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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **HEALTH AND HOUSING** Committee will be held at **6.30 pm** on **THURSDAY, 13 JANUARY 2022** in the **Council Chamber**.

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)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

Members are reminded of their responsibility to declare any disclosable pecuniary, other registrable or non-registrable interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

5. **REVISED REVENUE BUDGET 2021/22** (Pages 9 - 16)
6. **ORIGINAL REVENUE BUDGET 2022/23** (Pages 17 - 28)
7. **REVISED CAPITAL PROGRAMME 2021/22** (Pages 29 - 34)
8. **CAPITAL PROGRAMME REVIEW AND NEW BIDS 2022/23 TO 2026/27** (Pages 35 - 46)
9. **APPOINTMENT OF LOCAL AUTHORITY PROPER OFFICERS** (Pages 47 - 48)
10. **HOMELESSNESS - OVERVIEW** (Pages 49 - 52)

ITEMS FOR INFORMATION

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

None.

12. EXCLUSION OF PRESS AND PUBLIC

ITEMS FOR DECISION

None.

ITEMS FOR INFORMATION

13. GRANTS - UPDATE

(Pages 53 - 54)

1

Electronic agendas sent to members of Health and Housing – Councillor Mark Hindle (Chair), Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor Ian Brown, Councillor Rosemary (Rosie) Elms, Councillor Steve Farmer, Councillor Jonathan Hill, Councillor Brian Holden (Vice-Chair), Councillor Kerry Fletcher, Councillor Ged Mirfin, Councillor Richard Newmark, Councillor Donna O'Rourke, Councillor Mary Robinson, Councillor Richard Sherras and Councillor Robin Walsh.

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

Minutes of Health and Housing

Meeting Date: Thursday, 28 October 2021, starting at 6.30 pm
Present: Councillor M Hindle (Chair)

Councillors:

J Alcock	G Mirfin
S Atkinson	R Newmark
I Brown	D O'Rourke
S Farmer	M Robinson
J Hill	R Sherras
B Holden	R Walsh
K Fletcher	

In attendance: Chief Executive, Head of Regeneration and Housing, Acting Head of Environmental Health and Senior Accountant

Also in attendance: Councillor D Berryman

406 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor R Elms.

407 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 2 September were approved as a correct record and signed by the Chairman.

408 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

Councillor M Robinson declared an interest in Agenda Item 16.

409 PUBLIC PARTICIPATION

There was no public participation.

410 MOBILE HOMES SITE MANAGER - FIT AND PROPER PERSON REQUIREMENT

The Chief Executive submitted a report informing members of the implications of the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, and to seek approval for the adoption of the Council's Fit and Proper Person, Determination Policy and Fee Policy in relation to caravan site licensing for residential sites.

Members were reminded that:

- Following a review of the Mobile Homes Act 2013, the Government introduced a new regime under the Caravan Sites and Control of Development Act 1960 called the Fit and Proper Person test.
- The Ribble Valley currently has 27 licensed caravan sites but only two sites that meet the criteria of 'relevant protected sites', these being 'Shireburne', in Clitheroe and 'Three Rivers', in West Bradford.

- When conducting the fit and proper person assessment, a local authority must consider the following points relevant to the application:
 - Whether the individual can conduct effective management of the site
 - Personal information relating to the applicant (including a criminal record check).
- On receipt of an application the local authority may:
 - grant the application unconditionally.
 - grant the application subject to conditions.
 - reject the application.

RESOLVED THAT COMMITTEE:

1. Approve the adoption of the proposed Determination Policy set out in Appendix A of the report.
2. Approve the adoption of the proposed Fees Policy set out in Appendix B, of the report and approve the following fees:
 - Mobile Homes Fit and Proper Test Application Fee - £261.00.
 - Mobile Homes - Site Manager Appointment Costs (costs recovered in full from site owner).

411

REVIEW OF FEES AND CHARGES 2022/23

The Director of Resources submitted a report seeking member approval on proposals to increase this Committee's fees and charges with effect from 1 April 2022.

Members were reminded that the Council's fees and charges are reviewed on an annual basis.

The report noted that:

- The proposals were the first stage in the review of this Committee's budget for the forthcoming 2022/23 financial year.
- The Council's latest budget forecast allows for a 3% inflationary increase in the level of income raised from fees and charges and the review aims to increase budgeted income for 2022/23 by this amount as a minimum.
- Following discussions between financial services, heads of service and budget holders a proposed set of fees and charges for implementation from 1 April 2022 had been produced for this Committee for members to consider.

Most fees proposed were based on applying a 3% inflationary increase and applying rounding up or down as appropriate to minimise any problems with small change.

- Some proposed fees were set on a different basis to a 3% increase. These were Mobile Homes Fit and Proper Person Test fees, the Clitheroe Cemetery Memorial Bench fee and fixed penalty notice charges. These were explained in the report.

RESOLVED THAT COMMITTEE:

1. Approve the 2022/23 fees and charges proposed for this Committee in Annex 1 of the report, for implementation from 1 April 2022.
2. Approve to change the Clitheroe Cemetery Memorial Bench fee with immediate effect to "At Cost – Materials and Labour".

412

DISABLED FACILITIES GRANTS - PROPOSED POLICY AMENDMENTS

The Director of Economic Development and Planning submitted a report requesting members approve the proposed amendments to the Discretionary Disabled Facilities Grant (DFG) Policy.

Members were reminded that delivering DFG adaptations is a mandatory function of the Council which must be set out in an approved policy.

The report noted that:

- The proposed amendments are intended to improve the overall offer to applicants and ensure vulnerable households can remain in their own home for as long as possible.
- If approved, the introduction of these measures could see an increase in the opportunity for qualifying residents to access the grants, improve the services for the local community as well as addressing the desire to increase delivery.

RESOLVED THAT COMMITTEE:

1. Approve the proposed amendments to the policy and approve that the revised document be subject to appropriate consultation.
2. Agree to delegate consideration of the consultation responses to the Director of Economic Development and Planning, in consultation with the Chair and Vice Chair of this Committee, and subject to there being no issues raised, agree to adopt, and publish the policy as soon as practicable.

413

ALTERNATIVE SYSTEM FOR DOG WASTE LITTER BINS - REPORT FROM THE DOG FOULING WORKING GROUP

The Director of Community Services presented a report that the Dog Fouling Working Group had authorised him to submit to this Committee.

The Director talked members through the report and highlighted the options and the financial implications associated with each option. Members considered in detail both options and voted for their preference.

RESOLVED THAT COMMITTEE:

Agree to put forward Option 1 as set out in the report, to the Policy and Finance Committee, as a growth item for consideration in the Council's budgetary process for inclusion in the budget for the 2022-23 financial year.

- 414 STRATEGIC HOUSING WORKING GROUP - DRAFT TERMS OF REFERENCE
- RESOLVED THAT COMMITTEE:
- Approve the Draft Terms of Reference for the Strategic Housing Working Group.
- 415 CAPITAL MONITORING 2021/22
- The Director of Resources submitted a report on this Committee's 2021/22 capital programme for the period to the end of September 2021.
- The report noted:
- That following budget changes, the total approved budget for this Committee's capital programme of eight schemes was now £1,336,560.
 - At the end of September 2021, £271,826 had been spent or committed, which is 20.3% of the total approved capital programme budget for this Committee.
 - No schemes were completed by the end of September 2021.
 - The progress and remaining budgets on each of the schemes.
- 416 REVENUE MONITORING 2021/22
- The Director of Resources submitted a report relating to the progress of the 2021/22 revenue budget for this Committee, as at the end of September 2021.
- The comparison between actual expenditure and the original estimated budget for the period April 2021 to September 2021, showed an overall underspend of £50,564 after allowing for transfers to and from earmarked reserves.
- The reasons for the main income and expenditure variances for the year to date were explained in the report.
- 417 ENVIRONMENTAL HEALTH - GENERAL UPDATE
- The Chief Executive submitted a report providing members with an update on the relevant issues that have arisen since the last meeting.
- The issues covered included:
- Minutes from the Hanson Cement Liaison Meeting
 - Air Quality Annual Status Report - 2020
 - COVID-19 - Update
- Councillor Berryman was given permission to speak on this item.
- 418 MINUTES OF THE DOG FOULING WORKING GROUP - 26/07/21
- The minutes were noted.
- 419 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES
- There were no reports from representatives on outside bodies.

420 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next item of business being exempt information under Category 1 of Schedule 12A of the Local Government Act the press and public be now excluded from the meeting.

421 DISABLED FACILITIES GRANT - UPDATE

The Director of Economic Development and Planning submitted a report informing members of the recent approvals relating to the following grant schemes:

- Disabled Facilities
- DEFRA/Property Flood Resilience
- Ribble Valley Adaptation
- Flood Resilience

The report noted that since the last committee meeting no grants had been approved for the Landlord Tenant Grant Scheme.

The meeting closed at 8.23 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill, mike.hill@ribblevalley.gov.uk.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 13 JANUARY 2022
title: REVISED REVENUE BUDGET 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1. PURPOSE

- 1.1. To agree a revised revenue budget for 2021/22 for this Committee.

2. BACKGROUND

- 2.1. The original estimate for this current financial year was set in March 2021.
- 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 on-going 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. REVISING THE ORIGINAL ESTIMATE

- 3.1. Since the budget was originally set we now have the benefit of information from the outturn position for 2020/21 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 2021/22 included provision for pay increases at 2% 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 2021 against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 1.

