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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **HEALTH AND HOUSING** Committee will be held at **6.30 pm** on **THURSDAY, 18 JANUARY 2024** 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**
5. **PRESENTATION FROM NHS LSCFT ON THE NEW MENTAL HEALTH STRATEGY**

ITEMS FOR DECISION

6. **REVISED REVENUE BUDGET 2023/24** (Pages 11 - 50)
Report of the Director of Resources and Deputy Chief Executive enclosed
7. **ORIGINAL REVENUE BUDGET 2024/25** (Pages 51 - 92)
Report of the Director of Resources and Deputy Chief Executive enclosed

8. **REVISED CAPITAL PROGRAMME 2023/24** (Pages 93 - 98)
Report of the Director of Resources and Deputy Chief Executive enclosed
9. **CAPITAL PROGRAMME REVIEW AND NEW BIDS** (Pages 99 - 106)
Report of the Director of Resources and Deputy Chief Executive enclosed
10. **REVIEW OF THE AFFORDABLE HOUSING ALLOCATION POLICY AND A CHOICE BASE LETTING SYSTEM** (Pages 107 - 134)
Report of the Director of Economic Development and Planning enclosed
11. **AFFORDABLE WARMTH GRANT APPLICATION** (Pages 135 - 148)
Report of the Director of Economic Development and Planning enclosed
12. **LANCASHIRE FORCED MIGRATION STRATEGY** (Pages 149 - 174)
Report of the Director of Economic Development and Planning enclosed
13. **MARKET TRADER SELECTION PROCESS FOR VACANT CABINS - POINT BASED SYSTEM** (Pages 175 - 180)
Report of the Chief Executive enclosed.
14. **FOOD SAMPLING POLICY** (Pages 181 - 190)
Report of the Chief Executive enclosed.
15. **MEMBERSHIP OF WORKING GROUPS** (Pages 191 - 192)
Report of the Chief Executive enclosed.

ITEMS FOR INFORMATION

16. **HOMELESSNESS AND REFUGEE UPDATE** (Pages 193 - 194)
Report of the Director of Economic Development and Planning enclosed

17. **CORPORATE PLAN PERFORMANCE REPORTING** (Pages 195 - 206)

Report of the Chief Executive enclosed.

18. **MINUTES OF WORKING GROUPS** (Pages 207 - 214)

Minutes of the Strategic Housing Working Group dated 29 November 2023 enclosed

19. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** (Pages 215 - 216)

Health and Adult Services Scrutiny Committee – Report of Councillor Tony Austin enclosed

20. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

21. **ALTERNATIVE PROPOSAL FOR COMMITMENT OF THE COMMUTED SUMS** (Pages 217 - 222)

Report of the Director of Economic Development and Planning enclosed

22. **DOMESTIC VIOLENCE** (Pages 223 - 238)

Report of the Director of Economic Development and Planning enclosed

ITEMS FOR INFORMATION

23. **GRANTS UPDATE** (Pages 239 - 242)

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 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, Councillor Gaynor Hibbert and Councillor Ryan Corney.

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Minutes of Health and Housing

Meeting Date: Thursday, 26 October 2023, starting at 6.30 pm
Present: Councillor S Hirst (Chairman)

Councillors:

J Alcock	J Atherton
S Atkinson	M Robinson
T Austin	C McFall
I Brown	A Wilkins-Odudu
R Elms	N Stubbs
D O'Rourke	G Hibbert

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

Also in attendance: Councillor S O'Rourke

411 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors S Farmer and R Ray.

412 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 31 August 2023 were approved as a correct record and signed by the Chairman.

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

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

414 PUBLIC PARTICIPATION

There was no public participation.

415 CHANGES TO DFG POLICY

The Director of Economic Development and Planning submitted a report seeking Committees approval for amendments to the Disabled Facilities Grant (DFG) Policy and to undertake a six-week consultation on the proposed changes.

The DFG Policy could be amended in order to reflect the needs of the Borough. Officers had identified two proposed minor amendments which would ensure that the Policy was clear to all applicants who required grant assistance.

The proposed amendments to the policy were highlighted in yellow within the DFG Policy, which was attached to the report. The amendments were as follows:

- Include the exception policy as to when repayment of the grant is required. The detail of exception policy was not previously included in the policy.
- In the case of DFG top-up grants, that the grant will be registered as a charge on the property. This had been identified during a recent audit assessment and it was requested that this was made clear to applicants of the grant.

The proposed Policy that Members were asked to consider would be made available on the RVBC website for public consultation for 6 weeks.

RESOLVED THAT COMMITTEE:

1. Approve the proposed amendments highlighted in DFG Policy as attached to the report.
2. Approve a six-week consultation on the proposed changes.
3. In the event of no negative consultation feedback following the six-week consultation period, delegate approval of the amended Policy to the Director of Economic Development and Planning.

416

ASSISTED PURCHASED SCHEME

The Director of Economic Development and Planning submitted a report updating Committee on the previously approved equity share scheme and seeking approval to take the scheme forward, renamed as an Assisted Purchase Scheme across the whole Ribble Valley.

The intention was for the Assisted Purchase 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.

In 2004 RVBC had launched the Homebuy scheme, whereby the Council offered up to 25% as a loan towards the purchase of market properties against a maximum purchase price of £180,000. In the same year, RVBC had helped 8 first time buyers access the housing market. It was now suggested that with lenders insisting on deposits higher than 10%, that the scheme was run again, with applicants requiring to demonstrate that their income alone did not allow them to purchase the property at its open market value.

In March 2022, Committee had agreed for Officers to explore an equity share scheme option utilising £422k of S106 contributions, as noted in the report. It was suggested that the name be changed to Assisted Purchase Scheme, to avoid confusion with other Government schemes, and that it was made available to all first-time buyer households. The proposed scheme along with the eligibility criteria were included in the report for Members to consider.

Members discussed the scheme and queried if the administration fee was necessary. Officers confirmed that there would be significant legal work required for each application. It was also noted that the 2 bedroom limit for couples may be revised to a 3 bedroom limit for all applicants.

Officers explained to the Committee that it was necessary to obtain further legal information before the scheme could be implemented. Members also queried the trigger for repayment of the scheme should joint applicants separate or divorce, which

would result in the Land Registry being updated. Members were asked to approve the scheme in principle, and a report would be brought back to Committee should legal issues not be resolved.

RESOLVED THAT COMMITTEE:

1. Approve proceeding with the delivery of the Assisted Purchase Scheme (changed from Equity Share Scheme) across the Borough, in accordance with the criteria as set out in the report.
2. Agree 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.
3. Agree to the inclusion of a £350 administration charge per grant.
4. Request that Officers provide updates to Health and Housing Committee in respect of the uptake and any issues with the delivery of the scheme.
5. Delegate authority to the Director of Economic Development and Planning the implementation of the scheme subject to the confirmation of the Council having the necessary legal powers to do so.

417

FEES AND CHARGES 2024/25

The Director of Resources & Deputy Chief Executive submitted a report seeking approval on proposals to increase this Committee's fees and charges with effect from 1 April 2024.

Members were reminded that the Council's fees and charges were reviewed on an annual basis as part of the budget setting process.

The report noted that:

- Policy and Finance Committee had given guidance for service Committees to consider a 4% inflationary increase in the level of income raised from fees and charges.
- After applying the recommended percentage increase, proposed charges had generally been rounded up or down to minimise any problems with small change, therefore the individual percentage of increase varied.
- The overall increase based on the budgeted demand levels was expected to be 3.98%
- No inflation related increases were proposed for Dog Offences Fixed Penalty Notice charges and Environmental Health Fixed Penalty Notice charges in 2024/25, as these were set by Committee within government guidelines for the maximum and minimum levels and did not increase according to inflation.

The full proposed list of fees and charges for 2024/25 for Members consideration was included in the report.

RESOLVED THAT COMMITTEE:

Approve the 2024/25 fees and charges proposed for this Committee as contained in the Annex to the report, for implementation from 1 April 2024.

418 CAPITAL MONITORING 2023/24

The Director of Resources submitted a report for information of progress on the 2023/24 capital programme for the period to the end of September 2023 for this committee.

At the end of September 2023 £691,955 had been spent or committed which equated to 17.9% of the annual capital programme budget for this committee. Of the ten schemes in the capital programme, at the end of September 2023, four schemes were expected to be completed in-year, five schemes were unlikely to be completed in-year, and one scheme had been completed.

419 REVENUE MONITORING 2023/24

The Director of Resources submitted a report informing Committee of the progress of the 2023/24 revenue budget as at the end of September 2023.

The comparison between actual and the original estimate budget showed an underspend to date of £101,608 on the net cost of services, after allowing for transfers to/from earmarked reserves. Details of the variances to date were included in the report for information.

420 LCC - SPECIAL NEEDS HOUSING ASSESSMENT

The Director of Economic Development and Planning submitted a report providing Members with a copy of the Housing Needs Assessment for Accommodation with Support Plan for Lancashire 2023-2038.

Lancashire County Council (LCC) had commissioned the Assessment which set 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.

Full details were included in the report.

421 UKRAINIAN INTEGRATION FUND

The Director of Economic Development and Planning submitted a report informing Members of the successful applications that had been supported using the Homes for Ukraine Community Integration Grant.

Two community integration grant scheme opportunities had been delivered, both offering £12,000 in total, up to a maximum of £3,000 per scheme. The first was advertised in October 2022, and the second round in June 2023, with the bids considered on 18 July 2023 at a joint panel with LCC and RVBC officers. All approved schemes were detailed in the report.

422 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 second quarter, a snapshot of the number of households in temporary accommodation, details of the home for Ukraine scheme and the Afghan resettlement scheme.

423 MINUTES OF WORKING GROUPS

Committee received the minutes of the Strategic Housing Working Group meeting of 11 October 2023.

424 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Austin provided a report on The Health and Adult Social Care Scrutiny Committee meeting of 13 September 2023, and an update on the new Hospitals planned for Preston and Lancaster.

425 EXCLUSION OF PRESS AND PUBLIC

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

426 DOMESTIC VIOLENCE ACT

The Director of Economic Development and Planning submitted a report providing Committee with an update on the Domestic Abuse Act, and the Council's duties, and seeking approval to make changes to the Council's temporary accommodation and provide additional training to the housing staff.

To assist with the extra burdens associated with the new requirements of the Domestic Abuse Act 2021 the Council had received a sum of new burdens funding. In March 2023, Committee had been advised of suggested initiatives in relation to the Act which would utilise the new burdens funding. The suggested initiatives aimed to meet the Council's duties and assist LCC in enabling victims of domestic abuse with the Ribble Valley to access support. The report provided Members with updates on the initiatives and the further actions required as advised by LCC.

The report highlighted that the Council had received conflicting information from LCC. RVBC Officers had met with the Domestic Violence Team at DHLUC in order to clarify the duties of LCC as the Tier 1 Authority, and RVBC as the Tier 2 Local Authority, which were noted in the report. It was noted that should a DV victim present to RVBC they would be directed to LCC to undertake a risk assessment and source appropriate accommodation.

Based on the advice received from DHLUC, Committee approval was sought to revert the use of the Council's temporary hostel accommodation to mixed sex to include single females and families with males. It was proposed to accommodate single males in other units of accommodation. As the Council was the Housing Authority, it was further proposed to use up to £600 of the new burdens funding to provide basic training for the housing team in respect of domestic violence issues.

RESOLVED THAT COMMITTEE:

1. Agree to allow single females and families, including families with males, to be housed within our temporary hostel accommodation when they present to the Council as homeless.
2. Note that any DV victims who present to the Council's Housing team will be referred to LCC so they can provide the necessary assistance.
3. Agree to use up to £600 of the extra burdens funding to provide training for the housing team in respect of the links between domestic violence and homelessness.

427

ENVIRONMENTAL HEALTH SECTION UPDATE

The Chief Executive submitted a report providing Committee with an update on the Council's Environmental Health Service.

Since the last report to Committee on 27 October 2022 the department had successfully recruited two new full-time staff members to the fill the positions 'Lead Food Environmental Health Officer' and 'Environmental Health Technical Officer (Environmental Protection and Housing)'. It was reported that the department was in a much better position than 12 months ago. Further resource was required in emergency planning and risk/assessing sampling water supplier, and a strategy was being explored. New training had been undertaken, and the team were now dealing with both statutory and non-statutory functions.

The primary focus over the 12 months that followed was to fulfil the remaining vacant positions and achieve all statutory functions, whilst continuing to deal with non-statutory issues that were of the greatest concern to members of the public.

428

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 7.21 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 18 JANUARY 2024

title: REVISED REVENUE BUDGET 2023/24

submitted by: DIRECTOR OF RESOURCES & DEPUTY CHIEF EXECUTIVE

principal author: LAWSON ODDIE

1 PURPOSE

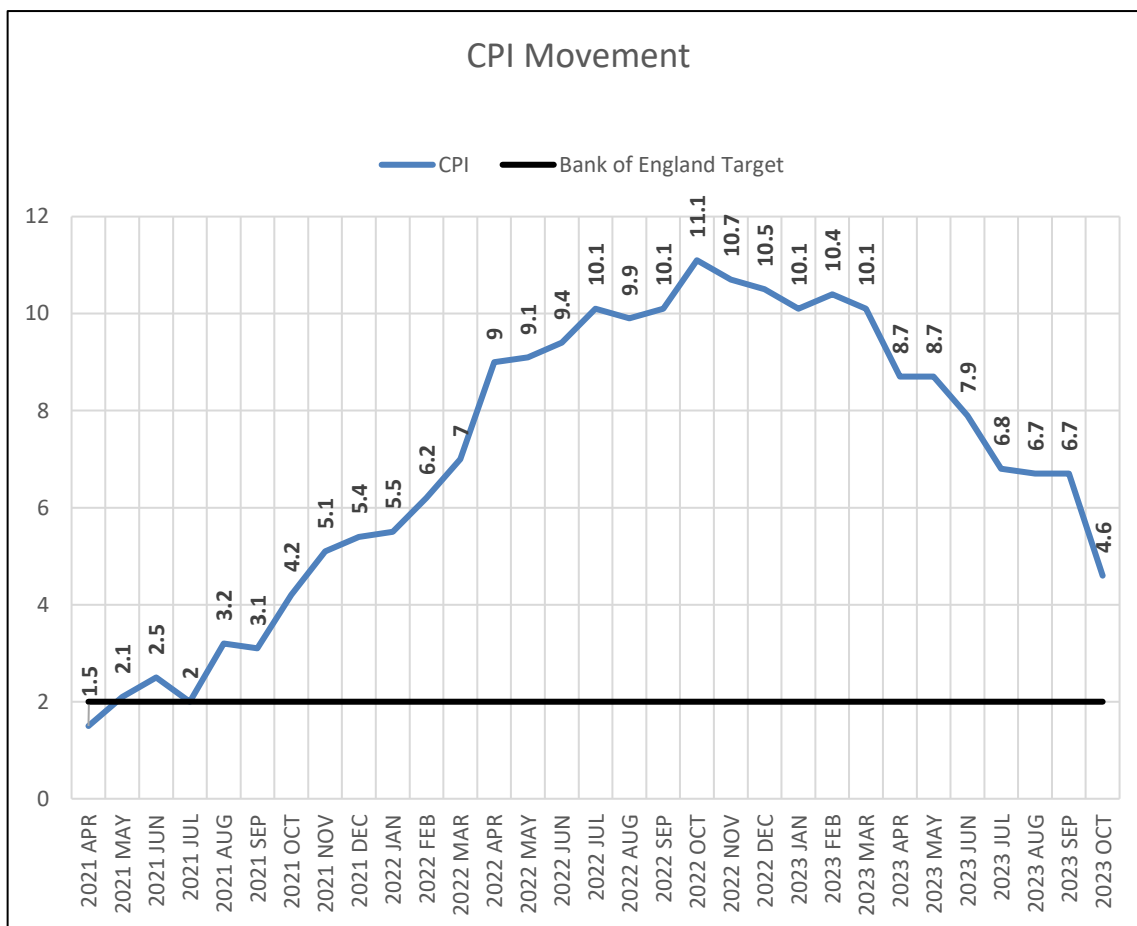
- 1.1 To agree a revised revenue budget for 2023/24 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2023.
- 2.2 As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2022/23 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 When setting our budgets for the current year we were facing record levels of inflation at 10.1% in the 12 months to September 2022 when we started the process. We were also facing significantly higher utility costs for gas, electricity and fuel.
- 3.3 We decided to allow 5% for pay increases and price increase of 7.5% as we anticipated inflation would fall during the year.
- 3.4 The pay award for 2023/24 has now been settled at £1,925 per full time employee up to spinal column point 43, 3.88% for Heads of Service and 3.5% for Chief Officers. Overall the cost of the pay award for Ribble Valley was 6.5% which is around £170k above the 5% we had allowed for.
- 3.5 As mentioned we have experienced levels of inflation we have not seen for many years. The Consumer Price Index (CPI) fell to 6.7% in the 12 months to September 2023 and further to 4.6% in the twelve months to October 2023. Our revised estimates take into account the changes in the level in inflation that we have experienced so far and assumptions upto the end of March 2024. The graph below shows the movement in CPI since September 2022.



- 3.6 There have been detailed discussions with budget holders and heads of service on past service provision and future plans both playing an important part in the budget setting process.
- 3.7 Committee decisions during the year have also been incorporated into the budget setting process where appropriate.
- 3.8 The revised estimates for this committee are set out in the following section, with details of the movements that affect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of December against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.
- 4 PROPOSED REVISED REVENUE BUDGET 2023/24
- 4.1 A comparison between the Original and Revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
AFHOU: Affordable Rent Properties	4,140	330	-4,970	1,000	740	1,240
APLAC: Alma Place Unit	2,990	-60	-510	-310	400	2,510
AWARM: Affordable Warmth	0	33,930	-46,480			-12,550
CLAIR: Clean Air	4,460			340		4,800

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
CLAND: Contaminated Land	10,860			-3,170		7,690
CLCEM: Clitheroe Cemetery	62,300	5,080	-3,830	8,870		72,420
CLDCY: Closed Churchyards	5,560			-990		4,570
CLMKT: Clitheroe Market	-17,520	12,170	-8,150	-16,540	-12,360	-42,400
CMGHH: Community Groups - Health & Housing	8,570			-4,740		3,830
COMNL: Common Land	5,040			-440		4,600
CTBEN: Localised Council Tax Support Administration	245,880	-2,000	-55,500	-13,780		174,600
DOGWD: Dog Warden & Pest Control	167,950	-4,730	-900	10,360	-14,600	158,080
ENVHT: Environmental Health Services	421,670	-16,360	20,700	-21,640		404,370
HFORU: Homes for Ukraine	125,350	-85,120	-98,400	0		-58,170
HGBEN: Housing Benefits Administration	222,010	154,830	-157,910	-25,320		193,610
HOMEE: Home Energy Conservation	7,100	-320		660		7,440
HOMES: Homelessness Strategy	62,900	15,110	-80,110	340		-1,760
HSASS: Housing Associations	8,100			1,090		9,190
HSTRA: Housing Strategy	55,280	-1,180		-1,580		52,520
IMPGR: Improvement Grants	106,480		-5,510	2,920		103,890
JARMS: Joiners Arms	64,830	-6,660	2,190	-16,520	-4,410	39,430
SHARE: Shared Ownership Rents	-480		-10	190		-300
SUPPE: Supporting People	14,830	21,290	-35,190	4,320		5,250
Grand Total	1,588,300	126,310	-474,580	-74,940	-30,230	1,134,860

Cost Centre and Description	Original Estimate 2023/24	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2023/24
Associated Movements in Earmarked Reserves						
CPBAL/H330 Capital Reserve	0		8,370			8,370
HGBAL/H337 Equipment Reserve	-6,560	-3,980				-10,540
FNBAL/H369 Pensions Triennial Revaluation Reserve	2,500					2,500
HGBAL/H339 Housing Related Grants Reserve	-134,450	9,100	193,850			68,500
Net after Movements in Earmarked Reserves	1,449,790	131,430	-272,360	-74,940	-30,230	1,203,690

- 4.2 The difference between the revised estimate and original estimate is a decrease in net expenditure of £453,440, or a decrease of £246,100 after allowing for transfers to and from earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table below. A more detailed analysis of the movements is provided at Annex 1.

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<p>VARIOUS - Support Services Recharges Estimated net increase in support services recharges across most Health and Housing Committee cost centres, following a re-assessment of costs to date and time allocations in all support services areas.</p>	-74,940
<p>VARIOUS - Capital Charges Reduced depreciation charges, largely as a result of delays to the completion of capital schemes, which had originally been anticipated would have been completed in 2022/23 (Clitheroe Market and Pest Control/Dog Warden Vans). There has also been the downward revaluation of some assets for accounting purposes at the close of the 2022/23 financial year, which has an impact on depreciation levels (again Clitheroe Market, and also the Joiners Arms)</p>	-30,230
<p>DOGWD - Dog Warden & Pest Control There has been a combination of a number of budget movements that contribute to the amounts shown here, but mainly:</p> <ul style="list-style-type: none"> - Sewer baiting was previously done by the works administration team, but is now undertaken by the pest control officer -£7,560 - reduced vehicle running costs as a result of the two new vehicles that have been delivered in year -£2,280 	-9,840
<p>CTBEN - Local Council Tax Support Administration 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.</p>	-55,500

Description	Movement from Original Estimate 2023/24 to DRAFT Revised Estimate 2023/24
<p>HOMES - Homelessness Strategy</p> <p>There have been a number of large budget movements in this service area:</p> <ul style="list-style-type: none"> - 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. A similar position is being seen across the whole of Lancashire +£13,270 (<i>additional costs</i>) - New grant payments in respect of grants to Ukrainian refugees in the prevention of homelessness. Funding has been received to support this grant scheme +£10,000 (<i>additional costs</i>) - A tenant housing deposit grant scheme budget has been reduced, as the terms of the grant are that it is recoverable through the raising of a debtor invoice, and so nets to nil -£3,000 (<i>reduced costs</i>) - Grant funding has been received from the Home Office to support any additional expenditure that the Council may have in relation to the Asylum Seekers Dispersal scheme -£22,500 (<i>additional income</i>) - New grant funding provided to help support homelessness issue in respect of Ukrainian refugees, but can also be used to help support other local homelessness pressures -£62,500 (<i>additional income</i>) - Housing rents income had been anticipated from the Clitheroe Temporary Housing Scheme, however this property is still being used in respect of homelessness +£8,500 (<i>reduced income</i>) 	<p>-56,230</p>

6 CONCLUSION

6.1 The difference between the Revised and Original Estimate is a decrease in net expenditure of £453,440, or a decrease of £246,100 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

7.1 The approval of this report may have the following implications

- Resources: The total movement from the Original Estimate to the Revised Estimate is a decrease of £453,440, or £246,100 after movements in earmarked
- Technical, Environmental and Legal: none identified
- Political: none identified
- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

8 RECOMMENDED THAT COMMITTEE

8.1 Agree the revenue revised estimate for 2023/24.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH1-24/LO/AC

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

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
AFHOU: Affordable Rent Properties					
Premises Related Increase in the level of charges for insurance cover following an in year retender of the contract	330				330
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Chief Executives Department, partly offset by reductions seen in the Economic Development and Planning department and the Resources department.			1,000		1,000
Other grants and contributions - use of commuted sum Receipt of S106 monies into the Health and Housing Committee in 2023/24 to then provide funding for the Clitheroe Affordable Housing capital scheme, via a transfer to the Capital Earmarked Reserve (see "Movement in Earmarked Reserves").		-8,370			-8,370

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - dwelling rents The original estimate budget included lease rent income for three properties, but rent is only being received for two properties. The third property has been used for temporary homelessness accommodation for families.		3,400			3,400
Depreciation and impairment - depreciation Increase in depreciation charges based on the valuation of the properties held for affordable rent.				740	740
Total Affordable Rent Properties	330	-4,970	1,000	740	-2,900
PLAC: Alma Place Unit					
Premises related expenses - various Marginally lower costs than originally budgeted for in respect of utility costs (-£740), but an increase premise insurance costs (+£30) and repairs and maintenance (+£650).	-60				-60
Support services A decrease in expenditure following a re-assessment of costs to date and time allocations in the Resources department, partly offset by an increase in the Chief Executives Department.			-310		-310
Customer and client receipts - dwelling rents Increased occupancy at the unit in-year so far means estimated increased rent and service charges income for the year.		-510			-510

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Depreciation and impairment - depreciation Minor increase in depreciation charges based on the valuation of the flat.				400	400
Total Alma Place Unit	-60	-510	-310	400	-480
AWARM: Affordable Warmth					
Transfer payments - grants to individuals New budget to provide affordable warmth grants to individuals who are most vulnerable to harm from cold and damp homes in Winter 2023/24. Funded from monies received from Lancashire County Council and set aside in earmarked reserves at the end of 2022/23.	33,930				33,930
Other grants and contributions - Affordable Warmth LCC Public Health Grant Anticipated further grant funding from Lancashire County Council to provide affordable warmth grants to individuals in Winter 2023/24. Net funds not needed during the financial year will be set aside in the earmarked reserve for use next financial year.		-46,480			-46,480
Total Affordable Warmth	33,930	-46,480	0	0	-12,550

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CLAIR: Clean Air					
Support services A minor increase in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department and Resources Department			340		340
Total Clean Air	0	0	340	0	340
CLAND: Contaminated Land					
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in the Community Services department, partly offset by a small increase in charges from the Chief Executive's department.			-3,170		-3,170
Total Contaminated Land	0	0	-3,170	0	-3,170
CLCEM: Clitheroe Cemetery					
Premises related expenses - repairs Due to increased repairs work needed to be undertaken in-year, particularly in respect of a replacement heating system needed at the cemetery gate house.	6,830				6,830
Premises related expenses - utilities Decrease in charges for utilities due to a fall in unit costs. This is as a result of the volatility seen globally in this area.	-1,650				-1,650

