid within 28 days	ENVHT/8635z	Non Vatable	25-May-17	40.00	0	40.00	0.00%	0
Operating a vehicle engine when parked	Minimum penalty - paid within 28 days	ENVHT/8635z	Non Vatable	25-May-17	20.00	0	20.00	0.00%	0

ENVIRONMENTAL HEALTH - ENVHT - LOCAL AIR POLLUTION PREVENTION AND CONTROL FEES (LAPPC)

The Council is responsible for issuing permits and charging fees for certain industrial activities under the Pollution Prevention Control element of the Environmental Permitting Regulations (EPR) 2010. Further information on current fees charged is available from the Environmental Health department.

CONTAMINATED LAND - CLAND	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
				£	£	£	%	£
Enquiry	CLAND/8623n	VAT Inclusive	01-Apr-20	82.30	0	84.00	2.07%	0

IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
				£	£	£	%	£
Administration Charges for Disabled Facilities Grants	IMPGR/8716m	Non Vatable	01-Apr-20	% of Total cost in line with current DFG Policy	25,980	% of Total cost in line with current DFG Policy	N/A	26,500
Administration Charges for Housing Improvement Grants	IMPGR/8717n	VAT Inclusive	01-Apr-20	5% of Total COST + VAT	2,360	5% of Total COST + VAT	N/A	2,410

HOUSING STRATEGY - HSTRA	Ledger Code	VAT	Date of last change	Current Charge from 1st April 2020	Budgeted Income Net of VAT for 2020/21	Proposed Charges from 1st April 2021	Percentage Increase in Charge	Indication of Potential Income Net of VAT for 2021/22
				£	£	£	%	£
Self Build and Custom House Build Registration Fee (annual charge)	HSTRA/8811z	Non Vatable	01-Apr-20	62.30	360	63.60	2.09%	370

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 14 JANUARY 2021

title: ORIGINAL REVENUE BUDGET 2021/22

submitted by: DIRECTOR OF RESOURCES

principal author: ANDREW COOK

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2021/22, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

3 Year Budget Forecast

- 2.1 The Council's three-year budget forecast was last presented to Policy and Finance Committee in March. Whilst every year it is extremely challenging to predict funding, nearly all of our major income streams are currently very difficult to forecast in the present climate. Our forecast in March predicted the following budget gaps; £281k in 2021/22, £206k in 2022/23, £337k in 2023/24, after allowing for the use of general fund balances.
- 2.2 At the time of producing the March forecast, the outcome of the Fair Funding Review, the potential changes to the New Homes Bonus Scheme and the implications of Business Rate Retention Reforms were unknown and it was highlighted that these issues would be crucial in terms of our future budget forecast and therefore to some extent the forecast beyond 2020/21 was impossible to predict.
- 2.3 As you will appreciate, the above forecast was also produced prior to the extent of the impact of Covid-19 in the current financial year being known. Indeed, there is still substantial uncertainty with regard to the financial impact for this council in the short to medium term in respect of additional spend, lost income and the level of grant support that the council will receive.

The Spending Review 2020

- 2.4 In light of Covid-19, the government has scrapped its plans for a multi-year spending review and have instead conducted a one-year review to set departments' budgets for 2021-22.
- 2.5 The key messages that came out of the 2020 Spending Review are listed below:
- Local authority core spending power is projected by the Government to rise by 4.5 per cent in cash terms. This increase is largely due to the ability of social care authorities to increase their council tax bills by up to 5 per cent.
 - To support local authorities in England with Covid-19 pressures next year, the Government expects to provide over £3 billion in additional support. The additional support includes £1.55 billion to meet additional expenditure pressures as a result of Covid-19, £670 million to support households that are least able to afford council tax payments, £762 million to compensate for 75 per cent of irrecoverable loss of council tax and business rates revenues in 2020/21, and extending the existing Covid-19 sales, fees and charges reimbursement scheme for a further 3 months until the end of June 2021.
 - As announced earlier this year, the implementation of the fair funding review has been delayed. The Spending Review didn't specify when the review will be revisited.

- The Government is undertaking a fundamental review of the business rates system and is currently considering responses to the call for evidence. A final report setting out the full conclusions of the review will be published in spring 2021. The Government has decided to freeze the business rates multiplier in 2021/22. Local authorities will be fully compensated for this decision. The Government is also considering options for further Covid-19 related support through business rates reliefs.
- Earlier this year, the Government announced that it would delay the move to 75 per cent Business Rates Retention and the implementation of the fair funding review. This decision allowed local authorities to focus on meeting the public health challenge posed by the pandemic. In order to provide further stability to the sector, the Government has decided not to proceed with a reset of business rates baselines in 2021/22.
- The referendum threshold for increases in council tax will remain at two per cent in 2021/22.
- The Government will maintain the existing New Homes Bonus scheme for a further year with no new legacy payments. The Government will consult on reforms to the New Homes Bonus shortly, with a view to implementing reform in 2022/23 .

Covid-19 and Budget Preparation

- 2.6 The immense economic uncertainty associated with the COVID-19 pandemic makes this an extraordinarily difficult time for all councils in formulating their budget (both revenue and capital) plans. A budget working group meeting was held on 28 September which amongst other things considered the setting of next year's budget.
- 2.7 At the meeting of Policy and Finance Committee on 17 November 2020, it was agreed that the approach as previously discussed at the Budget Working Group should be taken, namely:

Budget Element	Recommended Approach
Expenditure (non Covid related)	Inflationary increase to base budget
Covid 19 Expenditure	Unknown but budget on basis costs will be reimbursed by the Government
Income (non Covid related)	Inflationary increase to base budget
Income – Impact of Covid	Budget on basis any losses will be reimbursed by the Government. However, could be substantial even if pandemic ends and may not be reimbursed. Some income could be substantially impacted.
Council Tax/Business Rates	Difficult to assess the impact of pandemic particularly on businesses in the next financial year. Collection fund deficits can be spread over 3 years.

- 2.8 Members agreed with the conclusion of Budget Working Group, in that the council should prepare its budget on the base budget plus inflation and on the expectation that any variance due to Covid would be made good by the Government.
- 2.9 As mentioned, the budget process has been particularly impacted by the Covid-19 pandemic. The pandemic has also brought about wider pressures on service resources to the extent that there has been a lighter touch review of the budgets this year, and the reporting this year is at a higher level than that usually provided.

3 2021/22 PROVISIONAL LOCAL GOVERNMENT SETTLEMENT

3.1 At the time of producing this report the Government had yet to announce the provisional finance settlement.

3.2 It is anticipated that there will be an announcement in respect of the Local Government Settlement before Parliament's Christmas recess. Members will be provided with an update at their meeting.

4 BUDGET PROCESS

4.1 Presented to committee for decision elsewhere on the agenda are the proposed fees and charges for 2021/22. The consequential impact of these approved fees and charges has been incorporated in to the service budgets shown within this report, on the assumption that they are approved as presented or without material change.

4.2 When all committees have approved their detailed estimates, the overall position will be considered by Budget Working Group.

4.3 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2021/22 will also be approved.

5 2021/22 DRAFT REVENUE BUDGET

5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay increases at 2% and price increases at 2%.

5.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each cost centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.
- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third-party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council offices building and the building's associated cost.
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public.

5.3 As you will see, the draft proposed budget for 2021/22 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2020/21:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Inflation at 2% Pay and 2% Other:** The budget forecast allows for inflation on pay at 2% and prices at 2% (with some exceptions such as grants). This is where that general allowance for inflation is brought in to the individual budget areas.
- **Movements in Expenditure:** This is where any movements in the expenditure budgets for this committee are shown. This excludes movements in support services and Capital, which are shown in separate columns.
- **Movements in Income:** This is where any movements in the income budgets for this committee are shown.
- **Movements in Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Movements in Capital:** Any changes relating to depreciation and impairment are included in this column.
- **DRAFT Original Estimate 2021/22:** The final column is the total all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

6 SUMMARIES

6.1 The draft budget is summarised in two ways. One over the cost of the services provided by the Committee (objective). The other is over the type of expenditure and income (subjective).

