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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, 21 MARCH 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 - 14)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

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

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

5. **STRAY DOG POLICY** (Pages 15 - 22)

Report of the Chief Executive enclosed

6. **REVIEW OF THE FIRST TIME BUYER'S ENERGY EFFICIENCY GRANT AND PROPOSAL TO CONTINUE DELIVERY IN 2024/25** (Pages 23 - 32)

Report of the Director of Economic Development and Planning enclosed

ITEMS FOR INFORMATION

7. **REVENUE MONITORING 2023-24** (Pages 33 - 42)

Report of the Director of Resources & Deputy Chief Executive enclosed

8. **CAPITAL PROGRAMME 2024-25** (Pages 43 - 60)

Report of the Director of Resources & Deputy Chief Executive enclosed

9. **HOMELESSNESS AND REFUGEE UPDATE** (Pages 61 - 62)

Report of the Director of Economic Development and Planning enclosed

10. **MINUTES OF WORKING GROUPS**

There are no items under this heading.

11. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

There are no items under this heading.

12. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

13. **HOME SAFETY GRANT** (Pages 63 - 66)

Report of the Director of Economic Development and Planning enclosed

14. **HOMES FOR UKRAINE GRANT APPLICATIONS AND REQUEST FOR SUPPORT** (Pages 67 - 70)

Report of the Director of Economic Development and Planning enclosed

ITEMS FOR INFORMATION

15. **GRANTS UPDATE** (Pages 71 - 74)

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 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 Ryan Corney, Councillor Lee Street and Councillor Malcolm Peplow.

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

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Minutes of Health and Housing

Meeting Date: Thursday, 18 January 2024, starting at 6.30 pm
Present: Councillor S Hirst (Chairman)

Councillors:

J Alcock	R Ray (arrived at 6:45pm)
J Atherton	M Robinson
S Atkinson	C McFall
I Brown	L Street
R Corney	N Stubbs
S Farmer	A Wilkins-Odudu

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

585 APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors T Austin and D O'Rourke

586 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 October 2023 were approved as a correct record and signed by the Chairman.

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

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

588 PUBLIC PARTICIPATION

There was no public participation.

589 PRESENTATION FROM NHS LSCFT ON THE NEW MENTAL HEALTH STRATEGY

The presentation was postponed and will take place at a future Committee.

590 REVISED REVENUE BUDGET 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking Members agreement to a revised revenue budget for 2023/24 for this Committee.

Members were reminded that the original estimate for the current financial year was set in March 2023 but there could be numerous variations to the budget as the year progressed, particularly through the budget monitoring process. At this time of year, the Council revise the estimates for the current financial year to predict the likely outturn.

It was noted that 5% had been originally allowed for pay increases and 7.5% for price increases. The pay award for 2023/24 had now been settled and the overall cost for the Council was 6.5%, which was approximately £170,000 above what had been allowed for. The changes to the level in inflation had also been taken into account.

The Director of Resources and Deputy Chief Executive summarised some of the substantial movements for members' information. She also highlighted an error at paragraph 5.1 of the report and confirmed that it should have read that there was a net decrease in support services recharges amounting to £74,940.

Members were advised that the difference between the Original Estimate and the Revised Estimate was a decrease in expenditure of £453,440, or £246,100 after allowing for transfers to and from earmarked reserves.

RESOLVED THAT COMMITTEE:

Agree the revenue revised estimate for 2023/24.

591

ORIGINAL REVENUE BUDGET 2024/25

The Director of Resources and Deputy Chief Executive submitted a report seeking for Members to agree the draft revenue budget for 2024/25, for consideration at Special Policy and Finance Committee.

Members were reminded that a budget forecast was presented to the Policy and Finance Committee in September 2023. This forecast predicted budget gaps of £877k in 2024/25, £2.261m in 2025/26 and £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.

The key updates to the September 2023 forecast were summarised as follows:

- The continuation of the 'One-off Funding Guarantee' where required
- The New Homes Bonus and the Rural Delivery Grant will both continue for 2024/25
- The Revenue Support Grant 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
- Ribble Valley's Core Spending Power is set to increase by 4.7%

The Director of Resources and Deputy Chief Executive highlighted some of the main variations to net expenditure for this Committee.

The total movement from the Original Estimate in 2023/24 to the Original Estimate 2024/25 was a decrease of £37,850, or an increase of £31,350 after movements to and from earmarked reserves.

RESOLVED THAT COMMITTEE:

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

REVISED CAPITAL PROGRAMME 2023/24

The Director of Resources and Deputy Chief Executive submitted a report seeking approval for the 2023/24 revised estimate for this Committee's capital programme.

Seven capital schemes for this Committee's original estimate budget, totalling £2,860,440 were approved by the Policy and Finance Committee and Full Council at their meetings in February 2023 and March 2023 respectively. Furthermore, an additional budget of £34,290 was approved for an existing scheme due to additional government funding being received (Disabled Facility Grants).

Seven capital schemes had not been completed by 21 March 2023. The total unspent budget of £1,006,190 for these schemes, known as slippage, was moved into the 2023/24 capital programme budget, after approval by this Committee on 8 June 2023.

The proposed revised estimate for this Committee's 2023/24 capital programme was £1,243,830, which was a £2,657,090 reduction from the previously approved capital budget. It was recommended that budgets totalling £2,652,580 on five schemes be moved to the 2024/25 financial year.

It was further noted that at the end of December 2023, £533,787 had been spent or committed. This was 42.9% of the revised capital programme for this Committee.

RESOLVED THAT COMMITTEE:

1. Approve the 2023/24 revised estimate of £1,243,830 for this Committee's capital programme, as set out in Annex 1 of the report.
2. Approve the move of the following capital scheme budgets from 2023/24 to 2024/25:
 - Affordable Housing – Longridge, £1,625,950
 - Disabled Facilities Grants, £517,430
 - Assisted Purchase Scheme, £297,130
 - Landlord/Tenant Grants, £112,490
 - Temporary Housing Scheme, £99,580

CAPITAL PROGRAMME REVIEW AND NEW BIDS

The Director of Resources and Deputy Chief Executive submitted a report asking Committee to consider the future capital programme for this Committee, covering the period 2024/25 to 2028/29.

For this Committee there were originally nine schemes approved for the financial years 2024/25 to 2027/28, totalling £1,842,500. No changes to the existing capital programme 2024/25 to 2027/28 were proposed.

It was noted that the Disabled Facilities Grants scheme was 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.

New capital bids had been put forward for 2028/29 for Committee to consider. For this Committee there had been four new bids totalling £893,000. £393,000 of this total is

expected to be funded by Central Government. As such, the total additional funding needed to support these new bids would be £500,000.

RESOLVED THAT COMMITTEE:

Approve the 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 the report.