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Premises related expenses - grounds maintenance and grave digging Estimated increase in expenditure following a re-assessment of costs to date and estimated input to different service areas by the grounds maintenance team, including grounds maintenance, burials and ashes work at Clitheroe Cemetery +£7,130. This has been slightly off set by a small decrease in external costs for grave digging (ie.hire of equipment etc) -£400</p>	-400		7,130		6,730
<p>Premises related expenses - Premises Insurance Increase in the level of charges for insurance cover following an in year retender of the contract</p>	1,430				1,430
<p>Supplies and services - various a number of small decreases in the level of budget needed in such areas as equipment and materials and horticultural supplies.</p>	-1,130				-1,130
<p>Support services Increase in expenditure following a re-assessment of costs to date and time allocations in several support services areas, with the main increase being in the Chief Executive's department.</p>			1,740		1,740

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - interment fees Estimated increase in interments income in-year, based on a higher number of interments for the year to date and recent years' trends in this demand-led income area.		-5,280			-5,280
Customer and client receipts - exclusive burial rights and exclusive woodland burial rights Estimated decrease in woodland burial rights +£3,360 partly ioffset by an increase in exclusive burial rights - £1,580 based on the level of burial rights purchased for the year to date in this demand-led income area.		1,780			1,780
Customer and client receipts - various Net estimated increase in monument fees income, commemorative benches income and certificate of burial fees income for the year, based on the income received in-year so far in these demand-led income areas.		-40			-40
Customer and client receipts - dwelling rents Increase in rents due to the end of the financial year in respect of the cemetery lodge building.		-290			-290
Total Clitheroe Cemetery	5,080	-3,830	8,870	0	10,120

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CLDCY: Closed Churchyards					
Premises related expenses - grounds maintenance Estimated decrease in expenditure following a re-assessment of costs to date and estimated input to different service areas by the grounds maintenance team, including work at various closed churchyards.			-990		-990
Total Closed Churchyards	0	0	-990	0	-990
CLMKT: Clitheroe Market					
Employee related expenses - various Increased costs shown here as costs are now being charged directly to the service rather than through the Chief Executive's department as a recharge. As a result the Support Services costs from the Chief Executives department have reduced.	16,340				16,340
Premises related expenses - repairs and maintenance A small decrease in the level of repairs and maintenance budget allocated to this service area, based on planned works to the end of the year.	-430				-430

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Premises related expenses - utilities Decrease in charges for utilities due to a fall in unit costs. This is as a result of the volatility seen globally in this area.	-5,830				-5,830
Premises related expenses - refuse collection Estimated increase in the refuse collection recharge, based on the levels of refuse collected from the market and changes in cost budgets on the refuse collection post centre.			780		780
Premises related expenses - insurance Increase in the level of charges for insurance cover following an in year retender of the contract	1,310				1,310
Premises related expenses - various A number of small increases in areas of equipment repairs +£570 and telephone lines +£210.	780				780

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Chief Executive's department (as a result of some costs now being charged direct to the service) and the Community Services department			-17,320		-17,320
Depreciation and impairment - depreciation Decrease in the depreciation charges due to fall in the last valuation of assets and delays in spend on the capital programme in this service area.				-12,360	-12,360
Customer and client receipts - stalls Higher than originally budgeted trader demand for stalls in this demand-led service area.		-7,140			-7,140
Customer and client receipts - pitches and other Higher than originally budgeted trader demand for pitches in this demand-led service area.		-6,410			-6,410
Customer and client receipts - market café Decrease in the level of budgeted income from the lease of the market café as a result of the last budgeted increase that was due being halted. A future review of the lease increase is instead now planned by legal services.		3,810			3,810

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Miscellaneous recharges - market office recharge to CCTV Estimated decrease in the recharge to the CCTV cost centre for use of the market office, mainly due to the fall in utility costs since the original estimate budget was set.		1,590			1,590
Total Clitheroe Market	12,170	-8,150	-16,540	-12,360	-24,880
CMGHH: Community Groups - Health & Housing					
Support services A decrease in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.			-4,740		-4,740
Total Community Groups - Health & Housing	0	0	-4,740	0	-4,740
COMNL: Common Land					
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department and Community Services department.			-440		-440
Total Common Land	0	0	-440	0	-440
CTBEN: Localised Council Tax Support Admin					
Supplies and services - various A decrease in scanning costs -£350, printing and stationery -£240, postages -£640, software maintenance -£820 and consultants -£130, partly offset by a small increases in enterprise agreement costs +£180.	-2,000				-2,000

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in the Resources department.			-13,780		-13,780
Government grants - Council Tax Support Fund 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.		-55,500			-55,500
Total Localised Council Tax Support Admin	-2,000	-55,500	-13,780	0	-71,280
DOGWD: Dog Warden & Pest Control					
Premises related expenses - R&M oncosted wages This budget related to costs of sewer bating undertaken by the works administration service, due to recruitment issues within the pest control service. Now the service has returned to full staffing this work is undertaken by the pest control staff, and so the charge is now nil.	-7,560				-7,560
Premises related expenses - depot recharge Decrease in the depot recharge following a re-assessment of depot costs to date.			-100		-100

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Premises related expenses - grounds maintenance Estimated increase in expenditure following a re-assessment of costs to date and estimated input to different service areas by the grounds maintenance team. The increased costs here relate to dog bin emptying work.</p>			11,670		11,670
<p>Transport related expenses - various Reduced running costs for the pest control and dog warden vehicles following the recent purchase of the two new electric vehicles.</p>	-2,280				-2,280
<p>Transport related expenses - vehicle insurance Increase in the level of charges for insurance cover following an in year retender of the contract</p>	1,130				1,130
<p>Supplies and services - non recurring purchases of equipment Expenditure is planned on updated/improved dog control signage related to the updated Dog Control Public Space Protection Order. This is to be funded from amounts set aside previously in the Dog Warden Signs Reserve (see "Movement in Earmarked Reserves" below).</p>	3,980				3,980

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas. There has been a large increase from the Chief Executive's department +£4,250, with reductions seen from the Resources department -£3,950 and Community Services department -£1,510.</p>			-1,210		-1,210
<p>Depreciation and Impairment There has been a large decrease in the anticipated charges for depreciation. This is as the two replacement vehicles had been anticipated to be in use in the last financial year, resulting in depreciation charges this year. The vehicles have only been brought in to use this year, and so the charges are now pushed back until the 2024/25 financial year.</p>				-14,600	-14,600
<p>Customer and client receipts - various There have been a number of large movements on pest control income. Wasp nests treatments have been in demand leading to an anticipated increase in income in this area of -£4,050. Conversely, income from rodent pest treatments are anticipated to be down by +£3,310. Other miscellaneous income has seen a modest increase of -£160</p>		-900			-900
Total Dog Warden & Pest Control	-4,730	-900	10,360	-14,600	-9,870

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
ENVHT: Environmental Health Services					
Premises related costs - insurance Small increase in the charges for insurance cover in respect of equipment used in the service. This is due to a recent retender of insurance services.	20				20
Supplies and services - various A number of small movements on service costs based on historic costs in previous years and forecast costs in year. Decreases in costs for Photocopying -£440, Illegal Tipping expenses -£340 and Vet costs -£500 partly offset by increases in costs around Software Maintenance +£460 and Subscriptions +£80.	-740				-740
Supplies and services - water samples It is unlikely that any private water samples or risk assessment work will be completed or costs incurred in-year, due to staff vacancies on the Environmental Health team. This reduced cost area will partly offset the loss of income from private water supplies work (see "Private Water Samples" income below).	-17,040				-17,040
Supplies and services - consultants Externally contracted staff have been used in a number of areas of licencing. This cost is supported by the licencing income that is retained/achieved.	1,400				1,400

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24**

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas. Decreases have been seen in Chief Executive's department -£13,500, Resources department -£10,200 and Community Services department -£290. These decreases are largely reflective of post vacancies seen in the relevant departments. These decreases have been partly offset by an increase in the recharges from the Economic Development and Planning department of +£2,400.</p>			-21,640		-21,640
<p>Customer and client receipts - private water samples It is unlikely that any private water samples or risk assessment work will be completed in-year due to staff vacancies on the Environmental Health team. This means there will be a loss of income in-year. This reduced income will be partly offset by reduced private water samples costs in-year (see "Water Samples" costs above). In addition, lower staff costs are included in the recharge from the Chief Executive's department.</p>		27,350			27,350

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Customer and client receipts - licences Increase in the level of income covering a wide range of licences. The forecast budgets are driven by income received to date and historic income levels for the remainder of the year using current charges. The largest forecast increases in income are on Street Trading Licences -£1,750, Tattooing Licences (no original estimate for this) -£1,010 and Home Boarding Establishment Licences -£990.</p>		-6,650			-6,650
Total Environmental Health Services	-16,360	20,700	-21,640	0	-17,300
HFORU: Homes for Ukraine					
<p>Employee related expenses - various Increase in employee costs to reflect the fixed term of a post.</p>	23,310				23,310
<p>Supplies and services - purchase of equipment and materials Reduction in the budget to better reflect current plans within the service.</p>	-6,500				-6,500
<p>Transfer payments - Community Integration grants Budget for estimated annual costs of community integration grant schemes administered by LCC (RVBC officers are involved in assessing grant applications under these schemes). The reduction shown is to reflect the known anticipated costs in year.</p>	-12,400				-12,400

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Transfer payments - HFU Housing grants Reduction to the budget to reflect the anticipated level of spend on housing grants based on the uptake of the scheme to date.</p>	-61,680				-61,680
<p>Transfer payments - HFU Sponsor grants This budget reflects the "Thank You" payments made made to sponsors who house Ukrainians under the Homes for Ukraine scheme. This budget is being removed as the scheme is provided on an 'Agent' basis to the Government, and so falls outside the council's budgets.</p>	-33,600				-33,600
<p>Transfer payments - HFU Sponsor grants Dec & Jan additional payments New budget to cover the estimated total costs of the additional £125 per month "Thank You" payments made to sponsors who house Ukrainians under the Homes for Ukraine scheme, for December 2023 and January 2024 only. These extra payments are not funded by the main HFU Sponsor grants scheme, so the costs will be funded from the HFU Ukrainian Housing funding received by the Council.</p>	5,750				5,750

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - LCC Ukrainian Housing funding New budget for the estimated funding to be received to support the Council's expenditure in supporting the Ukrainians moving to the Ribble Valley under the HFU scheme with their housing issues. Actual funding is based per person/household registered under the scheme.</p> <p>Not all the funding received in year will be spent, so some is estimated to be set aside in a Homes For Ukraine earmarked reserve at year-end (see "Movement in Earmarked Reserves" below), to then be utilised on eligible housing expenditure in 2024/25.</p>		-132,000			-132,000
<p>Government grants - LCC Ukrainian Sponsor grants funding This budget reflects the grant income that funds the "Thank You" payments made to sponsors who house Ukrainians under the Homes for Ukraine scheme. This budget is being removed as the scheme is provided on an 'Agent' basis to the Government, and so falls outside the council's budgets.</p>		33,600			33,600
Total Homes for Ukraine	-85,120	-98,400	0	0	-183,520

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
HGBEN: Housing Benefits Administration					
Supplies and services - non-recurring purchases Additional in-year spend on updating the benefits IT system, which is funded by additional DWP funding in-year (see below).	18,130				18,130
Supplies and services - various A decrease in scanning costs -£350, printing and stationery -£240, postages -£640 and software maintenance -£820, partly offset by a small increase in enterprise agreement costs +£180.	-1,870				-1,870
Transfer payments - non-HRA rent rebate benefit payments Estimated decrease in payments to claimants due to a lower level of occupancy at the Council's homelessness units to date in-year. This is due to units being unavailable and also due to the previous housing policy for the Joiners Arms	-20,700				-20,700

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Transfer payments - rent allowance benefit payments Rent allowance payments for the year to date are higher than budgeted for, so the estimated rent allowance payments for the full year have been increased slightly also to reflect this. Rent Allowance payments for the full year, after taking into account rent allowance overpayments invoiced for recovery in-year, are broadly covered by Rent Allowance subsidy grant income received at year-end from the DWP (see below).</p>	159,270				159,270
<p>Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas for Resources department -£23,600, Chief Executive's Department -£430 and ICT Services - £1,290.</p>			-25,320		-25,320
<p>Government grants - DWP rent allowance subsidy Estimated increase in rent allowance subsidy grant income to be received in-year, which reflects the increase in payments made to date (see above).</p>		-156,230			-156,230

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - DWP non-HRA rent rebate subsidy Estimated decrease in rent rebate subsidy grant income to be received in-year, which reflects the decrease in rent rebates paid out in-year (homelessness unit), based on the payments made for the year to date (see above).</p>		17,010			17,010
<p>Government grants - DLUHC Homelessness Prevention Grant Decrease in the estimate of Homelessness Prevention Grant received from DLUHC which will be required to be allocated to Housing Benefits to cover rent rebate subsidy not received from the DWP for rent and service charges paid on behalf of claimants in temporary accommodation which are above the Local Housing Allowance level. The decrease reflects the estimated decrease in rent rebates paid out in-year, based on the payments made for the year to date (see above).</p>		3,690			3,690
<p>Government grants - various A variety of grants from DWP which fund changes to the benefits service. A large proportion of these grants go towards funding the non-recurring purchases item above (£18,130) under supplies and services.</p>		-22,380			-22,380
Total Housing Benefits Administration	154,830	-157,910	-25,320	0	-28,400

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
HOMEE: Home Energy Conservation					
Premises related expenses - insurance Allocation of insurance cover costs in respect of equipment used by the service	190				190
Supplies and services - purchase of equipment and materials It is estimated there will be no purchases required with regard to home energy conservation work in-year.	-510				-510
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.			660		660
Total Home Energy Conservation	-320	0	660	0	340
HOMES: Homelessness Strategy					
Premises related expenses - various Reduction or removal of a number of premises related budgets that are not needed based on past spend in year and over past years. The largest proportion relates to utility costs (-£1,710)	-2,910				-2,910

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Supplies and Services - homelessness temporary accommodation 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. A similar position is being seen across the whole of Lancashire</p>	13,270				13,270
<p>Supplies and services - telephone lines Budget no longer required</p>	-70				-70
<p>Supplies and services - software maintenance Actual annual support and maintenance costs in-year homelessness related IT systems were less than originally budgeted for.</p>	-2,180				-2,180
<p>Transfer Payments - grants to individuals New grant in respect of grants to Ukrainian refugees in the prevention of homelessness. Funding has been received to support this grant scheme +£10,000. A tenant housing deposit grant scheme budget has been reduced, as the terms of the grant are that it is recoverable through the raising of a debtor invoice, and so nets to nil -£3,000.</p>	7,000				7,000

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Support services Net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas. There has been an increase for Economic Development and Planning department +£2,090, and increase in chief executive's department +£90 and a reduction in the recharge for the Resources department £1,840.</p>			340		340
<p>Government grants - Asylum Dispersal Scheme funding Grant funding has been received from the Home Office to support any additional expenditure that the Council may have in relation to the Asylum Seekers Dispersal Scheme.</p>		-22,500			-22,500
<p>Government Grants - Tenant Satisfaction New burdens funding has been received in respect of tenant satisfaction surveys. No additional expenditure is anticipated as a result of the requirements beyond that already accounted for.</p>		-2,400			-2,400

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - DLUHC Homelessness Prevention Grant Homes for Ukraine Top Up This grant was not expected at the time of setting the Original Estimate. Funding is provided to help support homelessness issue in respect of Ukrainian refugees, but can also be used to help support other local homelessness pressures.</p>		-63,710			-63,710
<p>Customer and client receipts - dwelling rents Income had been anticipated from the Clitheroe Temporary Housing Scheme, however this property is still being used in respect of homelessness.</p>		8,500			8,500
Total Homelessness Strategy	15,110	-80,110	340	0	-64,660
HSASS: Housing Associations					
<p>Support services Net increase in expenditure following a re-assessment of costs to date and time allocations in two departments, with the main increase being in the Chief Executive's department.</p>			1,090		1,090
Total Housing Associations	0	0	1,090	0	1,090

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
HSTRA: Housing Strategy					
Supplies and services - various Decrease in the level of budgeted costs for waiting list admin.	-1,180				-1,180
Support services Net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being on the Resources department.			-1,580		-1,580
Total Housing Strategy	-1,180	0	-1,580	0	-2,760
MPGR: Improvement Grants					
Support services Net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas. Increases have been seen from Chief Executive's department +£30, Economic Development and Planning department +£6,390 and Resources department +£2,850. This has been partly offset by a reduction in recharges from the Community Services department -£6,350.			2,920		2,920

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - admin charge - Disabled Facilities Grants Estimated increase in income based on an assessment of the number of and value of Disabled Facilities Grants schemes anticipated to be completed in-year.		-5,510			-5,510
Total Improvement Grants	0	-5,510	2,920	0	-2,590
JARMS: Joiners Arms					
Employee related expenses - various Increase in costs, largely due to the higher than budgeted for pay award.	1,020				1,020
Premises related expenses - various A fall in unit costs for utility costs as a result of the volatility seen globally in this area (Electricity -£8,520 and Water -£340), together with a number of other small incidental property related net increases +£1,170.	-7,680				-7,680

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services Decrease in expenditure following a re-assessment of costs to date and time allocations in several support service areas. Chief Executive's department -£910, Resources department -£13,070, Community Services department -£2,490 and Economic Development and Planning department -£50.			-16,520		-16,520
Customer and client receipts - electric cards Decreased income estimated due to the significant decrease in electricity costs in-year.		2,190			2,190
Depreciation and impairment - depreciation Decrease in the depreciation charge based on the valuation of the property.				-4,410	-4,410
Total Joiners Arms	-6,660	2,190	-16,520	-4,410	-25,400
SHARE: Shared Ownership Rents					
Support services Increase in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.			190		190

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and Client Receipts Small increase in the level of retained rent income		-10			-10
Total Shared Ownership Rents	0	-10	190	0	180
SUPPE: Supporting People					
Supplies and services - Non recurring purchases of equipment Housing officers are planning for additional spend in-year on further domestic abuse support measures which will be funded by the Domestic Abuse Support to Victims Grant funding received in-year (see below). This is the balance of grant that is not already committed against increased staff time in this service area.	21,290				21,290
Support services Net increase in expenditure following a re-assessment of costs to date and time allocations, notably an increase in Economic and Development department costs +£4,800 and a small decrease in that for Resources department -£480.			4,320		4,320

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Government grants - DLUHC Domestic Abuse Support to Victims Grant funding Domestic Abuse Support to Victims Grant received in-year from DLUHC. This grant was only notified to the Council after the original estimate budget was set.		-35,190			-35,190
Total Supporting People	21,290	-35,190	4,320	0	-9,580
Committee Movements - Subtotal	126,310	-474,580	-74,940	-30,230	-453,440
MOVEMENT IN EARMARKED RESERVES					
CPBAL/H330: Capital Reserve Transfer to the reserve of S106 monies received in the Affordable Rent Properties cost centre in 2023/24 to fund the estimated cost of the Clitheroe Affordable Housing capital scheme in-year, +£8,370.		8,370			8,370
HGBAL/H337: Equipment Reserve Additional amounts set aside from previous years are now planned to be released at year-end to cover estimated 2023/24 spend, as follows: - Transfer from Dog Warden Signs reserve to fund updated/improved dog control signage expenditure in-year, -£3,980.	-3,980				-3,980

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2023/24

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>HGBAL/H339: Housing Related Grants Reserve Amounts set aside from previous years are now planned to be set aside or released at year-end in 2023/24: - Transfer funds to the reserve as not likely to be fully spent in year +£12,550 - The originally planned release of funds from the reserve is unlikely to be needed as the grant received in year is likely to cover all expenditure needs. This reverses the originally planned release of funds +£9,100 Release of funds from the reserve in respect of Housing Satisfaction Survey grant funding -£2,217. Likely need to transfer the estimated unspent Homes For Ukraine Housing funding received in-year to the reserve at year-end, rather than releasing funds as originally planned. This will then be used in future years instead +£183,520.</p>	9,100	193,850			202,950
Total Movement in Earmarked Reserves	5,120	202,220	0	0	207,340
Total Committee Movements	131,430	-272,360	-74,940	-30,230	-246,100

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to end of December 2023	Actual and Commitments to end of December 2023	Full Year Original Estimate	Proposed Revised Estimate
AFHOU	Affordable Rent Properties	-8,064	-2,433	4,140	1,240
APLAC	Alma Place Unit	-2	284	2,990	2,510
AWARM	Affordable Warmth	0	16,660	0	-12,550
CLAIR	Clean Air	585	1,295	4,460	4,800
CLAND	Contaminated Land	0	0	10,860	7,690
CLCEM	Clitheroe Cemetery	11,730	29,271	62,300	72,420
CLDCY	Closed Churchyards	5,560	4,374	5,560	4,570
CLMKT	Clitheroe Market	-130,896	-130,284	-17,520	-42,400
CMGHH	Community Groups - Health & Housing	0	0	8,570	3,830
COMNL	Common Land	578	435	5,040	4,600
CTBEN	Localised Council Tax Support Admin	20,303	-41,472	245,880	174,600
DOGWD	Dog Warden & Pest Control	20,874	18,958	167,950	158,080
ENVHT	Environmental Health Services	-18,642	-16,331	421,670	404,370
HFORU	Homes for Ukraine	78,007	12,099	125,350	-58,170
HGBEN	Housing Benefits	120,698	165,377	222,010	193,610
HOMEE	Home Energy Conservation	386	187	7,100	7,440
HOMES	Homelessness Strategy	-28,336	-110,440	62,900	-1,760
HSASS	Housing Associations	0	0	8,100	9,190
HSTRA	Housing Strategy	7,730	6,255	55,280	52,520
IMPGR	Improvement Grants	-23,261	-31,821	106,480	103,890
JARMS	Joiners Arms	15,665	8,454	64,830	39,430
SHARE	Shared Ownership Rents	-1,500	-1,507	-480	-300
SUPPE	Supporting People	0	-35,193	14,830	5,250
Committee Subtotal		71,415	-105,832	1,588,300	1,134,860
Transfers to / from(-) Earmarked Reserves					
CPBAL/ H330	Capital Reserve	0	0	0	8,370
HGBAL/ H337	Equipment Reserve	0	0	-6,560	-10,540
HGBAL/ H339	Housing Related Grants Reserve	-10,450	-12,100	-134,450	68,500
FNBAL/ H337	Pensions Triennial Revaluation Reserve	2,500	2,500	2,500	2,500
Committee Total after Transfers to / from(-) Earmarked Reserves		63,465	-115,432	1,449,790	1,203,690

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 18 JANUARY 2024
title: ORIGINAL REVENUE BUDGET 2024/25
submitted by: DIRECTOR OF RESOURCES & DEPUTY CHIEF EXECUTIVE
principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To agree the draft revenue budget for 2024/25, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

3 Year Budget Forecast

- 2.1 The Council's three-year budget forecast was presented to Policy and Finance Committee in September. At that time you will recall we were still awaiting the outcome of the long anticipated reforms to local government finances. Therefore predicting our budget forecast with any certainty continued to be extremely difficult.
- 2.2 Our forecast in September predicted the following budget gaps; £877k in 2024/25, £2.261m in 2025/26, £2.740m in 2026/27, after allowing for the use of general fund balances. The biggest factors affecting our forecast then were:
- Threat of losing New Homes Bonus.
 - Assumption that the 'One-off Funding Guarantee' was indeed a one-off for 2023/24.
 - What level interest rates and inflation would be over the life of the forecast.

Changes since the September forecast

- 2.3 The Government's Policy Statement on Local Government Finance was published on 5 December 2023. They announced that all councils would receive an increase in Core Spending Power next year of at least 3%. This will be achieved by continuing the One-Off Funding Guarantee where required. This increase in Core Spending Power will be before any decisions we make on the level of our council tax. Crucially, they also stated now was not the time for reforms to Local Government Finance as councils required stability and continuity.
- 2.4 They also announced:
- New Homes Bonus Allocations will continue for 2024/25
 - Rural Services Delivery Grant will continue for 2024/25
 - Revenue support grant (RSG) will increase in line with CPI with no negative RSG
 - Business Rates will not be reset and Business Rate Pooling will continue
 - A council tax referendum principle of up to 3% or £5 for district councils
- 2.5 The government asks authorities to continue to consider how they can use their reserves to maintain services over this and the next financial year, recognising that not all reserves can be reallocated, and that the ability to meet spending pressures from reserves will vary between authorities.

Provisional Local Government Finance Settlement

- 2.6 The Provisional Local Government Finance Settlement was published on Tuesday 19 December 2023. This sets out the detailed figures for all councils in terms of the government funding they will receive (subject to consultation) in 2024/25. Ribble Valley's provisional settlement is as follows:

Core Spending Power	Actual	Provisional Movement	
	2023-24	2024-25	
	£m	£m	£m
Settlement Funding Assessment	1.453665	1.508544	0.054879
<i>consists of:</i>			
Baseline Funding Level	1.405077	1.456737	0.051660
Revenue Support Grant	0.048588	0.051807	0.003219
Compensation for under-indexing the business rates multiplier	0.239342	0.294109	0.054767
Council Tax Requirement excluding parish precepts	4.139603	4.342947	0.203344
New Homes Bonus	0.506197	0.647509	0.141312
Rural Services Delivery Grant	0.126574	0.126574	0.000000
Services Grant	0.054777	0.008619	-0.046158
Funding Guarantee	0.773369	0.710563	-0.062806
Core Spending Power	7.293527	7.638865	0.345338

- 2.7 Ribble Valley's Core Spending Power is set to increase by 4.7% after assuming we increase our band d council tax charge by the maximum possible of £5. The overall average nationally is a 6.5% increase in Core Spending Power however districts average a 4.9% increase. This is mainly due to additional funding being put into children's and adult social care.
- 2.8 When comparing the Provisional Grant Settlement to our latest budget forecast we are £826k better off. This is due to the continuation of the New Homes Bonus for another year and also the Funding Guarantee being extended.
- 2.9 The announcements from the Government are clearly much better than we expected. This not only improves our financial position compared with our forecast for next year but also for potentially subsequent years. Given the fact there will be a General Election next year, it now appears unlikely that reforms will take place before the next Spending Review. Even then, whichever Government is elected, it would take some time to propose, consult and implement these substantial reforms.
- 2.10 The guidance from Policy and Finance Committee to service committees is to manage their services from within their existing budgets, finding savings to fund any growth items where possible. It is also recommended that fees and charges are increased on average by 4%.
- 2.11 At the special Policy and Finance Committee meeting on 13 February 2024 we will be in a position to determine the overall financial position after all service committees have met to consider their budgets and after updating the budget forecast to reflect our updated assumptions on government funding, inflation, interest rates etc.

