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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, 9 JUNE 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. **APPOINTMENT TO WORKING GROUPS** (Pages 9 - 10)
Report of the Chief Executive enclosed.
6. **CAPITAL OUTTURN 2021/22** (Pages 11 - 16)
Report of the Director of Resources enclosed.
7. **HOMEWISE GRANT PAYMENT** (Pages 17 - 20)
Report of the Director of Economic Development and Planning enclosed.

ITEMS FOR INFORMATION

8. MINUTES OF WORKING GROUPS

9. HOMES FOR UKRAINIANS (Pages 21 - 22)

Report of the Director of Economic Development and Planning enclosed.

10. ASYLUM TRANSFORMATION (Pages 23 - 24)

Report of the Director of Economic Development and Planning enclosed.

11. CLITHEROE MARKET IMPROVEMENTS (Pages 25 - 32)

Report of the Director of Economic Development and Planning enclosed.

12. FOOD SERVICE PLAN (Pages 33 - 36)

Report of the Chief Executive enclosed.

13. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

None.

14. EXCLUSION OF PRESS AND PUBLIC

ITEMS FOR DECISION

None.

ITEMS FOR INFORMATION

15. GRANTS UPDATE (Pages 37 - 40)

Report of the Director of Economic Development and Planning enclosed.

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

Minutes of Health and Housing

Meeting Date: Thursday, 17 March 2022, starting at 6.30 pm
Present: Councillor M Hindle (Chair)

Councillors:

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

In attendance: Head of Regeneration and Housing and Director of Economic Development and Planning

Also in attendance: Councillors

746 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillor D O'Rourke.

747 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13 January 2022 were approved as a correct record and signed by the Chairman.

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

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

749 PUBLIC PARTICIPATION

There was no public participation.

750 IMPROVEMENTS TO CLITHEROE MARKET

The Director of Economic Development and Planning submitted a report outlining the potential options the Council has in undertaking further improvements to the existing Clitheroe Market.

The Director of Economic Development and Planning reminded members that in September 2019 they had agreed to some improvements in respect of revamping the existing market using the existing allocated capital fund of £175,000, that had all been actioned prior to the Covid-19 pandemic except the removal of the stalls from the bullring. There was £78,000 remaining in the budget.

She outlined the issues and suggested a way forward with the bull ring area as a key area for future improvements. She highlighted the options that had been examined including removing all the bull ring stalls, improving the visual appearance of the existing stalls and replacing the existing stalls with timber cabins.

As the Clitheroe Food Festival is scheduled, none of the stalls would be removed until after this event, so there is some time to consider the best option for the market improvements.

The Director of Economic Development and Planning informed members that four temporary market stalls had been purchased and LCC had been contacted to establish whether these could be erected on Castle Street for one day to promote Clitheroe market with a similar event in Longridge.

She also drew members attention to the poor state of the bin storage area which would be investigated.

Members discussed the options outlined and agreed that timber cabins to replace the stalls in the bull ring might be a good choice. It was also raised that the market area being the responsibility of Health and Housing committee instead of Economic Development or Planning seemed incongruous.

RESOLVED THAT COMMITTEE:

1. Agree to officers investigating the options of replacing the existing stalls with modern market cabins and to report the findings back to a subsequent committee; and
2. Agree to officers considering options for improving the visual appearance of the bin storage area.

751

AFFORDABLE HOUSING COMMUTED SUMS

The Director of Economic Development and Planning submitted a report requesting committee to look at options to pursue in respect of the use of receipted commuted sum monies to deliver additional affordable home to address the housing needs of the borough.

Members were reminded that where possible in seeking developer contributions the affordable housing was provided on the application site, however, where it could be robustly justified an off-site contribution in lieu of on-site provision was accepted.

Over the last 5 years there had been 7 sites where a commuted sum had been agreed and collected as opposed to on-site delivery of affordable housing.

Members had approved the use of the commuted sum from Barnacre Road, Longridge to purchase 2 units in Longridge that were both affordable and now managed by Mosscafe St Vincent's, and subsequently also the purchase of a property in Clitheroe for two commuted sums from Clitheroe Road, Barrow and Peel Park Ave, Clitheroe.

With regard to the remaining off-site affordable housing commuted sums there was £2,059,850.34 available that had yet been committed. The £1.6m relating to the development of Dilworth Lane, Longridge would be the subject of a separate proposal at a later date, however the report outlined options for the other monies available in Chatburn, Barrow and Chipping.

Members discussed the meaning of 'affordable' and how the equity share option would work in allowing people to get onto the housing ladder, as well as the Council building their own houses.

RESOLVED THAT COMMITTEE:

1. Ask officers to explore the equity share option to enable residents of the Borough to get a first step on the housing ladder which is similar to schemes provided by Central Government and agree the principles of the scheme policy as outlined in the report. The policy will be brought back to the next committee for information;
2. Agree to utilising the receipted commuted sums as follows
 - a) Land at Chatburn Old Road, Chatburn – deliver an Equity Share option for first time buyers in Chatburn
 - b) Land at East of Clitheroe Road, Barrow and Peel Park Ave, Clitheroe – deliver an Equity Share option for first time buyers in Barrow
 - c) Land at Church Raike, Chipping and Buildings and Land at Dog and Partridge, Hesketh Lane, Chipping – on receipt of all the commuted sums from the two schemes: deliver an Equity Share option for first time buyers in Chipping.
3. Refer the above to Policy and Finance committee for 2022/23 budget approval.

752

HOMELESS STRATEGY 2021- 2024

The Director of Economic Development and Planning submitted a report presenting the updated draft Homeless Strategy 2022 – 2025 for approval for consultation with all relevant partners.

The document set out the priorities for the service and addressed the key areas of housing need which should be informed by consultation. A housing forum would be arranged to give partners an opportunity to discuss and consider the content.

Members were impressed with the document but asked that there be an executive summary included and perhaps some statistical information about the homeless persons presenting to the Council.

RESOLVED THAT COMMITTEE:

1. Agree the Homeless Strategy 2022 – 2025 to go out to consultation, the response from which is considered by 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 that warrant further consideration by members that the strategy be adopted, and
2. Delegate to the Director of Economic Development and Planning authority to undertake any technical updates and amendments to assist interpretation, clarity or accuracy where there is no change to policy intent.