4. PROPOSED REVISED REVENUE BUDGET 2021/22

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 2021/22	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2021/22
AFHOU: Affordable Rent Properties	-3,000	-810	3,420		2,280	1,890
APLAC: Alma Place Unit	2,350	20	-670	50	70	1,820
AWARM: Affordable Warmth	70	420				490
CLAIR: Clean Air	1,870			-240		1,630
CLAND: Contaminated Land	9,360			390		9,750
CLCEM: Clitheroe Cemetery	39,200	4,270	-10,100	2,840	370	36,580
CLDCY: Closed Churchyards	5,320					5,320
CLMKT: Clitheroe Market	-38,660	4,440	-14,530	1,200	-1,320	-48,870
CMGHH: Community Groups - Health & Housing	20,390			-13,110		7,280
COMNL: Common Land	2,400			-1,690		710
CTBEN: Localised Council Tax Support Admin	167,920	-2,700	-8,970	-12,280		143,970
DOGWD: Dog Warden & Pest Control	126,750	4,870	6,050	-3,080		134,590
ENVHT: Environmental Health Services	336,650	-9,920	13,590	-292,950		47,370
HGBEN: Housing Benefits	146,590	175,480	-161,520	-8,240		152,310
HOMEE: Home Energy Conservation	6,130			270		6,400
HOMES: Homelessness Strategy	29,000	34,610	-40,040	5,070		28,640
HSASS: Housing Associations	6,510			410		6,920
HSTRA: Housing Strategy	47,880			780		48,660
IMPGR: Improvement Grants	74,200		1,660	-1,800		74,060
JARMS: Joiners Arms	42,840	3,040	5,840	2,370	1,020	55,110

Cost Centre and Description	Original Estimate 2021/22	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2021/22
SHARE: Shared Ownership Rents	-460			50		-410
SUPPE: Supporting People	7,420	-200	-33,350	260		-25,870
UCRED: Universal Credit	22,400		1,780	-1,930		22,250
Net Cost of Services	1,053,130	213,520	-236,840	-321,630	2,420	710,600
Associated Movements in Earmarked Reserves						
HGBAL/H337 Equipment Reserve	-500	-3,980				-4,480
HGBAL/H339 Housing Related Grants Reserve	42,820	18,710	-28,670			32,860
Net Cost of Services after Movements in Earmarked Reserves	1,095,450	228,250	-265,510	-321,630	2,420	738,980

4.2. The difference between the revised and original estimate is a decrease in the net cost of services of £342,530 or a decrease in the net cost of services of £356,470 after allowing for movements in earmarked reserves.

5. EARMARKED RESERVES

5.1. In the original estimate for 2021/22 this Committee planned a net transfer of £42,320 to earmarked reserves. In revising this Committee's estimates, the proposal included here is a net transfer of £28,380 to earmarked reserves in 2021/22.

5.2. The table below provides a summary of the DRAFT revised 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 Revised Estimate 2021/22	Reason for Movement in Earmarked Reserve
Net Cost of Services	710,600	
HGBAL/H337 Equipment Reserve	-4,480	<p>Estimated transfers from the Equipment Reserve as follows:</p> <p>-£3,980 transfer from the Dog Warden Signs (Equipment) Reserve to fund planned purchase and installation of new Public Space Protection Order dog signs in-year.</p> <p>-£500 transfer from the Joiners Arms Furniture and Equipment Reserve to pay for part of the estimated furniture and equipment costs at Joiners Arms in-year.</p>

	DRAFT Revised Estimate 2021/22	Reason for Movement in Earmarked Reserve
HGBAL/H339 Housing Related Grants Reserve	32,860	Estimated net transfers to the Housing Related Grants Reserve as follows: +£33,350 estimated transfer of Domestic Abuse Support new burdens funding received to the Domestic Abuse Support Reserve, awaiting consideration of whether the Council will incur any additional expenditure to provide strategy, assessment, administration and reporting support to Lancashire County Council relating to their new duty under the Domestic Abuse Bill to provide support to victims of domestic abuse and their children residing within safe accommodation. -£490 estimated transfer of ring-fenced grant funding from the Affordable Warmth Reserve to fund some affordable warmth expenditure in-year.
Net Cost of Services after Movements in Earmarked Reserves	738,980	

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 2021/22 to Revised Estimate 2021/22 £
<p>VARIOUS – Support Services</p> <p>Estimated net reduction in support services recharges across most Health and Housing Committee cost centres, due to reductions in estimated net expenditure in several support service areas, the biggest reductions being as follows:</p> <ul style="list-style-type: none"> Chief Executive's recharge to Environmental Health Services, -£293,460. Of this, £174,350 is due to Environmental Health staff time being diverted to Covid-19 pandemic response work in-year and £119,110 is due to lower net expenditure in the Chief Executive's department, including less employee costs as a result of staff vacancies within Environmental Health Services. Economic Development and Planning department recharge to Community Groups - Health & Housing, -£13,110. Due to less time input to community groups development by the re-organised posts in the Economic Development team. Resources department recharge to Local Council Tax Support Admin, -£11,800. Due to a reduction in net expenditure in the Resources department. 	-321,630

Description	Variance - Original Estimate 2021/22 to Revised Estimate 2021/22 £
<p>SUPPE – Supporting People Domestic Abuse Support new burdens funding was received from DLUHC in 2021/22 in relation to the Council's responsibility to provide strategy, assessment, administration and reporting support to Lancashire County Council relating to their duty under the Domestic Abuse Bill to provide support to victims of domestic abuse and their children residing within safe accommodation. The Council was informed of the funding after the original estimate budget was set.</p> <p>At this stage it is planned to set aside this funding in an earmarked reserve at year-end awaiting consideration of whether the Council will incur any additional expenditure.</p>	-33,350
<p>CLMKT – Clitheroe Market Increased stalls and pitches income due to higher demand from traders than budgeted for. The budget at the Original Estimate was set on a prudent basis for stalls and pitches income.</p>	-14,630
<p>HGBEN – Housing Benefits Increased housing benefits administration grant and other new burdens grant income and funding received in-year from the DWP and DLUHC. The Council was informed of the funding after the original estimate budget was set.</p>	-8,690
<p>HOMES – Homelessness Strategy The Council has received additional homelessness funding from DLUHC in-year to target homelessness prevention support on rough sleepers, ex-offenders and those facing eviction due to Covid-19 related rent arrears. Most of this grant funding must be matched by additional extra expenditure, but £8,000 is likely to fund previously budgeted for emergency accommodation costs for rough sleepers and those at risk of rough sleeping.</p>	-8,000
<p>CLCEM – Clitheroe Cemetery Estimated cemetery fees and charges income is increased because income for the year to date is higher than budgeted for in this demand-led service area. The main areas of increased income were interments, monuments fees and exclusive burial rights.</p>	-7,110
<p>CTBEN – Local Council Tax Support Admin Actual Local Council Tax Support administration grant received from DLUHC for 2021/22 was higher than originally budgeted for. The Council was informed of the yearly allocation after the original estimate budget was set.</p>	-5,440
<p>JARMS – Joiners Arms No rent and service charge income is expected from flats 1 and 2 in-year because they are expected to be out of service all year whilst waiting for the Joiners Arms Roof Renewal and Flats 1 and 2 Renovation capital schemes to be completed. Set against this the Council is temporarily using another of its properties on Peel Street as a homeless unit whilst flats 1 and 2 are out of service, before it is leased out as an Affordable Rent property, and some rent income will be received for this property.</p>	+5,650

Description	Variance - Original Estimate 2021/22 to Revised Estimate 2021/22 £
<p>DOGWD – Dog Warden & Pest Control Estimated reduced rodent pest treatments income for the year, because less treatments were undertaken in summer 2021 due to Covid-19 restrictions and the service has not been offered since August 2021 because of sick leave and the Pest Control Officer post being vacant from December 2021.</p>	+7,010
<p>ENVHT – Environmental Health Services Estimated net under-recovery of income from private water supplies sampling and risk assessments work in-year. This is because priority sample work only will be undertaken in-year, due to the reduced Environmental Health team staff resources, caused by vacancies, being focused on other priority areas of work.</p>	+7,570
<p>HGBEN – Housing Benefits From 2021/22 revised estimate onwards an increase in net costs for rent allowances is being budgeted for. This is because there are a reducing number of housing benefits cases which include overpayments due to increased electronic data matching at initial housing benefit claim stage. The Council have previously received more income for overpayments cases paid, from a combination of partial subsidy grant received and any overpayments then invoiced for recovery by the Council. Thus, budgeting for less overpayments cases means higher net costs in-year going forwards.</p>	+25,920

7. CONCLUSION

7.1. The difference between the revised and original estimate is a decrease in the net cost of services of £356,470 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 £356,470 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 2021/22, as set out on pages 2 and 3.

