

Public Document Pack



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **HEALTH AND HOUSING** Committee will be held at **6.30 pm** on **THURSDAY, 26 OCTOBER 2023** 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 5 - 10)
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. **CHANGES TO DFG POLICY** (Pages 11 - 30)

Report of the Director of Economic Development and Planning enclosed

6. **ASSISTED PURCHASED SCHEME** (Pages 31 - 36)

Report of the Director of Economic Development and Planning enclosed

7. **FEES AND CHARGES 2024/25** (Pages 37 - 58)

Report of the Director of Resources and Deputy Chief Executive enclosed

ITEMS FOR INFORMATION

8. **CAPITAL MONITORING 2023/24** (Pages 59 - 76)
Report of the Director of Resources and Deputy Chief Executive enclosed
9. **REVENUE MONITORING 2023/24** (Pages 77 - 92)
Report of the Director of Resources and Deputy Chief Executive enclosed
10. **LCC - SPECIAL NEEDS HOUSING ASSESSMENT** (Pages 93 - 126)
Report of the Director of Economic Development and Planning enclosed
11. **UKRAINIAN INTEGRATION FUND** (Pages 127 - 130)
Report of the Director of Economic Development and Planning enclosed
12. **HOMELESSNESS AND REFUGEE UPDATE** (Pages 131 - 132)
Report of the Director of Economic Development and Planning enclosed
13. **MINUTES OF WORKING GROUPS** (Pages 133 - 134)
Minutes of the Strategic Housing Working Group dated 11 October 2023 enclosed
14. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** (Pages 135 - 136)
Health and Adult Services Scrutiny Committee – Report of Councillor Tony Austin enclosed
15. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

16. **DOMESTIC VIOLENCE ACT** (Pages 137 - 140)
Report of the Director of Economic Development and Planning enclosed.

ITEMS FOR INFORMATION

17. **ENVIRONMENTAL HEALTH SECTION UPDATE** (Pages 141 - 146)
Report of the Chief Executive enclosed

18. **GRANT APPROVALS UPDATE**

(Pages 147 - 150)

Report of the Director of Economic Development and Planning enclosed

Electronic agendas sent to members of Health and Housing – Councillor Stuart Hirst (Chairman), Councillor Jan Alcock JP, Councillor Stephen Atkinson, Councillor Anthony (Tony) Austin, Councillor Ian Brown, Councillor Rosemary (Rosie) Elms, Councillor Steve Farmer, Councillor Donna O'Rourke, Councillor John Atherton, Councillor Rachael Ray, Councillor Mary Robinson, Councillor Charles McFall, Councillor Aaron Wilkins-Odudu, Councillor Nicholas Stubbs and Councillor Gaynor Hibbert.

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

This page is intentionally left blank

Minutes of Health and Housing

Meeting Date: Thursday, 31 August 2023, starting at 6.30 pm
Present: Councillor S Hirst (Chairman)

Councillors:

| | |
|------------|-----------------|
| J Alcock | D O'Rourke |
| S Atkinson | J Atherton |
| T Austin | R Ray |
| I Brown | C McFall |
| R Elms | A Wilkins-Odudu |
| S Farmer | G Hibbert |

In attendance: Chief Executive, Head of Environmental Health Services, Strategic Housing Officer, Head of Strategic Planning and Housing and Director of Community Resources

Also in attendance: Councillors S Fletcher and L Jameson

232 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors M Robinson and N Stubbs.

233 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8th June 2023 were approved as a correct record and signed by the Chairman.

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

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

235 PUBLIC PARTICIPATION

There was no public participation.

236 LANCASHIRE PLACE INITIATIVE

Jackie Moran, the Integrated Place Leader for East Lancashire gave a presentation on the introduction to the new Places in Lancashire and South Cumbria and the Lancashire Place journey to date.

The presentation covered the following:

1. Providing an update on the new system arrangements, and specifically, the development of the new Lancashire Place
2. Providing an update on the emerging arrangements for the East Lancashire locality.
3. Consideration of some of the big questions / areas for development and a timeframe for next steps.

DOG CONTROL PUBLIC SPACES PROTECTION ORDER

The Chief Executive submitted a report asking Committee to consider the proposed extension of the Dog Control and Dog Fouling Public Spaces Protection Order 2020 (PSPO) for a further period of 3 years.

The Council considered an extension of the PSPO to be necessary to prevent the occurrence or reoccurrence of the issues identified when the order was originally made, namely the problem of dog fouling and problematic dog behaviour across the borough.

It was noted that public consultation had taken place and the report detailed the outcome of this, which showed overwhelming support for extending the PSPO.

RESOLVED THAT COMMITTEE:

1. Having had regard to the provisions of Section 60 of the Anti-Social Behaviour, Crime and Policing Act 2017, approved the extension of the 2020 PSPO for another three years as set out in the report.
2. Authorised the Chief Executive to make the Order.

CLITHEROE MARKET REGULATIONS

The Chief Executive submitted a report seeking Committee approval for the 2023 Market Regulations further to review.

Members were advised that the conditions within the market regulations had never been formally agreed by Committee and there had been numerous amendments made to them over the years. It was proposed that there should be a standard set of clear conditions to avoid any confusion going forward. These conditions were set out in the report.

Current market traders were consulted and although the feedback was limited, it was supportive of the proposals.

RESOLVED THAT COMMITTEE:

Approved the 2023 Market Regulations that would become operational forthwith.

DELEGATION TO PURCHASE TWO TEMPORARY ACCOMMODATION UNITS

The Director of Economic Development and Planning submitted a report requesting Committee's agreement to purchase two temporary accommodation units within the borough to add to the Council's stock of temporary accommodation.

It was noted that there is an increased demand for temporary accommodation for those who present as homeless. £304,580 had been secured within the capital programme for the purchase of a unit in Clitheroe and one in

Longridge. Preferably the units would consist of ground floor accommodation with one or two bedrooms.

RESOLVED THAT COMMITTEE:

Granted delegated authority to the Director of Economic Development and Planning in consultation with Chair of Health and Housing, to negotiate and purchase two temporary accommodation units in line with the 2023/24 capital programme.

240

HEALTH & WELLBEING PARTNERSHIP WORKING GROUP PRIORITIES

The Director of Economic Development and Planning submitted a report to provide Committee with suggested priority areas for the work of the Health and Wellbeing Working Group following the first meeting of the group on 24th July 2023.

The report detailed the discussions that took place at the first meeting of the working group, their key concerns and their recommendations going forward.

RESOLVED THAT COMMITTEE:

1. Approve the Director of Economic Development and the Head of Strategic Planning and Housing along with Councillor Stuart Hirst, Councillor Rachel Ray and Councillor Ian Brown as Members of the local Health and Wellbeing Partnership following its constitution.
2. Approve the priorities of the Working Group as being:
 - To examine access to health and wellbeing services and to consider ways in which access to those services could be improved. Such suggestions would be first agreed by this Committee and then fed into the Health and Wellbeing Partnership.
 - To map council, partner and community health and wellbeing activities which contribute to better health and wellbeing so that better linkages and promotion can take place.

241

CAPITAL MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report outlining the progress on this Committee's 2023/24 capital programme for the period to the end of June 2023.

At the end of June 2023, £588,042 had been spent or committed. This was 15.2% of the full year approved capital programme budget for this Committee of £3,866,630. Of the ten schemes in the capital programme, one scheme had already been completed, four schemes were expected to be completed in-year, and five schemes were unlikely to be completed in-year. Details by cost centre were outlined in the report for information.

242 REVENUE MONITORING 2023/24

The Director of Resources and Deputy Chief Executive submitted a report to report on the progress of the 2023/24 revenue budget as at the end of June 2023.

The comparison between actual expenditure and the original estimate budget for this Committee for the period to the end of June 2023 showed an underspend of £63,414, or an underspend of £79,958 after allowing for transfers to and from earmarked reserves. Details of the variances by cost centre were included in the report for information. It was noted that whilst there was a sizeable variance, much of this is in respect of funding for Local Council Tax Support. The impact of this would be through the Collection Fund rather than on this Committee, and due to the mechanics of the Collection Fund, this would not be felt until 2024/25.

243 REVENUE OUTTURN 2022/23

The Director of Resources and Deputy Chief Executive submitted a report outlining the outturn for the financial year 2022/23 in respect of the Revenue Budget for this Committee.

There had been a number of variations in both income and expenditure during the year, and this had given rise to an overall underspend of £343,943 on the net cost of services. After transfers to and from earmarked reserves there was an overall underspend of £69,825. Details by cost centre were outlined in the report for information.

244 ADDITIONAL HOUSING SUPPORT - SUPPLEMENTARY SUBSTANCE MISUSE TREATMENT AND RECOVERY (SSMTR) GRANT

The Head of Strategic Planning and Housing submitted a report informing Committee of a Lancashire County Council (LCC) grant award that would provide additional housing support for households with drug and alcohol addiction/in recovery.

The report informed Members of the plans that LCC had formulated and how they were relevant to the Ribble Valley.

245 HOMELESSNESS AND REFUGEE UPDATE

The Director of Economic Development and Planning submitted a report providing Committee with information about the level of homelessness and refugees in the borough.

The report provided details such as the number of homeless applications in the first quarter, a snapshot of the number of households in temporary accommodation, details of the home for Ukraine scheme and the Afghan resettlement scheme.

246 GRANTS ADMINISTERED BY THE HOUSING SECTION

The Director of Economic Development and Planning submitted an information report providing Committee with a summary of all the different grant types that

are administered by the Housing Team. The report detailed for each type of grant, the maximum value that could be awarded, the eligibility criteria, the conditions of the grant, their strategic aims and whether they are mandatory/discretionary.

247 MINUTES OF WORKING GROUPS

The minutes from the Strategic Housing Working Group on 12th July 2023 and the Health and Wellbeing Partnership Working Group on 24th July 2023 were noted.

248 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor T Austin submitted a report relating to the Health and Adult Services Scrutiny Committee that met on 12th July 2023. Of particular note was the update on the new hospitals programme.

249 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next items of business being exempt information under Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

250 HOMES FOR UKRAINE HOUSING SUPPORT GRANT AND HOMELESSNESS PREVENTION GRANT UPDATE

The Head of Strategic Planning and Housing submitted a report seeking Committee's approval for the use of the new Homeless Prevention top-up grant for Homes for Ukraine guests.

It was noted that a significant barrier faced by Ukrainian residents in the Ribble Valley who are seeking to move from sponsored accommodation is the lack of furniture/white goods and the ability to furnish their homes. It was proposed that part of the additional funding should be used to make available essential household items to enable Ukraine households to move into independent settled accommodation.

Discussions took place surrounding the grant conditions and as to who would take ownership of the household items that would be provided. Whilst it was agreed that ownership would pass to the Ukrainian households, it was felt that they should be encouraged to recycle/pass the items on to others if they no longer have need for them in the future. This would be incorporated into the grant application form.

RESOLVED THAT COMMITTEE:

1. Approved the use of part of the Homeless Prevention Grant for the purchase of essential household items in accordance with paragraphs 1.10 and 1.11.
2. Approved the purchased items becoming the property of the Ukrainian resident/family who receive the items.

LONGRIDGE SECTION 106 AFFORDABLE HOUSING CONTRIBUTIONS

The Director of Economic Development and Planning submitted a report updating Committee on the affordable housing commuted sum monies received from the land north of Dilworth Lane, Longridge, and to request authority be delegated to the Director of Economic Development and Planning to finalise the details of utilising the commuted sums.

It was noted that the Strategic Housing Working Group had met on 12th July 2023 to discuss this. The report outlined the options that the working group had considered for spending the Longridge commuted sum contributions, along with their preferred option going forward.

RESOLVED THAT COMMITTEE:

1. Confirmed that Option 1 is taken forward and granted delegated authority to the Director of Economic Development and Planning, in consultation with the Chair of Health and Housing Committee, to select a Registered Provider for the delivery of additional affordable housing within Longridge on any of the three sites currently/ imminently due to start construction, in accordance with the requirements of the Section 106 Agreement.
2. Agreed that the £1.6m commuted sum be given as a grant to the identified Registered Provider to provide additional affordable housing in Longridge.
3. Delegated authority to the Director of Economic Development and Planning, in consultation with the Chair of Health and Housing Committee, to agree a suitable mechanism to passport the S106 contributions to the selected Registered Provider to secure the delivery of additional affordable housing in Longridge.

GRANT APPROVALS UPDATE

The Director of Economic Development and Planning submitted a report informing Committee of recent approvals for various Disabled Facilities Grants and Landlord Tenant Grants.

The meeting closed at 7.41 pm

If you have any queries on these minutes please contact the committee clerk, Jenny Martin jenny.martin@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: 26 OCTOBER 2023
title: MINOR AMENDMENTS TO THE DFG POLICY
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To seek Committee approval for amendments to the Disabled Facilities Grant (DFG) Policy and to undertake a 6 week consultation the proposed changes.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To meet housing needs of all sections of the community.
 - Corporate Priorities – To match the supply of homes to identified needs.
 - Other Considerations – none

2 BACKGROUND

- 2.1 The DFG policy for Ribble Valley can be amended to reflect the needs of the borough. Whilst Officers have been administering grants two minor amendments have been identified which would ensure the policy is clear to all applicants who require grant assistance.

3 ISSUES

- 3.1 The proposed amendments to the policy are highlighted in yellow within the attached DFG Policy (Appendix 1) and are as follows:
 - 3.1.1 Include the exception policy as to when repayment of the grant is required. The detail of exception policy was not previously attached.
 - 3.1.2 In the case of DFG top – up grants that the grant will be registered as a charge on the property. This was identified during a recent audit assessment and requested that this was made clear to applicants of the grant.
- 3.2 The proposed policy will be made available on the RVBC website for consultation for 6 weeks.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications,
 - Resources – All DFG's are funded through the Better Care Fund.
 - Technical, Environmental and Legal – DFG policy needs to stipulate the exception policy and be clear on when grants will be registered.

- Political – None.
- Reputation – Essential the policy is clear for applicants.
- Equality & Diversity – None.

4 **RECOMMENDED THAT COMMITTEE**

- 4.1 Approve the proposed amendments highlighted within the attached DFG Policy
- 4.2 Approve a 6-week consultation on the proposed changes
- 4.3 In the event of no negative consultation feedback following the 6 week consultation period delegate approval of the amended policy to Director of Economic Development and Planning.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

(If any)

For further information please ask for Rachael Stott, extension 3235



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

**PROPOSED DISCRETIONARY
DISABLED FACILITIES
GRANT POLICY**

Housing Grants, Construction and Regeneration Act 1996

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

DRAFT

Reviewed August 2023

1.Introduction

Housing is a key determinant of health and poor housing is directly linked to poor health. This disabled facilities grant policy details the financial assistance that the Council aims to provide to support improvements to enable disabled occupants to remain in their own home through the use of the Better Care Fund allocation.

The Council is required to adopt a Discretionary Disabled Facilities Grant Policy which sets out how it intends to use its discretion to develop schemes having regard to the needs of the Borough, the availability of funding, and the Council's priorities.

This Discretionary Disabled Facilities Grant Policy forms part of the Council's over-arching Housing Strategy. This policy was first adopted January 2018 and has proved to be successful in supporting the householder to maintain independent living.

2.Aims and Priorities

Improving the housing conditions across the Borough will support improvements in health and well-being as well as having a positive impact on the quality of local neighbourhoods, particularly for those residents who are vulnerable and cannot access their homes and gardens due to their disability.

This policy sets out in greater detail our offer to disabled occupants and their families. It also details to local Councillors, local residents and our stakeholders how we will work to maintain and improve the provision of adapted property across the borough.

Appendix 1 details the assistance schemes that the Council intends to offer during the life of this policy and sets out specific eligibility criteria relating to each scheme.

The health and well-being of disabled and vulnerable residents is often compromised due to their homes not meeting their specific needs, and this can impact on their ability to live with dignity within their homes.

3.Disabled Facilities Grants

The Council has a statutory obligation to administer mandatory Disabled Facilities Grants (DFGs) to provide aids and adaptations to enable disabled residents to live independently within their own homes.

The eligibility requirements, scope of works, and the general requirements governing mandatory DFGs are prescribed and the Council is unable to deviate from these requirements.

The Council is required to administer Disabled Facilities Grants to all eligible applicants irrespective of their tenure, and the Council aims to work collaboratively with housing associations to fund aids and adaptations within social housing wherever possible to ensure everyone has the same opportunity to have their home adapted.

In some cases the use of Disabled Facilities Grants is able to assist with reducing the length of stay in hospital and facilitating a quick return to home. This also reduces the demand for residential care placements.

4.Discretionary Top-up Grant

The Council have agreed to use discretionary powers to provide in eligible cases a top-up award in addition to the £30,000 mandatory grant. In more complex cases the work required often goes over the mandatory grant award maximum. This top-up of a maximum of £25,000

will assist to provide all the required work identified by the Occupational Therapist (OT). In addition to this, the 10% administration fee will also be eligible for the discretionary grant. The additional £25,000 can only be accessed where the full £30,000 of mandatory grant has been utilised. The discretionary element will be registered as a land charge if the works include alterations to the property on owner occupied properties and, in the event the property is sold within a 10 year period, the Council require repayment. * Please see exception policy. In exceptional circumstances where more than one DFG is approved, more than £25,000 may be registered.

The availability of the top-up grant is at the discretion of the Council and subject to availability of funding.

5. Ribble Valley Adaptation Grant

For some households the means testing requirement makes them not eligible for assistance. This often means the works are not carried out or don't fully meet the person needs. The Ribble Valley adaptation allows a grant to provide the associated works to address the needs of the applicant as recommended by the Occupational Therapist up to a maximum of £10,000. Where the RVA is providing the calculated contribution the applicant will still be eligible for further items to be provided as a DFG.

The availability of the Ribble Valley Adaptation Grant is at the discretion of the Council and is subject to the availability of funding.

6. Home Safety and Energy Efficiency

For all OT referrals received a standard home energy efficiency and home safety assessment is available to the grant applicants and this will be carried out by the Home Improvement Agency (or other suitable agency).

Where simple energy efficiency measures are identified, such as boiler repairs, boiler servicing, insulation measures, a grant for upto £2,000 can be applied for.

Where simple home safety measures are identified which reduce the risk of falls or accidents in the home, such as removal of tripping hazards, smoke detectors, carbon monoxide monitors, then a grant for upto £2,000 can be applied for.

This is not means tested and only available to households assessed as requiring adaptations to the home.

7. Dementia Grants

Small grants to fund home modifications that would allow someone with a diagnosis of a neurological disorder to remain living safely in their home. These could include Smart Home Kits such as a smart thermostat to control heating and hot water, video doorbell, smart switches, smart lightbulbs and an Alexa or Google Home for voice or other assistive technology grants. The dementia grant is a maximum of £2,000 and is a non means tested award available on request with supporting evidence from a medical practitioner (e.g. GP, consultant, OT). A home assessment will be carried out by the Home Improvement Agency (or other suitable agency) to assess the needs of the household.

8. Review of the Policy

The ability to provide Discretionary Top up, Ribble Valley Adaptation grants, Home Safety or Dementia Grants will be reviewed quarterly regarding financial capacity to award the discretionary element. Mandatory grants will take priority.

The provision of all grants mandatory and discretionary will be reported to each Health and Housing Committee.

The policy will be reviewed annually by the Health and Housing Committee.

*** Exception Policy**

The Council may demand repayment by the recipient of the grant if –

- a) the recipient disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given within 10 years of the certified date; and
- b) the local housing authority, having considered -
 - i. the extent to which the recipient of the grant would suffer financial hardship if required to repay all of the grant;
 - ii. whether the disposal of the premises is to enable the recipient of the grant to take up employment or to change the location of his employment;
 - iii. whether the disposal is made for reasons connected with the physical or mental health or well being of the recipient of the grant or of a disabled occupant of the premises.; and
 - iv. whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity is satisfied that it is reasonable in all circumstances to require the repayment.
 - v. The land charge is removed on death of the applicant or the person who would derive benefit from the adaptation.

Priority 1 – Assist disabled and vulnerable residents to remain in their homes through the provision of aids and adaptations

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--|---|--|---|---|--|
| Mandatory Disabled Facilities Grant | <u>Maximum assistance per application:</u> Statutory maximum: £30,000 from Better Care Fund allocation | <u>Assistance to:</u> Meet the Council’s statutory obligation to assist disabled residents to live independently in their homes | <u>Aids and adaptations to:</u> a) be recommended by an Occupational Therapist; b) meet the regulations governing eligibility for works, including: <ul style="list-style-type: none"> ▪ adaptations to aid access into and around the property; | <u>Applications considered from:</u> a) disabled home owners; b) disabled tenants (both in the private and social housing sectors); c) disabled persons living at home with their family, and; | <u>Applications to include:</u> a) completed application form, and; b) two estimates for the works in the required format <u>Applications subject to:</u> a) means test through standard test of |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--------|----------------------|---------|---|---|---|
| | | | <ul style="list-style-type: none"> ▪ works to ensure the safety of the applicant; ▪ provision of suitable bathroom or sleeping facilities, heating, and access to lighting and power; ▪ provision of suitable kitchen facilities or adaptation of existing kitchen, and; | <p>d) parents or guardians of a disabled child;</p> | <p>resources, except where;</p> <p>b) the grant is approved in respect of a disabled child under the age of 19</p> <p><u>Works to be:</u></p> <p>a) completed within 12 months of grant approval;</p> |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--------|----------------------|---------|--|-------------|---|
| | | | <ul style="list-style-type: none"> ▪ works to enable a disabled resident to care for dependent residents. | | <p>b) completed to the satisfaction of the Council</p> <p>c) 10% admin is charged for the technical support and administration of the grant.</p> <p><u>Grants in excess of £10,000</u> <u>to be:</u></p> <p>a) registered as a local land charge against the property if the works include alterations to the property on owner</p> |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|---------------------------------------|--------------------------|---|---|----------------------|---|
| | | | | | <p>occupied properties (ie, not equipment)</p> <p>b) 10% admin fee is charged .</p> <p>c) a maximum of £10,000 be repaid if the property is sold, transferred, or assigned within 10 years.</p> |
| Ribble Valley Adaptation Grant | Maximum individual grant | As per Mandatory DFG towards the one item | Ribble Valley Adaptation Grant to address the needs of the applicant; <ul style="list-style-type: none"> • provision of stair lift • conversion bathroom to | As per mandatory DFG | All scheme conditions are the same as Mandatory DFG above except: |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--------|---|---------|--|--|---|
| | £10,000 + admin fee To be funded from Better Care Fund | | wet room <ul style="list-style-type: none"> • ceiling track hoist • wash only bidet • provision of ramps, half steps and galvanised rails • access inside or outside the property • Any other adaptation as recommended by the OT | Only 1 Ribble Valley adaptation grant within a 5 year period | <ul style="list-style-type: none"> • no means test |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|---|---|--|--|---|--|
| Disabled Facilities Discretionary Top up Grant | <p><u>Maximum assistance per application:</u></p> <p>£25,000 from Better Care Fund allocation + admin fee</p> | <p><u>Assistance to:</u></p> <p>a) provide top-up funding to meet the reasonable cost of aids and adaptations to assist the applicant to live independently in their home, where a Disabled Facilities Grant is approved at the statutory maximum and the eligible expense less contribution also exceeds the statutory maximum (currently £30,000).</p> | <p><u>Aids and adaptations to be:</u></p> <p>(As set out above for Mandatory Disabled Facilities Grants)</p> | <p><u>Applications considered from:</u></p> <p>a) applicants for a Mandatory Disabled Facilities Grant, where the eligible costs of the work exceed the mandatory grant</p> | <p><u>Applications to include:</u></p> <p>a) No separate application - assistance linked to Mandatory DFG application</p> <p><u>Applications subject to:</u></p> <p>a) means test through standard test of resources, except where</p> |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--------|----------------------|---------|---------------------|-------------|--|
| | | | | | <p>b) the grant is approved in respect of a disabled child under the age of 19</p> <p><u>Works to be:</u></p> <p>a) completed within 12 months of application approval</p> <p>b) completed to the satisfaction of the Council</p> <p><u>All the discretionary top up grant amount to be:</u></p> |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--------|----------------------|---------|---------------------|-------------|--|
| | | | | | <p>a) registered as a local land charge against the property if the works include alterations to the property on owner occupied properties (ie, not equipment)</p> <p>b) 10% admin fee is charged.</p> <p>c) the full grant to be repaid if the property is sold, transferred, or assigned within 10</p> |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--|--------------------------------|--|--|---|---|
| | | | | | years. See exception policy. |
| Home Safety and Energy Efficiency Grant | Max assistance per application | Assistance to ensure the property is free from hazards and any energy efficiency measures or hard to | Aids available ; Boiler servicing Boiler replacement Insulation | Applications eligible from; All households where adaptations are recommended by OT | Owner occupiers for energy efficiency grants only. 10% admin fee is charged. |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|--|--|--|---|--|---------------------------|
| | £4k non means tested | heat properties are improved. | | | |
| Neurological Disorder Assistance Scheme | £2k max Smart technology or any aids required to assist remaining in the home. As identified | To ensure all households have the adaptations required to enable them to remain at home if possible. | Smart technology Colour coded doors / walls As identified in the home assessment. | All households with a local connection living in their own home with a neurological diagnosis from a medical practioner. | 10% admin fee is charged. |

| Scheme | Assistance Available | Purpose | Scope of Assistance | Eligibility | Scheme Conditions |
|---------------|-----------------------------|----------------|----------------------------|--------------------|--------------------------|
| | through an assessment. | | | | |

DRAFT

DRAFT

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 26 OCTOBER 2023
title: ASSISTED PURCHASE SCHEME
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To update Committee on the previously approved equity share scheme and to seek approval to take the scheme forward, renamed as an Assisted Purchase Scheme across the whole Ribble Valley.
- 1.2 The intention of for the scheme to assist first time buyers to access the housing market, through the availability of a loan which would be registered as a charge on the property.
- 1.3 Relevance to the Council's ambitions and priorities
 - Community Objectives – To meet the affordable housing needs of all households in the borough.
 - Corporate Priorities - To match the supply of affordable homes with the identified needs.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 In 2004 Ribble Valley Borough Council launched the Homebuy scheme to help first time buyers access the housing market. RVBC offered upto 25% as a loan towards the purchase of market properties against the maximum purchase price of £180,000. The loan was not interest bearing but was payable on the sale of the property. The authority would expect to receive 25% of the open market value at the point of sale. If the property market was increasing at the time of the sale, the authority could expect to make a gain on its original investment. However, there is the risk that if the property market was in decline, the return may be less than the original loan.
- 2.2 In 2004 Ribble Valley Borough Council helped 8 first time buyers access the housing market through the scheme when a waiting list was in operation. In the current climate with lenders insisting on more than 10% deposits, the proposal is to run the scheme again. The scheme is not just about assisting those who do not have a deposit, applicants must demonstrate that their income alone does not allow them to purchase the property at its current open market value.
- 2.3 A report to Health and Housing Committee March 2022 detailed the receipted commuted sum monies received across the borough. With exception of Longridge sum the individual amounts stem from a variety of sites ranging from £60,000 contribution to £274,000.
- 2.4 The report recommended replicating the Homebuy scheme delivered in 2004, with an equity share scheme utilising the £422,130.00 of S106 contributions. Committee in March 2022 resolved to:

- 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.
- 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 Raikes, 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.

2.5 There has been a delay in bringing forward this proposal due to the difficulty in securing advice as to a necessary financial regulation of the scheme. However, since that date advice has been provided by Homes England, Cheshire East Council (who have delivered an identical scheme and plan to do the same again using commuted sum monies) and the Financial Conduct Authority. All these parties agreed that delivering the scheme is an option for the RVBC.

3 PROPOSAL

3.1 To progress the previously approved scheme although to rename it to Assisted Purchase Scheme (to avoid confusion with other schemes in the market). The Scheme will be made available to all first-time buyer households to enable them to access the housing market. Full details of the proposed eligibility criteria is below.

3.2 The scheme is to enable access to existing stock in the borough and to allow choice for first time buyers. First time buyers can use the scheme to choose a property rather than rely on affordable housing on new build sites.

4. SCHEME ELIGIBILITY CRITERIA

4.1 The following scheme criteria is proposed.

House Value: The assisted purchase scheme maximum house price value is £240,000.

The maximum assistance £24,000 per application
This is converted into a percentage and registered as a land charge.

Income: Max income for a couple is £80,000
Max income for a single person is £60,000

Council tax bands must be between A-D
House size for a couple must be a 2 bed
House size for a family 3 bed

Financial assessment: A mortgage in principle would be required to progress with the scheme which would set out the financial circumstances of the applicant and the amount required from the scheme.

4.2 Local connection will follow the approved definition as attached at Appendix 1. Applicant must sign a declaration that the property will remain their sole residence and cannot be rented out. An affordability assessment will be carried out which will require details of all savings, income and assets. Any offer of assistance is at the discretion of RVBC.