753

PROPOSED REVISED LANDLORD TENANT GRANT POLICY

The Director of Economic Development and Planning submitted a report outlining a revised renovation grant policy and introducing a renovation grant offer to first time buyers. This had followed a review of the landlord tenant grant scheme for which there was a budget of £236,000 in the 2022/23 financial year.

In considering the options around the renovation grants, taking into account the significant reduction in take up of the landlord tenant grant scheme, several issues and concerns had been identified and revisions suggested. These were outlined in detail in the report with specific reference to landlords, LHA rate and first-time buyers and a new draft policy was included for consideration.

RESOLVED THAT COMMITTEE:

1. Approve the revised discretionary private sector grant policy for a 12-month trial period;
2. Approve the use of the Central Lancashire LHA rate for a 12-month trial period;
3. Confirm officers trialling a First Time Buyers Grant for a 12-month trial period, this to be referred to Policy and Finance committee, and
4. Delegate a review of the above three changes to officers to report back to a future committee following the 12-month period.

754 REVENUE MONITORING 2021-22

The Director of Economic Development and Planning submitted a report providing committee with information relating to the progress of the 2021/22 revenue budget as at the end of January 2022.

The comparison between the actual expenditure and the revised revenue estimate for this committee at the end of January 2022 shows a net underspend of £81,750 after allowing for transfers to and from earmarked reserves.

The largest underspend to date is the Housing Benefits rent allowance payments underspend of £41,769. This was likely to be broadly matched by reduced Housing Benefits subsidy grant income at year-end, meaning there was unlikely to be a significant underspend at year-end.

755 CAPITAL PROGRAMME 2022-23

The Director of Resources submitted a report informing members of the schemes approved for inclusion in this committee's 2022/23 capital programme.

This committee has a capital programme for 2022/23 of six schemes totalling £782,540. The Disabled Facilities Grants scheme budget is currently an indicative amount. The actual scheme budget would be confirmed when the 2022/23 grant allocation from central government was notified to the Council. Additional budget approval would be required for the Joiners Arms Roof Renewal scheme in 2022/23 once the final scheme cost was confirmed. Any slippage on schemes in the 2021/22 capital programme would be reported to committee.

756 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

757 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

758

HOUSING GRANTS UPDATE

The Director of Economic Development and Planning submitted a report for information on recent approvals for seven Disabled Facilities grants and seven Ribble Valley Adaptation grants. No new landlord/tenant capital grants had been approved since the last committee report.

The meeting closed at 7.30 pm

If you have any queries on these minutes please contact the committee clerk, Olwen Heap 01200 414408 olwen.heap@ribblevalley.gov.uk.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

DECISION

meeting date: 9 June 2022
 title: APPOINTMENT TO WORKING GROUPS 2022/23
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

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

2 BACKGROUND

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

3 ISSUES

- 3.1 The following working groups come under the remit of the Health & Housing committee and are active working groups. Officers recommend that they are re-established. The membership of these working groups for 2022/23 needs to be decided.

Strategic Housing WG	3 Conservatives + 1 Lib Dem + Chair of Planning & Development
Health & WellBeing Partnership	4 Conservatives + 1 Lib Dem + 1 Independent

- 3.2 Working groups meet when there is a need to move an issue forward in between committee meetings. For some, this is on an annual basis and for others it can be as often as monthly.
- 3.3 Agendas, reports and minutes are done by the officers that serve on the working group. The minutes of each meeting are reported back to the parent committee once approved by the working group so that they are kept informed of progress.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with working groups is included in the budget for 2022/23.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 RECOMMENDED THAT

5.1 Committee approve the continuance of the working groups under the remit of this committee as suggested and decide upon their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

REF: CE/OMH/H&H/9.6.22

For further information please ask for Olwen Heap, extension 4408

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 9 JUNE 2022
title: CAPITAL OUTTURN 2021/22
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To report the 2021/22 capital programme outturn for this Committee and to seek member approval for the slippage of some capital scheme budgets from the 2021/22 financial year to the 2022/23 financial year.

1.2 Relevance to the Council's ambitions and priorities:

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

2 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 were made:

- 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, was 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 was 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-year.

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.

2.4 The revised capital programme budget of £1,049,100 for four schemes was then approved by the Special Policy and Finance Committee in February 2022, following a review of progress on all schemes in the capital programme. This included moving £334,840 of budget on five schemes into the 2022/23 financial year. The revised estimate budget is shown at Annex 1.

2.5 During the financial year this Committee has received reports monitoring the progress of schemes within the capital programme.

3 CAPITAL OUTTURN 2021/22

3.1 Annex 1 shows this Committee's capital programme outturn position by scheme, including budget approvals, actual expenditure in-year and requested slippage into 2022/23. The table below summarises the final outturn position.

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 2021/22 £	Requested Slippage into 2022/23 £
424,300	215,340	595,170	101,750	1,336,560	1,049,100	334,840	391,039	657,620

3.2 Actual expenditure on the capital programme was £391,039, which is 37.3% of the revised estimate budget.

3.3 Two of the four schemes in the revised capital programme were completed in-year.

3.4 Two schemes were not completed in-year, as follows:

- **Disabled Facilities Grants (-£645,852):** A reduced number of DFGs schemes were approved and completed in-year. This was due to continuing concerns around the Pandemic for the first threequarters of the year, a vacancy in the Surveyors' team for part of the year and reduced contractor availability to complete works all year. Slippage of £645,850 into 2022/23 is requested to fund on-going DFGs spend in 2022/23. *NOTE - The underspent budget is financed by ring-fenced funding from DLUHC, so any underspend from 2021/22 must be allocated to Disabled Facilities Grants in 2022/23.*
- **Clitheroe Affordable Housing Scheme (-£11,770):** The property was purchased in 2020/21 and some of the planned refurbishment work was completed in that year also. However, this scheme was put on-hold in January 2021 whilst the property was temporarily used as a homeless unit. Use as a homeless unit has continued throughout 2021/22 and into 2022/23 to cover initially for Flats 1 and 2 at Joiners Arms being out of service and most recently because of an increased demand for temporary accommodation for larger families. As a result of this the final refurbishment works on this scheme were not completed in 2021/22.