594

REVIEW OF THE AFFORDABLE HOUSING ALLOCATION POLICY AND A CHOICE BASE LETTING SYSTEM

The Director of Economic Development and Planning submitted a report seeking approval to the 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.

The Housing Strategy Officer outlined the importance of the allocation policy from both a strategic and operational level and summarised the proposed changes with reference to the following key issues:

- To include a requirement to evidence housing need
- To add further clarity to the local connection definition
- An update to the eligibility criteria to include immigration advice and armed forces connections
- Amendment to the medical points to ensure that they are awarded to reflect where housing is impacting on health.
- To update the number of points given for those who are homeless

It was noted that in the proposed Allocation Policy, where there is 'racial or homophobic harassment', this would constitute a case which would require allocation outside of the Council's normal policy and procedure. It was felt that this was somewhat limited in scope and should be widened to include just the term 'harassment'.

It was proposed that the Council would write to all those currently on the housing waiting list outlining the proposed changes, and there will be a six-week consultation process.

Consideration was also given to exploring whether to introduce a Choice Based Lettings Scheme (CBL). The Housing Strategy Officer gave an overview of how it would work in practice and outlined the advantages and costs implications of the system. Members were in favour of Officers giving further consideration to the CBL Scheme.

RESOLVED THAT COMMITTEE:

1. Approve the proposed changes to the Allocation Policy for a 6-week consultation as set out in the report and its appendix.
2. Delegate authority to the Director of Economic Development and Planning to make any other minor editorial amendments to the document prior to publishing the document for consultation.

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.

595

AFFORDABLE WARMTH GRANT APPLICATION

The Director of Economic Development and Planning submitted a report requesting Committee's 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.

The proposal was noted to have three elements:

- To offer servicing, repairs, and replacement boilers for eligible households.
- 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.
- 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.

RESOLVED THAT COMMITTEE:

1. Endorse the details of the Affordable Warmth Scheme for Ribble Valley 2023/24 as set out in the report.
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.

596

LANCASHIRE FORCED MIGRATION STRATEGY

The Director of Economic Development and Planning submitted a report seeking Committee's approval for Ribble Valley Borough Council's inclusion in the Lancashire Forced Migration Strategy and to commit to supporting the objectives and the approach contained therein.

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

The Chief Executive advised that the Strategy had been raised at the Lancashire Leaders meeting prior to Christmas 2023. Consultation with Housing Officers had not taken place at that time and so the relevant Local Authorities were going to take time to consider the strategy further. It was also noted that originally the strategy had provided for each district agreeing to accommodate three households but this had been changed to include a 'minimum' of three households. Concerns were raised with this terminology.

The Housing Strategy Officer gave clarification as to the proposal and confirmed that LCC is seeking to lease properties and Ribble Valley Borough Council are being asked to inspect and approve the properties as being suitable.

RESOLVED THAT COMMITTEE:

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

597

MARKET TRADER SELECTION PROCESS FOR VACANT CABINS - POINT BASED SYSTEM

The Chief Executive submitted a report seeking for Committee to review and agree the new points based system used for selecting traders/businesses for market cabins when they become vacant.

It had previously been agreed at a meeting of this Committee on 23 March 2023 that the market cabin waiting list would be retired and that Council officers would manage the vacant cabins as they saw fit, with the suggestion of a points-based system for future applications.

The Head of Environmental Health advised that a points-based system had been designed which takes into account the following:

- Whether the trader/business is a like for like replacement
- The uniqueness of the business/trade
- The locality of the business/trader
- Whether the infrastructure is essential to the business operation
- Employment of local residents
- Whether the trader/business has operated on the market for over one year.

He then updated Members on the successful use of the system to select a trader for a cabin that had become vacant in October 2023.

Some concerns were raised as to the length of time taken for traders to take occupation of a vacant cabin and it was agreed that time limits should be imposed, unless there was a valid reason given for a delay.

There was further discussion regarding the justification for awarding more points to a business that was like for like with the previous vacated cabin business. Ultimately it was felt that there should remain a level of discretion for Council officers.

RESOLVED THAT COMMITTEE:

Approve the points-based system used for selecting traders for market cabins, which is to include the following:

- The Council will retain an element of discretion in terms of awarding points for an applicant's business type.
- From the time of a cabin being offered to a trader, there will be a time limit of 2 weeks, unless a good reason is provided, for them to take occupation of the stall.

598

FOOD SAMPLING POLICY

The Chief Executive submitted a report seeking for Committee to review and agree the new 'Ribble Valley Borough Council – Food Sampling Policy'. The Council is required to prepare and publish such a policy and to make it available to businesses and consumers in accordance with the Food Standards Agency Food Law Code of Practice and Food Law Practice Guidance.

Local Authorities have a duty to ensure food meets legally prescribed standards and sampling is a means of monitoring compliance.

RESOLVED THAT COMMITTEE:

Approve the Ribble Valley Borough Council Food Sampling Policy.

599

MEMBERSHIP OF WORKING GROUPS

The Chief Executive submitted a report for Committee to consider the membership of the Working Groups under the remit of this Committee for the remainder of the municipal year 2023/24.

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

Following political group changes, the revised membership of the Health & Housing Committee based on the new political balance had been confirmed at the meeting of the Full Council 12 December 2023. The Strategic Housing Working Group had not been affected and the membership therefore remained unchanged. Members appointed Councillor J Alcock as a replacement member to the Health & Wellbeing Partnership as Councillor R Elms was no longer a member of the Committee.

RESOLVED THAT COMMITTEE:

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
2. Appoint Councillor J Alcock to the Health and Wellbeing Partnership Working Group, with the revised membership as follows:
Health and Wellbeing Partnership Working Group – Councillors S Hirst, J Alcock, M Robinson, R Ray and I Brown.

600

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

601 CORPORATE PLAN PERFORMANCE REPORTING

The Chief Executive submitted a report informing Committee about year-end reports for 2021/2022 and 2022/2023 that detail performance against our local performance indicators.

The report provided an overview of the Council's performance up to 31 March 2023. Analysis showed 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 and or were on track.
- 17% (4) of the KPIs close to target where delivery was on track and was currently being managed.
- 13% (3) of the KPIs missed target where performance was or was 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.

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

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

602 MINUTES OF WORKING GROUPS

Members noted the minutes of the Strategic Housing Working Group on 29 November 2023

603 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Committee noted the report of Councillor T Austin in relation to the Health and Adult Services Scrutiny Committees he attended on 25 October 2023 and 4 December 2023 and the meeting of the Health Scrutiny Steering Group.