4.3 Worked example, a terraced property is on the market for £178,000. First time buyer with a local connection, working and earning £42,000 as their income and want to purchase. They have had a mortgage offer of £147,000.00 and have savings of £11,420. RVBC offers £19,580.00, through the assisted purchase scheme which is then converted to 11 % of the total value. Therefore, a land registry charge of 11% would be registered and at the point of resale would be repaid back to RVBC.

4.4 It is proposed to add a £350 administrative charge to each grant processed.

5. GEOGRAPHICAL CONSIDERATIONS

5.1 The resolution at Committee in March 2022 approved delivering the scheme in the parishes from which the commuted sum money was collected.

5.2 Further consideration of this at the Strategic Housing Working Group on 11 October 2023 identified that this could cause difficulties in delivering on a parish footprint and agreed a borough wide Assisted Purchase Scheme was a better option and would benefit all first time buyers across the borough. As such the Working Group has recommended that the Assisted Purchase Scheme be offered Borough wide.

6. RISK ASSESSMENT

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

- Resources – The total commuted sum monies is £ 422,130. This will deliver a maximum of 18 assisted purchase grants. The spend will be monitored monthly and all approvals reported to Committee.
- Technical, Environmental and Legal – There will be considerable input in staff time to process the grants which will require legal input. Hence there will be a £350 administrative charge for the completion of each grant.
- Political – Providing assistance for first time buyers in the housing market is a priority for the Council. This scheme allows first time buyers to choose a property as opposed to most other affordable housing schemes which are delivered through new build sites. Utilising the commuted sum monies is essential and this scheme will ensure the monies is committed to an affordable housing delivery.
- Reputation – The scheme will be promoted across the borough and advertised to encourage uptake.
- Equality & Diversity – The scheme will be available to all and promoted to ensure first time buyers in areas in the borough particularly those with limited affordable housing options.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Approve proceeding with the delivery of the Assisted Purchase Scheme (changed from Equity Share Scheme) across the borough, in accordance with the criteria set out within section 4.
- 7.2 Confirm that the scheme can be made available to first time buyers across the borough and not limited to the parishes where the S106 monies were collected.
- 7.3 Agree to the inclusion of a £350 administration charge per grant.
- 7.4 Request that Officers provide updates to Health and Housing Committee in respect of the uptake and any issues with delivery of the scheme.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

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

Appendix 1

Ribble Valley Local Connection

Local connection in the Ribble Valley is defined as:

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

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 26 OCTOBER 2023
title: REVIEW OF FEES AND CHARGES 2024/25
submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
principal author: LAWSON ODDIE

PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2024.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2024/25 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2024 and would operate for the duration of the 2024/25 financial year.
- 2.3 The Council's latest budget forecast allows for a 4% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2024/25 by this amount as a minimum.

3 ADVICE OF POLICY AND FINANCE COMMITTEE 12 SEPTEMBER 2023

- 3.1 In September 2023, the Budget Working Group and Policy and Finance Committee considered the overall three-year Budget Forecast. This forecast assumes that fees and charges are increased overall by 4%.
- 3.2 Guidance from Policy and Finance Committee to service committees is that they review their fees and charges in order to achieve on average overall target increase in income of 4%.
- 3.3 The current budgeted income to be received from fees and charges which are set by this Committee and are considered for a percentage increase each year is £291,409. A 4% increase on this total would therefore generate £303,065.

4 REVIEW OF THE FEES AND CHARGES

- 4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.
- 4.2 The following process was taken:
 - Budget holders are provided with an indication of the fees and charges factoring in the Policy and Finance Committee proposals.
 - A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge at a different level than the Policy and Finance Committee target.
- 4.3 Following discussions, a **proposed** set of fees and charges for implementation from 1 April 2024 has been produced for this committee and is shown at Annex 1. This annex provides details of:
 - the current charge for 2023/24

- an estimate of the level of 2023/24 income raised by each charge (Net of VAT)
 - the proposed charges for implementation from 1 April 2024
 - an indication of the potential income that may be achieved in 2024/25, should the proposals be agreed (Net of VAT)
 - the resulting percentage increase from 2023/24 to 2024/25
 - Date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased)
- 4.4 After applying this percentage increase, proposed charges have generally been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 4.5 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.
- 4.6 Work is still underway on forecasting income budget levels for 2024/25 and such budget proposals will be reported back to this committee in January 2024 for approval.
- 4.7 If Committee agrees the fees and charges as shown in Annex 1, the overall increase based on current budgeted demand levels is expected to be 3.98%.
- 4.8 No inflation related increases are proposed for Dog Offences Fixed Penalty Notice charges and Environmental Health Fixed Penalty Notice charges in 2024/25. This is because these charges are set by this Committee within Government guidelines for maximum and minimum levels and these levels do not increase by inflation each year.
- 5 CONCLUSION
- 5.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.
- 5.2 If members agree with the proposed fees and charges set out in Annex 1 then this committee will be setting charges that will produce on average a 3.98% increase to fees and charges.
- 5.3 The Policy and Finance Committee recommends that all service committees seek to increase their fees and charges by 4% on average. If you agree with the recommended charges, this committee will meet the target required.
- 6 RISK ASSESSMENT
- 6.1 The approval of this report may have the following implications:
- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
 - Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
 - Political – none
 - Reputation – Substantial increases to charges can generate adverse publicity.
 - Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

7 RECOMMENDATION THAT COMMITTEE

7.1 Consider the level of fees and charges to be levied for this committee for 2024/25.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH12-23/LO/AC
13 OCTOBER 2023

For further information please ask for Lawson Oddie
BACKGROUND PAPERS – None

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| CLITHEROE CEMETERY – CLCEM | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|----------------------------|--------------------------------------|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Exclusive Burial Rights | Grave Plot | CLCEM/8447u | Non Vatable | 907.00 | 999.00 | 20,483 | 1,039.00 | 21,303 | 4.00% |
| | Ashes Plot | CLCEM/8447u | Non Vatable | 448.00 | 494.00 | 6,907 | 513.80 | 7,184 | 4.01% |
| | Woodland Burial | CLCEM/8747u | Non Vatable | 821.00 | 904.00 | 15,070 | 940.20 | 15,673 | 4.00% |
| Woodland Burials | Tree and Wild Flower Planting | - | - | No Charge | No Charge | | | | |
| Page 40 Interments | Stillborn and Child up to 1 month*** | - | - | No Charge | No Charge | | | | |
| | Child under 16 years old | CLCEM/8441u | Non Vatable | 178.00 | 196.00 | 0 | 203.80 | 0 | 3.98% |
| | 3 depth | CLCEM/8441u | Non Vatable | 814.00 | 897.00 | 4,821 | 932.90 | 5,014 | 4.00% |
| | 2 depth | CLCEM/8441u | Non Vatable | 673.00 | 741.00 | 11,820 | 770.60 | 12,292 | 3.99% |
| | 1 depth (Includes Woodland Burials) | CLCEM/8441u | Non Vatable | 628.00 | 692.00 | 23,800 | 719.70 | 24,753 | 4.00% |
| | Ashes (Includes Woodland Burials) | CLCEM/8441u | Non Vatable | 152.00 | 168.00 | 5,339 | 174.70 | 5,552 | 3.99% |

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

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

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| CLITHEROE CEMETERY - CLCEM | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|-------------------------------|--|-------------|---------------|--------------------------------|--------------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Fees for Memorials Page 41 | Provision of Foundation | CLCEM/8446n | VAT Inclusive | 101.00 | 112.00 | 0 | 116.50 | 0 | 4.02% |
| | Right to Erect Headstone | CLCEM/8442u | Non Vatable | 185.00 | 204.00 | 5,185 | 212.20 | 5,393 | 4.02% |
| | Right to Place Stone Plaque on Ashes Plot | CLCEM/8442u | Non Vatable | 100.00 | 110.00 | 645 | 114.40 | 671 | 4.00% |
| | Cemetery Plaques | CLCEM/8445z | Non Vatable | At Cost-Materials | At Cost-Materials | | | | |
| | Removing/Refixing Headstones for Burials | CLCEM/8599u | Non Vatable | At Cost-Materials | At Cost-Materials | | | | |
| | Commemorative Trees | CLCEM/8508z | Non Vatable | 188.00 | 207.00 | 0 | 215.30 | 0 | 4.01% |
| | Commemorative Shrubs | CLCEM/8508z | Non Vatable | 99.00 | 109.00 | 0 | 113.40 | 0 | 4.04% |
| | Memorial Bench | CLCEM/8507z | Non Vatable | At Cost - Materials and Labour | At Cost - Materials and Labour | | | | |
| Other Cemetery charges | Search Fee | CLCEM/8780n | VAT Inclusive | 34.00 | 37.50 | 0 | 39.00 | 0 | 4.00% |
| | Copy of Grave Deed | CLCEM/8781n | VAT Inclusive | 34.00 | 37.50 | 0 | 39.00 | 0 | 4.00% |
| | Certificate of Burial / Certificate of Transfer / Copy Certificate | CLCEM/8782n | VAT Inclusive | 44.30 | 48.80 | 0 | 50.80 | 0 | 4.10% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| PUBLIC HEALTH ACT BURIALS AND CREMATIONS - BURCR | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|--|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Public Health Act funerals | Public Health Act Funerals officer time fee (per hour) | BURCR/8576z | Non Vatable | 54.70 | 60.30 | 0 | 62.70 | 0 | 3.98% |

| CLITHEROE MARKET – CLMKT | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge | |
|--|--------|---|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|-------|
| | | | | £ | £ | £ | £ | £ | % | |
| Page 42 | Cabins | Tuesday, Thursday and Saturday - per week | CLMKT/8824n | VAT Inclusive | 61.20 | 67.40 | 121,644 | 70.10 | 126,517 | 4.01% |
| | | Use of Cabins (preparation purposes): Non Market Days | CLMKT/8824n | VAT Inclusive | 30.10 | 33.20 | 2,916 | 34.50 | 3,030 | 3.92% |
| Stalls - Tuesday & Saturday | | - 10 ft | CLMKT/8825n | VAT Inclusive | 20.50 | 22.60 | 1,383 | 23.50 | 1,438 | 3.98% |
| | | - 10 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 10.50 | 11.60 | 170 | 12.10 | 177 | 4.31% |
| | | - 8 ft | CLMKT/8825n | VAT Inclusive | 16.90 | 18.70 | 11,072 | 19.40 | 11,486 | 3.74% |
| | | - 8 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 9.00 | 9.90 | 2,211 | 10.30 | 2,300 | 4.04% |
| Stalls - Sunday Events | | Regular Contract Traders | CLMKT/8825n | VAT Inclusive | 11.60 | 12.80 | 0 | 13.30 | 0 | 3.91% |
| | | Non Contract Traders | CLMKT/8825n | VAT Inclusive | 22.20 | 24.50 | 0 | 25.50 | 0 | 4.08% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| CLITHEROE MARKET – CLMKT | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|----------------------------------|-------------|---------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| Stalls - Thursdays | - 10 ft | CLMKT/8825n | VAT Inclusive | 10.50 | 11.60 | 0 | 12.10 | 0 | 4.31% |
| | - 10 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 5.20 | 5.70 | 0 | 5.90 | 0 | 3.51% |
| | - 8 ft | CLMKT/8825n | VAT Inclusive | 9.00 | 9.90 | 1,274 | 10.30 | 1,325 | 4.04% |
| | - 8 ft Third Stall Reduced Rate | CLMKT/8825n | VAT Inclusive | 4.20 | 4.60 | 0 | 4.80 | 0 | 4.35% |
| Pitches | Tuesday and Saturday - per day | CLMKT/8826n | VAT Inclusive | 17.40 | 19.20 | 2,473 | 20.00 | 2,576 | 4.17% |
| | Thursday - per day | CLMKT/8826n | VAT Inclusive | 9.00 | 9.90 | 437 | 10.30 | 455 | 4.04% |
| Clitheroe Market Special Events | Special Events Fee | CLMKT/8885n | VAT Inclusive | Price on Application | Price on Application | | | | |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| DOG WARDEN AND PEST CONTROL - DOGWD | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|-------------------------------------|--|-------------|---------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Pest Control Page 44 | Commercial - Single Visit Charge (per hour plus materials - minimum charge 1 hour) | DOGWD/8696n | VAT Inclusive | 56.70 | 62.50 | 846 | 65.00 | 880 | 4.00% |
| | Commercial - Annual Contract - Per Visit | DOGWD/8696n | VAT Inclusive | 41.20 | 45.40 | 3,644 | 47.20 | 3,788 | 3.96% |
| | Domestic - Rodents - Single Visit Charge during working hours | DOGWD/8725n | VAT Inclusive | 49.50 | 54.50 | | 56.70 | | 4.04% |
| | Domestic - Rodents - Single Visit Charge - Out of Hours | DOGWD/8725n | VAT Inclusive | 98.90 | 108.90 | | 113.30 | | 4.04% |
| | Domestic - Unspecified Reason - Single Visit Charge during working hours | DOGWD/8725n | VAT Inclusive | 49.50 | 54.50 | | 56.70 | | 4.04% |
| | Domestic - Public Health Pests (eg. cockroaches and bed bugs) - Single Visit Charge during working hours | DOGWD/8725n | VAT Inclusive | 49.50 | 54.50 | | 56.70 | | 4.04% |
| | Domestic - Public Health Pests (eg. cockroaches and bed bugs) - Single Visit Charge - Out of Hours | DOGWD/8725n | VAT Inclusive | 98.90 | 108.90 | | 113.30 | | 4.04% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| DOG WARDEN AND PEST CONTROL - DOGWD | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|---|-------------|---------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| Non-Public Health Insect Treatment (eg. wasps, ants, flies, carpet beetles and fleas) | Wasps/Fleas/Ants/Other - Single Visit Charge during working hours | DOGWD/8412n | VAT Inclusive | 49.50 | 54.50 | 5,144 | 56.70 | 5,352 | 4.04% |
| | Wasps/Fleas/Ants/Other - Each additional nest treated on same visit | DOGWD/8412n | VAT Inclusive | 24.80 | 27.40 | 46 | 28.50 | 48 | 4.01% |
| | Wasps/Fleas/Ants/Other - Out of hours - Single Visit Charge | DOGWD/8412n | VAT Inclusive | 98.90 | 108.90 | 0 | 113.30 | 0 | 4.04% |
| Pest Control Missed Appointments | Per missed appointment | DOGWD/8726n | VAT Inclusive | 49.50 | 54.50 | 0 | 56.70 | 0 | 4.04% |
| Dog Bins Emptying Post Mounted - One collection per bin per week | Commercial - per bin per week | DOGWD/8596n | VAT Inclusive | 9.20 | 10.20 | 0 | 10.60 | 0 | 3.92% |
| | Parish Councils - per bin per week | DOGWD/8596n | VAT Inclusive | 5.30 | 5.80 | 1,430 | 6.00 | 1,479 | 3.45% |

45

| DOG WARDEN AND PEST CONTROL - DOGWD - FIXED PENALTY NOTICES | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|---|--|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Public Space Protection Orders - Dog Offences | Maximum full penalty - no discount allowed | DOGWD/8631z | Non Vatable | 100.00 | 100.00 | 100 | 104.00 | 104 | 4.00% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|---|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Boarding in Kennels Licence (Animal Welfare Regulations 2018) | Boarding in Kennels - Processing Application Fee | ENVHT/8674u | Non Vatable | 251.50 | 277.00 | 812 | 288.10 | 845 | 4.01% |
| | Boarding in Kennels - Compliance/ Enforcement Fee | ENVHT/8674u | Non Vatable | 119.50 | 132.00 | 386 | 137.30 | 401 | 4.02% |
| | Boarding in Kennels - Variation Fee (with inspection) | ENVHT/8674u | Non Vatable | 181.50 | 200.00 | 0 | 208.00 | 0 | 4.00% |
| | Boarding in Kennels - Variation Fee (no inspection) | ENVHT/8674u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |
| Boarding in Catteries Licence (Animal Welfare Regulations 2018) | Boarding in Catteries - Processing Application Fee | ENVHT/8674u | Non Vatable | 251.50 | 277.00 | 135 | 288.10 | 140 | 4.01% |
| | Boarding in Catteries - Compliance/ Enforcement Fee | ENVHT/8674u | Non Vatable | 119.50 | 132.00 | 386 | 137.30 | 401 | 4.02% |
| | Boarding in Catteries - Variation Fee (with inspection) | ENVHT/8674u | Non Vatable | 181.50 | 200.00 | 0 | 208.00 | 0 | 4.00% |
| | Boarding in Catteries - Variation Fee (no inspection) | ENVHT/8674u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |
| Home Boarding Licence (Animal Welfare Regulations 2018) | Home Boarding - Processing Application Fee | ENVHT/8776u | Non Vatable | 219.50 | 242.00 | 439 | 251.70 | 457 | 4.01% |
| | Home Boarding - Compliance/ Enforcement Fee | ENVHT/8776u | Non Vatable | 86.60 | 95.50 | 462 | 99.30 | 480 | 3.98% |
| | Home Boarding - Variation Fee (with inspection) | ENVHT/8776u | Non Vatable | 147.50 | 162.50 | 197 | 169.00 | 205 | 4.00% |
| | Home Boarding - Variation Fee (no inspection) | ENVHT/8776u | Non Vatable | 82.50 | 91.00 | 55 | 94.60 | 57 | 3.96% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| ENVIRONMENTAL HEALTH - ENVHT | Ledger Code | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|---|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| Day Care for Dogs Licence (Animal Welfare Regulations 2018) | Day Care for Dogs - Processing Application Fee | ENVHT/8776u | Non Vatable | 219.50 | 242.00 | 722 | 251.70 | 751 | 4.01% |
| | Day Care for Dogs - Compliance/ Enforcement Fee | ENVHT/8776u | Non Vatable | 86.60 | 95.50 | 115 | 99.30 | 120 | 3.98% |
| | Day Care for Dogs - Variation Fee (with inspection) | ENVHT/8776u | Non Vatable | 147.50 | 162.50 | 0 | 169.00 | 0 | 4.00% |
| | Day Care for Dogs - Variation Fee (no inspection) | ENVHT/8776u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |

For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable

Page 47

| ENVIRONMENTAL HEALTH - ENVHT | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge | |
|---|--|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|-------|
| | | | £ | £ | £ | £ | £ | % | |
| Breeding of Dogs Licence (Animal Welfare Regulations 2018) | Breeding of Dogs - Processing Application Fee | ENVHT/8675u | Non Vatable | 251.50 | 277.00 | 59 | 288.10 | 61 | 4.01% |
| | Breeding of Dogs - Compliance/ Enforcement Fee | ENVHT/8675u | Non Vatable | 119.50 | 132.00 | 21 | 137.30 | 22 | 4.02% |
| | Breeding of Dogs - Variation Fee (with inspection) | ENVHT/8675u | Non Vatable | 181.50 | 200.00 | 0 | 208.00 | 0 | 4.00% |
| | Breeding of Dogs - Variation Fee (no inspection) | ENVHT/8675u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| ENVIRONMENTAL HEALTH - ENVHT Ledger Code | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|---|--|-------------|----------------|-------------------------------------|-------------------------------------|---|---|--|-------------------------------------|
| Selling Animals as Pets (Single Species) Licence (Animal Welfare Regulations 2018) | Selling Animals as Pets (Single Species) - Processing Application Fee | ENVHT/8676u | Non Vatable | 194.00 | 214.00 | 257 | 222.60 | 267 | 4.02% |
| | Selling Animals as Pets (Single Species) - Compliance/ Enforcement Fee | ENVHT/8676u | Non Vatable | 63.00 | 69.50 | 84 | 72.30 | 87 | 4.03% |
| | Selling Animals as Pets (Single Species) - Variation Fee (with inspection) | ENVHT/8676u | Non Vatable | 124.00 | 137.00 | 0 | 142.50 | 0 | 4.01% |
| | Selling Animals as Pets (Single Species) - Variation Fee (no inspection) | ENVHT/8676u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |
| Selling Animals as Pets (Multiple Species) Licence (Animal Welfare Regulations 2018) | Selling Animals as Pets (Multiple Species) - Processing Application Fee | ENVHT/8676u | Non Vatable | 277.50 | 306.00 | 0 | 318.20 | 0 | 3.99% |
| | Selling Animals as Pets (Multiple Species) - Compliance/ Enforcement Fee | ENVHT/8676u | Non Vatable | 143.50 | 158.00 | 0 | 164.30 | 0 | 3.99% |
| | Selling Animals as Pets (Multiple Species) - Variation Fee (with inspection) | ENVHT/8676u | Non Vatable | 205.00 | 226.00 | 0 | 235.00 | 0 | 3.98% |
| | Selling Animals as Pets (Multiple Species) - Variation Fee (no inspection) | ENVHT/8676u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |
| Hiring out Horses Licence (Animal Welfare Regulations 2018) | Hiring out Horses - Processing Application Fee | ENVHT/8677u | Non Vatable | 312.50 | 344.50 | 1,990 | 358.30 | 2,070 | 4.01% |
| | Hiring out Horses - Compliance/ Enforcement Fee | ENVHT/8677u | Non Vatable | 175.50 | 193.50 | 0 | 201.20 | 0 | 3.98% |
| | Hiring out Horses - Variation Fee (with inspection) | ENVHT/8677u | Non Vatable | 242.50 | 267.00 | 0 | 277.70 | 0 | 4.01% |
| | Hiring out Horses - Variation Fee (no inspection) | ENVHT/8677u | Non Vatable | 82.50 | 91.00 | 0 | 94.60 | 0 | 3.96% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|---|----------------------------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Exhibition of Animals Licence (Animal Welfare Regulations 2018) | Exhibition of Animals - Processing Application Fee | ENVHT/8676u | Non Vatable | 251.50 | 277.00 | 0 | 288.10 | 0 | 4.01% |
| | Exhibition of Animals - Compliance/ Enforcement Fee | ENVHT/8676u | Non Vatable | No Charge | No Charge | | | | |
| | Exhibition of Animals - Variation Fee (with inspection) | ENVHT/8676u | Non Vatable | 181.50 | 200.00 | 0 | 208.00 | 0 | 4.00% |
| | Exhibition of Animals - Variation Fee (no inspection) | ENVHT/8676u | Non Vatable | 82.50 | 91.00 | 109 | 94.60 | 113 | 3.96% |
| Additional Activity Licence Fee (Animal Welfare Regulations 2018) | Extra fee for each Additional Activity on a Multiple Activity Licence, where applicable | ENVHT/any of above as applicable | Non Vatable | 34.00 | 37.50 | 0 | 39.00 | 0 | 4.00% |
| Additional Host Inspection Fee (Animal Welfare Regulations 2018) | Extra fee for each Additional Host inspected for Franchise Licence applicants/holders | ENVHT/any of above as applicable | Non Vatable | 49.50 | 54.50 | 0 | 56.70 | 0 | 4.04% |
| Re-score Inspection (Animal Welfare Regulations 2018) | Re-score Inspection, where requested | ENVHT/any of above as applicable | Non Vatable | 137.00 | 151.00 | 0 | 157.00 | 0 | 3.97% |
| Animal Welfare Licences - Others | Dangerous Wild Animals | ENVHT/8678u | Non Vatable | 162.00 | 178.50 | 0 | 185.60 | 0 | 3.98% |
| | Annual Zoo compliance audit | ENVHT/8679u | Non Vatable | 194.00 | 214.00 | 130 | 222.60 | 135 | 4.02% |
| | Zoo - 4 year renewal | ENVHT/8679u | Non Vatable | 387.50 | 427.00 | | 444.10 | | 4.00% |

For all Animal Welfare Licences - Vets fees charged at cost in addition to the fees shown above, where applicable