The latest plan is for this property to be used as a homeless unit until November 2022, at which point the refurbishment can be completed and the property leased to the registered provider for affordable rent. Slippage of £11,770 into 2022/23 is requested to fund the final refurbishment works required.

4 SLIPPAGE

4.1 Where capital schemes are not complete at year-end and budget is requested to be moved into the next financial year, this is known as slippage. For this Committee slippage of £657,620 is requested into 2022/23 for two schemes:

- Disabled Facilities Grants, £645,850.
- Clitheroe Affordable Housing Scheme, £11,770.

4.2 Attached at Annex 2 are the individual “Request for slippage” forms. This Committee is asked to consider and approve these requests.

5 RISK ASSESSMENT

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

- Resources – There are no additional financing requirements needed for this Committee’s 2021/22 capital programme. Capital resources are already in place to fund the £657,620 requested slippage to the 2022/23 financial year. The Council is required to use any ring-fenced funding received only for the specific purposes it is granted for. The slippage on the Disabled Facilities Grants scheme falls within this area.
- 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.

6 CONCLUSION

6.1 Actual expenditure on the capital programme was £391,039, which is 37.3% of the revised estimate budget.

6.2 Two of the four schemes in the revised capital programme were completed in-year.

6.3 Two schemes were not completed in 2021/22. Slippage of £657,620 has been requested to fund expenditure on those schemes in 2022/23.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the slippage of the following budgets into the 2022/23 capital programme:

- Disabled Facilities Grants, £645,850.
- Clitheroe Affordable Housing Scheme, £11,770.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-22/AC/AC
25 May 2022

HEALTH AND HOUSING COMMITTEE – CAPITAL PROGRAMME OUTTURN 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 2021/22 £	Requested Slippage into 2022/23 £
DISCP	Disabled Facilities Grants	347,000	0	567,500	46,010	960,510	1,007,890	0	362,038	645,850
LANGR	Landlord/Tenant Grants	50,000	136,740	15,900	0	202,640	15,900	186,740	15,900	0
CMIMP	Clitheroe Market Improvements	0	78,600	0	0	78,600	0	78,600	0	0
PVFJP	Replacement of Pest Control Van PK13 FJP	13,800	0	0	0	13,800	0	13,800	0	0
PVEYC	Replacement of Dog Warden Van PE64 EYC	13,500	0	0	0	13,500	0	13,500	0	0
CSAH	Clitheroe Affordable Housing Scheme	0	0	11,770	0	11,770	11,770	0	0	11,770
JROOF	Joiners Arms Roof Renewal	0	0	0	42,200	42,200	0	42,200	0	0
JRENO	Joiners Arms Flats 1 and 2 Renovation	0	0	0	13,540	13,540	13,540	0	13,101	0
Total Health and Housing Committee		424,300	215,340	595,170	101,750	1,336,560	1,049,100	334,840	391,039	657,620

ANNEX 2

**HEALTH AND HOUSING COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2021/22**

Request for slippage into 2022/23

Cost Centre and Scheme Title	DISCP: Disabled Facilities Grants
Scheme Description	Disabled Facilities Grants (DFGs) are grants delivered by the Council to assist people with disabilities to be able to stay in their own home.
Head of Service	Colin Hirst
Year Originally Approved	2021/22 (Annual Scheme)
Revised Estimate 2021/22 for the Scheme	£1,007,890
Actual Expenditure in the Year 2021/22	£362,038
Variance - (Underspend) or Overspend	(£645,852)
Please provide full reasons for the (under) or over spend variance shown above?	A reduced number of DFGs schemes were approved and completed in-year. This was due to continuing concerns around the Pandemic for the first threequarters of the year, a vacancy in the Surveyors' team for part of the year and reduced contractor availability to complete works all year.

Slippage Request

Please grant the amount of Budget Slippage from 2021/22 to 2022/23 requested.	£645,850
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	Slippage will fund on-going DFGs spend in 2022/23. <i>NOTE - The underspent budget is financed by ring-fenced funding from DLUHC, so any underspend from 2021/22 must be allocated to Disabled Facilities Grants in 2022/23.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	On-going spend throughout 2022/23.

ANNEX 2

**HEALTH AND HOUSING COMMITTEE – CAPITAL PROGRAMME
OUTTURN 2021/22**

Request for slippage into 2022/23

Cost Centre and Scheme Title	CLIAH: Clitheroe Affordable Housing Scheme
Scheme Description	The purchase of one property in Clitheroe to be rented out as an affordable rental unit, utilising commuted sum monies. The property will be leased to a registered provider and the Council will have 100% nomination rights and the rent will be capped at LHA rate.
Head of Service	Colin Hirst
Year Originally Approved	2020/21
Revised Estimate 2021/22 for the Scheme	£11,770
Actual Expenditure in the Year 2021/22	£0
Variance - (Underspend) or Overspend	(£11,770)
Please provide full reasons for the (under) or over spend variance shown above?	The property was purchased in 2020/21 and some of the planned refurbishment work was completed in that year also. However, this scheme was put on-hold in January 2021 whilst the property was temporarily used as a homeless unit. Use as a homeless unit has continued throughout 2021/22 and into 2022/23 to cover initially for Flats 1 and 2 at Joiners Arms being out of service and most recently because of an increased demand for temporary accommodation for larger families. As a result of this the final refurbishment works on this scheme were not completed in 2021/22.

Slippage Request

Please grant the amount of Budget Slippage from 2021/22 to 2022/23 requested.	£11,770
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	To fund the final refurbishment works required.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	By March 2023. The latest plan is for this property to be used as a homeless unit until November 2022, at which point the refurbishment can be completed and the property leased to the registered provider for affordable rent.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 9 JUNE 2022
title: APPROVAL OF ANNUAL GRANT TO HOMEWISE
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To request Committee approve the annual grant payment to Homewise towards provision of the Home Improvement Service in the borough.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To address the housing needs of all households in the borough and support the vulnerable.
- Corporate Priorities - None
- Other Considerations - None

2 BACKGROUND

2.1 Homewise have provided housing, affordable warmth and memory matters advice along with a home improvement service in the borough since 2014.