604 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next items of business being exempt information under Paragraphs 1 and 5 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

605 ALTERNATIVE PROPOSAL FOR COMMITMENT OF THE COMMUTED SUMS

The Director of Economic Development and Planning submitted a report providing an alternative option for the commuted sum monies that were collected from land at Chatburn Old Road, Chatburn; land at East of Clitheroe Road, Barrow; and land at Church Raike, Chipping.

At a meeting of this Committee in October 2023 a proposal was agreed to deliver an Assisted Purchase Scheme (formerly referred to as Equity Share) across the whole of the Ribble Valley, offering a loan towards the purchase of market properties. However, this was subject to obtaining legal advice as to whether the Council could properly exercise its powers in this manner.

It was noted that there were two issues with regard to the proposed scheme, namely the Financial Conduct Regulatory Position and the powers available to the Council. The legal advice concluded that it would not be possible for the Council to operate and Equity Share Scheme as originally proposed.

Members were advised of the potential option of using a form of shared ownership lease as an alternative mechanism for securing an equity stake in the purchase property. Details were provided as to how this could work and potential advantages and areas of concern. It was felt that this option would need further consideration.

However, if a shared ownership model was not a suitable option, approval was also sought to use the commuted sum monies to purchase additional affordable housing units

RESOLVED THAT COMMITTEE:

1. Authorise the Director of Economic Development and Planning to carry out further appraisal of the Share Ownership Lease Scheme; In the event that such a scheme appears suitable for the Borough a further detailed report will be brought back to Committee.
2. In the event that a Share Ownership Lease Scheme is identified as not being suitable for the Borough Committee approval is sought to
 - a. Approve the purchase of properties to be used as affordable rent properties in line with the recommendations in the report.
 - b. Delegate authority to the Director of Economic Development and Planning in consultation with the Chair of Health and Housing, to negotiate and purchase specific properties in line with the recommendations in the report.
 - c. Delegate authority to the Director of Economic Development and Planning to consider options for the use of the Chipping commuted sum money with a report brought back to this Committee.

606

DOMESTIC VIOLENCE

The Director of Economic Development and Planning submitted a report on the Domestic Abuse Act 2021 and to seek approval for use of part of the Council's new burdens funding in respect of domestic violence.

After previously receiving conflicting information from LCC, clarification had now been sought and it had been agreed that Ribble Valley Borough Council's current dispersed units of temporary accommodation could be appropriate for victims of domestic abuse and their dependants.

It was noted that the homelessness guidance identifies that housing authorities must undertake an assessment in relation to applicants who are eligible and homeless, or threatened with homelessness. The guidance also deals with the issue of training and professional development with regards to domestic abuse. Basic training had

been provided to the Council's housing team but in order for full risk assessments to be undertaken, more detailed knowledge, training and experience would be required. Options were outlined for how the New Burdens funding could be utilised to obtain the necessary knowledge and it was recommended that HARV be commissioned to provide a part-time duty worker. It was noted that HARV had been assisting the Council by offering support on an interim basis since December 2023.

RESOLVED THAT COMMITTEE:

1. Note LCCs confirmation of the provision of support for victims of domestic abuse accommodation in the Council's dispersed units of temporary accommodation and provide support to people/ families housed temporarily elsewhere on a community outreach basis.
2. Note the interim arrangements put in place with HARV to provide support to victims of domestic abuse for January 2024
3. Agree to an exemption to the Council's Contract Procedure Rules to commission HARV directly for domestic abuse support services and not seek further quotes for the service.
4. Agree to utilising part of the Council's New Burdens funding to commission HARV to undertake assessments of victims of domestic abuse to enable suitable accommodation to be identified including accessing refuge accommodation where required. This would be provided whilst there is sufficient New Burdens funding available to resource this service.
5. Delegate authority to the Director of Economic Development and Planning to enter into a service level agreement with HARV for the provision of the above services.

607

GRANTS 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 7.57 pm

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 21.03.2024
title: STRAY DOG 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 – Stray Dog Policy'

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To protect and enhance the existing environmental quality of our area.
- Corporate Priorities – To be a well-managed council providing efficient services based on identified customer needs.

2 BACKGROUND

2.1 The council has a statutory duty under section s.149 of the Environmental Protection Act 1990 to appoint an officer for dealing with stray dogs found in its area and to carry out the functions of seizing, detaining and rehoming stray dogs.

2.2 In April 2008 the Clean Neighborhoods Act 2005 introduced additional duties for local authorities to provide an 'acceptance point' for stray dogs outside of 'normal office hours', a duty previously carried out by the police.

3 POLICY CONTENT

3.1 A recent review of policy content relating to stray dogs, which forms part of the current 'dog warden policy', found detail to be scant, outdated and inaccurate. Consequently, a new dedicated 'stray dog policy' has been created which contains updated detail of the Council's legal responsibilities, processes and enforcement options; this can be viewed in **appendix 1**.

3.2 The existing policy content relating to stray dogs (which is to be replaced) found within the dog warden policy is referenced below:

Stray Dogs

The Dog Warden Service will use a mix of approaches to minimise the number of dogs roaming unattended within the Borough. Enforcement action will be the principal approach to controlling stray dogs. Approaches will include:

- *Patrols of the Borough's streets, parks and public open spaces to pick up unattended dogs;*
- *Response to individual requests from the public to pick up stray dogs;*
- *Collection of stray dogs received by the Police;*
- *Educational work to inform dog owners of the problems caused by allowing dogs to roam and of the risks this poses to the welfare of their dogs;*
- *Encouragement of owners to microchip their dogs including the provision of a microchipping service at no charge.*

provided that the dog has not previously been seized in the preceding 12 months. Dogs that are not returned to their owners will be impounded with the Council's kennel contractor. Owners may then claim their dog on payment of the current release fee. Dogs not claimed after the presented statutory period will pass into the ownership of the Council whereon the Council will then transfer ownership to the RSPCA.

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 Approve Ribble Valley Borough Council's new 'Stray Dog Policy'.

ANDREW DENT
HEAD OF ENVIRONMENTAL HEALTH

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Andrew Dent, extension 4466

Appendix 1



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Stray Dog Policy

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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		<i>New Policy.</i>	<i>Health and Housing Committee / XXX</i>	

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. Environmental Protection Act 1990, sections 149 - 151
2. The Environmental Protection (Stray Dogs) Regulations 1992
3. Clean Neighbourhoods and Environment Act 2005
4. Anti-social Crime and Policing Act 2014

1. Introduction

- 1.1 This policy sets out Ribble Valley Borough Councils (“the council”) approach to dealing with stray dogs found within the borough.