3 BUDGET PROCESS

- 3.1 Following a great deal of in-depth service analysis and meetings with regard to this committee's budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.
- 3.2 You have previously approved the level of this committee's fees and charges for 2024/25. The consequential impact of these fees and charges have been incorporated in to the service budgets shown within this report.
- 3.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.
- 3.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2024/25 will also be approved.

4 2024/25 DRAFT REVENUE BUDGET

- 4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service and they allow for pay increases at 4%, price increases at 4% and income at 4%. The level of these increases will be kept under review during the budget preparation period and will be reviewed again at a final time in February in light of the very latest information. If necessary and agreed, a contingency for further increases (eg in pay awards) would be added to the budget at that stage.
- 4.2 Within this report the budget is shown in the same manner in which they are reviewed. Each costs centre within the report is shown individually. Behind each cost centre is a great deal more subjective level detailed budgets, but for the purposes of this report they are summarised in to the standard local government CIPFA Service Reporting Code of Practice basis.

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

- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public.

4.3 As you will see, the draft proposed budget for 2024/25 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below.

- **Original Estimate 2023/24:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Inflation at 4%:** The budget forecast allows for inflation on pay at 4%, prices at 4% (with some exceptions such as grants) and income at 4% in line with the September budget forecast. This is where that general allowance for inflation is brought in to the individual budget areas.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought in to the budget to adjust the base budget.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column.
- **DRAFT Original Estimate 2024/25:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

4.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2023/24 Original Estimate, to the DRAFT Original Estimate for 2024/25. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES - DETAILS

5.1 **Cost Centre and Description** AFHOU: Affordable Rent Properties

The affordable rent policy is for the Council to purchase properties with any relevant funding available (eg. S106 monies), refurbish them and lease them to a Registered Housing Provider, who will rent them as affordable rent properties only. The Council gets some lease rent income each year for each property and the expenditure would include any repairs the Council is responsible for under the lease, depreciation and any support service recharges.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	1,830	80		340				2,250
Support Services	2,620	0				2,370		4,990
Depreciation and Impairment	12,330	0					1,120	13,450
Total Expenditure	16,780	80	0	340	0	2,370	1,120	20,690
Customer & Client Receipts	-12,640	-510		500				-12,650
Total Income	-12,640	-510	0	500	0	0	0	-12,650
Net Expenditure	4,140	-430	0	840	0	2,370	1,120	8,040

page 55

AFHOU: Affordable Rent Properties

Commentary on Substantial Budget Changes

Support Services, +£2,370

Increase in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department +£4,150 , partly offset by a decrease in the recharges from the Economic Development and Planning department -£1,780.

Depreciation and Impairment +£1,120

Increase in depreciation charges based on the valuation of the properties held for affordable rent.

5.2 **Cost Centre and Description** APLAC: Alma Place Unit

Homelessness temporary accommodation - A one-bedroom property providing move-on accommodation for people previously supported in other homelessness accommodation.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	2,550	100	-980	-10				1,660
Supplies & Services	700	30						730
Support Services	1,190	0				260		1,450
Depreciation and Impairment	1,920	0					400	2,320
Total Expenditure	6,360	130	-980	-10	0	260	400	6,160
Customer & Client Receipts	-3,370	-130			-540			-4,040
Total Income	-3,370	-130	0	0	-540	0	0	-4,040
Net Expenditure	2,990	0	-980	-10	-540	260	400	2,120

Page 56

5.3 **Cost Centre and Description** AWARM: Affordable Warmth

This cost centre collates the funding and grant payments around the Affordable Warmth Grant Scheme. The scheme is aimed at improvements such as insulation and efficient heating systems and is intended to supplement ongoing work with the district housing authorities in Lancashire on domestic energy efficiency schemes.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transfer Payments	0	0			46,480			46,480
Total Expenditure	0	0	0	0	46,480	0	0	46,480
Net Expenditure	0	0	0	0	46,480	0	0	46,480
Associated Movement in Reserve	0	0			-46,480			-46,480
Net After Earmarked Reserves	0	0	0	0	0	0	0	0

AWARM: Affordable Warmth

Commentary on Substantial Budget Changes

Transfer Payments +£46,480

Budgeted expenditure here relates to the anticipate use of monies to be set aside at the end of the 2023/24 financial year. Extra grant funding is to be applied for in 2023/24 and any unspent funding in that year will be set aside for release in 2024/25. This budget is the use of that funding.

Associated Movement in Reserve, -£46,480

The anticipated release of funds that are expected to have been set aside at the end of the 2023/24 financial year.

Page 57

5.4 **Cost Centre and Description** CLAIR: Clean Air

The Council is required to undertake periodic screening and assessments of local air quality. To meet the requirements, the Council undertakes local air quality monitoring, including localised monitoring of NOx, in Clitheroe and Longridge.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	780	30						810
Support Services	3,680	0				240		3,920
Total Expenditure	4,460	30	0	0	0	240	0	4,730
Net Expenditure	4,460	30	0	0	0	240	0	4,730

5.5 **Cost Centre and Description** CLAND: Contaminated Land

The authority has a statutory duty under Part IIA of the Environmental Protection Act 1990 to produce a contaminated land strategy, setting out how it intends to identify and subsequently see remedied any land in its area that is considered to be contaminated.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Support Services	10,860	0				-220		10,640
Total Expenditure	10,860	0	0	0	0	-220	0	10,640
Net Expenditure	10,860	0	0	0	0	-220	0	10,640

5.6 **Cost Centre and Description** CLCEM: Clitheroe Cemetery

The Council provides a municipal cemetery service at Clitheroe Cemetery, primarily for the residents of Ribble Valley. This includes traditional burials and interment of ashes, woodland burial and also a remembrance arboretum.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	99,500	3,990	-410	440		3,290		106,810
Supplies & Services	11,830	470	-860		-6,620			4,820
Support Services	46,550	0				9,760		56,310
Depreciation and Impairment	5,650	0						5,650
Total Expenditure	163,530	4,460	-1,270	440	-6,620	13,050	0	173,590
Customer & Client Receipts	-101,230	-4,050			-7,430			-112,710
Total Income	-101,230	-4,050	0	0	-7,430	0	0	-112,710
Net Expenditure	62,300	410	-1,270	440	-14,050	13,050	0	60,880
Associated Movement in Reserve	-6,060	0			6,060			0
Net After Earmarked Reserves	56,240	410	-1,270	440	-7,990	13,050	0	60,880

Page 59

CLCEM: Clitheroe Cemetery

Commentary on Substantial Budget Changes

Premises Related Expenditure +£3,290

There is an anticipated increase in the charge from the grounds maintenance service (which falls under Community Services committee) for services provided at the cemetery. This is largely relating to grave digging and maintenance of the site.

Supplies and Services -£6,620

This budget movements is largely explained by the removal of the budget for a one off piece of work that was undertaken in the 2023/24 financial year in respect of headstone beams -£6,300. This adjustment corrects the base budget by removing this one off budget, which was funded by movements in earmarked reserves.

Support Services +£9,760

There is budgeted to be an increase in the recharges from the Community Services department +£1,360, the chief Executive's department +£2,770 and the Resources department +£5,630. This is due to a reassessment of time spent on this service and an increase in costs within those departments.

Customer and Client Receipts -£7,430

Anticipated increase in fees and charges income based on past income trends, particularly on Interment Fees -£5,490 and for Exclusive Burial Rights -£1,640.

Associated Movement in Reserve +£6,060

This adjustment corrects the base budget by removing this one off budget, which was for the release of funds for the headstone beams installed in 2023/24 as shown above under Supplies and Services.

5.7 **Cost Centre and Description** CLDCY: Closed Churchyards

The Council is responsible for several closed churchyards that have been entrusted to the Council within 12 months of their closure. These are St Bartholomew's at Chipping, St Mary Magdalene's and St James's at Clitheroe and a portion of St Mary's at Gisburn. This includes the grounds maintenance, upkeep of walls, fences, paths and the safety of headstones.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	5,560	220				-1,240		4,540
Total Expenditure	5,560	220	0	0	0	-1,240	0	4,540
Net Expenditure	5,560	220	0	0	0	-1,240	0	4,540

CLDCY: Closed Churchyards

Commentary on Substantial Budget Changes

Support Services -£1,240

There is an anticipated decrease in the charge from the grounds maintenance service (which falls under Community Services committee) for services provided at the closed churchyards. This charge largely relates to the maintenance of sites.

5.8 **Cost Centre and Description** CLMKT: Clitheroe Market

General retail markets are held on three days per week (Tuesday, Thursday and Saturday). Cabins are rented to market traders under contract arrangements. Pitches are also provided for traders.

Page 62

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	3,130	120		10	19,290			22,550
Premises Related Expenditure	48,600	1,950		-7,060		500		43,990
Supplies & Services	3,660	150			430			4,240
Support Services	65,950	0				-17,180		48,770
Depreciation and Impairment	34,280	0					-1,570	32,710
Total Expenditure	155,620	2,220	0	-7,050	19,720	-16,680	-1,570	152,260
Customer & Client Receipts	-160,010	-6,400			-9,620			-176,030
Miscellaneous Recharges	-13,130	0			2,310			-10,820
Total Income	-173,140	-6,400	0	0	-7,310	0	0	-186,850
Net Expenditure	-17,520	-4,180	0	-7,050	12,410	-16,680	-1,570	-34,590

Commentary on Substantial Budget Changes

Employee Related Expenditure +£19,290

Increased costs shown here as costs are now being charged directly to the service rather than through the Chief Executive's department as a recharge. As a result the Support Services costs from the Chief Executives department have reduced.

Premises Related Expenditure -£7,060

There is a budgeted reduction in charges for utilities due to the falling unit price that is anticipated. This is as a result of the volatility seen globally in this area. The main variance here is in respect of electricity -£6,690.

Support Services. -£17,180

Decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Chief Executive's department (as a result of some costs now being charged direct to the service) and the Resources department

Customer and Client Receipts -£9,620

Based on income trends over recent years it is anticipated that income will continue to be higher than in the base budget, particularly on Stalls and Pitches -£14,090. However, the base budget for the Market Cafe lease has been reset until the latest review is completed +£4,470

Miscellaneous Recharges +£2,310

The recharge to the CCTV service has been reduced, largely due to the sizeable fall in the budgeted cost of electricity.

5.9 **Cost Centre and Description** CMGHH: Community Groups - Health & Housing

The Council's Partnerships and Regeneration teams work with community groups to enable them to:

- work in partnership with other public sector agencies and common interest groups
- gain access to grant funding streams; and
- support vulnerable groups in the borough.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Support Services	8,570	0				-4,650		3,920
Total Expenditure	8,570	0	0	0	0	-4,650	0	3,920
Net Expenditure	8,570	0	0	0	0	-4,650	0	3,920

CMGHH: Community Groups - Health & Housing

Commentary on Substantial Budget Changes

Support Services -£4,650

A budgeted decrease in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.

Page 64

5.10 **Cost Centre and Description** COMNL: Common Land

The Council has a responsibility for the management of the common land at Salesbury and Copster Green, and an overseeing role regarding common land in general.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	770	30						800
Support Services	4,270	0				130		4,400
Total Expenditure	5,040	30	0	0	0	130	0	5,200
Net Expenditure	5,040	30	0	0	0	130	0	5,200

5.11 **Cost Centre and Description** CTBEN: Localised Council Tax Support Admin

District councils have a statutory duty to administer claims for Local Council Tax Support and respond to any legacy issues raised regarding Council Tax Benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings has been verified. The Council is also required to investigate suspected fraudulent claims.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	320	10	0					330
Supplies & Services	21,540	850	-2,260		190			20,320
Support Services	224,020	0				12,790		236,810
Total Expenditure	245,880	860	-2,260	0	190	12,790	0	257,460
Net Expenditure	245,880	860	-2,260	0	190	12,790	0	257,460

Page 66

CTBEN: Localised Council Tax Support Admin

Commentary on Substantial Budget Changes

Supplies & Services -£2,260

A number of individually small savings have been identified on the service based on past spend trends, notably on postages, software maintenance and scanning.

Support Services +£12,790

Increase in expenditure following a re-assessment of costs and time allocations in the Resources department.

5.12 **Cost Centre and Description** DOGWD: Dog Warden & Pest Control

A dedicated pest control and dog warden service is provided in the borough. The pest control service deals with the control and eradication of a range of public health pests in private residential and commercial premises and also the control and eradication of rodents within the public sewer system. The dog warden service deals with dog-related complaints, including stray dogs, dog fouling and noise arising from barking dogs.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	32,370	1,290			-7,860	9,720		35,520
Transport Related Expenditure	9,680	390		1,180	-5,190			6,060
Supplies & Services	6,580	260						6,840
Third Party Payments	6,080	240						6,320
Support Services	119,230	0				-1,320		117,910
Depreciation and Impairment	15,200	0					-1,000	14,200
Total Expenditure	189,140	2,180	0	1,180	-13,050	8,400	-1,000	186,850
Other Grants and Contributions	-1,780	0			-140			-1,920
Customer & Client Receipts	-18,990	-760			-480			-20,230
Miscellaneous Recharges	-420	0			-290			-710
Total Income	-21,190	-760	0	0	-910	0	0	-22,860
Net Expenditure	167,950	1,420	0	1,180	-13,960	8,400	-1,000	163,990

Page 67

DOGWD: Dog Warden & Pest Control
Commentary on Substantial Budget Changes

Premises Related Expenses (Unavoidable changes to service costs) -£7,860

This budget related to costs of sewer bating undertaken by the works administration service, due to recruitment issues within the pest control service. Now the service has returned to full staffing this work is undertaken by the pest control staff, and so the charge in the base budget is now being reduced to nil.

Premises Related Expenses (Support Services) +£9,720

Estimated increase in expenditure following a re-assessment of costs and estimated input to different service areas by the grounds maintenance team. The increased costs here relate to dog bin emptying work.

Transport Related -£5,190

Reduced running costs for the pest control and dog warden vehicles following the recent purchase of the two new electric vehicles.

5.13 **Cost Centre and Description** ENVHT: Environmental Health Services

These functions are principally regulatory and consist mainly of staff time spent on food control, health and safety work, nuisance complaint investigation, private water supply regulation, infectious diseases, Local Authority Pollution Prevention Control, associated registration of premises and animal welfare licensing.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	50	0		30				80
Supplies & Services	29,970	1,210	-460		10			30,730
Support Services	443,020	0				60,400		503,420
Total Expenditure	473,040	1,210	-460	30	10	60,400	0	534,230
Customer & Client Receipts	-51,370	-2,040			-6,120			-59,530
Total Income	-51,370	-2,040	0	0	-6,120	0	0	-59,530
Net Expenditure	421,670	-830	-460	30	-6,110	60,400	0	474,700

Page 69

ENVHT: Environmental Health Services

Commentary on Substantial Budget Changes

Support Services +£60,400

Net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Chief Executive's department.

Customer & Client Receipts -£6,120

Based on past income trends the base budget is being adjusted to better reflect the income levels that would ordinarily be achieved by the service.

5.14 **Cost Centre and Description** HFORU: Homes for Ukraine

This is a new cost centre for the expenditure and income related to the Council's role in helping Ukrainians fleeing the conflict in Ukraine that have moved to the Ribble Valley under the Homes for Ukraine scheme. The scheme was set up by the Government in Spring 2022.

Under the scheme the Council makes monthly "Thank You" payments to eligible "sponsors" (people who house Ukrainians under the scheme) and has a role in supporting the Ukrainians under the scheme on housing and community integration issues. The Council receives Government funding, via Lancashire County Council (LCC), to cover this expenditure.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	7,100	280			-7,380			0
Supplies & Services	7,000	280			-7,280			0
Transfer Payments	134,680	0			-134,680			0
Support Services	10,170	0				-700		9,470
Total Expenditure	158,950	560	0	0	-149,340	-700	0	9,470
Other Grants and Contributions	-33,600	0			33,600			0
Total Income	-33,600	0	0	0	33,600	0	0	0
Net Expenditure	125,350	560	0	0	-115,740	-700	0	9,470
Associated Movement in Reserve	-125,350	0			115,880			-9,470
Net After Earmarked Reserves	0	560	0	0	140	-700	0	0

Page 70

HFORU: Homes for Ukraine
Commentary on Substantial Budget Changes

Employee Related Expenses -£7,380

The budget for 2024/25 reflects the end of the fixed term of a post in 2023/24 and consequential change to the base budget.

Supplies & Services -£7,280

The budget assumes the cessation of spend in line with the above changes in staffing.

Transfer Payments -£134,680

as above, this reflects the change to the base budget, assuming no further service changes before the 2024/25 financial year begins

Other Grants and Contributions +£33,600

The base budget assumes that future funding will cease in this service area

Associated Movement in Reserve +£115,880

The base budget for the movements in reserve for this service have been reduced to match the level of use needed to fund the Support Service charges in this area. Other funds will remain in the earmarked reserve, but there are no firm commitments as this point in time for how this would be utilised, hence the budget position shown above.

5.15 **Cost Centre and Description** HGBEN: Housing Benefits

District councils have a statutory duty to administer claims for housing benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings has been verified. The Council pays out Housing Benefits to eligible claimants and these payments are broadly reimbursed by subsidy grant received from the DWP.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	320	10	0					330
Supplies & Services	20,860	820	-2,120		190			19,750
Transfer Payments	5,181,040	0			350,970			5,532,010
Support Services	291,500	0				4,970		296,470
Total Expenditure	5,493,720	830	-2,120	0	351,160	4,970	0	5,848,560
Government Grants	-5,229,990	0			-347,010			-5,577,000
Other Grants and Contributions	-41,720	0			0			-41,720
Total Income	-5,271,710	0	0	0	-347,010	0	0	-5,618,720
Net Expenditure	222,010	830	-2,120	0	4,150	4,970	0	229,840

Page 72

HGBEN: Housing Benefits

Commentary on Substantial Budget Changes

Supplies & Services -£2,120

A number of individually small savings have been identified on the service based on past spend trends, notably on postages, software maintenance and scanning.

Transfer Payments +£350,970

The overall cost of Benefit payments are anticipated by DWP to increase by an uprating factor of 6.7%. There are a number of other local factors that could influence this percentage, but having assessed all elements it is anticipated that an uprating of 6.7% on the budgeted costs at the revised estimate for 2023/24 would be representative for this council. This results in an increase of £350,970 against the base budget.

Support Services +£4,970

Increase in expenditure following a re-assessment of costs and time allocations in support services areas, with the main increase being in the Resources department.

Government Grants -£347,010

Subsidy funding is anticipated to increase largely in line with the forecast increased costs of benefit payments. There are also a small number of incidental movements in other grant funding elements included here.

5.16 **Cost Centre and Description** HOME: Home Energy Conservation

The service provides advice to households as to how to improve the energy efficiency of their home and reduce CO2 emissions as well as aiming to raise the profile of renewable energy sources and their benefits, particularly in new build developments.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Premises Related Expenditure	0	0		190				190
Supplies & Services	510	20	-530					0
Support Services	6,590	0				630		7,220
Total Expenditure	7,100	20	-530	190	0	630	0	7,410
Net Expenditure	7,100	20	-530	190	0	630	0	7,410

Page 74

5.17 **Cost Centre and Description** HOMES: Homelessness Strategy

This service includes:

- Homelessness prevention work, which includes provision of the tenancy protection scheme, referrals to floating support and mediation.
- Development of the Homelessness Strategy, maintaining the Homelessness Forum and achievements towards the homelessness action plan.
- The housing needs service, which provides advice and assistance to households that are facing homelessness. It is often appropriate for home visits to be made to undertake the initial interview.

Page 75

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	220	10			-230			0
Premises Related Expenditure	10,180	410			-2,820			7,770
Transport Related Expenditure	330	10						340
Supplies & Services	26,170	1,050			11,680			38,900
Transfer Payments	8,990	0			-3,230			5,760
Support Services	87,530	0				9,080		96,610
Depreciation and Impairment	0	0					4,100	4,100
Total Expenditure	133,420	1,480	0	0	5,400	9,080	4,100	153,480
Government Grants	-56,650	0			-27,570			-84,220
Customer & Client Receipts	-13,870	-550						-14,420
Total Income	-70,520	-550	0	0	-27,570	0	0	-98,640
Net Expenditure	62,900	930	0	0	-22,170	9,080	4,100	54,840
Associated Movement in Reserve	2,500	0			-2,500			0
Net After Earmarked Reserves	65,400	930	0	0	-24,670	9,080	4,100	54,840

HOMES: Homelessness Strategy

Commentary on Substantial Budget Changes

Premises Related Expenditure -£2,820

Reduction or removal of a number of premises related budgets that are not needed based on past spend in year and over past years. The largest proportion relates to utility costs -£1,780.

Supplies and Services +£11,680

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. A similar position is being seen across the whole of Lancashire. The increase to the budget reflects this in the base budget and is supported by other additional grant funding streams +£13,800. This has been partly offset by a decrease in software costs -£2,050

Transfer Payments -£3,230

A tenant housing deposit grant scheme budget has been reduced, as the terms of the grant are that it is recoverable through the raising of a debtor invoice, and so nets to nil.

Support Services +£9,080

Increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increases being in the Economic Development and Planning department and the Resources department.

Government Grants -£27,570

To bring in adjustments to, and also additional, funding streams which are known of at this stage. Notably Asylum Dispersal Scheme funding - £22,500, Tenant Satisfaction Measures -£2,400 and an increase to the Homelessness Prevention Grant £-2,670.

Associated Movement in Reserve -£2,500

To remove the one off base budget movement to earmarked reserves, which was seen budgeted for in the 2023/24 financial year, but which will not apply to the 2024/25 financial year.

5.18 **Cost Centre and Description** HSASS: Housing Associations

Enabling the delivery of affordable housing, working in partnership with Registered Housing Providers to identify potential sites and support bids to assist delivery.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Support Services	8,100	0				780		8,880
Total Expenditure	8,100	0	0	0	0	780	0	8,880
Net Expenditure	8,100	0	0	0	0	780	0	8,880

5.19 **Cost Centre and Description** HSTRA: Housing Strategy

The Strategic Housing Service addresses the housing needs in the borough through partnership working with registered housing providers, support providers and Community Groups. A housing forum is held twice a year to update stakeholders on housing strategy progress and key issues. The Housing service also maintains a self-build and custom house register and liaises with the Planning department regarding suitable development advice and permissions for custom and self-build properties.

Page 78

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	850	30						880
Third Party Payments	7,330	290			-1,220			6,400
Support Services	47,500	0				-780		46,720
Total Expenditure	55,680	320	0	0	-1,220	-780	0	54,000
Customer & Client Receipts	-400	-20						-420
Total Income	-400	-20	0	0	0	0	0	-420
Net Expenditure	55,280	300	0	0	-1,220	-780	0	53,580

HSTRA: Housing Strategy
Commentary on Substantial Budget Changes

Third Party Payments -£1,220
 Decrease in the level of budgeted costs for waiting list admin.

5.20 **Cost Centre and Description** IMPGR: Improvement Grants

The service administers and oversees the delivery of the disabled facilities grants and landlord tenant grants. Disabled facilities grants enable homeowners and tenants to remain in their own home. Landlord tenant grants facilitate an increase in affordable housing units in the borough. Delivery of disabled facilities grants requires significant input from housing officers and the Council's surveyors team.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Supplies & Services	160	10						170
Support Services	137,490	0				8,600		146,090
Total Expenditure	137,650	10	0	0	0	8,600	0	146,260
Customer & Client Receipts	-31,170	-1,250			-4,260			-36,680
Total Income	-31,170	-1,250	0	0	-4,260	0	0	-36,680
Net Expenditure	106,480	-1,240	0	0	-4,260	8,600	0	109,580

Page 79

IMPGR: Improvement Grants

Commentary on Substantial Budget Changes

Support Services +£8,600

Net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Economic Development and Planning department.

Customer and Client Receipts -£4,260

Estimated increase in income based on an assessment of the number of and value of Disabled Facilities Grants schemes anticipated to be completed in-year.

5.21 **Cost Centre and Description** JARMS: Joiners Arms

The Joiners Arms unit provides seven units of temporary accommodation, five of which are family units, to help prevent and deal with homelessness. The housing service manages the units and provides ongoing engagement with the households in the unit to try and ensure they do not remain in temporary accommodation for longer than the target length of stay of 7 weeks.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	15,250	600		1,210				17,060
Premises Related Expenditure	39,600	1,580		-10,780	1,130			31,530
Supplies & Services	4,810	190			50			5,050
Support Services	40,710	0				-10,070		30,640
Depreciation and Impairment	13,230	0					-3,980	9,250
Total Expenditure	113,600	2,370	0	-9,570	1,180	-10,070	-3,980	93,530
Customer & Client Receipts	-48,770	-1,950		7,810				-42,910
Total Income	-48,770	-1,950	0	7,810	0	0	0	-42,910
Net Expenditure	64,830	420	0	-1,760	1,180	-10,070	-3,980	50,620
Associated Movement in Reserve	-500	0						-500
Net After Earmarked Reserves	64,330	420	0	-1,760	1,180	-10,070	-3,980	50,120

Page 80

JARMS: Joiners Arms

Commentary on Substantial Budget Changes

Premises Related Expenditure -£10,780

A fall in unit costs for utility costs as a result of the volatility seen globally in this area. The variance largely relates to electricity charges -£10,760.

Support Services -£10,070

Decrease in expenditure following a re-assessment of costs to date and time allocations in several support service areas, with the main decrease being in the Resources department.

Depreciation and impairment -£3,980

Decrease in the depreciation charge based on the valuation of the property.

Customer & Client Receipts +£7,810

Decreased income estimated due to the significant decrease in electricity costs in-year.