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2020/21	Inflation at 2% Pay and 2% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital Charges	DRAFT Original Estimate 2021/22
AFHOU: Affordable Rent Properties	0	0	1,950	-12,660		7,710	-3,000
APLAC: Alma Place Unit	2,280	-20			30	60	2,350
AWARM: Affordable Warmth	410	10	-350				70
CLAIR: Clean Air	1,830	10			30		1,870
CLAND: Contaminated Land	9,030	0			330		9,360
CLCEM: Clitheroe Cemetery	34,050	-180	-5,890		11,220		39,200
CLDCY: Closed Churchyards	9,220	180			-4,080		5,320
CLMKT: Clitheroe Market	-37,670	-1,900	2,000	-1,970	1,090	-210	-38,660
CMGHH: Community Groups - Health & Housing	20,270	0			120		20,390
COMNL: Common Land	2,350	10			40		2,400
CTBEN: Localised Council Tax Support Admin	169,420	420	270	-4,320	2,130		167,920
DOGWD: Dog Warden & Pest Control	121,810	630			4,310		126,750
ENVHT: Environmental Health Services	336,140	-360			870		336,650
HGBEN: Housing Benefits	143,370	410	-14,250	13,540	3,520		146,590

Cost Centre and Description	Original Estimate 2020/21	Inflation at 2% Pay and 2% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital Charges	DRAFT Original Estimate 2021/22
HOMEE: Home Energy Conservation	5,910	10			210		6,130
HOMES: Homelessness Strategy	94,090	420		-67,910	2,400		29,000
HSASS: Housing Associations	6,350	0			160		6,510
HSTRA: Housing Strategy	45,300	10	-360	6,320	1,290	-4,680	47,880
IMPGR: Improvement Grants	71,260	-570			3,510		74,200
JARMS: Joiners Arms	40,090	150	1,940	-1,480	710	1,430	42,840
SHARE: Shared Ownership Rents	-450	-30			20		-460
SUPPE: Supporting People	19,020	230	-11,930		100		7,420
UCRED: Universal Credit	15,790	0		6,070	540		22,400
Net Expenditure	1,109,870	-570	-26,620	-62,410	28,550	4,310	1,053,130
Associated Movements in Earmarked Reserves	-36,320		10,850	67,790			42,320
Net Expenditure after Movements in Earmarked Reserves	1,073,550	-570	-15,770	5,380	28,550	4,310	1,095,450

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2020/21	Inflation at 2% Pay and 2% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital Charges	DRAFT Original Estimate 2021/22
EXPENDITURE							
Employee Related Expenditure	15,690	330	-40				15,980
Premises Related Expenditure	166,850	3,290	-4,290		5,890		171,740
Transport Related Expenditure	6,280	130					6,410
Supplies & Services	103,750	2,090	4,240				110,080
Third Party Payments	23,890	470	-11,930				12,430
Transfer Payments	5,240,010	0	-14,600				5,225,410
Support Services	1,237,600	0			22,780		1,260,380
Depreciation and Impairment	40,580	0				4,310	44,890
EXPENDITURE Total	6,834,650	6,310	-26,620	0	28,670	4,310	6,847,320
INCOME							
Government Grants	-5,316,660	0		-82,100			-5,398,760
Other Grants and Contributions	-56,870	0		29,480			-27,390
Customer & Client Receipts	-344,250	-6,880		-9,790			-360,920
Departmental Recharges	0	0					0
Miscellaneous Recharges	-7,000	0			-120		-7,120
INCOME Total	-5,724,780	-6,880	0	-62,410	-120	0	-5,794,190
Net Expenditure	1,109,870	-570	-26,620	-62,410	28,550	4,310	1,053,130
Associated Movements in Earmarked Reserves	-36,320		10,850	67,790			42,320
Net Expenditure after Movements in Earmarked Reserves	1,073,550	-570	-15,770	5,380	28,550	4,310	1,095,450

7 EARMARKED RESERVES

7.1 In the Original Estimate for 2020/21 this Committee planned to transfer £36,320 from earmarked reserves to support its expenditure in future years. Looking forward to 2021/22, the proposal included in the estimates is that this Committee add £42,320 to earmarked reserves.

7.2 The table below provides a summary of the DRAFT Original Estimate for 2021/22 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements in the earmarked reserves.

	DRAFT Original Estimate 2021/22	Reason for Movement in Earmarked Reserve
Committee Net Expenditure	1,053,130	
HGBAL/H337: Equipment Reserve	-500	Planned transfer from funds previously set aside in the Joiners Arms Furniture and Equipment Reserve to fund increased furniture and equipment costs at the Council's homelessness unit.
HGBAL/H339: Housing Related Grants Reserve	42,820	<p>In 2021/22, housing related grant funding set aside from previous years will be released in-year to fund estimated additional expenditure or reduced income on specific services:</p> <ul style="list-style-type: none"> • £4,800 to cover rent rebate subsidy not received from the DWP for rent paid on behalf of claimants in temporary accommodation which is above the Local Housing Allowance level. • £6,270 to cover estimated Joiners Arms reduced rent income and increased Council Tax void payments. • £7,490 for additional temporary accommodation homelessness costs. • £6,460 for additional expenditure on the Homelessness Reduction Act database. • £70 for affordable warmth purchases and fuel top up grants. <p>Set against the above, the Council has been allocated new Homelessness Prevention Grant funding of £67,912 for 2021/22. This new grant replaces the previously separate Flexible Homelessness Support Grant and Homelessness Reduction Act funding allocations from previous years.</p> <p>At original estimate stage, this budgeted grant allocation of £67,910 is planned to be transferred to the Homelessness Prevention Grant Reserve, as the currently budgeted additional homelessness costs for 2021/22 are being financed by transfers from amounts previously set aside in the Flexible Homelessness Support Grant and Homelessness Reduction Act earmarked reserves (see above).</p>
Committee Net Expenditure after Movements in Earmarked Reserves	1,095,450	

8 KEY VARIATIONS

8.1 The net expenditure for this committee has increased from £1,073,550 by £21,900 to £1,095,450 after allowing for associated movements on earmarked reserves. The main reasons for this net increase are summarised in the table below.

Description	Variance - Original Estimate 2020/21 to DRAFT Original Estimate 2021/22 £
VARIOUS – Support Services A net increase in support service recharges across all cost centres following a re-assessment of budgeted costs in all support services areas. The increased charges will also reflect the impact of 2% inflation for those support services.	28,550

8.2 Other points to note re the 2021/22 original estimate budget are:

- **AFHOU - Affordable Rent Properties:** The Council has purchased and is refurbishing three properties to then lease to a registered housing provider, who will let the properties at affordable rent levels. A new cost centre, Affordable Rent Properties, has been set up to account for the income and expenditure in this area. This includes some budgets being transferred from the Housing Strategy cost centre and some new budgets given that 2021/22 is the first year that the full lease income and associated costs will be included in the budget.
- **SUPPE - Supporting People:** Up to June 2020 in 2020/21 the Council paid an external provider to run the Domestic Abuse Outreach Support Service in Ribble Valley. The Council's costs were funded by grant previously received from Lancashire County Council, which was transferred from the Domestic Abuse Outreach Support Service Reserve in-year. Since July 2020, the service has been directly paid for by Lancashire County Council. As a result, for 2021/22 there is a reduction in budgeted expenditure on the Supporting People cost centre and no associated transfer from earmarked reserves is required.

9 RISK ASSESSMENT

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

- **Resources:** Approval of the original estimate budget for 2021/22 would see a decrease in net expenditure of £56,740 compared with the original estimate budget for 2020/21 or an increase of £21,900 after allowing for movements in earmarked reserves.
- **Technical, Environmental and Legal:** None identified.
- **Political:** None identified.
- **Reputation:** Sound financial planning safeguards the reputation of the Council.
- **Equality and Diversity –** Equality and diversity issues are considered in the provision of all Council services.

10 RECOMMENDED THAT COMMITTEE

10.1 Approve the revenue original estimate for 2021/22 for this Committee and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-21/AC/AC
22 December 2020

DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 14 JANUARY 2021
title: REVISED CAPITAL PROGRAMME 2020/21
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2020/21 revised estimate for this Committee's capital programme.

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 needs.
- Other Considerations – none identified.

2 2020/21 CAPITAL PROGRAMME BACKGROUND

2.1 Three capital schemes for this Committee's original estimate budget, totalling £513,940, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2020 and March 2020 respectively. This included new annual budgets for two on-going grants schemes and also budget for two 2019/20 schemes that had been moved from the 2019/20 capital programme to the 2020/21 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes and approvals have been made so far in 2020/21:

- Five capital schemes were not completed by 31 March 2020 and had unspent budget available at that date. The total unspent budget of £658,890 on those schemes, known as slippage, has been moved into the 2020/21 capital programme budget, after slippage requests from the budget holders were agreed by the Director of Resources.
- Since approval of the original estimate budget for this Committee, the Disabled Facilities Grants (DFGs) funding for 2020/21 from Central Government has been confirmed as £346,368. The DFGs scheme budget was initially set at £347,000 on the basis that this would be changed to reflect the confirmed DFGs funding that was received. Therefore, the DFGs 2020/21 budget was decreased by £630 to £346,370.
- In June 2020, Onward Homes confirmed that they will contribute £90,655 towards the cost of disabled adaptations carried out in 2019/20 and 2020/21 on their properties under the DFGs regime. This is in line with the transfer agreement undertakings agreed in 2008 when the Council transferred its council housing stock to Ribble Valley Homes (who are now part of Onward Homes). This funding is ring-fenced for disabled adaptations so the DFGs budget was increased by £90,650.
- In August 2020, the Emergency Committee approved an increase of £42,530 to the Chipping Community Housing Grant scheme budget from £115,000 to £157,530.
- In November 2020, Policy and Finance Committee approved a budget of £140,840 for the new Clitheroe Affordable Housing Scheme.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of six schemes was £1,446,220. This is shown at Annex 1.

3 REVISING THE 2020/21 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £1,277,520, a reduction of £168,700 from the total approved budget. The reasons for this are:

- **Disabled Facilities Grants (Increase by £46,640):** MHCLG announced in December 2020 that local authorities will be given additional funding allocations for DFGs in 2020/21. The Council's additional allocation is £46,640, which will increase the DFGs revised estimate 2020/21 to £813,620.
- **Landlord/Tenant Grants (Decrease by £141,740):** Two schemes have been approved so far in 2020/21 at an estimated cost of £26,500 and there are no other current applications in progress. Therefore, Housing officers do not expect any further grants to be approved and completed in-year in addition to the two schemes already approved. This is partly due to Covid-19 meaning landlords not bidding for renovations in-year, but also reflects reduced landlord interest in the scheme generally.