2. Our Legal Duties and Obligations

- 2.1 The council has a statutory duty under s.149 of the Environmental Protection Act 1990 to appoint an officer for dealing with stray dogs found in its area. The council currently employs a dog warden to carry out all the duties associated with the seizure, detention and rehoming of stray dogs.
- 2.2 There is no formal definition of a stray dog in law. A dog may reasonably be treated as a stray if it is roaming freely and not under the control of any person, irrespective of whether it has a home. This applies whether or not the dog wears a collar with identification or is microchipped.
- 2.3 In April 2008 the Clean Neighbourhoods and Environment Act 2005 introduced additional duties for local authorities to provide an acceptance point for stray dogs outside of “normal office hours”, a duty previously carried out by the police. Any stray dog found outside of the council’s office hours outside of normal operating hours (Monday to Friday 0800 to 1700 excluding bank holidays) has to be taken to our contracted kennels by the finder or kept until the next working day when an officer will collect the dog from them.
- 2.4 The Council have a legal obligation to keep and maintain a public register of all seized dogs. The register must include the date, time and place of seizure, a brief description of the dog, any details recorded on the tag or collar, details of the person claiming the dog and details of any notice served on them or if the dog is not claimed details of its disposal by rehoming or destruction. The register has to be available for public inspection on request.

3. Control of Stray Dogs

- 3.1 A dog roaming unattended in a public place is deemed to be a ‘stray’ for the purposes of this Policy and will be ‘seized’ and if necessary ‘detained’ by an authorised officer. Detention of a stray dog will be at our contracted kennels at **Edencroft Boarding Kennels and Cattery, Hesketh Lane, Chipping, Lancashire, PR3 2TH.**
- 3.2 Members of the public who find a stray dog have a duty under the Environmental Protection Act 1990 to either return it to its owner or contact the local authority of the area where it was found. Any member of the public who retains possession of such dog

and neither attempts to return it to the owners or contacts the local authority could be accused of theft under the Theft Act 1968.

- 3.3** On the first occasion that a dog is seized, if it is wearing a collar and tag, is microchipped, or if the owner is known to the officer, the officer will attempt to return the dog to the owner. If the dog does not have identification, the officer will make reasonable efforts to identify the owner and return it to them.
- 3.4** A dog will only be returned to its home address if there is someone able to receive it. The dog will not be left in the garden or outbuilding.
- 3.5** Where no owner can be identified, or where an owner is identified but there is no one to receive it, the dog will be seized and taken directly to the kennels. The owner then will be served with a 'Notice of Seizure' giving details of the dog's whereabouts and the action they should take to retrieve it.
- 3.6** It is the responsibility of the dog owner to go to the kennels to retrieve their dog. Detained stray dogs will only be released by the contracted kennels when all costs incurred are paid in full. These costs include a statutory fine (£25) in addition to a fee for the seizure and detention of the dog. Any charges for veterinary treatment also have to be paid in full.
- 3.7** The owner may only reclaim the dog provided proof of ownership is given (pedigree certificate, microchip certificate, vets bills, family photographs etc.). If inadequate proof is produced the dog will not be released – this is to protect the dog and the owner.
- 3.8** Any dog seized by the council that is in need of veterinary treatment will be taken at the earliest opportunity to a vet and given treatment to relieve suffering. Any costs incurred will be recovered from the owner, if known.
- 3.9** A finder of a stray dog can retain the stray if the authorised officer considers the finder to be a 'fit and proper person' and able to feed and care for the stray. In this circumstance, the finder must be informed verbally and in writing that they are obliged to keep the stray, if unclaimed by the owner, for at least one month and that failure to comply with that obligation is a criminal offence. The maximum penalty on summary conviction is Level 2 (£500) on the standard scale. Finders must return the stray to the owner if claimed but can keep the dog indefinitely if it is unclaimed after a month (Environmental Protection Act, section 150), although the owner may have a civil law claim on the stray after a month.
- 3.10** The Council can either sell or give a stray dog to a suitable person or an animal welfare organisation if a stray is unclaimed after being detained for seven clear days. Once rehomed, the recipient owns the stray. As a last resort, a stray can be humanely put to sleep by a vet if it cannot be rehomed (Environmental Protection Act 1990, sections 149(6) and (7)).

4. Enforcement using Anti-social Behaviour Crime and Policing Act 2014 (ASBCPA)

- 4.1** Powers introduced by the ASBCPA can be used in a situation where an owner regularly allows a dog to stray and when a dog warden has already spoken to the owner, explained why straying causes problems for the community and issued a written warning about the need to prevent further straying.
- 4.2** Where the straying continues, the local authority can issue the owner with a community protection notice (CPN) for repeatedly allowing the dog to stray. The CPN can require that the owner takes all practicable steps to prevent the dog from straying, such as securing the boundaries of the premises, or keeping the dog inside a property if the boundaries can't be adequately secured to prevent straying.
- 4.3** If a CPN is not complied with, section 52 of the ASBCPA allows for a fixed penalty notice to be issued, with a maximum penalty of £100. Alternatively, summary proceedings can be taken for failing to comply with a CPN under section 48 of the ASBCP, a maximum Level 4 fine of £2,500 is available on conviction. Section 50 of the ASBCPA allows a court to issue a forfeiture order for breach of a CPN, which will require the owner to give up the dog for rehoming. Failure to comply with a court order is contempt of court and carries a maximum sentence of three months' imprisonment.

5. Review

- 5.1** 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 & HOUSING COMMITTEE

meeting date: THURSDAY, 21 MARCH 2024
title: REVIEW OF FIRST TIME BUYERS' GRANT AND APPROVAL TO CONTINUE WITH THE SCHEME
submitted by: REA PSILLIDOU – HEAD OF STRATEGIC PLANNING AND HOUSING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To provide an overview of the First Time Buyers' Energy Efficiency grant delivery in the borough and to request approval to continue the scheme in 2024/25.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To address the housing needs of the borough.
- Corporate Priorities – To match the supply of homes in our area with identified need.
- Other Considerations – To make effective use of all grant monies and to be an environmentally sustainable area.

2 BACKGROUND

2.1 The First Time Buyers' Energy Efficiency grants were first introduced in April 2022. After approval at the March 2022 Health and Housing Committee this new grant initiative has been well received across the borough. The grant encourages first time buyers to consider buying existing older stock in the borough and to make improvements to these to the energy efficiency of the property. Appendix 1 shows the approved grants since April 2022 all of which have been reported to Committee. There are a further two enquiries moving towards approval stage. All work to the properties has enhanced the EPC rating and improved the overall efficiency of the property.

2.2 The grant offers up to £15,000 as a 50% renovation cost towards any works recommended works under the EPC assessment.

2.3 The following bullet points summarise the works completed in the first six grant approvals for this grant:

- Replace existing boiler and immersion heater with energy efficient combi boiler, new lockshield valves, thermostatic controls. Replace eight windows and 2 doors to energy efficient A rated and other associated works.
- Replace existing back boiler and immersion heater with energy efficient combi boiler, seven radiators with thermostatic controls and other associated works.
- Installation of a new boiler, radiators with thermostatic controls, re-roof and other associated works.