5.22 **Cost Centre and Description** SHARE: Shared Ownership Rents

This budget represents income received from shared ownership property rents at Riverside, Clitheroe, and any related costs.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Support Services	1,020	0				70		1,090
Total Expenditure	1,020	0	0	0	0	70	0	1,090
Customer & Client Receipts	-1,500	-60						-1,560
Total Income	-1,500	-60	0	0	0	0	0	-1,560
Net Expenditure	-480	-60	0	0	0	70	0	-470

5.23 **Cost Centre and Description** SUPPE: Supporting People

This service area covers additional support areas, such as liaison with supported housing scheme providers, domestic violence support and older people's support.

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Transfer Payments	2,550	0			0			2,550
Support Services	12,280	0				3,760		16,040
Total Expenditure	14,830	0	0	0	0	3,760	0	18,590
Net Expenditure	14,830	0	0	0	0	3,760	0	18,590
Associated Movement in Reserve	-9,100	0			-3,760			-12,860
Net After Earmarked Reserves	5,730	0	0	0	-3,760	3,760	0	5,730

Page 33

SUPPE: Supporting People

Commentary on Substantial Budget Changes

Support Services +£3,760

Net increase in expenditure following a re-assessment of costs to date and time allocations in the Economic Development and Planning department.

Associated Movement in Reserve -£3,760

The above movement in Support Services is matched by the release of grant funds from earmarked reserves set aside for this purpose (Domestic Abuse Support to Victims funding).

6 SUMMARIES

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

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
AFHOU: Affordable Rent Properties	4,140	-430		840		2,370	1,120	8,040
APLAC: Alma Place Unit	2,990	0	-980	-10	-540	260	400	2,120
AWARM: Affordable Warmth	0	0			46,480			46,480
CLAIR: Clean Air	4,460	30				240		4,730
CLAND: Contaminated Land	10,860	0				-220		10,640
CLCEM: Clitheroe Cemetery	62,300	410	-1,270	440	-14,050	13,050		60,880
CLDCY: Closed Churchyards	5,560	220				-1,240		4,540
CLMKT: Clitheroe Market	-17,520	-4,180		-7,050	12,410	-16,680	-1,570	-34,590
CMGHH: Community Groups - Health & Housing	8,570	0				-4,650		3,920
COMNL: Common Land	5,040	30				130		5,200

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
CTBEN: Localised Council Tax Support Admin	245,880	860	-2,260		190	12,790		257,460
DOGWD: Dog Warden & Pest Control	167,950	1,420		1,180	-13,960	8,400	-1,000	163,990
ENVHT: Environmental Health Services	421,670	-830	-460	30	-6,110	60,400		474,700
HFORU: Homes for Ukraine	125,350	560			-115,740	-700		9,470
HGBEN: Housing Benefits	222,010	830	-2,120		4,150	4,970		229,840
HOMEE: Home Energy Conservation	7,100	20	-530	190		630		7,410
HOMES: Homelessness Strategy	62,900	930			-22,170	9,080	4,100	54,840
HSASS: Housing Associations	8,100	0				780		8,880
HSTRA: Housing Strategy	55,280	300			-1,220	-780		53,580
IMPGR: Improvement Grants	106,480	-1,240			-4,260	8,600		109,580
JARMS: Joiners Arms	64,830	420		-1,760	1,180	-10,070	-3,980	50,620
SHARE: Shared Ownership Rents	-480	-60				70		-470

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
SUPPE: Supporting People	14,830	0			0	3,760		18,590
Grand Total	1,588,300	-710	-7,620	-6,140	-113,640	91,190	-930	1,550,450
Associated Movement in Earmarked Reserves	-138,510	0			69,200			-69,310
Net After Earmarked Reserves	1,449,790	-710	-7,620	-6,140	-44,440	91,190	-930	1,481,140

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2023/24	Inflation at 4% for Pay, Prices and Income	Savings	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2024/25
Employee Related Expenditure	26,340	1,030	0	1,220	11,680			40,270
Premises Related Expenditure	241,010	9,650	-1,390	-16,850	-9,550	12,270		235,140
Transport Related Expenditure	10,010	400		1,180	-5,190			6,400
Supplies & Services	135,420	5,400	-6,230		-1,350			133,240
Third Party Payments	13,410	530			-1,220			12,720
Transfer Payments	5,327,260	0			259,540			5,586,800
Support Services	1,572,850	0				78,920		1,651,770
Depreciation and Impairment	82,610	0					-930	81,680
Total Expenditure	7,408,910	17,010	-7,620	-14,450	253,910	91,190	-930	7,748,020
Government Grants	-5,286,640	0			-374,580			-5,661,220
Other Grants and Contributions	-77,100	0			33,460			-43,640
Customer & Client Receipts	-443,320	-17,720		8,310	-28,450			-481,180
Miscellaneous Recharges	-13,550	0			2,020			-11,530
Total Income	-5,820,610	-17,720	0	8,310	-367,550	0	0	-6,197,570
Net Expenditure	1,588,300	-710	-7,620	-6,140	-113,640	91,190	-930	1,550,450
Associated Movement in Reserve	-138,510	0			69,200			-69,310
Net After Earmarked Reserves	1,449,790	-710	-7,620	-6,140	-44,440	91,190	-930	1,481,140

7 EARMARKED RESERVES

7.1 In the Original Estimate for 2024/25 this committee planned to use a net amount of £138,510 from earmarked reserves to support its net expenditure. Looking forward to 2024/25, the proposal included in the estimates is that this committee will use £69,310 from earmarked reserves.

7.2 The table below provides a summary of the DRAFT Original Estimate for 2024/25 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves

	DRAFT Original Estimate 2024/25	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	1,550,450	
HGBAL/H337: Equipment Reserve	-500	£500 is planned to be released from the Joiners Arms Furniture and Equipment Reserve will contribute towards increased furniture and equipment costs in-year at the Joiners Arms homelessness unit.
HGBAL/H339: Housing Related Grants Reserve	-68,810	In 2024/25, grant funding set aside from previous years will be released in-year to fund estimated additional expenditure on specific services: <ul style="list-style-type: none"> - £46,480 in respect of Affordable Warmth grants - £9,470 in respect of Homes for Ukraine spend - £12,860 in respect of domestic abuse victim support costs.
Committee Net Cost of Services after Movements in Earmarked Reserves	1,481,140	

8 KEY VARIATIONS

- 8.1 The net expenditure for this Committee has decreased by £37,850, but increased by £31,350 after allowing for associated movements on earmarked reserves. The main reasons for this net increase are summarised in the table below.

Description	Movement from Original Estimate 2023/24 to DRAFT Original Estimate 2024/25 £
<p>VARIOUS - Support services recharges Estimated net increase in support services recharges across most Health and Housing Committee cost centres, following a re-assessment of costs to date and time allocations in all support services areas.</p>	91,190
<p>VARIOUS - Inflation Estimated increase in the levels of inflation to be charged to individual cost centres. This includes the standard 4% allowed for in the budget forecast plus other variations in inflation to this standard rate.</p>	-6,850
<p>VARIOUS - Savings A number of savings have been identified as part of the budget process for the 2024/25 financial year. These are incidental savings on a wide range of service areas covering mainly items classed as supplies and services.</p>	-7,620
<p>DOGWD - Dog Warden and Pest Control Reduced costs through the Pest Control staff undertaking sewer baiting rather than Works Administration Service -£7,860 Reduced transport costs following delivery of the new Pest Control/Dog warden vans -£5,190</p>	-13,050
<p>CLMKT - Clitheroe Market Increase to the base budget for market income based on past income level trends</p>	-14,090

Description	Movement from Original Estimate 2023/24 to DRAFT Original Estimate 2024/25 £
<p>HOMES - Homelessness Strategy 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. A similar position is being seen across the whole of Lancashire. The increase to the budget reflects this in the base budget and is supported by other additional grant funding streams +£13,800.</p>	13,800
<p>HOMES - Homelessness Strategy Adjustments to, and also additional, funding streams which are known of at this stage. Notably Asylum Dispersal Scheme funding -£22,500, Tenant Satisfaction Measures -£2,400 and an increase to the Homelessness Prevention Grant £-2,670.</p>	-27,570
<p>HFORU - Homes For Ukraine Removal of Homes For Ukraine budgets based on current forecast approved plans. This is offset by the same level of change to the budgeted movement from earmarked reserves. Funds remain in reserves should alternative plans be put forward and approved for 2024/25.</p>	-113,640
<p>AWARM - Affordable Warmth Budgeted expenditure here relates to the anticipate use of monies to be set aside at the end of the 2023/24 financial year. Extra grant funding is to be applied for in 2023/24 and any unspent funding in that year will be set aside for release in 2024/25. This budget is the use of that funding - so is offset by a movement in earmarked reserves for this same amount in funding.</p>	46,480

9 CONCLUSION

9.1 The difference between the Proposed Original Estimate 2024/25 and Original Estimate 2023/24 is a decrease of £37,850. However, this changes to an increase of £31,350 after allowing for associated movements on earmarked reserves.

10 RISK ASSESSMENT

10.1 The approval of this report may have the following implications

- Resources: The total movement from the Original Estimate 2023/24 to the Proposed Original Estimate 2024/25 is a decrease of £37,850, or an increase of £31,350 after movements in earmarked reserves.
- Technical, Environmental and Legal: none identified
- Political: none identified

- Reputation: sound financial planning safeguards the reputation of the Council
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

11 RECOMMENDED THAT COMMITTEE

- 11.1 Approve the revenue original estimate for 2024/25 and submit this to the Special Policy and Finance Committee.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH2-24/LO/AC
9 January 2024

For further background information please ask for Lawson Oddie

BACKGROUND PAPERS - None

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 18 JANUARY 2024
 title: REVISED CAPITAL PROGRAMME 2023/24
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

- 1.1 To approve the 2023/24 revised estimate for this Committee's capital programme.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – none identified.
 - Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer needs.
 - Other Considerations – none identified.

2 CAPITAL PROGRAMME 2023/24 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 Furthermore, there has been additional budget of £34,290 approved for an existing scheme due to additional government funding being received (Disabled Facility Grants).
- 2.4 As a result of the above, the total approved budget for this Committee's capital programme of 10 schemes is £3,900,920. This is provided in detail at Annex 1.

3 REVISING THE 2023/24 CAPITAL PROGRAMME

- 3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect progress on the schemes and estimated full year expenditure. Following this review, the proposed revised 2023/24 capital programme for this committee is £1,243,830 for 9 schemes.
- 3.2 The reduction of £2,657,090 in the revised capital programme can be accounted for as follows:

Element	£
Current Total Approved Budget	3,900,920
Less Budget Moved to 2024/25	-2,652,580
Adjustments Needed Due to Scheme Savings/Changes/Increased Costs	-4,510
Resulting Proposed Revised Estimate	1,243,830

3.3 Detailed below is a summary of the position on the schemes that are recommended for moving to the 2024/25 financial year.

Scheme	Latest Position Resulting in Transfer of Scheme to 2024/25	Budget Being Moved to 2024/25 £
AHLON: Affordable Housing - Longridge	Although an agreement has been drafted with Onward to deliver affordable units, it is unlikely that any money will be spent before the end of the 2023/24 financial year	1,625,950
DISCP: Disabled Facilities Grants	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. It is highly unlikely that all of the available funds would be spent in the 2023/24 financial year, so it is proposed that £517,430 is moved at this stage to the 2024/25 financial year, leaving £683,610 in the 2023/24 financial year.	517,430
EQSOS: Assisted Purchase Scheme	There has been uncertainty around this scheme for some time, with legal clarification sought on proposals. As a result, it is unlikely that the scheme will go ahead in the 2023/24 financial year, hence the request to move the budget to the 2024/25 financial year. A report on this is also included elsewhere on the agenda.	297,130
LANGR: Landlord/Tenant Grants	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. As a result, it is proposed to move a large proportion of the current approved budget for 2023/24 to the 2024/25 financial year. This will leave £54,640 in the 2023/24 financial year to fund any applications that may materialise.	112,490
TEMPH: Temporary Housing Scheme	Offers have been accepted for two properties, one in Longridge and one in Clitheroe. The legal section is currently progressing the purchase. Whilst purchase of the properties is budgeted to be completed in the 2023/24 financial, the remaining budget is proposed to be moved to the 2024/25 financial year to fund any works that are then needed on the purchased properties to make them fit for purpose.	99,580
		2,652,580

3.4 Schemes where adjustments to the budget are needed at the Revised Estimate are summarised below:

Scheme	Reasons for Adjustments	Adjustment in 2023/24 for Revised Estimate £
JROOF: Joiners arms Roof Renewal	There has been a small overspend compared to the approved budget, but the scheme is now completed.	480
PVEYC: Replacement of Dog Warden Van PE64 EYC	The scheme is now completed resulting in the underspend shown.	-2,770
PVFJP: Replacement of Pest Control Van PK13 FJP	The scheme is now completed resulting in the underspend shown.	-2,220
		-4,510

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

Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Total Approved Budget 2023/24 £	Revised Estimate 2023/24 £	Budget Moved to 2024/25 £	Actual Expenditure including commitments as at end of December 2023 £
747,580	2,112,860	1,006,190	34,290	3,900,920	1,243,830	2,652,580	533,787

3.3 At the end of December 2023 £533,787 had been spent or committed. This is 42.9% of the revised capital programme for this Committee.

4 CONCLUSION

4.3 The proposed revised estimate for this committee's 2023/24 capital programme is £1,243,830, which is a £2,657,090 reduction from the previously approved capital budget.

4.4 It is recommended that budgets totalling £2,652,580, on five schemes are moved to the 2024/25 financial year.

4.5 At the end of December 2023 £533,787 had been spent or committed. This is 42.9% of the revised capital programme for this Committee.

5 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £510,800 in the level of financing resources needed within the 2023/24 financial year. £440,170 of these resources will be transferred to 2024/25 to finance the capital scheme budgets moved to that year.
- Technical, Environmental and Legal – None.
- Political – None.

- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are considered as part of the capital bid process.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the 2023/24 revised estimate of £1,243,830 for this Committee's capital programme, as set out in Annex 1.
- 6.2 Approve the move of the capital scheme budgets shown at paragraph 3.3 from 2023/24 to 2024/25.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH3-24/LO/AC

10 January 2024

For further background information please ask for Lawson Oddie.

BACKGROUND PAPERS – None

ANNEX 1

HEALTH AND HOUSING COMMITTEE – REVISED CAPITAL PROGRAMME 2023/24

Cost Centre	Scheme	Original Estimate 2023/24 £	Budget Moved from 2022/23 £	Slippage from 2022/23 £	Additional Approvals 2023/24 £	Total Approved Budget 2023/24 £	Revised Estimate 2023/24 £	Budget Moved to 2024/25 £	Actual Expenditure including commitments as at end of December 2023 £
AHLON	Affordable Housing - Longridge		1,625,950			1,625,950	0	1,625,950	0
CLIAH	Clitheroe Affordable Housing Scheme			8,370		8,370	8,370	0	0
DISCP	Disabled Facilities Grants	393,000		773,750	34,290	1,201,040	683,610	517,430	401,492
EQSOS	Assisted Purchase Scheme		422,130			422,130	125,000	297,130	0
FTBGR	First Time Buyers Grants			92,330		92,330	92,330	0	52,517
JROOF	Joiners Arms Roof Renewal			6,410		6,410	6,890	0	6,888
LSNGR	Landlord/Tenant Grants	50,000		117,130		167,130	54,640	112,490	4,639
PVFEYC	Replacement of Dog Warden Van PE64 EYC		32,500	4,100		36,600	33,830	0	33,831
PVFJP	Replacement of Pest Control Van PK13 FJP		32,280	4,100		36,380	34,160	0	34,157
TEMPH	Temporary Housing Scheme	304,580				304,580	205,000	99,580	263
Total Health and Housing Committee		747,580	2,112,860	1,006,190	34,290	3,900,920	1,243,830	2,652,580	533,787

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 18 JANUARY 2024
 title: CAPITAL PROGRAMME REVIEW AND NEW BIDS
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1. PURPOSE

1.1. To ask Committee to consider the future capital programme for this Committee, covering the period 2024/25 to 2028/29.

2. BACKGROUND

2.1. This report reviews the schemes that were approved into the capital programme in March 2023, for the financial years 2024/25 to 2027/28 for this committee. Also, new bids received from Heads of Service for 2028/29 are presented for consideration. No bids have previously been requested for 2028/29.

2.2. In the same manner as previous years, all Heads of Service were asked to submit new capital bids.

3. REVIEW OF THE CAPITAL PROGRAMME 2024/25 TO 2027/28

3.1. For this Committee there were originally 9 schemes approved for the financial years 2024/25 to 2027/28, totalling £1,842,500. Details of this existing approved Capital Programme are shown at Annex 1.

3.2. No changes to the existing capital programme 2024/25 to 2027/28 are proposed.

3.3. The Disabled Facilities Grants scheme is fully funded by Central Government each year. The 2024/25 and 2027/28 Disabled Facilities Grants budgets have been set at indicative amounts which are equal to the current year's funding from Central Government. Should the Central Government funding in any year be higher or lower than budgeted for, then the scheme budget will be adjusted accordingly.

4. NEW CAPITAL BIDS FOR 2028/29

4.1. Heads of Service were asked to put forward new scheme bids for 2028/29. For this Committee, 4 new bids have been submitted, totalling £893,000. A summary listing of the new scheme bids is shown below. Detailed information for each new scheme bid shown in Annex 2.

Head of Service	Bid Reference	Scheme Title	Scheme Value £
Rea Psillidou	CAPHOU01	Disabled Facilities Grants (matched by Central Government funding)	393,000
Rea Psillidou	CAPHOU02	Three flats to provide single person temporary accommodation	350,000
Rea Psillidou	CAPHOU03	Choice-based lettings scheme IT system	50,000
Rea Psillidou	CAPHOU04	Landlord tenant grant scheme	100,000
Total Community Services Committee			893,000

4.2.

- 4.3. Included in the above is a bid for the Disabled Facilities Grants scheme. This grants scheme is fully funded by Central Government each year, so the Disabled Facilities Grants 2028/29 budget has been set at an indicative amount which is equal to the current year's funding from Central Government. Should the Central Government funding in 2028/29 be higher or lower than budgeted for, then the scheme budget will be adjusted accordingly at that time.
- 4.4. This Committee is asked to consider the new scheme bids. Members are also asked to put forward any capital bid suggestions and amendments that they may wish to make at this stage.
5. APPROVED SCHEMES, PROPOSED AMENDMENTS AND NEW CAPITAL PROGRAMME BIDS – 2024/25 TO 2028/29
- 5.1. The table below provides a summary of the financial impact of the proposed 2024/25 to 2028/29 capital programme for this Committee following this year's capital programme review and new bids received from Heads of Service.

	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	TOTAL £
Existing Approved	513,500	443,000	443,000	443,000	0	1,842,500
New Bids	0	0	0	0	893,000	893,000
Total	513,500	443,000	443,000	443,000	893,000	2,735,500

- 5.2. **Please note that currently only £1,842,500 of this total is approved in the existing capital programme and therefore financed.**
- 5.3. In practice, Budget Working Group will consider this Committee's proposed capital programme alongside the proposed programmes from all other committees and the level of capital financing resources available to the Council to produce the Council's proposed overall capital programme, for approval at Special Policy and Finance Committee in February 2024.
6. CONCLUSION
- 6.1. No changes to the existing capital programme 2024/25 to 2027/28 are proposed.
- 6.2. If all bids were to be approved, this would result in the addition of 4 new schemes in 2028/29 totalling £893,000. £393,000 of this total is expected to be funded by Central Government. Therefore the total additional funding needed to support these new bids would be £500,000.
7. RISK ASSESSMENT
- 7.1. The approval of this report may have the following implications:
- Resources – **If all bids from the latest bidding round were approved**, this would increase the proposed capital programme by a further £893,000.
£393,000 of this increase relates to the Disabled Facilities Grants scheme bids for 2028/29, which are expected to be fully funded by Central Government each year. Therefore, the net increase requiring funding for these bids, after this government funding, is £500,000
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.

- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

8. RECOMMENDED THAT COMMITTEE

8.1. Consider and propose a future capital programme for this Committee's services for onward recommendation to Policy and Finance Committee for the period 2024/25 to 2028/29, based on:

- the proposals included in this report; and
- any capital bid suggestions and amendments that members may wish to make at this stage.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH4-24/LO/AC
10 January 2024

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

**Existing Approved Capital Programme for Health and Housing
Committee
2024/25 to 2027/28**

	2024/25 £	2025/26 £	2026/27 £	2027/28 £
<u>HEALTH AND HOUSING COMMITTEE</u>				
Disabled Facilities Grants	393,000	393,000	393,000	393,000
Landlord/Tenant Grants	50,000	50,000	50,000	50,000
Drainage to New Section of Clitheroe Cemetery	70,500			
Total Health and Housing Committee	513,500	443,000	443,000	443,000

Ribble Valley Borough Council

Capital Scheme Bid Form for **2028/29**

CAPHOU01

ANNEX 2

Head of Service

Head of Strategic Planning and Housing

Capital Scheme Title

DFG

Category

Essential - Service would fail if this scheme were not undertaken i.e. not doing the scheme isn't an option.

BRIEF Description of the Scheme

The Scheme provides grant aid to adapt homes so elderly and disable occupants can remain in the own home. Examples of home adaptations assisted by this grant includes the installation of a stair lift, the provision of level access shower area. The Scheme is dependent on the availability of funds from Disable Facilities Grant (DFG) from DLUHC.

Environmental Considerations and Green Credentials

Adaptation meet Building Regulation requirements.

Equality and Diversity Considerations

The Grants assist in older and disable people to live as independetly and safely in their homes.

A Breakdown of Your Bid

Costs	£	Basis
	393,000	Based On Estimated External Funding
Total Capital Costs	393,000	
Funding (Please List Any External Funding Below)	£	Basis
Better Care Fund - Disabled Facility Grant Scheme Funding	-393,000	Highly Likely/Secured
Total External Funding	-393,000	

Please detail other solutions that you have considered but dismissed.

None

Timescale for Completion

On-going, continuous stream of applications received.

Any Risks to Completion

Scheme is dependent on Better Care funding continuing. Ribble Valley has an above average ageing population.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
None	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

Ribble Valley Borough Council

CAPHOU02

Capital Scheme Bid Form for **2028/29**

Head of Service

Head of Strategic Planning and Housing

Capital Scheme Title

Single person temporary accommodation

Category

Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

BRIEF Description of the Scheme

We have no temporary accommodation that is specifically for single persons. Whilst single people can occupy 2 of the dispersed units, due to demands these properties tend to be used for families. Therefore the proposal is to buy some 1 bed flats and to secure these units as temporary accommodation for single male and females. The accommodation would require some commissioned support contract to ensure safe running of the accommodation. The scheme would look to deliver 3 temporary accommodation flats in Clitheroe, with the aim to support the tenants to be better placed to access the housing market and move on. The provision of the accommodation is a statutory homeless duty and currently we do place some single households in bed and breakfast accommodation or out of borough which is not good practice.

Environmental Considerations and Green Credentials

None

Equality and Diversity Considerations

This will assist in helping vulnerable people in the community to move on into permanent accommodation.

A Breakdown of Your Bid

Costs	£	Basis
Other	350,000	Calculated In-House
Total Capital Costs	350,000	
Funding (Please List Any External Funding Below)	£	Basis
None		
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.

The only other solutions are out of borough placements when are no longer accepted by the other authorities. Relying on the private rented sector is not a solution as no landlords will accept single under 35yr olds.

Timescale for Completion

To make the request to LCC to procure support for 3 single person units before 2026. Look at potential sites and properties in the town centre in 2027 and report them to the Strategic Housing Working Group.

Any Risks to Completion

The requirement for support and the cost of funding the support.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
Rent to be collected	12,240
On-going maintenance costs	-4,000
Changes to Revenue Costs	8,240
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	8,240

Head of Service

Head of Strategic Planning and Housing

Capital Scheme Title

Choice-based lettings scheme

Category

Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

BRIEF Description of the Scheme

Choice based lettings (CBL) schemes allow applicants to search , apply and bid for social rented properties in their area. All other East Lancashire authorities moved to a choice based lettings scheme and away from a allocation by points system many years ago. All local authorities were encourage to move towards this way of operating allocation of social housing to allow individual households more choice, to ensure transparency and reduce refused offers and therefore save time. Under CBL scheme an applicant can bid for properties they are interested in. Accommodation is then offered to households who has the highest priority under the allocation scheme and matches the lettings criteria for that property. Bids can be restricted to certain households e.g when the property has been adapted. The cost of introducing the scheme is the IT platform to run the scheme and the cost of maintaining and updating the scheme. Where CBL has been introduced partner Register Providers (RPS) made a contribution towards the purchase and maintenance costs. Currently there are eight RPs including four big RPs.

Environmental Considerations and Green Credentials

Currently the housing waiting list is completely paper based and requires households to complete a paper form.This is then sent to Onward and renewal forms are posted out to applicants.This is moving away from a paper based system to a more efficient online system.

Equality and Diversity Considerations

This should make access and opportunity for households to apply and bid much easier. And also to be kept up to date with their position on the waiting list and any opportunities for rehousing.

A Breakdown of Your Bid

Costs	£	Basis
Equipment/Materials	50,000	Prices Found Online
Total Capital Costs	50,000	
Funding (Please List Any External Funding Below)	£	Basis
Contributions from the eight RPs currently active in the Borough. £6K from each of the four main RPs and £3K from the smaller RPs.	-36,000	Highly Likely/Secured
Total External Funding	-36,000	

Please detail other solutions that you have considered but dismissed.

We had tried to look at options that improve the level of input and engagement with applicants . Contact with other rural districts has informed the decision to move to a choice based lettings scheme.

Timescale for Completion

Quotes and breakdown of the benefits of the scheme to be reported to H & H Committee before 2026.

Any Risks to Completion

To review the advantages and disadvantages of introducing the scheme and the on going costs.

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
Annual Maintenance Charge	10,000
Changes to Revenue Costs	10,000
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
Contributions from RPs towards revenue costs	-10,000
Changes to Revenue Income	-10,000
Net Revenue Impact	0

Head of Service

Head of Strategic Planning and Housing

Capital Scheme Title

Landlord tenant Grant scheme

Category

Service Enhancement - This scheme would enhance our services, but is not essential to provide existing service levels

BRIEF Description of the Scheme

The landlord tenant scheme has run in the Borough for over 20 years and whilst there has been periods when the uptake is very low due to external factors the scheme is very beneficial. The proposal is to enhance the scheme where the property is empty and is having a detrimental impact on the neighbourhood. In these cases the % input from the owner is reduced to 25% however the length of time the condition period is in place is increased to 10 years.