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|---|-------------|-------------|--|--|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Street Trading Licences | Street Trading Consent - Classes I, II & III per annum | ENVHT/8430u | Non Vatable | 783.00 | 862.50 | 7,750 | 897.00 | 8,060 | 4.00% |
| | Street Trading Consent Class V per Event | ENVHT/8430u | Non Vatable | 135.00 | 149.00 | 0 | 155.00 | 0 | 4.03% |
| | Street Trading Consent Class IV | - | - | No Charge | No Charge | | | | |
| Caravan Sites Licences | First time - new (based on 12 hours) | ENVHT/8684u | Non Vatable | 510.00 | 562.00 | 0 | 584.50 | 0 | 4.00% |
| | Annual (based on 6 hours) | ENVHT/8684u | Non Vatable | 257.50 | 284.00 | 570 | 295.40 | 593 | 4.01% |
| | Amendment of site (based on 6 hours) | ENVHT/8684u | Non Vatable | 257.50 | 284.00 | 0 | 295.40 | 0 | 4.01% |
| | Transfer (based on 4 hours) | ENVHT/8684u | Non Vatable | 173.50 | 191.50 | 0 | 199.20 | 0 | 4.02% |
| Mobile Homes Regulations 2020 - Fit and Proper Person Test | Mobile Homes Fit and Proper Person Test Application Fee | ENVHT/8089u | Non Vatable | 269.00 | 296.50 | 0 | 308.40 | 0 | 4.01% |
| | Mobile Homes Site Manager Appointment Costs | ENVHT/8089u | Non Vatable | At Cost, Recovered in full from site owner | At Cost, Recovered in full from site owner | | | | |
| Houses of Multiple Occupation Licences <i>(If licence applicant is a member of a recognised landlord scheme, there is a</i> | HMO Licence Part 1 fee - Processing a licence application for either 2 years or 5 years | ENVHT/8685u | Non Vatable | 848.00 | 934.00 | 0 | 971.40 | 0 | 4.00% |
| | HMO Licence Part 2 fee - Licence scheme running costs, including compliance monitoring | ENVHT/8685u | Non Vatable | 472.00 | 520.00 | 0 | 540.80 | 0 | 4.00% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| <i>20% reduction in these licence fees)</i> | Variation of an HMO Licence | ENVHT/8685u | Non Vatable | 145.50 | 160.50 | 0 | 166.90 | 0 | 3.99% |
|--|--|-------------|----------------------------|------------------------------------|--|--------------------------------------|---|-------------------------------|-------|
| ENVIRONMENTAL HEALTH - ENVHT Ledger Code | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge | |
| Registrations | Acupuncture | ENVHT/8680u | Non Vatable | 183.50 | 202.50 | 0 | 210.60 | 0 | 4.00% |
| | Ear Piercing | ENVHT/8681u | Non Vatable | 183.50 | 202.50 | 0 | 210.60 | 0 | 4.00% |
| | Tattooing | ENVHT/8682u | Non Vatable | 183.50 | 202.50 | 0 | 210.60 | 0 | 4.00% |
| | Electrolysis | ENVHT/8683u | Non Vatable | 183.50 | 202.50 | 0 | 210.60 | 0 | 4.00% |
| Page 51 Private Water Supplies Risk Assessment and Sample Analysis <i>(Please note - The lab test fees are based on the fees paid to an external laboratory for each sample analysis)</i> | Risk Assessment | ENVHT/8417u | Non Vatable | £41.70 per hour | £46.00 per hour | 27,350 | £47.80 per hour | 28,420 | 3.91% |
| | Other Investigations | ENVHT/8417u | Non Vatable | £41.70 per hour plus lab test fees | £46.00 per hour plus lab test fees | | Officer time £47.80 per hour plus lab test fees | | 3.91% |
| | Small Supplies (Regulation 10) Sample Analysis | ENVHT/8417u | Non Vatable | £83.40 plus lab test fees | £92.00 plus lab test fees | | £95.70 plus lab test fees | | 4.02% |
| | Large Supplies (Regulation 9, Group A + B) Sample Analysis | ENVHT/8417u | Non Vatable | £83.40 plus lab test fees | £92.00 plus lab test fees | | £95.70 plus lab test fees | | 4.02% |
| | Bacteriological Sample Analysis | ENVHT/8417u | Non Vatable | £41.70 plus lab test fees | £46.00 plus lab test fees | | £47.80 plus lab test fees | | 3.91% |
| | Private Water Sample Re-test | ENVHT/8417u | Non Vatable | £83.40 plus lab test fees | £92.00 plus lab test fees | | £95.70 plus lab test fees | | 4.02% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| | Carrying out works or measures that an owner has failed to carry out in accordance with an improvement notice | ENVHT/8417u | Non Vatable | At Cost – recovered from owner | At Cost – recovered from owner | | At Cost – recovered from owner | | |
|--|---|-------------|---------------|---|---|--|---|---|-------------------------------|
| ENVIRONMENTAL HEALTH - ENVHT | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
| | | | | £ | £ | £ | £ | £ | % |
| Housing Enforcement Notice | Environmental Health Officer Fee (Per Hour), where applicable | ENVHT/8689u | Non Vatable | N/A | 46.00 | 0 | 47.80 | 0 | 3.91% |
| Immigration Inspection | Per inspection (3 hours minimum with hourly charge thereafter) | ENVHT/8687n | VAT Inclusive | £153.30 plus £51.10 per hour after 3 hours | £168.90 plus £56.30 per hour after 3 hours | 0 | £175.70 plus £58.60 per hour after 3 hours | 0 | 4.03% |
| Removal of Unfit Food | Per removal | ENVHT/8519z | Non Vatable | At Cost, recovered in full from food business | At Cost, recovered in full from food business | 0 | At Cost, recovered in full from food business | 0 | |
| Food Hygiene Rating Scheme Rescore Inspection | Per Inspection | ENVHT/8763z | Non Vatable | 169.00 | 186.50 | 0 | 194.00 | 0 | 4.02% |
| Exhumations Charges | Environmental Health Officer Attendance Fee (per hour) | ENVHT/8583z | Non Vatable | 41.70 | 46.00 | 0 | 47.80 | 0 | 3.91% |
| | Exhumation costs incurred by the Council | ENVHT/8583z | Non Vatable | At Cost, recovered in full from those requesting the exhumation | At Cost, recovered in full from those requesting the exhumation | | At Cost, recovered in full from those requesting the exhumation | | |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|---|---|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Littering | Maximum full penalty - discount to £113 for early payment | ENVHT/8629z | Non Vatable | 150.00 | 150.00 | 0 | 150.00 | 0 | 0.00% |
| Graffiti | Maximum full penalty | ENVHT/8638z | Non Vatable | 80.00 | 80.00 | 0 | 80.00 | 0 | 0.00% |
| | Minimum discounted penalty | ENVHT/8638z | Non Vatable | 50.00 | 50.00 | 0 | 60.00 | 0 | 20.00% |
| Fly-posting | Maximum full penalty | ENVHT/8638z | Non Vatable | 80.00 | 80.00 | 0 | 80.00 | 0 | 0.00% |
| | Minimum discounted penalty | ENVHT/8638z | Non Vatable | 50.00 | 50.00 | 0 | 60.00 | 0 | 20.00% |
| Unauthorised distribution of free literature on designated land | Maximum full penalty | ENVHT/8638z | Non Vatable | 80.00 | 80.00 | 0 | 80.00 | 0 | 0.00% |
| | Minimum discounted penalty | ENVHT/8638z | Non Vatable | 50.00 | 50.00 | 0 | 60.00 | 0 | 20.00% |
| Alarm noise: failure to nominate key-holder or to notify local authority of key-holder's details | Maximum full penalty | ENVHT/8634z | Non Vatable | 80.00 | 80.00 | 0 | 80.00 | 0 | 0.00% |
| | Minimum discounted penalty | ENVHT/8634z | Non Vatable | 50.00 | 50.00 | 0 | 60.00 | 0 | 20.00% |
| Nuisance parking | Maximum full penalty | ENVHT/8635z | Non Vatable | 100.00 | 100.00 | 0 | 100.00 | 0 | 0.00% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| | | | | | | | | | |
|---|--|--------------------|-------------|-----------------------------------|-----------------------------------|---|---|--|--------------------------------------|
| | Minimum discounted penalty | ENVHT/8635z | Non Vatable | 60.00 | 60.00 | 0 | 75.00 | 0 | 25.00% |
| Abandoning a vehicle | Maximum full penalty | ENVHT/8636z | Non Vatable | 200.00 | 200.00 | 0 | 200.00 | 0 | 0.00% |
| | Minimum discounted penalty | ENVHT/8636z | Non Vatable | 120.00 | 120.00 | 0 | 150.00 | 0 | 25.00% |
| ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
| Fly-tipping | Maximum full penalty | ENVHT/8637z | Non Vatable | 400.00 | 400.00 | 0 | 1,000.00 | 0 | 150.00% |
| | Minimum discounted penalty | ENVHT/8637z | Non Vatable | 120.00 | 120.00 | 0 | 750.00 | 0 | 525.00% |
| Failure to produce waste transfer note | Maximum full penalty | ENVHT/8637z | Non Vatable | 300.00 | 300.00 | 120 | 300.00 | 120 | 0.00% |
| | Minimum discounted penalty | ENVHT/8637z | Non Vatable | 180.00 | 180.00 | | 225.00 | | 25.00% |
| Domestic waste receptacle offences | Maximum full penalty | ENVHT/8637z | Non Vatable | 80.00 | 80.00 | | 80.00 | | 0.00% |
| | Minimum discounted penalty | ENVHT/8637z | Non Vatable | 40.00 | 40.00 | | 60.00 | | 50.00% |
| Industrial and commercial waste receptacle offences | Maximum full penalty | ENVHT/8637z | Non Vatable | 110.00 | 110.00 | | 110.00 | | 0.00% |
| | Minimum discounted penalty | ENVHT/8637z | Non Vatable | 60.00 | 60.00 | | 83.00 | | 38.33% |
| Noise exceeding permitted level - domestic premises | Maximum full penalty | ENVHT/8634z | Non Vatable | 110.00 | 110.00 | 0 | 110.00 | 0 | 0.00% |
| | Minimum discounted penalty | ENVHT/8634z | Non Vatable | 60.00 | 60.00 | 0 | 82.00 | 0 | 36.67% |
| | Maximum full penalty - no discount allowed | ENVHT/8634z | Non Vatable | 500.00 | 500.00 | 0 | 500.00 | 0 | 0.00% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| | | | | | | | | | |
|---|---------------------------------------|-------------|-------------|--------|--------|---|--------|---|-------|
| Community Protection Notice breach | Maximum penalty - paid within 14 days | ENVHT/8789z | Non Vatable | 100.00 | 100.00 | 0 | 100.00 | 0 | 0.00% |
| | Minimum penalty - paid within 7 days | ENVHT/8789z | Non Vatable | 75.00 | 75.00 | 0 | 75.00 | 0 | 0.00% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| ENVIRONMENTAL HEALTH - ENVHT - FIXED PENALTY NOTICES | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|---|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| Operating a vehicle engine when parked | Maximum penalty - not paid within 28 days | ENVHT/8635z | Non Vatable | 40.00 | 40.00 | 0 | 40.00 | 0 | 0.00% |
| | Minimum penalty - paid within 28 days | ENVHT/8635z | Non Vatable | 20.00 | 20.00 | 0 | 30.00 | 0 | 50.00% |

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

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

| CONTAMINATED LAND - CLAND | | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|---------------------------|--|-------------|---------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | | £ | £ | £ | £ | £ | % |
| Enquiry | | CLAND/8623n | VAT Inclusive | 86.60 | 95.40 | 0 | 99.20 | 0 | 3.98% |

HEALTH AND HOUSING COMMITTEE PROPOSED FEES AND CHARGES 2024/25

ANNEX 1

| IMPROVEMENT GRANTS - IMPGR | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|--|-------------|---------------|---|---|--|---|---|-------------------------------|
| | | | £ | £ | £ | £ | £ | % |
| Administration Charges for Disabled Facilities Grants | IMPGR/8716m | Non Vatable | % of Total cost in line with current DFG Policy | % of Total cost in line with current DFG Policy | - | % of Total cost in line with current DFG Policy | - | - |
| Administration Charges for Housing Improvement Grants | IMPGR/8717n | VAT Inclusive | 5% of Total Cost + VAT | 5% of Total Cost + VAT | - | 5% of Total Cost + VAT | - | - |

| HOUSING STRATEGY - HSTRA | Ledger Code | VAT | Charge from 1st April 2022 | Charge from 1st April 2023 | Budgeted Income Net of VAT for 2023/24 | Proposed Charges from 1st April 2024 | Indication of Potential Income Net of VAT for 2024/25 | Percentage Increase in Charge |
|---|-------------|-------------|----------------------------|----------------------------|--|--------------------------------------|---|-------------------------------|
| | | | £ | £ | £ | £ | £ | % |
| Self Build and Custom House Build Registration Fee (annual charge) | HSTRA/8811z | Non Vatable | 65.60 | 72.30 | 400 | 75.20 | 416 | 4.01% |

Page 57

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 26 OCTOBER 2023
 title: CAPITAL MONITORING 2023/24
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report the progress on this Committee's 2023/24 capital programme for the period to the end of September 2023.

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 2023/24 CAPITAL PROGRAMME BACKGROUND

2.1 There were 7 capital schemes that were originally approved for this committee totalling £2,860,440 (including budget and schemes moved from 2022/23). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively.

2.2 At the 2022/23 year-end, it was identified that there were 7 schemes that had not been completed. The balance of budget for these schemes was £1,006,190, and the transfer of this budget to the 2023/24 financial year is known as slippage and was approved by this committee at the meeting held on 8 June 2023.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of 10 schemes is £3,866,630. This is provided in detail at Annex 1.

3 CAPITAL MONITORING 2023/24

3.1 The table below summarises the position on the capital programme for this committee.

| | Scheme Count | £ |
|---|--------------|------------------|
| Original Estimate 2023/24 | 3 | 747,580 |
| Schemes and Budget moved from 2022/23 | 4 | 2,112,860 |
| Total Original Estimate as per Budget Book | 7 | 2,860,440 |
| Slippage from 2022/23 | 3 | 1,006,190 |
| Additional Approvals in year 2023/24 | 0 | 0 |
| Current Total Approved Budget 2023/24 | 10 | 3,866,630 |
| Actual Spend and Commitments – April to September | | 691,955 |
| Remaining Budget as at the end of September 2023 | | 3,174,675 |

3.2 At the end of the first quarter of 2023/24, £691,955 had been spent or committed. This is 17.9% of the full year approved capital programme budget for this Committee of £3,866,630.

- 3.3 Shown at Annex 1 is a table showing a breakdown of the position at the end of the first quarter by scheme.
- 3.4 Annex 2 provides a summary of each of the schemes and the current position on progress.
- 4 CONCLUSION
- 4.1 At the end of September 2023 £691,955 had been spent or committed. This is 17.9% of the full year approved capital programme budget for this Committee of £3,866,630.
- 4.2 The position on the 10 schemes at the end of the first quarter can be summarised as shown below:

| Current Position | Current Status | Scheme Count | Full Year Budget £ | Spend and Commitments to end of June £ | Remaining Budget as at end of June £ |
|--|-----------------------|---------------------|-------------------------------|---|---|
| Unlikely to be completed within the financial year | R | 5 | 3,474,290 | 617,079 | 2,857,211 |
| Currently expected to be fully or substantially completed in year | A | 4 | 385,930 | 67,988 | 317,942 |
| Scheme completed | G | 1 | 6,410 | 6,888 | -478 |
| Total | | 10 | 3,866,630 | 691,955 | 3,174,675 |

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES AND
DEPUTY CHIEF EXECUTIVE

HH13-23/LO/AC
18 OCTOBER 2023

For further background information please ask for Lawson Oddie.
BACKGROUND PAPERS – None

Health and Housing Committee – Capital Programme 2023/24

| Cost Centre | Scheme | Original Estimate 2023/24 £ | Budget Moved from 2022/23 £ | Slippage from 2022/23 £ | Additional Approvals 2023/24 £ | Current Total Approved Budget 2023/24 £ | Actual Expenditure including Commitments as at end of September 2023 £ | Remaining Budget as at end of September 2023 £ | Percent of Budget Spent or Committed at end of September 2023 % | Current Status |
|---|--|-----------------------------|-----------------------------|-------------------------|--------------------------------|---|--|--|---|----------------|
| AHLON | Affordable Housing - Longridge | | 1,625,950 | | | 1,625,950 | 0 | 1,625,950 | 0.00% | R |
| CLIAH | Clitheroe Affordable Housing Scheme | | | 8,370 | | 8,370 | 0 | 8,370 | 0.00% | A |
| DISCP | Disabled Facilities Grants | 393,000 | | 773,750 | | 1,166,750 | 553,517 | 613,233 | 47.44% | R |
| EQSOS | Equity Share Option Schemes | | 422,130 | | | 422,130 | 0 | 422,130 | 0.00% | R |
| FTEBGR | First Time Buyers Grants | | | 92,330 | | 92,330 | 59,203 | 33,127 | 64.12% | R |
| JROOF | Joiners Arms Roof Renewal | | | 6,410 | | 6,410 | 6,888 | -478 | 107.46% | G |
| LANGR | Landlord/Tenant Grants | 50,000 | | 117,130 | | 167,130 | 4,359 | 162,771 | 2.61% | R |
| PVEYC | Replacement of Dog Warden Van PE64 EYC | | 32,500 | 4,100 | | 36,600 | 33,831 | 2,769 | 92.43% | A |
| PVFJP | Replacement of Pest Control Van PK13 FJP | | 32,280 | 4,100 | | 36,380 | 34,157 | 2,223 | 93.89% | A |
| TEMPH | Temporary Housing Scheme | 304,580 | | | | 304,580 | 0 | 304,580 | 0.00% | A |
| Total Health and Housing Committee | | 747,580 | 2,112,860 | 1,006,190 | 0 | 3,866,630 | 691,955 | 3,174,675 | 17.9% | |

Health and Housing Committee – Capital Programme 2023/24

AHLON: Affordable Housing - Longridge

Budget Holder: Rea Psillidou

Latest Status: Unlikely to be completed within the financial year



Brief Description of the Scheme:

An overall budget of £2,048,080 for use of Affordable Housing S106 funding was approved by Policy and Finance Committee in March 2022, including some individual locality-based equity share option schemes, totalling £422,130, and approval to spend £1,625,950 S106 funding received re Land North of Dilworth Lane, Longridge on affordable housing. A separate proposal for use of the S106 funding re Land North of Dilworth Lane, Longridge is to be presented to members once more information is collated. This scheme relates purely to the Longridge Affordable Housing element.

Summary Budget Position 2023/24

| | 2023/24 |
|--|------------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 1,625,950 |
| Approved Slippage from 2022/23 | 0 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 1,625,950 |
| Actual Expenditure including Commitments as at end of September 2023 | 0 |
| Remaining Budget as at end of September 2023 | 1,625,950 |

Budget Holder Comments:

September 2023: Following Health and Housing Committee this scheme is going ahead as discussed and approved. Currently looking at drafting the legal agreement.

June 2023: Report to be presented to Health and Housing Committee in August 2023. Whilst unlikely to be spent in year, the monies will be fully Committed.

March 2023: The scheme had been moved to the 2023/24 capital programme at revised estimate time

September 2022: There has been no spend on this scheme to date, because a separate proposal for use of the Land North of Dilworth Lane, Longridge S106 funding will be presented to members once more information is collated. At this stage it is unlikely that the budget on this scheme will be fully committed by financial year-end.

June 2022: There has been no spend on this scheme to date, because a separate proposal for use of the Land North of Dilworth Lane, Longridge S106 funding will be presented to members once more information is collated. At this stage it is unlikely that the budget on this scheme will be fully committed by financial year-end.

Health and Housing Committee – Capital Programme 2023/24

CLIAH: Clitheroe Affordable Housing Scheme

Budget Holder: Rea Psillidou

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

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. This scheme was approved by Policy and Finance Committee in November 2020. The final refurbishment budget initially slipped to 2021/22, to 2022/23, and then to 2023/24 as the property is being used temporarily as a homeless let.

Summary Budget Position 2023/24

| | 2023/24 |
|--|--------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 0 |
| Approved Slippage from 2022/23 | 8,370 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 8,370 |
| Actual Expenditure including Commitments as at end of September 2023 | 0 |
| Remaining Budget as at end of September 2023 | 8,370 |

Budget Holder Comments:

September 2023: As the current occupants are still resident it has not been possible to start the refurbishment. As a result the scheme completion will be delayed.

June 2023: It is hoped that the work will be completed by the end of December when the current occupants have been re-homed

March 2023: Roof works and boiler replacement works have been completed in 2022/23. The property has been used as a homeless unit of late and final refurbishment works are required to be completed before the property is leased to the registered housing provider, as originally intended. This remaining budget will allow this work to be completed in 2023/24.

September 2022: Roof works and boiler replacement works have been completed in-year so far on the property at Peel Street. However, the property is still being used as a homeless unit until November 2022, because of increased demand for temporary accommodation for larger families. Following this, any final refurbishment works required can be completed and the property leased to the registered housing provider by financial year-end.

June 2022: Roof works and boiler replacement works have been completed in-year so far on the property at Peel Street. However, the property is still being used as a homeless unit until November 2022, because of increased demand for temporary accommodation for larger families. Following this, any final refurbishment works required can be completed and the property leased to the registered housing provider by financial year-end.

March 2022: 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.

Health and Housing Committee – Capital Programme 2023/24

November 2021: 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 it is possible that this work may now be completed within the programme year.

September 2021: 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, it is unlikely that this scheme will be completed in-year, based on it being unlikely that the Joiners Arms Flats 1 and 2 Renovation scheme will be completed in-year.

July 2021: The scheme was put on hold in January 2021 whilst the property was temporarily used as a homeless let. This means the final refurbishment works are still to be completed. The property is still being temporarily used as a homeless let until the Joiners Arms Flats 1 and 2 Renovation scheme is completed. It is unclear whether this scheme will be completed in-year, based on it being unclear when the Joiners Arms Flats 1 and 2 Renovation scheme will be completed.

March 2021: The property was purchased in-year and some of the planned refurbishment work was completed also. However, scheme completion was put on hold in January 2021 whilst the property was temporarily used as a homeless let. The homeless let was on-going at 2020/21 financial year-end. Slippage of £11,770 into 2021/22 is requested to fund the final refurbishment works required in 2021/22.

November 2020: There was no spend by the end of November 2020, but the property was purchased in December 2020. The refurbishment works are planned for early 2021, which means the scheme is planned to be completed in-year.

Health and Housing Committee – Capital Programme 2023/24

DISCP: Disabled Facilities Grants

Budget Holder: Rea Psillidou

Latest Status: Unlikely to be completed within the financial year



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.

Summary Budget Position 2023/24

| | 2023/24 |
|--|------------------|
| Original Estimate 2023/24 | 393,000 |
| Budget Moved from 2022/23 | 0 |
| Approved Slippage from 2022/23 | 773,750 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 1,166,750 |
| Actual Expenditure including Commitments as at end of September 2023 | 553,517 |
| Remaining Budget as at end of September 2023 | 613,233 |

Budget Holder Comments:

September 2023: Large number of schemes have been progressed, but further spend depends on Occupational Therapist referrals. Adaptations that are not dependant on an Occupational Therapist referral are being promoted again, albeit they are much lower in value.

June 2023: Spend is dependant on Occupational Therapist recommendations. The spend on this scheme is reactive, and so is dependant on these recommendations being put forward. There have been Occupational Therapist staffing issues but we have been informed of late that this has been resolved.

Health and Housing Committee – Capital Programme 2023/24

EQSOS: Equity Share Option Schemes

Budget Holder: Rea Psillidou

Latest Status: Unlikely to be completed within the financial year



Brief Description of the Scheme:

This new equity share option scheme from 2022/23 will help enable residents of the borough to get a first step on the housing ladder. Locality-based schemes can be approved as S106 monies become available to use in those areas. The scheme would be available to first time buyers with a local connection, a deposit is available to assist with buying the property and the value contributed would be equated to 20% of the property value and then registered as a charge. The scheme would be limited to Council Tax A-C and eligibility would restrict max income and the property being their main residence.

This scheme was approved by Policy and Finance Committee in March 2022.

Summary Budget Position 2023/24

| | 2023/24 |
|--|----------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 422,130 |
| Approved Slippage from 2022/23 | 0 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 422,130 |
| Actual Expenditure including Commitments as at end of September 2023 | 0 |
| Remaining Budget as at end of September 2023 | 422,130 |

Budget Holder Comments:

September 2023: There is a decision item regarding this scheme included elsewhere on the agenda regarding this scheme. In summary the proposal is to offer a borough wide equity share scheme which would be launched as the Assisted Purchase Scheme for First Time Buyers.

June 2023: Currently seeking further clarity on the options that are available to the council in providing this scheme. The FSA and Homes England are to be approached for guidance as to whether the scheme can be provided directly by the council or whether this must be done through a third party.

March 2023: At the time of undertaking the revised estimate for 2022/23 the scheme was moved to the 2023/24 capital programme.

September 2022: The locality-based equity share option schemes will not start until a scheme policy document is presented to this Committee for agreement. The policy document is still to be finalised, including confirmation of some legal issues being considered. At this stage it is unlikely that the budget on this scheme will be fully committed by financial year-end.

June 2022: This budget was approved by Policy and Finance Committee in March 2022. There has been no spend on this scheme to date because the locality-based equity share option schemes will not start until a scheme policy document is presented to this Committee for agreement. The policy document is still to be finalised, including confirmation of some legal issues being considered.

Health and Housing Committee – Capital Programme 2023/24

FTBGR: First Time Buyers Grants

Budget Holder: Rea Psillidou

Latest Status: Unlikely to be completed within the financial year



Brief Description of the Scheme:

This new scheme from 2022/23 provides grants to first time buyers to improve the energy efficiency of their property, which can include a range of improvements that would be determined by the dwelling's Energy Performance Certificate.

This scheme was approved by Policy and Finance Committee in March 2022 and was funded by transferring some budget from the Landlord/Tenant Grants scheme to this scheme.

Summary Budget Position 2023/24

| | 2023/24 |
|--|---------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 0 |
| Approved Slippage from 2022/23 | 92,330 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 92,330 |
| Actual Expenditure including Commitments as at end of September 2023 | 59,203 |
| Remaining Budget as at end of September 2023 | 33,127 |

Budget Holder Comments:

September 2023: This scheme has been well received and the grants report elsewhere on the agenda in Part II sets out all of the approved First Time Buyers Grants. Again, a press release has gone out this week to encourage further uptake.

June 2023: There has been plenty of interest in the scheme to date and a number of commitments made.

March 2023: This scheme was initially funded from budget moved from the Landlord/Tenant Grant Scheme. There is a steady interest in the scheme with several applications currently in the system, and so the remaining budget was moved to the 2023/24 financial year.

September 2022: At the end of September 2022, there had been eleven grant applications in-year. Of these, one grant scheme is complete, three have been approved, four are being considered for approval and three are not proceeding. At this stage, it is unclear whether the scheme budget will be fully committed by year-end, but further applications are expected in-year.

June 2022: At the end of June 2022, there have been eight grant applications for this new scheme. One application with a value of £2,377 has been approved, five further applications are being considered for approval and two applications have been rejected. At this stage, it is unclear whether the scheme budget will be fully committed by year-end, but further applications are expected in-year.

Health and Housing Committee – Capital Programme 2023/24

JROOF: Joiners Arms Roof Renewal

Budget Holder: Winston Robinson

Latest Status: Scheme Completed



Brief Description of the Scheme:

This scheme is for the re-roofing of the Council's Joiners Arms homelessness unit at 90 Whalley Road. The existing coverings (main and extension roofs) will be removed and replaced because they have reached the end of their expected life span. Burlington Slate must be used where appropriate as per the requirements of RVBC's Planning department (the property is a Grade II listed building).

Other works are also included because the chimneys, associated flashings, mortar flaunching and rainwater goods are in need of repair work and rendering work is required at the rear of the property.

The scheme was subject to delay in 2021/22, initially due to difficulty in getting contractors to provide quotes and then because of the lead time for the sourcing of slate roof tiles (estimated delivery time being August 2022). The work was ordered from the preferred contractor at an initial price of £43,050 plus a future 8% uplift in slate materials costs from the supplier, meaning the scheme cost was likely to increase further.

Further slippage to complete the scheme was approved from 2022/23 to 2023/24 financial year.

Summary Budget Position 2023/24

| | 2023/24 |
|--|--------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 0 |
| Approved Slippage from 2022/23 | 6,410 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 6,410 |
| Actual Expenditure including Commitments as at end of September 2023 | 6,888 |
| Remaining Budget as at end of September 2023 | -478 |

Budget Holder Comments:

September 2023: Scheme completed.

June 2023: All works have now been completed.

March 2023: At year end this work was largely completed with some remaining works needed in respect of guttering and rendering. The remaining budget was moved to the 2023/24 financial year to fund this work.

September 2022: The main roof works part of the scheme will start in November 2022 and at this stage it is expected that the works will be completed by Christmas 2022. The rendering part of the scheme will take place in Spring 2023, so that part of the work is likely to be completed in the 2023/24 financial year. The work on this scheme was ordered in 2021/22 at a cost of £43,050 plus an 8% increase in slate costs, meaning the scheme cost was likely to increase further. The latest estimated scheme price is £44,250, based on the increase in slate prices notified by the contractor. The funding for the extra budget on this scheme, currently £2,050, will be identified and reported to this Committee when the 2022/23 revised estimate budget is set in January 2023 and the budget for the rendering element of the scheme is likely to be moved to the 2023/24 capital programme at that point.

June 2022: The scheme has been subject to delay, due to the lead time for delivery of the slate roof tiles. The contractor has not confirmed actual dates to complete the works at this stage, but

Health and Housing Committee – Capital Programme 2023/24

has indicated he aims to be on-site in September 2022 to complete the works before Winter. The work on this scheme was ordered in 2021/22 at a cost of £43,050 plus an 8% increase in slate costs, meaning the scheme cost was likely to increase further. The latest estimated scheme price is £44,250, based on the increase in slate prices notified by the contractor. Funding for the extra budget on this scheme, currently £2,050, will be identified and reported to this Committee when the revised estimate budget is set in January 2023.

November 2021: 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.

September 2021: The preferred contractor has now been selected for the roof renewal work, including the rendering work at the rear of the building. The initial price from the preferred contractor is £43,050, which is £850 above budget. In addition, there is currently a six-month delay on supply of the slate that must be used on the roof and the price of the slate will rise by 8% from early 2022, meaning the scheme cost is likely to increase further. The work has been ordered on this basis and additional budget approval will be requested at revised estimate budget stage. Given the current six-month delay on slate supply, at this stage it is unlikely that this scheme will be completed in 2021/22.

July 2021: This scheme is held up by the difficulty in identifying enough contractors prepared to quote for the works post Covid-19 lockdown. At the end of July 2021, one further contractor quote was still needed before the preferred contractor could be selected. Once the preferred contractor is selected, works completion will then be dependent on contractor timescales. Given this, it is unclear whether this scheme will be completed in-year.

Health and Housing Committee – Capital Programme 2023/24

LANGR: Landlord/Tenant Grants

Budget Holder: Rea Psillidou

Latest Status: Unlikely to be completed within the financial year



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.

Summary Budget Position 2023/24

| | 2023/24 |
|--|----------------|
| Original Estimate 2023/24 | 50,000 |
| Budget Moved from 2022/23 | 0 |
| Approved Slippage from 2022/23 | 117,130 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 167,130 |
| Actual Expenditure including Commitments as at end of September 2023 | 4,359 |
| Remaining Budget as at end of September 2023 | 162,771 |

Budget Holder Comments:

September 2023: In the current climate, with interest rates as they are, and further legislation to give tenants added protections, the take up of the scheme has been poor. A report is planned to be brought back to committee at a further meeting to discuss options around this scheme budget.

June 2023: Struggling at the moment due to the current housing market. Due to interest rates many people are no longer investing in the private rented sector.

Health and Housing Committee – Capital Programme 2023/24

PVEYC: Replacement of Dog Warden Van PE64 EYC

Budget Holder: Andrew Dent

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The scheme is for the replacement of the existing dog warden van with a new one as it came to the end of its life.

The scheme changed to the purchase of an electric vehicle together with the installation of electric charging points following approval of this change by Policy and Finance Committee in September 2022. Part of this work was completed in 2022/23, notably the charging points, with the balance of the scheme budget being moved to 2023/24.

Summary Budget Position 2023/24

| | 2023/24 |
|--|---------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 32,500 |
| Approved Slippage from 2022/23 | 4,100 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 36,600 |
| Actual Expenditure including Commitments as at end of September 2023 | 33,831 |
| Remaining Budget as at end of September 2023 | 2,769 |

Budget Holder Comments:

September 2023: The van has been delivered but is currently having the additional interior fit-out to allow the van to be operational for service needs.

June 2023: New van expected to be delivered within the next 2 months.

March 2023: The scheme had been moved to the 2023/24 capital programme at revised estimate time

September 2022: In September 2022 Policy and Finance Committee approved an increased budget of £38,110 for this scheme, which includes the purchase of an electric replacement van and charging point installation. This followed discussion of the way forward for the van's replacement at this Committee. The replacement van has been ordered in October 2022. At this stage it is hoped that the purchase will be completed in this financial year, but this is subject to supplier delivery timescales.

June 2022: Prices have been obtained for a replacement van based on an updated specification. A report seeking approval from members on the way forward is included elsewhere on this meeting's agenda. Subject to approval by members, at this stage it is expected that the scheme will be completed in-year.

November 2021: 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.

September 2021: 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.