- Install damp proof course, replaster and board using insulation boards, contribution towards installation of new central heating system, re-roof, replace patio doors and bathroom window and other associated works.
- Installation of windows and doors, rewire the property and install new consumer unit, connection to mains gas to allow central heating to be installed in the property, full re-roof with felt and other associated works.
- Installation of energy efficient windows and doors to the property. Install oil fired boiler/tank and heating system with thermostatic controls throughout the property. Replace the render to the rear of the property and the chimney.

3 PROPOSAL

- 3.1 To continue to offer the First Time Buyers' Energy Efficiency grant scheme in 2024/25 following the same grant conditions and eligibility and to utilise the capital funding in the landlord tenancy grant budget. The proposal is to transfer £100,000 from the landlord tenancy grant budget to be ringfenced to deliver this scheme. The current budget in the landlord tenant grant is reported in the capital scheme status report at Agenda item 8. The grant conditions and eligibility are set out in Appendix 2.

4 ISSUES

- 4.1 The scheme has been well received with first time buyers in the borough. The scheme has completed 19 number of grants in total and made significant improvements to the energy efficiency of the property.

5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications
- Resources – The landlord tenant grant update has been slow due to a national issue of landlords exiting the private rented sector market. Therefore, this transfer of budget will guarantee the grant monies are committed.
 - Technical, Environmental and Legal – Technical input into the grants is minimal as the work is guided by the EPC report. Environmental impact of the scheme is significant as the grant investment is to improve the efficiency of the property and to ensure the property is more affordable to heat.
 - Political – The grant has been well received and positive feedback has been received from all applicants.
 - Reputation – Addressing affordable housing and energy efficiency are both priorities for the Council.
 - Equality & Diversity – The scheme is open to all and accessible.

6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Approve continuation of the first time buyers' energy efficiency grant scheme in 2024/25.

6.2 Refer to Policy and Finance Committee to request approval of the allocation of £100,000 from the landlord tenancy budget to enable delivery of the scheme.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

REA PSILLIDOU
HEAD OF STRATEGIC PLANNING & HOUSING

BACKGROUND PAPERS

(If any)

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

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APPENDIX 1

FIRST TIME BUYERS GRANTS 2022/23

LTG REF	Date approved	Total grant approved on the scheme (£)	Committed expenditure in 2022/23 (£)	Net payments made in 2022/23 (£)	Scheme complete	Committed expenditure for 2023/24 (£)	Comments
EEG1	23/06/22	2,376.60	2,376.60	2,376.60	YES		
EEG8	30/08/22	2,582.07	2,582.07	2,582.07	YES		
EEG9	20/10/22	2,482.57	2,482.57	2,482.57	YES		
EEG5	28/09/22	4,622.50	4,622.50	4,622.50	YES		
EEG19	09/03/23	6,747.00	6,747.00	3,465.00			
EEG14	22/02/23	3,840.00	3,840.00	3,840.00	YES		
EEG16	01/02/23	2,820.00	2,820.00	2,571.00			
EEG13	03/03/23	14,435.16	14,435.16	4,092.00			
	TOTALS	39,905.90	39,905.90	26,031.74		0.00	
	2022/23 Budget		118,370.00				
	Underspend (-) or Overspend		-78,464.10				

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APPENDIX 2

FIRST TIME BUYER GRANT

In line with the Council's climate change objectives and to address a housing issue of affordability to access the housing market RVBC have introduced a grant offer to assist people to access the housing market with a first-time buyer grant. This grant is made available to first time buyers purchasing a property that needs some energy efficiency improvements. A maximum grant of £15,000 per property will be made available.

An Energy Performance Certificate (EPC) must demonstrate the property as existing is rated between D to H. The eligible works will include bringing the property up to EPC rating of A to C.

WHAT TYPE OF PROPERTY IS ELIGIBLE?

- You may qualify if your property is 10 years old and is within the Council Tax Bands A to C and has an energy efficiency rating of D or lower.
- The property is located in the Ribble Valley.

WHO CAN APPLY?

You can apply for a grant if you:

- are a first time buyer and have a local connection; and
- intend to occupy the property in the Ribble Valley as your main residence; and
- you are over 18 years old; and
- cannot afford to fund the cost of the works.

WHAT TYPE OF WORK IS COVERED?

Work covered by the grant can include:

- all items identified on the EPC Certificate;
- any disrepair items that would be identified during a housing health and safety rating system (HHSRS) inspection;
- at the discretion of the LA, the Council cannot pay retrospectively.

Additional work will need to be self-funded.

WHO WILL ARRANGE THE WORK?

We do not arrange for the work to be completed or carry out the work; this is your responsibility. You will need to appoint the builder/contractor and arrange for any building regulations approval where necessary.

You may be eligible to get up to a maximum of £15,000 (the grant will cover half of eligible costs up to £15,000). The size of the grant would depend on the cost of the works required and the cost of the works that are deemed to be eligible. But with eligible works you will be required to provide two full sets of estimates and the grant award will match the lowest most reasonable set of estimates, evidencing value for money.

Approval of the grant award is at the Council's discretion and is subject to availability of funding. A grant approval certificate will be awarded before any payments will be made. Payment of the grant will be to the grant applicant or direct to the contractor and will follow the Housing Grants Construction and Regeneration 1997 grant guidance and all audit and financial regulations.

On completion of the approved grant works the property will need to be inspected before payment can be released.

FINANCIAL ELIGIBILITY

We will assess your income, and the total earnings of the household need to be less than £80,000 per annum for a couple, £60,000 for an individual. We will require:

- 3 months bank statements;
- 3 months wage slips or P60;
- evidence of all savings and any other income source.

The calculation will consider your family circumstances and remains at the Council's discretion. The calculation needs to show that your income and savings mean you are not in a position to fund the cost of the works entirely.

CONDITIONS OF THE GRANT

When you apply for the grant, you must occupy the dwelling as your main and only residence for the next 5 years. If during those first 5 years from the date of which the work is signed off by the Technical Officer, you break this agreement, you will be asked to repay the grant monies, unless there is supporting evidence as to why there were exceptional circumstances that meant you could no longer remain in the property. This would be at the Council's discretion and considered by Health and Housing Committee.

The value of the grant award will be placed as a Local Land Charge against the property. This will remain registered with no inflation added until the point at which the property is sold. At that point the Council will be repaid the grant monies. In the event that the property is sold after a period of 5 years the grant repayment will reduce to 50% of the total grant award. After 10 years the Charge is removed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 21 MARCH 2024
 title: REVENUE MONITORING 2023/24
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To provide this Committee with information relating to the progress of the 2023/24 revenue budget, as at the end of January 2024.