Environmental Considerations and Green Credentials

The scheme is making best use of existing stock and not allowing an existing property to fall in to further disrepair. There is pressure to build new stock because of the lack of affordable housing whilst some empty units are unoccupied.

Equality and Diversity Considerations

No equality issues to be considered.

A Breakdown of Your Bid

Costs	£	Basis
Grants	100,000	Calculated In-House
Total Capital Costs	100,000	

Funding (Please List Any External Funding Below)	£	Basis
None		
Total External Funding	0	

Please detail other solutions that you have considered but dismissed.

None

Timescale for Completion

Report to amend current scheme to be proposed to H & H Committee.

Any Risks to Completion

None

Revenue Budget Implications - Income and Expenditure

Increased/Decreased Costs - Enter <u>decreases</u> with a minus sign	£
None	
Changes to Revenue Costs	0
Increased/Decreased Income - Enter <u>increases</u> with a minus sign	£
None	
Changes to Revenue Income	0
Net Revenue Impact	0

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Meeting date: THURSDAY, 18 JANUARY 2024
Title: REVIEW OF THE AFFORDABLE HOUSING ALLOCATION POLICY AND A CHOICE BASE LETTING SYSTEM
Submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
Principal author: RACHAEL STOTT

1 PURPOSE

1.1 To approve suggested amendments to the Council's Affordable Housing Allocation Policy (Allocation Policy) and to consider suggestions made by the Strategic Housing Working Group in respect of moving to a Choice Base Letting (CBL) System for the allocation of available properties to people on the waiting list.

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 – To ensure the efficient and equitable operation of the policy.

2 BACKGROUND

2.1 The Allocation Policy is a key document in delivering the Council's housing duty and it is essential that it is kept up to date and relevant to the housing needs in the borough. The policy relates to the operation of the social / affordable rented housing. The policy makes a significant impact both at a strategic and operational level. From a strategic perspective, the Allocation Policy determines the number of households on the housing waiting list and is therefore a key piece of evidence to inform the level of affordable housing need in the borough.

2.2 The housing waiting list and the data collected from this list is a key piece of evidence informing the level of general housing need in the borough. As such this data is used to inform the preparation of the Local Plan with regards to future housing needs and particularly the scale and type of future affordable housing need to be addressed in the Local Plan. Registered providers also utilise this information to inform strategic plans for the future in terms of investing in grant funded schemes or bidding on Section 106 sites in the borough.

2.3 From an operational perspective, the Allocation Policy is essential in the allocation of all social housing void stock, for prioritising need of those households on the waiting list and providing nominations to registered providers. The Council commissioned Onward to manage and administer the waiting list on behalf of the Council.

2.4 The Allocation Policy firstly determines who is eligible to register and then secondly once a person is eligible, the policy determines their position of priority on the waiting list. Eligibility includes a right to be housed in the UK and requires evidence of a local

connection to the Ribble Valley. The prioritisation of a person on the waiting list is determined by:

- a. If you are homeless or under threat;
 - b. The difficulties you may be experiencing in your current home, e.g. disrepair;
 - c. Your family circumstances;
 - d. The condition of your current home; and
 - e. If your health is at risk by living in the current property.
- 2.5 Officers have carried a full review of the Allocation Policy which included a number of meetings held between Onward staff and Ribble Valley Borough Council housing staff last year. This concluded in a set of proposed suggested changes to the Policy.
- 2.6 The proposed changes have then been explained to the Strategic Housing Working Group (SHWG), the minutes of which are included within the Committee agenda. The meeting of the SHWG was specifically focused on the Allocation Policy. The SHWG has endorsed the proposed changes which are summarised below. Appendix 1 includes a copy of the Allocation Policy showing all the changes as tracked changes.
- 2.7 At the SHWG meeting there was considerable discussion around the current method of allocating units and the group discussed whether moving to a Choice Based Lettings (CBL) scheme could improve the efficiency and fairness of the process, whilst avoiding unnecessary lengthy administrative processes that are currently in place. A CBL scheme allows an element of choice, as applicants register and once accepted as eligible can then bid for advertised void properties.

3 PROPOSED CHANGES TO THE ALLOCATIONS POLICY

- 3.1 All the proposed changes to the policy have been highlighted in red text and attached at Appendix 1. This section highlights the proposed changes with reference to key issues that are being addressed: -

Requirement to Evidence Housing Need

- 3.2 To date any person with a local connection has the right to register for housing in the Borough irrespective of their current housing situation with no need for evidence to demonstrate their need. This allows a number of households to register who have no current housing need. Consequently, the waiting list numbers potentially may not reflect the true level of affordable housing need in the borough. Households with no current housing need could be in a position of equal priority because of the length of time on the waiting list. Such households often refuse property offers and therefore a lot of time is taken screening those households out before a property is allocated.
- 3.3 It is proposed that only those in housing need can register on the waiting list.

Add Further Clarity to Local Connection Definition

- 3.4 Currently households who leave the Borough due to lack of suitable affordable accommodation are not eligible to receive the necessary points required to increase their chances of being offered an affordable property when it becomes available. The proposal is to change this to allow households that have left the borough in the past 12 months due to lack of affordable housing to be awarded their eligible points for their housing situation. Then after the 12 months their situation will be reviewed.

Eligibility Criteria

- 3.5 The eligibility criteria have been reviewed to include up to date immigration advice and armed forces connections.

Medical Points

- 3.6 The medical points have been amended to try and ensure that they are awarded to reflect where the housing is impacting on health. They have been reduced to three categories low, medium and high. Previously anyone above 70 years of age was automatically awarded additional points irrespective of their health or housing need.

Homeless Points

- 3.7 Where a household is owed the full housing duty then they are awarded the maximum points of 30. This has been increased from 20 points to ensure they are well positioned on the housing waiting list.

Consultation on the proposed Changes

- 3.8 The proposed changes to the policy will have an impact on a number of households on the waiting list who will be disappointed because they would either not be on the waiting list or their priority would have changed.
- 3.9 The amended document will be published on our website and comments will be invited over a period of six weeks. It is proposed that all households on the list will be directly consulted on the changes to the policy and be given the opportunity to comment.
- 3.10 We will also publish a press release to publicise the changes and encourage comments from residents and partner Registered Providers.
- 3.11 Following the public consultation a report will be brought back to this committee which will summarise the representations and ask committee to approve the final document.

4. CONSIDERATION OF INTRODUCING A CHOICE BASED LETTINGS (CBL) SCHEME

- 4.1 Currently when properties become available, Onward will contact people on the waiting list in order of priority. Often considerable time is wasted contacting people high on the priority list who are not interested in the particular property.
- 4.2 Considering a CBL scheme is separate from the need to review the Allocations Policy albeit connected. A CBL scheme is a means to apply the policy. An amended Allocations Policy can be approved in advance of a decision as to how affordable properties will be offered to households moving forward.
- 4.3 A CBL scheme requires an IT platform for all available properties to be registered and then once a household is registered as eligible, they can then show an interest in renting the property – referred to as placing a ‘bid’ for the property. Of those households that bid the household with the highest priority in date order will be offered the property. It is possible that at any one point in time there might not be available properties on the system.

- 4.4 Most Lancashire Authorities use such a platform either jointly as in East Lancashire or individually. We could explore whether Ribble Valley could join an existing platform and set up its own scheme or set up its own scheme on a new platform.
- 4.5 The advantages of setting up a CBL scheme are reduced administration in allocating properties and increased choice for residents. It is a more transparent system, with residents being able to see the detail of available properties and decide whether they are suitable for their needs.
- 4.6 There are associated cost implications with moving to a CBL. Initial discussions in exploring this option have suggested the cost will be in excess of £50,000 with further ongoing maintenance costs if an individual system is opted for. There is another option in respect of joining an established system e.g. joining the East Lancs system. It is understood that where a CBL system was introduced elsewhere the Registered Providers active in that area made financial contributions to the purchase and on-going maintenance costs. In Ribble Valley active register providers include Onward, Jigsaw, MSV, Together Housing, Places for People, Great Places and Heylo. We are aware that Registered Providers are in favour of CBL schemes however discussions in respect of contributions with these providers has not yet been undertaken.
- 4.7 Committee are requested to confirm whether they would like Officers to explore the options, both an individual option and joining an established system, for introducing a CBL with a report brought back to this Committee with the full details of all options.

5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:
- Resources – The proposed changes to the Allocations Policy do not have any financial implications. Any consultation costs will be met from existing budgets and staff resources.
 - Technical, Environmental and Legal –There are no technical, environmental or legal implications arising from the changes to the Allocations Policy. It is essential that the policy is kept up to date and reflect current national policy.
 - Political – The changes to the Allocation Policy will ensures that rented affordable housing is allocated to those households most in need.
 - Reputation – Important the Allocation Policy is kept up to date and is an accurate reflection of the needs of the borough.
 - Equality & Diversity – The proposed changes to the Allocations Policy would ensure a more equitable and fairer operation of the policy.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the proposed changes to the Allocation Policy for a 6-week consultation as set out in section 3 and appended to this report.
- 6.2 Delegate authority to the Director of Planning and Economic Development to make any other minor editorial amendments to the document prior to publishing the document for consultation.

- 6.3 Delegate authority to the Director of Economic Development and Planning to explore options for a Ribble Valley CBL system including engagement with partners with a full detailed report brought back to this Committee.

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

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Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ALLOCATIONS POLICY

Overall review Nov 2023

Contents

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

1. Introduction

The Council and all partner Registered Housing Providers within the borough operate a common housing register.

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

In developing this policy, the Council and its partners have taken due regard for local housing need, legislation, government guidance and responses from extensive consultation. All current households registered were given the opportunity to comment on a draft version of this policy. Ribble Valley Borough Council will review this policy at least every five years, however amendments will be made as required to reflect any significant change in legislation. Any major change will be subject to further consultation and will require approval by Health and Housing Committee.

This policy considers the local housing market in Ribble Valley whereby social housing remains a scarce resource in high demand. This is in the context of the cost of living crisis, economic climate, welfare reforms and the increasing competition for new tenants from a reducing private sector housing market.

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

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

2. Aims and Objectives of the Allocations Policy

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

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

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

3. Legislative Context

- Housing Act 1996, Part 6 – as amended by the Homelessness Act 2002
- The Allocation of Housing (Procedure) Regulations 1997 (SI 1997 No.483)
- Localism Act 2011
- Homeless Reduction Act 2017
- Asylum and Immigration Act 1999
- Data Protection Act 2018

- Equality Act 2010

4. The Legal Framework: Allocation Priorities

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

5. Strategic Context

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

- Housing Strategy
- Homelessness Strategy 2021-24
- Onward Homes Common Allocations Policy
- Addressing Housing Needs Documents 2012
- Strategic Housing and Economic Needs Assessment (SHENA)

6. General Approach

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

7. Onward Homes Common Allocations Policy

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

8. Equal Opportunities

The Allocation Policy has been designed to ensure that those in most housing need are given priority for housing by strictly adhering to the points system. Only in respect of designated properties and local lettings schemes will the normal system of making offers not apply. (with these schemes local connection takes greater priority)

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

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

9. Definition of an 'Allocation'

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

Reasonable Preference

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

What is ‘reasonable preference’?

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

Reasonable preference must be given to:

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

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

How does the Council provide ‘reasonable preference’?

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

10. Statement on Choice

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

11. Registering

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

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

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

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

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

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

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

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

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

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

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

12. Eligibility

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

The following applicants are eligible to register;

- British citizens (England, Scotland, Wales, Northern Island, Isle of Man and Channel Islands)
- Commonwealth citizens with a right of abode in the UK immediately before 1st January 1983 (excluding citizens from Pakistan and South Africa, but inclusive of citizens from Gambia and Zimbabwe)
- Irish Citizens
- EEA nationals who under the EU Settlement Scheme have been granted limited leave to enter or remain (also referred to as "pre-settled status"), will be eligible for the time indicated on their EU Settlement Scheme card

- EEA nationals who under the EU Settlement Scheme have been granted indefinite leave to enter or remain (also referred to as “settled status”)
- Persons exempt from immigration control (e.g. diplomats and their family members based in the UK, some military personnel, etc)
- Persons granted refugee status by the UK Government
- Persons granted exceptional leave to enter or remain in the UK with condition that they and any dependents may have recourse to public funds (e.g. humanitarian or compassionate circumstances)
- Persons with current leave to enter or remain in the UK with no condition or limitation, and who are habitually resident in the Common Travel Area (a person whose maintenance and accommodation is being sponsored must be resident in the Common Travel Area for five years since date of entry or date of sponsorship, unless the sponsor has died)
- Persons who have humanitarian protection granted under the Immigration Rules (e.g. a person whose asylum application has failed but they face real risks of harm if they returned to their state of origin)
- Persons who are relevant Afghan citizens with limited leave to enter or remain in the United Kingdom, who are habitually resident in the Common Travel Area

•

The following applicants will not be eligible to join the housing register:

- Persons not habitually resident in the United Kingdom of Great Britain & Northern Ireland, Republic of Ireland, Isle of Man, Channel Islands
- Persons from abroad where they have the right to reside in the United Kingdom of Great Britain & Northern Ireland, Republic of Ireland, Isle of Mann, Channel Islands as follows:
 - As a job seeker or a family member of a job seeker; or
 - An initial right to reside in the first three months of residence; or
 - A derivative right to reside on the basis of being a non-EEA national who is the primary carer of a British citizen child or dependent adult, where such child or dependent adult would be unable to live in the UK or another EEA state if their carer left the UK (a “Zambrano carer”)

- EEA nationals who have no leave to remain, either limited or indefinite, under the EU Settlement Scheme
- Persons whose only right to reside in the UK is an initial right for no more than three months, including those who would become an unreasonable burden on the social assistance system of the UK

A joint tenancy cannot be granted to two people if any one of them is not eligible. If one person is eligible, a tenancy may be granted to the eligible person.

Only applicants who are habitually resident will be eligible for an allocation of housing accommodation. The following tests will be carried out to confirm if an applicant is habitually resident:

- The degree of permanence in the persons residence in the United Kingdom of Great Britain & Northern Ireland, Republic of Ireland, Isle of Man, Channel Islands
- The association between a person and the place of residence
- Whether a person has accumulated an appreciable period of continuous residence prior to making an application
- Visits abroad for holidays or to visit relatives and other temporary periods of absence will be disregarded
- Exemptions from the habitual residence test include EEA national and their family members who are workers or self employed, or have certain permanent rights of residence, or have been removed from another country to the UK

Confirmation of immigration status of an applicant from abroad will be obtained from the Home Office by emailing evidenceand enquiry@homeoffice.gsi.gov.uk.

The eligibility of an applicant will be considered at the time their application is initially processed and again at the point of offer of an allocation. If an applicant is eligible initially but becomes ineligible, they will be removed from the housing register and notified.

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

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

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

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

Rent Arrears

- Applicants who currently have rent arrears of over 1 months rent will not be made an offer of accommodation until outstanding debts have been cleared. Applicants with arrears are able to register providing they are able showing an intent to clear and can evidence regular payments to clear arrears.

13. Verification of Eligibility

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

- Proof of identity.
- Proof of residency of children (Child benefit, court order).
- Proof of pregnancy (maternity notes, letter from GP).
- Proof of income/benefits (bank statement, wage slips, DWP documentation).
- Proof of savings/stocks and shares (bank statement, relevant paperwork).
- If owner/occupier of property, most recent mortgage statement.
- Confirmation of immigration status and workers registration certificate (if relevant) for persons from abroad.
- Medical evidence (completion of Onward Homes medical assessment form).
- Notice of eviction (notice to quit from the housing provider) if not previously provided.
- Any updated information from the original application.
- Local connection evidence.
- Reference from Landlord or Employer.

14. Local Connection

Local Connection

Local connection is defined as:

- a) currently living in the Borough for more than 10 years;
- b) currently living in the Borough and have done so continually for between 5 to 10 years;
- c) currently living in the Borough and have done so continually for a minimum of 12 months or 3 out of the last 5 years
- d) currently permanently employed in the Borough for a minimum of 12 months and are employed for a minimum of 18 hours per week paid or unpaid; or
- e) persons who at least one of the adult applicants have next of kin who have lived in the Borough continually for a minimum of five years. Next of kin for the purposes of this clause shall be defined as mother, father, brother, sister or adult dependent children;
- f) persons who are former residents of the Borough who have moved from the borough because of a lack of affordable housing in the borough

15.Exemptions to Local Connections

The following applicants will be exempt from requiring a local connection (evidence will be required):

- Statutory homeless applicants
- Applicants who are victims of domestic abuse, threats of domestic abuse or those escaping domestic abuse
- Applicants who are in a reasonable preference category under section 166A of the Housing Act 1996, and a prevention or relief duty is owed by one of the local authority partners
- Applicants who are looked after, accommodated, or fostered by Lancashire
- Applicants who were looked after, accommodated, or fostered by any other children service authority in any of the five local authority areas,
- Applicants who were accommodated under Section 95 of the Immigration and Asylum Act 1999 and granted leave to remain in RVBC
- Applicants who are serving members of the UK Armed Forces or the Reserve UK Armed Forces
- Applicants who are former members of the UK Armed Forces or the Reserve UK Armed Forces who have served
- Applicants who are a bereaved spouse or civil partner of a serving member of the UK Armed Forces who is leaving military accommodation, where the death of their spouse can be partially or wholly attributed to the Armed Forces
- Applicants who are divorced or separated spouses of members of the UK Armed Forces or the Reserve Armed Forces, where their lack of local connection can be attributed to the Armed Forces

His Majesty's Armed Forces can be defined as any of the military services which are tasked with the defence of the United Kingdom and its overseas territories and the Crown dependencies. His Majesty's Armed Forces consist of the Royal Navy, the Royal Marines, the British Army, and the Royal Air Force.

16. Housing Need

Applicants registering for housing who are assessed as having no housing need will NOT be accepted onto the housing register

17. Ability to meet own Needs

Social Housing is for people who are considered to have insufficient resources and capacity to meet their housing need. If you have both the financial capacity and your housing need can be met on the open housing market then you will not be entitled to register.

17. Decisions on Reasonable Preference and Additional Preference

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

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

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

How we Assess Reasonable and Additional Preference

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

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

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

18. Points System

Applications will be recorded in date order and allocated points in accordance with the points system. Available properties will be offered to the highest pointed applicant requesting that type of property in the area that is available. In the case of equal points it will be offered to the applicant who registered first. Households with no local connection can register on the waiting list however they will not receive any additional priority points (other than if they require support from a next of kin with local connection).

If a household has left the borough due to lack of affordable housing then they can retain points and potentially secure additional for a maximum of 12 months and then to be reviewed.

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

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

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

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

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

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

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

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

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

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

Housing Need Points

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

Lack of Bedrooms / Overcrowding

Applicants who lack 1 or more bedrooms in line with rules for Universal Credit

Under-occupation

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

Harassment

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

Medical/Welfare

The applicant is awarded a 'high' medical priority.

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

Disrepair

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

Supported Housing Move on/Care Leavers

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

Effective management of social housing within Ribble Valley

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

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

Homeless/Threatened with Homelessness

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

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

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

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

Shared Facilities

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

Split Families

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

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

Work/Support

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

Relationship Breakdown

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

19. Relevant Date of Registration

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

20. Exclusions from the Register

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

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

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

21. Serious Offenders

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

assessment is carried out and there is suitable and safe accommodation available. Offenders currently serving a sentence will not be eligible to register or allocated a property

22. Application Renewals

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

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

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

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

23. Reviews

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

Requests for a review should normally be made:

1. In writing (a request over the phone or made verbally will need to be confirmed in writing). Please ask if you need assistance.
2. Within 21 days of the date of the decision being appealed
3. To the Housing Services Manager at Onward Homes please see contact details at 34.

24. Sharing Information

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

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

These principles are strictly applied with very little statutory exception. Unless the consent of the person providing personal details is obtained, the Council can only lawfully share such information with the associations if there is a legal right to do so or it is justified as being in the public interest. All information held by the Council, which has been obtained for the

purpose of, placing applicants on both the Housing Register and the Transfer Register are made available to the associations upon request. Applicants are made aware when they complete an application form that this information is held jointly between the partners. Nominations are made in accordance with Nomination Agreements.

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

25. Transfers and Mutual Exchanges

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

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

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

Management Transfers are defined as:

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

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

Mutual Exchanges

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

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

- other Onward Homes Tenants;

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

But not with tenants of private landlords.

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

26. Length of Tenancy Term Offered

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

27. Exceptions

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

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

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

These include:

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

- Letting of a property to an existing Registered Provider tenant, for management reasons. Such allocations can only be carried out with the prior approval of the Housing Services Manager.
- Letting of a property which is particularly suitable for an applicant by virtue of its design, construction or adaptation.
- Letting of a property to a person referred to the Council by the Multi Agency Risk Assessment Conference (MARAC) as a result of Domestic Violence.
- Lettings which are required in order to secure a 'chain letting' whereby Onward Homes maximises use of the stock available to meet the most housing need.

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

28. Allocating Affordable Rented Properties

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

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

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

29. Local Lettings Policies/Schemes

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

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

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

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

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

Developing Local Lettings

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

- a) A clear definition of the issues backed up relevant evidence.

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

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

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

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

30. Pilot Schemes

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

31. Reciprocals

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

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

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

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

32. Withdrawal of Offers

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

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

Where the termination of tenancy has been withdrawn.

Match of Household Type to Property Size

The following table indicates the type/size of accommodation for which applicants can expect to qualify. On occasions applicants may be offered a property that is larger than their housing needs require this will usually be where there is insufficient demand from people who need that size of accommodation. Any offer will be subject to a financial assessment to ensure the applicant can afford the higher rent associated with the larger property.

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

Additional Criteria

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

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

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

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

33. Additional Notes

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

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

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

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

RIBBLE VALLEY POINTS SYSTEM

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

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

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

If you are homeless or under immediate threat of being homeless.	
Accepted as homeless by Local Authority and a full statutory duty exists under section 193(2) of the Housing Act 1996. Where confident applicants are owed the main duty then the points can be awarded at the relief stage	30
Additional 5 points to be awarded for every 3 months up to a maximum of 12 months. Any unauthorised break of occupancy and these points will be removed.	20max points
Threatened with homelessness and the applicant has been assessed as being owed a duty to prevent or relieve their homelessness. Evidence will be required	10
Living in violent / dangerous situation (documentary evidence from the police or medical professional will be required). This would include out of area.	15
Leaving the Armed Forces.	10
Statutory overcrowding, awarded for each bedroom short.	10
If you have difficulties with your present accommodation	
Living with harassment supporting evidence required.	10
If you need to leave because your long-term relationship is breaking down.	5
by housing benefit.	
Property is unaffordable If you are a private tenant/homeowner struggling to maintain rent/mortgage repayments (proof required).	5
Your family circumstances	
Local connection in bands of 5 points after 12 months of living in the borough & 10 points after 5 years of being on the list.	5
Employed in the borough <18 hours per week, or to provide/receive support.	5
If your family is forced to live apart that is if parents and children are split up.	5
If you are living in Registered Provider general needs and want to move to sheltered.	10
Children living above ground floor	5
Move on from supported accommodation/care leavers	10
Victim of DV with supporting evidence. If awarded in conjunction with homeless points then to be awarded on a case by case basis.	15
Living in overcrowded accommodation	

If you and your partner are living together as a couple and do not have your own room.	10
For each single person over 16 without their own room.	10
If children of different sex over eight share a room.	10
The condition of your present home	
If you do not have or share the following facilities:	shared
No hot water supply.	10
Inadequate means of heating.	10
Property is in serious disrepair (EHO report required 0-15)	15
Your health is at risk by living in your present accommodation – we will need to see evidence in support of this such as a letter from your GP.	
Low risk	10
Medium risk	20
High/Chronic risk.a health condition that is seriously affected by their current	25
If you are transferring from another housing association or within our own stock.	
If you have a spare bedroom and are requesting a smaller property.	10
Extra points for each additional empty bedroom in your present home.	20
If you have been left in property on death of original tenant.	10
If your move would lead to an improved use of affordable housing stock.	50
Maximum points accrued for time on waiting list is 10 points .5 per year for 2 years.	
Penalty for refusal of offer – to remove all points if an offer of a property is made and refused. The application is also frozen so no further offers will be made for 12 months.	

34. Contacts

RVBC – 01200 425111

Housing@ribblevalley.gov.uk

Reviews – Rachael Stott Housing Strategy Officer

Rachael.stott@ribblevalley.gov.uk

Onward

Reviews – Lindsay King Neighbourhood Manager

Lindsay.king@onward.co.uk

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Meeting date: 18 JANUARY 2024
 Title: AFFORDABLE WARMTH GRANT APPLICATION
 Submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
 Principal author: RACHAEL STOTT

1 PURPOSE

1.1 To request approval of the details of the Affordable Warmth grant scheme in Ribble Valley. The Lancashire County Council grant offer for Ribble Valley is £46,488 for addressing affordable warmth in the borough in 2023/24.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To improve the health and wellbeing of people living and working in our area.
- Corporate Priorities - To help make people's lives safer and healthier lives
- Other Considerations -

2 BACKGROUND

2.1 Lancashire County Council is making funding available for 2023/24 to district councils to deliver affordable warmth interventions to individuals who are the most vulnerable to harm from cold or damp homes. LCC has allocated £46,488 for Ribble Valley but the funding is subject to Ribble Valley applying for it with proposals on the use of money and Lancashire County Council approving the proposals. This is the same process as in previous years.

2.2 The funding is ring fenced and this year so far, we have been using money from previous allocations.

2.3 Ultimately, the funding aims to reduce levels of death and illness over the winter months and to improve people's wellbeing, through affordable warmth interventions; and reduce hospital admissions and demand for health and social care services.

Eligible Households

2.4 The grant is available to people on low income and living in a thermally inefficient home. This means such people will have higher heating needs and high fuel costs which increase the risks of living in a cold home.