Given this, it is recommended that the revised estimate 2020/21 is reduced to £26,500 to provide budget cover for the approved grants in-year, that £136,740 is moved into the 2021/22 financial year and that £5,000 is transferred to the Longridge Affordable Housing Scheme (see below).

- **Clitheroe Market Improvements (Decrease by £78,600):** The work on the initial phase of market improvements is now complete. The unspent budget from this initial phase of works, £21,600, is to be added to the budget of £57,000 already set aside for a further phase of market improvements. The plans for this further phase, including the way forward for the bull-ring stalls, will be worked up by officers in 2021. Following consultation with the market traders, the plans will be reported to a future meeting of the Health and Housing Committee for approval before work commences.

Given the above, the further phase of works will not be undertaken in 2020/21. It is recommended that the 2020/21 revised estimate for the scheme is reduced to £8,260 and that the remaining budget of £78,600 is moved to the 2021/22 financial year.

- **Longridge Affordable Housing Scheme (Increase by £5,000):** The property has been purchased and the refurbishment is almost complete, but there is a need to undertake some final additional works, estimated at £5,000, including a retrospective damp proof course and fire doors installation. This means that the final refurbishment costs will be higher than the remaining scheme budget, as reported to members in October 2020.

It is recommended that £5,000 of the budget currently remaining on the Landlord/Tenant Grants scheme (see above) is transferred to this scheme to fund the additional budget required, so the 2020/21 revised estimate for this scheme would increase to £130,770.

3.2 Annex 1 shows the full capital programme by scheme, including the budget and expenditure (including commitments) to date. The summary position is shown below.

Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Additional Approvals 2020/21 £	Total Approved Budget 2020/21 £	Revised Estimate 2020/21 £	Budget Moved to 2021/22 £	Actual Expenditure including commitments as at end of November 2020 £
397,000	116,940	658,890	273,390	1,446,220	1,277,520	215,340	525,234

3.3 At the end of November 2020 £525,234 had been spent or committed. This is 41.1% of the revised estimate capital programme for this Committee.

3.4 Of the six schemes in the capital programme at this stage, two are completed, two are on-track to be completed in-year and spend and commitments on the demand-led Disabled Facilities Grants and Landlord/Tenant Grants schemes are on-going in-year.

3.5 Progress on the schemes with the largest remaining budgets is as follows:

- **Disabled Facilities Grants (Remaining Budget: £605,127):** Committed expenditure at the end of November 2020 was based on twenty-four schemes approved in previous years and twenty-four schemes approved so far in 2020/21. In addition to this, there were a further fourteen applications working towards approval, six currently approved schemes where additional approval may be required to fund further work now identified and there are twenty-three referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

The number of schemes approved and completed so far in 2020/21 has been significantly reduced because non-urgent DFGs related works, occupational therapy assessments and technical assessments were put on-hold due to Covid-19 from late March 2020 onwards (the grant recipients are in the most vulnerable categories of people).

From June 2020, there has been some increase in DFGs work, mainly on minor adaptations and urgent high priority cases where possible, as lockdown restrictions are gradually eased. However, the rate of increase in DFGs work and grant payments made is only expected to be gradual for the foreseeable future, because many vulnerable clients may still be shielding, social distancing rules may not allow contractors to work in houses still occupied and there may be contractor and technical officer capacity issues. Indeed, the Housing team are planning to use some outside agencies to increase the technical officer resources available to help complete more DFGs schemes in-year.

At this stage, there is no certainty that the scheme budget will be fully committed by year-end. Any unspent budget at year-end will be rolled forward as slippage into 2021/22 because this scheme is financed by ring-fenced DFGs grant income and funding from MHCLG and Onward Homes.

- **Clitheroe Affordable Housing Scheme (Remaining Budget: £140,840):** There was no spend by the end of November 2020, but the property was purchased in December 2020. The refurbishment works are planned for early 2021, which means the scheme is planned to be completed in-year.

4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £168,700 in the level of financing resources needed within the 2020/21 financial year. This reflects the £215,340 of budget from two schemes moved into the 2021/22 financial year, together with the associated capital financing resources, and the additional DFGs in-year budget of £46,640, which is financed by further DFGs funding from MHCLG in-year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

5 CONCLUSION

5.1 The 2020/21 revised estimate for this Committee's capital programme is £1,277,520, with £215,340 proposed to be moved into the 2021/22 financial year.

5.2 It is also proposed that £5,000 is transferred from the Landlord/Tenant Grants scheme to the Longridge Affordable Housing Scheme in 2020/21 to fund the additional budget required.

5.3 At the end of November 2020 £525,234 had been spent or committed. This is 41.1% of the revised estimate capital programme for this Committee.

5.4 Of the six schemes in the capital programme at this stage, two are completed, two are on-track to be completed in-year and spend and commitments on the demand-led Disabled Facilities Grants and Landlord/Tenant Grants schemes are on-going in-year.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the 2020/21 revised estimate of £1,277,520 for this Committee's capital programme, as set out in Annex 1.

6.2 Approve the move of the following capital budgets from 2020/21 to 2021/22:

- Landlord/Tenant Grants, £136,740.
- Clitheroe Market Improvements, £78,600.

6.3 Approve the transfer of £5,000 capital budget in 2020/21 from the Landlord/Tenant Grants scheme to the Longridge Affordable Housing Scheme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH4-21AC/AC
21 December 2020

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

HEALTH AND HOUSING COMMITTEE – REVISED CAPITAL PROGRAMME 2020/21

Cost Centre	Scheme	Original Estimate 2020/21 £	Budget Moved from 2019/20 £	Slippage from 2019/20 £	Additional Approvals 2020/21 £	Total Approved Budget 2020/21 £	Revised Estimate 2020/21 £	Budget Moved to 2021/22 £	Actual Expenditure including commitments as at end of November 2020 £
DISCP	Disabled Facilities Grants	347,000	0	329,960	90,020	766,980	813,620	0	208,493
LANGR	Landlord/Tenant Grants	50,000	59,940	58,300	0	168,240	26,500	136,740	25,264
CMIMP	Clitheroe Market Improvements	0	57,000	29,860	0	86,860	8,260	78,600	8,253
LONAH	Longridge Affordable Housing Scheme	0	0	125,770	0	125,770	130,770	0	125,692
CHCHG	Chipping Community Housing Grant	0	0	115,000	42,530	157,530	157,530	0	157,532
CLIAH	Clitheroe Affordable Housing Scheme	0	0	0	140,840	140,840	140,840	0	0
Total Health and Housing Committee		397,000	116,940	658,890	273,390	1,446,220	1,277,520	215,340	525,234

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DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 14 JANUARY 2021
title: CAPITAL PROGRAMME REVIEW 2021/22 TO 2024/25
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To recommend the proposed future four-year capital programme (2021/22 to 2024/25) for this Committee.

2 CAPITAL PROGRAMME (2021/22 to 2024/25) BUDGET PROCESS

- 2.1 The future capital programme budget is reviewed and updated each year. In recent years, the Council has been setting a proposed and fully funded five-year capital programme each year. The process of updating the programme has involved reviewing and updating the schemes that were approved in the previous year's programme for what will become the first four years of the new five-year programme and submitting new bids for year five of the new five-year programme.

- 2.2 Given the additional burdens caused by and priority focus on Covid-19 issues throughout 2020, Budget Working Group has streamlined the capital programme budget update process for this year. This involves moving to a four-year capital programme only, covering 2021/22 to 2024/25, and there being no new capital bids for 2025/26 (year five).

- 2.3 Heads of Service/Directors were therefore asked to review and update the proposed four-year capital programme, as follows:

- Review the 2021/22 capital schemes already in the capital programme to confirm that costings are correct and that they will be able to be completed in that year.
- Review the current year's (2020/21) capital schemes to identify whether any may need to be moved to the 2021/22 financial year.

- 2.4 Each committee are being asked to consider and approve the proposed four-year capital programme for their own committee and then the proposed programmes from all committees will be considered alongside each other by the Budget Working Group and Policy and Finance Committee.

- 2.5 The proposed four-year capital programme (2021/22 to 2024/25) for this Committee is set out in this report for members to consider and approve.

3 REVIEW OF THE 2021/22 CAPITAL PROGRAMME SCHEMES

- 3.1 There were four schemes in the previously approved 2021/22 capital programme for this Committee. Review of the schemes by Heads of Service/Directors identified no changes to these schemes.

4 REVIEW OF THE CURRENT YEAR'S (2020/21) CAPITAL SCHEMES

4.1 Review of progress on the 2020/21 current year schemes by Heads of Service/Directors identified budgets on two schemes proposed to be moved from 2020/21 to the 2021/22 capital programme:

- Landlord/Tenant Grants, (Increased by £136,740 as budget moved from 2020/21):** There is an estimated underspend of £141,740 on this scheme in 2020/21 because Housing officers do not expect any further grants to be approved and completed in 2020/21 in addition to the two schemes already approved. Given this, it is proposed that £136,740 of budget is moved into the 2021/22 financial year and £5,000 is to be transferred to another 2020/21 capital scheme. The £136,740 moved to the 2021/22 financial year will be added to the £50,000 Landlord/Tenant Grants budget already included in the 2021/22 capital programme, making a total budget of £186,740.
- Clitheroe Market Improvements, (Increased by £78,600 as budget moved from 2020/21):** The work on the initial phase of market improvements was completed in 2020/21 and there is £78,600 budget available for a further phase of market improvements. The plans for this further phase will be worked up by officers in 2021. Following consultation with the market traders, the plans will be reported to a future meeting of the Health and Housing Committee for approval before work commences. Given this, the further phase of works will not be undertaken in 2020/21 and will need to be moved to 2021/22.