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, whilst ensuring the Council provides council tax payers with value for money.
- Other Considerations – none identified.

2 REVENUE MONITORING 2023/24

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the revised estimate budget for the period April 2023 to January 2024. You will see a net overspend of £22,312, after allowing for transfers to and from earmarked reserves. Please note that underspends and additional income are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of January 2024 £	Actual including Commitments to the end of January 2024 £	Variance £	
AFHOU	Affordable Rent Properties	1,240	-5,046	-4,729	317	G
APLAC	Alma Place Unit	2,510	-562	-99	463	G
AWARM	Affordable Warmth	-12,550	22,618	20,490	-2,128	A
BURCR	Burials and Cremations	0	0	1,465	1,465	G
CLAIR	Clean Air	4,800	650	1,359	709	G
CLAND	Contaminated Land	7,690	0	0	0	G
CLCEM	Clitheroe Cemetery	72,420	13,626	25,319	11,693	R
CLDCY	Closed Churchyards	4,570	4,570	4,559	-11	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of January 2024 £	Actual including Commitments to the end of January 2024 £	Variance £	
CLMKT	Clitheroe Market	-41,900	-120,071	-122,505	-2,434	A
CMGHH	Community Groups - Health & Housing	3,830	0	0	0	G
COMNL	Common Land	4,600	642	435	-207	G
CTBEN	Localised Council Tax Support Admin	174,600	-36,532	-40,428	-3,896	A
DOGWD	Dog Warden & Pest Control	157,580	24,440	22,351	-2,089	A
ENVHT	Environmental Health Services	404,370	-17,684	-18,544	-860	A
HFORU	Homes for Ukraine	-58,170	-78,910	18,027	96,937	R
HGBEN	Housing Benefits	193,610	40,095	88,381	48,286	R
HOMEE	Home Energy Conservation	7,440	190	187	-3	G
HOMES	Homelessness Strategy	-1,760	-96,309	-106,004	-9,695	R
HSASS	Housing Associations	9,190	0	0	0	G
HSTRA	Housing Strategy	52,520	6,570	6,281	-289	G
IMPGR	Improvement Grants	103,890	-30,436	-33,612	-3,176	A
JARMS	Joiners Arms	39,430	12,212	11,161	-1,051	G
SHARE	Shared Ownership Rents	-300	-1,510	-1,507	3	G
SUPPE	Supporting People	5,250	-14,896	-32,697	-17,801	R
Net Cost of Services		1,134,860	-276,343	-160,110	116,233	
Capital Reserve		8,370	0	0	0	
Equipment Reserve - Dog Warden Signs Reserve		-3,980	-3,980	-2,750	1,230	
Equipment Reserve - Joiners Arms Furniture and Equipment Reserve		-500	-500	-500	0	
Equipment Reserve – Clitheroe Cemetery		-6,060	-5,050	-5,392	-342	

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of January 2024 £	Actual including Commitments to the end of January 2024 £	Variance £
	Housing Related Grants Reserve - Affordable Warmth Grant Reserve	12,550	-22,618	-20,490	2,128
	Housing Related Grants Reserve – Housing Strategy	-2,220	-2,220	-2,220	0
	Pensions Triennial Revaluation Reserve	2,500	2,500	2,500	0
	Housing Related Grants Reserve - Homes For Ukraine Reserve	58,170	78,910	-18,027	-96,937
	Net Cost of Services after transfers to/(from) Earmarked Reserves	1,203,690	-229,301	-206,989	22,312

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

- 2.2 The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas which currently do not present any significant concern.
- 2.3 The main variances between budget and actuals on individual budget codes within cost centres have also been highlighted and explained, as follows:
- Red budget code variances (£5,000 or more) are shown with the budget holder's comments and agreed actions in Annex 1.
 - Amber budget code variances (£2,000 to £4,999) are shown with the budget holder's comments in Annex 2.
- 2.4 There are no specific major variances that are anticipated to remain at the end of the year at this stage.
- 2.5 Some of the largest variances currently showing relate to grant funding and these will be offset by movements in earmarked reserves. It is important that officers work with LCC to ensure that the necessary invoices are raised for the Homes For Ukraine funding as soon as possible.
- 2.6 The other larger variance is in respect of housing benefits, and again, the housing subsidy claim at the end of the year should resolve any of these variances net overall, as funding through subsidy will largely match expenditure.

3 CONCLUSION

- 3.1 The comparison between actual expenditure and the revised estimate budget for this Committee at the end of January 2024 shows a net overspend of £22,312, after allowing for transfers to and from earmarked reserves.
- 3.2 At this stage, it is expected that this Committee's net expenditure outturn for the full year will be largely within the 2023/24 revised estimate.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH6-24/LO/AC
8 March 2024

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

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CLCEM/8441u	Clitheroe Cemetery/Interment Fees	-51,060	-41,344	-30,979	10,365	Decreased income to date in this demand-led fluctuating service area. At this stage it is anticipated that there may be an under-recovery of income for the full year.	The budget will be closely monitored until the year end.
Page 37 HFORU/3014	Homes for Ukraine/HFU Housing Grants	15,000	12,500	1,265	-11,235	Following approval of a scheme at a previous committee. The take up of the grant has not been as great as expected.	Any unspent resources will be set aside in earmarked reserves at year end.
HFORU/3015	Homes for Ukraine/HFU Community Integration Grants	12,000	10,000	-11,583	-21,583	We are currently waiting for LCC to invoice us. Once received, this should reduce the variance shown.	Invoice from LCC will be chased.
HFORU/8493z	Homes for Ukraine/LCC - Ukrainian Housing Funding	-132,000	-132,000	6,500	138,500	Invoices for funding for the year to date have yet to be raised with LCC. There have been ongoing conversations with LCC as processes have changed.	Invoice to be raised against LCC following final confirmation of invoicing arrangements. LCC to be contacted so that the issue can be resolved as soon as possible.