SENIOR ACCOUNTANT
HH1-22/AC/AC
4 January 2022

DIRECTOR OF RESOURCES

**ACTUAL TO THE END COF NOVEMBER 2021 WITH ORIGINAL ESTIMATE 2021/22 AND PROPOSED
REVISED ESTIMATE 2021/22**

Description	Original Estimate to end of November 2021	Actual and Commitments to end of November 2021	Full Year Original Estimate	Proposed Revised Estimate
AFHOU: Affordable Rent Properties	-8,193	-4,481	-3,000	1,890
APLAC: Alma Place Unit	-202	-1,238	2,350	1,820
AWARM: Affordable Warmth	48	217	70	490
CLAIR: Clean Air	354	1,048	1,870	1,630
CLAND: Contaminated Land	0	0	9,360	9,750
CLCEM: Clitheroe Cemetery	-2,778	-19,705	39,200	36,580
CLDCY: Closed Churchyards	5,320	4,551	5,320	5,320
CLMKT: Clitheroe Market	-114,403	-128,738	-38,660	-48,870
CMGHH: Community Groups - Health & Housing	0	0	20,390	7,280
COMNL: Common Land	462	0	2,400	710
CTBEN: Localised Council Tax Support Admin	-15,816	-25,682	167,920	143,970
DOGWD: Dog Warden & Pest Control	10,137	10,669	126,750	134,590
ENVHT: Environmental Health Services	-100,729	-104,851	336,650	47,370
HGBEN: Housing Benefits	145,174	116,486	146,590	152,310
HOMEE: Home Energy Conservation	296	0	6,130	6,400
HOMES: Homelessness Strategy	-41,580	-60,219	29,000	28,640
HSASS: Housing Associations	0	0	6,510	6,920
HSTRA: Housing Strategy	6,548	5,705	47,880	48,660
IMPGR: Improvement Grants	-19,178	-19,480	74,200	74,060
JARMS: Joiners Arms	7,523	7,327	42,840	55,110
SHARE: Shared Ownership Rents	-1,330	-1,329	-460	-410
SUPPE: Supporting People	200	-33,351	7,420	-25,870

**ACTUAL TO THE END COF NOVEMBER 2021 WITH ORIGINAL ESTIMATE 2021/22 AND PROPOSED
REVISED ESTIMATE 2021/22**

Description	Original Estimate to end of November 2021	Actual and Commitments to end of November 2021	Full Year Original Estimate	Proposed Revised Estimate
UCRED: Universal Credit	-2,880	-1,106	22,400	22,250
Net Cost of Services	-131,027	-254,177	1,053,130	710,600
Associated Movements in Earmarked Reserves				
HGBAL/H337 Equipment Reserve	0	0	-500	-4,480
HGBAL/H339 Housing Related Grants Reserve	67,862	-217	42,820	32,860
Net Cost of Services after Movements in Earmarked Reserves	-63,165	-254,394	1,095,450	738,980

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 13 JANUARY 2022

title: ORIGINAL REVENUE BUDGET 2022/23

submitted by: DIRECTOR OF RESOURCES

principal author: ANDREW COOK

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2022/23, 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 presented to Policy and Finance Committee in September. We were awaiting the outcome of the planned review of local government finances reforms and therefore predicting our budget forecast was extremely difficult with any certainty.
- 2.2 Our forecast in September predicted the following budget gaps; £82k in 2022/23, £139k in 2023/24, £230k in 2024/25, after allowing for the use of general fund balances. However since then there have been a number of significant changes affecting our budget.

Changes since the September Forecast

- 2.3 We have seen significant rises in inflation. CPI rose to 4.2% in October from 3.1% the previous month. In November it rose further to 5.1% and the Bank of England now expect it could peak at 6% next April which is three times higher than the target. Consequently the Bank of England announced an increase in interest rates to 0.25% in December. We had allowed for inflationary increases of 2% for pay and 3% for general price increases in the budget forecast which is significantly lower than the current level. Already we are seeing extra inflationary costs of around £300k more than we had allowed for in the forecast in areas such as fuel, energy and utilities.
- 2.4 The Government announced national insurance contributions will increase by 1.25%. For Ribble Valley we anticipate this cost will be around £90k next year.
- 2.5 A new pay line has been agreed and implemented with effect from October 2021. The estimated cost of this is:

	2021/22	2022/23	2023/24	2024/25
	Estimate	Estimate	Estimate	Estimate
	Part year			
Pay line increase	£75k	£296.1k	£369.8k	£412.1k

- 2.6 Following a submission by the staff involved CMT have recently carried out a rescoring of refuse collection driver posts under the Council's job evaluation scheme. The posts have been re-evaluated at grade Scale 5 as opposed to Scale 4. The impact of this would further increase costs by:

	2021/22	2022/23	2023/24	2024/25
	Estimate	Estimate	Estimate	Estimate
	Part year			
Refuse drivers pay increase	£11.5k	£31k	£39k	£47k

- 2.7 On a more positive note, our council tax base has now been calculated at 24,553 which is

higher than that allowed for in our budget forecast. We had assumed a 1.5% increase. The actual increase is 2.3% which will result in extra income of £29k each year.

- 2.8 In summary therefore the budget gap is estimated to increase next year to £487k before any additional growth requests are put forward by service committees. This is set out below.

2022/23 Estimate £	
Extra Inflation costs – at least	
Pay	71k
Prices	62k
Fuel etc	180k
	313k
National Insurance	90k
Refuse Drivers	31k
Council Tax Base increase	-29k
Previous Shortfall	82k
Budget Gap	£487k

3 2022/23 PROVISIONAL LOCAL GOVERNMENT SETTLEMENT

- 3.1 On 16 December 2021 the Government announced the provisional finance settlement. They have pushed back the review of local government finance another year and announced a one year only settlement. This is the fourth one-year settlement in a row, but it is expected to be the last one before the Government consult on changes to future funding allocations.
- 3.2 Nationally there is a 6.9% increase in councils' core spending power in cash terms between 2021/22 and next year.
- 3.3 The headlines for Ribble Valley are:
- Our core spending power is set to increase by only 0.2% (£11,000) next year from £6.849m to £6.860m.
 - Our Business Rates Baseline funding level is £1.354m which is the same as the current year, however we will receive £111k compensation due to the loss in income we will receive due to the freezing of the business rates multiplier.
 - We have been allocated a small amount of Revenue Support Grant (RSG) of £215 despite RSG increasing nationally by 3.1% for inflation.
 - Our Rural Services Delivery Grant will be £113,250 which is the same as the current year.
 - We will receive an allocation from the Lower Tier Services Grant of £60,754, up from £57,696. We expected this to be a one year only grant last year.
 - A new one off 2022/23 Services Grant has been announced worth £822m. This is to provide funding for all tiers of local government in recognition of our services and includes the costs of the increase in NI contributions. Ribble Valley will receive £93,368.
 - New Homes Bonus (NHB) – The Government have allowed a new round of NHB allocations in respect of 2022/23 which will not attract any future legacy payments. They have also allowed the one remaining legacy payment of £464k which we were aware of and had allowed for. Next year we will therefore receive £741k for 2022/23 along with the legacy payment of £464k ie a total of £1.2m. However, we are relying

on NHB of £1.1m to fund the revenue budget each year. This seems very much a one year only deal for NHB and it does appear the scheme will end next year.

- The Lancashire Business Rate Pool has received designation to continue.
- We will be allowed to increase our council tax next year by £5.

3.4 Factoring the grant settlement into our budget forecast we are better off due to the business rate multiplier compensation (£111k) and the new 2022/23 Services Grant (£93k). We are also better off as a result of the Lower Tier services grant of £60k as we had assumed this was a one year only grant for 2021/22. In total therefore this reduces the budget gap from £487k to £223k.

3.5 We expect there will be transitional protection alongside the implementation of finance reforms going forward. However transitional protection is usually against a council's core spending power. It is important to note the income we receive from business rate growth does not form part of our core spending power. The Government have also made it clear the new one-off 2022/23 Services Grant will not form part of any transitional protection.

4 BUDGET PROCESS

4.1 The fees and charges for this Committee were approved at your last meeting, and the consequential impact of these have been incorporated in to the service budgets shown within this report.

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 2022/23 will also be approved.

5 2022/23 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 3%.

5.2 Within this report the budget is shown in the same manner in which it is reviewed. Each cost centre within the report is shown individually. Behind each cost centre there are detailed subjective level 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 2022/23 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 2021/22:** 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 3% Other:** The budget forecast allows for inflation on pay at 2% and prices at 3% (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 2022/23:** The final column is the total of 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 proposed 2022/23 original estimate net cost of services for this Committee is £1,145,680 after allowing for associated movements in earmarked reserves. When compared with the original estimate budget for 2021/22, this is an increase in net expenditure of £50,230 after allowing for movements in earmarked reserves.
- 6.2 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 2021/22	Inflation at 2% Pay and 3% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital Charges	DRAFT Original Estimate 2022/23
AFHOU: Affordable Rent Properties	-3,000	-320	-310	390		2,280	-960
APLAC: Alma Place Unit	2,350	0	70		80	70	2,570
AWARM: Affordable Warmth	70	0	-70				0
CLAIR: Clean Air	1,870	20	180		110		2,180
CLAND: Contaminated Land	9,360	0			670		10,030
CLCEM: Clitheroe Cemetery	39,200	-130	2,150	-600	2,520	370	43,510
CLDCY: Closed Churchyards	5,320	160					5,480
CLMKT: Clitheroe Market	-38,660	-2,920	2,950	-5,980	1,550	-1,320	-44,380
CMGHH: Community Groups - Health & Housing	20,390	0			-12,950		7,440
COMNL: Common Land	2,400	20			60		2,480
CTBEN: Localised Council Tax Support Admin	167,920	650	-730		14,770		182,610

Cost Centre and Description	Original Estimate 2021/22	Inflation at 2% Pay and 3% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital Charges	DRAFT Original Estimate 2022/23
DOGWD: Dog Warden & Pest Control	126,750	970	1,120		5,200		134,040
ENVHT: Environmental Health Services	336,650	-570	1,300		19,170		356,550
HGBEN: Housing Benefits	146,590	630	-28,500	43,980	19,880		182,580
HOMEE: Home Energy Conservation	6,130	10			-390		5,750
HOMES: Homelessness Strategy	29,000	650		3,990	4,220		37,860
HSASS: Housing Associations	6,510	0			510		7,020
HSTRA: Housing Strategy	47,880	200			690		48,770
IMPGR: Improvement Grants	74,200	-870			9,230		82,560
JARMS: Joiners Arms	42,840	150	2,890	-1,840	2,460	1,020	47,520
SHARE: Shared Ownership Rents	-460	-40			70		-430
SUPPE: Supporting People	7,420	10			390		7,820
UCRED: Universal Credit	22,400	0		2,060	720		25,180
Net Cost of Services	1,053,130	-1,380	-18,950	42,000	68,960	2,420	1,146,180
Associated Movements in Earmarked Reserves	42,320		14,400	-57,220			-500
Net Cost of Services after Movements in Earmarked Reserves	1,095,450	-1,380	-4,550	-15,220	68,960	2,420	1,145,680