5 PROPOSED FOUR-YEAR CAPITAL PROGRAMME (2021/22 TO 2024/25)

5.1 The table below provides a summary of the changes proposed by Heads of Service/Directors to the previously approved four-year capital programme, resulting in a proposed four-year capital programme (2021/22 to 2024/25) of £1,943,240. Annex 1 shows all the schemes included in the proposed four-year capital programme.

Health and Housing Committee	2021/22 £	2022/23 £	2023/24 £	2024/25 £	TOTAL £
Previously Approved Capital Programme (2021/22 to 2024/25) for this Committee	424,300	397,000	509,600	397,000	1,727,900
2020/21 capital programme changes:					
Landlord/Tenant Grants <i>Moved from 2020/21</i>	136,740				136,740
Clitheroe Market Improvements <i>Moved from 2020/21</i>	78,600				78,600
Proposed Capital Programme (2021/22 to 2024/25) for this Committee (Annex 1)	639,640	397,000	509,600	397,000	1,943,240

NOTE – The proposed capital programme for this Committee includes a yearly budget for the Disabled Facilities Grants scheme, which is fully funded by Central Government and is set at a level equal to the Central Government grant received for this purpose at the time of setting the budget. Should the Central Government allocation in any year be higher or lower than budgeted for, then the scheme budget will be adjusted accordingly. No other scheme has any associated external funding.

5.2 Members are asked to consider the proposed four-year capital programme (2021/22 to 2024/25) for this Committee and recommend the programme to Policy and Finance Committee for approval.

6 RISK ASSESSMENT

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

- Resources – The proposed changes to the four-year capital programme for this Committee would require additional funding of £215,340 over the period. In practice this funding is available because the increased budget relates to budgets on two schemes being moved from the 2020/21 capital programme and these budgets are already funded as part of that year's capital programme. Thus, if the budgets move to 2021/22 then the funding for those budgets will also move to 2021/22.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 A four-year capital programme (2021/22 to 2024/25) of £1,943,240 is proposed for this Committee. This is based on a review of schemes in the previously approved 2021/22 capital programme and reviewing the progress of schemes in the current year's 2020/21 capital programme.

7.2 The Disabled Facilities Grants scheme would likely be fully funded by Central Government and has been included at an indicative value of £347,000 per annum. The final Disabled Facilities Grants scheme budget will be set to match the actual Central Government grant funding received each year.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the proposed four-year capital programme (2021/22 to 2024/25) of £1,943,240 for this Committee, as set out in Annex 1.

8.2 Recommend to Policy and Finance Committee the proposed four-year capital programme (2021/22 to 2024/25) for this Committee, as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH5-21/AC/AC
21 December 2020

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

Health and Housing Committee Proposed Capital Programme 2021/22 to 2024/25

** = Changes proposed from the Capital Programme review

Health and Housing Committee Schemes	2021/22 £	2022/23 £	2023/24 £	2024/25 £	TOTAL £
Disabled Facilities Grants (external funding expected to cover all spend – TBC)	347,000	347,000	347,000	347,000	1,388,000
Landlord/Tenant Grants <i>**Includes £136,740 moved from 2020/21 to 2021/22</i>	186,740	50,000	50,000	50,000	336,740
Replacement of Pest Control Van (PK13 FJP)	13,800				13,800
Replacement of Dog Warden Van (PE64 EYC)	13,500				13,500
Clitheroe Market Improvements <i>**Moved from 2020/21</i>	78,600				78,600
Drainage to New Section of Clitheroe Cemetery			68,700		68,700
Joiners Arms Roof Renewal			43,900		43,900
Proposed Capital Programme (2021/22 to 2024/25) for this Committee	639,640	397,000	509,600	397,000	1,943,240

DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 14 JANUARY 2021
title: REVIEW OF ALLOCATIONS POLICY AND RECOMMENDED AMENDMENTS
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To propose some amendments to the allocations policy to reflect good practice and local demand.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To address the housing needs of all households in the borough.
 - Corporate Priorities - None.
 - Other Considerations – To ensure the policy is fit for purpose and a fair and transparent document.

2 BACKGROUND

- 2.1 Since the transfer of the housing stock in 2008, there has been a common allocations policy across the borough for all affordable rented stock.
- 2.2 As new affordable rental properties are developed, these units, irrespective of which affordable housing provider owns the units, are all allocated using this same allocation policy.
- 2.3 Onward Homes manages the housing register on the Council's behalf. As each housing application is received, the applicants' housing situation is assessed and they are awarded points as set out in the policy. These points then dictate the household's position on the housing waiting list and therefore the length of time they may wait on the list for the offer of a property.
- 2.4 On average, there is between 900-1000 households registered on the housing register. Therefore, a fair and transparent allocations policy is essential to ensure the correct priority is given to each and every household.

3 ISSUES

- 3.1 Changes in legislation and government guidance along with experience of applying the policy on a day to day basis, has prompted a review. The review has been carried out by both the housing service within the Council and housing officers within the Onward team who apply the policy on a daily basis.
- 3.2 The review updated the document in terms of contact details and general changes in operational procedures. In addition, there are 2 key amendments;

The Homeless Reduction Act 2017 reformed the homelessness legislation by placing a duty on local authorities to intervene at an earlier stage to prevent homelessness. This extended the period a household is considered threatened with homelessness from 28 days to 56 days and local authorities to support households for 56 days to relieve their homelessness by securing accommodation. Therefore, there is a proposal to amend the policy to take account of the extended period and allow applying a reasonable preference within the 56 days of the household presenting as homeless where there is clear evidence that a full housing duty will be owed.

- 3.3 The second proposed amendment to the policy allows for awarding additional points to households fleeing domestic violence. Under the existing policy households living in a violent situation are awarded priority points for the homelessness situation as they leave their current accommodation. However, the proposal is to identify domestic violence as a family circumstance. This allows households to retain additional points once they have fled the domestic violence situation and may for example be living in temporary accommodation, or with a family member. Basically ensures that the household are still given priority once they are temporary accommodation.

4 RISK ASSESSMENT

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

- Resources – No identified costs to any of the proposed amendments.
- Technical, Environmental and Legal – The allocations policy is a working document and useful to the review the document.. The review has identified some outdated contact details but also two key points that needed to be addressed.
- Political – A fair and transparent allocations policy is essential to ensure all housing stock is awarded appropriately.
- Reputation – Essential the document is kept updated and fit for purpose.
- Equality & Diversity – Essential aspects of housing need are addressed within the policy.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Agree to the proposed amendments to the allocations policy and that the new policy as attached at Appendix 1 is adopted and implemented.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT
AND PLANNING

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



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ALLOCATIONS POLICY

Review date: 16th Dec 2020

Contents

1.	Introduction.....	2
2.	Aims and Objectives of the Allocations Policy.....	2
3.	Legislative Context	2
4.	The Legal Framework: Allocation Priorities.....	3
5.	Strategic Context	3
6.	General Approach.....	3
7.	Onward Homes Common Allocations Policy.....	3
8.	Equal Opportunities	3
9.	Definition of an 'Allocation'	3
10.	Statement on Choice	4
11.	Registering	4
12.	Eligibility	5
13.	Verification of Eligibility	6
14.	Local Connection.....	7
15.	Housing Need.....	7
16.	Ability to meet own Needs	7
17.	Decisions on Reasonable Preference and Additional Preference ..	8
18.	Points System.....	8
19.	Relevant Date of Registration	11
20.	Exclusions from the Register	11
21.	Serious Offenders.....	11
22.	Application Renewals	12
23.	Reviews	12
24.	Sharing Information	12
25.	Transfers and Mutual Exchanges	13
26.	Length of Tenancy Term Offered.....	14
27.	Exceptions.....	14
28.	Allocating Affordable Rented Properties	15
29.	Local Lettings Policies/Schemes.....	15
30.	Pilot Schemes.....	16
31.	Reciprocals.....	16
32.	Withdrawal of Offers	16
33.	Additional Notes	17

1. Introduction

The Council and partner registered housing providers within the borough operate a common housing register.

Ribble Valley housing service allocate all of its available accommodation to the criteria set out within this housing allocations policy.

In developing this policy, the Council and its partners have taken due regard for legislation, government guidance and responses from extensive consultation.

Government guidance promotes the view that those decisions on the allocation of social housing, which have a profound impact at national and at local level, should be taken in a framework which balances both national and local interests.

This policy considers the changing local housing market whereby social housing remains a scarce resource in high demand. This is in the context of the economic climate, welfare reforms and the increasing house prices in the borough.

The Council is required to allocate Social Housing according to a published Allocations Scheme which has been drawn up according to the Housing Act 1996, Part 6, and as amended by the Homelessness Act 2002 and the Localism Act 2011.

We have considered, as permitted by the law, prevailing local conditions – they are, the acute shortage of suitable available affordable properties and the increasing demand for those properties, irrespective of the size or type of household.