2.5 The National Institute for Health and Care Excellence (NICE) guidance on ['Excess winter deaths and morbidity and the health risks associated with cold homes'](#), identifies a number of groups to be particularly vulnerable to the effects of living in a cold home. These have been considered in the development of eligibility criteria, together with the current guidance from BEIS^[1] and OFGEM^[2] on identifying fuel poor

^[1] ECO4 Flexible Route for Bespoke Targeting Guidance December 2022

^[2] [ECO4 Guidance: Local Authority Administration | Ofgem](#) September 2022

households and those on a low income and vulnerable to the effects of living in a cold home for ECO Flexible Eligibility.

- 2.6 Households will be eligible for funding if they meet at least one of the following vulnerabilities and have a low income, defined as follows:

Vulnerabilities:

- a. People with a diagnosed cardiovascular conditions;
- b. People with a diagnosed respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma);
- c. People with diagnosed mental health conditions;
- d. People with diagnosed disabilities;
- e. Older people (65 and older);
- f. Households with young children (up to the age of 5);
- g. Pregnant women;
- h. People who are terminally ill;
- i. People with suppressed immune systems (e.g. from cancer treatment or HIV);
- j. People who have attended hospital due to a fall;

- 2.7 The following vulnerable groups will be considered on referral from the Local Authority or health / social care professional:

- a. People who move in and out of homelessness
- b. People with addictions
- c. Recent immigrants and refugees.

Low income

- 2.8 Low income can be confirmed in one of the following ways:

- a. Someone being in receipt of means tested benefits
- b. Have a total gross household income not in excess of £31,000^[3]
- c. Household savings should not be used to limit access to the grant if other criteria are met.

- 2.9 RVBC has the further option to support people that do not have a specific vulnerability as listed above but do have a significant low income and energy efficiency issue, this is to be used at the districts' discretion.

- 2.10 Priority will be given to those properties that have an energy efficiency need such as properties that are likely to be EPC rating D or below, although a formal EPC rating and assessment is not required.

3. PROPOSAL

- 3.1 The proposal for spend as detailed in the draft Grant Submission to LCC (copy attached in Appendix 1), has three elements.

- 3.1.1 First, to offer servicing, repairs, and replacement boilers for eligible households. This is the same offer as the previous year which had a good uptake and was well received. Other current grant schemes, ECO4, and ChiL do not cover gas boiler repairs and

^[3] This is inline with the income criteria set for ECO4 Flexible Eligibility in the Statement of Intent template: <https://www.ofgem.gov.uk/publications/eco4-guidance-local-authority-administration>

servicing. Therefore, this will ensure that all vulnerable households with a low income and low EPC rating can access some grant options.

3.1.2 Second, to purchase oil filled heaters and dehumidifiers in the event of any emergency weather conditions or on a needs basis. These will be loaned to households.

3.1.3 Third, to partner with the Home Improvement Agency to be able to offer home energy assessments to vulnerable households that have been identified as living in a cold home and to provide advice and measures to improve the energy efficiency of the home up to a maximum of £2000 per property.

3.2 Appendix 2 includes Affordable Warmth Grant Guidance from LCC.

4 RISK ASSESSMENT

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

- Resources – The proposed scheme would be fully funded by the LCC grant. Spending will be monitored through usual budget monitoring arrangements.

The administration of the grant will be carried out by the Housing Team as in previous years. The Housing Team has experience in administering the scheme.

- Technical, Environmental and Legal – There are no Technical or Legal issues arising from the scheme. Assisting households to improve the energy efficiency of their homes will have environmental benefits.
- Political – There are no political issues arising from the scheme.
- Reputation – The implementation of the scheme will have positive impact on the reputation of the Council in assisting vulnerable low income households in the borough to live in warm homes.
- Equality & Diversity – The implementation of the scheme will help vulnerable households on a low income to ensure a warm and energy efficient home.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Endorse the details of the Affordable Warmth Scheme for Ribble Valley 2023/24 as set out in paragraph 3.1 and subparagraph 3.1.1 - 3.1.3.

5.2 Delegate authority to the Director of Economic Development and Planning to apply to LCC for the affordable warmth funds to finance grants under the Ribble Valley Affordable Warmth Scheme 2023/24.

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

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Lancashire Affordable Warmth Funding 2023-24

Name of Local Authority	Ribble Valley Borough Council
Contact Name	Rachael Stott
Address	Council Offices Church Walk Clitheroe
Telephone Number of contact	01200 413235
Email address of contact	rachael.stott@ribblevalley.gov.uk
Tel and Email contact for public enquires and professional referral	housing@ribblevalley.gov.uk

Please add additional rows as required

Detail of the activity / intervention to be provided	Estimate of Proportion of budget (£)	Why is this needed?	Who will deliver it? (identify partners)	Please outline <u>how</u> you will target the groups listed in the guidance
<i>Servicing , repairs and replacement boilers and heating systems and associated works , including controls and replacement of unsafe heating appliances.</i>	£30,488	To deliver boiler repairs to assist our residents with long term improvements to the energy efficiency of their homes	In house	Promotional work both online and in the press. On the rvbc website and case studies going forward.
<i>Purchase of plug in oil filled radiators and dehumidifiers on a needs basis.</i>	Max £3,500	To support vulnerable households in the event of an emergency, boiler brake down , floods etc.	In house	As above and ensure all housing needs staff are aware of their availability.
Partner with a Home Improvement Agency to be able to offer home energy	Max £12,500	To ensure the most vulnerable in the borough living in cold properties can be assisted.	Home Improvement Agency	Promotional work both online and raising awareness with DFG delivery team.

assessments and the recommended minor works.				

Total funding requested (up to the amount shown in the guidance document): £46,488

Please confirm that the funding will be targeted at eligible groups listed in the guidance document? yes

DRAFT

Lancashire County Council

Affordable Warmth Grant Guidance 2023 / 24

Introduction

Lancashire County Council is making funding available to district councils to deliver high impact affordable warmth interventions to individuals who are the most vulnerable to harm from cold or damp homes. The funding is subject to Lancashire County Council approving proposals.

Assessment process outline – please also see full guidance below

The total amount available across all 12 district areas is £1000,000. District councils can apply for up to the amount shown in appendix 1, this is based on [the BEIS Low Income Low Energy Efficiency fuel poverty figures published 27th April 2023](#).

Please use the template provided to identify proposals for 2023/24 spend up to your allocated amount, including how you will identify and effectively get help to the most in need individuals, in a timely manner.

Aim of the fund

Ultimately, the funding aims to reduce levels of death and illness over the winter months and to improve people's wellbeing, through affordable warmth interventions; as a consequence we also hope to see a reduction in hospital admissions and in demand for health and social care services.

Beneficiaries and Vulnerable Groups

Being on a low income, living in a thermally inefficient home, having higher heating needs and high fuel costs can all increase the risks of living in a cold home. The funding is aimed at the most vulnerable to harm from cold or damp homes. This could include a wide range of individuals who either are, or are at serious risk of, experiencing poor health and wellbeing due to a cold home. The National Institute for Health and Care Excellence (NICE) guidance on ['Excess winter deaths and morbidity and the health risks associated with cold homes'](#), identifies a number of groups to be particularly vulnerable to the effects of living in a cold home. These have been considered in the development of eligibility criteria, together with the current guidance from BEIS¹ and OFGEM² on identifying fuel poor households and those on a low income and vulnerable to the effects of living in a cold home for ECO Flexible Eligibility.

¹ ECO4 Flexible Route for Bespoke Targeting Guidance December 2022

² [ECO4 Guidance: Local Authority Administration | Ofgem](#) September 2022

Households will be eligible for funding if they meet at least one of the following vulnerabilities and have a low income, defined as follows.

Vulnerabilities:

- people with a diagnosed cardiovascular conditions
- people with a diagnosed respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
- people with diagnosed mental health conditions
- people with diagnosed disabilities
- older people (65 and older)
- households with young children (up to the age of 5)
- pregnant women
- people who are terminally ill
- people with suppressed immune systems (e.g. from cancer treatment or HIV)
- people who have attended hospital due to a fall

The following vulnerable groups will be considered on referral from the Local Authority or health / social care professional.

- people who move in and out of homelessness
- people with addictions
- Recent immigrants and refugees.

Low income

Low income can be confirmed in one of the following ways:

- Someone being in receipt of means tested benefits
- Have a total gross household income not in excess of £31,000³
- Household savings should not be used to limit access to the grant if other criteria are met.

³ This is inline with the income criteria set for ECO4 Flexible Eligibility in the Statement of Intent template: <https://www.ofgem.gov.uk/publications/eco4-guidance-local-authority-administration>

Districts have the further option to support people that do not have a specific vulnerability as listed above, but do have a significant low income and energy efficiency issue, this is to be used at the districts discretion.

Districts should prioritise properties that have an energy efficiency need such as properties that are likely to be EPC rating D or below, although a formal EPC rating and assessment is not required.

Districts should provide interventions for all groups listed above where an affordable warmth need has been identified. Districts will need to manage demand to direct the resource at those most in need. Districts may choose not to open up all categories to self-referrals, instead restricting interventions for some groups to referrals from social care, and health partners or where their own service has identified a health and affordability vulnerability.

Where possible, Districts are expected to be flexible with regards to responding to referrals from health and social care.

Confirmation of what the health and affordability need is should be recorded in the monitoring returns, with supporting evidence being retained locally.

Interventions

The funding available can be used for capital or revenue expenditure.

The funding should be used to support services to ensure there is a response available for people most vulnerable to cold homes, either by direct use of this funding or by linking with other services and funding available within your district. Confidence that some response will be available in most cases, is important for people who are vulnerable and those professionals referring into the scheme. Districts are encouraged to use the funding to provide a range of long-term interventions, working alongside shorter term emergency measures e.g. emergency space heating –that are important to relieve crisis, and enable people to stay safe and well in their own home, whilst longer term measures are put in place.

The most appropriate funding sources for all interventions should be considered, additional or alternative sources of funding should be sought wherever possible, including any available ECO (standard ECO or ECO Flex) funding, and House Hold Support Fund to ensure this fund can go as far as possible. It can also be matched with any other funding sources secured by the Lancashire Energy Officers Group for Lancashire-wide schemes or funding secured locally by delivery partners. This funding should add capacity to existing resources and meet needs when other funding is not available. Measures can be fully funded (in the case of any match funding not being available) or a contribution towards costs made at a level deemed appropriate by the District.

Proposals may include the following non-exhaustive interventions:

- Servicing, repairs and replacement boilers and heating systems and associated works, including programmable controls and replacement of unsafe heating appliances
- Repairs to and new radiators and radiator reflectors
- Gas fire services and repairs
- Draught proofing measures – windows, doors, loft hatches, electrical fittings on walls and ceilings, suspended floorboards, pipework leading outside, ceiling-to-wall joints⁴. Thermal blinds and carpets may be included as draught proofing measures in appropriate circumstances where other long-term measures have been considered and the thermal benefit can be demonstrated.
- Appropriate ventilation measures
- Standard loft and cavity wall insulation
- Interventions for 'hard to treat' cavities and solid walls such as non-standard insulation solutions and external or internal wall insulation.
- Glazing improvements
- Temperature and relative humidity monitors/ Carbon monoxide monitors
- Dry lining
- Mould and damp treatment and prevention.
- House clearance and loft clearance to enable affordable warmth interventions to be undertaken
- Repairs that address common barriers to tackling cold home e.g. fixing leaking roof
- Emergency heating and dehumidifiers measures e.g. portable heaters for use whilst heating systems are repaired, top up fuel cards and vouchers (other available funding sources to be considered). Warm / Winter packs if used, should be minimised to maximum 2.5% of the funding allocation.
- Advice on fuel poverty -advice to reduce costs through fuel switching, income maximisation, managing fuel bills & debts, warm home checks
- Additional and targeted work with landlords to improve properties

⁴ <http://www.energysavingtrust.org.uk/home-insulation/draught-proofing>

- Grant agency fees may be included particularly where this helps to ensure vulnerable people get the most appropriate support and interventions. Fees and staffing costs should be minimised and come to no more than 15%, this should not replace existing staff or other resources. Additional staffing costs may be included within the 15% but should not replace existing services or fund statutory services.

Tenure

There are clear differences in fuel poverty rates and the average fuel poverty gap by tenure type. These reflect both the nature of the housing stock and household characteristics typical to a households' tenure. The highest level of fuel poverty is in the private rented sector with 24.1 per cent of these households being fuel poor, whilst owner occupiers have the highest average fuel poverty gap⁵, the fuel poverty gap reflects the depth of fuel poverty.

Focus should be on owner occupied housing, however where there is an identified need other tenures may be included. In the case of private rented all reasonable enforcement options must have been shown to have been pursued. For social housing, interventions / contributions from housing associations / other partners should be sought in the first instance.

Grant Allocation Proposal and Delivery

- The district council will receive the grant directly (subject to approval) and will be responsible for delivery and coordinating work with partners including voluntary and community sector organisations that play a key role in affordable warmth work.
- District councils are asked to set an indication of budget allocation on the proposal template form which will be the basis of the grant agreement. This should give an indication of planned spend, however we recognise the importance of addressing the specific needs of individuals. Therefore if people have affordable warmth needs that cannot be meet by interventions outlined in your proposal but within the interventions listed above, these can be delivered to address need even if they are not on your original proposal.
- If any individual household receives combined payments from the Lancashire Affordable Warmth fund in excess of £5000, please provide additional brief information, that allows us to understand if there are any particular circumstance and rational for spending funding amounts above £5000. For example particular health vulnerabilities, lack of other funding or maybe this funding has been put alongside other funding to enable work to be completed, please highlight any significant expected improvements / issues that will be resolved, that represent

⁵ [Annual Fuel Poverty Statistics LILEE Report 2023 \(2022 data\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1000000/annual-fuel-poverty-statistics-lillee-report-2023-2022-data.pdf)

value for money. This should not delay work, as no separate approval is necessary or will be given, the information is for our records to enable us to account for spend.

- The spend limit of Lancashire Affordable Warmth funding per household is £8000
- This funding can only be claimed once 80% of Lancashire Affordable Warmth Funding allocated in 2022/23 has been spent or committed.
- The grant allocated for 2023-24 will be paid in advance. Funding should be spent or committed before the end of June 2024, (with invoicing before end of March 2024). Carry forward beyond June 24 is not expected to be permissible and it may be necessary to reconcile spend / committed at the end of June. There is the possibility of clawback of unspent and uncommitted funding at the end of June.
- Funding to be claimed in two rounds, 50% allocation followed by a further 50%, second round funding, to be claimed once 80% of all previous funding including 2022/23 allocation has been spent and committed.
- Second round funding may be withheld or reallocated if not claimed by the 31st January 2024.
- If second round funding is not claimed by the end of January, Recipients will have an opportunity to state the likelihood of them claiming the remaining 50%, which will inform the county council decision to hold funding or reallocate it.
- Lancashire County Council must be referenced as the source of the funding, when the grant is being promoted or publicised.

Monitoring

Districts will produce and share Monitoring reports every 3 months summarising:

- Funding spent/ committed and on what areas of intervention, numbers of jobs.
- How many households and people have been helped –
- Breakdown of why households were eligible for the scheme – please see criteria above
- Number of people benefiting from work
- Ethnic Group
- Tenure
- Record of any professional referrals into the scheme for example from health or social care
- If applicable summary of any match funding secured

We hope this format of reporting will minimise administrative resources required, whilst enabling us to be able to report on and account for funding spend.

District councils are encouraged to gather additional local evidence that could demonstrate the potential benefits of the programme, including client case studies.

Process for agreeing proposals

Once initial District proposals are submitted, feedback will be given. If elements of proposals are not approved, it is envisaged that there will be an opportunity to adjust applications, before final approval which is likely to be part of grant agreement and invoices are accepted.

Fuel Poor Households by Administrative Area 2021 Published 27th April 2023

Area	Number of households*	Number of households in fuel poverty*	% of Lancashire's Fuel Poor Households	Allocations £
Lancashire	536,423	78,472		
Burnley	40,699	7,972	10.16	101,590
Chorley	51,172	5,690	7.25	72,510
Fylde	38,383	4,799	6.12	61,156
Hyndburn	35,539	6,614	8.43	84,285
Lancaster	61,310	9,446	12.04	120,374
Pendle	38,885	7,704	9.82	98,175
Preston	60,897	9,345	11.91	119,087
Ribble Valley	27,312	3,648	4.65	46,488
Rosendale	31,194	4,797	6.11	61,130
South Ribble	49,653	4,969	6.33	63,322
West Lancashire	49,532	6,492	8.27	82,730
Wyre	51,847	6,996	8.92	89,153

*Source: <https://www.gov.uk/government/statistics/sub-regional-fuel-poverty-data-2023>

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Meeting date: THURSDAY, 18 JANUARY 2024
 Title: LANCASHIRE FORCED MIGRATION STRATEGY
 Submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND HOUSING.
 Principal author: RACHAEL STOTT

1 PURPOSE

1.1 To request Committee approval for Ribble Valley Borough Council’s inclusion in the Lancashire Forced Migration Strategy and commit to supporting the objectives and the approach in the strategy.

1.2 Relevance to the Council’s ambitions and priorities:

- Community Objectives – To address the housing needs of all households in the borough.
- Corporate Priorities - To match the supply of affordable homes with the identified needs.
- Other Considerations -

2 BACKGROUND

2.1 Refugee integration is co-ordinated by Lancashire County Council on behalf of 12 district authorities and two unitary. All 15 Councils work in partnership to deliver 10 active migration schemes in total.

2.2 There are over 6,000 resettled persons in the county requiring support through a Government Forced Migration Scheme. Lancashire has seen an increase of 200% since May 2021 and this is forecast to further increase over the next few years. LCC has prepared the Lancashire Forced Migration Strategy to set out the approach to addressing refugee integration in Lancashire. Officers have not been able to access a copy of the Strategy other than a power point presentation (see Appendix 1)

3. LANCASHIRE FORCED MIGRATION STRATEGY

3.1 LCC has presented this Strategy to Chief Executives across the County and has made three specific requests –

1. That the District Council approves a strategic approach to addressing forced migration in Lancashire.
2. That each district pools 5% of their asylum tariff.
3. Each district agrees to accommodating a minimum of 3 households.

3.2 The Strategy advocates a strategic Lancashire approach in addressing forced migration. This is not a new approach, and it has been happening in practice since 2016. Ribble Valley has the lowest number of arrivals since 2016 in Lancashire which reflects the district’s capacity to house visitors.

- 3.3 In 2022/23 Ribble Valley Borough Council was awarded £22,500 from the Asylum Dispersal Fund, LCC have requested that each district commit 5% of their funds into a pooled County fund, which in Ribble Valley case will be £1,125. Lancashire County Council will use the pooled funds to provide support to the individuals that are resettled in the district including English language training and support in finding school places and GPs. The Council has not used any of the grant money yet.
- 3.4 Consultation with LCC has confirmed that the request for a minimum of 3 households to be housed in the district entails LCC acquiring properties from the private rented sector. LCC will require Ribble Valley Borough Council to inspect and approve the properties as suitable. Although this will not have a direct impact on the affordable stock it may have indirect implication due to a reduction of available properties in the private rented sector. It should be noted that the Council does not have any powers to influence the sale of private properties and the potential of such properties not being available for rent. It should be noted that the request relates to a minimum of 3 households. Officers will monitor the level of asylum seekers housed in Ribble Valley and any issues will be raised with LCC at Forced Migration monitoring meetings.
- 3.5 If the Council refuses to be part of the Lancashire wide approach it is likely that the Home Office will approach the Council directly to assist with housing asylum seekers with the numbers involved unknown at this stage. With a limited private rented housing stock this could increase pressures and have resource implications within the housing team.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Ribble Valley BC was awarded £22,500 asylum dispersal money in 2022/23 to support the rehousing of asylum seekers. The Grant was not accompanied by an SLA or MoU. No money has yet been committed. LCC's request for 5% amounts to £1,125 which is relatively a small amount. In the absence of LCC providing the support, there will be more pressure on local charities to support these individuals.
- Technical, Environmental and Legal –RVBC officers from the housing team and possibly Surveyors will be required to inspect any properties LCC secure for suitability and approve occupation by the resettled household. Although this will have an impact on officer time, it is not expected to be a significant demand.

There are no other Environmental or Legal issues arising from this report.

- Political – The successful integration of refugee and asylum seekers arriving in Lancashire and specifically in Ribble Valley can be a politically sensitive matter. The Strategy ensures that the approach in Ribble Valley is based on co-operation across Lancashire.
- Reputation – The successful integration of refugee and asylum seekers through pan Lancashire collaboration will have a positive impact on the Council's reputation.
- Equality & Diversity – Participation in the delivery of the Strategy will ensure that refugees and asylum seekers are appropriately supported to integrate into local communities.

5 RECOMMENDED THAT COMMITTEE

5.1 Confirm agreement for Ribble Valley to be part of the Lancashire wide approach to Forced Migration Strategy including the following, subject to a suitable agreement with LCC:

- 1) 5% of the Council's 2022/23 Asylum Dispersal money to be provided as part of the County wide pooled fund.
- 2) Accommodate a minimum of three households in Ribble Valley. The level of demand will be kept under review and reported to Committee.

5.2 Delegate authority to the Director of Economic Development and Planning to approve suitable properties to be used to house refugee and asylum seeker in Ribble Valley.

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.

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Forced Migration Update: Key Items

30th November 2023

Key Items

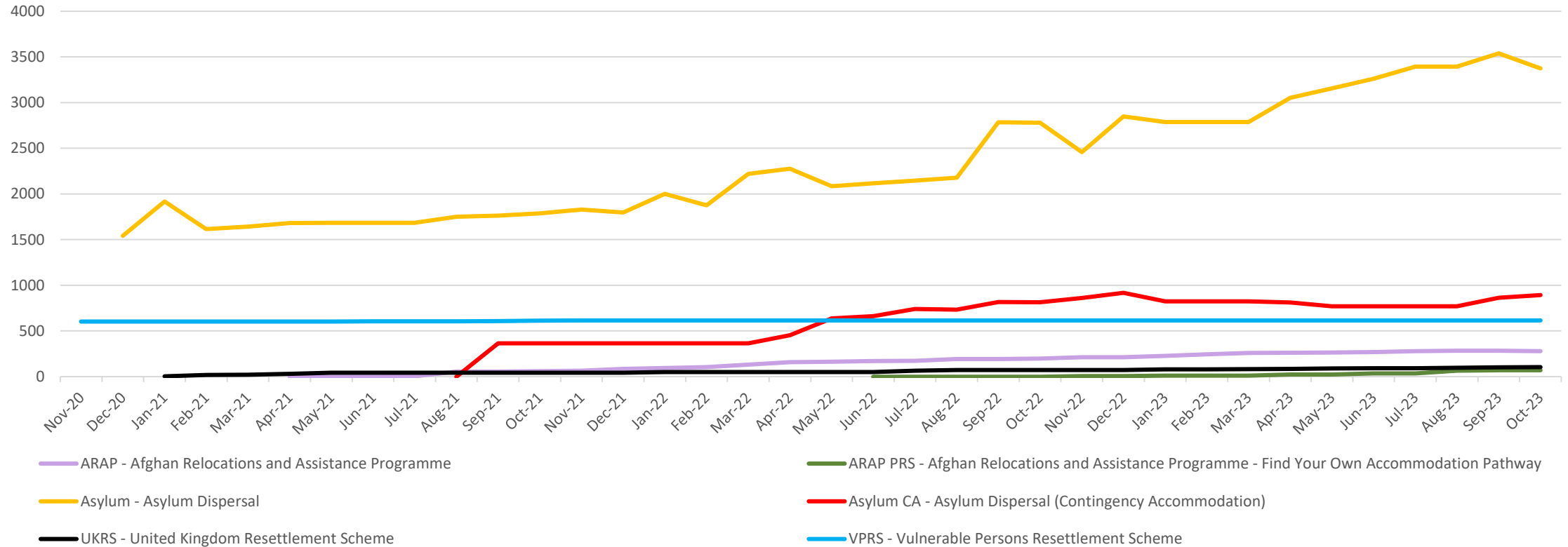
- Current Numbers
- Strategy and Database
- Asylum Cessations and Housing
- Cap Consultation – ‘Safe and Legal Routes’
- Weeton Barracks



Current Numbers

Lancashire Total Migration by Scheme

Page 155



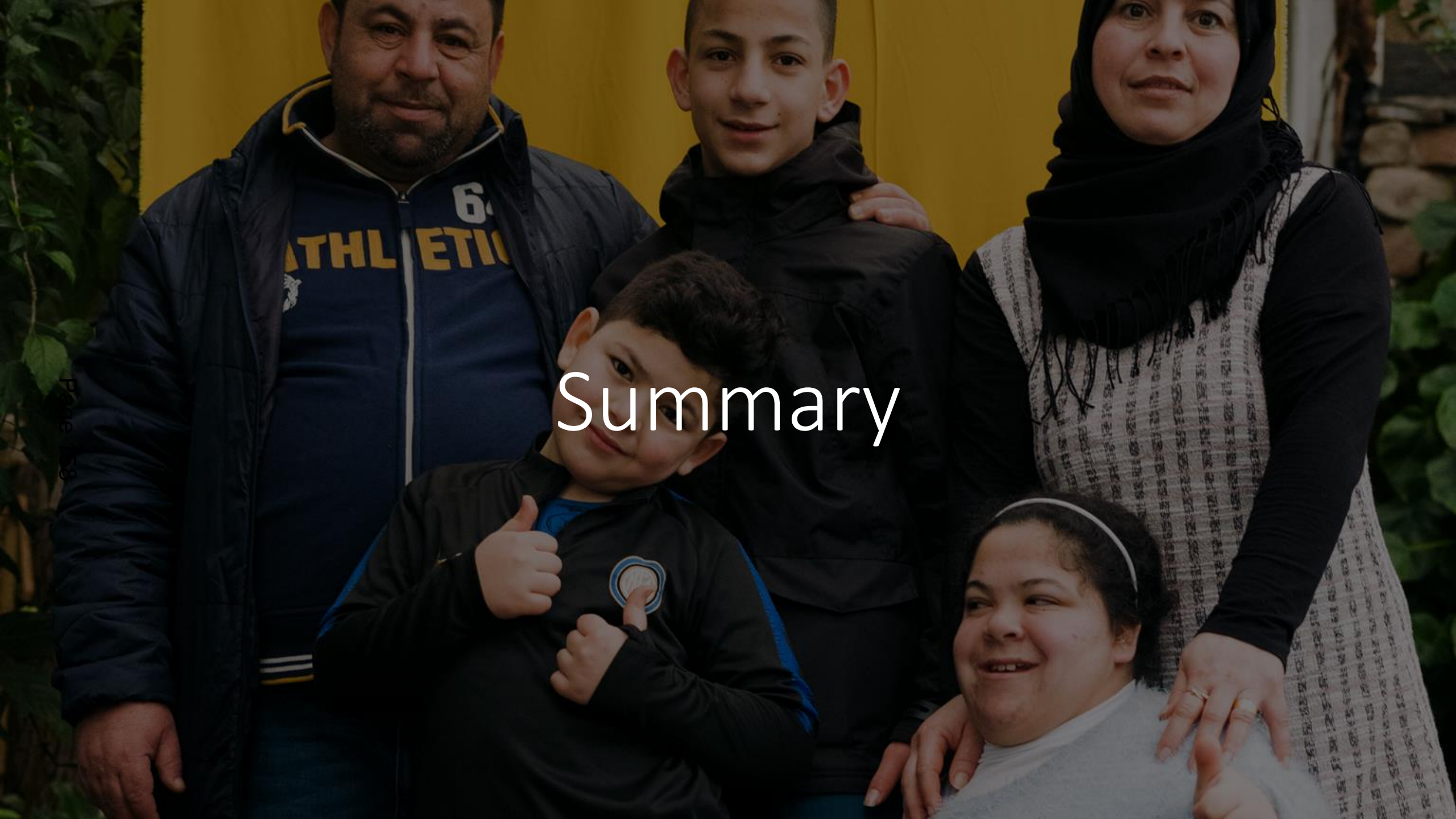


Pan-Lancashire Forced Migration Strategy 2023 - 2026

Lancashire Refugee Integration Team, May 2023

- Summary
- Our Partnership Vision
- Our Purpose
- Our Priorities
- How will the Forced Migration strategy deliver meaningful integration in Lancashire?
- What will success look like?