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HFORU/8552z	Homes for Ukraine/LCC - Ukrainian Community Integration Funding	0	0	-7,000	-7,000	Corrections to invoices raised still need to be carried out by the housing team. There are ongoing discussions with LCC.	LCC to be contacted so that the issue can be resolved as soon as possible.
Page 38	HGBEN/4652	5,238,330	4,498,154	4,565,866	67,712	Rent Allowance payments are higher than budgeted for the year to date, after adjusting for recovery of benefits overpayments and non-cash transactions.	Adjustments through the final subsidy claim will negate the majority of this variance.
	HGBEN/8814z	Housing Benefits/Recovery of Rent Allowance Payments	-41,720	9,803	-5,464	-15,267	

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HOMES/3016	Homelessness Strategy/HFU Homelessness Prevention Grants	10,000	8,334	2,860	-5,474	The take up of the grant has not been as great as expected.	A review of the position at the year end will be undertaken and consideration given at that times as to whether unspent resources can be set aside for future use.
Page 39 JUPPE/2809	Supporting People/Non Recurring Purchases of Equipment etc	21,290	17,744	0	-17,744	This budget is in respect of non-specified spend around domestic abuse support to victims	Any unspent resources will be set aside in earmarked reserves at year end for use in future years.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
AWARM/4676	Affordable Warmth/Grants to Individuals	33,930	28,278	20,490	-7,788	Grant payments to date have been lower than anticipated against the budget. Any unspent resources at the end of the year will be set aside in earmarked reserves
CLMKT/2402	Clitheroe Market/Repair & Maintenance - Buildings	11,160	7,526	11,097	3,571	Increased costs of some items of work above that expected, including additional unplanned work that was need to some roofing.
CLMKT/8824n	Clitheroe Market/Cabins	-124,560	-124,560	-126,781	-2,221	Income is slightly ahead of budget. Most of this income is invoiced for the full year at the commencement of the financial year. Should there be any vacancies resulting in refunds before the end of the year, then this variance will reduce.
HGBEN/8093z	Housing Benefits/MHCLG - Homelessness Prevention Grant	-11,980	-11,980	-15,670	-3,690	This funding may change when the final subsidy claim is submitted, due to the nature of the costs that this is offsetting in respect of the homelessness unit which impact subsidy.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year	Budget to the end of the period	Actual including commitments to the end of the period	Variance	Reason for Variance
HOMES/2450	Homelessness Strategy/Homelessness Temporary A	25,340	21,118	17,533	-3,585	This budget was increased substantially at the revised estimate to reflect increased costs in this area – which are being seen across the whole of Lancashire. Spend to date is lower than allowed for within the budget.
Page 41 IGR/8716m	Improvement Grants/Admin charge - Disabled	-34,180	-28,486	-33,452	-4,966	This budget represents the administration grant taken on the completion of disabled facility grants through the capital programme. This is largely driven by the progress of individual schemes. At this point income levels are ahead of the budget, the budget being profiled on an even monthly basis.

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

meeting date: 21 MARCH 2024
 title: CAPITAL PROGRAMME 2024/25
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

1 PURPOSE

1.1 To inform members of the schemes approved for inclusion in this Committee's 2024/25 capital programme.

2 BACKGROUND

2.1 Following recommendation by Special Policy and Finance Committee on 13 February 2024, Full Council approved the five-year capital programme for 2024/25 to 2028/29 on 5 March 2024.

2.2 The Council's overall capital programme for the five-year period 2024/25 to 2028/29 totals £12,984,480 for all committees.

2.3 The total for this Committee is £4,988,080 over the five-year life of the programme. Of this, £3,166,080 relates to the 2024/25 financial year.

3 CAPITAL PROGRAMME 2024/25 – APPROVED SCHEMES

3.1 For this Committee there are 6 approved schemes in the 2024/25 capital programme, totalling £3,166,080. These are shown in the table below.

Cost Centre	Scheme	Budget for 2024/25 £	Current Reported Scheme Status
AHLON	Affordable Housing - Longridge	1,625,950	GREEN
CLCED	Drainage to New Section of Clitheroe Cemetery	70,500	GREEN
DISCP	Disabled Facilities Grants <i>Of which £517,430 moved from 2023/24</i>	910,430	RED
EQSOS	Assisted Purchase Scheme	297,130	GREEN
LANGR	Landlord/Tenant Grants <i>Of which £112,490 moved from 2023/24</i>	162,490	AMBER
TEMPH	Temporary Housing Scheme	99,580	GREEN
Total – Health and Housing Committee		3,166,080	

Status Key:

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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3.2 At the meeting of Special Policy and Finance Committee, as well as approving the capital programme, members added a further recommendation due to concerns around

the progression of schemes in the capital programme, schemes being moved between years, and the level of scheme slippage experienced in recent years.

3.3 As a result, there have been changes to what is reported to service committees on scheme progress. In future reports, as with this report, there will be greater focus on scheme progress in the Annex to the report, with a form being completed by the relevant Head of Service, detailing:

- Progress Status
- Reasons for the Progress Status
- Information on Key Tasks and Milestones and Progress with these
- Risk and Issues and how these are being addressed.
- Any actions needed to keep the scheme on track.

3.4 These are provided for each scheme at Annex 1 to this report, providing the opening plans for each scheme. These will be updated and modified by the relevant scheme Head of Service as the year progresses.

3.5 It is important that committee members take full ownership of the capital schemes that are reported and challenge the relevant Head of Service and/or Director where necessary on the progress being made.

3.6 During the closure of our capital accounts there may be some slippage on schemes in the current financial year, 2023/24. A report will be brought to a future meeting of this Committee giving details of any slippage on 2023/24 capital schemes.

3.7 At this point in time, the relevant Heads of Service have flagged a range of likely outcomes for the schemes. The schemes that are shown with a Red and Amber status are reflect of their nature as grant schemes, and largely driven by external drivers.

4 CONCLUSION

4.1 This Committee has an approved 2024/25 capital programme of £3,166,080 for 6 schemes.

4.2 More detailed reporting will be undertaken on scheme progress within the new format Annex 1.

4.3 Any slippage on schemes in the 2023/24 capital programme will be reported to this Committee.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES
AND DEPUTY CHIEF EXECUTIVE

HH5-24/LO/AC
7 March 2024

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

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
AHLON: Affordable Housing - Longridge	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Bimonthly meetings are scheduled with Onward to monitor the scheme progress and this will continue throughout the project. A grant Heads of Terms, accommodation schedule and affordable housing layout has been drafted and is with legal for consideration. Onward plan to start site investigations once into Spring and to be onsite Summer 2024.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Heads of terms approved by both parties	1 April 2024	0%		Director of Economic Development and Planning	
Accommodation schedule and affordable housing plan approved	1 April 2024	0%		Director of Economic Development and Planning	To be reported to Strategic Housing Working Group.
First tranche of monies paid	To be determined in the agreement	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	
1 st phase of properties delivered on site	To be determined	0%		P/T Housing Strategy Officer	Site visit to be arranged with Chair of H & H
Second tranche of monies paid	To be determined	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	
Second phase of properties delivered.	To be determined	0%		P/T Housing Strategy Officer	
Third and final tranche of monies paid	To be determined	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	Site visit to be arranged and press release

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential Build delays	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would monitor the scheme progress bimonthly	
Potential Weather delays progress and access onto the site	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would carry out regular monitoring	
Potential Planning permission issues	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would carry out regular monitoring	

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KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CLCED: Clitheroe Cemetery Drainage Scheme	Head of Environmental Health (Andrew Dent)	Chief Executive (Marshal Scott)	Health and Housing Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

The third quotation for the proposed road extension within the operational part of Clitheroe Cemetery with associated drainage was received on the 16 February 2024. Consideration will be given to the quotes and the appropriate contractor will be appointed to undertake the works.