2.2 This service is valuable to anyone who is vulnerable in the borough, and they offer a wide range of assistance. The service was originally commissioned by LCC and funded through the Better Care Fund. However, this funding was withdrawn March 2020.

2.3 An annual grant payment of £5,760 to Homewise was included in the annual budget. Homewise. Attached at Appendix 1 is the annual report from Homewise setting out the services delivered across the borough in 21/22.

3 ISSUES

3.1 Homewise is a Registered Charity, dedicated to improving the homes and quality of life of older and vulnerable people. They provide advice, support and assistance to elderly, disabled and vulnerable people whether the own their own home or rent their home. Their aim is to help people to remain warm, safe and secure in their home. They offer a handy person service, minor adaptations service and memory matters service assisting households with dementia and enabling them to remain in their own home as long as possible.

3.2 Homewise have annually entered into a Grant Agreement with the Council in respect of this annual grant agreement.

3.3 The Agreement sets out the following requirements in respect of the grant:

- The Provider (a Home Improvement Agency) is assisting the Council in meeting its strategic priorities detailed in the Council's Housing Delivery Plan.

- The Provider will provide a comprehensive, impartial help and advice service on all aspects of home improvements, adaptations, energy efficiency, repairs and maintenance to residents within the Council's area.
- The Provider will give specific and additional support to older, disabled and vulnerable individuals and householders.
- The Provider will work with the Council to assist in the delivery of specific initiatives in relation to the Project (eg Affordable Warmth Grants).

3.4 All of this information is provided via quarterly monitoring information to the Council.

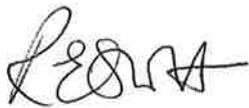
4 RISK ASSESSMENT

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

- Resources – The home improvement agency is a valuable service for all older and vulnerable household's in the borough. There is specific provision within the revenue budget for this support.
- Technical, Environmental and Legal – Homewise provide a wraparound service for vulnerable households and will always aim to support the household to stay in their own home.
- Political – The service is well respected and trusted in the borough.
- Reputation – Homewise have an established reputation in the borough and with partners.
- Equality & Diversity – Essential we can signpost vulnerable households to a reliable service.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve payment of the annual grant of £5,760 to Homewise to ensure continuation of the valuable service.



RACHAEL STOTT
HOUSING STRATEGY OFFICER



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NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

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

INTEGRATED HOME IMPROVEMENT SERVICES - MONITORING INFORMATION	2021-2022	Number of	Value of
DISTRICT - RIBBLE VALLEY	April 2021 to March 2022	Completed jobs	work
Total number of enquiries, resulting in:	703		
Number of Core Completed Jobs including Fundraising/Value of work	175	211	£51,920.53
Number of ongoing cases	29		
Advice and support only	7		
Number of Handyperson jobs/Rep Off Homecare/Security		78	£3,414.71
Handyperson jobs	32		
Security	6		
Repair Officers - Homecare full costs	40		
Affordable Warmth	0		
Independent Living Centre - Disability Aids	4		£60.00
Number of minor adaptations (non structural) completed (as listed below)		148	£5,322.86
Joinery/Plumbing	4		
Bannister rails	135		
Landin/grab rails	9		
Floor/ceiing pole	0		
Number of minor adaptations (structural) completed (as listed below)		210	£31,584.02
Steps/Other	139		
Outside rails	71		
Memory Matters - number of people/families supported	52		
TOTALS	703	647	£92,302.12
Client satisfaction - Ribble Valley 100% reponses	90.91%	found the service	Excellent
	9.09%	Very good	
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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 9 JUNE 2022
title: HOMES FOR UKRAINE UPDATE
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To receive information on the Homes for Ukraine initiative.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To address housing needs across the borough.
- Corporate Priorities – To ensure the Council is a well-run authority.
- Other Considerations – none.

2 BACKGROUND

2.1 Members will be familiar with the ongoing humanitarian crisis following the Russian invasion of the Ukraine. To provide assistance, the government announced the Homes for Ukraine scheme providing an opportunity to UK residents to help support Ukraine refugees fleeing conflict to move to the UK under a sponsorship arrangement.

2.2 There are two main schemes to support refugees – the Homes for Ukraine Scheme (HFU); and the Ukraine Family Scheme. The Ukraine Family Scheme allows applicants to join family members or to extend an existing stay in the UK and is a different scheme to the HFU that the Council is assisting in delivering.

2.3 The HFU scheme was launched in March 2022 and is open to Ukraine nationals who were resident in the Ukraine prior to 1 January 2022, as well as their immediate family members (that is spouse/partner and children under 18) to be sponsored to come to the UK. The scheme allows UK residents to offer a home to people fleeing the Ukraine by becoming a sponsor. Sponsors can register to support someone known to them as a direct sponsor. Alternatively, they can register their willingness to support a family and will be matched with people seeking to leave the Ukraine.

2.4 The HFU scheme is uncapped in terms of the numbers but is dependent upon the capacity of sponsors who come forward. Guests who are being sponsored, are able to live and work in the UK for up to 3 years and can access benefits, health care, employment and other support. Guests coming to the UK need to meet standard security checks prior to being issued with a visa. Sponsors and all adults in sponsors' households will also be subject to police national computer, criminal records and warning index checks by the Home Office as part of the visa process. In addition, DBS checks are also undertaken as part of the safeguarding measures under the scheme, which the County Council on as the lead authority in the process is administering.

2.5 The District Council's role at present to assist in the delivery of the HFU scheme by undertaking checks on sponsor accommodation to ensure it is suitable. These checks are carried out by the Housing team following notification of sponsors' addresses by

the County Council. In addition, the Borough Council is administering the “Thank-you” grants the government has introduced of £350 which provides the option for sponsors to claim a monthly support payment for as long as they have guests living in their accommodation. The Housing team are dealing with the administration of this scheme. At present the numbers of sponsors coming forward in Ribble Valley is amongst the highest in the county, with many properties being offered. At the time of writing there were 37 of sponsorship properties.