Summary

Summary

2021 Census data tells us that just under 3% (37,277) of Lancashire's current population are resettlers, meaning they have come to Lancashire as either a refugee or asylum seeker.

In addition to this number, we currently have over 6,000 resettlers requiring active support through a government forced migration scheme. This is an increase of 200% since May 2021 and data forecasting suggests that this number will continue to grow over the next few years.

Refugee Integration is currently coordinated by Lancashire County Council on behalf of the 12 district councils and two unitary authorities. All 15 councils work in close partnership to deliver 10 active migration schemes.

In order to achieve the vision of Lancashire 2050 and to ensure that Lancashire remains the best place to live, work, visit and prosper, it is important that the whole county adopt a meaningful integration strategy.



Our Partnership Vision

Our Partnership Vision

Lancashire is a geographically and socially diverse county. When we talk about integration, we must focus on the unique characteristics and opportunities of each local authority area, as well as the type of resettlement scheme we are delivering. There is no 'one-size-fits-all' approach to integration.

Our strategy aims to ensure that both the resettler and the local community thrive economically and socially as a direct result of Lancashire's participation in resettlement schemes.



A young man and woman are shown in profile, looking at each other in a field of tall grass. The man is on the left, wearing a light blue t-shirt. The woman is on the right, wearing a teal button-down top. In the background, a Ukrainian flag (blue and yellow) is visible. The text "Our Purpose" is overlaid in the center in white.

Our Purpose

Our Purpose

Local Authorities in Lancashire have different responsibilities for each of the various forced migration routes designed by central government. Migration routes can broadly be divided in to three categories:

- Resettlement Schemes
- Asylum Dispersal
- Visa Routes

Our Forced Migration Strategy will ensure that whether councils are playing a central role in resettlement delivery, or responding to the implications of government-delivered asylum dispersal, we will have a robust and proactive approach to enabling the managed integration of new arrivals into Lancashire.





Our Priorities

Our Priorities

To best represent the needs of Lancashire to the Home Office and other central government departments in conversations around migration dispersal, our strategy is comprised of the following five key priorities:

- Ensure the service impact of Forced Migration in Lancashire is measured and monitored
- Undertake migration forecasting to enable informed and data-driven future service planning
- Connect the various migration route funding streams to benefit all
- Harness the benefits of migration to Lancashire
- Deliver high quality integration (not just numbers) and high-level provision for our service users



A young boy with short hair, wearing a grey and tan jacket, is smiling. He is standing next to a large, wrapped Christmas gift. The gift is wrapped in red paper with a pattern of reindeer, stars, and trees. The background shows a window with green foliage outside.

How will the Forced Migration strategy deliver meaningful integration in Lancashire?

How will the Forced Migration strategy deliver meaningful integration in Lancashire?

Lancashire has a reputation for delivering fantastic integration experiences, with 100% of resettlers surveyed stating that they feel like they “belong” in Lancashire. We will continue to deliver on our successes and will also continue our work of engaging with and funding voluntary, community and faith sector organizations to provide grass-roots integration support.

In addition to our existing work, we will implement the following:

- I. A county-wide Resettler Database that utilizes the Home Office Indicators of Integration to enable integration analysis
- II. Data feedback loop with Districts Councils and markers across councils to identify 'interaction points' with resettlers by type
- III. Policy and process implemented across schools and social care to claim exceptional costs
- IV. New Burdens Assessment criteria monitored on a quarterly basis across Lancashire
- V. Develop Migration Forecasting and information on asylum-route refugees retention levels.
- VI. Create a uniform 'Lancashire resettlement offer' for all resettlers in Lancashire

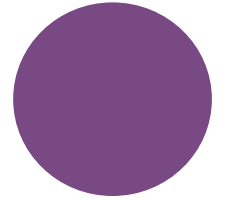




What will success look like?

What will success look like?

- Local Authorities will be fully informed about migration routes and the expectations on services
- All eligible costs will be claimed for and used to fund highly impacted services such as education, social care and housing
- Forced migration will have a demonstrably positive impact on Lancashire both socially and economically
- High quality integration: A school place for every child with the support they need – and not to the detriment of any other child.
- Lancashire services will be supported to plan more effectively for future migration trends.





Future Considerations

Asylum Cessations

- Positive Asylum Decisions increase (streamlined) – Liverpool increase in TA spend
- Shorter move on period (28 days to 7 days)
- Forecasted 80 homelessness presentations in one week – plus bed rotation
- How do we spend our money – LCC on integration infrastructure, districts on housing.



Cap Consultation – ‘Safe and Legal Routes’

- Resettlement Numbers for 2025
- Not including ARAP and Homes For Ukraine
- District and County ‘politically agreed sign off’
- Funding tariff the same
- Agreement of 3 per District to maintain integration infrastructure
- Social Care and Education sign off



Weeton Barracks

- Forecasted Move On trajectory
- Mears procurement of 5 beds without LA input
- Centralization of resettlement – lacks on-the-ground insight and funding



The Ask

- Agree to the Strategic approach. Embed within Lancashire 2050?
- Pool 5% on in-year asylum funding tariff?
- To note the consultation on the cap and confirm commitment or otherwise to the proposal of minimum of 3 families for district.



RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

Meeting date: 18th JANUARY 2024

Title: MARKET TRADER SELECTION PROCESS FOR VACANT CABINS – POINTS
BASED SYSTEM.

submitted by: MARSHAL SCOTT , CHIEF EXECUTIVE

principal author: ANDREW DENT, HEAD OF ENVIRONMENTAL HEALTH

1 PURPOSE

1.1 For committee to review and agree the new points based system used for selecting traders/businesses for market cabins (when they become vacant).

1.2 Relevance to the Council's ambitions and priorities:

- Corporate Priorities – To be a well-managed council providing efficient services based on identified customer needs.
- Corporate Priorities – To sustain a strong and prosperous Ribble Valley.

2 BACKGROUND

2.1 Historically, the Council held a 'market cabin waiting list' that contained details of traders that were seeking to rent cabins from the Council when they became vacant. When a market cabin became available, the person at the top of the list was offered it.

2.2 A pitfall with the list was that it contained predominantly existing traders. It was identified that having a waiting list containing mainly existing traders created a 'closed shop' and restricted new businesses/traders, potentially with unique products, from coming onto the market. Complaints were also being made to the Council stating that existing traders shouldn't be able to rent more cabins as it creates a monopoly situation.

2.3 Consequently, a report was presented to the Health and Housing Committee on the 23rd March 2023 requesting that the waiting list be retired; committee agreed that the cabin waiting list could be scrapped and that Council officers should manage the vacant cabins as they see fit. A points-based system for future applications was suggested by committee members.

3 TRADER SELECTION - NEW POINTS BASED SYSTEM

3.1 In October 2023, a double cabin on the market became vacant and an advert was placed on the Councils website and social media pages (Facebook, Twitter (X)) requesting that traders submit an expression of interest if they would like to rent the market cabin. In total 10 traders expressed interest in taking on the double cabin.

3.2 With a healthy number of applicants, it was determined that a strategic approach must be taken selecting traders forthwith, therefore, a points-based system was designed. The points-based system takes into account:

- **Is the trader/business a like for like replacement of the trader that has just vacated the cabin.**

At the last committee meeting, there was a shared consensus between officers and members that ideally a like for like replacement of the previous trader of the cabin would be preferred i.e. a butcher for a butcher, a grocer for a grocer etc. Therefore, it has been determined highly weighted points will be awarded where this occurs.

- **The uniqueness of the product/service.**

Where a like for like replacement cannot be found, the product or service offered will be assessed against all other products and services on the market to look at uniqueness. A highly weighted score will be awarded where a product/service is completely unique, and a lower score awarded where a product/service is not unique.

- **The locality of the trader/business.**

It has been determined that higher points should be awarded to applicants living within the locality and lower points awarded to applicants living outside the borough.

- **As to whether infrastructure is essential to the business operation.**

Some points will be awarded where essential infrastructure is required. For example, hot food sales will require ovens, refrigerators, work units to be installed within cabins to successfully operate. Some businesses will not require such infrastructure and hypothetically these could trade from a market stall.

- **Employment of local residents.**

Some traders on the market employ people from within the community, which is seen as a strong positive. Where employment opportunities are to be offered to locals by the trader/business, points will be awarded.

- **Has the trader/business operated on the market for over 1 year.**

Where a trader of a stall/pitch applies for a cabin, points will be awarded where they have already been trading on the market for over 1 year.

3.3 The points-based system was used in selecting a trader for the vacant market cabin and was successful.

3.4 An example of the proforma is attached to **appendix 1**.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

5.1 Approves the points-based system used for selecting traders for market cabins.

ANDREW DENT
HEAD OF ENVIRONMENTAL HEALTH

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Andrew Dent, extension 4466

Appendix 1

Market Trader Grading Criteria for Market Cabin Selection

1. Is the trader a like for like replacement of the existing cabin holder i.e. butcher for a butcher

Criteria	Yes	No
Grade	50	0

Score:

Comment:

2. If the answer to question 1 is NO. Is the product/service offered unique to the market.

Criteria	Completely unique	Quite unique	Borderline unique	Not really unique	Not unique
Grade	50	20	10	4	1

Score:

Comment:

3. Is the trader/business local to the area?

Criteria	Lives within RV	Lives within 10 miles of RV	Lives within 20 miles of RV	Lives within 30 miles of RV	Lives 30+ miles outside
Grade	10	4	3	2	1

Score:

Comment:

4. Is fitted infrastructure essential to the operation of the business, i.e. fixed cooking appliances, work benches etc.

Criteria	Yes	No
Grade	5	0

Score:

Comment:

5. Does the business offer employment opportunities to local residents?

Criteria	Yes	No
Grade	5	0

Score:

Comment:

6. Has the applicant traded on the market as a regular stall holder for over 1 year?

Criteria	Yes	No
Grade	5	0

Score:

Comment:

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 18th JANUARY 2023
 title: FOOD SAMPLING POLICY
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: ANDREW DENT, HEAD OF ENVIRONMENTAL HEALTH

1 PURPOSE

- 1.1 For committee to review and agree the new ‘Ribble Valley Borough Council - Food Sampling Policy’.
- 1.2 Relevance to the Council’s ambitions and priorities:
 - Community Objectives – To make people’s lives safer and healthier.
 - Corporate Priorities – To be a well-managed council providing efficient services based on identified customer needs.

2 BACKGROUND

- 2.1 Ribble Valley Borough Council is required to prepare and publish a food sampling policy and make it available to businesses and consumers in accordance with the Food Standards Agency (FSA) Food Law Code of Practice and Food Law Practice Guidance. The standard laid down in the FSA Framework Agreement on Official Feed and Food Controls must also be met.
- 2.2 Food sampling and subsequent analysis/examination performs an essential function, providing intelligence and evidence on the safety and authenticity of food on the UK market. By providing this information it forms a key part of official controls enabling appropriate action to be taken to protect the consumer.
- 2.3 Local Authorities have a duty to ensure food meets legally prescribed standards and sampling is a means of monitoring compliance. Ribble Valley Borough Council is required to prepare a sampling program using a targeted and risk-based approach that details the authority’s intended food sampling priorities.
- 2.4 The Food Safety and Hygiene (England) Regulations 2013 and the Food Safety Act 1990 allow samples to be procured either by ‘purchasing’ or ‘taking’. Due regard will be given to the requirements of the Food Law Code of Practice and Practice Guidance when the purchasing of samples is being considered.
- 2.5 Samples for examination are sent by courier to the **UK Health Security Agency (UKHSA), Food, Water and Environmental Laboratory York, Block 10, York Biotech Campus, Sandhutton, York, YO41 1LZ.**
- 2.6 Ribble Valley borough Council has been allocated credits by UKHSA for food sampling.

3 POLICY CONTENT

- 3.1 The policy produced contains details on the purpose of food sampling i.e. routine sampling to monitor the safety of food manufactured within the Ribble Valley.
- 3.2 The policy also details the follow-up actions to be taken by officers further to receiving sampling results i.e. within 10 working days of receiving a borderline result, the officer will notify the food business operator (FBO) / manager of the food business of the results and interpretation in writing. Advice on improvements will be given.
- 3.3 A copy of the 'Ribble Valley Borough Council, Food Sampling Policy' is shown in **Appendix 1**.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
 - Resources – None.
 - Technical, Environmental and Legal – None.
 - Political – None.
 - Reputation – Food sampling will enhance the Council's reputation and assist with proving that food products manufactured and sold within the borough are safe to consume.
 - Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the Ribble Valley Borough Council Food Sampling Policy.

ANDREW DENT
HEAD OF ENVIRONMENTAL HEALTH

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Andrew Dent, extension 4466

Appendix 1



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Food Sampling Policy

CONTENTS

Contents.....	2
Policy administration	3
Policy ownership	3
Version control and review date	3
Equality implications	3
Introduction	4
General approach	4
The purpose of food sampling.....	5
Sampling procedure.....	7
Follow up Action.....	7
Review.....	8

Policy administration

Policy ownership

For any queries about this policy, please contact the plan owner.

Department	Environmental Health		
Owner	Mr Andrew Dent	andrew.dent@ribblevalley.gov.uk	01200 414466
Committee	Health and Housing		

This policy is maintained and published on behalf of Ribble Valley Borough Council. A copy of this policy will be published on the Council Intranet and will be reviewed and updated as stated below.

Version control and review date

Version	Date	Reason for Publication	Approved by Committee / Date	Review Date
V1.0	09/01/2024	New Policy as required by FSA.	Health and Housing Committee / XXX	09/01/2025

This policy will be reviewed, as a minimum, on an annual basis. However, consideration should be given to reviewing the policy should there be any changes in legislation or guidance. The policy/procedure owner will ensure the document is reviewed as stated.

Equality implications

	Action	Yes / No
	An Equality Impact Assessment (EIA) has been completed	No
EIA Hyperlink		

Supporting documents or legislation relating to this policy

Please include any supporting documents / legislation
1. Food Standards Agency (FSA) Food Law Code of Practice and Food Law Practice Guidance.
2. The Food Safety and Hygiene (England) Regulations 2013
3. The Food Safety Act 1990

1. Introduction

- 1.1 Ribble Valley Borough Council is required to prepare and publish a food sampling policy and make it available to businesses and consumers in accordance with the Food Standards Agency (FSA) Food Law Code of Practice and Food Law Practice Guidance. The standard laid down in the FSA Framework Agreement on Official Feed and Food Controls must also be met.
- 1.2 This policy sets out this authority's approach to food sampling.

2. General Approach

- 2.1 Food sampling and subsequent analysis/examination performs an essential function, providing intelligence and evidence on the safety and authenticity of food on the UK market. By providing this information it forms a key part of official controls enabling appropriate action to be taken to protect the consumer.
- 2.2 Local Authorities have a duty to ensure food meets legally prescribed standards and sampling is a means of monitoring compliance. Ribble Valley Borough Council is required to prepare a sampling programme using a targeted and risk-based approach that details the authority's intended food sampling priorities.
- 2.3 The Food Safety and Hygiene (England) Regulations 2013 and the Food Safety Act 1990 allow samples to be procured either by 'purchasing' or 'taking'. Due regard will be given to the requirements of the Food Law Code of Practice and Practice Guidance when the purchasing of samples is being considered.
- 2.4 Samples for examination are sent by courier to the **UK Health Security Agency, Food, Water and Environmental Laboratory York, Block 10, York Biotech Campus, Sandhutton, York, YO41 1LZ.**
- 2.5 Ribble Valley borough Council has been allocated credits by UKHSA for food sampling.

3. The Purpose of Food Sampling

3.1 Routine Sampling

3.2 Routine sampling may take place to monitor the safety of foods manufactured, distributed or retailed within the borough of Ribble Valley.

3.3 All routine samples may be purchased anonymously or taken with the consent of the owners of the food by an authorised Officer. These food samples will be analysed or examined by the appointed Public Analyst or Food Examiner respectively.

3.4 Informal sampling

3.5 The majority of samples taken for microbiological purposes will be informal, and form part of the monitoring/surveillance programme. Samples of food that are the subject of a consumer complaint and are brought to the department are also classed as informal, as are food samples submitted for expert opinion, pest identification, and those taken as evidence in their own right e.g. use by dates.

3.6 Formal samples

3.7 Formal samples will be purchased or taken in accordance with the FSA's Code of Practice and Practice Guidance, by suitably trained, qualified and experienced authorised Officers. They will be examined or analysed by the appointed Food Examiner or Public Analyst. Formal samples will be taken where enforcement action may result if an adverse report is received following examination or analysis.

3.8 Process monitoring

3.9 Samples may be taken from manufacturers of foods, during the manufacturing process, for the purpose of ensuring the safety of the end product and for assessing the effectiveness of the critical controls in the process.

3.10 Primary Authority

3.11 In support of the Government's Primary Authority scheme, Ribble Valley Borough Council will notify the Primary Authority and if required the home or originating authority of any adverse results following sampling carried out.

3.12 Routine inspections

3.13 Sampling may form part of a routine inspection of a food business. It may take place if, during the inspection, the authorised Officer identifies a particular problem that needs further investigation or for obtaining evidence to support an investigation. It may also take place during an inspection for process monitoring purposes.

3.14 Food related complaints

3.15 On receipt of a food product complaint, the food product may be submitted for analysis, examination, or for expert identification, if this is deemed necessary for the suitable investigation of the complaint.

3.16 Food borne disease investigations

3.17 Where a particular premises or food produced within the Ribble Valley borough area is implicated in a case or cases of food borne disease, food samples may be taken and submitted for examination for the purposes of identifying any likely source of infection and controlling any risk to public health. These samples are likely to be taken formally. In the event of an outbreak of food-borne disease, relevant samples will be identified in consultation with the UK Health Security Agency (UKHSA).

3.18 Special investigations

3.19 Food samples may be taken and submitted as part of a special investigation, e.g. in response to a food hazard warning, or to other intelligence received about potential food safety issues. This may form part of a 'food incident' involving liaison with the FSA.

3.20 Co-ordinated Sampling Programmes

3.21 Ribble Valley Borough Council recognises the merit in participation in co-ordinated sampling programmes which will enable effective use of the Council's resources. The Council therefore may participate as appropriate in national, regional and locally co-ordinated programmes. This will collaboration with other local authorities in Lancashire via the 'Food Safety Liaison Group'.

4. Sampling Procedure

- 4.1** Food samples are taken in accordance with the Food Law Code of Practice, Practice Guidance, and any other relevant legislation, guidance or protocols.

5. Follow up action

- 5.1** When the results of a laboratory examination of the sample(s) are received, Officers will decide the appropriate follow-up action with due regard to any expert advice from the Food Examiner or Public Analyst. Regard will also be had to the Council's food safety enforcement policy. Where appropriate, liaison with the Primary/Home/Originating Authority will be undertaken.

5.2 Result categories and the Councils response

5.3 Satisfactory Results

- 5.4** Within 10 working days of receiving a satisfactory result, the Officer will notify the food business operator (FBO) of the result and interpretation in writing, unless the sample had been taken unannounced when no notification will be sent.

5.5 Borderline Results

- 5.6** This category indicates the sample was at the level of borderline acceptable quality. Within 10 working days of receiving a borderline result, the Officer will notify the FBO / manager of the food business of the results and interpretation in writing. Advice on improvements will be given.

5.7 Unsatisfactory Results

- 5.8** This category indicates that the food sample did not meet the acceptable standards. At the earliest opportunity and no later than 10 working days following receipt of the results, the Officer will notify the FBO / manager of the food business of the results and interpretation in writing unless resampling is to be undertaken. In this instance, the results will be discussed as below. Advice on improvements will be given.

- 5.9** Resampling may be considered where:

- The premises sampled from has a poor record of compliance.
- In the view of the Food Examiner, the result obtained raises concerns about hygienic practices followed.

- Other similar batches within the same consignment need investigation to gain statistical information about the rest of the consignment.
- There is a serious risk to public health.

5.10 Where resampling is to be undertaken the business will be visited by an Officer and the FBO/manager informed of the result and possible causes(s), means of improvement and also that a resample will be taken. Should a satisfactory or borderline result be obtained on resampling the FBO/manager will be notified as above.

5.11 Should a further unsatisfactory result be obtained, an assessment will be made to determine further action which may result in formal action. In those cases where an arrangement exists for Primary, Home and Originating Authority referrals, the appropriate authorities will be notified.

5.12 All non-compliances will be dealt with proportionately, consistently and in accordance with our enforcement policy and the Food Law Code of Practice.

6. Review

6.1 This policy will be reviewed on an annual basis and updated accordingly as required to reflect local and national priorities.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: THURSDAY 18 JANUARY 2024
title: MEMBERSHIP OF WORKING GROUPS
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: REBECCA HODGSON – DEMOCRATIC SERVICES AND CIVIC OFFICER

1 PURPOSE

1.1 For Committee to consider the membership of the Working Groups under the remit of this Committee for the remainder of the municipal year 2023/2024.

1.2 Relevance to the Council's objectives and priorities –

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 Committee approved the appointment of Members to the Strategic Housing Working Group and the Health and Wellbeing Partnership Working Group for 2023/24 on 8 June 2023.

2.2 Based on the then political balance the allocations consisted of two Conservatives, one Liberal Democrat, one Labour and one Independent Group Councillor, with the memberships as follows:

- Strategic Housing Working Group - Councillors S Hirst, S Atkinson, M Robinson, R Ray and J Atherton
- Health & Wellbeing Partnership – Councillors S Hirst, R Elms, M Robinson, R Ray and I Brown

3 ISSUES

3.1 Following political group changes, the revised membership of the Health and Housing Committee based on the new political balance was confirmed at the meeting of the Full Council 12 December 2023 as follows:

CONSERVATIVE (6)	LIBERAL DEMOCRAT (2)	LABOUR (3)	PROGRESSIVE LIBERAL GROUP (1)	INDEPENDENT GROUP (2)	GREEN (0)	INDEPENDENT (1)
Jan Alcock	Donna O'Rourke	Rachael Ray	Ryan Corney	John Atherton		Ian Brown
Stephen Atkinson	Mary Robinson	Aaron Wilkins-Odudu		Lee Street		
Tony Austin (VC)		Nick Stubbs				
Steve Farmer						
Stuart Hirst (C)						
Charles McFall						

3.2 The Strategic Housing Working group has not been affected and the membership therefore remains unchanged.

3.3 The Health and Wellbeing Partnership Working Group requires a replacement Member as Councillor R Elms is no longer a member of Health and Housing Committee.

4 RISK ASSESSMENT

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

- Resources – the costs associated with working groups are included in the budget for 2023/24.
- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

RECOMMENDED THAT COMMITTEE:

5.1 Note that the membership of the Strategic Housing Working Group remains unchanged as follows:

Strategic Housing Working Group - Councillors S Hirst, S Atkinson, M Robinson, R Ray and J Atherton

5.2 Appoint a replacement Member to the Health and Wellbeing Partnership Working Group.

REBECCA HODGSON
ADMINISTRATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Agenda and Minutes of Health & Housing Committee 8 June 2023
- 2 Agenda and Minutes of Full Council 12 December 2023

For further information please contact Rebecca Hodgson at rebecca.hodgson@ribblevalley.gov.uk.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Meeting date: THURSDAY, 18th JANUARY 2024
Title: HOMELESSNESS AND REFUGEE UPDATE
Submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
Principal author: RACHAEL STOTT

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 3 (1^s Oct – 31st Dec 2023)

2.1 Number of homeless applications taken in Quarter 2 = 20 applications.

2.2 Number of positive prevention outcomes in Quarter 1 = 7 applicants were prevented from becoming homeless.

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

- Total of 8 households including 7 children in temporary accommodation provided by RVBC.
- Total 1 single persons in B & B accommodation.

2.4 Of the households currently in temporary accommodation the longest length of stay – 13 months. This involved a family of 4. The family have moved into social rented housing.