It is hoped that the works will be completed within the next 6 months.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Agree specification for works that are needed.	November 2023	100%	November 2023	Head of Environmental Health and Engineering Assistant	
Request quotes for the works that are needed	February 2024	100%	February 2024	Head of Environmental Health	
Consideration of quotations and appointment of contractor.	March 2024	0%		Head of Environmental Health	
Execution of works	July 2024	0%		Head of Environmental Health	
Completion and sign off of works	August 2024	0%		Head of Environmental Health and Engineering Assistant	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for delays due to inclement weather	Head of Environmental Health	7 March 2024	Not an issue at this current time, but works would be rescheduled if this were to be an issue	
Potential for disruption to scheme due to interments taking place	Head of Environmental Health	7 March 2024	Not an issue at this current time, but works would be rescheduled if this were to be an issue	
Potential for unforeseen issues during groundworks	Head of Environmental Health and Engineering Assistant	7 March 2024	Scheme allows a contingency for any unforeseen issues should they arise.	

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KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
DISCP: Disabled Facility Grants	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	RED

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REASONS FOR CURRENT PROGRESS STATUS

DFG 's are monitored in bimonthly meetings with the Director and all aspects of the grant process has been assessed to ensure the service is as efficient as possible. There is currently consideration of using a private OT to reduce any wait time for the initial assessment and consideration of additional services from a Home Improvement Agency within the DFG offer. All approvals are reported to Committee and spend is dependant on OT referrals being received and the type of work that is recommended.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Commission private OT to clear any waiting list for an assessment.	3 June 2024	0%		Housing Officer, P/T Housing Strategy Officer	
Include Home Improvement Agency offer within the policy.	Dependent on Committee approval	0%		Director of Economic Development and Planning, P/T Housing Strategy Officer	
Report approval of spend to H & H Committee	Every H & H Committee	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Contractors slow to provide quotes /too busy.	Housing Officer	21 February 2024	Seek new contractors and maintain up to date list.	
Technical services are fully committed and therefore cannot provide service	Housing Officer	21 February 2024	Monitor workloads and keep private technical service providers aware of possible need.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
EQSOS: Assisted Purchase Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

Status Key

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REASONS FOR CURRENT PROGRESS STATUS

A report to January H & H Committee set out legal advice received from Trowers which did not support delivering the model of assisting first time buyers with a deposit, but suggested investigating a shared equity model. Members approved further investigation of this model or as an alternative, to purchase property in the locality of Chatburn and Barrow to be delivered as affordable rent and to approach Chipping CLT for affordable housing schemes options to commit the commuted sum from Chipping.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Seek further legal advice.	31 March 2024	0%		Head of Legal & Democratic Services	To discuss the shared equity option
Decide as to whether to continue with shared equity or to go with house purchases.	8 April 2024	0%		Director of Economic Development and Planning	Approval of either scheme is delegated to Director of Economic Development and Planning
Progress with either scheme.	30 April 2024	0%		P/T Housing Strategy Officer	Once approved by Director then can progress with either scheme
Deliver scheme and commit all commuted sum monies.	1 November 2024	0%		P/T Housing Strategy Officer	Commit all the commuted sum monies
Report to H & H Committee	June 2024	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
No management agreement in place	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would need to ensure that we secure a Service Level Agreement with an alternative Registered Provider to manage the affordable property	To request a meeting with Onward to discuss management of stock before 29 March 2024

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
LANGR: Landlord/Tenant Grants	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	AMBER

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REASONS FOR CURRENT PROGRESS STATUS

Uptake of the grant has been slow due to various housing market pressures, mortgage interest rates, changes in tax rules for landlords and this has resulted in a significant reduction in private sector landlords nationally and locally. The national LHA rates have been reviewed and this will provide an increased rent rate for landlords committed to the scheme from April 2024. Therefore, a press release is planned to encourage uptake again once the new levels are active. We have currently got 2 applications for the scheme and 2 further enquiries.

Recommend committing some of the landlord tenant grant budget to First Time buyers Energy Efficiency grants. This is being considered at Health and Housing Committee.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Promote new LHA rent levels.	8 April 2024	0%		P/T Housing Strategy Officer and Principal Communications Officer	
Utilise some of LT grant monies in the delivery of First Time Buyers Energy Efficiency Grants	21 March 2024	0%		P/T Housing Strategy Officer	
Report approvals to H & H Committee	6 June 2024	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for landlord uptake to remain slow	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then a revision of the Landlord Tenant Grant Policy may need to be considered	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
TEMPH: Temporary Housing Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

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REASONS FOR CURRENT PROGRESS STATUS

The two additional temporary accommodation units require adaptation and renovation works to ensure they are fit for purpose and level access. One unit is being occupied as temporary accommodation, as the only work required is to make the property level access. Technical drawings and quotes for the work will be prepared whilst the current tenant remains. The second temporary accommodation property is delayed due to probate and therefore whilst the offer has been accepted, we cannot proceed till this is completed.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Secure the 2 nd property	30 June 2024	0%		PT Lawyer Property & Commercial	
Draw up plans to adapt the 1 st property and seek quotes.	31 May 2024	0%		Principal Surveyor	
Completed adaptation works in 1 st property.	30 August 2024	0%		P/T Housing Strategy Officer	
Draw up plans to renovate and adapt the 2 nd property and seek quotes.	1 August 2024	0%		Principal Surveyor	
Works completed on 2 nd property and ready to occupy.	1 October 2024	0%		Principal Surveyor	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential difficulty securing contractor	Principal Surveyor	21 February 2024	Not an issue at the moment, but if it were to be then alternative contractors may need to be sourced or tender the works for both properties together.	
Potential for probate to be delayed and offer withdrawn from 2 nd property	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then may need to secure another suitable property in Longridge	

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KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

meeting date: THURSDAY, 21st March 2024
title: HOMELESSNESS AND REFUGEE UPDATE
submitted by: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

2 HOMELESS UPDATE – Quarter 3 (1st Oct – 31st Dec 2023)

2.1 Number of homeless applications taken in Quarter 3 = 20 applications.

2.2 Number of positive prevention outcomes in Quarter 3 = 7 applicants were prevented from becoming homeless.

2.3 Snapshot of number of households in temporary accommodation on 29/2/2024:

- Total of 12 households including 13 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 – 7 months. This is a family of 5.

2.5 Housing Needs Service currently have 96 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 - 91
Total number currently still living with hosts - 39
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. These properties are in Longridge and Sabden. RVBC have approved for LCC to secure 3 properties and they are actively looking for a 3rd.

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

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