2. Aims and Objectives of the Allocations Policy

The key aims and objectives of this policy are to continue to allocate housing in demand to applicants in housing need, within a fair and transparent housing allocations policy.

In particular, the policy is committed to meeting the following comprehensive aims and objectives:

- Assist the Council and its partners in meeting statutory duties and corporate aims
- Prevent people becoming statutory homeless
- Maximise the use of housing stock within the borough
- Contribute to sustaining communities
- Meet national, regional, sub regional and local priorities
- Maximise choice for applicants
- Make the housing process and its policies more accessible to customers
- Let accommodation fairly and in an open and transparent way
- Promote and achieve equality of opportunity

3. Legislative Context

- Housing Act 1996, Part 6 – as amended by the Homelessness Act 2002
- The Allocation of Housing (Procedure) Regulations 1997 (SI 1997 No.483)
- The Allocation of Housing (Reasonable and Additional Preference) Regulations 1999 SI 1999/1902
- The Allocation of Housing and Homelessness (Review Procedures) Regulations 1999 SI 1999/71
- Code of Guidance on the Allocation of Accommodation (ODPM, effective from 31 January 2003)

- Fair and Flexible – Code of Guidance on the Allocation of Accommodation December 2009
- Localism Act 2011

4. The Legal Framework: Allocation Priorities

This section explains how the Council meets the principal legal requirements for allocation schemes, as set out in the Housing Act 1996, as amended.

5. Strategic Context

In writing this Policy the Council has had regard to the following Council Strategies:

- Housing Strategy
- Homelessness Strategy
- Onward Homes Common Allocations Policy
- Addressing Housing Needs Documents
- Strategic Housing and Economic Needs Assessment (SHENA)

6. General Approach

Throughout this Policy the Council has had regard to fairness, equality and diversity and the need to demonstrate that due consideration has been given to all sectors of the community, and to those in greatest need, consistent with prevailing local conditions and relevant legislation.

7. Onward Homes Common Allocations Policy

Onward Homes, the largest housing provider in the Ribble Valley, administer the Housing Register on behalf of RVBC. They allocate their properties in accordance with a common allocations policy agreed with RVBC and they manage all nominations to other Registered Providers (Housing Associations) on behalf of RVBC. This allocation policy applies to all stock allocated by Onward.

8. Equal Opportunities

The Allocations Scheme has been designed to ensure that those in most housing need are given priority for housing by strictly adhering to the points system. Only in respect of designated properties and local lettings schemes will the normal system of making offers not apply.

There will be special assessment and allocations arrangements for people with physical disabilities to ensure that designated properties are allocated to the applicant in the most need.

Detailed monitoring of allocations outcomes will be undertaken and reported. Regular equality impact assessments of the service will be carried out and one will be completed before a local lettings scheme is implemented. Other measures will be taken to ensure that vulnerable or disadvantaged groups are aware of the opportunity for getting a housing association home and are able to effectively engage with the Allocations Service.

9. Definition of an ‘Allocation’

An allocation is the selection of a person for an offer of accommodation. It includes moves by existing RP tenants, which are known as ‘transfers’.

Reasonable Preference

The Council must provide ‘**reasonable preference**’ to certain applicants in housing need.

What is ‘reasonable preference’?

Reasonable preference means providing certain applicants with an **advantage** or **head start** compared to other applicants who do not have reasonable preference according to the law.

Reasonable preference must be given to:

- People who are homeless or threatened with homelessness within the meaning of Part 7 of the Housing Act 1996.
- People who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) or who are occupying accommodation secured by any such authority under section 192(3).
- People occupying unsanitary or overcrowded housing or otherwise unsatisfactory housing conditions.
- People who need to move on medical or welfare grounds, including disability
- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or others.

The Council does not have to provide the same advantage to all categories of reasonable preference. The allocations policy is there to meet local needs and housing demand, as well as the requirements of the law.

How does the Council provide ‘reasonable preference’?

The scheme provides reasonable preference to the above applicants through the point’s system.

10. Statement on Choice

RVBC’s allocations policy permits all applicants to make choices about the areas in which they would like to be housed. Every effort is then made to offer suitable accommodation within the applicant’s areas of choice. RVBC delivers this via Onward Homes and other associated Registered Providers. A copy of the Ribble Valley Affordable Rental Property booklet is available on request. This provides details of affordable rental property type and locations across the Ribble Valley.

11. Registering

An application to join the Housing Register must be made using the required form. A verbal request to be housed will be acknowledged but registration will only follow after receipt of a completed application. The applications forms are available at the Council Offices, Church Walk, Clitheroe or Council website www.ribbonvalley.gov.uk. Applications can also be requested by phone by contacting Onward on Freephone number 0300 555 0600 or via our website www.onward.co.uk

Once an application is registered the applicant will receive a unique reference number which should be used in all contact with Onward Homes.

The applicant will also be advised of the number of points their application has received, their positions on the waiting list and the “relevant date” of registration. “Relevant Date” is important as applicants will normally be housed in strict date order in a situation of equal points.

Applicants must keep Onward Homes fully informed of any changes in circumstances. Failure to do this may either lead to the applicant being allocated the wrong points, an offer of accommodation being withdrawn because application details were incorrect, or the application being suspended from the list.

It is the responsibility of every applicant to ensure that their application details are correct at the time of registration and are subsequently updated when necessary. (Onward Homes undertakes a 6-monthly review of all applications to ensure information is current. Failure to return these reviews will result in the cancellation of your application.) Where an applicant is flagged as vulnerable due to age, disability or low literacy contact with family members will be made before an application is cancelled due to failure to renew.

It is an offence for an applicant or member of their household to knowingly or recklessly give false information, or withhold information which the Authority has reasonably required to be given in connection with its functions under Part 6 of the Housing Act 1996.

A person guilty of a summary offence will be liable to a fine not exceeding £5000. They will also be removed from the Housing Register. The Authority is also entitled to seek possession of a tenancy granted as a result of a false statement by an applicant or someone acting at an applicant's instigation.

Some applicants will not be eligible to join the Housing Register. More information on this is given under Eligibility.

Members of RVBC and Onward Homes staff, their close family and elected members who require housing with Onward Homes may apply for housing in the same way as other applicants. Their status should be disclosed on the application form at the time of applying.

If an applicant who is a member of staff, board member or a member of their direct family, is made an offer, it must be approved by the Neighbourhood Delivery Manager at Onward Homes before a formal offer is made

Applicants who deliberately worsen their situation to gain advantage will be assessed on the basis of their situation *immediately prior to* this taking place and may be excluded from the Register as above.

12. Eligibility

Not everyone who applies for accommodation will be eligible. Those people may be excluded from the Waiting List and not be entitled to Housing from the Council/Onward Homes. The legislation in this area is detailed and complicated. Summarised below is a list of persons' who are not eligible but in making a decision the Council and Onward Homes will refer to the detailed legal guidance which is appended to this policy.

These include:

- People from abroad who are subject to immigration control within the meaning of the Asylum and Immigration Act 1996. There will be some people (as defined by the Secretary of State) who are subject to immigration control but, nevertheless, are entitled to register for housing. These are:
 - people who are refugees;
 - people subject to Immigration Control but who have been granted humanitarian protection or discretionary leave to remain;

- people subject to Immigration Control and granted ILR – indefinite leave to remain, as long as they are habitually resident in the Common Travel Area (CTA). There may be other conditions as prescribed by the Secretary of State;
- people subject to Immigration Control and a citizen of a Country that has ratified ECSMA and ESC *as long as* they are in the UK legally or are habitually resident in the CTA.

NOTE: An applicant who is already in a Secure or Introductory Tenancy, or an Assured Tenancy allocated by the Local Housing Authority, is not subject to these eligibility requirements.

RVBC and Onward Homes have further agreed that the following applicants will have restrictions placed on their applications for housing.

- Applicants or members of their household who engage in, or have been found responsible for, unacceptable behaviour. This is defined as behaviour which, had they been an assured tenant of Onward Homes at the time they engaged in it, would have resulted in outright possession proceedings successfully being taken.
- Applicants or member of their household who have a history of behaviour which has caused nuisance and annoyance.
- Applicants or members of their household who have been convicted for using a dwelling for immoral or illegal purposes, or committing an arrestable offence in the locality.
- Applicants or members of their household who have committed domestic violence causing a partner or other family member to become homeless.
- Applicants or members of their household who have caused a property to deteriorate due to waste, neglect or default.
- Applicants or members of their household who have gained a tenancy through false statement or information given on application.
- Applicants who have paid or received premium (received a financial or other benefit) in connection with a mutual exchange.
- Applicants or members of their household who have been evicted from a dwelling within the curtilage of a building held for non-housing purposes due to conduct such that given the nature of the building it would not be right for occupation to continue.

In all of the above cases the application will be suspended from the waiting list for a minimum period of 12 months further consideration will be given after a year, if acceptable behaviour has been demonstrated during this period the application will be placed on the active waiting list. Each case will be treated on its merits and suspensions may be permanent or for longer periods than 12 months. An applicant may appeal if not satisfied with the decision.

- Applicants who have a history of rent arrears will not be made an offer of accommodation until outstanding debts have been cleared or RVBC and Onward Homes are satisfied that the debts were as a result of circumstances beyond the applicants control or an arrangement is being maintained to repay the debt. Each case will be considered on its merits.