- 2.6 The government has also provided funding to local authorities to help support the additional workloads generated by the scheme; the Council will receive a payment per guest (not household) to support the additional housing related workloads, together with a per guest payment to support activities to assist with community-based support and cohesion. The Council’s Partnership Officer will be seeking to develop this area of work with local groups and communities, working with other agencies and local authorities as appropriate. Several community support groups have been established in the area to provide community-based support for families in the Ribble Valley area and are already providing a significant amount of support to those families who are now with sponsors.
- 2.7 A verbal update of the numbers of sponsors and guests arrived will be given at the meeting.
- 2.8 As the scheme progresses, it is anticipated that the focus of workloads will move from accommodation inspection to payment and community support depending upon the rate at which new sponsors continue to come forward. This will be monitored as housing resource is currently being diverted as a priority to implement the scheme. Consideration has already been given by Corporate Management Team to provide additional administrative support to sustain the scheme funded from the Government’s Grant Initiative. It should be noted that there may also be increased demands on the Council’s homelessness services as Ukrainians under the scheme will be able to claim housing support should they lose their accommodation or be at risk of homelessness. This may lead to increasing pressure to support refugees into housing as the Council will have a duty to assist under the government regulations.
- 2.9 Members will be kept informed of any issues arising out of the scheme, however present the Council is taking steps to support the government’s initiative and to support refugees and their sponsors who are currently in Ribble Valley.



COLIN HIRST
HEAD OF REGENERATION AND HOUSING

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

For further information please ask for Colin Hirst, extension 4503.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 9 JUNE 2022
 title: ASYLUM TRANSFORMATION – FULL DISPERSAL MODEL
 submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
 principal author: COLIN HIRST – HEAD OF REGENERATION AND HOUSING

1 PURPOSE

- 1.1 To receive information on the government’s proposals for asylum dispersal.
- 1.2 Relevance to the Council’s ambitions and priorities:
- Community Objectives – To address housing needs across the borough.
 - Corporate Priorities – To ensure the Council is a well-run authority.
 - Other Considerations – none.

2 INFORMATION

- 2.1 The Government has recently announced changes to the way that asylum dispersal will be managed. This marks a move away from individual authorities determining the scale of assistance in the dispersal of asylum seekers who have entered the country and will move to an approach where the number of asylum seekers to be accommodated in an area are determined through regional agreements.
- 2.2 Members have previously agreed to support up to 5 families in properties within the Ribble Valley. These properties were acquired and operated by the government’s accommodation agents Serco.
- 2.3 The Home Office has revised the asylum dispersal system and on 13 April the Minister for Safe and Legal Migration announced the move to a full dispersal model with immediate effect. This aims to have asylum seekers more fairly and equitably accommodated across England, Scotland, and Wales. It will consider all the immigration demands on a local authority. The model is intended to provide local authorities with more control and autonomy at a regional level through which authorities will collectively agree on an approach to dispersal in the region and each local authority having an allocation to meet. The Home Office has started a process of consultation and engagement with local authorities through the Regional Migration Partnerships (RMP) and with an online informal consultation.
- 2.4 The Home Office expects the consultation process to help agree the full dispersal process, quantify the impacts of asylum dispersal on local authorities and establish the requirement to move to a ‘placed based’ immigration process that delivers a sustainable, flexible end to end asylum accommodation process.
- 2.5 The move to a full dispersal model is not itself subject to consultation. The policy approach has been implemented by government; the current consultation is part of the process for agreeing the local model for the region.
- 2.6 A preliminary workshop was recently held with the Home Office where a wide range of issues and concerns were raised about how the process was to be managed by a number of authorities. In particular, the proposed timetable was viewed as an issue insofar as consultation was launched on 9 May and closes on 1 July, however the

Home Office expects regional plans to be in place, agreed and implemented by 15 July 2022. The Home Office anticipates providing more details on the numbers of asylum seekers to be accommodated during June.

- 2.7 At this stage there are 5 key principles set out by the Home Office that are to be borne in mind as part of the consultation:
1. Statutory obligations and the pace of procurement.
 2. Fairness for local authorities and being informed by market availability.
 3. Value for money.
 4. Sensitivity to local considerations.
 - 5 Flexibility.
- 2.8 Of concern to many authorities was the impact on local housing services given that the delivery of properties against these principles will be likely to be delivered by way of accommodation secured to areas that have a greater number of low-cost properties. Increasingly taking more affordable units out of the market. The main issue for Ribble Valley now is we have no indication of the scale of impact the full dispersal model will have or how likely regional shares will be distributed. At this stage, officers will continue to monitor the process with the SMP to try and establish the implications.
- 2.9 To date, the number of asylum seekers in Ribble Valley has been relatively low. As part of the move to full dispersal, the government has issued a payment of £250 per asylum seeker in the borough registered as of 27 March 2022. This equates to some 11 residents and a total grant payment of £2750 to the Council. This payment is intended to assist in the delivery of additional workloads experienced by the authority during 2021/22. These have been primarily related to consultations regarding the suitability of properties and a limited amount of homeless support for asylum seekers leaving the national support scheme.
- 2.10 The Home Office has identified that it will undertake a new burden assessment as part of the process to ensure that additional costs associated with the full asylum dispersal model are recognised. The challenge for the Council at this stage is we are unaware of the numbers of asylum seekers that will be expected to be accommodated.
- 2.11 The next step will be the commencement of the regional share workshops due to be started from the 6 June where the Home Office will invite regional planning from dispersal through the SMP who will have been asked to coordinate the development of the regional plans. Once plans are in place, the Home Office will undertake to procure accommodation in line with that plan with the resultant dispersal of accommodation across the country accordingly.
- 2.12 As indicated, the development of the regional plans will be monitored, and Members kept informed as details emerge. Whilst it is not anticipated that the approach to dispersal itself will be a significant issue for the Council and for the most part additional workloads generated will be around liaison and accommodation procurement, there may be implications of additional demands upon the housing services, specifically around homelessness, as there could be an increase in service users seeking support from the Council under homelessness duties.