2.5 Housing Needs Service currently have 81 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 - 85

Total number currently still living with hosts - 42

Total number relocated into their own accommodation – 43

2.8 **AFGHAN RESETTLEMENT SCHEME**

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

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: THURSDAY, 18 JANUARY 2024
title: 2021/2022 AND 2022/2023 YEAR-END PERFORMANCE INFORMATION
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: JAQUI HOULKER – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 To inform committee about year-end reports for 2021/2022 and 2022/2023 that detail performance against our local performance indicators.
- 1.2 Performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The attachment to this report provides an overview of the Council's performance up to 31 March 2023. Committee members will be aware that the Council responded to the emergencies of the Coronavirus pandemic since early March 2020. Covid rules in England ended at the end of February 2022 as part of Government's "Living with Covid" strategy. This now gives an opportunity to learn from both pre-Covid and during Covid service delivery, and to focus on the recovery from the pandemic.
- 2.4 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee for 2021/2022 and 2022/2023. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2021/2022 data and 2022/2023 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous year 2020/2021 for comparison purposes (where available) and the trend in performance is shown between 2021/2022 data and 2022/2023 data.
 - Targets for service performance for the year 2022/2023 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Where available targets have also been provided for all three years.
- 2.5 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.

- 2.6 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.7 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 2.8 A new Corporate Plan 2023-2027 is presently in development; a revised suite of Corporate KPIs will be established following feedback from the Corporate Plan Working Group and Council officers considering statutory requirements and corporate priorities.
- 2.9 For the past few years the Council has utilised and reported data for 130 KPIs, however this will be reduced to a smaller, and more focussed number. It is important that the Corporate KPI Scorecard is concise and provides assurance against Corporate Plan progress, some KPIs will have cross cutting themes across the diverse range of services and priorities the Council provides. Quarterly reporting for the new suite of KPIs will commence from April 2024 for 2024/2025 with an annual report at year-end. The Corporate Plan and suite of KPIs will also be reviewed on an annual basis
- 2.10 We measure our performance by examining these KPIs. Where available KPI data will be reported in a Quarterly Performance Report and scrutinised by a network of people including Corporate Management Team (CMT) and relevant Committees. Council services also have their own specific plans which look at performance in more detail and include a number of KPIs pertinent to that service.

3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

- 3.2 Analysis shows that of the 23 Health and Housing key performance indicators (KPIs) they can be compared to target as follows:
- 30.5% (7) of the KPIs met target (green) and or are on track.
 - 17% (4) of the KPIs close to target (amber) where delivery is on track and is currently being managed.
 - 13% (3) of the KPIs missed target (red) where performance is or is likely to be off track.
 - 9% (2) of the KPIs provide data only.
 - 30.5% (7) of the KPIs are either awaiting data, data is unavailable, or a target has not been set.

Of the 23 Health and Housing KPIs reported to committee, 10 relate to Regeneration and Housing, and 13 to Environmental Health.

- 3.3 Of the 23 KPIs where performance trend can be compared over the year:

- 39% (9) of the KPIs have improved
- 13% (3) of the KPIs stayed the same or there is no change
- 17% (4) of the KPIs have worsened
- 31% (7) of the KPIs cannot be compared to the previous year

- 3.4 In respect of KPIs for Health and Housing, the following information regarding performance and targets has been provided:

Regeneration and Housing 10 KPIs

- **PI HR1 (BV64) Number of private sector vacant dwellings that are returned into occupation or demolished** – Data is unavailable for this KPI, and it is presently under review. Reduced funding to local authorities and partners, and market conditions is impacting on investment by owners.

- **PI RH2 Homeless: Number of applications for assistance and PI RH3 Homeless: Number of applications accepted** – Targets have not been set for either of these KPIs as they record data only. However, for both KPIs data has been consistent or showing a slight increase in the .
- **PI RH5 (BV183b) Length of stay in temporary accommodation (Hostel)** – The target was change to 49 days (7 weeks) for 2021/22 and 2022/23 from 105 days (15 weeks) in 2020/21. As a result performance is off track in 2021/22 (56.7 days /8.10 weeks) and 2022/23 (73.8 days / 10.5 weeks). Performance for 2022/23 has been RAG rated red as the target has been missed. However, the number of days in temporary hostel accommodation in 2022/23 is still less that the original 2020/21 target.
- **PI RH6 (BV213) Preventing Homelessness - number of households where homelessness prevented** - Data is unavailable and has not been reported between 2016/17 to 2021/22. Previous targets have not been reflective of outcomes due to increasing presentations, therefore a target was not set for 2022/23. However, the data for 2022/23 shows that 11 households have had a positive homelessness prevention outcome.
- **PI RH7 (NI 155) Number of affordable homes delivered (gross)** – 146 (gross) affordable homes were delivered in year, improving on the target of 90 affordable homes delivered.
- **PI RH8 (NI 156) Number of households living in temporary accommodation** – 14 households were living in temporary accommodation during 2022/23, a decrease of 2 households (16 in total) during 2021/22. The target of 5 households has not been revised since 2014/15.
- **PI RH10 (BV106) % New homes built on previously developed land** – Data is presently unavailable for this KPI.
- **PI RH11 Number of new homes granted planning permission** – Data is presently unavailable for this KPI.
- **PI RH12 Number of new homes constructed** – Data is presently unavailable for this KPI.

Environmental Health 13 KPIs

- **PI EH1 The percentage of food premises' inspections that should have been carried out that were carried out** – Data is presently unavailable this is due to Food Standard Agency (FSA) instructions due to Covid inspections not carried out. The three year recovery programme ceased in April 2023. Reporting is now required every six months as per the current FSA reporting programme.
- **PI EH3 The percentage of food complaints responded to within 2 days** – The target of 90% has been met for this KPI. 94% of food complaints were responded to within 2 days.
- **PI EH4 The percentage of health and safety complaints responded to within 2 days** - The target of 90% has been met for this KPI. 92% of food complaints were responded to within 2 days.
- **PI EH5 The percentage of abandoned vehicles responded to within 2 days** – 88% of abandoned vehicles were responded to during the year, this is close to the 90% target, delivery is therefore on track and is currently being managed.
- **PI EH6 The percentage of air pollution complaints responded to within 2 days** - 77% of air pollution complaints were responded to during the year, this is just short of the 90% target, delivery is therefore on track and is currently being managed.
- **PI EH7 The percentage of noise complaints responded to within 2 days** - 80% of noise complaints were responded to during the year, this is close to the 90% target, delivery is therefore on track and is currently being managed.

- **PI EH8 The percentage of pest control complaints responded to within 2 days** – 95% of pest control complaints were responded to in year this has met and exceeded the 90% target.
- **PI EH9 The percentage of requests for dog warden services responded to within 2 days** – 78% of requests for dog warden services have been responded to in 2022/23. This is close to the 90% target where delivery is currently being managed.
- **PI EH10 The percentage of infectious diseases reported that were responded to immediately** – 100% of infectious diseases reported were responded to immediately, target has therefore been met.
- **PI EH15 Number of high profile dog fouling patrols undertaken** - High profile dog fouling patrols form part of the daily patrol, individual instances are therefore not recorded. However, more than 200 high profile dog patrols are carried out annually.
- **PI EH16 Number of 'Out of Hours' surveillance patrols undertaken** – 80 'Out of Hours' surveillance patrols were undertaken in year, exceeding the target of 20. 'Out of hours' includes 6am starts and 7pm finishes.
- **PI EH17 Number of school presentation runs in order to raise awareness of dog fouling – Since Covid restrictions were lifted only one school visit has been arranged to raise** Environmental Health awareness that included dog fouling. Further awareness has been promoted via media campaigns and consultation via survey on the Public Spaces Protection Order 2020 (PSPO) - Dog Control and Dog Fouling. It was agreed that the PSPO should be extended for a further period of 3 years to October 2026.
- **PI EH18 (NI 184) % of Food establishments in the area which are broadly compliant with food hygiene law** – Data for 2021/22 and 2022/23 is not available. As per FSA instructions during the Covid pandemic inspections were not carried out, a 3 year recovery programme ceased in April 2023. New official control delivery models for food hygiene and food standards control and a new approach to collection of data on delivery of official food and feed controls are being developed.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – There are no resource implications as a result of this report. Resource implications of any actions referred to within this report, will be reported to the appropriate Committee.
- Technical, Environmental and Legal – None identified.
- Political – None identified
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - For all Ribble Valley Borough Council Policies and Strategies and in line with the Council's approach to equalities, an Equality Impact Assessment (EIA) would identify the potential impact of the organisation's policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics. After consideration an EIA is not required for this report.

5 CONCLUSION

- ##### 5.1 For committee to note the 2021/2022 and 2022/2023 performance information provided relating to this committee.









Jaqui Houlker
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Marshal Scott
CHIEF EXECUTIVE

BACKGROUND PAPERS:



REF: JH/ 24-01-18 Health & Housing Committee YE Performance Information v1
For further information please ask for Jaqui Houlker, extension 4421

Ribble Valley Borough Council Year-end monitoring report for 2020/21, 2021/22 & 2022/23

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

Page 260

Health & Housing Committee (Regeneration and Housing 10 KPIs)









PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI RH1 (BV64)	Number of private sector vacant dwellings that are returned into occupation or demolished	0	4	1	4	Data not available	4			KPI under review due to reducing funding to councils and partners. Market conditions is having an impact on investment by owners.	To return private sector vacant dwellings into occupation or for demolition to meet the housing needs of all sections of the Community









PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI RH2	Homeless: Number of applications for assistance	78	Data only	86	Data only	83	Data only			This is a data only KPI, a target has not been set	To monitor the number of homeless applications for assistance
PI RH3	Homeless: Number of applications accepted	3	Data only	Data unavailable	Data only	6	Data only			This is a data only KPI, a target has not been set	To monitor the number of homeless applications accepted
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	66.04 days	105 days (15.00 weeks)	56.7 days (8.10 weeks)	49 days (7 weeks)	73.8 Days (10.5 weeks)	49 days (7 weeks)			The change in target reflects the availability of move on accommodation	To monitor the Length of stay in days in temporary hostel accommodation
Page 201 PI RH6 (BV213b)	Preventing Homelessness - number of households where homelessness prevented	See note	See note	See note	See note	11 households with a positive prevention outcome	See note			Date is unavailable and has not been reported between 2016/17 to 2021/22. Previous targets have not been reflective of outcomes due to increasing presentations. The 2022/23 data is the number of households with a positive prevention outcome.	To monitor the number of households prevented from becoming homeless
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	111	90	163	90	146	90				To provide additional affordable homes throughout Ribble Valley
PI RH8 (NI 156)	Number of households living in temporary accommodation	8	5	16	5	14	5			Target: 5 since 2014/15	To monitor and help prevent households from having to





PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
											live in temporary accommodation
PI RH10 (BV106)	% New homes built on previously developed land	13.00%	22.00%	8.00%	Data only	See note	Data only	?	?	Date unavailable	To enhance the built environment and meet housing needs across the borough
PI RH11	Number of new homes granted planning permission	81	Data only	139	Data only	See note	Data only	?	?	Date unavailable	To meet the housing needs of all sections of the Community
Page 202 PI RH12	Number of new homes constructed	453 (419 new build completions & 34 conversions & change of use)	Data only	499 (480 new build completions & 19 conversions & change of use)	Data only	See note	Data only	?	?	Date unavailable	To meet the housing needs of all sections of the Community

Health & Housing Committee (Environmental Health 13 KPIs)

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	0%	100%	See Note	100%	See Note	100%	?	?	As per FSA instructions due to Covid inspections not carried out - 3 year	To improve the health & wellbeing of people

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
										recovery programme ceased in April 2023. Report every six months as per current FSA reporting programme.	living and working in our area
PI EH3	The percentage of food complaints responded to within 2 days	93%	90%	93%	90%	94%	90%				To investigate and respond to food complaints made to the Council
PI EH4	The percentage of health and safety complaints responded to within 2 days	38%	90%	94.33%	90%	92%	90%				To investigate and respond to health and Safety complaints made to the Council
PI EH5	The percentage of abandoned vehicles responded to within 2 days	86%	90%	71%	90%	88%	90%				To investigate and establish if a vehicle is genuinely abandoned and determine ownership. If confirmed as abandoned, it will be removed from the highway.
PI EH6	The percentage of air pollution complaints responded to within 2 days	77%	90%	64.33%	90%	77%	90%				To investigate and follow up any air pollution complaints under the Environmental Protection Act 1990.

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI EH7	The percentage of noise complaints responded to within 2 days	94%	90%	87.33%	90%	80%	90%				To investigate and follow up any noise complaints under the Environmental Protection Act 1990.
PI EH8	The percentage of pest control complaints responded to within 2 days	60%	90%	70%	90%	95%	90%				To investigate and follow up any pest control complaints made within the borough.
PI EH9	The percentage of requests for dog warden services responded to within 2 days	77%	90%	84%	90%	78%	90%				To provide a high quality dog warden service reducing the incidents of nuisance dogs and dog fouling
PI EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%	100%	100%	100%	100%				To respond to reported infectious diseases immediately to maintain and improve the health & wellbeing of people living and working in the borough
PI EH15	Number of high profile dog fouling patrols undertaken	200	200	200	200	200	200			This forms part of the daily patrol, data is therefore not recorded. However, more than 200 high profile dog patrols are carried out annually.	To provide a high quality environment, keeping land clear and reducing the incidents of dog fouling
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	0	20	0	20	80	20			'Out of hours' includes 6am starts and 7pm finishes.	To provide a high quality environmental health service

PI Code	Short Name	2020/21		2021/22		2022/23		Current Performance	Long Term Trend year on year	Comments	Objective
		Value	Target	Value	Target	Value	Target				
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	0	5	0	5	1	5			School visit to raise Environmental Health awareness this included dog fouling. Further awareness promoted via media campaigns and the extension of the PSPO - Dog Control and Dog Fouling Public Spaces Protection Order 2020 for a further period of 3 years to October 2026	To provide a high quality environmental health service to schools and to raise awareness about incidents of dog fouling
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	92%	90%	See Note	90%	See Note	90%			As per FSA instructions during the Covid pandemic inspections were not carried out, a 3 year recovery programme ceased in April 2023. New official control delivery models for food hygiene and food standards control and a new approach to collection of data on delivery of official food and feed controls are being developed	To inform residents and visitors to the area about hygiene standards at food establishments across the borough

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Minutes of Strategic Housing Working Group

Meeting Date: Wednesday, 29 November 2023, starting at 1.00 pm
Present: Councillor S Hirst (Chairman)

Councillors:

J Atherton
S Atkinson

R Ray
M Robinson

In attendance: Director of Economic Development and Planning, Head of Strategic Planning and Housing and Strategic Housing Officer

Also in attendance: Lyndsey King, Elaine Barrow, Nicola Tomlinson and Tracy Grayson from Onward Homes.

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

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 REVIEW OF RIBBLE VALLEY BOROUGH COUNCIL'S ALLOCATION POLICY

Powerpoint presentations were provided to the working group by the representatives from Onward Homes (slides contained at appendix 1) and the Housing Strategy Officer HSO (slides contained at appendix 2).

The HSO detailed the importance of the allocation policy on both a strategic and operational level.

It was noted that it is the responsibility of the Council to hold a waiting list, but Onward Homes manages the list on the Council's behalf.

The HSO outlined the current registration process under RVBC allocation policy. Currently, anyone can apply to be placed on the waiting list, regardless of whether they have a 'housing need' or not. The HSO confirmed that going forward, it was important to make sure that people's needs are correctly reflected on the list. Discussion took place as to the people who are currently on the list and it was outlined that some have aspirational goals (they want to live in a specific type of property in a specific locations), rather than needing a property. The Strategy Officer did state that if a person is deemed to have unreasonably refused a property then their application would be frozen and they wouldn't be offered another property for a set period of time.

Lyndsey (Team Leader of Onward Homes) outlined an alternative Choice Based Letting (CBL) system, which was being used in other areas in East Lancashire and is called 'B-With-Us' (see appendix 1). Under this system there are four bands of 'housing need'. In order to be allocated to a band, a person needs to demonstrate their housing need and the band they are placed in depends on their situation. If there is no housing need then they would go into band 5. People in each band are placed in date order of when their application was made. It was further clarified that if a person's circumstances

change and they change bands, then the effective date becomes the date of any band change.

People are then able to bid for available properties that meet their needs. It was clarified that this is not a monetary bid. This means that a person is only applying for a property that they want and that is suitable for them. The CBL system allows them to look on line at all the details of the property and see photos of the property and outdoor space. Therefore people are making a much more informed decision when they bid for the property.

Under RVBC's current policy, when a property becomes available, a considerable amount of time is spent going down the waiting list to find someone who it is appropriate for and who wants it. Some people have to be excluded as they are frozen and some people turn down properties. Furthermore, under the current policy, RVBC award points for what would be determined as 'no housing need', housing situations as shown below. This leads to a situation whereby households with no housing need can be relatively high on the waiting list. Lyndsey outlined the volume of applications that Onward Homes are managing for RVBC.

Councillor Atkinson felt that the policy needed to be realistic and should reflect those with actual housing needs, rather than a mere desire to move. Councillor Ray felt that most people on the list would be 'in need' but the Onward Homes team did not think this was always the case as highlighted by the number of properties refused.. It was confirmed that quite a few older people in the Borough are on the list without having any housing need and some examples were provided. Of the 99 deferred applications, 69 of these were over 65 years old.

It was noted that if RVBC removed the applications which have been determined as not meet the 'housing need' criteria, the current numbers on the waiting list would reduce by around 250. Therefore important all households on the list are consulted.

The HSO advised that she thought that a band system would help those who are 'sofa surfing', as they would be placed in a higher band. She also confirmed that higher levels of homelessness were being seen, particularly given the changes with EPC's requirements, meaning that there are less private rented properties.

The HSO advised that if the Council moved to a choice-based letting system (akin to B-With-Us) people would only be able to bid for properties that they were eligible for and it would create a more efficient system. However, it would be a huge change and a new system would need to be purchased, which would have financial implications.

Discussion took place as to whether there was an option somewhere in between what RVBC had now and the choice-based system.

The HSO outlined the proposed key changes to the allocation policy (see appendix 2) and confirmed that this would need to be taken to Health & Housing Committee for approval. Members were of the view that the choice-based option should also be put to the Committee for Members to consider.

The representatives from Onward Homes left the meeting.

4

UPDATE ON LONGRIDGE COMMUTED SUM SPEND

The HSO advised that there was a meeting scheduled the following week to go through the Heads of Terms for the legal agreement for the grant.

ASSISTED PURCHASE SCHEME

The HSO advised that the further legal information required before the scheme could be implemented, was still outstanding. It was specialist legal advice that is being sought.

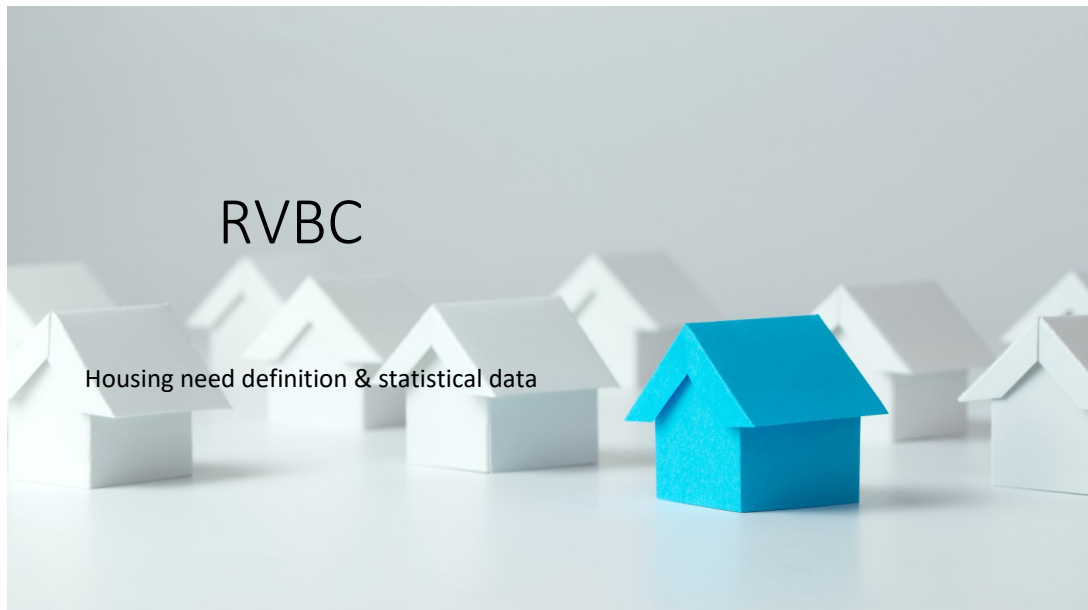
Discussion took place surrounding alternative options and Members questioned whether the Council could look at purchasing additional units/property. This would be a possibility, but decisions would have to be made as to where to purchase (bearing in mind where the s.106 monies had been received from) and who would manage the property.

It was further discussed that in relation to the Chipping contributions the Community Land Trust may be able to assist in delivering something.

At this stage, Officers would consult further with the Legal department for further advice. It may be that an alternative option could be taken to the next Health & Housing Committee for consideration.

The meeting closed at 2.32 pm

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



Housing Need as defined by CBL

B-With-Us has 4 bands of 'Housing Need'

Band one

Homelessness – full statutory duty

Urgent medical need to move – life threatening/progressive illness. Severe disability or illness preventing them from using facilities in their current home. Awaiting discharge and cannot reasonably return to their current home.

Living in unsatisfactory conditions/prohibition order

Partner Organisation demolition/regeneration

Care leavers



Band two

Duty to help prevent homelessness

Duty to help relieve homelessness

Insanitary housing and the Local Authority has served a notice

Disability – current home unsuitable to make adaptations to (OT referral)

Risk of harm – DA, hate crime, residing in a refuge or safehouse

Band three

Homelessness – no duty

Needing to move to prevent hardship – to commence employment/education. To give or receive support.

Medical need to move – a diagnosed medical condition affected by their current home / whose disability impairs them to live in their current home.

Overcrowded

Sharing facilities with non-family members

Band four

Partner organisation transfer- Under-occupied by one or more bedrooms

Current RVBC allocations policy – no 'housing need' points

Residency points

Aged over 70

Anniversary points/registration points

Current RVBC policy with 'Housing Need'.

Homelessness – full duty.

Prevent or relieve homelessness.

Overcrowding / underoccupied.

Living in a violent or dangerous situation

Harassment.

Ready to move on/leave supported accommodation/care leavers.

Victim of domestic abuse

No facilities – hot water, heating, serious disrepair.

Medical need.

Number of lettings

2023/24 - YTD

Onward – 67
Nominations - 50

2022/23

Onward – 80
Nominations – 86

2021/22

Onward – 88
Nominations – 89

2020/21

Onward – 105
Nominations - 60

2019/20

Onward – 104
Nominations – no data

2018/19

Onward – 119
Nominations – no data

Volume of applications

Current volume – 704 active applications. 99 deferred applications (803)

July 2023 – 795

July 2022 – 955

July 2021 - 964

Review of RVBC Allocation Policy

Nov 2023

Allocation Policy – strategic level



Provides evidence of need



Provides information of the need for house types and tenure



Informs RP's in the borough of the demand levels

Allocation Policy – operational level

Method of organising priority

How we allocate stock

Ability to provide nominations

Process of registration



Provide ID



Evidence eligibility



Evidence local connection



Complete application and detail your housing need

Prioritising housing need

If you are homeless or under immediate threat

Difficulties in your current home

Family circumstances

Condition of your current home

Your health is at risk by living in your current home

Proposed key changes

- Only eligible if you are in current housing need
- Local connection can be retained if you leave the borough through lack of affordable housing for 12 mths and then reviewed.
- Increase hIn points
- Change the level of rent arrears detail
- Changes to medical points
- Update eligible and non eligible applicants

REPORT FROM REPRESENTATIVE ON OUTSIDE BODIES COUNCILLOR TONY AUSTIN

HEALTH AND ADULT SERVICES SCRUTINY COMMITTEE

On 25th October 2023, I attended a Scrutiny Committee at County Hall. The main item discussed was presented by Louise Taylor, Executive Director of LCC Adult Services, along with two managers from the Lancashire & South Cumbria Integrated Care Board (ICB). They provided a detailed update on the joint working of Lancashire Place and consulted the Scrutiny Committee on the way forward. There was a lengthy discussion on how the current Lancashire Health & Wellbeing Board might integrate effectively with the ICB. Borough members of the Scrutiny Committee strongly requested that all twelve lower-tier LAs should be fully represented within any governance structure. Suggestions were also made that it would be right to include some representation from the voluntary health sector.

The second item at that meeting was to review the Housing with Care & Support Strategy 2018-2025. Kashif Ahmed, the relevant LCC director, reported that the supported housing growth was not proceeding fast enough to reach the 2025 Extra Care Provision target of 1000 units across the County. Planning delays were cited as one possible cause. Suggestions were made regarding more intensive use of the existing assisted housing stock. The Health Scrutiny Steering Group reported on their most recent meeting, which had dealt with matters including the adequacy of NHS and adult social care winter planning, child public health, the NHS Health Check Programme and the ICB's Stroke Service ; following my own study of the published proposals for a new mental health unit at Whittingham, I asked that the Steering Group should question the cost-effectiveness of the proposed bed provision in what otherwise appeared to be an excellent design

On 4th December, I attended a further Scrutiny Committee. Kevin Lavery, the Chief Executive of the ICB gave an upbeat presentation on the creation of the ICB. It had only been recently created on 1/7/22 to replace 8 constituent Clinical Commissioning Groups and had been given a planned deficit budget of £80,000,000 by the NHS. Mr. Lavery explained how he has already made savings through streamlining the administration and financial systems. He has also achieved some hospital waiting time reductions. The strategic aims of the ICB naturally include improving outcomes in healthcare and improving productivity, but also tackling local inequalities in provision across the area and supporting economic and social community development. Service reconfigurations are planned in a number of departments including vascular, head and neck, urology, cardiac, haematology, and gastroenterology. The Committee were pleased to hear of the ICB's latest role in NHS dentistry and suggested a future presentation on the challenges.

The Health Scrutiny Steering Group had met again. It had discussions on the use of agency staff and emphasised the need for more in-house training. The number of stroke units in Lancashire was reviewed, as were the thrombectomy services at Preston Hospital. The continuing conflict between the need to concentrate some services in specialist centres and the distances people had to travel to access them had been examined.

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