These are examples and this list is not intended to be exhaustive.

13. Verification of Eligibility

The following documentation will be required to verify an applicant's eligibility prior to receiving an offer of accommodation:

- Proof of identity.
- Proof of residency of children (Child benefit, court order).
- Proof of pregnancy (maternity notes, letter from GP).
- Proof of income/benefits (bank statement, wage slips, DWP documentation).

- Proof of savings/stocks and shares (bank statement, relevant paperwork).
- If owner/occupier of property, most recent mortgage statement.
- Confirmation of immigration status and workers registration certificate (if relevant) for persons from abroad.
- Medical evidence (completion of Onward Homes medical assessment form).
- Notice of eviction (notice to quit from the housing provider) if not previously provided.
- Any updated information from the original application.
- Local connection evidence.
- Reference from Landlord or Employer.

14. Local Connection

Local Connection

Local connection is defined as:

- a) currently living in the Borough for more than 10 years;
- b) currently living in the Borough and have done so continually for between 5 to 10 years;
- c) currently living in the Borough and have done so continually for a minimum of 12 months;
- d) currently permanently employed in the Borough for a minimum of 12 months and are employed for a minimum of 18 hours per week paid or unpaid; or
- e) persons who at least one of the adult applicants have next of kin who have lived in the Borough continually for a minimum of five years. Next of kin for the purposes of this clause shall be defined as mother, father, brother, sister or adult dependent children;
- f) persons who are former residents of the Borough who have moved from the borough because of a lack of affordable housing in the borough

15. Housing Need

Applicants registering for housing who are assessed as having no housing need will be accepted onto the housing register but as nil priority and will only be considered for low demand properties.

16. Ability to meet own Needs

Social Housing is for people who are considered to have insufficient resources to meet their housing need. The following applicants will therefore not receive any priority.

Applicants who are owner-occupiers, whose home is suitable for their needs and/or who have savings or equity within the property greater than 100K to obtain suitable alternative accommodation. We will consider each application on an individual basis.

The resources available to each household will be assessed to determine whether they are sufficient to meet their housing need.

Applicants with a net household income of greater than £500 per week will be required to complete a financial assessment before any housing need points are awarded.

The following types of income are fully disregarded:

- Attendance Allowance.
- Disability Living Allowance.

Capital, Savings and Equity

The capital, savings and equity available to an applicant's household will be assessed. If it is determined that, given:

- The applicant's income, capital, savings and equity;
- The size and composition of the applicant's household the local housing market (for example prices to buy or rent privately and availability of the appropriate accommodation).

An applicant can resolve their own housing need within their local housing market they will be registered with no priority

17. Decisions on Reasonable Preference and Additional Preference

The points of an applicant will be assessed to reflect the relative needs of his/her circumstances and taking into account the due consideration shown to all applicants on the register, and within the context of local Housing Provision.

If an applicant disagrees with the points they have been awarded they can appeal for a review, in writing within 21 days of the date of the decision. See Section 23 for further information on how to request a review.

Reasonable and Additional Preference is reflected in the Points structure described at section appendix 1 in this report.

How we Assess Reasonable and Additional Preference

Assessment of Reasonable, and Additional preference will be carried out by the Allocation's Administration Officers at Onward Homes.

This will only be carried out after all the information which the applicant has been reasonably required to provide has been received.

An applicant may not be registered until this information has been received and assessed.

18. Points System

Applications will be recorded in date order and allocated points in accordance with the points system. Available properties will be offered to the highest pointed applicant requesting that type of property in the area that is available. In the case of equal points it will be offered to the applicant who registered first.

Emergency Allocations Priority (These will only be awarded in consultation with RVBC)

Applicants will be given points for emergency housing need if their need for housing is assessed as so exceptional that they take priority over all other applicants or if there is an urgent need to allocate a property for financial or operational reasons.

Substantial evidence must exist and be provided by any relevant statutory or voluntary agencies before such priority is awarded.

The following are **examples** of the type of situations that may qualify:

- Urgent health/ wellbeing need.
- Emergency disrepair.

- To escape violence or threat of violence, serious harassment or a traumatic event where there is immediate and serious risk to the household. The Police or another appropriate agency will usually provide supporting evidence that the risk exists. The person at risk may be the applicant, or another person who might be reasonably expected to reside with them.

Where we accept a household being referred under the Witness Protection Scheme.

Applicants will be given this priority for 3 months. The decision to extend or remove the Emergency housing need status will be made in conjunction with RVBC and will be based upon: -

- Whether a vacancy occurred during the 3-month period that met the declared needs of the applicant.
- If a suitable property became available and was refused was the refusal reasonable

Emergency status may also be awarded where the tenant of a 'sheltered' or 'adapted' property for the disabled has died leaving another family member in the property and the landlord wishes that family member to be moved quickly to enable the property to be let to an applicant who requires it.

In all emergency cases there is an expectation on the applicant, or their representative, to provide the information required to reach a decision.

Housing Need Points

Applicants will receive housing need points if they fall within the categories set out below the weighting of all points differs and it reflects the seriousness of the housing need:

Lack of Bedrooms / Overcrowding

Applicants who lack 1 or more bedrooms in line with rules on Housing Benefit and Universal Credit

Under-occupation

The applicant is a tenant of Onward Homes or an associated Registered Provider who resides within the Ribble Valley area and under-occupies their existing property and is looking to move to a smaller, more suitable property.

Harassment

The applicant is a victim of severe and/or persistent harassment or violence (including racial harassment) at their current property - providing evidence exists to substantiate the claim (e.g. from Police/Housing Officer), and re- housing is the most appropriate course of action. This decision will be made in conjunction with RVBC.

Medical/Welfare

The applicant is awarded a 'high' medical priority.

This is based on information provided by the applicant by completion of Onward Homes assessment form. Please be aware that the existence of a medical condition in itself does not automatically translate to points as Onward Homes has to consider how a change of accommodation would help in relation to the medical condition.

Disrepair

Based on the conditions identified, the local authority has deemed your home to have the presence of hazards (Housing Health & Safety Rating System) Points in this category will be awarded following an inspection of the home by Onward Homes property services and housing services staff. If the property is privately rented Onward Homes will inform RVBC Environmental Health for them to take action. Points may not be awarded if an applicant refuses permission for their landlord to be contacted

Supported Housing Move on/Care Leavers

The applicant resides within a short-term Supported Housing project (usually up to a maximum of two years) and is seeking to 'move-on' into independent accommodation. NB: The Project Manager of the scheme must confirm in writing that the applicant is ready for such a move and has acquired reasonable skills to sustain a tenancy. Points will be similarly awarded to applications from Care leavers **(Points in this category will be awarded by RVBC following an interview with the applicant)**

HM Forces

Applicants who qualify for reasonable preference who have served in HM Forces within the last 5 years.

Effective management of social housing within Ribble Valley

This priority will be awarded in a number of situations set out below to aid the efficient management of social housing stock:

- Under occupation of social housing.
- Those moving from one bed general needs property to one bed sheltered accommodation.

Homeless/Threatened with Homelessness

People who are homeless (within the meaning of Part 7 of the 1996 Housing Act as amended by the Homelessness Act 2002). This includes people who are intentionally homeless and those who are not in priority need;

People who are owed a (homeless) duty by ANY local authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are living in accommodation secured by ANY housing authority under section 192(3). The letter detailing the outcome of a homeless application will specify whether one of these sections applies;

Applicants accepted as homeless or threatened with homelessness under Part 7 of the Housing Act 1996, (as amended by the Homelessness Act 2002 including Rent (Agricultural) Act Cases

Homeless applicants who refuse one suitable offer of accommodation will have their homeless points removed, and where it is determined that the offer of accommodation was suitable under the provisions of the Council's statutory homelessness obligations, the duty to them will be discharged. (This decision will be taken by RVBC).

It is important to note that the law requires that anyone applying for social housing who is believed to be homeless or threatened with homelessness must be regarded as making an application for assistance under homelessness legislation (Part 7 of the Housing Act 1996). Such applicants will therefore be referred for homelessness assistance.

See Appendix 1 for the details of homelessness duties.

Shared Facilities

Applicants in Hostel Type accommodation who are sharing facilities such as bathrooms and kitchens.

Split Families

Applicants who, not by choice are living in separate households due to the lack of suitable accommodation available, and cannot live together and wish to be re-housed and have not been accepted under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002). This includes those who may not have been living as part of the household at the time of the application, but whom it would be reasonable to expect to live with the applicant, as part of his/her household.

An application form should be completed by the household living in the worst property out of the households applying, to ensure the application is pointed correctly.

Work/Support

Applicants who are able to demonstrate the need to move nearer their place of work within Ribbles Valley because they have secured or has permanent employment (over 16 hours) in the area (evidence of the employment must be provided). Also applicants who are able to demonstrate the need to move nearer local facilities or relatives, in order to receive, or give, support or care within the Borough.

Relationship Breakdown

Applicants who wish to live independently but who still reside with their ex partner/spouse following a relationship breakdown.

19. Relevant Date of Registration

When an applicant joins the Housing Register, the date their completed application is received will be their Relevant Date. A completed application is when the completed application form, proof of ID, proof of residency and reference have been received. If all information is not received within 3 months the application will be destroyed.