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2021/22	Inflation at 2% Pay and 3% Other	Movements in Expenditure	Movements in Income	Movements in Support Services	Movements in Capital Charges	DRAFT Original Estimate 2022/23
EXPENDITURE							
Employee Related Expenditure	15,980	350	1,200				17,530
Premises Related Expenditure	171,740	5,180	6,110				183,030
Transport Related Expenditure	6,410	190	1,120				7,720
Supplies & Services	110,080	3,350	460				113,890
Third Party Payments	12,430	370					12,800
Transfer Payments	5,225,410	0	-27,840				5,197,570
Support Services	1,260,380	0			70,160		1,330,540
Depreciation and Impairment	44,890	0				2,420	47,310
EXPENDITURE Total	6,847,320	9,440	-18,950	0	70,160	2,420	6,910,390
INCOME							
Government Grants	-5,398,760	0		51,980			-5,346,780
Other Grants and Contributions	-27,390	0		-1,950			-29,340
Customer & Client Receipts	-360,920	-10,820		-8,030			-379,770
Miscellaneous Recharges	-7,120	0			-1,200		-8,320
INCOME Total	-5,794,190	-10,820	0	42,000	-1,200	0	-5,764,210
Net Cost of Services	1,053,130	-1,380	-18,950	42,000	68,960	2,420	1,146,180
Associated Movements in Earmarked Reserves	42,320		14,400	-57,220			-500
Net Cost of Services after Movements in Earmarked Reserves	1,095,450	-1,380	-4,550	-15,220	68,960	2,420	1,145,680

7 EARMARKED RESERVES

- 7.1 In the Original Estimate for 2021/22 this Committee planned to transfer £42,320 to earmarked reserves. Looking forward to 2022/23, the proposal included in the estimates is that this Committee plans to transfer £500 from earmarked reserves to support 2022/23 expenditure.
- 7.2 The table below provides a summary of the DRAFT Original Estimate for 2022/23 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 2022/23	Reason for Movement in Earmarked Reserve
Committee Net Cost of Services	1,146,180	
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.
Committee Net Cost of Services after Movements in Earmarked Reserves	1,145,680	

8 KEY VARIATIONS

- 8.1 The proposed 2022/23 original estimate net cost of services for this Committee is £1,145,680 after allowing for associated movements in earmarked reserves. This is an increase of £50,230 from the 2021/22 original estimate. The main reasons for this net increase are summarised in the table below.

Description	Variance - Original Estimate 2021/22 to DRAFT Original Estimate 2022/23 £
<p>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 net recharges reflect the impact of 2% pay inflation for those support services and also the full-year effect of the payline pay increases for Council employees approved in October 2021.</p> <p>Within the overall net increase set out above the budgeted Economic Development and Planning department recharge to Community Groups - Health & Housing has reduced by £12,950, due to less time input to community groups development by the re-organised posts in the Economic Development team.</p>	+68,960

Description	Variance - Original Estimate 2021/22 to DRAFT Original Estimate 2022/23 £
<p>HGBEN – Housing Benefits A recurring increase in net costs for rent allowances is being budgeted for. This is because there are a reducing number of housing benefits cases which include overpayments due to increased electronic data matching at initial housing benefit claim stage. The Council have previously received more income for overpayments cases paid, from a combination of partial subsidy grant received and any overpayments then invoiced for recovery by the Council. Thus, budgeting for less overpayments cases means higher net costs each year going forwards.</p>	+24,950
<p>VARIOUS - Electricity Estimated increase of 38% in electricity costs at Clitheroe Cemetery, Clitheroe Market and the Joiners Arms homelessness unit.</p>	+5,220
<p>CLMKT – Clitheroe Market The stalls and pitches income estimate has been increased for 2022/23 to reflect the higher demand for and increased income in 2021/22 to date from stalls and pitches.</p>	-7,080
<p>VARIOUS – Funding for Homelessness Services £67,910 of Homelessness Prevention Grant 2022/23 funding from DLUHC will be used to partly fund the Council’s homelessness net expenditure in 2022/23 and will not be set aside in an earmarked reserve at year-end. This is an increased use of direct grant funding in-year of £42,890 when compared to the 2021/22 original estimate plan to use £25,020 of grants previously set aside in earmarked reserves to partly fund homelessness net expenditure in 2021/22.</p>	-42,890

9 REQUESTS FOR GROWTH ITEMS

- 9.1 The September budget forecast did not allow for any growth items, on the assumption that past policies would continue, in that any growth should be funded from corresponding savings.
- 9.2 Since September there has been growth approved in respect of a change to the Council’s pay line, to tackle the issues around staff recruitment and retention. This change to the pay-line, as agreed at Policy and Finance Committee in November 2021, has been incorporated into the budgets contained in this report.
- 9.3 There have been a number of other budget growth requests submitted, which have not been included in the budget at this stage, and these are shown at Annex 1. Members are asked to consider these and identify any items that they wish to support. These are summarised in the table below.

Reference	Description	Amount £	Recurring or Non-Recurring
REVHOU01	Alternative System for Dog Waste/Litter Bin Emptying – staff costs, fuel costs and vehicle maintenance costs	258,190	Recurring
REVHOU02	Joiners Arms Standard Fittings for Hostel Flats – furniture and fitting costs and lost rent income	15,000	Non-Recurring
		273,190	

10 RISK ASSESSMENT

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

- Resources: Approval of the original estimate budget for 2022/23 would see an increase in net expenditure of £93,050 compared with the original estimate budget for 2021/22 or an increase of £50,230 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.

11 RECOMMENDED THAT COMMITTEE

11.1 Approve the revenue original estimate for 2022/23 as set out on pages 5 and 6 and submit this to the Special Policy and Finance Committee.

11.2 Consider the requests that have been submitted for growth items in Annex 1 and identify the ones that are supported.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH02-22/AC/AC
4 January 2022

Ribble Valley Borough Council

REVHOU01

Revenue Growth Request Form - Original Revenue Estimate 2022/23

Requested By

Health and Housing Committee

Description of Growth Request**Alternative System for Dog Waste/Litter Bins**

Creation of a new dedicated team to take on the whole task of emptying all the bins (up to a new maximum of 800) twice per week. Calculated that 8 work units would be required (no cover for holidays).

Each unit would need a vehicle. A Ford Transit, caged tipper vehicle is currently available for £38,000 with Euro 6 diesel engine, or will be available at £60,000, full electric (daily range 350km or 219 miles). Because of the price difference and the fact that we don't yet have charging facilities in Salthill Depot for electric vehicles, the working group was content to proceed for the moment, on the assumption that diesel engine vehicles would be the more likely – at least initially.

The Revenue Growth request here is teamed with a Capital Bid for the Vehicles and Additional Bins. (£356,040)

The Revenue Growth Request here is for Staffing, Fuel Costs and Vehicle Maintenance Costs.

Will this Growth be for 2022/23 only (NON-RECURRING) or for every year after too (RECURRING)

RECURRING**Environmental Considerations and Green Credentials**

Because of the price difference and the fact that we don't yet have charging facilities in Salthill Depot for electric vehicles, the working group was content to proceed for the moment, on the assumption that diesel engine vehicles would be the more likely – at least initially.

Any Risks that may need to be considered**Breakdown of Growth Request - Income and Expenditure**

Increased/Decreased COSTS - Enter decreases with a minus sign		£
Assuming staffing Levels Set at 8 FTE		214,760
Total Fuel Costs		19,430
Total Vehicle Maintenance Costs for new fleet of 8 vehicles		24,000
Changes to Revenue Costs		258,190
Increased/Decreased INCOME - Enter increases with a minus sign		£
Changes to Revenue Income		0
Net Revenue Impact of Growth Request		258,190

Requested By

Head of Regeneration and Housing

Description of Growth Request

Joiners Arms Standard Fittings for Hostel Flats

This scheme would introduce a standardised approach to furnishings at the Joiners Arms Hostel at 90 Whalley Road. Each flat would be fitted with a built-in cupboard and draw set with a hanging rail, standard easy chair/s, table and dining chair. This would enable items to be fixed and offer a standardised offer in each unit. At present with the exception of bed units the flats are furnished with pieces sourced from Charity shops or on occasion donated where they are demonstrated to be safety compliant. Furnishings often need replacement regularly as they become damaged, with associated costs for replacement, installation and disposal. Overall the offer is a poor standard and does introduce risks to tenants where furnishings become damaged and are not reported. The introduction of standard furnishings may reduce management and maintenance costs, improve safety and reduce risks. It will contribute overall to a better offer to clients in need of the homelessness service.

Will this Growth be for 2022/23 only (NON-RECURRING) or for every year after too (RECURRING)

NON-RECURRING

Environmental Considerations and Green Credentials

Furnishings would be sourced from commercial suppliers and would be required to meet FSC standards for sustainable timber. Reduced maintenance requirements will reduce the need for maintenance visits and associated travel.

Any Risks that may need to be considered

Materials supply delays and ability to work around voids in flats.