COLIN HIRST
HEAD OF REGENERATION AND HOUSING

NICOLA HOPKINS
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DECISION

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 9 JUNE 2022
 title: CLITHEROE MARKET IMPROVEMENTS
 submitted by: NICOLA HOPKINS, DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
 principal author: NICOLA HOPKINS, DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

1. PURPOSE

1.1 To further consider the potential options that the Council has in undertaking improvements to the existing Clitheroe Market.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To encourage economic development throughout the borough with a specific focus on supporting business opportunity.
- Corporate Priorities – To sustain a strong and prosperous Ribble Valley.
- Other Considerations – To develop with relevant partners, measures to support the visitor economy.

2. BACKGROUND

2.1 In September 2019 the Members of Health and Housing Committee considered options in respect of revamping the existing market using the existing allocated capital fund of £175,000.

2.2 The following options were considered:

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

2.3 Members agreed to the following improvements all of which were actioned prior to the Covid-19 Pandemic:

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

2.4 Members also agreed to remove the stalls from the bullring (the stalls were proposed to be removed in January 2020) and purchase a small number of pop-up stalls however this action was put on hold during the pandemic.

2.5 The works which have been undertaken were seen a 'quick' wins with the intention for further suggested improvements to be brought back to Members of this Committee.

This has been delayed during the pandemic however consideration of such matters can now be resumed. There is £78,600 remaining in the budget for improvements to the market.

2.6 In March 2021 a further update report was considered by Members of this Committee where Members resolved the following:

- Officers investigating the options of replacing the existing stalls with modern market cabins and to report the findings back to a subsequent Committee
- Officers consider options for improving the visual appearance of the bin storage area

3. NEW MARKET CABINS

3.1 The intention of the first resolution above was for Officers to contact several companies, who supply cabins, to seek quotes and advise on the most suitable layout within our market. Several companies who manufacture module buildings were contacted for a price along with advice on appropriate layouts and design however the one company who responded confirmed that they could not assist with layout and design, they would purely provide module buildings to order.

3.2 Given the above feedback contact was made with Quarterbridge Market Development were approached as they specialise in market improvements and developments. Following an initial discussion around the proposals to replace the temporary stalls they have suggested that such a scheme better fit with their Market Curators market consultancy company who specialise in promoting and improving markets. They would consider the existing layout and market stalls to identify improvements for shopper attraction, flow and weather protection. They would identify the best conceptual layout and create concepts for market cabins which can be moved forward to production. This level of advice would be considered beneficial for Clitheroe Market given the unique nature of the current market set up and issues in respect of ensuring weather resilience and ensuring that any changes enhance the existing offer and appearance of the Market.

3.3 If Members were minded to seek external advice from such a company (quotes would need to be obtained) the company would:

- Engage with market management, traders and undertake public survey to build a picture of current use, needs and concerns.
- Undertake a site visit to talk to traders about the market layout and the stalls, identifying their needs and concerns
- Undertake a social media campaign to gather views from the public.
- Define key ambitions and goals for the market, translating these into tangible spatial requirements.
- Identify and illustrate strategic options for improvements to the market; this will include the preparation of sketch plans and corresponding area schedules.
- Refine the option selection, respond to stakeholder feedback and amplify distinctive features
- Prepare a masterplan of the wider area to demonstrate how the proposed market improvements work with the wider area of the town
- Define the public realm and landscape opportunity
- Comment on and illustrate seasonal change and an annual activity schedule to maximise the attractiveness of the market.

Market Liaison Group

3.4 As Members are aware the Market Liaison Group has been re-established between officers and traders. The next meeting is 9th June. Following the previous meeting one of the traders has made some suggestions in terms of market improvements/ suggestions as follows:

- The idea of an area for pop-up stalls might be extremely successful, but it has not been tried, nor proven yet.
- Have concerns about the proposal to remove the stalls from the outer bullring. There are a number of traders who attend regularly on Tuesday and Saturday; unless some alternative arrangement is provided it is highly likely many of these traders will cease attending.
- One of the key concerns raised at the meeting was the impact weather has on both Traders and customers; specifically wind and rain.
- The current rubbish collection arrangements need to be altered so adequate bins, (of a suitable quality), are provided and they be emptied more regularly.
- Rather than dispose of the fixed stalls we would suggest they be relocated across the Market as is shown in appendix A; doing so should partially address this issue, and not reduce the number of stalls available to casual traders.
- At the same time the fixed stalls should be spruced up, to make them more weather resistant and visually more appealing: -
 - Board up the front and sides, below counter level. Doing so would reduce some of the wind gusts and provide casual stallholders with somewhere to safely store items during the day.
 - Replace the serving tops to match the fronts and side panels.
 - Fix some form of permanent canopy at the front and sides; doing will help reduce the impact of both wind and rain. (These would only be required if better overall cover for the Market is not installed.)
 - Provide detachable, clear heavy duty plastic sheeting for the stallholders to affix to the sides of these stalls during wet and windy conditions.
 - Clean and paint the roofs.
 - Replace the guttering with ones which are more durable.
 - Improve the quality and brightness of the lighting.
- The wind mainly comes from the direction of the Castle. Densely planting the area opposite the Quaker house with both trees and substantial bushes would provide a significant wind break.
- Erect a central Stall/fixed canopy around the centre lamppost. A central stall/canopy could fulfil several useful functions: -
 - It could be used to support market events and attractions, eg act as Santa Claus's grotto in December.
 - act as centre for music/venue performances during the various festivals the town features each year, especially the Mod Weekender, and The Jazz & Blues Festival. Doing so would ensure the Market is actively involved in town wide events, which would attract a lot of visitors onto The Market.
- Update and improve signage around the town.
- We believe there are a number of enhancements the Market would benefit from:-
 - The paving is a disgrace;
 - The cobbled areas are unsightly, difficult to walk on and seem to attract and retain lots of debris, especially the area around the central lamp post. We believe the cobbles should be removed and decent quality flagging fitted throughout; starting initially with the central area.
 - In between the rows of fixed stall provide a different type of flooring. Standing on cold, hard flagging during the winter months is unlikely to entice casual traders to brave the winter elements. A strip of such as the material made from shredded tyres, (now used widely on roads, walkways and sports surfaces), should be softer and warmer to stand on.