Health and Housing Committee – Capital Programme 2023/24

July 2021: Procurement of the new van has been put on hold in-year. This is because the Dog Warden service is part of the Environmental Health Services team and available management and staff time on the team has been focussed on other priority areas of work so far this year due to on-going staff vacancies within the team and additional pressures caused by Covid-19. At this stage, it is unclear whether the van purchase will take place in-year.

Health and Housing Committee – Capital Programme 2023/24

PVFJP: Replacement of Pest Control Van PK13 FJP

Budget Holder: Andrew Dent

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

The scheme is for the replacement of the existing pest control van with a new one as it came to the end of its life.

The scheme changed to the purchase of an electric vehicle together with the installation of electric charging points following approval of this change by Policy and Finance Committee in September 2022. Part of this work was completed in 2022/23, notably the charging points, with the balance of the scheme budget being moved to 2023/24.

Summary Budget Position 2023/24

| | 2023/24 |
|--|---------------|
| Original Estimate 2023/24 | 0 |
| Budget Moved from 2022/23 | 32,280 |
| Approved Slippage from 2022/23 | 4,100 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 36,380 |
| Actual Expenditure including Commitments as at end of September 2023 | 34,157 |
| Remaining Budget as at end of September 2023 | 2,223 |

Budget Holder Comments:

September 2023: The van has been delivered but is currently having the additional interior fit-out to allow the van to be operational for service needs.

June 2023: New van expected to be delivered within the next 2 months.

March 2023: The scheme had been moved to the 2023/24 capital programme at revised estimate time.

September 2022: In September 2022 Policy and Finance Committee approved an increased budget of £37,890 for this scheme, which includes the purchase of an electric replacement van and charging point installation. This followed discussion of the way forward for the van's replacement at this Committee. The replacement van has been ordered in October 2022. At this stage it is hoped that the purchase will be completed in this financial year, but this is subject to supplier delivery timescales.

June 2022: Prices have been obtained for a replacement van based on an updated specification. A report seeking approval from members on the way forward is included elsewhere on this meeting's agenda. Subject to approval by members, at this stage it is expected that the scheme will be completed in-year.

November 2021: 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.

September 2021: 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.

Health and Housing Committee – Capital Programme 2023/24

July 2021: Procurement of the new van has been put on hold in-year. This is because the Pest Control service is part of the Environmental Health Services team and available management and staff time on the team has been focussed on other priority areas of work so far this year due to on-going staff vacancies within the team and additional pressures caused by Covid-19. At this stage, it is unclear whether the van purchase will take place in-year.

Health and Housing Committee – Capital Programme 2023/24

TEMPH: Temporary Housing Scheme

Budget Holder: Rea Psillidou

Latest Status: Currently expected to be fully or substantially completed in year

A

Brief Description of the Scheme:

This project focuses on the delivery of additional flexibility for the Council to meet demands for temporary housing. It is for the purchase of two units of accommodation, one to serve Clitheroe and one to serve the Longridge area.

These units will 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.

Summary Budget Position 2023/24

| | 2023/24 |
|--|----------------|
| Original Estimate 2023/24 | 304,580 |
| Budget Moved from 2022/23 | 0 |
| Approved Slippage from 2022/23 | 0 |
| Additional Approvals 2023/24 | 0 |
| Current Total Approved Budget 2023/24 | 304,580 |
| Actual Expenditure including Commitments as at end of September 2023 | 0 |
| Remaining Budget as at end of September 2023 | 304,580 |

September 2023: Offers have been accepted for two properties, one in Longridge and one in Clitheroe. The legal section is currently progressing the purchase.

Budget Holder Comments:

June 2023: Report to be presented to Health and Housing Committee in August 2023. Delegation, if approved, will help the council be in a more advantageous position to react to the market - two potential properties have been identified at this stage.

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 26 OCTOBER 2023
 title: REVENUE MONITORING 2023/24
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To report on the progress of the 2023/24 revenue budget as at the end of September 2023.

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 REVENUE MONITORING 2023/24

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate budget for the period to the end of September 2023. You will see an overall underspend of £147,342, or an underspend of £101,608 after allowing for transfers to and from earmarked reserves. Please note that underspends and additional income are denoted by figures with a minus symbol.

| Cost Centre | Cost Centre Name | Net Budget for the Full Year £ | Net Budget to the end of September 2023 £ | Actual including Commitments to the end of September 2023 £ | Variance £ | |
|-------------|-------------------------------------|-----------------------------------|--|--|---------------|---|
| AFHOU | Affordable Rent Properties | 4,140 | -5,402 | -618 | 4,784 | A |
| APLAC | Alma Place Unit | 2,990 | 8 | 910 | 902 | G |
| AWARM | Affordable Warmth | 0 | 0 | 12,093 | 12,093 | R |
| CLAIR | Clean Air | 4,460 | 390 | 384 | -6 | G |
| CLAND | Contaminated Land | 10,860 | 0 | 0 | 0 | G |
| CLCEM | Clitheroe Cemetery | 62,300 | 9,865 | 17,386 | 7,521 | R |
| CLDCY | Closed Churchyards | 5,560 | 4,401 | 3,970 | -431 | G |
| CLMKT | Clitheroe Market | -17,520 | -118,564 | -132,863 | -14,299 | R |
| CMGHH | Community Groups - Health & Housing | 8,570 | 0 | 0 | 0 | G |
| COMNL | Common Land | 5,040 | 386 | 435 | 49 | G |
| CTBEN | Localised Council Tax Support Admin | 245,880 | 17,072 | -42,281 | -59,353 | R |

| Cost Centre | Cost Centre Name | Net Budget for the Full Year £ | Net Budget to the end of September 2023 £ | Actual including Commitments to the end of September 2023 £ | Variance £ | |
|---|--|-----------------------------------|--|--|-----------------|---|
| DOGWD | Dog Warden & Pest Control | 167,950 | 10,849 | 8,203 | -2,646 | A |
| ENVHT | Environmental Health Services | 421,670 | -11,758 | -14,768 | -3,010 | A |
| HFORU | Homes for Ukraine | 125,350 | 40,818 | -9,319 | -50,137 | R |
| HGBEN | Housing Benefits | 222,010 | 237,290 | 309,080 | 71,790 | R |
| HOMEE | Home Energy Conservation | 7,100 | 258 | 0 | -258 | G |
| HOMES | Homelessness Strategy | 62,900 | -34,796 | -114,795 | -79,999 | R |
| HSASS | Housing Associations | 8,100 | 0 | 0 | 0 | G |
| HSTRA | Housing Strategy | 55,280 | 120 | -336 | -456 | G |
| IMPGR | Improvement Grants | 106,480 | -15,512 | -12,450 | 3,062 | A |
| JARMS | Joiners Arms | 64,830 | 12,637 | 10,889 | -1,748 | G |
| SHARE | Shared Ownership Rents | -480 | -1,500 | -1,507 | -7 | G |
| SUPPE | Supporting People | 14,830 | 0 | -35,193 | -35,193 | R |
| Total Health and Housing Committee | | 1,588,300 | 146,562 | -780 | -147,342 | |
| Transfers to/(from) Earmarked Reserves | | | | | | |
| | Equipment Reserve - Joiners Arms | -500 | 0 | 0 | 0 | |
| | Equipment Reserve – Clitheroe Cemetery | -6,060 | -3,030 | -5,392 | -2,362 | |
| | Government Grants – Homes for Ukraine | -125,350 | -40,818 | 9,319 | 50,137 | |
| | Government Grants – Supporting People | -9,100 | 0 | 0 | 0 | |
| | Pensions Triennial Revaluation Reserve | 2,500 | 0 | 0 | 0 | |
| | Equipment Reserve – Dog Control Signs | 0 | 0 | -2,041 | -2,041 | |
| Total after transfers to/(from) Earmarked Reserves | | 1,449,790 | 102,714 | 1,106 | -101,608 | |

| Key to Variance shading | |
|--|---|
| Variance of £5,000 or more (Red) | R |
| Variance between £2,000 and £4,999 (Amber) | A |
| Variance less than £2,000 (Green) | G |

2.2 The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas which currently do not present any significant concern.

- 2.3 The main variances between budget and actuals on individual budget codes within cost centres have also been highlighted and explained, as follows:
- Red budget code variances (£5,000 or more) are shown with the budget holder's comments and agreed actions in Annex 1.
 - Amber budget code variances (£2,000 to £4,999) are shown with the budget holder's comments in Annex 2.
- 2.4 Outlined below are the main variances to the end of September 2023 that are **unlikely** to be rectified by the end of the financial year:
- **Environmental Health Services/Private Water Samples Net Income (+£5,146):** No private water supplies risk assessment and samples work has been undertaken for the year to date, due to on-going vacancies within the Environmental Health team meaning that available staff time has been focussed on other priority areas of work for the year to date.
 - **Clitheroe Market/Stalls and Pitches Income (-£11,323):** Demand from traders higher than budgeted for in this demand-led fluctuating service area.
 - **Localised Council Tax Support Admin/LCTS Funding (-£55,503):** Policy and Finance Committee agreed a scheme where £45 would be allocated to each household in receipt of Local Council Tax Support where council tax liability is not nil. This government funding is to offset the costs of the scheme and was given to councils to allow the provision of such types of local reliefs. The cost in respect of this will fall on the Collection Fund rather than under this committee.

3 CONCLUSION

- 3.1 The comparison between actual expenditure and the original estimate budget for this Committee for the period to the end of September 2023 shows an underspend of £147,342, or an underspend of £101,608 after allowing for transfers to and from earmarked reserves.
- 3.2 It must be noted that whilst there is a sizeable variance, much of this (-£55,503) is in respect of funding for Local Council Tax Support. The impact of this will be through the Collection Fund rather than on this committee, and due to the mechanics of the Collection Fund, this will not be felt until 2024/25.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH14-23/LO/AC
18 October 2023

BACKGROUND PAPERS: None
For further information please ask for Lawson Oddie

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-----------------------|---|--------------------------|-------------------------------------|---|----------|---|---|
| AWARM/4676 | Affordable Warmth/Grants to Individuals | 0 | 0 | 12,093 | 12,093 | No budget currently set. These payments are funded by grant income received in 2022/23 and set aside in earmarked reserves. This funding will now be released and a budget set at the revised estimate. | Budget will be provided for at the revised Estimate |
| Page 80 CLCEM/2402 | Clitheroe Cemetery/Repair & Maintenance - Buildings | 3,450 | 1,728 | 10,276 | 8,548 | The overspend relates to a replacement heating system that is needed at the cemetery gate house. These works are unplanned and reactive but required to be undertaken in our role as landlord. | Budget will be provided for at the revised Estimate |
| CLMKT/8825n | Clitheroe Market/Stalls | -16,110 | -8,882 | -14,888 | -6,006 | Income is currently ahead of budget and reflects the higher level of uptake of the market stalls and pitches. This was also seen in the previous financial year | Income levels will continue to be monitored and reflected in the Revised Estimate |
| CLMKT/8826n | Clitheroe Market/Pitches & Other | -2,910 | -1,928 | -7,245 | -5,317 | Income is currently ahead of budget and reflects the higher level of uptake of the market stalls and pitches. This was also seen in the previous financial year | Income levels will continue to be monitored and reflected in the Revised Estimate |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-------------|---|--------------------------|-------------------------------------|---|----------|--|---|
| CTBEN/8009z | Localised Council Tax Su/Housing Benefit & CT Ben | 0 | 0 | -55,503 | -55,503 | Policy and Finance Committee agreed a scheme where £45 would be allocated to each household in receipt of Local Council Tax Support where council tax liability is not nil. This government funding is to offset the costs of the scheme and was given to councils to allow the provision of such types of local reliefs. The cost in respect of this will fall on the Collection Fund rather than under this committee. | A budget will be brought in for this income at the Revised Estimate |
| ENVHT/3081 | Environmental Health Services/Water Samples | 17,040 | 8,532 | 0 | -8,532 | Due to current staffing vacancies within the service, it has not been possible to undertake water sampling works, resulting in a loss of income. The costs budgeted here are lab costs and will be saved as a result of the water sampling work not being undertaken. This is directly linked to the lost income in the variance shown below. | The position will be reviewed should staffing levels change or resources allow for some of the work to be undertaken. |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-------------|--|--------------------------|-------------------------------------|---|----------|---|---|
| ENVHT/8417u | Environmental Health Ser/Private Water Samples | -27,350 | -13,678 | 0 | 13,678 | Due to current staffing vacancies within the service, it has not been possible to undertake these works, resulting in a loss of income as shown. However, underspends are being seen due to the vacancies, which will offset any lost income. There are also savings on lab costs as shown in the variance above. | The position will be reviewed should staffing levels change or resources allow for some of the work to be undertaken. |
| HFORU/0100 | Homes for Ukraine/Salaries | 5,770 | 2,886 | 11,386 | 8,500 | Overspend is as a result of the regrading of a post, and an extension to the term of the employment. | The budget will be amended at Revised Estimate to reflect the approved changes. |
| HFORU/3014 | Homes for Ukraine/HFU Housing Grants | 76,680 | 38,356 | 0 | -38,356 | Following approval of a scheme at last committee we now have two applications that are currently being progressed. | Budget will be adjusted at the Revised Estimate |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-----------------------|---|--------------------------|-------------------------------------|---|----------------|--|---|
| HFORU/3015 | Homes for Ukraine/HFU Community Integration Grants | 24,400 | 12,202 | -11,583 | -23,785 | Report on spend included elsewhere on the agenda. We are currently waiting for LCC to invoice us. Once received this should reduce the variance shown | Invoice from LCC will be chased |
| Page 83 HFORU/4692 | Homes for Ukraine/Grants to individuals - HFU Sponsor Grant | 33,600 | 16,806 | 60,772 | 43,966 | There has been a higher level of grant payments to date than originally expected in the estimate. However, grant payments made are fully funded by the funding the council in turn receive via Lancashire County Council | Payments made will continue to be monitored and the estimate will be reviewed when the Revised Estimate is prepared |
| HFORU/8552z | Homes for Ukraine/LCC - Ukrainian Community Integration Funding | 0 | 0 | -9,000 | -9,000 | Invoice for this income has been raised in error and a credit note will be raised, which will offset the variance. | Credit note to be raised |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-------------|---|--------------------------|-------------------------------------|---|----------------|--|---|
| HFORU/8600z | Homes for Ukraine/LCC - Ukrainian Sponsor Grant Funding | -33,600 | -33,600 | -68,004 | -34,404 | Adjustments to be made for the Quarter 4 2022/23 funding claim, but also claims have yet to be submitted for Quarter 1 and Quarter 2 of the 2023/24 financial year. | Invoices to be raised for the funding due to the council. |
| HGBEN/2809 | Housing Benefits/Non Recurring Purchases | 0 | 0 | 11,596 | 11,596 | This variance is in respect of software changes needed in respect of DWP legislation. The spend will be funded from monies previously set aside in earmarked reserves. | The budget will be reviewed at the Revised Estimate and the necessary funding budgeted for release from earmarked reserves. |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-------------|--|--------------------------|-------------------------------------|---|----------|---|---|
| HGBEN/4652 | Housing Benefits/Rent Allowance Payments | 5,079,060 | 2,821,416 | 2,935,539 | 114,123 | Rent Allowance payments are higher than budgeted for the year to date, after adjusting for recovery of benefits overpayments and non-cash transactions. | |
| HGBEN/8002z | Housing Benefits/Rent Allowances Grant | -5,042,890 | -2,522,454 | -2,542,476 | -20,022 | Any higher Rent Allowance payments for the year as a whole will be reflected in more Rent Allowance subsidy grant income received at year-end from the DWP (see HGBEN/8002z above), as payments for the full year are broadly funded by subsidy grant received at year-end. As a result, there is unlikely to be a significant net overspend at year-end. | The budget for the individual elements shown here will be adjusted at the Revised Estimate. |
| HGBEN/8814z | Housing Benefits/Recovery of Rent Allowance Payments | -41,720 | 23,697 | 3,228 | -20,469 | | |
| HGBEN/8741z | Housing Benefits/DWP New Burdens - HB Extract returns SHBE API | 0 | 0 | -10,094 | -10,094 | This is a new grant received from the government. There will be associated software costs which will need to be budgeted for. | A budget for this income and associated expenditure will be brought in at the Revised Estimate. |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|------------------------|--|--------------------------|-------------------------------------|---|----------------|---|--|
| HOMES/2450 | Homelessness Strategy/Homelessness Temporary Accommodation | 12,070 | 6,036 | 11,539 | 5,503 | Increase in number of evictions through private landlords coupled with neighbouring authorities no longer allowing us to access their hostel accommodation for single males has resulted in a higher level of spend in this area. | The budget will be reviewed at the Revised Estimate. Other options will also be examined. |
| Page 86 HOMES/8090z | Homelessness Strategy/MHCLG Homelessness Prevention Grant Homes for Ukraine Top Up | 0 | 0 | -63,710 | -63,710 | This grant was not expected at the time of setting the Original Estimate and so shows as a large variance on this committee. Expenditure budgets will be developed as part of the Revised Estimate which will negate this variance. | Income and expenditure budgets will be developed as part of the Revised Estimate |
| HOMES/8485z | Homelessness Strategy/Home Office - Asylum Dispersal Scheme Grant | 0 | 0 | -22,500 | -22,500 | New funding that has been received in year and is not budgeted to be used. Further review of likely associated spend will be undertaken and built into the Revised Estimate | Income and expenditure (where needed) budgets will be developed as part of the Revised Estimate |

Health and Housing Committee Revenue Monitoring – Red Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of September 2023 | Actual including commitments to the end of September 2023 | Variance | Reason for Variance | Action Plan as agreed between the Budget Holder and Accountant |
|-------------|---|--------------------------|-------------------------------------|---|----------|--|---|
| SUPPE/8961z | Supporting People/MHCLG - Domestic Abuse Support to Victims | 0 | 0 | -35,193 | -35,193 | This is additional funding that has been received in 2023/24. There is currently no expenditure budget to offset this, but this will be introduced at Revised Estimate. Staffing costs will be a large part of such costs. There are unresolved issues regarding the separation of responsibility between the tier 1 and Tier 2 authority. | A budget for this income will be brought into the revised estimate. |

Health and Housing Committee Revenue Monitoring – Amber Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of the September 2023 | Actual including Commitments to the end of September 2023 | Variance | Reason for Variance |
|----------------------|--|--------------------------|---|---|---------------|--|
| AFHOU/8802u | Affordable Rent Properties/Dwelling Rents | -12,640 | -6,320 | -2,311 | 4,009 | Invoices for rental income due on managed affordable rent properties have yet to be raised for Quarter 1 of 2023/24. |
| Page 88 LCEM/5056 | Clitheroe Cemetery/Grounds Maintenance | 81,280 | 40,654 | 44,706 | 4,052 | Slightly larger proportion of time spent on cemetery work to date, than originally budgeted for. |
| CLMKT/2432 | Clitheroe Market/Electricity | 19,690 | 8,206 | 5,750 | -2,456 | Increase in the cost of electricity is lower than forecast when the budget was prepared. |
| DOGWD/2401 | Dog Warden & Pest Control/R & M Oncosted Wages | 7,560 | 3,782 | 0 | -3,782 | The budget allows for time from the Works Administration team to undertake works on a commercial pest control contract. This work is now undertaken by the Pest Control Officer and so the budget is no longer needed. This will be reflected in the Revised Estimate. |

Health and Housing Committee Revenue Monitoring – Amber Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of the September 2023 | Actual including Commitments to the end of September 2023 | Variance | Reason for Variance |
|-----------------------|---|--------------------------|---|---|----------|--|
| DOGWD/2809 | Dog Warden & Pest Control/Non Recurring Purchases | 0 | 0 | 2,041 | 2,041 | These costs are in respect of improved dog control signage related to the updated Dog Control Public Space Protection Order. The costs of these works are to be funded set aside in earmarked reserves for this purpose at the end of last financial year. |
| Page 89 DOGWD/5056 | Dog Warden & Pest Control/Grounds Maintenance | 19,000 | 9,500 | 13,561 | 4,061 | Increased time input charges to dog bin emptying by the Grounds Maintenance team to date. Time input will be reviewed going forwards and the dog bin emptying costs will be managed within the overall Grounds Maintenance budgets across all Council sites. The budget will be reviewed at revised estimate budget stage to reflect the latest dog bin emptying costs forecast for the year. |
| DOGWD/8412h | Dog Warden & Pest Control/Wasps Nests Treatment | -5,190 | -4,878 | -8,380 | -3,502 | There has been a high level of wasp nest treatments provided to date. The budget will be adjusted at the Revised Estimate. |

Health and Housing Committee Revenue Monitoring – Amber Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of the September 2023 | Actual including Commitments to the end of September 2023 | Variance | Reason for Variance |
|-------------|--|--------------------------|---|---|----------|--|
| HFORU/2881 | Homes for Ukraine/Purchase of Equipment & Materials | 7,000 | 3,502 | 0 | -3,502 | No spend required to date |
| HFORU/8493z | Homes for Ukraine/LCC - Ukrainian Housing Funding | 0 | 0 | 4,500 | 4,500 | Adjustments to be made for the Quarter 4 2022/23 funding claim which will largely correct this variance. |
| HGBEN/8007z | Housing Benefits/HRA Rent Rebate Grant | -48,860 | -24,438 | -21,732 | 2,706 | The funding to be received under the Housing Subsidy claim for 2023/24 was lower than the estimate that was set earlier in the year, prior to the subsidy claim being submitted to the Department for Work and Pensions. |
| HGBEN/8630z | Housing Benefits/DWP-NB Supp Accom and Temp Accom MI | 0 | 0 | -2,027 | -2,027 | New grant income towards project costs. It is unlikely that there will be further costs associated with this work other than existing staff time. A budget will be brought in at Revised Estimate for this funding. |

Health and Housing Committee Revenue Monitoring – Amber Variances

| Ledger Code | Ledger Code Name | Budget for the Full Year | Budget to the end of the September 2023 | Actual including Commitments to the end of September 2023 | Variance | Reason for Variance |
|-----------------------|--|--------------------------|---|---|---------------|---|
| HGBEN/8765Z | Housing Benefits/DWP - Discretionary Hous | -3,600 | -3,600 | -6,139 | -2,539 | Lower Rent Rebate subsidy grant income received to date than budgeted for. The income received was in line with the estimate prepared for the 2022/23 DWP subsidy grant initial estimate claim, which was completed after the original estimate budget was set. |
| Page 91 OMES/8636z | Homelessness Strategy/DLUHC - Tenant Satisfaction Measures New Burdens | 0 | 0 | -2,400 | -2,400 | New grant income received in year which was not budgeted for. A budget will be set at Revised Estimate. There are no anticipated additional costs at this stage |
| JARMS/2432 | Joiners Arms/Electricity | 22,080 | 11,044 | 6,432 | -4,612 | Increase in the cost of electricity is lower than forecast when the budget was prepared. |
| JARMS/8802u | Joiners Arms/Dwelling Rents | -43,230 | -20,123 | -16,703 | 3,420 | Rental income for the Joiners Arms is down on the Original Estimate as two units have been out of use due to water ingress. This has now been rectified as part of the roof replacement scheme and the units are now back in use again. |

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 26 OCTOBER 2023
title: LANCASHIRE ACCOMMODATION WITH SUPPORT PLAN 2023 TO 2038
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To provide Members with a copy of a Housing Needs Assessment for Accommodation with Support Plan for Lancashire 2023-2038.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – Address the housing needs of all households in the borough.
- Corporate Priorities - To match the supply of homes in our area with the identified housing needs.
- Other Considerations – None.

2 BACKGROUND

2.1 Lancashire County Council commissioned an assessment of the need for supported accommodation across Lancashire. The report sets out the level of need for accommodation with support for:

- older people;
- people with learning disabilities/autistic.
- people with significant mental health needs; and
- people with physical disabilities/long term conditions.

2.2 The report is attached at Appendix 1 and page 18 sets out the specific supported housing needs for Ribble Valley.

3 ISSUES

3.1 This LCC *Accommodation with Support Plan* is both informed by and supports the delivery of a range of RVBC policies including:

- The Councils' *housing strategy*. This plan will help to deliver a range of supported and specialist housing consistent with increasing the local housing supply.
- The Council's *planning policies*. This plan summarises the evidence base of need for accommodation with support to inform development of Local Plans.

4 RECOMMENDED THAT COMMITTEE

4.1 Note the contents of the report.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT & PLANNING

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

This page is intentionally left blank

Lancashire Accommodation with Support Plan

2023-2038

A plan to deliver good quality accommodation with support to meet the needs of older people and working age adults with care and support needs in Lancashire

Insert names/logos of all Lancashire Councils/NHS partners

Executive summary

The purpose of this *Accommodation with Support Plan* is to set out the requirement for and the opportunities to develop good quality accommodation with support services to meet the needs of the growing population of older people and working age adults with health, care and support needs in Lancashire. This is part of our broader approach to facilitating a wide range of housing and accommodation options, and health, care and support services, that are required by the diverse communities in Lancashire.

We have set out below what we mean by *Accommodation with support* within the scope of this plan:

- Extra care housing/housing with care: for older people but also working age adults with health, care and support needs.
- Supported housing: where care and/or support is a core part of the housing offer, typically for people with learning disabilities/autistic people, people with mental health needs and people with physical disabilities/long term conditions.
- However, we recognise that for many older people and working age adults with health, care and support needs, they are seeking mainstream housing where it might also suit those with particular needs, for example adapted or wheelchair accessible housing but where there may not be care or support directly linked to the accommodation.

This plan covers the approach of the councils in Lancashire and their NHS partners to accommodation with support for

- Older people
- People with learning disabilities/autistic people
- People with significant mental health needs
- People with physical disabilities/long term conditions

The councils in Lancashire and the NHS, with their housing and care/support partners, have already had successes in the delivery of a wider range of accommodation with support services. This plan is intended to extend and accelerate the delivery of accommodation with support required by local people. In summary the market opportunities for accommodation for support in Lancashire include:

- *c.4,200 units of extra care housing, for sale and or affordable rent, over the period to 2038.*
- *c.550 units of accommodation with support by 2033/34 for people with learning disabilities and autistic people, eligible for support from Lancashire County Council*
- *c.250 units of accommodation with support by 2033/34 for working age adults with serious mental health needs*
- *c.190 units of accommodation with support by 2033/34 for adults with physical disabilities/long term conditions*

Contents

| | |
|---|----|
| Executive summary | 2 |
| Introduction | 4 |
| Our vision and ambition | 6 |
| Our objectives..... | 7 |
| Context | 8 |
| Market opportunities..... | 10 |
| Housing quality and design standards..... | 26 |
| Working with us | 29 |
| Contact..... | 31 |

Introduction

The purpose of this *Accommodation with Support Plan* is to set out the requirement for and the opportunities to develop good quality accommodation with support services to meet the needs of the growing population of older people and working age adults with health, care and support needs in Lancashire.

This is part of our broader approach to facilitating a wide range of housing and accommodation options, and health, care and support services, that are required by the diverse communities in Lancashire.

We have set out below what we mean by *Accommodation with support* within the scope of this plan:

- Extra care housing/housing with care: for older people but also working age adults with health, care and support needs.
- Supported housing: where care and/or support is a core part of the housing offer, typically for people with learning disabilities/autistic people, people with mental health needs and people with physical disabilities/long term conditions.
- However, we recognise that for many older people and working age adults with health, care and support needs, they are seeking mainstream housing where it might also suit those with particular needs, for example adapted or wheelchair accessible housing but where there may not be care or support directly linked to the accommodation.

Accommodation with support may also be referred to as supported housing or supported accommodation.

We want to encourage the development of accommodation with support options that are available for people who want to purchase and for people who need affordable housing to rent.

We intend to co-produce the delivery of this plan with the people who will be living in accommodation with support

This plan covers the approach of the councils in Lancashire and their NHS partners to accommodation with support for

- Older people
- People with learning disabilities/autistic people
- People with significant mental health needs
- People with physical disabilities/long term conditions

This plan is aimed at:

- Housing organisations that provide supported, specialist and mainstream housing, including those currently operating in Lancashire and those who may consider operating here.
- Support and care organisations that provide services in supported accommodation.
- Community organisations in Lancashire with an interest in specialist and supported accommodation.

Our vision and ambition

Our vision

To secure the best quality of life we can for our older residents and residents of working age with care and support needs both now and in the future. This means delivering a range of accommodation that enables older people and working age adults with care and support needs to live fulfilling lives and enjoy good health in attractive homes that meet their needs and allow them to retain their independence.

Our ambition is to facilitate and develop different housing options, including accommodation with support schemes, to cater for the wide-ranging needs of our county. Over the next 10 to 15 years, we want to have developed housing offering different care and support options, in a range of locations for both older people and working age adults with care and support needs.

Most people who have care and support needs now, or who may develop care and support needs in the future, wish to be supported in their own home or move to a home, such as accommodation with support, that can better meet their needs instead of, for example, moving to a care home.