Breakdown of Growth Request - Income and Expenditure

Increased/Decreased <u>COSTS</u> - Enter <u>decreases</u> with a minus sign		£
Equipment (Furniture)		11,800
Internal Staff Time (Works Admin staff time for assembly/fitting)		2,500
Changes to Revenue Costs		14,300
Increased/Decreased <u>INCOME</u> - Enter <u>increases</u> with a minus sign		£
Rent income reduction from voids whilst new furniture installed		700
Changes to Revenue Income		700
Net Revenue Impact of Growth Request		15,000

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 13 JANUARY 2022
title: REVISED CAPITAL PROGRAMME 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2021/22 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 2021/22 CAPITAL PROGRAMME BACKGROUND

2.1 Five capital schemes for this Committee's original estimate budget, totalling £639,640, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2021 and March 2021 respectively. This included four new scheme budgets for 2021/22 and budgets for two 2020/21 schemes that had been moved from the 2020/21 capital programme to the 2021/22 capital programme.

2.2 In addition to the original estimate budget above, the following budget changes have been made so far in 2021/22:

- Three capital schemes were not completed by 31 March 2021 and had unspent budget available at that date. The total unspent budget of £595,170 on those schemes, known as slippage, has been moved into the 2021/22 capital programme budget, after approval by this Committee in June 2021.
- Since approval of the original estimate budget for this Committee, the Disabled Facilities Grants (DFGs) funding for 2021/22 from Central Government has been confirmed as £393,008. 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 2021/22 budget was increased by £46,010 to £393,010.
- Two additional capital schemes, with budgets totalling £55,740, were approved by Policy and Finance Committee in March 2021.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of eight schemes was £1,336,560. This is shown in Annex 1.

3 REVISING THE 2021/22 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 £1,049,100, a reduction of £287,460 from the total approved budget. The reasons for this are as follows:

- **Disabled Facilities Grants (+£47,380):** In Autumn 2021, Onward Homes confirmed that they will contribute £47,377 towards the cost of disabled adaptations carried out at their properties in 2021/22 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 only so the DFGs 2021/22 revised estimate has been increased by £47,380 to £1,007,890.
- **Landlord/Tenant Grants (-£186,740):** Committed expenditure of £15,900 at the end of November 2021 was based on the one scheme approved and completed in-year so far. No other schemes have been approved so far in 2021/22. This reflects reduced landlord interest in the scheme. Proposals continue to be developed to amend the scheme following which further promotion will be undertaken.

Given the above, further grant approvals are unlikely in-year and it is proposed that the 2021/22 revised estimate is reduced to £15,900 and £186,740 of the budget is moved to 2022/23.

- **Clitheroe Market Improvements (-£78,600):** The meetings with market traders began again (following their postponement during lockdowns), but engagement with the casual stallholder traders is also planned, so improvement plans can be developed. The aim is to complete the improvement works in 2022/23, so it is proposed that the 2021/22 revised estimate is reduced to nil and the £78,600 scheme budget is moved to 2022/23.

The temporary improvements to weatherproof the backs of stalls have been completed. In addition, the Council have invested in enhanced Christmas lighting as part of the Welcome Back Fund work and facilitated a Christmas lights switch on.

- **Replacement of Pest Control Van PK13 FJP (-£13,800):** The current van is in good enough condition to continue to be used throughout 2021/22, so the purchase of the new van will now take place in 2022/23. An updated guide price has been obtained for a replacement van. This price, plus additional costs for fitting out the van so it is fit for pest control use, mean the latest cost estimate is now £16,000, which is a £2,200 increase on the current £13,800 scheme budget.

Given the above, it is proposed that the 2021/22 revised estimate is reduced to nil, that the current scheme budget of £13,800 is moved to 2022/23 and that this Committee recommends Policy and Finance Committee to approve additional budget of £2,200 for this scheme in 2022/23.

- **Replacement of Dog Warden Van PE64 EYC (-£13,500):** The current van is in good enough condition to continue to be used throughout 2021/22, so the purchase of the new van will now take place in 2022/23. An updated guide price has been obtained for a replacement van. This price, plus additional costs for fitting out the van so it is fit for dog warden use, mean the latest cost estimate is now £16,000, which is a £2,500 increase on the current £13,500 scheme budget.

Given the above, it is proposed that the 2021/22 revised estimate is reduced to nil, that the current scheme budget of £13,500 is moved to 2022/23 and that this Committee recommends Policy and Finance Committee to approve additional budget of £2,500 for this scheme in 2022/23.

- **Joiners Arms Roof Renewal (-£42,200):** The completion of the scheme is subject to delay due to the lead time for the slate roof tiles (estimated delivery time being August 2022) meaning this will not be complete in the current programme year. The contractor has also notified the Council of an 8% uplift in the slate materials costs from the supplier. The latest scheme cost is £43,050 plus an 8% increase in slate costs, meaning the scheme cost is likely to increase further. The work was ordered on this basis.

Given this, it is proposed that the 2021/22 revised estimate is reduced to nil and the £42,200 scheme budget is moved to 2022/23. Once the final scheme cost is confirmed then an additional budget approval will be requested.

- 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 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure including commitments as at end of November 2021 £
424,300	215,340	595,170	101,750	1,336,560	1,049,100	334,840	337,794

- 3.3 At the end of November 2021 £337,794 had been spent or committed. This is 32.2% of the revised estimate capital programme for this Committee.

- 3.4 Of the four schemes in the capital programme at this stage, two are currently expected to be completed in-year, although one scheme must await the completion of the other scheme before further work can commence, and the other two schemes are on-going grants schemes.

- 3.5 Progress on the three schemes with remaining budgets in 2021/22 is as follows:

- **Disabled Facilities Grants (£685,996):** Committed expenditure at the end of November 2021 was based on seventeen schemes approved in previous years and thirty-one schemes approved so far in 2021/22. In addition to this, there were a further fifteen applications working towards approval, six currently approved schemes where additional approval may be required to fund further work now identified and there were twenty-eight referrals from Occupational Therapists that may become formal applications in the near future. Further referrals and applications are expected in-year.

Progressing grants to approval continues to be delayed particularly by contractor availability and concerns around the Pandemic resulting in less grants being approved and completed 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 2022/23 because this scheme is financed by ring-fenced DFGs grant income from MHCLG and disabled adaptations funding from Onward Homes.

- **Joiners Arms Flats 1 and 2 Renovation (£13,540):** This renovation has been dependent upon the roof renewal works at the Joiners Arms, which are delayed until 2022/23. However, urgent patch repairs will now be undertaken at the Joiners Arms to enable the renovation to go ahead earlier thereby bringing the flats back into use. The flats renovation project should therefore be completed within the programme year.

- **Clitheroe Affordable Housing Scheme (£11,770):** The property is still being temporarily used as a homeless let until the Joiners Arms Flats 1 and 2 Renovation scheme is completed, meaning the final refurbishment works are still to be completed. At this stage, subject to the return of flats 1 and 2 into use (see above) it is possible that this work may now be completed within the programme 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 £287,460 in the level of financing resources needed within the 2021/22 financial year. This reflects £334,840 of budget on five schemes being moved to the 2022/23 financial year, together with the associated capital financing resources, and also the additional DFGs in-year budget of £47,380, which has been financed by additional funding received from Onward Homes. £4,700 additional budget is required for two of the schemes being moved to the 2022/23 financial year. Additional financing of £4,700 must be approved by Policy and Finance Committee before those two schemes can go ahead.
- 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 2021/22 revised estimate for this Committee's capital programme is £1,049,100, with £334,840 proposed to be moved into the 2022/23 financial year.

5.2 £4,700 additional budget approval and financing is required for two schemes being moved to the 2022/23 financial year.

5.3 At the end of November 2021 £337,794 had been spent or committed. This is 32.2% of the revised estimate capital programme for this Committee.

5.4 Of the four schemes in the capital programme at this stage, two are currently expected to be completed in-year, although one scheme must await the completion of the other scheme before further work can commence, and the other two schemes are on-going grants schemes.

6 RECOMMENDED THAT COMMITTEE

6.1 Approve the 2021/22 revised estimate of £1,049,100 for this Committee's capital programme, as set out in Annex 1.

6.2 Approve the transfer of the following capital budgets from 2021/22 to 2022/23:

- Landlord/Tenant Grants, £186,740.
- Clitheroe Market Improvements, £78,600.
- Replacement of Pest Control Van PK13 FJP, £13,800.
- Replacement of Dog Warden Van PE64 EYC, £13,500.

- Joiners Arms Roof Renewal, £42,200.

6.3 Recommend to Policy and Finance Committee the approval of additional budgets on the following capital schemes in 2022/23, subject to additional funding being identified:

- Replacement of Pest Control Van PK13 FJP, £2,200.
- Replacement of Dog Warden Van PE64 EYC, £2,500.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH03-22/AC/AC

4 January 2022

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

HEALTH AND HOUSING COMMITTEE – REVISED CAPITAL PROGRAMME 2021/22

Cost Centre	Scheme	Original Estimate 2021/22 £	Budget Moved from 2020/21 £	Slippage from 2020/21 £	Additional Approvals 2021/22 £	Total Approved Budget 2021/22 £	Revised Estimate 2021/22 £	Budget Moved to 2022/23 £	Actual Expenditure including commitments as at end of November 2021 £
DISCP	Disabled Facilities Grants	347,000	0	567,500	46,010	960,510	1,007,890	0	321,894
LANGR	Landlord/Tenant Grants	50,000	136,740	15,900	0	202,640	15,900	186,740	15,900
CMIMP	Clitheroe Market Improvements	0	78,600	0	0	78,600	0	78,600	0
PVFJP	Replacement of Pest Control Van PK13 FJP	13,800	0	0	0	13,800	0	13,800	0
PVEYC	Replacement of Dog Warden Van PE64 EYC	13,500	0	0	0	13,500	0	13,500	0
PLIAH	Clitheroe Affordable Housing Scheme	0	0	11,770	0	11,770	11,770	0	0
PROOF	Joiners Arms Roof Renewal	0	0	0	42,200	42,200	0	42,200	0
CRENO	Joiners Arms Flats 1 and 2 Renovation	0	0	0	13,540	13,540	13,540	0	0
Total Health and Housing Committee		424,300	215,340	595,170	101,750	1,336,560	1,049,100	334,840	337,794

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 13 JANUARY 2022
title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To ask Committee to consider the future capital programme for this Committee following a review of the existing capital programme, with proposed amendments, and the submission of new scheme bids. The details within this report cover the period 2022/23 to 2026/27.