- Better CCTV coverage.
- Better and more prompt maintenance.
- Apply and enforce a rule that all dogs must be kept on short leads, and fines will be applied for dog mess and fouling of traders stock/fittings.

- Advertising and promotions.
- Market award(s)
- Sponsorship.
- Budgeting- commit to positively investing a significant proportion of the annual rents back into the Market - we would suggest this figure should be at least 30%.

4. WAY FORWARD

4.1 From the comments received from one of the traders it appears that a more strategic solution for market improvements would be preferred. Seeking advice from a company who specialise in market improvements could be the way forward in this regard and enable wider discussions with all relevant stakeholders.

4.2 The suggestions put forward would then be brought back to Members, along with the associated delivery costs, for approval.

5. RISK ASSESSMENT

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

- Resources – quotes will need to be sought from companies who specialise in markets. It should be noted that this is a specialised area of expertise which may bring about challenges in respect of obtaining a suitable number of quotes.

There is £78,600 remaining within the market budget. Whilst the procurement of consultancy advice in respect of the market is not strictly a capital scheme the proposals put forward will likely result in further capital schemes which this budget is set aside to support.

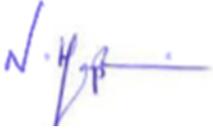
- Technical, Environmental and Legal – None.
- Political – The Council is committed to investing in the market and its traders.
- Reputation – None.
- Equality & Diversity – None.

7. **RECOMMENDED THAT COMMITTEE**

7.1 Members are asked to confirm whether they agree to:

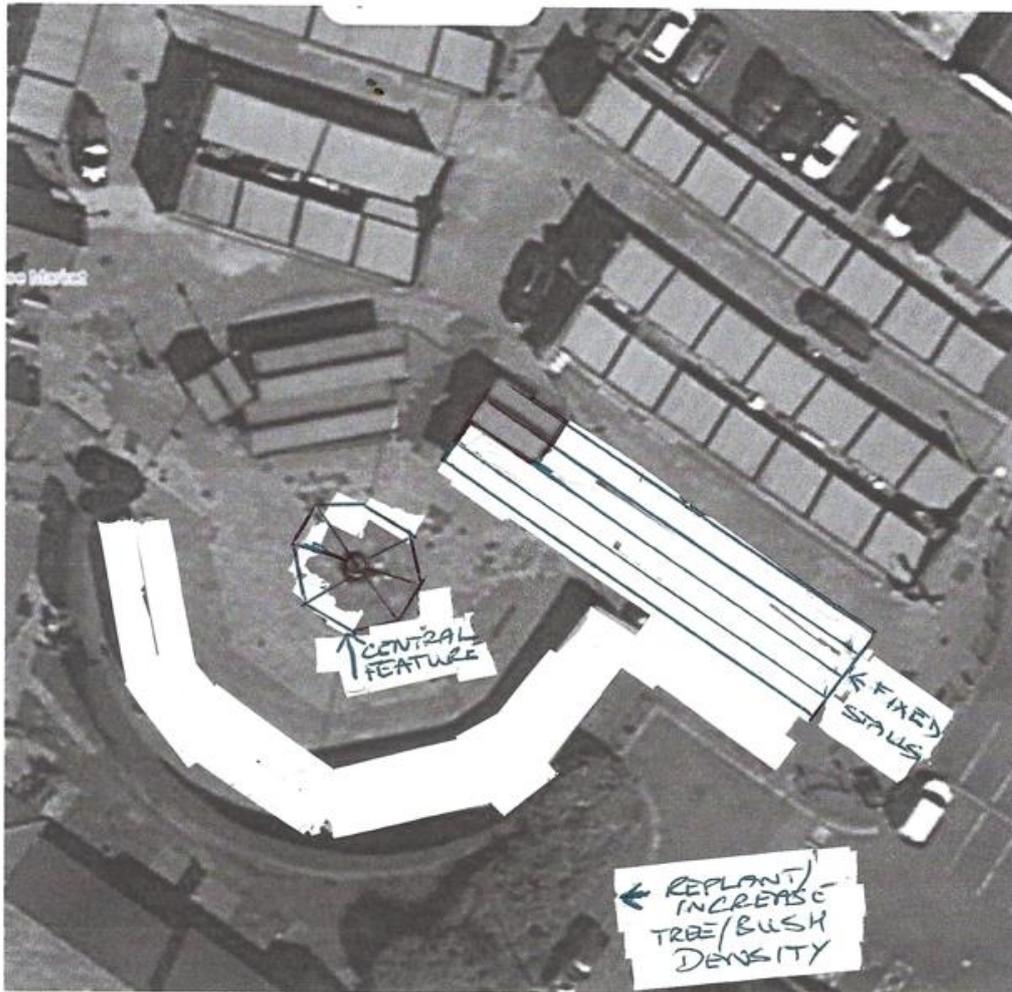
7.1.1 Officer's seeking quotes from companies who specialise in improving and developing markets to establish a strategic way forward for enhancing Clitheroe Market.

7.1.2 Authorise Officers to procure the services of the cheapest quote (or the one which is the most economically advantageous) up to a value of £20,000.



NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING

Appendix 2: Initial suggested changes





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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY 9 JUNE 2022
title: FOOD SERVICE PLAN 2021-24
submitted by: CHIEF EXECUTIVE
principal author: MATTHEW RIDING

1 PURPOSE

1.1 To advise Committee of the progress towards achieving the delivery of the Council's Food Safety Recovery Plan in line with the Food Standards Agency's expectations.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives - None
- Corporate Priorities - To help make people's lives safer and healthier
- Other Considerations - None

2 BACKGROUND

2.1 The Food Standards Agency (FSA), as central competent authority responsible for food safety in the UK, has set out its expectations of local authorities for the delivery of official food controls. This has taken account of the impact that Covid-19 has had on local authorities including challenges with resources that may be available.

2.2 The FSA has acknowledged that there has been considerable impact on local authorities' resources during the pandemic, which has affected the ability to deliver the expected levels of official controls in food establishments. It has issued guidance and advice in a Recovery Plan that sets out its expectations of local authorities in the defined recovery period.