This vision means that through this plan we will commission and enable a wide range of specialist and supported housing that enables older people and working age adults with care and support needs to live independently in their communities, through:

- An increase in housing with care suited to older people as well as access to support and assistance for older people who wish to remain living in their own homes.
- The provision of a mix of accommodation with support options for people with learning disabilities/autistic people and people with significant mental health needs.
- The development of additional accessible and adapted homes that are suited to adults and children with physical disabilities and long term conditions.

Our objectives

To improve the range of accommodation with support options for local people

We want to promote and facilitate a range of new build specialist and supported accommodation over the next 10 years, that is tailored to reflect the identified needs within our local communities. This will be achieved by developing a range of accommodation with support that meets the needs of local people. Housing will need to be of the highest standard, in the right locations and include support delivered by registered and responsive care providers.

To plan for and manage demand for accommodation with support

Through this plan, we are aiming to manage the demand for accommodation with support and for social care by adequately preparing for what our future population requires. By having a greater influence over the development of the accommodation with support and social care market, we aim to ensure that there is sufficient accommodation with the right combination of support and care services.

This will include development across Lancashire of additional extra care housing and additional accommodation with support for a range of working age adults with care and support needs.

To influence the design and quality of accommodation with support

The councils in Lancashire are seeking greater control of the design and delivery when accommodation with support is developed. We want to be able to influence housing developers and highlight the most suitable locations based on local intelligence. This accommodation with support plan aims to facilitate and encourage a range of providers to work within Lancashire to ensure the mix of accommodation with support services required to meet local needs, including the needs of those who fund their own care.

To encourage opportunities to invest and develop

In Lancashire we seek to be transparent and open to sharing our market intelligence to help influence and inform decisions by housing and care/support providers. The councils in Lancashire, with their NHS partners, will use their own resources such as land and buildings to help facilitate development of accommodation with support services. We want to start the dialogue about what future accommodation with support will look like and want you, as our partners, to have the confidence to invest in Lancashire.

Context

Lancashire is a county of diverse communities which are not only socially and economically diverse, but geographically diverse. The county ranges from urban areas such as Preston to rural areas of Wyre and Ribble Valley.

We also work alongside two unitary authorities of Blackburn with Darwen Council and Blackpool Council, as well as Cumbria County Council as part of the Integrated Care System (ICS), currently made up of five Integrated Care Partnerships.

The population of older people in Lancashire is projected to increase significantly. The 65+ population is projected to increase by 28% by 2038 and the 75+ population is projected to increase by 32% by 2038.

The number of older people who are likely to have care and support needs is projected to increase. The number of older people in Lancashire living with dementia is projected to increase by 15% by 2025 (from 2019). The number of older people in Lancashire living with limiting long term illness is projected to increase by 13% by 2025 (from 2019).

The populations of working age adults with learning disabilities/autistic people, adults with serious mental health needs and adults with physical disabilities/long term conditions are projected to increase over the next 10 years.

This *Accommodation with Support Plan* is both informed by and supports the delivery of a range of other local policies including:

- *Health and Wellbeing strategy*¹: This plan is intended to deliver good quality specialist and accessible homes for local people as part of improving peoples' health and wellbeing.
- *Market Position Statement*². This plan supports delivery of the market position statement through, for example, provision of additional extra care housing and supported living services, that for example, reduce the use of care homes.
- District/Borough Councils' *housing strategies*. This plan will help to deliver a range of supported and specialist housing consistent with increasing the local housing supply.
- District/Borough Council's *planning policies*. This plan summarises the evidence base of need for accommodation with support to inform development of Local Plans.

This plan anticipates and is aligned with national policy in relation to the supported housing sector, including:

¹ <https://www.lancashire.gov.uk/media/898728/lancashire-health-and-wellbeing-strategy.pdf>

² <https://www.lancashire.gov.uk/media/936922/adult-social-care-market-position-statement-2022.pdf>

- The Government is currently supporting a private members bill, Supported Housing (Regulatory Oversight) Bill³. The Bill makes provision about the regulation of supported exempt accommodation, and makes provision about local authority oversight of, and enforcement powers relating to, the provision of supported exempt accommodation. Once this Bill becomes law it is expected that the councils in Lancashire will have new statutory powers and duties to regulate supported housing locally.
- More recently the Government has established the Supported Housing Improvement Programme (SHIP)⁴ and made available funding to a number of councils to deliver this programme locally. The programme is intended to support councils to improve the quality of supported housing, both the accommodation and support services, through greater local scrutiny.
- The Adult Social Care Reform White Paper⁵ includes a focus on housing, new models of care, digital and technology. A series of measures have been announced that specifically target the housing, housing with care, and technology markets with the aim of helping all people with care and support needs to live well, safely and independently. Lancashire County Council will work with providers of accommodation with support to ensure that preventative approaches, such as the more extensive use of care enabled technology, are used to support older people and working age people with care and support needs to live independently, both in supported housing and in general needs housing.

³ [Supported Housing \(Regulatory Oversight\) Bill - Parliamentary Bills - UK Parliament](#)

⁴ <https://www.gov.uk/government/publications/supported-housing-improvement-programme-prospectus>

⁵ Department of Health and Social Care: [People at the Heart of Care: adult social care reform white paper](#)

Market opportunities

The councils in Lancashire and the NHS, with their housing and care/support partners, have already had successes in the delivery of a wider range of accommodation with support services. This plan is intended to extend and accelerate the delivery of accommodation with support required by local people.

In summary the market opportunities for accommodation for support in Lancashire include:

- *c.4,200 units of extra care housing, for sale and or affordable rent, over the period to 2038.*
- *c.550 units of accommodation with support by 2033/34 for people with learning disabilities and autistic people, eligible for support from Lancashire County Council*
- *c.250 units of accommodation with support by 2033/34 for working age adults with serious mental health needs*
- *c.190 units of accommodation with support by 2033/34 for adults with physical disabilities/long term conditions*

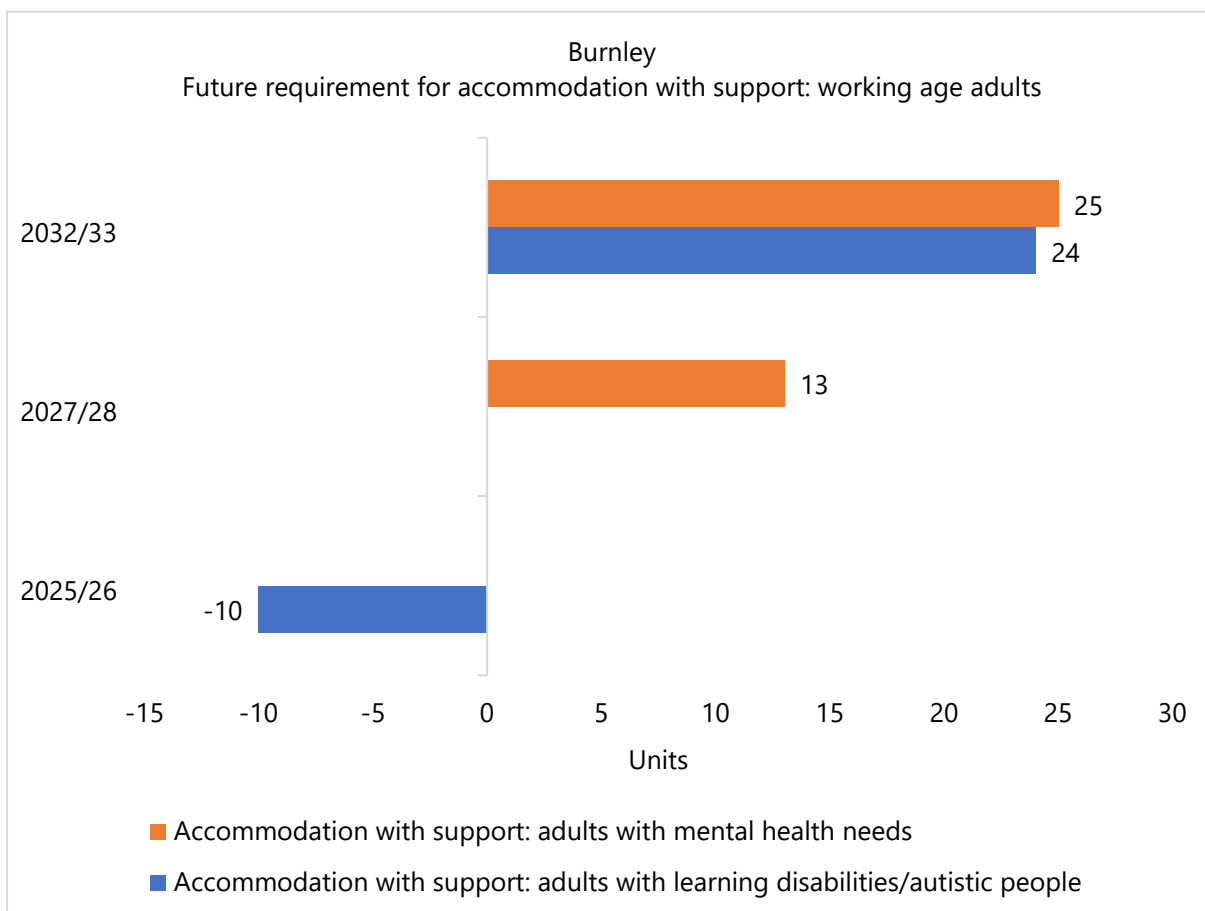
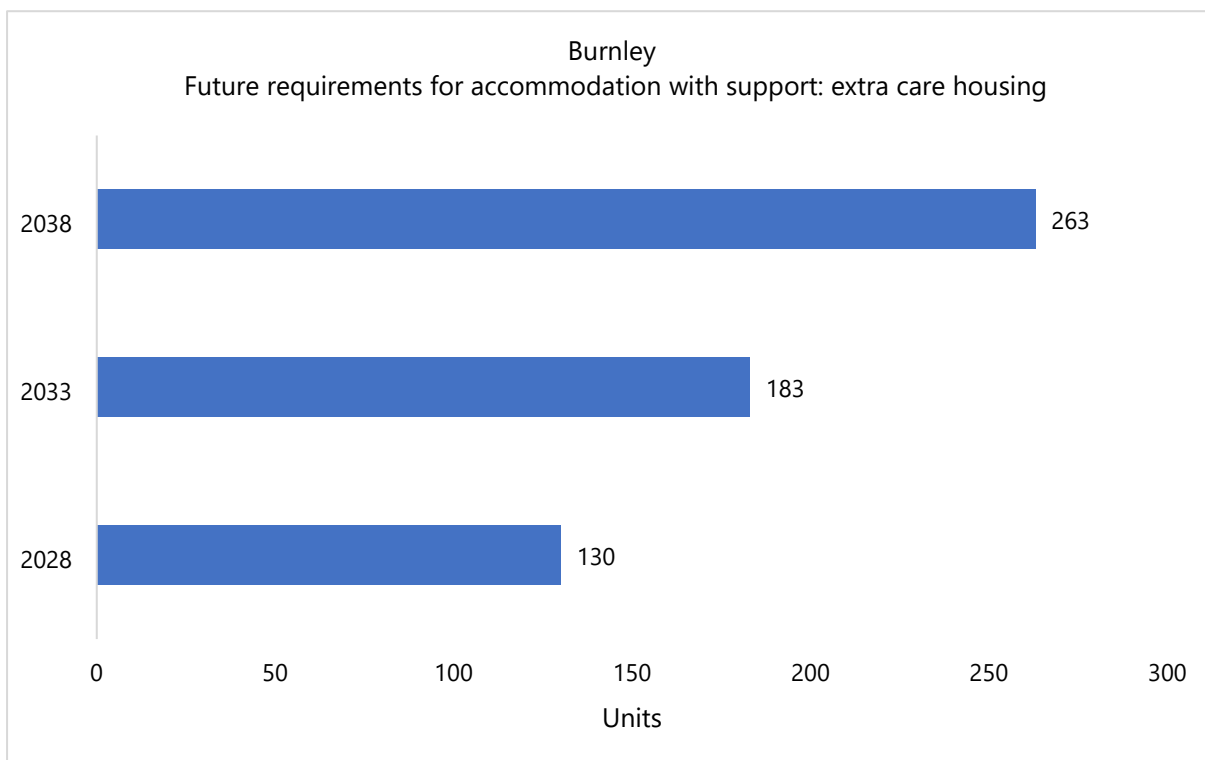
These market opportunities are summarised for each of the 12 housing authority areas in Lancashire, showing the estimated need for accommodation with support for local people over the next 10-15 years⁶, covering:

- Need for extra care housing.
- Need for accommodation with support for working age adults with care and support needs.
- A summary of need for Lancashire.

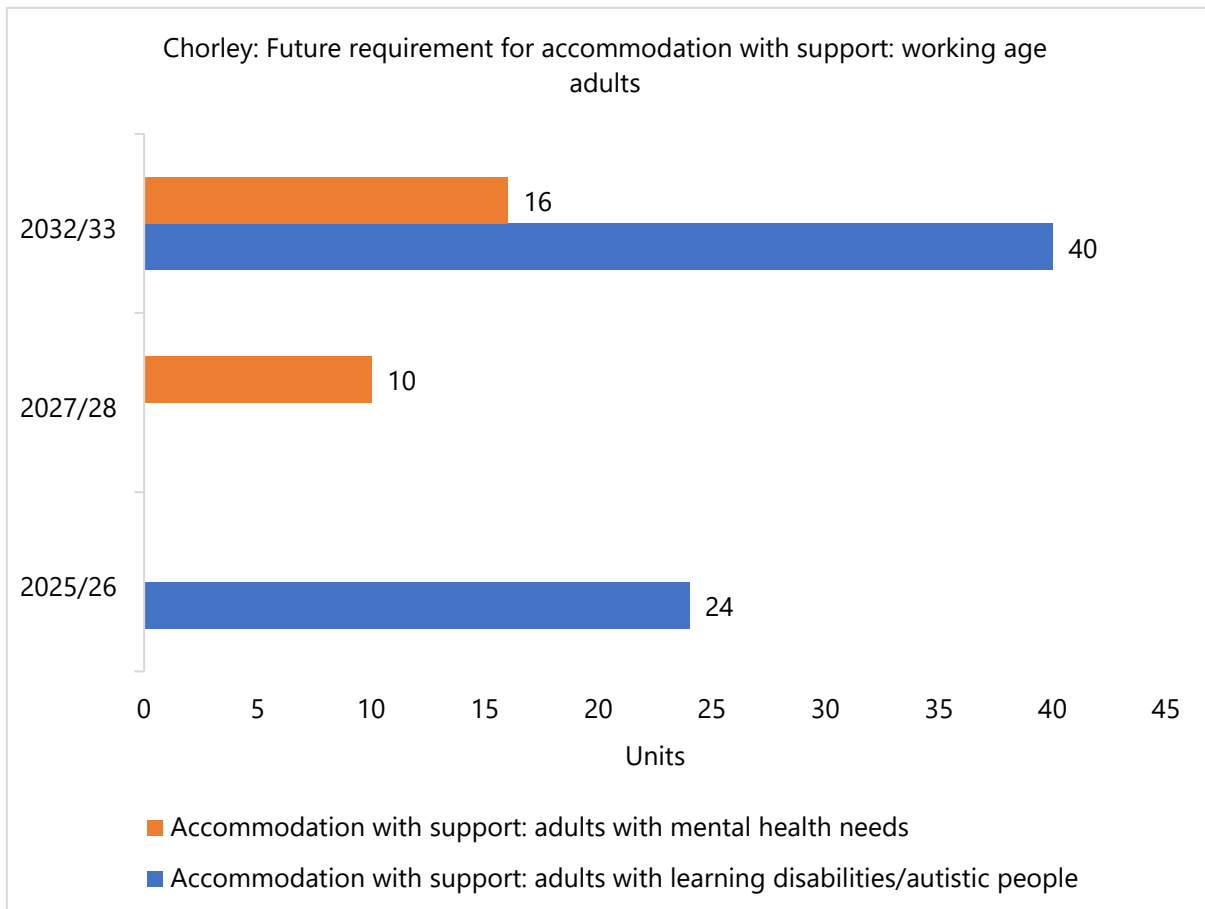
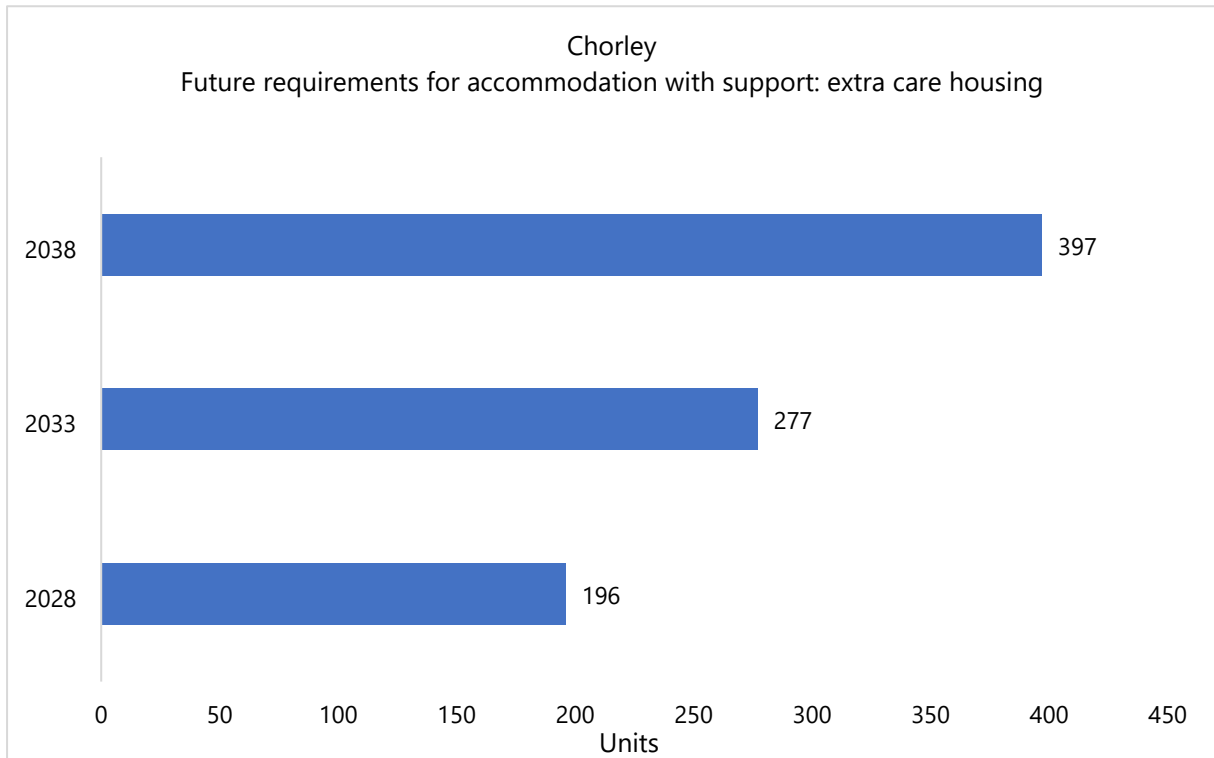
To discuss these opportunities in more detail, including specific locations, please contact us (page 31).

⁶ NB. The estimated number of units in the graphics are not cumulative, e.g. the total estimated number of units of extra care housing required by 2038/2033 includes all estimated need up to that date.

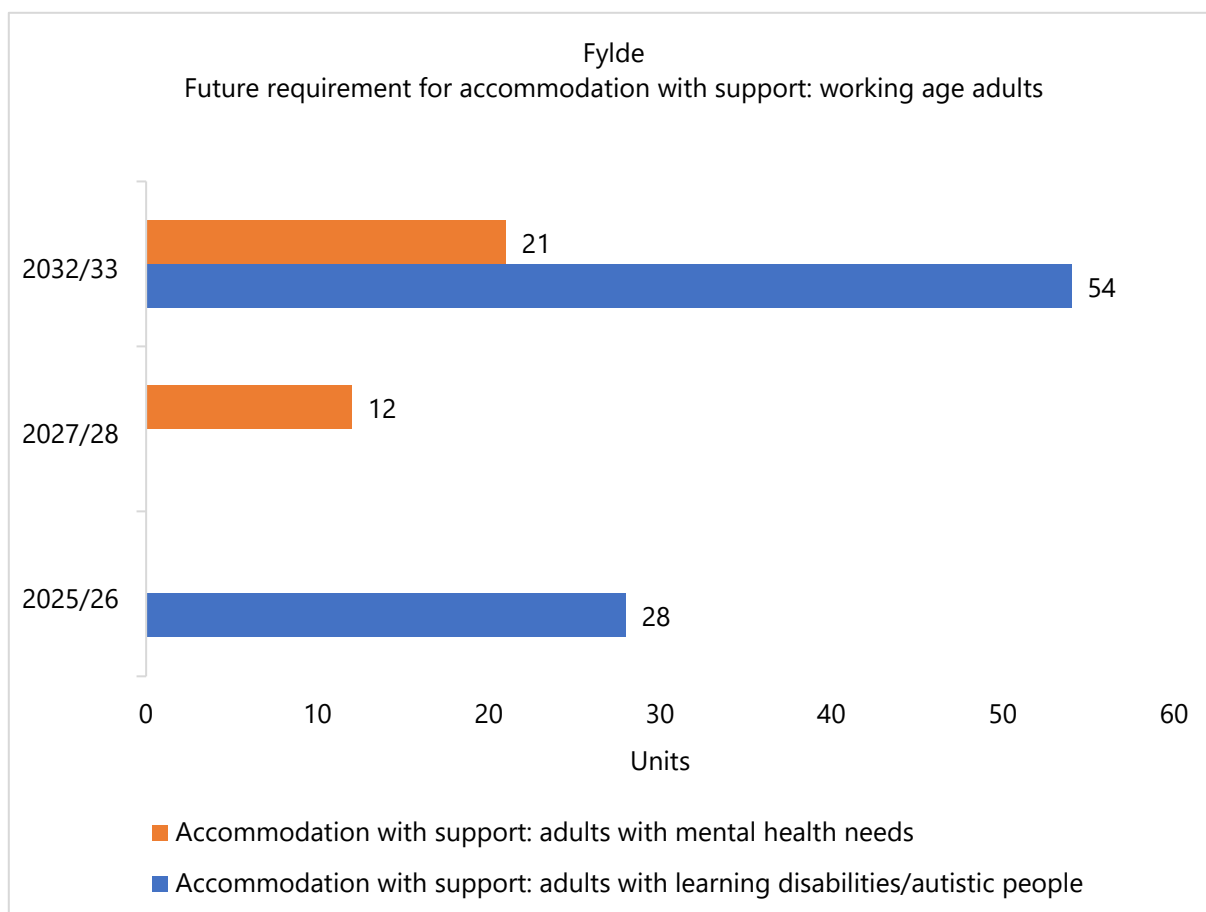
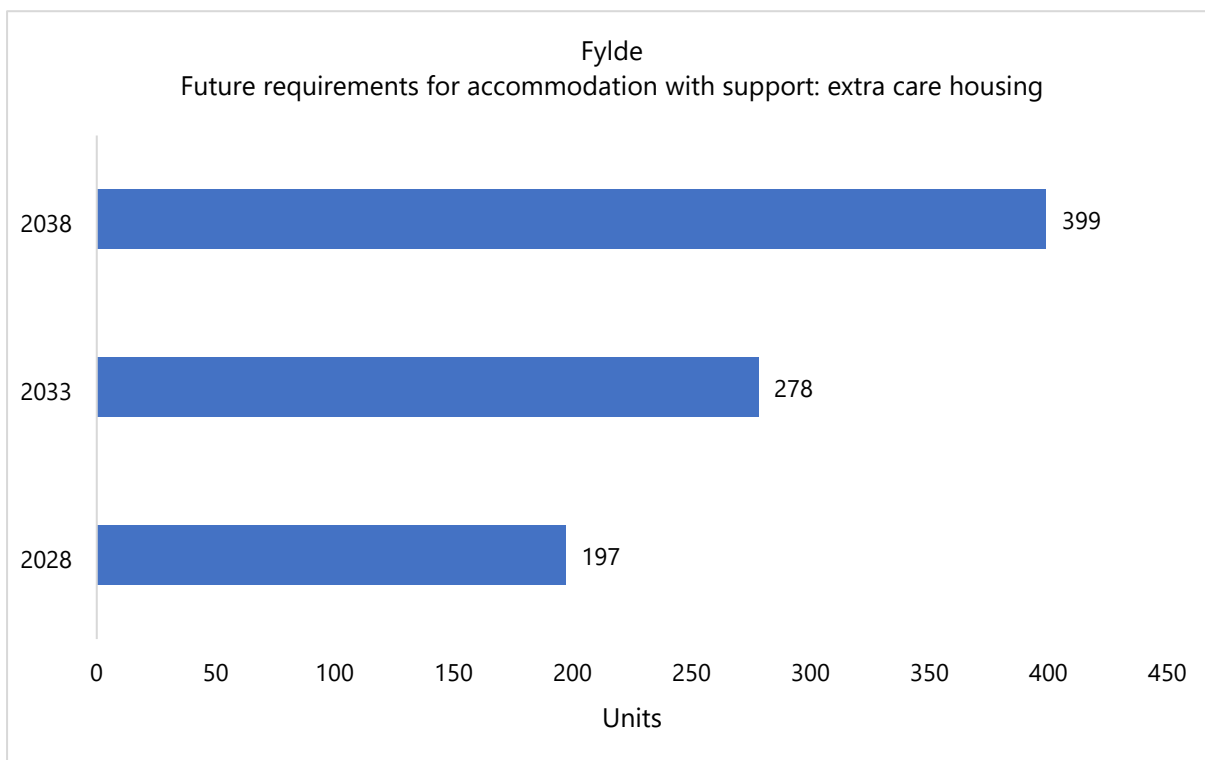
Burnley