2 BACKGROUND

- 2.1 This report will review the schemes that were approved in to the capital programme in March 2021, for the financial years 2022/23 to 2024/25. Also, new bids received from Heads of Service covering 2022/23, 2025/26 and 2026/27 are presented for consideration. No bids have previously been requested for 2025/26 or 2026/27.
- 2.2 In the same manner as previous years, all Heads of Service were asked to submit new capital bids. Capital bids from other sources, such as Directors and Committees, have also been considered where appropriate.

3 REVIEW OF THE CAPITAL PROGRAMME 2022/23 TO 2024/25

- 3.1 For this Committee there were originally 3 schemes approved for the financial years 2022/23 to 2024/25, totalling £1,259,700. These schemes are shown in Annex 1.
- 3.2 Review of the schemes by Heads of Service has identified proposed amendments to 1 previously approved scheme, Disabled Facilities Grants, totalling £138,000 over three years. This on-going grants scheme is always included in the capital programme at an indicative value, based on the current year's funding from Central Government, on the understanding that the actual scheme budget for each year will be set to match the actual Central Government grant funding received in that year.
- 3.3 The annual amounts for 2022/23, 2023/24 and 2024/25 included in the previously approved capital programme were £347,000 per year. The current year's funding from Central Government is £393,000, so it is proposed that the Disabled Facilities Grants indicative budgets are increased by £46,000 per year to £393,000 per year for 2022/23, 2023/24 and 2024/25 respectively.
- 3.4 This proposed £138,000 increase in the capital programme budget will be matched by external funding from Central Government, so no increased capital financing is required from the Council's internal resources.
- 3.5 The table below shows the proposed amendment and the financial impact on the 2022/23 to 2024/25 capital programme for this Committee. The proposed amendment is also shown in Annex 1.

	2022/23 £	2023/24 £	2024/25 £	TOTAL £
Previously Approved Capital Programme for Health and Housing Committee (Annex 1)	397,000	465,700	397,000	1,259,700
AMENDMENT 1: Disabled Facilities Grants (matched by Central Government funding)	46,000	46,000	46,000	138,000
Amended Capital Programme for Health and Housing Committee (Annex 1)	443,000	511,700	443,000	1,397,700

4 NEW CAPITAL BIDS FOR 2022/23, 2025/26 AND 2026/27

4.1 Heads of Service were also asked to put forward new bids for 2025/26 and 2026/27. For this Committee, 6 new bids have been submitted covering 2022/23, 2025/26 and 2026/27, totalling £2,170,740. This included 1 bid for 2022/23 received directly from the Health and Housing Committee.

4.2 A summary listing of the 2022/23, 2025/26 and 2026/27 new scheme bids is shown in Annex 2 and detailed information for each new scheme bid is shown in Annex 3.

4.3 This Committee should therefore consider the new scheme bids. Members are also asked to put forward any capital bid suggestions and amendments that they may wish to make at this stage.

4.4 Please note that other committees will be receiving similar reports for new scheme bids. **Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee.**

5 APPROVED SCHEMES, PROPOSED AMENDMENTS AND NEW CAPITAL PROGRAMME BIDS - 2022/23 TO 2026/27

5.1 The table below provides a summary of the financial impact of the currently approved capital programme schemes and also the proposed amendments and new bids that have been received from Heads of Service and this Committee for 2022/23 to 2026/27, **if all bids were to be approved.**

2022/23 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	TOTAL £
799,040	511,700	443,000	1,371,700	443,000	3,568,440

6 EXTERNAL FUNDING

6.1 External funding has been identified for the Disabled Facilities Grants scheme – £1,965,000 of indicative funding included (£393,000 per year for 5 years). The scheme is included in the capital programme on the basis that expenditure is fully financed by Central Government Disabled Facilities Grants funding each year.

7 ADDITIONAL REVENUE COSTS

7.1 A number of schemes include details of additional revenue costs, or potential revenue net savings.

7.2 The most significant of these is in respect of the capital bid in respect of the 'Alternative System for Dog Waste/Litter Bins Emptying' (Bid CAPHOU01).

7.3 In considering this scheme, members should be mindful of the additional revenue impact that this capital scheme would commit the council to. The capital scheme is for £356,040, and this would also commit the council to recurring annual revenue costs of £258,190.

7.4 These corresponding additional revenue costs are considered in the Original Estimate 2022/23 Revenue Budget report under the Growth Items.

8 RISK ASSESSMENT

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

- Resources – The **proposed amendments** and **new bids** that have been submitted for this Committee would increase the capital programme by £2,308,740.

This would require additional funding of £1,384,740. This is on the basis that the £924,000 increase in the Disabled Facilities Grants scheme budget over five years will be fully financed by Central Government Disabled Facilities Grants funding.

- 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.

9 CONCLUSION

9.1 There are currently 3 schemes in the proposed capital programme for this Committee for the period 2022/23 to 2024/25, totalling £1,397,700, after factoring in 1 proposed amendment which increases the capital programme budget by £138,000.

9.2 There are 6 new capital scheme bids covering 2022/23, 2025/26 and 2026/27, totalling £2,170,740.

10 RECOMMENDED THAT COMMITTEE

10.1 Confirm the schemes in the previously approved Capital Programme.

10.2 Request £138,000 of additional budget from Policy and Finance Committee for the changed estimates on the Disabled Facilities Grants scheme between 2022/23 and 2024/25. This proposed increased budget is on the basis that it is fully financed by Central Government Disabled Facilities Grants funding each year.

10.3 Consider the new capital bids and consequential additional revenue costs for 2022/23, 2025/26 and 2026/27 and determine which should be forwarded to Policy and Finance Committee to be considered as part of the Overall Capital Programme, and as part of the revenue budget, for associated revenue costs.

SENIOR ACCOUNTANT
CM04-22/AC/AC
4 January 2022

DIRECTOR OF RESOURCES

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

Health and Housing Committee
Previously Approved Capital Programme and Proposed
Amendments Summary – 2022/23 to 2024/25

HEALTH AND HOUSING COMMITTEE	2022/23 £	2023/24 £	2024/25 £	TOTAL £
Disabled Facilities Grants	347,000	347,000	347,000	1,041,000
Landlord/Tenant Grants	50,000	50,000	50,000	150,000
Drainage to New Section of Clitheroe Cemetery		68,700		68,700
Previously Approved Capital Programme for Health and Housing Committee	397,000	465,700	397,000	1,259,700
AMENDMENT 1: Disabled Facilities Grants (matched by Central Government funding)	46,000	46,000	46,000	138,000
Amended Capital Programme for Health and Housing Committee	443,000	511,700	443,000	1,397,700

Health and Housing Committee
Summary of New Capital Bids for 2022/23, 2025/26 and 2026/27

Bid Number	Schemes	2022/23 £	2025/26 £	2026/27 £	TOTAL £
CAPHOU01	Alternative System for Dog Waste/Litter Bins Emptying	356,040			356,040
CAPHOU02	St Mary's Closed Churchyard Fence Works		23,300		23,300
CAPHOU03	Supporting Affordable Housing Delivery		585,400		585,400
CAPHOU04	Temporary Housing Scheme		320,000		320,000
CAPHOU05	Disabled Facilities Grants (matched by Central Government funding)		393,000	393,000	786,000
CAPHOU06	Landlord/Tenant Grants		50,000	50,000	100,000
Total - 2022/23, 2025/26 and 2026/27 New Bids for Health and Housing Committee		356,040	1,371,700	443,000	2,170,740

Ribble Valley Borough Council

CAPHOU01

Capital Scheme Bid Form for **2022/23**

Health and Housing Committee bid

Capital Scheme Title

Alternative System for Dog Waste/Litter Bins Emptying - Vehicles and New Bins

Brief Description of the Scheme

At its October 2021 meeting the Health and Housing Committee approved to submit a capital bid and an associated revenue growth bid to underpin the planned implementation of an alternative system for dog waste/litter bin emptying across the whole of the borough. There are currently 560 bins in total across the borough and these are currently emptied in different ways by different teams of Council staff. The majority of bins are normally emptied once a week. The alternative system is proposed against a background of increasing dog ownership and in response to increased complaints of full and overflowing bins and evidence of increased misuse of bins and fly-tipping.

The alternative system responds to increased dog waste/litter bin emptying requirements by:

- Increasing the number of dog waste/litter bins to 800, which is an increase of 240 bins.
- Emptying each bin twice a week on a consistent basis, through the use of a new dedicated team of 8 additional staff with 8 additional vehicles.

This capital bid of £356,040 is for the purchase and installation of 240 new bins and the purchase of the 8 transit caged tipper vehicles. **The bid is for the 2022/23 financial year, to support the prompt introduction of the alternative system for dog waste/litter bin emptying.**

Environmental Considerations and Green Credentials

Full and overflowing bins and fly-tipping have negative impacts on the environment and present public health risks.

Use of electric vehicles considered but not pursued at this stage because of the high cost and the Council does not yet have charging facilities for electric vehicles at Salthill Depot.

A Breakdown of Your Bid

Costs	£
Equipment/Materials - Bins	52,040
Equipment/Materials - Vehicles	304,000
Total Capital Costs	356,040

Please detail other solutions that you have considered but dismissed.