20. Exclusions from the Register

An applicant will be removed from the Housing Register in the following circumstances:

- They were found never to have been or have ceased to have been an eligible person.
- They have failed to respond to an application review within the specified time limit.

The applicant will be notified in writing if the Allocations Service is intending to remove them from the Housing Register and will be given the reasons for removal. If the applicant subsequently gives reasons why they should not be removed from the Register a formal review of their case will be undertaken.

21. Serious Offenders

Serious offenders will not be eligible to join the Housing Register without an appropriate assessment in the first instance, which will take MAPPA (Multi-Agency Public Protection Arrangements) guidance into account, and will only be re-housed once a multi-agency risk assessment is carried out and there is suitable and safe accommodation available.

22. Application Renewals

In order to maintain the Housing Register as accurately as possible every applicant will be sent an invite to renew their application on a 6-month basis. Included in this will be a request to provide information on any changes in circumstances.

After a renewal request has been issued one reminder will be sent. If an application is not renewed within 28 days of the issue of the renewal letter and reminder the application will be cancelled and notification sent to the applicant.

If an application is cancelled any new application will have a new “Relevant Date” and will not normally be backdated.

Applicants will have the right to seek a review of a decision not to include on, or to remove from, the Housing Register.

23. Reviews

Applicants have the right to ask for a review of any decision made under the terms of this Policy with which they do not agree.

Requests for a review should normally be made:

1. In writing (a request over the phone or made verbally will need to be confirmed in writing). Please ask if you need assistance.
2. Within 21 days of the date of the decision being appealed
3. To the Housing Services Manager at Onward Homes

24. Sharing Information

The Council has agreed an information sharing protocol with RP’s working across Ribble Valley. The protocol establishes procedural arrangements for the exchange of information between the Council and RP’s for the purpose of allocations and nominations by the Council to the associations in respect of properties formerly owned by the Council. The protocol takes necessary account of the data protection legislation, health and safety legislation, human rights legislation, the law relating to defamation and the duty as to confidentiality of information. In particular, close regard is paid to the Data Protection Act 2018, which sets out 6 key principles that require personal data held to be:

- processed fairly and lawfully;
- obtained only for specified legal;
- relevant to the purposes for which they are processed;
- accurate and up to date;
- kept no longer than necessary;
- processed in accordance with the rights of data subjects as detailed in the Act;
- subject to appropriate measures against unauthorised processing;
- not transferred outside the European Economic Area unless adequate; controls are in place in the recipient country.

These principles are strictly applied with very little statutory exception. Unless the consent of the person providing personal details is obtained, the Council can only lawfully share such information with the associations if there is a legal right to do so or it is justified as being in the public interest. All information held by the Council, which has been obtained for the purpose of, placing applicants on both the Housing Register and the Transfer Register are made available to the associations upon request. Applicants are made aware when they complete an application form that this information is held jointly between the partners. Nominations are made in accordance with Nomination Agreements.

All homeless applicants being considered for a housing association home are asked in writing to give their consent to the sharing of information. Any particularly sensitive information will be passed to an officer nominated by the associations who will be responsible for ensuring confidentiality and Onward Homes communication of the information. Specific agreement to share third party information will have to be obtained first and can only be done with the consent of the third part except for the purposes of the prevention or detection of crime, or the apprehension or prosecution of offenders.

25. Transfers and Mutual Exchanges

Applicants who already live in Onward Homes or partner association's property in Ribble Valley will normally be regarded as "Transfer" applicants i.e. they are transferring from one Social Housing property to another.

These applications are known as "Transfer" applications and are treated as any other applications with a few exceptions:

1. Onward Homes will occasionally, in the best interests of managing the Housing Stock, and by careful use of Transfers, maximize the number of lettings from an initial vacancy by giving Transfers priority over other Housing Register applicants.
2. The Council will allocate resources in accordance with the Ministry of Housing, Communities and Local Government (MHCLG) Code of Guidance on Allocations and the and try to achieve a balance between existing tenants and new applicants.
3. Applicants may not apply for a transfer until they have been a tenant of their existing accommodation for 12 months.

Management Transfers are defined as:

Cases considered to be urgent and serious enough to require an allocation to be made outside of the Council's normal policy and procedure are defined as follows:

- a) Threats to life.
- b) Racial or homophobic harassment.
- c) Extreme anti-social behaviour.
- d) Vulnerable witnesses.
- e) Any other significant and/or immediate need for a move to more suitable, alternative accommodation this will include decant of tenants to allow work to be undertaken to their homes and to deal with person's left in situ following the death of the previous tenant (succession).

Mutual Exchanges

A mutual exchange is where one tenant agrees with another tenant to swap homes. This means that the tenant 'assigns' their interest in a tenancy to another person. The tenancy agreement does not change and by exchanging you accept the responsibilities of the former tenant for the condition of the property. Following a Mutual Exchange Onward Homes or other appropriate landlord will only carry out repairs that are its legal responsibility they will not undertake repairs that are the responsibility of the tenant.

As a tenant of Onward Homes, you may exchange with:

- other Onward Homes Tenants;
- tenants of Local Authorities;
- tenants of other Registered Social Landlords;
- tenants of Charitable Housing Trusts.

But not with tenants of private landlords.

You need to ask for our written permission to exchange and there are certain circumstances where we may withhold that permission.

26. Length of Tenancy Term Offered

If you are offered a tenancy with Onward Homes it will initially be a Starter Tenancy for a period of 12 months this will convert to an Assured Tenancy (Lifetime Tenancy) on the anniversary of tenancy commencement providing the tenancy has been conducted in an appropriate manner. In certain circumstances the starter tenancy may be extended. The tenancies offered by other providers may vary and may include Fixed Term Tenancies. The type of tenancy you are offered will be made clear by the Provider concerned but refusal of a tenancy on the grounds that it is a fixed term tenancy would not be considered a reasonable refusal.

27. Exceptions

There are some exceptions to this Policy based upon Primary and Secondary Legislation, or upon locally agreed arrangements

- Part 6 of the 1996 Act does not apply to Mutual Exchanges within a Council's own stock, or via national schemes such as Homeswapper.
- The following cases are also exempted:
 1. Where a tenant dies (either secure or fixed term) and a succession takes place under The Housing Act 1985.
 2. Where assignment takes place by way of mutual exchange under the Housing Act 1985.
 3. Where a secure tenancy is granted by order of a Court under Matrimonial Causes Act 1973, or Matrimonial and Family Proceedings Act 1984, or Children Act 1989.
 4. Where an Introductory Tenancy becomes a secure tenancy.

There are also some circumstances in which allocations may be made other than in accordance with the scheme detailed in this policy.

These include:

- Supported accommodation (ie accommodation in which support is provided as a condition of occupancy).
- Accommodation for keyworkers, as defined locally.
- Lettings to joint tenants, where a tenancy is currently held by one of the joint tenants as a sole tenancy.
- Letting to a former tenant, where a joint tenancy has been terminated by one joint tenant and the other tenant wants to remain in the property (when this is in accordance with eligibility for the specific property type in question).
- Letting to someone who has lived in that property as the relative or carer of a tenant who has died, but there is no statutory right for that person to succeed to the tenancy
- Letting of a property for the purpose of decanting an existing Registered Provider tenant (e.g. where their current property requires work which cannot be carried out with the tenant in residence, or if the current property is scheduled for demolition).
- Letting of a property to an existing Registered Provider tenant, for management reasons. Such allocations can only be carried out with the prior approval of the Housing Services Manager.
- Letting of a property which is particularly suitable for an applicant by virtue of its design, construction or adaptation.

- Letting of a property to a person referred to the Council by the Multi Agency Risk Assessment Conference (MARAC) as a result of Domestic Violence.
- Lettings which are required in order to secure a 'chain letting' whereby Onward Homes maximises use of the stock available to meet the most housing need.

Any decision to allocate accommodation outside of the policy will be signed off by the Neighbourhood Delivery Manager.

28. Allocating Affordable Rented Properties

The policy does not differentiate between working and non-working households in the allocation of Affordable Rent housing.

Affordable Rent will be accessed in terms of the priorities and requirements set out in the Allocations Policy this will allow Onward Homes to maximise use of housing supply to meet need.

RVBC's Strategic Housing team will agree local letting plans for new developments where appropriate. Consideration will be given to establishing local lettings plans where there is a high level of affordable housing in a particular area. There may also be certain circumstances where a local letting plan might be used or agreed where Affordable Rent lettings will be prioritised for certain groups of applicants.

29. Local Lettings Policies/Schemes

Local lettings schemes will be designated by RP's following detailed consultation with the Council and an assessment of the impact. Once agreed these schemes will have their own allocations criteria. Local lettings schemes will be put in place for a specific area or estate and will be set up in response to particular local circumstances. They will include a clear commitment to equality of opportunity, the provision of clear and accurate information to applicants and an appeals mechanism.

The aim of local lettings schemes is to work towards more balance within local communities to result in outcomes that reflect the wider community and address issues such as child density and the proportion of households in employment in any one area or estate.

Working towards more balanced communities may mean housing a mix of:

- a) different household types;
- b) households of different ages and/or with children of different ages;
- c) people who are in paid employment and those who are not in paid employment;
- d) families which have one parent and those which have two parents;
- e) households that have previously had a tenancy and those that have not;
- f) local connection to rurally isolated villages.