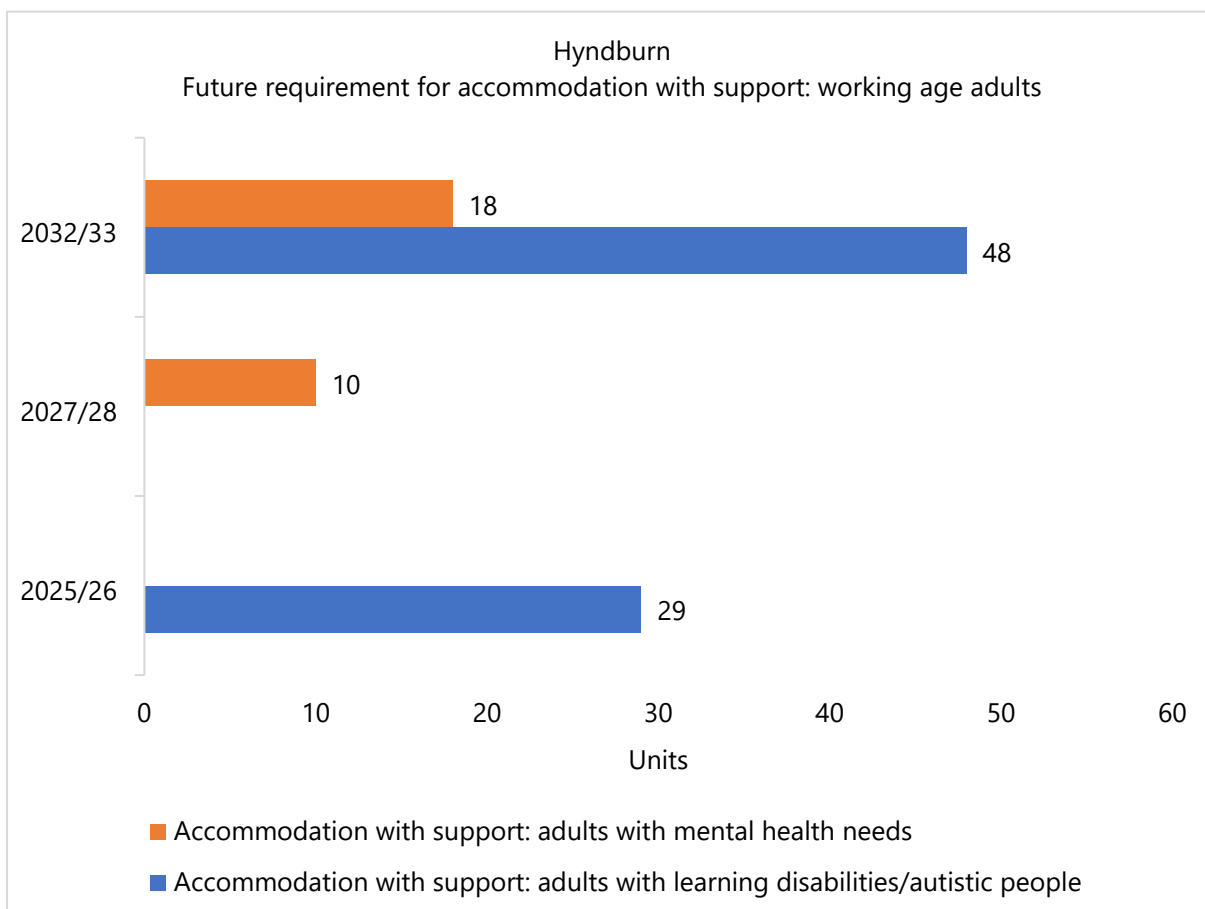
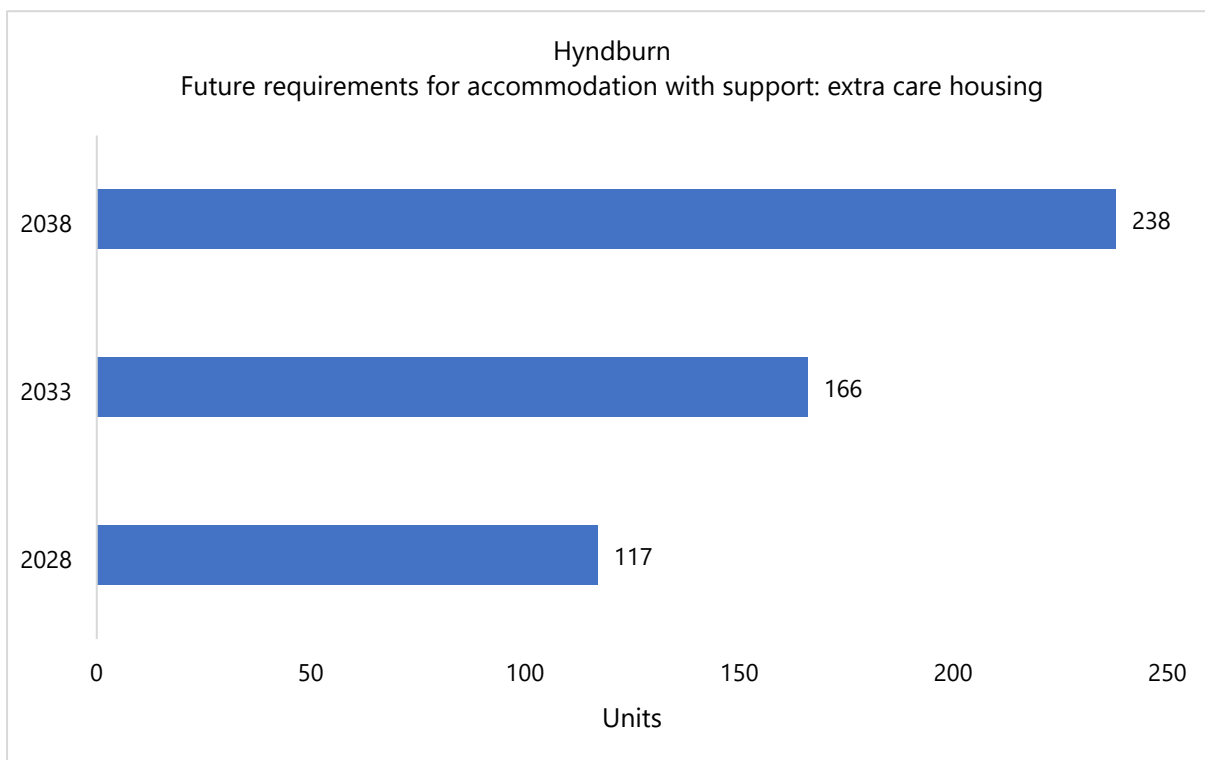
Chorley



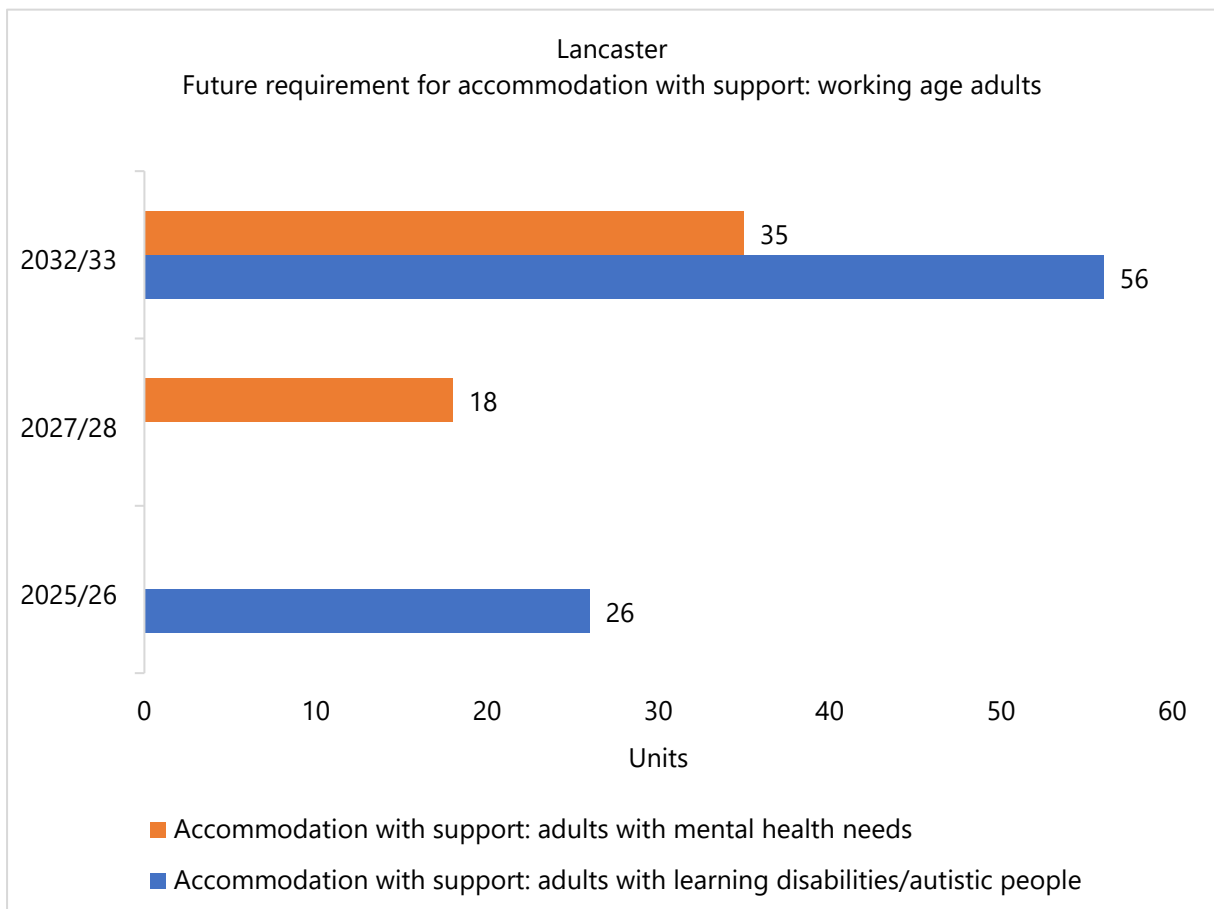
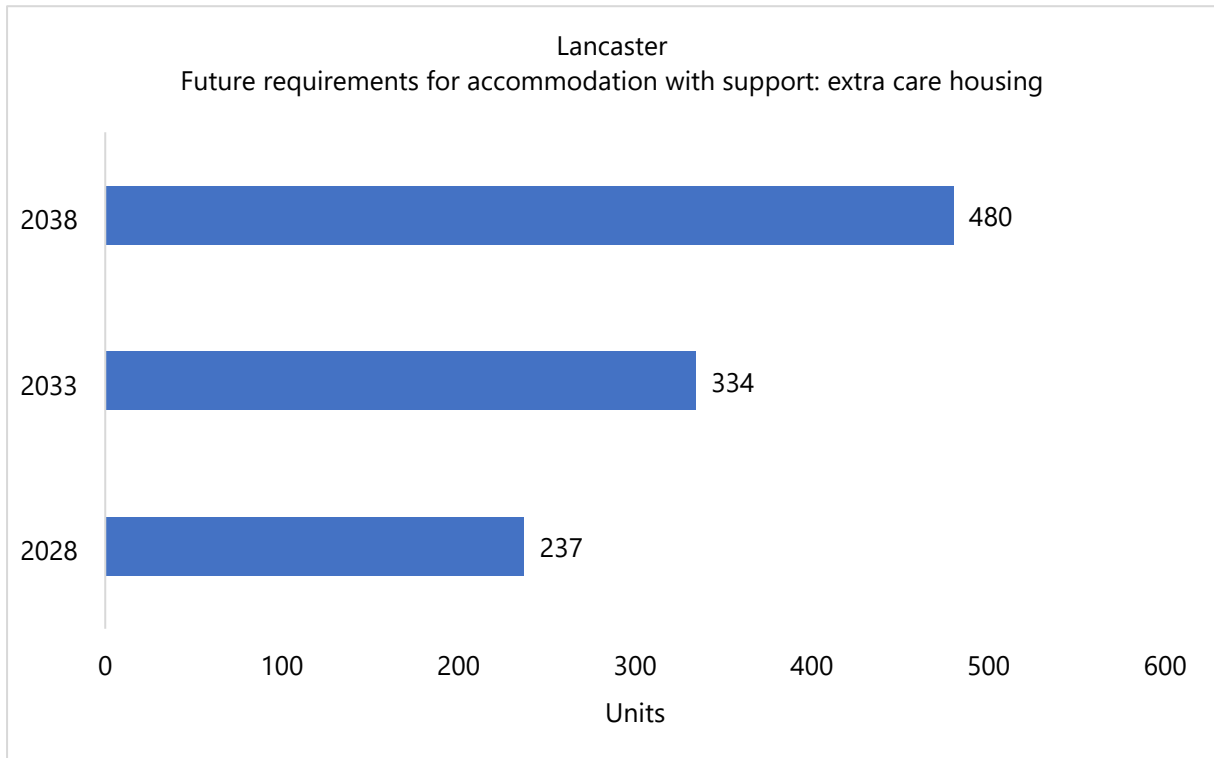
Fylde



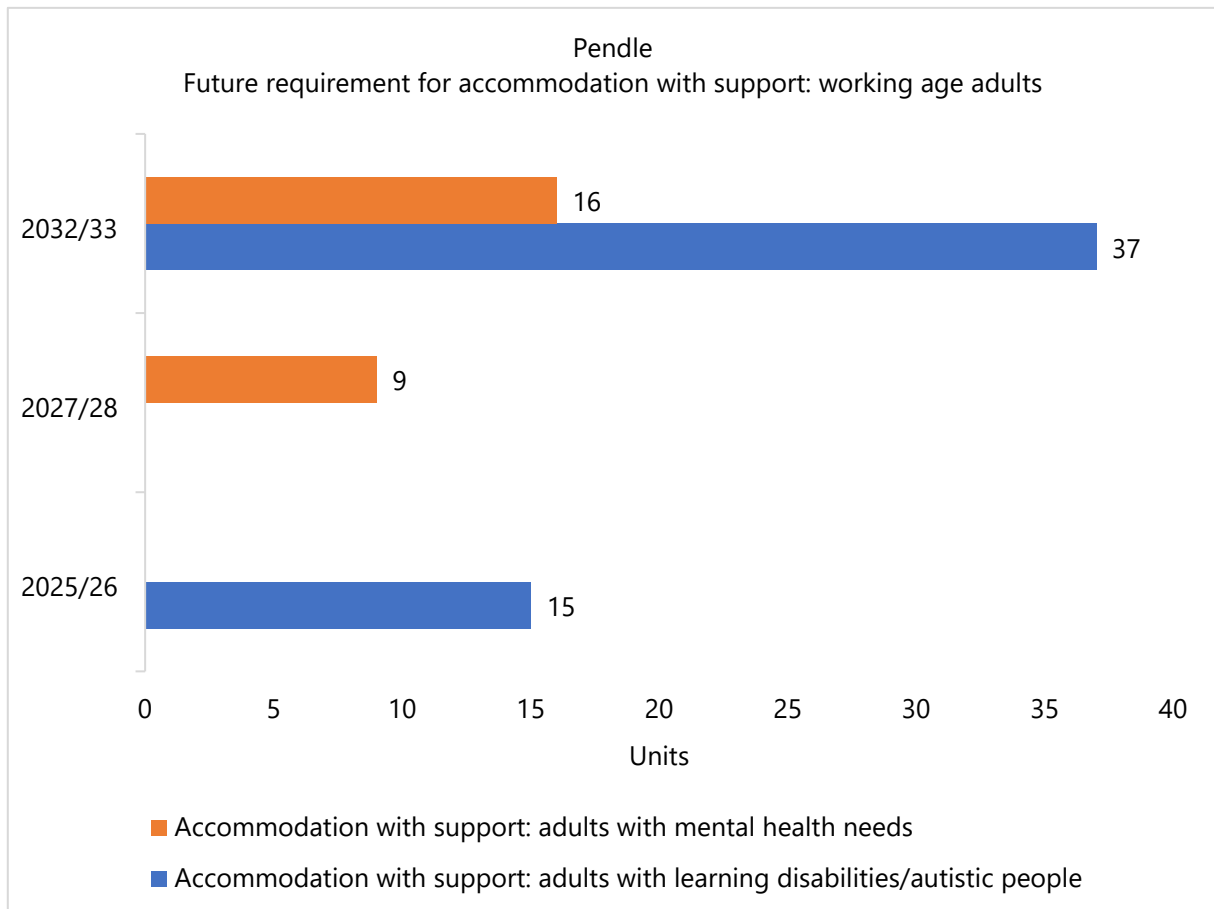
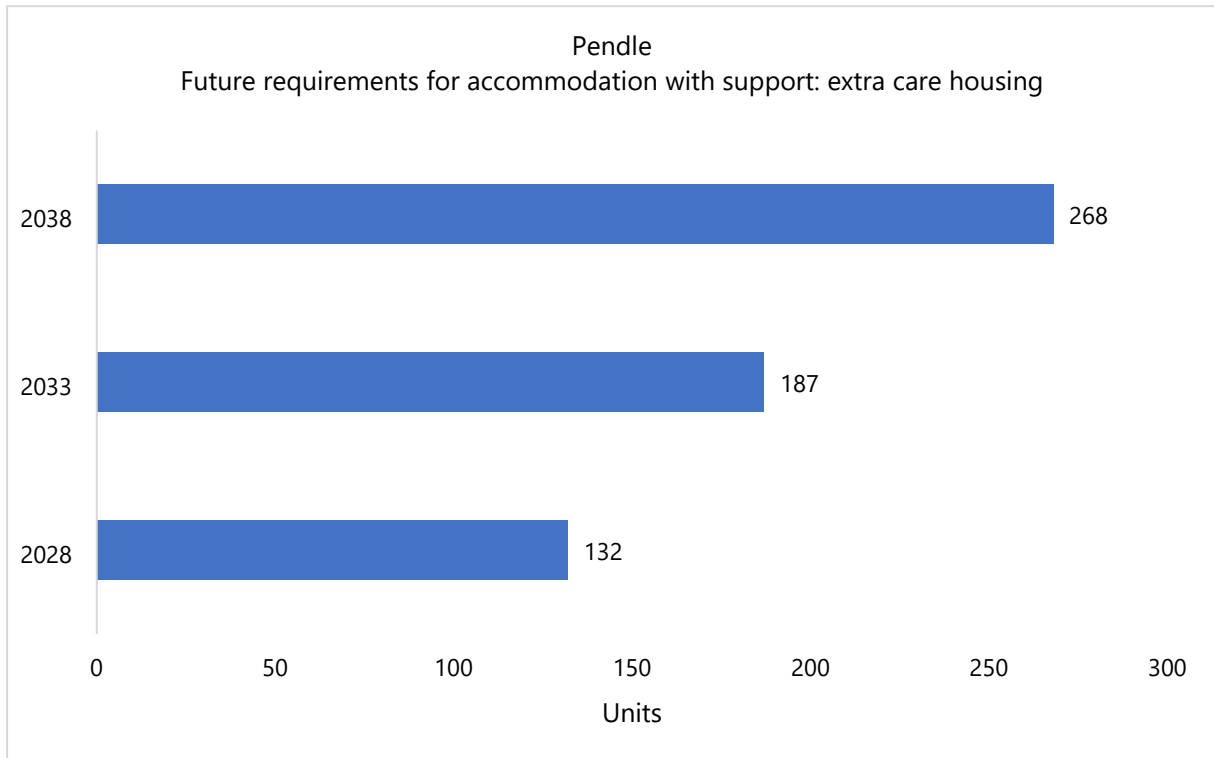
Hyndburn



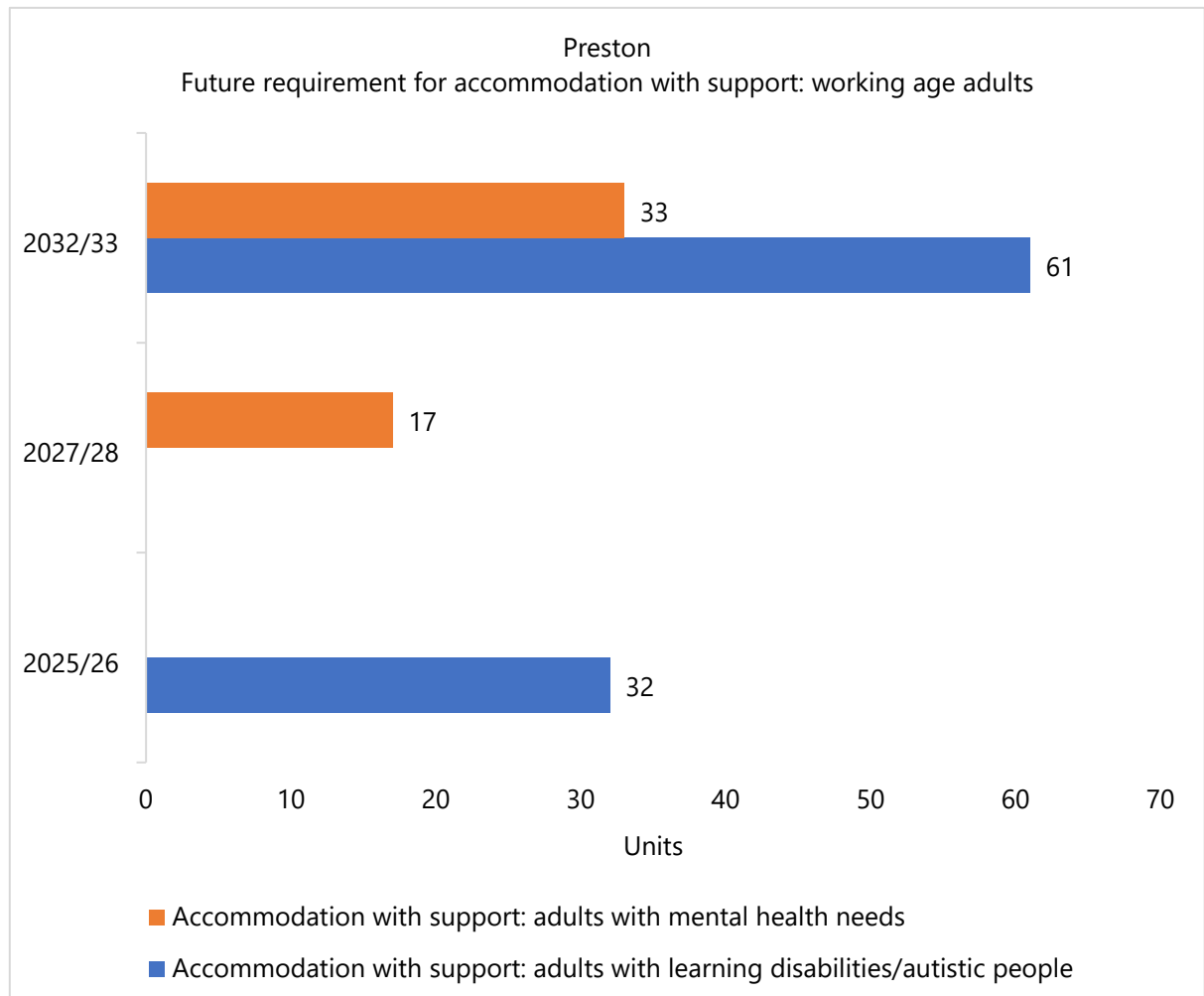
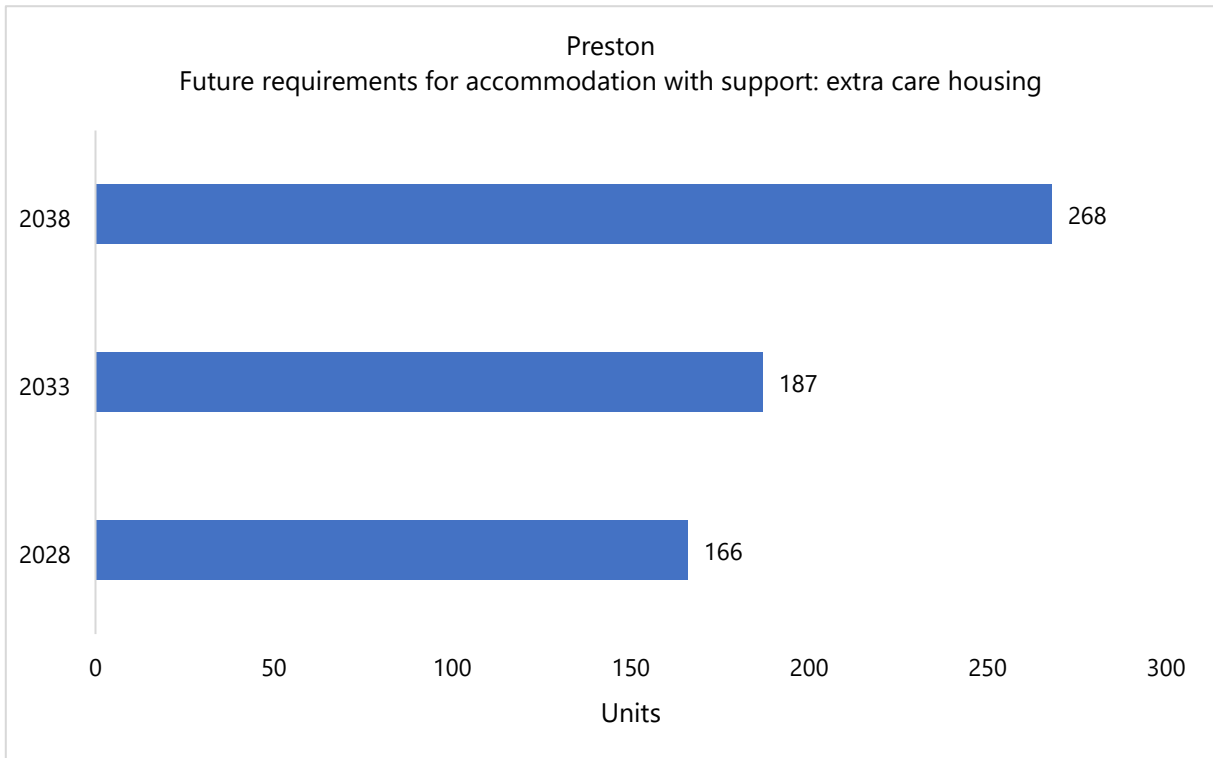
Lancaster



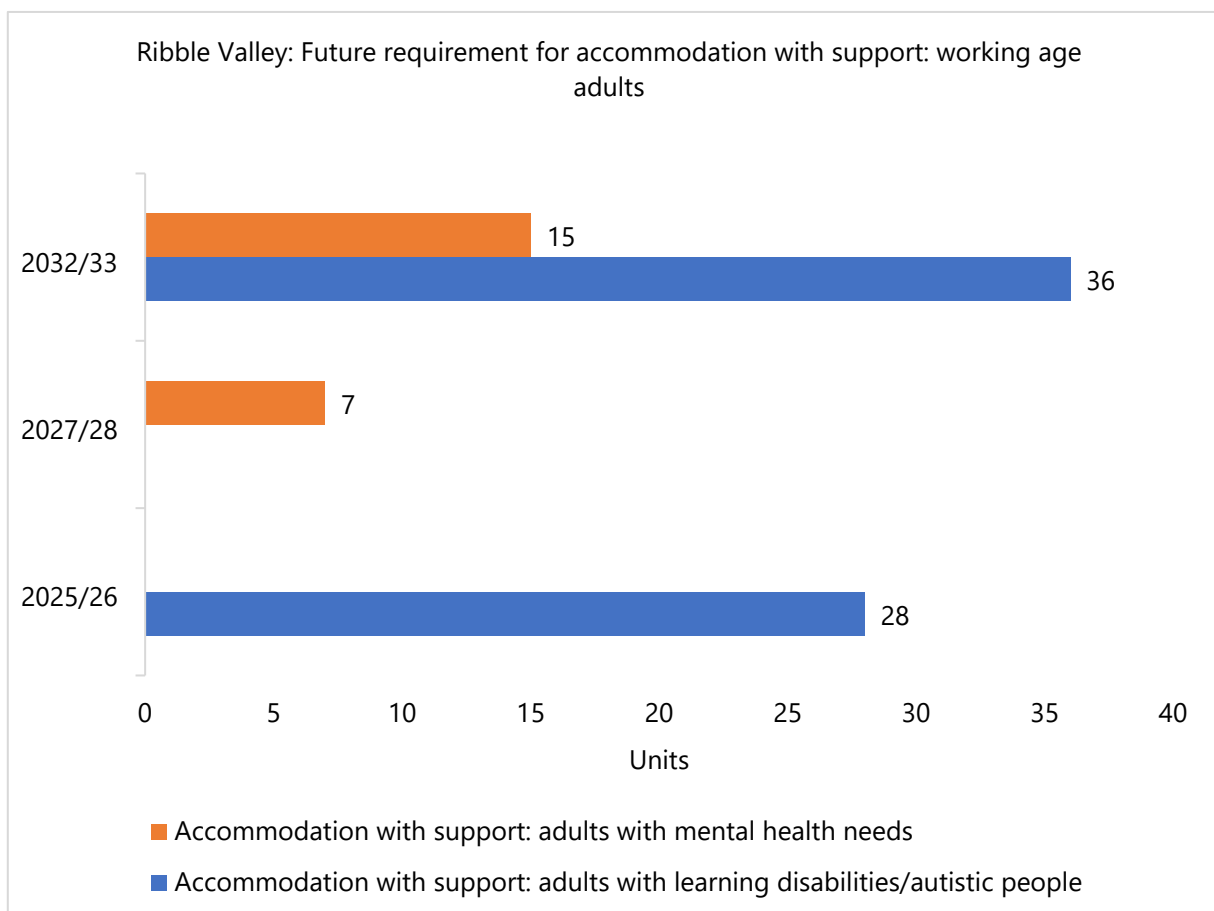
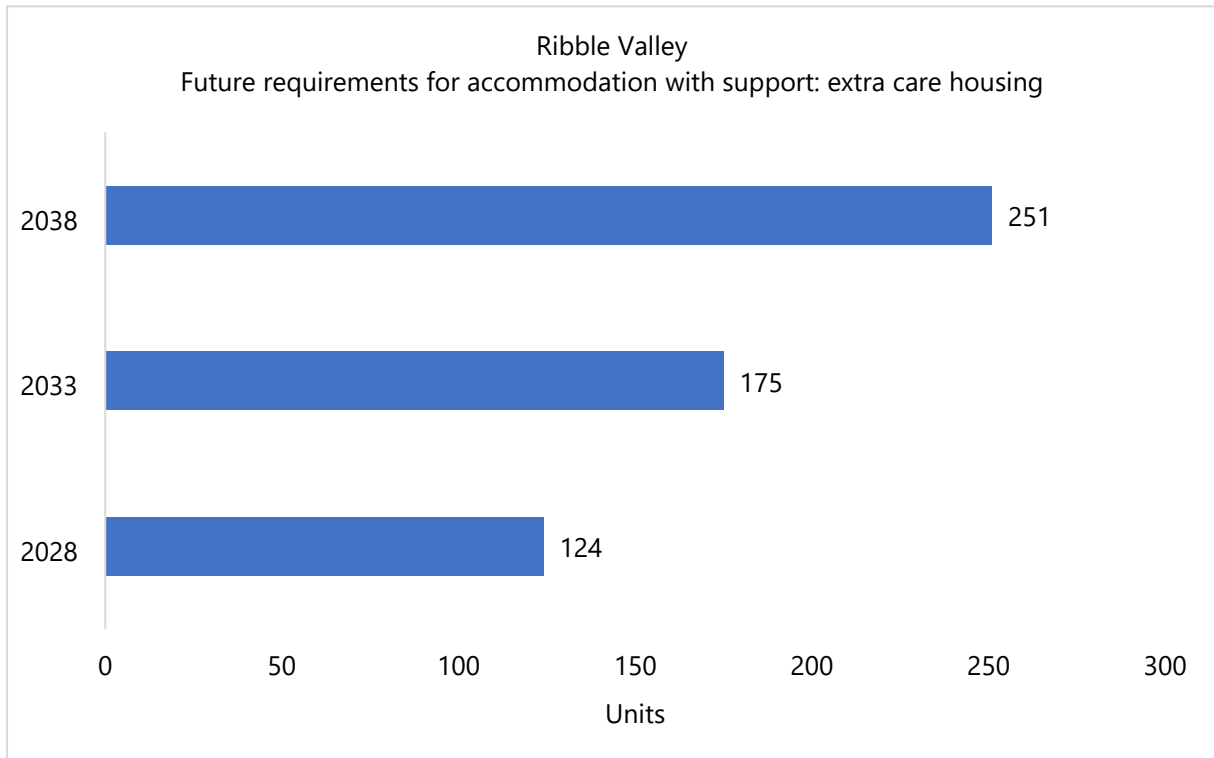
Pendle