Enhancing the existing systems by the addition of supplementary resources - this option had its merits but the new stand alone service system was preferred given its sole focus on dog waste/litter bin emptying.

Timescale for Completion

2022/23

Any Risks to Completion

None identified.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter decreases with a minus sign	£
Employee costs per annum - 8 staff posts	214,760
Fuel costs per annum - 8 vehicles	19,430
Vehicle maintenance costs per annum - 8 vehicles	24,000
Changes to Revenue Costs	258,190
Changes to Revenue Income	0
Net Revenue Impact	258,190

Head of Service

Head Of Engineering Services

Capital Scheme Title

St Mary's Closed Churchyard Fence Works

Brief Description of the Scheme

The churchyard at St Mary's Church, Clitheroe is classed as a closed churchyard and is the responsibility of this council.

A number of years ago a risk assesment was carried out on the drop in level between the churchyard and St Mary's Street. At that time the council's insurance company were consulted. An internal risk assessment was carried out. As a result a small section of fence and a gate was installed warning of the danger to the public in this section of the churchyard. The grass on this area still had to be cut by the council's grounds maintenance section but the staff were made aware of the dangers.

No fence to the large drop has been erected to date.

The issue has been raised again with the insurers and they have stated that another risk assessment should be undertaken.

The churchyard is located in a conservation area and the depth of the drop is such that the proposed fence cannot be climbed. Thus, it is expected that the price of the fence will be substantial.

Environmental Considerations and Green Credentials

None considered.

A Breakdown of Your Bid

Costs		£
Contractors		5,600
Equipment/Materials		16,900
Internal Staff Time		200
Planning Fees/Building Regulations		600
Total Capital Costs		23,300

Please detail other solutions that you have considered but dismissed.

Timescale for Completion

2025/26.

Any Risks to Completion

Lead times for some of the materials need to be considered before work commences.
Churchyard in conservation area so permissions may take a long time.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
There is no maintenance budget for this closed churchyard and costs would normally have to be paid out of the Estates budget.		
Changes to Revenue Costs		0
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head of Regeneration and Housing

Capital Scheme Title

Supporting Affordable Housing Delivery

Brief Description of the Scheme

The scheme is to acquire up to 3 housing units. These will be likely to be rented to households in need nominated from our waiting lists. The scheme will result in additional affordable housing stock being provided by the Council, in particular seeking to address delivery in those areas where supply from other sources is constrained. Typically new-built housing sites tend to be located at larger settlements limiting the delivery of additional units from this source through development. Whilst it is not the intention to preclude delivery in larger settlements which may offer increased value for money benefits, the scheme will be seeking to respond to opportunities to acquire properties to meet identified housing pressures such as smaller starter homes and housing solutions for young people. The scheme will be targeted at acquiring market stock but could include conversion where a suitable property becomes available. The capital scheme will provide cost to purchase and undertake improvements to enable the Council to offer the unit as an affordable rented home. The availability of rental units is becoming increasingly challenging in the area and is set to become more so as private sector solutions are less likely to be forthcoming. This will help address a key area of need identified through the Council's evidence base. This project is a further phase in the Council using its role as a Registered Provider to be proactive in supporting delivery of affordable housing. The Council has successfully delivered 3 properties since late 2019 as part of a pilot approach using Section 106 monies to provide 2 units in Longridge and 1 in Clitheroe, enabling the Council to monitor issues around direct housing delivery in terms of costs and the implications for management and administration. Units acquired under this scheme would be delivered by way of a management agreement with an appropriate body (existing properties are managed through an agreement with MossCare St Vincents) which provides an effective management approach and protects the Council's interests. There may be the potential to use £45,000 of Landlord/Tenant Grants funding from that existing capital scheme for renovations on this scheme.

Environmental Considerations and Green Credentials

Units delivered through this scheme would be upgraded where appropriate to include energy efficiency measures to the fabric of the property. In sourcing properties energy efficiency would be taken into account in the decision to purchase and opportunities to link with other sources of funding would be sought.

A Breakdown of Your Bid

Costs	£
Cost of Land	540,000
Contractors	39,400
Other	6,000
Total Capital Costs	585,400

Please detail other solutions that you have considered but dismissed.

Options for delivery are limited, private sector has traditionally provided schemes. The Council could act in its own right as a developer and acquire land and develop housing units but this is higher risk, resource and skill intensive, which the Council is not geared towards. The Council could consider as an alternative leasing properties to then sub let but this does not give the Council an asset and again generates risk to the Council as landlord.

Timescale for Completion

Timeframes would be dependent upon availability of properties and the nature of any renovations necessary to bring the property up to appropriate standard. This can be condensed by careful selection of turnkey properties but this will always be reflected in the price. Following approval of the capital scheme and the project principle, early properties could be sourced and delivered as soon as 3 months, subject to approval and conveyancing process. The process to source units would commence as soon as the capital scheme is agreed and the delivery year commences in financial year 2025/26. If agreed as a scheme it would be possible to consider moving the scheme forward for earlier delivery, subject to capital funding being available.

Any Risks to Completion

Lack of suitable properties is the main risk. As the scheme relates to house purchase there are associated risks with schemes not progressing but against which costs to purchase may have been incurred. The scheme will also be at risk from housing market increases over the longer term, however costs have been inflated to reflect delivery in 2025/26.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign		£
Revenue budget costs, as per current agreements - repairs and building insurance budgets.		2,200
Changes to Revenue Costs		2,200
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
Rental Income from 3 properties based on LHA rates adjusted for rental agreement registered provider costs (1x3 bed, Longridge) and (1x2 bed and 1x3 bed Clitheroe)		-13,500
Changes to Revenue Income		-13,500
Net Revenue Impact		-11,300

Head of Service

Head of Regeneration and Housing

Capital Scheme Title

Temporary Housing Scheme

Brief Description of the Scheme

This project focuses on the delivery of additional flexibility for the Council to meet demands for temporary housing. It proposes the purchase of two units of accommodation, one to serve Clitheroe and one to serve the Longridge area. These units would be operated as temporary short stay accommodation, but could also provide the flexibility to meet temporary safe house provision in connection with the Council's Domestic Abuse duties if necessary. Increasing demands on temporary accommodation are leading to greater use of bed and breakfast accommodation which is not appropriate in relation to families and victims of Domestic Abuse. Supplementing the general accommodation available at the Council's homeless unit (Joiners Arms), it would enable the Council to respond to demand of the service by offering a wider temporary offer. There may be the potential to transfer £20,000 funding from the Landlord/Tenant Grants capital scheme to support costs on this scheme.

Environmental Considerations and Green Credentials

Environmental considerations and Green Credentials of property sources would be taken into account, for example construction type and existing energy efficiency measures. Where renovation was required opportunity to improve energy efficiency and mitigating for carbon would be implemented within the scope of the budget.

A Breakdown of Your Bid

Costs	£
Cost of Land	300,000
Contractors	20,000
Total Capital Costs	320,000

Please detail other solutions that you have considered but dismissed.

Main option is to manage with bed and breakfast. However, in line with guidance, bed and breakfast should not be used for families with children. Shared mixed hostel accommodation is not appropriate for Domestic Abuse victims and will mean support will not be available through standard contracts. Support would need to be delivered by the Council as it would be excluded from existing commissioned services and there is a consequent risk to the ability of the Council to meet its statutory duties.

Timescale for Completion

It is anticipated that as a minimum properties could be delivered within 6 months from the commencement of the capital year, subject to suitable properties becoming available.

Any Risks to Completion

The cost of property will be subject to market fluctuations, the risk that conveyancing can break down before completion and that suitable properties in an appropriate condition cannot be sourced.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
Cleaning	600
Repairs & Maintenance	1,800
Council Tax	600
Utilities and Insurance	1,100
Furnishings	1,700
Changes to Revenue Costs	5,800
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
Tenant Rental Income (includes service charge)	-8,000
Changes to Revenue Income	-8,000
Net Revenue Impact	-2,200

Head of Service

Head of Regeneration and Housing

Capital Scheme Title

Disabled Facilities Grants

Brief Description of the Scheme

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

This bid is for £393,000 per year for both 2025/26 and 2026/27. The yearly bid amounts are indicative only and are based on the current year's Disabled Facilities Grants funding from Central Government. The actual scheme budget for each year will be set to match the actual government grant funding received in each year.

Environmental Considerations and Green Credentials

Any construction is to be carried out to comply with current Building Regulations. Providing facilities to enable people to remain in their own homes can reduce the need for additional specialist buildings to be created.

A Breakdown of Your Bid

Costs		£
Grants 2025/26		393,000
Grants 2026/27		393,000
Total Capital Costs		786,000
Funding (Please List Any External Funding Below)		£
DFGs FUNDING FROM DLUHC (PER ANNUM)		-393,000
Total External Funding		-393,000

Please detail other solutions that you have considered but dismissed.

Not Applicable - Grant funded scheme for DFGs only.

Timescale for Completion

The Disabled Facilities Grants budget operates throughout the financial year.

Any Risks to Completion

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

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

Revenue Budget Implications - Income and Expenditure

Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
Administration fees are paid to the Council for any individual DFG schemes that the Council's Housing and Surveyors teams administer. The administration fee on each individual DFG scheme is 10%. The actual administration fee income varies each year, dependent on the number of schemes completed.		
Changes to Revenue Income		0
Net Revenue Impact		0

Head of Service

Head of Regeneration and Housing

Capital Scheme Title

Landlord/Tenant Grants

Brief Description of the Scheme

The scheme match funds a landlord's investment in a property in return for an affordable rental property. Conditions of the grant are nomination rights and a set rent level in line with LHA. The scheme is crucial for move-on accommodation for families in temporary accommodation as the social housing waiting list is so long. The scheme is also used to bring empty properties back into use.