The precise approach to be adopted will reflect the particular problems/issues of each area

Developing Local Lettings

Proposals for any local lettings scheme will need to set out the following:

- a) A clear definition of the issues backed up relevant evidence.
- b) A method which is likely to address the issues.
- c) Some assessment of possible adverse impacts.
- d) A way in which the scheme can be monitored.
- e) Proposals for reporting and reviewing the scheme.

The mechanics of local lettings schemes can work in a variety of ways. For example:

- by-pass the mainstream rehousing policy and procedures altogether;
- select some, or all, allocations from within the mainstream system, but change the weighting given to various aspects of housing need;
- select some, or all, allocations from within the mainstream system, but introduce additional criteria for the scheme;
- select from the mainstream system but according to locally set targets.

Once a local lettings scheme has been designated and the rules that will apply agreed, the Allocations Service will allocate all vacancies in the area or estate according to the agreed rules. The policies that apply to all other general needs properties will be suspended. A system for monitoring the impact of the scheme will be agreed and the results reviewed at meetings between RVBC and Onward Homes.

30. Pilot Schemes

From time to time the Council in conjunction with housing association partners will wish to pilot certain schemes to make best use of the social housing stock. Full details of any current scheme will be published on the Council's website.

31. Reciprocals

Other local authorities sometimes request rehousing on a reciprocal basis. The following criteria will be applied:

- The nominated person would be at risk in their present property.
- The referring organisation is unable to intervene to mitigate the risk or to house the nominated people themselves.

Once accepted for housing assistance will be on the following basis:

- The applicant will be offered time limited priority on the waiting list.
- The Allocations Service will have nomination rights to the resulting vacancy or another property of similar type or size.
- The accommodation will be of a similar size and type to that occupied at present.
- The offer of accommodation will be at a safe distance to the present accommodation.

32. Withdrawal of Offers

In the following very exceptional circumstances, offers may be withdrawn:

- Where there has been a change in the applicants' circumstance.
- Following verification the applicant is not eligible for the property.
- Where an offer of accommodation could put a vulnerable person at risk of any harm.
- Where an applicant has knowingly or otherwise provided information that is false and/or misleading.

Where the termination of tenancy has been withdrawn.

Match of Household Type to Property Size

The following table indicates the type/size of accommodation for which applicants can expect to qualify. On occasions applicants may be offered a property that is larger than their housing needs require this will usually be where there is insufficient demand from people who need

that size of accommodation. Any offer will be subject to a financial assessment to ensure the applicant can afford the higher rent associated with the larger property.

Single person	Bedsit, studio or one bedroom accommodation
Couple	One bedroom
Two adults, not living together as a couple e.g. if an adult has a medical need for a carer to live with them, on a full time basis, and this carer is not their partner. Proof will be required.	Two bedrooms
Adult(s) with one dependent child	Two bedrooms
Adult(s) with two dependent children of the same sex (up to 16 years) or opposite sex but aged under 10 years	Two bedrooms
Adult(s) with 2 dependent children of opposite sex aged over 10 years	Three bedrooms
Adult(s) with three dependent children	Three bedrooms
Adult(s) with four or more dependent children	Three or four bedrooms

Additional Criteria

Priority for Ground floor accommodation will normally be given to someone who requires level access on the grounds of age, disability, medical need or children under the age of 8.

Applicants who need adaptations will only be offered a property where the adaptation is in situ. Exceptional cases will be considered at the discretion of the Housing Services Manager where there is a very urgent need to move and the risk to the applicant to remain in their current accommodation is significant, and where a move into a standard ground floor property will significantly reduce the risk

In order to be eligible for bedroom spaces for children, the adult(s) must demonstrate that the child(ren) live(s) with them on a full time, permanent basis. Proof of Child Benefit will be the determining factor. On occasions when there is an excess supply of larger properties an offer may be made to someone who has part time access to children subject to a financial assessment.

When we have registered your application, we will advise you what size of properties you will be considered for.

33. Additional Notes

A copy of this Policy, or a summary, is available from Ribble Valley Borough Council offices or via the website at www.ribbonvalley.gov.uk

Advice and assistance on the Housing Register and how to secure accommodation is available free of charge from Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, BB7 2RA or by telephoning 01200 425111

The Council will provide a draft and consult on the details of any significant changes to this policy. All stakeholders will be consulted, including (but not exclusively) Registered Provider (RP) partners, applicants, and representatives of statutory and voluntary agencies.

The policy will be reviewed on an annual basis and will be reported to Ribble Valley Borough Council's Health and Housing Committee.

RIBBLE VALLEY POINTS SYSTEM

A points system is used in order to make the allocation of housing as objective and fair as possible. The system makes it possible to evaluate an applicants' housing need and therefore to identify applicants with the **most need** of a property.

Where a development is affected by a Section 106 agreement an application for housing will only be accepted once a **local connection** has been approved.

The agreement has to give priority to **local people in housing need**.

If you are homeless or under immediate threat of being homeless.	
Accepted as homeless by Local Authority and a full statutory duty exists under section 193(2) of the Housing Act 1996.	20
Additional points to be awarded for every 3 months up to a maximum of 12 months.	20
Threatened with homelessness and the applicant has been assessed as being owed a duty to prevent or relieve their homelessness. Evidence will be required	10
Living in violent / dangerous situation (documentary evidence from the police or medical professional will be required). This would include out of area.	15
Leaving the Armed Forces.	10
Statutory overcrowding, awarded for each bedroom short.	10
If you have difficulties with your present accommodation	
Living with harassment supporting evidence required.	10
If you need to leave because your long-term relationship is breaking down.	5
If you are a private tenant claiming housing benefit and not all your rent is covered by housing benefit.	5
If you are a private tenant/homeowner struggling to maintain rent/mortgage repayments (proof required).	5
Your family circumstances	
Local connection in bands of 5 points after 12 months of living in the borough & 10 points after 5 years of being on the list.	5
Employed in the borough <18 hours per week, or to provide/receive support.	5
If your family is forced to live apart that is if parents and children are split up.	5
If you are living in Registered Provider general needs and want to move to sheltered.	10
Children living above ground floor	5
Move on from supported accommodation/care leavers	10
Victim of DV with supporting evidence. If awarded in conjunction with homeless points then to be awarded on a case by case basis.	10
Living in overcrowded accommodation	
If you and your partner are living together as a couple and do not have your own room.	10
For each single person over 16 without their own room.	10
If children of different sex over eight share a room.	10
The condition of your present home	

If you do not have or share the following facilities:	shared
No hot water supply.	10
Inadequate means of heating.	10
Property is in serious disrepair (EHO report required 0-15)	15
Your health is at risk by living in your present accommodation – we will need to see evidence in support of this such as a letter from your GP.	
Low risk	10
Slight risk.	15
Medium risk.	20
High/Chronic risk.	25
If you have mobility problems and have to use stairs.	20
Aged over 70 years	10
If you are transferring from another housing association or within our own stock.	
If you have a spare bedroom and are requesting a smaller property.	10
Extra points for each additional empty bedroom in your present home.	20
If you have been left in property on death of original tenant.	10
If your move would lead to an improved use of affordable housing stock.	50
Time on List – we will award 10% of your total points on each anniversary date of your housing application.	
Penalty for refusal of offer – to remove 2 years accrued points if an offer of a property is made and refused. The application is also frozen so no further offers will be made for 12 months.	

Local Connection

Local connection is defined as:

- a) currently living in the Borough for more than 10 years;
- b) currently living in the Borough and have done so continually for between 5 to 10 years;
- c) currently living in the Borough and have done so continually for a minimum of 12 months;
- d) currently permanently employed in the Borough for a minimum of 12 months and are employed for a minimum of 18 hours per week paid or unpaid; or
- e) persons who at least one of the adult applicants have next of kin who have lived in the Borough continually for a minimum of five years. Next of kin for the purposes of this clause shall be defined as mother, father, brother, sister or adult dependent children;
- f) persons who are former residents of the Borough who have moved from the borough because of a lack of affordable housing in the borough.

APPENDIX 1

REASONABLE PREFERENCE AND HOMELESSNESS DUTIES UNDER PART VII

In simple terms, reasonable preference on allocations schemes results from being owed different Part 7 duties. Accordingly, if no relevant Part 7 duty is owed (or if relevant Part 7 duties are properly discharged), there is no automatic Part 6 priority.

This table shows the relevant Part 7 duties and the Part 6 implications (subject to applicants qualifying to join the housing register).

Part 7 Duty	Description	Part 6 implication (subject to applicants qualifying for the scheme)
179	Provide advisory services	None
188	Interim duty to accommodate in case of possible priority need (ie pending assessment)	None
189B(2)	The Relief Duty Initial duty owed to all eligible persons who are homeless. Duty is to help the applicant secure that suitable accommodation is available for 6 months. Duty normally ends after 56 days.	Reasonable preference
193(2)	The 'Full' Duty Unintentionally homeless, priority need. Duty is to secure that accommodation is available for occupation. Duty ends with a minimum 12 month private rented sector tenancy, a Part 6 social tenancy, or because the applicant fails to engage (including refuses a suitable offer).	Arises because duty under 189B(2) has come to an end. Reasonable preference.
195(2)	The Prevention Duty Duty in cases of threatened homelessness. Where a homelessness assessment is complete, and full duty is to be awarded. This can be applied before the end of the 56 days.	Reasonable preference

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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