2.3 The FSA has emphasised the importance of having service plans in place to set out how the Recovery Plan will be implemented in each local authority, in terms of delivery and resources. Accordingly, this Service Plan has been developed to reflect the FSA's Recovery Plan covering 2021-24 and will concentrate on the activities required to fulfil these requirements.

2.4 The general principles to be applied throughout the period of the Recovery Plan are:

- When intelligence suggests risks have increased local authorities should undertake interventions to assess and address those risks
- When on-site interventions are undertaken subsequent interventions should be programmed in line with the code of practice
- New food hygiene ratings should be given where appropriate interventions are undertaken
- Where non-compliance is found appropriate action should be taken to secure compliance
- Remote assessment may be used in certain circumstances, to enable attention to be focussed on key areas at subsequent onsite visits. This helps determine the need for onsite interventions at lower risk premises and for Food Hygiene Rating Scheme (FHRS) requested revisits in limited cases.

2.5 The plan requires a risk-based approach in restarting the delivery of official controls, with the priority on new food establishments and for higher risk and/or non-compliant establishments. High risk establishments are those in the categories A, B, C and D which are less than broadly compliant with food hygiene legislation (FHRS 0,1,2). The plan provides flexibility for lower risk establishments (D – broadly compliant FHRS 3,4,5) and category E.

2.6 Recovery Plan Expectations

2.6.1 **Phase One** (1 July to 30 September 2021)

Activities required in Phase One involved the prioritisation of “new businesses” that were awaiting an initial inspection (eg use of triage process). Where information indicated a potential consumer protection risk, an onsite visit should be undertaken. In addition, the planning of interventions of high-risk and non-compliant establishments, for inspection in Phase Two, was undertaken.

2.6.2 **Phase Two** (1 October 2021 to 2023/24), until implementation of new food hygiene intervention rating scheme.

- Official controls that are undertaken to support trade and enable export
- Reactive work in case of non-compliance (complaints/food incidents/food hazards)
- Sampling in accordance with local authority sampling plan
- Ongoing proactive surveillance to obtain accurate picture of local business landscape
- Onsite interventions as appropriate at new businesses
- Planned intervention programmes of high risk and non-compliant establishments in line with timelines set out in recovery plan
- Implementation of intelligence/information-based approach for lower risk category establishments
- FHRS requested revisits responded to in line with FHRS Brand standard.

The FSA does encourage local authorities to move at a faster pace to realign to the Food Law Code of Practice requirements where resources allow.

3 Ribble Valley Borough Council Recovery Plan

3.1 **Phase One** of Ribble Valley Borough Council's Recovery Plan covered the following activities:

- To establish a triaging system whereby food business registrations received are risk assessed by analysing information / intelligence in order to prioritise onsite interventions.
- To carry out proactive surveillance to identify open/closed/recently re-opened/new businesses.
- To carry out reactive work, including enforcement in the case of non-compliance through complaint investigations.
- To plan for the resumption of planned interventions at high-risk category and non-compliant establishments.

3.2 Performance Review of Phase One

During phase one, 100% of new businesses were prioritised for interventions through a new triaging system. This involved sending 227 questionnaires to all new registered businesses.

93 on-site interventions were carried out on "high risk" new businesses.

100% of food hygiene complaints were responded to with appropriate actions completed.

Planning of all high risk and non-compliant establishments was completed.

In addition to the above, 7 on-site interventions of B risk establishments were carried out (including the approval of two new establishments for products of animal origin).

Unfortunately, no proactive surveillance was carried out due to pressures on resources caused by the Coronavirus response work.

3.3 Phase Two of Recovery Plan

The following activities have been planned in line with FSA's guidance.

Activity	Period	Number of interventions required/ estimated
New businesses triaged for interventions of high risk businesses	March 2021 -2024	200 expected annually
On-site interventions – high risk unrated establishments	March 2021 -2024	90 expected to be high risk and receive an on-site intervention
On-site interventions A risk establishments	To March 2022	0
On-site interventions B risk establishments	To end of June 2022	16
Onsite interventions Non-compliant C establishments	To end of September 2022	4
Onsite interventions Broadly-compliant C risk establishments	To end March 2023	138
Onsite interventions Non-compliant D risk establishments	To end December 2022	1

4 **Resources**

The food team at Ribble Valley Borough Council is comprised of:

- 1 Lead officer (Qualified EHO) – 0.75 FTE (currently filled on interim basis 0.5 FTE)
- 1 EHO – 0.4 FTE
- 1 EH Technician (Higher EHORB qualified) – 0.5 FTE (currently vacant)
- 2 part-time administrative officers – total 0.5 FTE

As reported to the Health and Housing Committee, on 18 March 2021, in the Review of the Work of the Environmental Health Team, the service has experienced a prolonged period of reduced staffing levels due to difficulties in recruiting to vacant posts. This has included the food team where the Senior EHO and EH Technician (Food Safety/Health and Safety) posts have been vacant for approximately 2 years. Some temporary appointments have been made during this time to ensure the Lead Food Officer role is fulfilled in line with the requirements of the FSA's Food Law Code of Practice.

Based on the present staffing levels there are sufficient resources to deliver the majority of the required activities for the Recovery Plan. However, activities such as proactive surveillance and participation in national / regional sampling programmes will not be undertaken due to the need to prioritise resources on interventions at establishments.

5. **Review of Service Plan**

Progress towards achieving the targets set in this service plan will be monitored on a monthly basis with reports to the Head of Service. Where resources allow, further activities will be carried out to enable the authority to realign with the Food Law Code of Practice requirements. These will be included in future reviews.

6 **CONCLUSION**

- 6.1 That committee note the progress in service delivery for food hygiene official controls during the recovery period since the start of the Covid-19 pandemic and note that further reviews of performance will take place during Phase Two of the Recovery Plan.

Matthew Riding
ACTING HEAD OF ENVIRONMENTAL
HEALTH SERVICES

Marshall Scott
CHIEF EXECUTIVE

For further information please ask for Matthew Riding, extension 4470

REF: MR/H&H/9.6.22

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