This bid is for £50,000 for 2025/26 and £50,000 for 2026/27.

Environmental Considerations and Green Credentials

A Breakdown of Your Bid

Costs		£
	Grants 2025/26	50,000
	Grants 2026/27	50,000
	Total Capital Costs	100,000

Please detail other solutions that you have considered but dismissed.

Timescale for Completion

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

Any Risks to Completion

Demand for the scheme.

Revenue Budget Implications - Income and Expenditure

Changes to Revenue Costs		0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign		£
Administration fees are paid to the Council for any individual LTG schemes that the Council's Housing and Surveyors teams administer. The administration fee on each individual LTG scheme is 5% + VAT. The actual administration fee income varies each year, dependent on the number of schemes completed.		
Changes to Revenue Income		0
Net Revenue Impact		0

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

DECISION

meeting date: THURSDAY, 13 JANUARY 2022
title: APPOINTMENT OF LOCAL AUTHORITY PROPER OFFICERS
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: MATTHEW RIDING – ACTING HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

- 1.1 To advise Committee of the transfer of health protection roles and responsibilities from Public Health England to the UK Health Security Agency (UKHSA) with effect from 1 October 2021.
- 1.2 To seek Committee’s approval of amendment of the scheme of delegation with regard to the appointment of “proper officers” for the purpose of the Health Protection (Notification) Regulations 2010 (“the Regulations”).
- 1.2 Relevance to the Council’s ambitions and priorities:
- Council Ambitions – To make people’s lives safer and healthier and to protect and enhance the existing environmental quality of the Ribble Valley.
 - Community Objectives – To promote and support health, environmental, economic and social wellbeing of people who live and work in and who visit the Ribble Valley.
 - Corporate Priorities – To be a well-managed Council providing efficient services based on identified customer needs.
 - Other Considerations – To agree essential support/service partnerships with other health providers.

2 BACKGROUND

- 2.1 As a district Council, Ribble Valley Borough Council is required to authorise medical officers to give advice and act on its behalf under the following legislation:
- Public Health (Control of Disease) Act 1984 (as amended).
 - The Health Protection (Notification) Regulations 2010.
- 2.2 Due to the transfer of roles and responsibilities from Public Health England to UKHSA, the Council’s scheme of delegation to officers (including “proper officers” under the above legislation) requires updating.

3 ISSUES

- 3.1 Due to the changes in structure and the transfer of roles and responsibilities, it is proposed that the scheme of delegation to officers be amended by the removal of identified officers of Public Health England for the purposes of Regulations 2, 3 and 6 of the Regulations, and their appointments be replaced by the appointment of “Consultants in Health Protection/Consultants in Communicable Disease Control employed by the UKHSA North West”. These Regulations relate to the receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients or dead persons.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – On the next revision of Part 3(2) of the Council’s Constitution, the replacement of the identified proper officers by the Consultants identified in paragraph 3.1 above.
- Political – No implications identified.
- Reputation – Ensures that proper arrangements are in place to deal with foreseeable situations relating to infectious disease.
- Equality & Diversity – No implications identified.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the authorisation of Consultants in Health Protection/Consultants in Communicable Disease Control employed by the UKHSA North West for the duties stated in paragraph 3.1 to act on behalf of Ribble Valley Borough Council.

MATTHEW RIDING
ACTING HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Matthew Riding, extension 4470.

REF: MR/CMS/H&H/13 JANUARY 2022

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

DECISION

meeting date: THURSDAY, 13 JANUARY 2022
title: HOMELESS OVERVIEW
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To provide Committee with a general update and overview of all the various grant awards available to the housing needs service. To also seek endorsement for the continuation of a joint management approach of the Longridge unit of temporary accommodation through a Licence Agreement.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives }
 - Corporate Priorities }
 - Other Considerations }
- To ensure those at risk of the homelessness or those rough sleepers are offered suitable accommodation.

2 BACKGROUND

2.1 The report collates all the various grant awards that are available to the housing department in the delivery of the homeless service and to ensure Members are fully aware of each of the different funding streams and the conditions of spend.

2.2 In addition the report seeks approval from Committee in respect of the temporary accommodation unit at Wellbrow Drive, Longridge. Ribble Valley Borough Council has used 23 Wellbrow Drive as temporary accommodation for over 5 years. It is a ground floor one bed unit that is let fully furnished under a simple Licence Agreement.

2.3 The unit is let on a temporary basis and the average length of stay in the property is 16 weeks. The property is owned by Onward and the Council have full nomination rights. The arrangement to use the property previously dates to the Transfer Agreement from 2008.

3 ISSUES

3.1 In 2021, Onward informed Ribble Valley Borough Council that they no longer wanted to keep 23 Wellbrow Drive on their general stock portfolio, due to the level of turnover in the property. To protect the Council's interests a simple Licence Agreement was put in place to ensure the unit remained available to the Council with the Council taking responsibility for the rent whilst retaining nomination rights.

3.2 The Agreement ensures all maintenance issues are still the responsibility of Onward but all rent is paid direct from Ribble Valley Borough Council and therefore any void costs must be covered by the homeless service budget. The unit is essential for addressing temporary accommodation demand in Longridge and demands are such that voids are minimal. Whilst this is a change to the previous arrangement, most importantly it ensures continued use of the unit. The approach has worked satisfactorily but needs to be formalised within the budget. Over the year the estimated net expenditure budget is attached at Appendix 1.

3.3 Members are asked to consider and endorse the continued delivery of the flat under a licence arrangement and that the Council continue to be responsible for the rent, furnishing and insuring the contents.

4 OVERVIEW OF GRANTS AVAILABLE

4.1 Several sources of grant funding are made available to the Council to use to address Homelessness issues. In most cases these are provided by Government to meet identified needs by way of allocation. Other funding sources are delivered by way of a bidding process which can be either done by the Council itself or through schemes where joint bidding with appropriate partners is encouraged.

4.2 For information the current sources of funding are summarised below:

- **Homeless Prevention Grant Winter Exceptional Top Up Allocation 21/22**

The Government recently announced addition ringfenced top up grant of £14,200 for homelessness prevention. The purpose of this exceptional one-off payment was to support low-income private renters, as Covid 19 related rent arrears to avoid eviction or find a new home.

The allocation must not be spent on temporary accommodation and procedures for committing spend has been reported to CMT.

- **Accommodation for Offenders - MHCLG Grant**

This grant was reported to Members as an information item. The scheme was a joint bid across East Lancashire with Pendle as the lead. The overall grant was £180,000, this includes £123,000 to provide a support contract to assist individuals with rehousing on release from prison. The support contract was awarded to Calico.

Part of the grant was £75,000 which was to be distributed as individual £1000 maximum grants to provide individuals with help with funds/rented furniture etc. RVBC have received £10,000 allocation with a maximum of 10 individuals. This service is proving to be extremely valuable and currently the service is supporting 5 individuals in Ribble Valley.

- **Homeless Prevention Grant 20/21**

MHCLG confirmed the award of £67,912 to be used to fund homeless expenditure in 2021/22. The grant received is being used to fund overall homelessness costs incurred within the homelessness service. The Joiners Arms, all temporary accommodation units, Peel Street, Alma Place and Wellbrow Drive.

MHCLG have specified that this funding must be used in 2021/22.

- **Rough Sleeping Initiative – 2020/21**

This grant was received to help and deal with homelessness and rough sleeping by providing funding for emergency accommodation or support for those at risk of rough sleeping. A total of £8000 for quarters 1-4 in 2021/22 has been received.

- **Protect and Vaccinate 2021/22 allocations**

This award is for accommodating rough sleeping to try and find them a self-contained unit. Given the new threat posed by the Omicron variant, the Department of Levelling Up Housing and Communities recognises the need for

further support. This includes an element of vaccinations incentivisation to take over additional transport costs, meal vouchers or support staff. The total award is £10,000 with £8,855 for accommodation and £1,145 of vaccination funds. The notification for this award was released on 20 December 2021.

5 RISK ASSESSMENT

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

- Resources – The introduction of a specific budget heading relating to the Wellbrow property improves transparency and enables more effective monitoring. The main financial risk is that there may be rental voids that the Council will need to address however given that this is currently the only unit available to the Council in Longridge and faced with growing demands for accommodation the void risk is considered extremely low. For budget purposes an assumed void rate is included in the budget estimate of 5 weeks.

It is also important to note that the agreement is based on a 1-month notice period enabling the Council to minimise its risk if it was decided it was no longer necessary to retain the accommodation.

In relation to information on funding it is important that all the allocated grant awards are utilised to address housing needs in the borough.

- Technical, Environmental and Legal – Monitoring expenditure against each of the specified budgets is required and returns made for each budget.
- Political – It is important that the Council utilise grant awards to assist households whenever possible.
- Reputation – It is essential that RVBC remains aware of all the current schemes and are able to access or refer in when appropriate.
- Equality & Diversity – Ensure all awards are available and accessible

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the continued use of 23 Wellbrow Drive, Longridge, under a Licence Agreement
- 6.2 Agree a total budget for the property as per Appendix 1 to recommend to next Policy and Finance Committee
- 6.3 Note the various grant schemes available along with their limitations in terms of usage.



PP
RACHAEL STOTT
HOUSING STRATEGY OFFICER



NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT
& PLANNING

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

23 Wellbrow Drive – Indicative Budget

	Budget £
Rent, service charges and furniture and equipment charge income	-5,160
Expenditure:	
Electricity	50
Gas	50
Rent of Buildings	5,050
Council Tax Payments	130
	50
Water	
Insurance	50
Purchase of Equipment & Materials	610
Telephone Lines	50
Total Expenditure	6,040
Net Expenditure per annum	880

Estimates Based on 21/22 costs

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

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