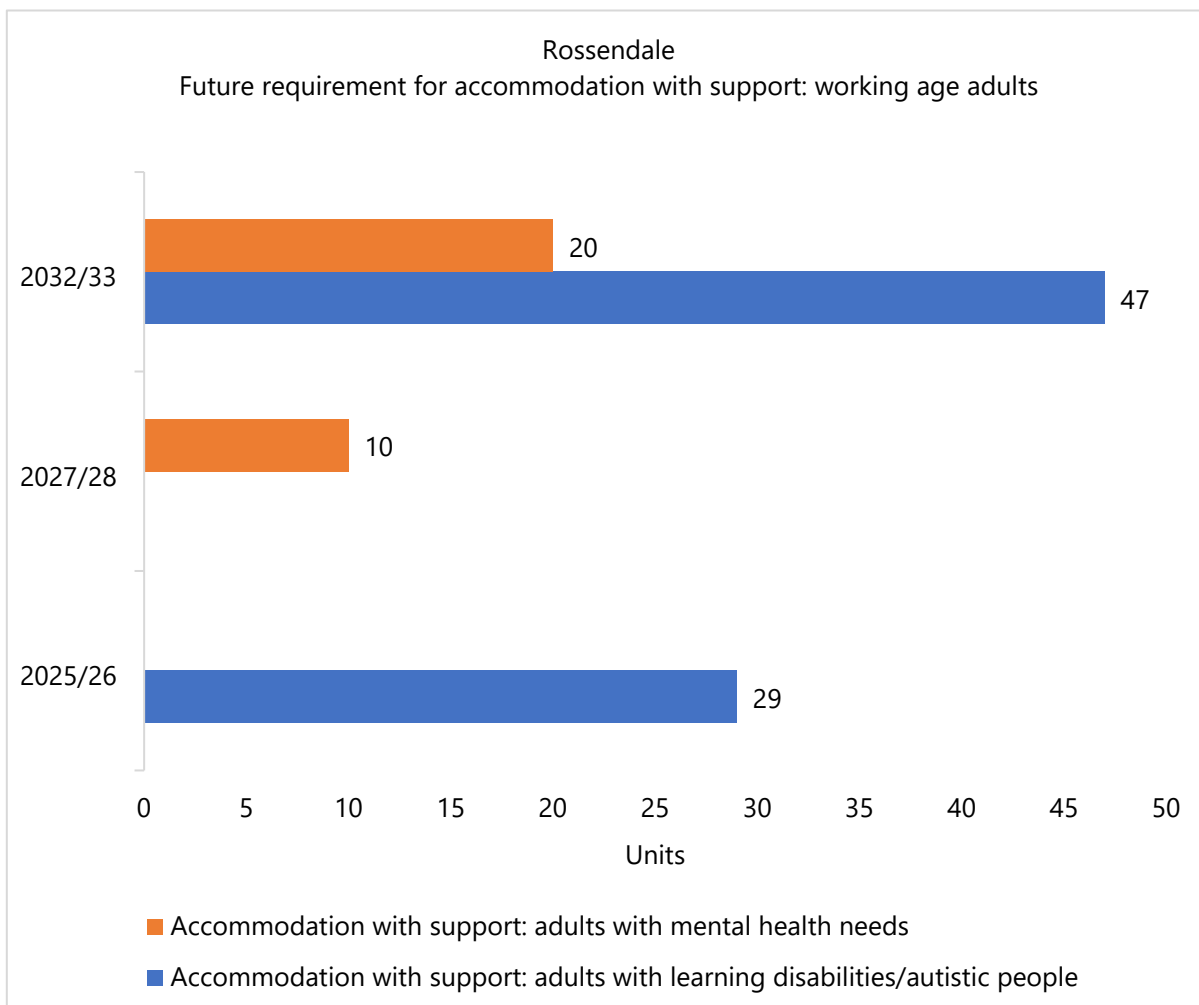
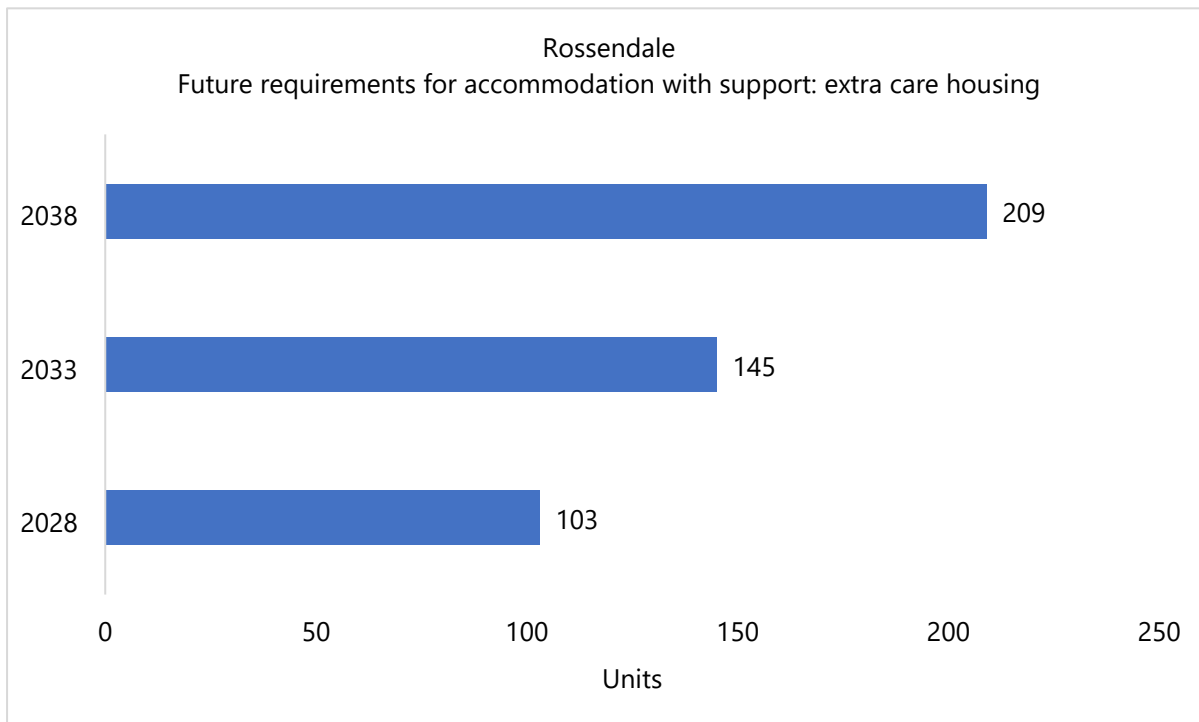
Preston



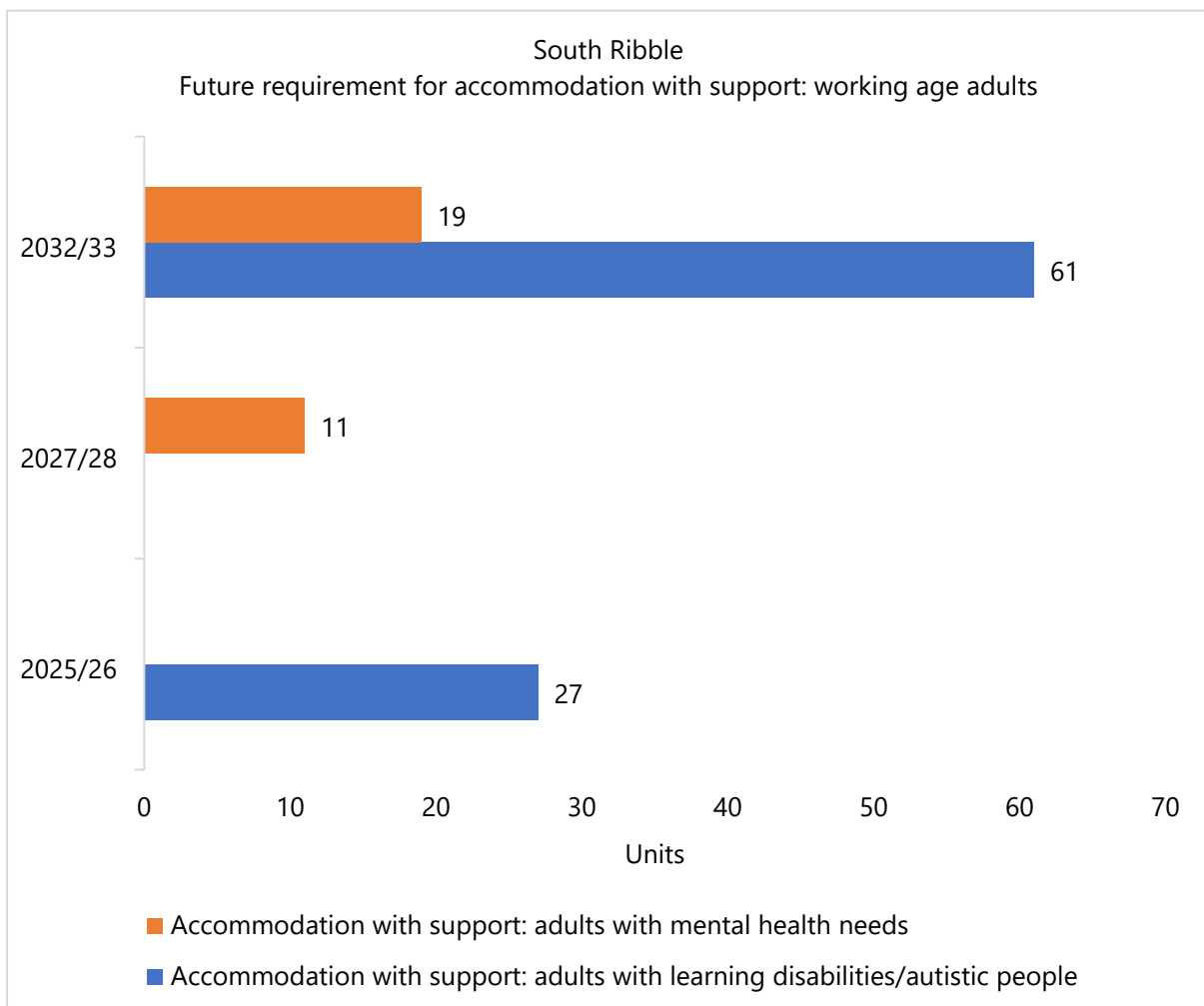
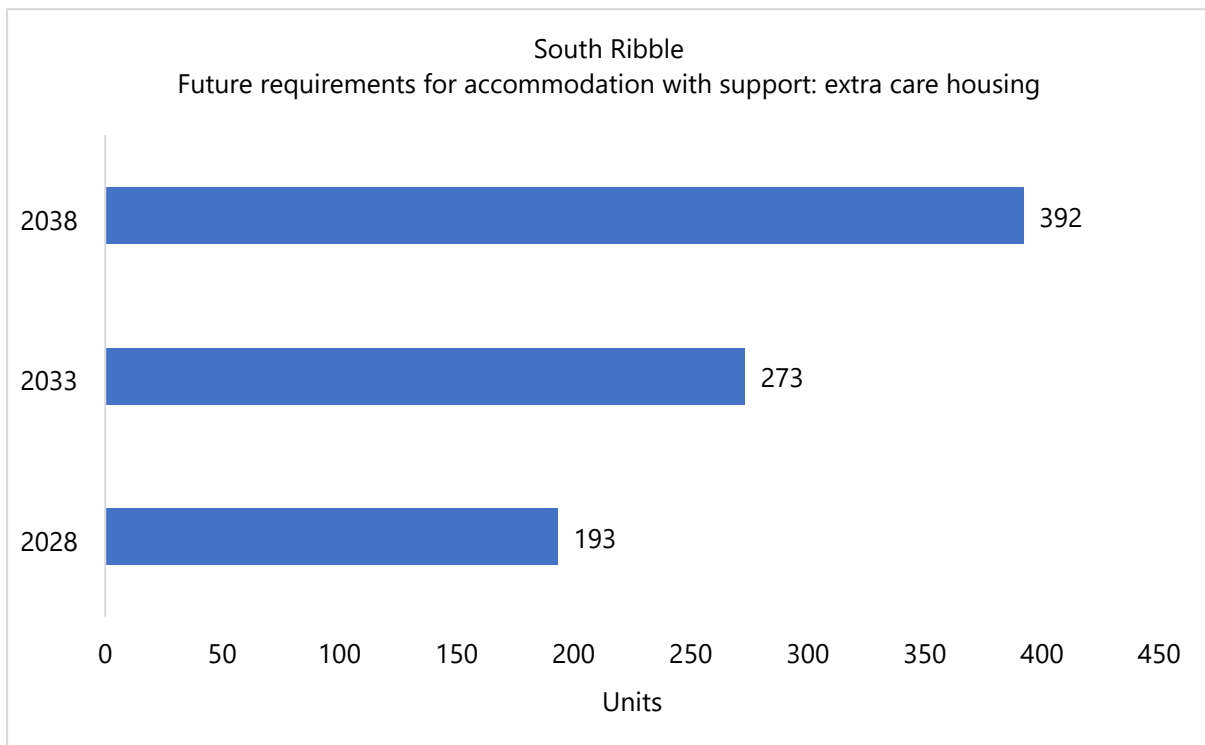
Ribble Valley



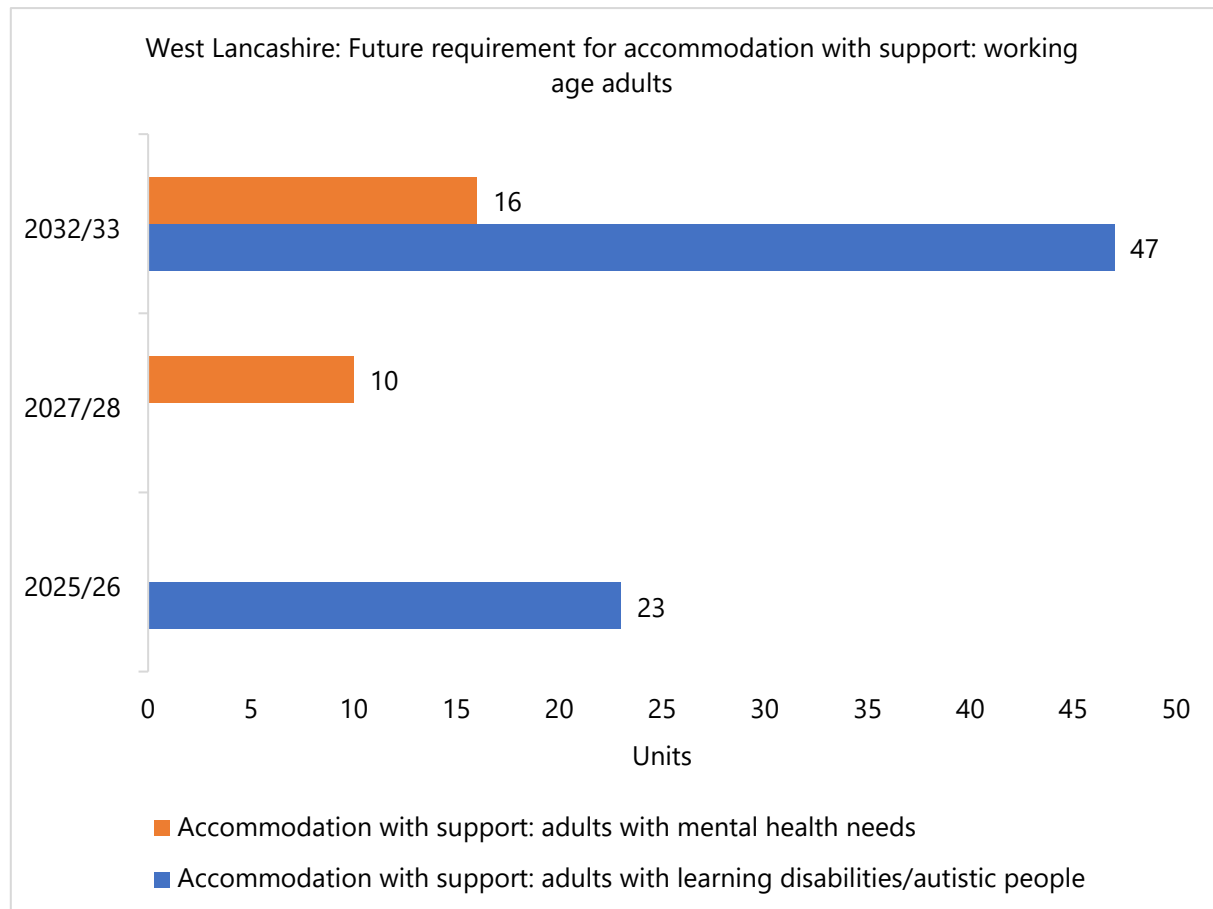
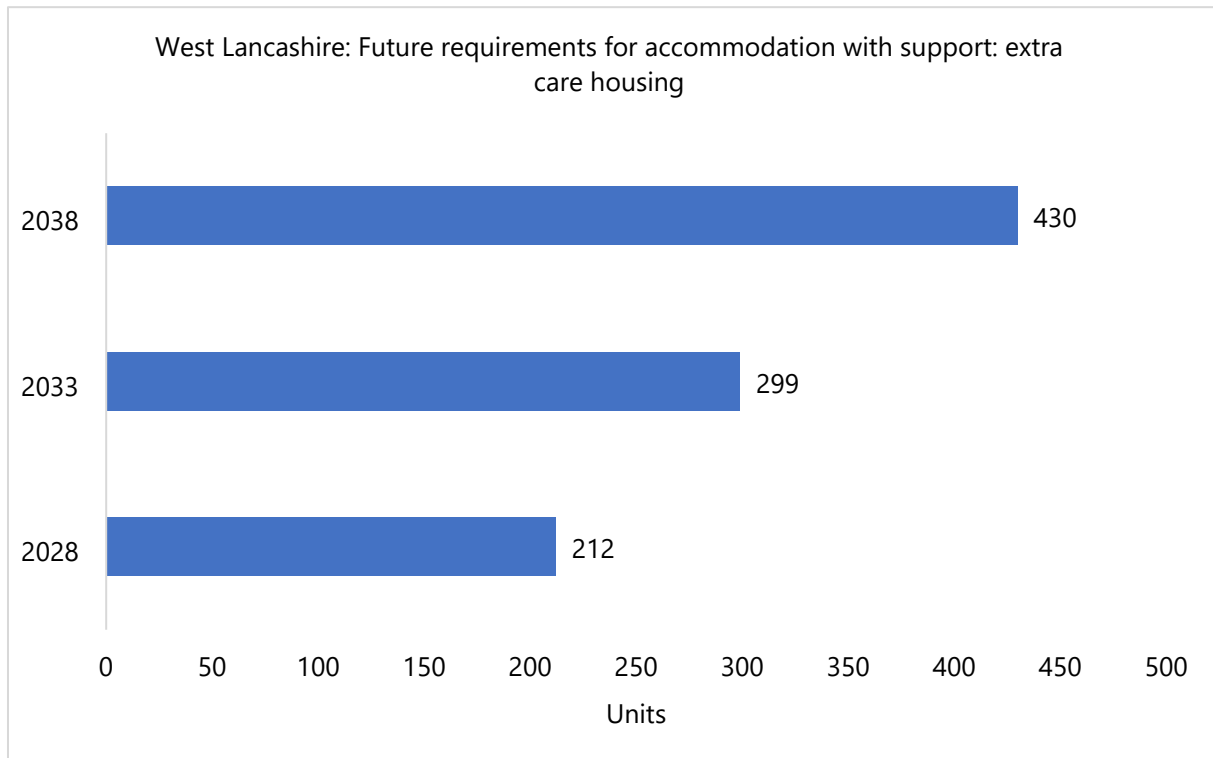
Rosendale



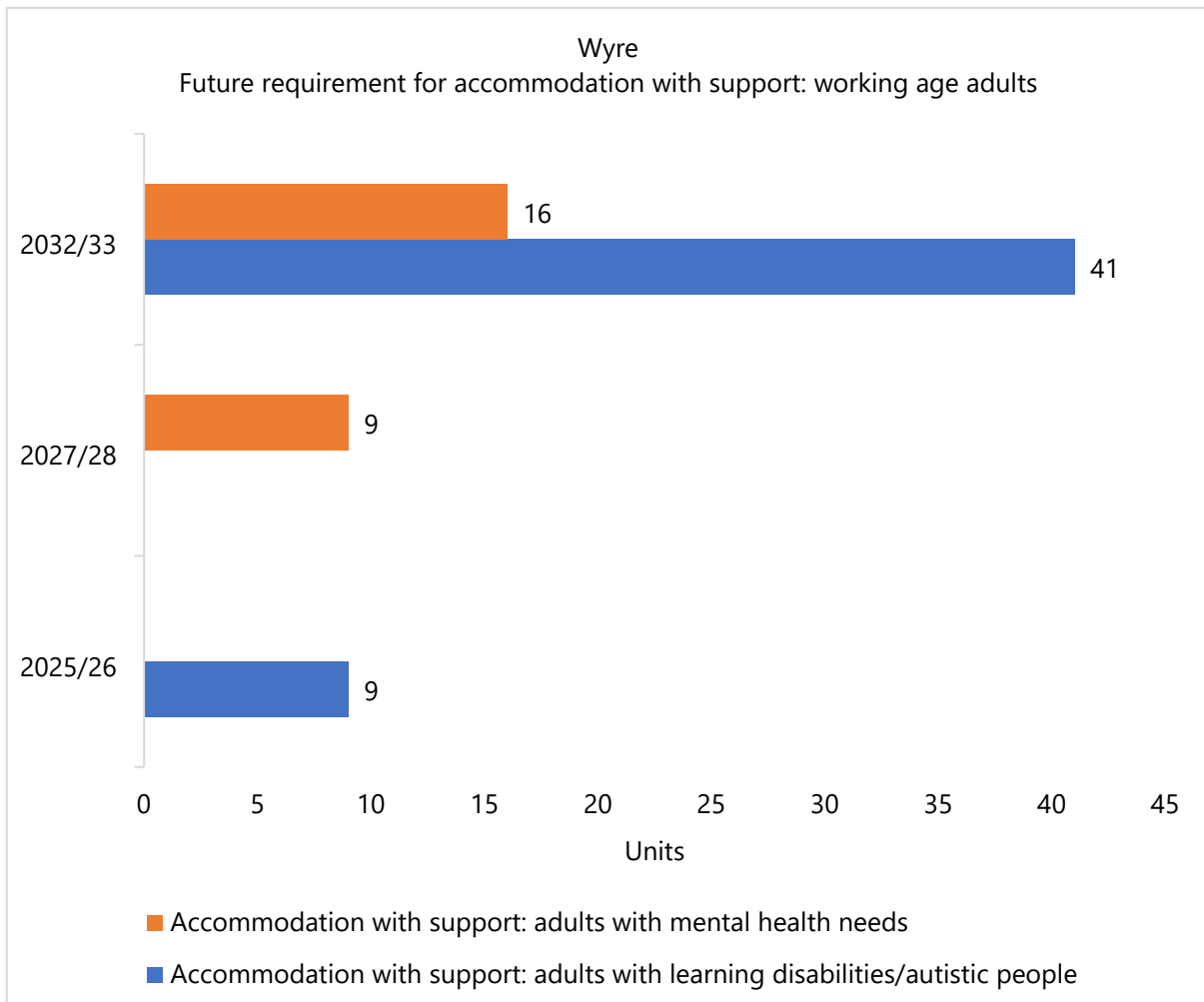
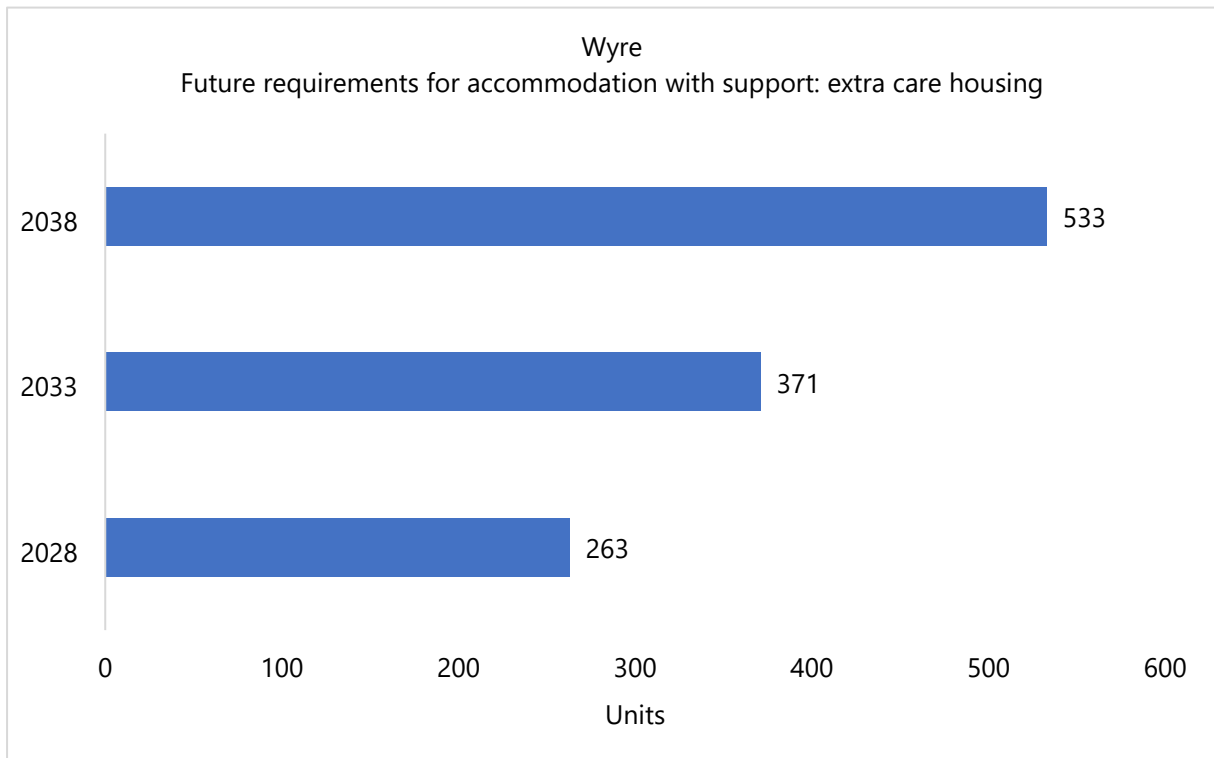
South Ribble



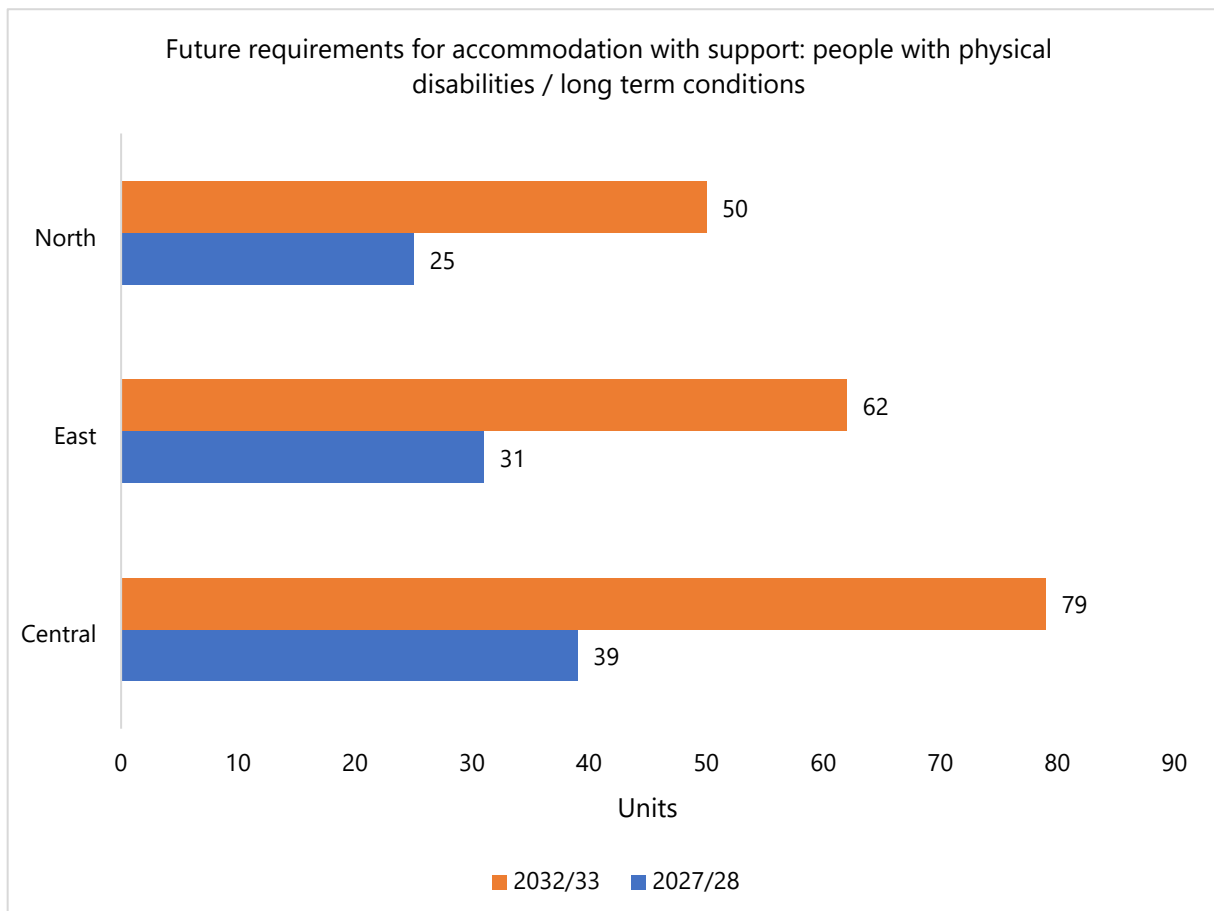
West Lancashire



Wyre

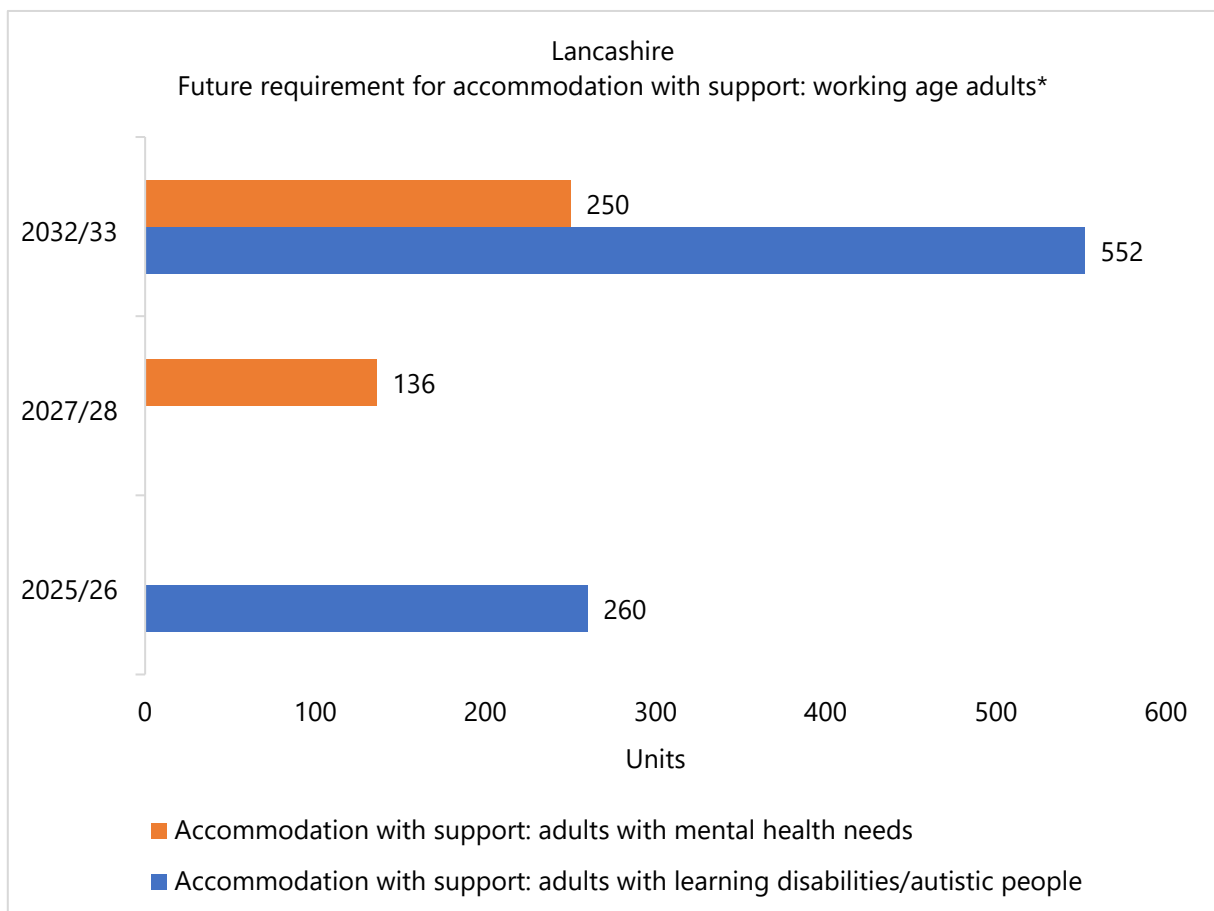
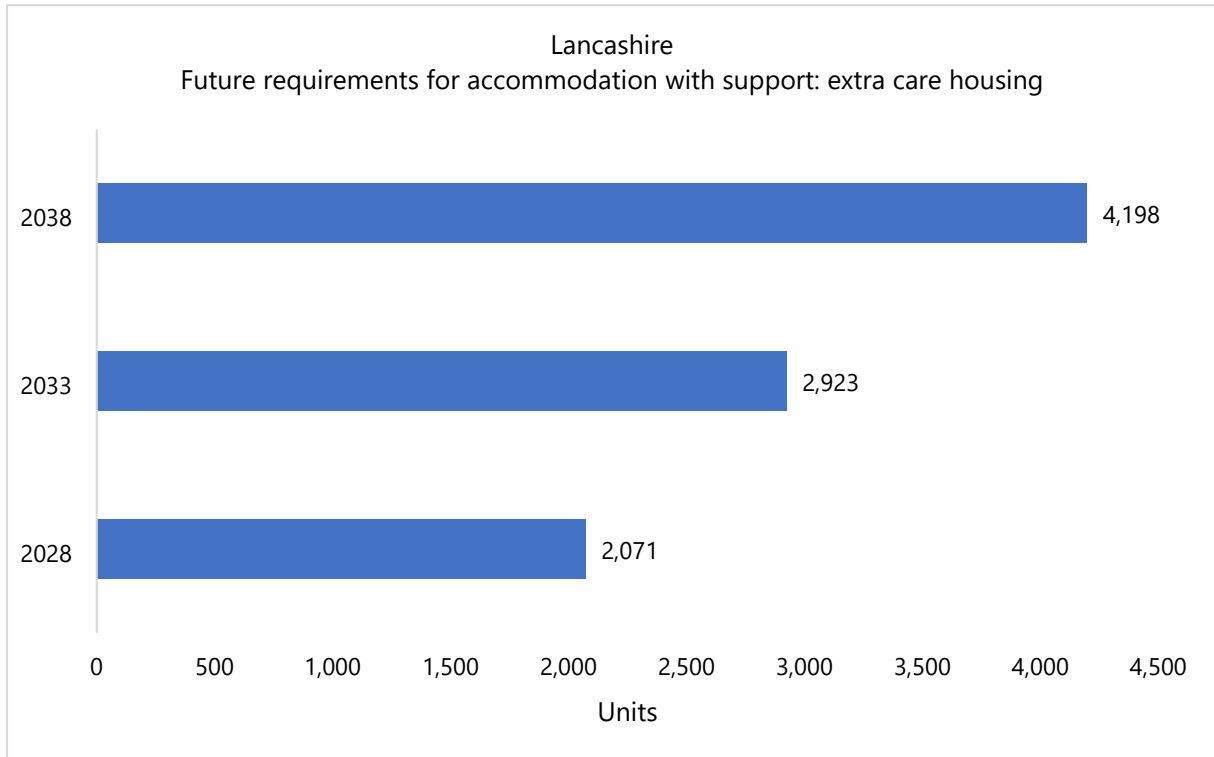


Estimated need for accommodation with support for people with physical disabilities/long term conditions



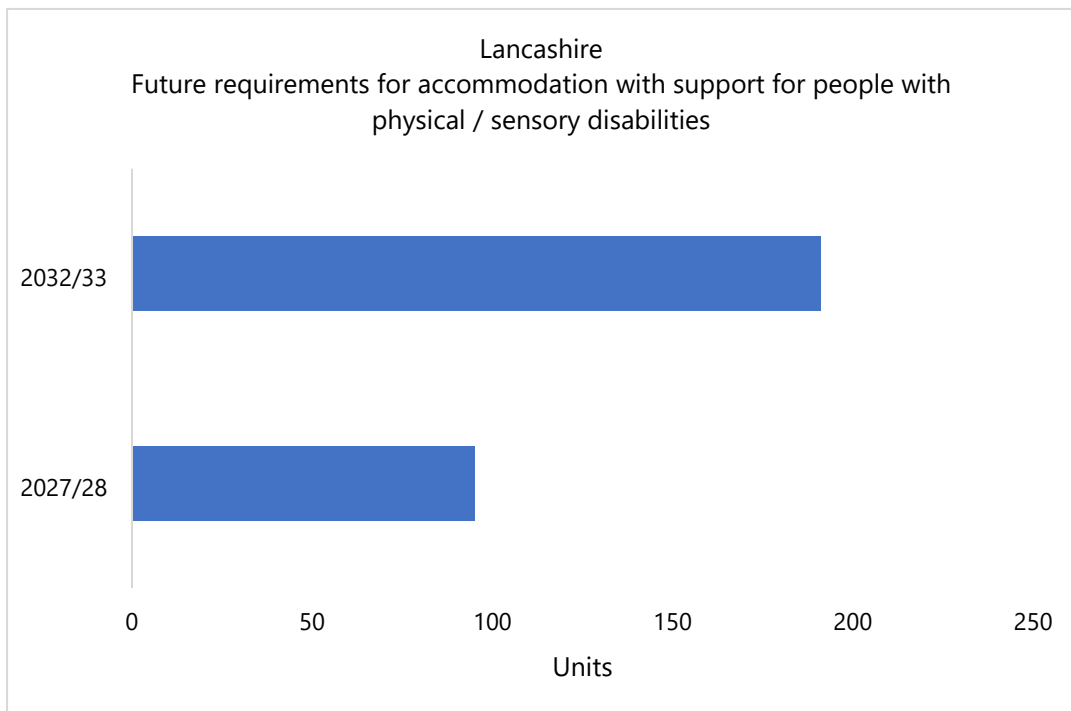
Estimated need is shown by areas within Lancashire: Central (Preston; Chorley and South Ribble; and West Lancashire), East (Burnley; Hyndburn; Pendle; Rossendale and Ribble Valley) and North (Fylde; Wyre; and Lancaster).

Summary: Future need for accommodation: Lancashire (overall)



Lancashire Accommodation with Support Plan

*In addition, there are c.60 people who currently inpatients in hospital settings who need to be discharged into a housing with support setting. Of these 60 people, 35 are likely to be ready for discharge within 12 months, 13 are likely to be ready for discharge within 2 years and 12 are likely to be ready for discharge in 3+ years.



Housing quality and design standards

Design guidance

Good quality design is essential for accommodation with support services. The following summary of design standards are for extra care housing but they will in many cases apply to accommodation with support for working age adults with care and support needs.

Good design is important to maximise the functionality and desirability of extra care housing. Extra care housing and accommodation with support for working age adults with care and support needs should reflect as far as possible the HAPPI⁷ design principles.

The space standards for any proposed supported and specialist accommodation should be discussed with local authority commissioners.

Appropriate design features include:

- Self-contained homes that are built with older people and other people with care and support needs in mind, which can be easily adapted.
- Modern building standards and energy efficient design to help to keep energy costs as low as possible.
- Maximise levels of natural light throughout the scheme and include windows with low window sills to allow people who are seated or in bed to easily see out of the windows.
- Equipment, signage, internal décor and landscaping that enable people who have physical, sensory or cognitive impairments to be as independent as possible.
- Fully accessible, landscaped outside space that is stimulating, contains seating and opportunities to be active.
- Hardwiring and wi-fi enabled telecare and telehealth equipment. Potential for the use of different types of assistive technology.
- Communal facilities that are sufficient for the size of the scheme, providing facilities and activities that are complementary to those available in the local community and that facilitate a healthy and active lifestyle.
- Located close to local amenities in order to enhance the opportunities for residents to take part in the life of the local community. Residents should have easy access to shops, doctors, pharmacists and leisure activities.
- A restaurant/cafe to give residents the option to eat a hot meal with friends and visitors (in extra care housing).

⁷ <https://www.housinglin.org.uk/Topics/browse/Design-building/HAPPI/>

- Where appropriate consideration should be given to guidance from *Building the Right Support*⁸ and *Right Support, Right Care, Right Culture*⁹ (e.g. in relation to supported housing for people with learning disabilities).

Standards of accommodation and support

The councils in Lancashire want to ensure that all accommodation with support services are of good quality. This means both the accommodation and the support services (and care services where applicable) being of good quality.

This will include supported housing providers, including care providers where applicable, meeting legislative, regulatory requirements as appropriate (Charity Commission, Regulator of Social Housing, the Care Quality Commission and Community Interest Companies regulated by the Financial Conduct Authority).

The council will draw on the Government's current guidance *National Statement of Expectations for Supported Housing*¹⁰ as a basis for expectations of supported housing providers in terms of good practice in the delivery and management of accommodation with support services.

However, Lancashire councils' approach to ensuring that supported housing is of a good quality anticipates the intent of the Supported Housing (Regulatory Oversight) Bill that is supported by the Government. When this becomes law the councils anticipate that their approach to ensuring the quality of accommodation with support services will likely include:

- A licensing scheme for all supported housing providers. All providers of supported housing in Lancashire will be required to be licensed by the councils in order to provide supported housing.
- Only providers of supported housing that are licensed by the councils will be able to access specified and exempt accommodation housing benefit status.
- The councils will also review the quality of the provision of support in supported housing services to ensure customers are getting the support they need and require, for example, as part of the Lancashire County Council's approach to safeguarding vulnerable adults.
- Assessment of the value for money provided by supported housing services, ensuring they are affordable for the councils and for the people who live in them.

⁸ <https://www.gov.uk/government/publications/building-the-right-support-for-people-with-a-learning-disability-and-autistic-people>

⁹ https://www.cqc.org.uk/sites/default/files/2022-06/900582%20Right%20support%20right%20care%20right%20culture_v5_0.pdf

¹⁰ <https://www.gov.uk/government/publications/supported-housing-national-statement-of-expectations/supported-housing-national-statement-of-expectations#:~:text=We%20would%20encourage%20supported%20housing,and%20quality%20of%20housing%20services.>

In the meantime, before the Supported Housing (Regulatory Oversight) Bill becomes law, Lancaster City Council is part of the Government's Supported Housing Improvement Programme (SHIP). All councils in Lancashire will be able to draw on the learning from this approach to working with providers of supported housing services to ensure that both the quality of accommodation used for supported housing and the support services provided are of a good quality.

Working with us

This plan is the beginning of the dialogue with organisations and individuals that are interested in delivering accommodation with support in Lancashire. There are many ways in which the councils in Lancashire can work with you and a wide variety of assistance is available.

Customer and market intelligence

We have access to a wide range of data about Lancashire and its citizens. We are happy to share this with you. If you need bespoke data then we can work with you to enable you to obtain it quickly and economically.

We have completed a detailed appraisal of our existing and future need for accommodation with support and we are keen to discuss these requirements in more detail, brokering meetings with the relevant organisations and professionals as appropriate.

Commissioning offer

We will work closely with supported housing providers to discuss our requirements, possible care delivery models, approaches to procurement and funding. We will broker solutions that are fit for purpose. We will give commissioning priority and support for those solutions that satisfy gaps identified in our Market Position Statement, housing strategies and our accommodation with support needs assessment.

Customer and community engagement

We can build on our existing customer and community engagement activities and experience to help you reach local audiences, undertake consultation activities and explore market opportunities.

Land and asset management

The councils own a range of land and buildings in Lancashire. This means that there is the possibility that land/sites can be considered to support delivery of accommodation with support developments either in whole or in part.

Planning

The District/Borough Councils can guide you to the relevant planning policies for particular sites and give you information about other permissions in an area.

What we are seeking from housing and support providers

- We want to be involved at an early stage in considerations and discussions regarding the reconfiguration or disposal of existing provision
- We want to agree priority notification/nomination rights on existing and new accommodation with support in Lancashire.
- We want providers to develop proposals for accommodation with support which are effectively tailored to meet local need and to consult with local communities prior to and during the implementation of these proposals.
- We want providers, to help to contribute to the wider health and wellbeing of people in Lancashire through their accommodation with support services.
- We want you to be willing to work with other partners/agencies to help facilitate the delivery of intergenerational and diverse communities

Contact

If you want to find out more or have a discussion about any aspect of developing accommodation with support services in Lancashire, please get in touch.

Email: [insert]

Phone: [insert]

Write: [insert]

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: 26 OCTOBER 2023
 title: HOMES FOR UKRAINE COMMUNITY INTEGRATION GRANT
 submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
 principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To inform members of the successful applications that were supported using the Homes for Ukraine Community Integration Grant.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To meet the housing needs of all sections of the community.
- Corporate Priorities - To be a well-managed Council providing efficient services based on need.
- Other Considerations – To utilise the Community Integration Grant monies in the borough.

2 BACKGROUND

2.1 Members are aware that as part of the Homes for Ukraine resettlement programme RVBC received a Community Integration grant of £1,000 for each Ukraine guest in the borough. A proportion of the money received has been used to provide family days out to Blackpool, Mrs Dowson's farm, bowling, and Christmas pantomime.

2.2 To ensure that this money benefitted the Ukrainian community in the Valley the Council allocated £34,000 of the money received to a Community Integration Grant Scheme. Two community integration grant scheme opportunities both offering £12,000 in total, a maximum of £3,000 per scheme have been delivered. The first was advertised in October 2022, and the second round was advertised in June 2023 and the bids considered on 18 July 2023. The bids were considered at a joint panel with LCC and RVBC officers. All approved schemes, detailed below, are required to provide monitoring information and feedback.

Approved schemes first application round Oct 2022

| Organisation | Bid name | Where its delivered | Brief description | Amount of grant approved |
|---|----------|------------------------------|---|--------------------------|
| Clitheroe and Chipping Ukraine Support Project (CUSP) | The Hub | Hub Trinity centre Clitheroe | To offer a centre for those in need to meet to support each other. To gather volunteers and build support networks. To offer activities and then play therapy for children. | £3k |

| | | | | |
|--------------|---|---|--|---------|
| CUSP | The Learning Lab | 1. Trinity Methodist Church 2. United Reformed Church 3. St James' Church | Parent and child joint learning. Childcare or for those only able to attend smaller courses at college for the same reason. Real work experience at the Pop Up Shop. | £3k |
| CUSP | Emotional Support | 1. Hub Trinity centre Clitheroe 2. Whalley CE Primary School | Art / Play Therapy for children and young people delivered in partnership with Whalley CE Primary School. Specific counselling for adults. | £3k |
| CUSP | Moving On | Hub Trinity Centre Clitheroe | Collection and storage of donated furniture and distribution of furniture once needed. | £ 2,428 |
| Gill Jacques | Hurst Green Event The Well Church ("Scheme" | Manor Cottage, Clitheroe Road, Ribchester, Preston, PR33XY | Providing a community luncheon and to introduce the local community to our Ukrainian guests and their hosts, involving children from local schools and fundraising for the work of the Clitheroe and Chipping Ukrainian Support Programme (C.U.S.P.) | £ 572 |

Approved schemes as part of the second application round

| Organisation | Bid name | Where its delivered | Brief description | Amount of grant approved |
|---|-------------------------|------------------------------|--|--------------------------|
| Clitheroe and Chipping Ukraine Support Project (CUSP) | A sense of belonging | Hub Trinity centre Clitheroe | Homework club and IT access. To support access to sports clubs and activity support. | £3k |
| CUSP | Enjoy a chat | Hub Trinity Centre Clitheroe | Evening hub meetings (as most families are now working) 4pm – 7pm. Build on English skills and general support. | £3k |
| CUSP | Culture and Integration | Hub Trinity centre Clitheroe | Deliver an integration programme with local community groups. Look at local Lancashire traditions and skills. Deliver celebration activities at Christmas and New Year and other Ukrainian celebrations. | £3k |
| CUSP | Moving On | Hub Trinity Centre Clitheroe | Collection and storage of donated furniture and distribution of furniture once needed. | £3k |

Further details of the individual bids are available on request.

3 CONCLUSION

- 3.1 Note the contents of the report and how the community integration money is being used in the Borough.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

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

This page is intentionally left blank

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 26th OCTOBER 2023
title: HOMELESSNESS AND REFUGEE UPDATE
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To provide Committee with information about the level of homelessness and refugees in the borough.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To meet the housing needs of all sections of the Community.
- Corporate Priorities – To match the supply of homes in our area with the identified housing needs.
- Other Considerations – None.

2 HOMELESS UPDATE – Quarter 2 (1st July – 30th Sept 2023)

2.1 Number of homeless applications taken in Quarter 2 = 21 applications.

2.2 Number of positive prevention outcomes in Quarter 2 = 5 applicants were prevented from becoming homeless.

2.3 Snapshot of number of households in temporary accommodation on 30th Sept 2023:

- Total of 10 households including 12 children in temporary accommodation provided by RVBC.
- Total 3 single persons in B & B accommodation.

2.4 Of the households currently in temporary accommodation the longest length of stay – 10 months. This involved a family of 4. Family have been offered social housing a 3 bed property, due to leave within the next 2 weeks

2.5 Housing Needs Service currently have 83 active cases open. These are households that are at risk of homelessness and have approached RVBC for assistance.

2.6 Number of rough sleepers reported during this period was nil.

2.7 HOMES FOR UKRAINE SCHEME

Total number of guests arrived in Ribble Valley - 122

Total number currently still living with hosts - 54

Total number relocated into their own accommodation – 39

2.8 **AFGHAN RESETTLEMENT SCHEME**

LCC have secured 2 private rent properties to provide accommodation for Afghan refugees.

Presentation of a homeless refugee household – 1 adult and 6 children

3 **RECOMMENDED THAT COMMITTEE**

3.1 Note the contents of the report.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC
DEVELOPMENT AND PLANNING

BACKGROUND PAPERS

None.

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

REF: RS/H&H/31 August 2023

Minutes of Strategic Housing Working Group

Meeting Date: Wednesday, 11 October 2023, starting at 10.00 am
Present: Councillor S Hirst (Chairman)

Councillors:

S Atkinson

M Robinson

In attendance: Strategic Housing Officer

1 APOLOGIES FOR ABSENCE

Apologies for absence were received by Councillors J Atherton and R Ray, the Director of Economic Development and Planning and the Head of Strategic Housing and Planning.

2 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

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

3 UPDATE ON LONGRIDGE COMMUTED SUM SCHEME

The Housing Strategy Officer informed Members that Onward Homes had now provided further information with regards to the development. The only thing outstanding is for them to provide a plan showing which units on the site the Council will be contributing towards

The Director of Economic Development and Planning and the Housing Strategy Officer have had discussions with the Council's legal department and the legal agreement for the grant is now in the process of being drawn up.

Members were happy with the progress being made and were very pleased that the development would provide a broad mix of houses including shared ownership, discounted market sale and rent to buy properties.

4 ASSISTED PURCHASE SCHEME PROPOSAL

Members were advised that the Council had some receipted s.106 off site affordable housing commuted sum monies from projects in Chatburn, Barrow, Chipping and Clitheroe amounting to £430,000. It had previously been agreed at Health & Housing Committee in March 2022 for this money to be utilised to deliver equity share options for first time buyers in those areas.

The Housing Strategy Officer canvassed a proposal for a scheme where the Council would offer first time buyers a deposit of up to £24,000 to purchase a property. The amount given would be converted into a percentage equity share of the house bought. The Council would register a secondary charge on the property and the percentage share would be recouped when the property is sold in the future.

Eligibility criteria for the scheme was suggested and would include:

- For first time buyers
- For a property with a value of up to £240,000 in the Ribble Valley with a Council tax band A-D.
- The maximum income per annum for a single purchaser would be £60,000; £80,000 for a couple.
- Maximum 3 bedroom properties if there are children, otherwise 2 bedroom without children.

Members discussed the above and felt that it would be beneficial to widen the scope of eligibility to include those who are first time buyers in their own right (so they could have previously bought as a property jointly with someone else).

Discussion took place around whether priority should be given to the residents in the Parishes where the s.106 monies have been received from i.e. Barrow, Chipping and Chatburn. However, it was noted that a small amount had been received from Chipping, and would be problematic to implement. The consensus was that the scheme should be open to the whole Borough.

It was noted that Cheshire East Council had run a similar scheme and advice had been sought from them. After 10 years, they do revisit the households and review their situations, with a potential for earlier repayment. Members felt that this system felt quite punitive and were not in favour of adopting this approach.

5 ALLOCATION POLICY REVIEW PROPOSAL

It was agreed that there should be a separate working group to discuss the Housing allocation policy. Onward Homes would be invited to attend as they manage the waiting list on behalf of the Council.

6 AGREE HOUSING FORUM DATES

Officers are to make arrangements for the next Housing Forum to take place. Suggestions were made as to who could potentially attend, including Homes for England, a Registered Provider, a developer and a local agent.

7 ANY OTHER BUSINESS

It was agreed that Officers would try to set up a meeting between Councillor Hirst, Councillor Atkinson and the Chief Executive of Onward Homes to discuss future use of their office building in Clitheroe.

The meeting closed at 10.54 am

If you have any queries on these minutes please contact the committee clerk, Jenny Martin .

REPORT FROM REPRESENTATIVE ON OUTSIDE BODIES

COUNCILLOR TONY AUSTIN

HEALTH AND ADULT SERVICES SCRUTINY COMMITTEE

I attended an informal meeting of the Scrutiny Committee at Preston Hospital in August with Lord Markham, a Health Minister. He joined a panel of experts discussing the new hospitals planned for Preston and Lancaster. We were given a presentation with slides, showing the design of buildings envisaged. Representatives from Lancaster explained how urgent it was, to replace their Victorian 22-building Infirmary on a steep hillside. I received cross-party support for my concerns about good public transport links to the proposed new sites.

On 13th. September, I attended a scheduled meeting of the Scrutiny Committee at County Hall. The first main item was the Happier Minds Update. We understood suicide rates in Lancashire at 13.5 persons / 100,000 were higher than both the North West and England; Blackpool was the worst in the geographical county at 18.7; male rates were 30% higher than female and child rates were sadly increasing. We were reminded about Suicide Prevention Week and the Orange Button campaign of suicide awareness.

We heard about the work of the Lancashire Drugs and Alcohol Partnership Board and charities, such as Inspire, who have produced an excellent short video with self-studies of reformed alcoholics. More work is being done around compulsive addicts of pain killers. A conference about drug-related death is being held next year.

The second main item dealt with the Community Health Transformation programme, which is looking to developing a faster integrated approach in a three-year programme. Any patient referred by a G.P. will be reviewed by a multi-disciplinary team before treatment. The team will look at wider issues triggering poor mental health, such as poor housing and financial difficulties. The team will attempt to help patients more quickly with the aim of treatment being commenced, before a serious crisis point is reached.

The plan is to create integrated multi-disciplinary Community Hubs (including social workers) for each of the three areas in Lancashire. These will support patients referred by G.Ps. in the area, the first operational areas being West and Central Lancashire this month. Special short-term support will be given to help people start recovering in their own homes.

Finally, I will soon be visiting a public engagement event about a new planned inpatient unit for those with learning difficulties at Guild Park in Whittingham, to be discussed in detail at a future scrutiny committee.

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank