

# Agenda



## ENVIRONMENT, HEALTH AND HOUSING COMMITTEE

Date:	Tuesday, 23 February 2016 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aiken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Maxine Chew, Delma Collins, Gail Goodman JP, Shirley Green, Roger Lloyd, Graeme Neale, Louis Rigby, Heather Speak, Richard Taylor, Thomas Threlfall</p>

### Public Platform

To hear representations from members of the public in accordance with council procedure rule 11.  
To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	<b>Declarations of Interest:</b> Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	<b>Confirmation of Minutes:</b> To confirm the minutes, as previously circulated, of the meeting held on 5 January 2016 as a correct record.	1
3	<b>Substitute Members:</b> Details of any substitute members notified in accordance with council procedure rule 24(c).	1
	<b>DECISION ITEMS:</b>	
4	<b>Fylde Council Policies on Procurement and Allocation of Temporary Accommodation for Homeless Households</b>	3 - 34
5	<b>Proposed Consultation Response to Lancashire County Council (LCC) Proposal to Cease Supporting People Funding of Non Statutory Services</b>	35 - 48
6	<b>Replacement CCTV Camera Ashton Gardens</b>	49 - 57
7	<b>Appointment to Outside Bodies/Working Groups</b>	58 - 73

	<b>INFORMATION ITEMS:</b>	
<b>8</b>	<b>Blackpool Teaching Hospitals Mortality Governance Report</b>	<b>74 - 76</b>

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto:democracy@fylde.gov.uk)

The code of conduct for members can be found in the council's constitution at  
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	23 FEBRUARY 2016	4

## FYLDE COUNCIL POLICIES ON PROCUREMENT AND ALLOCATION OF TEMPORARY ACCOMMODATION FOR HOMELESS HOUSEHOLDS

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

Under the Housing Act 1996 Part VII, Section 188 there is an immediate duty on the local authority to provide interim accommodation for anyone they have reason to believe may be homeless and in priority need whilst they investigate the individual's circumstances.

Local authorities must ensure that suitable temporary accommodation is available for homeless households who are in priority need and unintentionally homeless until settled accommodation can be found. Households found to be intentionally homeless may be provided with temporary accommodation for a 'reasonable period' (normally about 28 days).

Local Authorities need to be able to explain their decisions as to the location and suitability of temporary accommodation they have available and should have in place a policy for the procurement of sufficient units of temporary accommodation to meet anticipated demand and a policy on the allocation of that temporary accommodation that reflect the authority's statutory obligations under the Housing Act 1996.

Policies have been drafted which are attached to the report. These policies should be approved by members and be made publicly available.

### RECOMMENDATIONS

#### Committee is requested to:

1. Approve Fylde Council Policies on Procurement and Allocation of temporary accommodation
2. Request that the policies are updated annually and brought to this Committee as part of the annual updates for the Homelessness Strategy.

CORPORATE PRIORITIES			
To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

## SUMMARY OF PREVIOUS DECISIONS

Environment, Health and Housing Committee 8<sup>th</sup> December 2015  
Update on the Homelessness Strategy Action Plan 2013-18

## REPORT

### What is Homelessness?

1. The law defines somebody as being homeless if they do not have a legal right to occupy any accommodation, or if their accommodation is unsuitable to live in. This can cover a wide range of circumstances, including but not restricted to, the following:
  - having no accommodation at all
  - having accommodation that is not reasonable to live in, even in the short-term (e.g. because of violence or health reasons)
  - having a legal right to accommodation that you cannot access (e.g. if you have been illegally evicted)
  - living in accommodation you have no legal right to occupy (e.g. living in a squat or temporarily staying with friends).
2. Many people only associate homelessness with sleeping on the streets, but this conceals the range and scale of the problem. The reality is that the vast majority of homeless people are families or single people who are not 'sleeping rough'. Some may be staying with relatives and friends on a temporary basis. Others live in temporary accommodation, such as bed and breakfast hotels, hostels, night shelters and refuges. For many, this means living in poor quality accommodation that is detrimental to their health and well-being.
3. To understand what homelessness really is, it's important to first consider what a 'home' is. A home isn't just a roof over your head. It's a place that provides security, privacy, and links to a community and support network. It needs to be affordable, with support if necessary.

### Relevant legislation and Statutory Guidance for Local Authorities

#### Legislation

4. Under the Housing Act 1996 Part VII, Section 188 there is an immediate duty on the local authority to provide interim accommodation for anyone they have reason to believe may be homeless and in priority need whilst they investigate the individual's circumstances.
5. To access long-term housing under the homelessness legislation, a household must make an application to a local authority. The local authority has a duty to house individuals or households who meet the following criteria:
  - eligible for assistance – which will not apply to certain people who have lived abroad
  - legally classed as homeless – by having nowhere that is available and reasonable to occupy, anywhere in the world, homeless as a result of an emergency such as flood, fire or other disaster

- in priority need – applying to all households that contain a pregnant woman or are responsible for dependent children;
- to some households made up of a 16- to 17-year-old or a care leaver aged 18 to 21;
- or where someone in the household is vulnerable, e.g. fleeing domestic violence or the threat of violence, because of old age, mental or physical health problems; or by being in prison, care or the armed forces
- unintentionally homeless – those who have not deliberately done, or failed to do, something that caused them to become homeless, such as failing to make rent or mortgage payments when they could have afforded to do so
- You have a local connection – lived in the area for six months out of the past 12, or three years out of the past five, you have close family in the area, you work in the area or other specialist reasons, for example receiving specialist health care or because in the past you lived in the area for a long time.

### **Temporary accommodation**

6. Under current homelessness legislation, local authorities must ensure that suitable temporary accommodation is available for homeless households who are in priority need and unintentionally homeless until settled accommodation can be found. Households found to be intentionally homeless may be provided with temporary accommodation for a 'reasonable period' (normally about 28 days).
7. Temporary accommodation can include local authority's housing stock; short-term housing leased from private landlords; council or registered social landlords' hostels; or bed and breakfast hotels. There is no legal definition of how long temporary accommodation may last for, and for many homeless households their stay in this kind of accommodation is anything but temporary.
8. Authorities also have a duty to continue to provide temporary accommodation for these households until settled accommodation can be found for them.
9. Sections 206 and 208 of the Housing Act 1996 Act impose distinct but related requirements upon the local authority.

### **Location of accommodation**

10. Section 208(1) provides that: 'So far as reasonably practicable a local housing authority shall in discharging their housing functions under this Part secure that accommodation is available for the occupation of the applicant in their district'.
11. The accommodation offered has to be suitable to the needs of the particular homeless person and each member of their household and the location of the accommodation can be relevant to its suitability.

### **Suitability of accommodation**

12. Section 206(1) provides that the local authority may discharge their housing functions only by securing 'suitable' accommodation.
13. **The 2011 Localism Act** made significant changes to the homelessness duty in England and Wales. Local authorities are able to fully discharge their duty by offering a private rented sector (PRS) tenancy of 12 months, without the consent of the tenant. Previously the local authority had to offer a social home unless the tenant opted for a private tenancy.

## Statutory Guidance

14. Under section 182(1) of the 1996 Act, local authorities are required to have regard to such guidance as may from time to time be given by the Secretary of State. The current general guidance is contained in the Homelessness Code of Guidance for Local Authorities (DCLG 2006 - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7841/152056.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7841/152056.pdf))

## Location of accommodation

15. As to the duty in Section 208(1) regarding location of accommodation the guidance provides:

*“16.7 Section 108(1) requires housing authorities to secure accommodation within their district, in so far as is reasonably practicable. Housing authorities should, therefore, aim to secure accommodation within their own district wherever possible, except where there are clear benefits for the applicant of being accommodated outside of the district. This could occur, for example, where the applicant, and/or a member of his or her household, would be at risk of domestic or other violence in the district and need to be accommodated elsewhere to reduce the risk of further contact with the perpetrators or where ex-offenders or drug/alcohol users would benefit from being accommodated outside the district to help break links with previous contacts which could exert a negative influence”.*

## Suitability of accommodation

16. As to suitability, the Code of Guidance advises;

*“17.41 The location of the accommodation will be relevant to suitability and the suitability of the location for all the members of the household will have to be considered. Where, for example, applicants are in paid employment account will need to be taken of their need to reach their normal workplace from the accommodation secured. The Secretary of State recommends that local authorities take into account the need to minimise disruption to the education of young people, particularly at critical points in time such as close to taking GCSE examinations. Housing authorities should avoid placing applicants in isolated accommodation away from public transport, shops and other facilities, and, wherever possible, secure accommodation that is as close as possible to where they were previously living, so they retain established links with schools, doctors, social workers and other key services and support essential to the well-being of the household”.*

## Fylde BC Policies on the Procurement and Allocation of Temporary Accommodation

17. Local Authorities need to be able to explain their decisions as to the location and suitability of temporary accommodation they have available taking into account factors such as the number and type of homeless presentations, availability of move on permanent accommodation either into the social rented or private sector accommodation (12 month tenancy), being able to procure sufficient units of temporary accommodation at affordable prices in their areas, and the practicalities of procuring accommodation in nearby authorities. If local authorities procure temporary accommodation outside their own area, this will place pressures on the accommodation, education and other public services available in those areas.
18. Local Authorities should have in place a policy for the procurement of sufficient units of temporary accommodation to meet anticipated demand and a policy on the allocation of that temporary accommodation that reflect the authority's statutory obligations under the Housing Act 1996. These policies should be approved by the democratically accountable members of the Council and should be made publicly available.

19. The policies attached set out how Fylde Borough Council will meet its responsibilities to procure and allocate sufficient units of temporary accommodation to meet anticipated demand annually for people who are homeless or threatened with homelessness within the borough of Fylde.
20. The policies have been jointly developed by the following local authorities:
  1. Blackburn with Darwen Council
  2. Burnley Council
  3. Fylde Council
  4. Hyndburn Council
  5. Lancaster Council
  6. Rossendale Council
  7. South Ribble Council
  8. Wyre Council
21. These policies have been drafted having had regard to the following legislation and statutory guidance
  1. Housing Act 1996, Part 7 Homelessness
  2. Homelessness Act 2002
  3. Homelessness Code of Guidance for Local Authorities (2006)
  4. Homelessness (Suitability of Accommodation) Order 1996
  5. Homelessness (Suitability of Accommodation) (England) Order 2003
  6. Localism Act 2011 (Commencement No 2 and Transitional Provisions) (England) Order 2012
  7. Homelessness (Suitability of Accommodation) (England) Order 2012
  8. Supplementary Guidance on Changes in Localism Act 2011 and Homelessness (Suitability of Accommodation) (England) Order 2012 (2012)
  9. Supplementary Guidance on Domestic Abuse and Homelessness (2014)
  10. Human Rights Act 1998
  11. Children Act 2004
  12. Equality Act 2010
22. It is requested the Environment, Health and Housing Committee approve both the Policy on Procuring Temporary Accommodation and the Policy of Allocating Temporary Accommodation and request that the policies are updated annually to ensure sufficient units of temporary accommodation are procured to meet anticipated demand within the Borough

IMPLICATIONS	
Finance	There are no direct financial implications arising from this report. Any future financial implications will be the subject of further reports to Members.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	TEL	DATE	DOC ID
Kirstine Riding	01253 658569	08/02/2016	

LIST OF BACKGROUND PAPERS		
Name of document Homeless Code of Guidance for Local Authorities	Date	Where available for inspection <a href="http://www.gov.uk">www.gov.uk</a>

Attached documents:

Appendix 1 Fylde Borough Council - Policy on the Procurement of Temporary Accommodation

Appendix 2 Fylde Borough Council - Policy on the Allocation of Temporary Accommodation



## **Appendix 1**

### **Fylde Borough Council Policy on the Procurement of Temporary Accommodation**



January 2016

#### Definition of procurement

For the purpose of this policy procurement is defined as the act of acquiring or buying residential dwellings from a local authority's own housing stock or from an external source. The accommodation will be appropriate for its intended purpose and will be procured at the best possible cost to meet the needs of the local authorities in terms of quality and quantity, time, and location.

#### 1.0 Background

- 1.1 This Policy sets out how Fylde Borough Council will meet its responsibilities to provide temporary accommodation to people who are homeless or threatened with homelessness.
- 1.2 This Policy will ensure that Fylde Borough Council procures sufficient units of temporary accommodation to meet the anticipated demand annually.
- 1.3 This Policy has been producing have had regard to Fylde Borough Council's Homelessness Strategy 2014 – 2018
- 1.4 This Policy has been jointly developed by the following local authorities:
  - 1. Blackburn with Darwen Council
  - 2. Burnley Council
  - 3. Fylde Council
  - 4. Hyndburn Council
  - 5. Lancaster Council
  - 5. Rossendale Council
  - 6. South Ribble Council
  - 7. Wyre Council

- 1.5 This Policy will be reviewed annually or whenever new statute is enacted.
- 1.6 This Policy compliments existing procurement policies operated by the above local authorities.

## 2.0 Legislative Context

- 2.1. This policy has been drafted having had regard to the following legislation and statutory guidance (this list is not meant to be exhaustive):
1. Housing Act 1996, Part 7 Homelessness
  2. Homelessness Act 2002
  3. Homelessness Code of Guidance for Local Authorities (2006)
  4. Homelessness (Suitability of Accommodation) Order 1996
  5. Homelessness (Suitability of Accommodation) (England) Order 2003
  6. Localism Act 2011 (Commencement No 2 and Transitional Provisions) (England) Order 2012
  7. Homelessness (Suitability of Accommodation) (England) Order 2012
  8. Supplementary Guidance on Changes in Localism Act 2011 and Homelessness (Suitability of Accommodation) (England) Order 2012 (2012)
  9. Supplementary Guidance on Domestic Abuse and Homelessness (2014)
  10. Human Rights Act 1998
  11. Children Act 2004
  12. Equality Act 2010
- 2.2 This Policy has been drafted with due consideration to the judgment handed down by the Supreme Court in the case of *Nzolamesso v Westminster City Council* April 2015
- 2.3 This Policy has been drafted with due consideration to the advice published in 2014 by the Local Government Ombudsman contained within the report 'No Place Like Home: Council's use of unsuitable bed and breakfast accommodation for homeless families and young people'.
- 2.4 This Policy covers the procurement of temporary accommodation by Fylde Borough Council to perform duties under the following section of the Housing Act 1996, Part 7:

1. Section 188 – provision of interim accommodation provided to applicants where there is a reason to believe they are homeless, eligible and in priority need pending the conclusion of enquiries
  2. Section 190(2) – provision of accommodation provided for a reasonable period to applicants who are intentional homeless but in priority need to allow a reasonable period of time to identify alternative accommodation
  3. Section 193(2) – provision of accommodation to applicants owed the main housing duty, until this duty is brought to an end.
- 2.5 This Policy also extends to the procurement of temporary accommodation by Fylde Borough Council to enact any temporary accommodation powers available to the local authority under Housing Act 1996, Part 7.
- 2.6 For the purpose of the Policy, the act of procuring temporary accommodation is defined as obtaining dwellings by way of purchase and/or lease for the purpose of fulfilling statutory accommodation duties and/or enacting discretionary powers towards homeless applicant households. This definition extends to the same acts undertaken by third parties, which may include other public bodies or private companies. This also encompasses accessing accommodation procured by other public bodies (e.g. Lancashire County Council) for the provision of accommodation-based housing related support services.

<b>Year</b>	<b>Homeless Presentations</b>	<b>Homeless Acceptances</b>
<b>2012/13</b>	<b>78</b>	<b>10</b>
<b>2013/14</b>	<b>93</b>	<b>12</b>
<b>2014/15</b>	<b>102</b>	<b>10</b>
<b>2015/16 to Qtr 3</b>	<b>63</b>	<b>10</b>

### 3.0 Provision of Temporary Accommodation

- 3.1 Fylde Borough Council will procure temporary accommodation by establishing the following arrangements:

1. Deploying Fylde Borough Council employees to procure temporary accommodation, and/or
  2. Appointing an private company to as an agent to procure temporary accommodation, and/or
  3. A mixture of the two above arrangements
- 3.2. Fylde Borough Council will procure the provision of temporary accommodation in the following ways:
1. Fylde Borough Council itself will provide units of accommodation from its own stock, and/or
  2. Social landlords will provide units of accommodation from their own stock, and/or
  3. Private landlords will provide units of accommodation from their own stock, and or
  4. A mixture of the above arrangements.
- 3.3 Fylde Borough Council will manage the temporary accommodation by entering into the following arrangements:
1. Fylde Borough Council itself will manage the temporary accommodation portfolio, and/or
  2. A social landlord will manage the temporary accommodation portfolio, and/or
  3. A private company will manage the temporary accommodation portfolio, and/or
  4. A mixture of the above arrangements
- 3.4 Any two or more of the local authorities cited in section 1.4 of this Policy will reserve the right to jointly procure and manage temporary accommodation.

**Fylde Borough Council Homeless Partnership Agreement 01/04/2015 to 31/03/2017**

**Fylde Borough Council have in place a Homeless Partnership Agreement between Fylde BC, F2F YMCA and Progress Housing to manage the provision of homeless advice and support services and accommodation into the private and social rented sector. The partnership agreement has been in place since the 1<sup>st</sup> April 2004 and partnership agreements are negotiated over a 2 year period.**

**The Council is the local housing authority and has a statutory duty to provide a**

homelessness and housing advice service. F2F YMCA and Progress Housing have agreed to assist the Council in providing the Service. Performance information from the partnership is reported quarterly to the Fylde Homelessness Forum.

Under the partnership each organisation has defined roles which are reviewed annually to account for any changes in services and government initiatives.

1. The Council's role is to retain overall strategic and operational management of the Service including a Homeless Strategy for Fylde, running the Fylde Homelessness Forum and carry out all of the homelessness assessments, decisions, reviews and government initiatives.
2. F2F YMCA's role is to provide a Rent Bond Guarantee scheme for Fylde BC to ensure affordable good quality accommodation is made available in the Private Rented Sector and signposting and housing advice service. The cost of this service is £29,561 per annum.
3. Progress Housing's role is to provide accommodation for individuals or families affected by homelessness with 33.5 hours per week of floating support for all clients staying in interim accommodation. The cost of this service is £24,000 per annum.
4. Progress Housing will also provide an Emergency Out of Hours service to respond to emergency homelessness enquiries, establish whether an applicant is likely to be in a priority need category and if so secure emergency accommodation. The service is used by other departments within Fylde BC who require out of hours provision. There is a separate agreement for this service which is reviewed annually and agreed between Fylde BC and Progress Housing. The cost of this service is £5,254 and this cost is determined by the provider.

#### 4.0 Location and numbers of Temporary Accommodation

- 4.1 The predominantly used temporary accommodation will be sited within the Fylde Borough Council local authority district. Fylde Borough Council currently has access to 10 units of temporary interim accommodation managed by Progress Housing Association.

Property Type
1 Bed Ground Floor Flat
1 Bed Ground Floor Bedsit
1 Bed First Floor Bedsit
2 Bed First Floor Flat
2 Bed Second Floor Flat
2 Bed First Floor Flat
1 Bed Ground Floor Flat
2 Bed Ground Floor Flat
2 Bed Ground Floor Flat
3 Bed Ground Floor Flat

- 4.2. Temporary accommodation will be procured in the areas from which homelessness is known to most commonly occur. Fylde Borough Council will use its P1E data and other sources of intelligence to identify the wards from which homelessness occurs and will endeavor to ensure temporary accommodation is made available within these areas or as near as possible, wherever it is practicable to do so. On occasions this may result in the nearest unit of temporary accommodation being obtained in a neighbouring local authority district.
- 4.3 Fylde Borough Council will ensure that temporary accommodation provided is located so that the main services used by an applicant and their household can be reached by foot or by public transport, doctors, dentists or other health providers, advice agencies (where applicable), schools.
- 4.5 The suitability of Fylde Borough Council's provision of temporary accommodation will be reviewed as part of future Homelessness Strategy adopted by the local authority, or when any new statute comes into force.
- 4.6 Local circumstances and stock options available and any the constraints this poses will be recognised by Fylde Borough Council when procuring temporary accommodation.

#### 5.0 Bed & Breakfast Hotel Accommodation

- 5.1 Bed & Breakfast accommodation will not be used except in an emergency. Where this does become necessary Fylde Borough Council will ensure it has a list of approved premises within the local authority area. These Bed & Breakfast premises will be inspected by Fylde Borough Council annually (or more often if required) to ensure that they meet the minimum standards as set out within this policy.
- 5.2 Fylde Borough Council will write to each B&B owner to advise them of the minimum standards and to confirm whom they should contact if they have any queries or require support.

- 5.3 It is recognised that in certain circumstances Bed & Breakfast premises that are not on the approved premises list will have to be used. Where an applicant and their household remains within this accommodation for longer than a week Fylde Borough Council will endeavor to inspect this premises providing that it does not place an undue strain on resources. However where an applicant who is pregnant and/or dependent children reside, or the applicant is a child aged 16 or 17, the property will be inspected within a week.
- 5.4 Where the premise is situated within another local authority's boundary Fylde Borough Council will liaise with the relevant local housing authority regarding an inspection.

## 6.0 Standards of Temporary Accommodation

### 6.1 Minimum standards

1. Be where possible within Fylde Borough Council local authority area; and
2. Have adequate and exclusive toilet and personal washing facilities; and
3. Have adequate bedrooms, cooking facilities and access to a living room; and
4. Be useable by the applicant household 24 hours a day.
5. The accommodation should have accessible facilities and services for health and education in the locality, taking account of the distance of travel, access to public transport.
6. The accommodation should be suitable for occupation by an applicant whom is pregnant and/or dependent children reside, or the applicant is a child aged 16 or 17, whenever needed
7. No pets will be allowed, except assistance dogs for the disabled.  
Applicant household will be supported to re-home any pets prior to occupation of temporary accommodation.
8. Will satisfy any public sector equality duty owed under Equality Act 2010
9. Will satisfy any safeguarding or welfare duty owed under Children Act 2004
10. Will satisfy any inspection carried out by local authority private sector housing teams or environmental health officers

### 6.2 Physical Standards

6.2.1 All temporary accommodation will: -

1. Meet the physical or sensory disability requirements of any member of the household (where practically possible).
2. Comply with relevant housing quality standards including health and safety, hygiene and fire legislation and regulations.
3. Provide units that are secure with individual locks so people feel they and their belongings are safe. The occupancy / tenancy agreement will include an agreed minimum amount of notice a landlord must give before accessing a person's property / unit and under what circumstances they would give such notice. This will be at least 24 hours.
4. Have sufficient bedroom space to meet the needs of the household as far as possible.
5. Have adequate communal living space, which includes, for example, space for children to play or do homework.
6. Have individual bathroom / toilet facilities for an applicant and their household (currently some shared temporary accommodation does not meet this standard, but where it cannot be met, bathrooms are shared by no more than two individuals).
7. Have access to on-site laundry facilities whenever possible. B&B will also be required to provide an on-site facility whenever possible.
8. Have a suitable standard of furniture to meet the applicant and their households' needs.
9. Have a minimum standard of cleanliness and decoration.
10. Have sufficient and affordable heating systems at an acceptable efficiency rating.
11. Be accessible 24 hours a day.

6.3 Shared Accommodation

6.3.1 Shared housing for 3 or more unrelated people will have a Housing in Multiple Occupation (HMO) license. This license will be displayed on the premises.  
Inspections

6.3.2 Fylde Borough Council will carry out inspections at least annually of all temporary accommodation to ensure that it meets these physical standards.



#### 6.4 Out of area placements

- 6.4.1. Fylde Borough Council will endeavour to procure all of its temporary accommodation within the Fylde local authority area, however where this is not possible due to a lack of appropriate accommodation, Fylde Borough Council may at times need to procure accommodation outside of the Fylde local authority area. Where this happens Fylde Borough Council will ensure that any accommodation it procures is as close to the Fylde local authority area as possible.

#### 7.0 Review of Policy

- 7.1 Fylde Borough Council will review this procurement policy as often as needed or on an annual basis, or when new legislation is enacted, to ensure that its provision of temporary accommodation continues to meet the current demand and anticipated demand.

**Appendix 2**  
**Fylde Borough Council**  
**Policy on the Allocation of Temporary Accommodation**



January 2016

1.0 Background

- 1.1 This Policy sets out how Fylde Borough Council will meet its responsibilities to provide temporary accommodation to people who are homeless or threatened with homelessness.
- 1.2 This Policy will ensure that Fylde Borough Council procures sufficient units of temporary accommodation to meet the anticipated demand annually.
- 1.3 This Policy has been producing have had regard to Fylde Borough Council's Homelessness Strategy 2014 – 2018
- 1.4 This Policy has been jointly developed by the following local authorities:
  1. Blackburn with Darwen Council
  2. Burnley Council
  3. Fylde Council
  4. Hyndburn Council
  5. Rossendale Council
  6. South Ribble Council
  7. Wyre Council
- 1.5 This Policy will be reviewed annually or whenever new statute is enacted.
- 1.6 This Policy compliments existing procurement polices operated by the above local authorities.

2.0 Legislative Context

- 2.1. This policy has been drafted having had regard to the following legislation and statutory guidance (this list is not meant to be exhaustive):
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2. Homelessness Act 2002
  3. Homelessness Code of Guidance for Local Authorities (2006)
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  9. Supplementary Guidance on Domestic Abuse and Homelessness (2014)
- 2.2 This Policy has been drafted with due consideration to the judgment handed down by the Supreme Court in the case of *Nzolamesso v Westminster City Council* April 2015
- 2.3 This Policy has been drafted with due consideration to the advice published in 2014 by the Local Government Ombudsman contained within the report 'No Place Like Home: Council's use of unsuitable bed and breakfast accommodation for homeless families and young people'.
- 2.4 This Policy covers the procurement of temporary accommodation by Fylde Borough Council to perform duties under the following section of the Housing Act 1996, Part 7:
1. Section 188 – provision of interim accommodation provided to applicants where there is a reason to believe they are homeless, eligible and in priority need pending the conclusion of enquiries
  2. Section 190(2) – provision of accommodation provided for a reasonable period to applicants who are intentional homeless but in priority need to allow a reasonable period of time to identify alternative accommodation
  3. Section 193(2) – provision of accommodation to applicants owed the main housing duty, until this duty is brought to an end.
- 2.5 This Policy also extends to the procurement of temporary accommodation by Fylde Borough Council to enact any temporary accommodation powers available to the local authority under Housing Act 1996, Part 7.

- 2.6 For the purpose of the Policy, the act of procuring temporary accommodation is defined as obtaining dwellings by way of purchase and/or lease for the purpose of fulfilling statutory accommodation duties and/or enacting discretionary powers towards homeless applicant households. This definition extends to the same acts undertaken by third parties, which may include other public bodies or private companies. This also encompasses accessing accommodation procured by other public bodies (e.g. Lancashire County Council) for the provision of accommodation-based housing related support services.

### 3.0 Allocation of Temporary Accommodation

- 3.1 In allocating temporary accommodation Fylde Borough Council will treat each case on an individual basis and will endeavor to allocate temporary accommodation considered to be the most suitable for the applicant together with anyone who resides or might reasonably be expected to reside with them, based upon the availability of accommodation within Fylde Borough Council's temporary accommodation portfolio.
- 3.2 A separate policy deals with the procurement of dwellings for Fylde Borough Council's temporary accommodation portfolio.
- 3.3 No pets will be allowed, except assistance dogs for the disabled. Applicant household will be supported to re-home any pets prior to occupation of temporary accommodation.

### 4.0 Principles and Objectives

- 4.1 Within the constraints of the local housing market, Fylde Borough Council's overall aim is to move residents of temporary accommodation on to permanent accommodation, as quickly as possible whilst also ensuring that this is only done at a time when the household is able to sustain permanent accommodation.
- 4.2 Fylde Borough Council also aims to:
1. Prevent homelessness
  2. Minimise the risk of homelessness recurring

3. Not place applicants in temporary accommodation unnecessarily
4. Minimise time spent in temporary accommodation
5. Avoid moves between different dwellings of temporary accommodation, particularly for households with children (unless the move is in the best interests of the family).

#### 4.3 Principles

##### 4.3.1 Fylde Borough Council seeks to:

1. Ensure its temporary accommodation policy and procedures reflect the legal framework, comply with statutory guidance, and other relevant guidance, case law and good practice.
2. Be consistent in the application of the policy
3. Comply with the Equality Act 2010, which covers eight protected characteristics - age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation - and will not discriminate against service users.
4. Comply duties arising from Children Act 2004 section 11
5. Have a policy that is capable of responding to a wide range of complex individual needs and circumstances.

#### 4.4 Objectives

1. To provide good quality temporary accommodation
2. To enable applicants to have a home of their own which, meets their needs and enables them to live independently.
3. To provide for the particular needs of applicants and their families, especially applicants of a young age and persons who currently find it difficult to access or sustain any form of accommodation – such as people with problematic alcohol or drug use, people with mental health problems and people with challenging behaviour.
4. To ensure applicants have the information and support required while in temporary accommodation.

#### 4.5 Standards

##### 4.5.1 Fylde Borough Council will:

1. Be sensitive to applicants' individual needs and circumstances, and ensure people are treated with dignity and respect.
2. Work effectively and jointly with other services provided by Fylde Borough Council and other public bodies or private and third sector organisations.
3. Provide opportunities for applicants to have their views heard and taken into account.
4. Follow Customer Service Standards at all times and any specific Homelessness Charter that might have been adopted.
5. Will satisfy any public sector equality duty owed under Equality Act 2010
6. Will satisfy any safeguarding or welfare duty owed under Children Act 2004.

#### 4.6 Physical Standards

##### 4.6.1 All temporary accommodation (where possible) will:

1. Meet the physical or sensory disability requirements of applicants and any member of their household.
2. Comply with relevant housing quality standards including health and safety, hygiene and fire legislation and regulations.
3. Provide units that are secure with individual locks so people feel they and their belongings are safe. The occupancy / tenancy agreement will include an agreed minimum amount of notice a landlord must give before accessing a person's property and under what circumstances they would give such notice. This will be at least 24 hours.
4. Have sufficient bedroom space to meet the needs of the household as far as possible.
5. Have adequate communal living space, which includes, for example, space for children to play or do homework.
6. Have individual bathroom / toilet facilities for a household
7. Have access to on-site laundry facilities.
8. Have a suitable standard of furniture to meet the families' needs.
9. Have a minimum standard of cleanliness and decoration.
10. Have sufficient and affordable heating systems at an acceptable efficiency rating.
11. Be accessible 24 hours a day.

- 4.6.2 Shared housing for 3 or more unrelated people will have a Housing in Multiple Occupation (HMO) license. This license will be displayed on the premises.

## 5.0 Allocation Principles

### 5.1. Suitability

- 5.1.1 In allocating temporary accommodation Fylde Borough Council will consider the applicant and his or her household's particular needs. In ensuring that the accommodation is suitable Fylde Borough Council will consider the needs of the applicant together with any other person who is part of the applicant's family who normally resides with him or her, and anyone else who might reasonably be expected to reside with him or her.
- 5.1.2 Fylde Borough Council will determine who resides or might reasonably be expected to reside with an applicant, based on the facts available on the date temporary accommodation is offered.
- 5.1.3 Following an allocation of temporary accommodation, should new facts emerge about anyone residing with or anyone reasonably be expected to reside with an applicant following the allocation of temporary accommodation, a decision will be made as whether alternative temporary accommodation is required.
- 5.1.4 At all times Fylde Borough Council will ensure temporary accommodation provided to applicants is suitable.
- 5.1.5 Applicants accessing temporary accommodation will be expected to engage with support services that are available and funded by the local authority during their of occupation temporary accommodation.

### 5.2 Location

- 5.2.1 Wherever possible households will be allocated temporary accommodation that is in a reasonable proximity to the area from which they became homeless (providing it is safe to do so), recognising the constraints local authorities have when sourcing temporary accommodation based on local

circumstances and stock options they have available to them, for example the organisation which is supplying that stock. Fylde Borough Council will endeavour to ensure that children are able to continue to access their current school, and where this is not possible will provide advice and assistance in arranging a transfer to an alternative school. Fylde Borough Council will also endeavour to ensure that working households are still able to access their employment. On occasions this may result in the nearest unit of temporary accommodation being obtained in a neighbouring local authority district.

- 5.2.2 All temporary accommodation provided is located so that the main services used by a household can be reached by foot or by public transport. Services include supermarket or convenience store, doctors, dentists, schools or other health providers, advice agencies (where applicable).
- 5.2.3 The location of the property will take into account the needs the applicant and all household members in terms of reasonable access to place of employment and formal or informal support networks, and, for applicants with children, easy access to schools or nursery.
- 5.2.4 The location of the allocated accommodation takes into account the social and economic needs of the household. These factors will be equally weighted alongside other matters and will not be the primary or overruling issues used to determine the suitability of accommodation be allocated.
- 5.2.5. Cultural or religious needs will be identified and where possible will be met through the location of accommodation. These factors will be equally weighted alongside other matters and will not be the primary or overruling issues to determine the suitability of accommodation be allocated.
- 5.2.6 While Fylde Borough Council will take into account areas of preference expressed by the applicant when allocating temporary accommodation; it will not always be possible to meet such requests due to the fact that only a limited number of temporary accommodation units will be available at any one time. The limited availability of properties in rural locations might mean on some occasions that temporary accommodation is provided in a nearby town instead.



5.2.7 Where an applicant has to be placed away from their existing networks due to availability of temporary accommodation; Fylde Borough Council may be able to assist them in moving to a more ideally located unit of temporary accommodation should it become available.

5.2.7 Fylde Borough Council will also take into consideration the risk of the applicant in suffering harassment or violence and any particular vulnerability of the applicant together with their household, if placed in certain geographic areas when considering suitability.

5.2.8 When allocating temporary accommodation Fylde Borough Council will take the following into consideration

1. The significance of disruption to employment, account will be taken of their need to reach their normal workplace from the accommodation secured.
2. The significance of disruption to caring responsibilities, account will be taken of the type and importance of the care applicants provide, or they or usual household member might receive, and the likely impact the withdrawal would cause.
3. Medical facilities and other support currently provided for the applicant and their household. Fylde Borough Council will consider the potential impact on the health and wellbeing of an applicant or any person reasonably expected to reside with them, were such support removed or medical facilities were no longer accessible. Fylde Borough Council will also consider whether similar facilities are accessible and available near the accommodation being offered and whether there would be any specific difficulties in the applicant or person residing with them using those essential facilities, compared to the support they are currently receiving

### 5.3 Children

5.3.1 When exercising any temporary accommodation duties Fylde Borough Council will ensure compliance with section 11(2) of the Children Act 2004.

5.3.2 On all occasions when offering a dwelling to fulfil a temporary accommodation duty Fylde Borough Council will have regard to the need to

safeguard and promote the welfare of children. For the sake of clarity welfare encompasses physical, psychological, social, educational and economic welfare.

- 5.3.3. This does not, however, mean that the children's welfare will be the paramount or even a primary consideration. However safeguarding and welfare issues will be equally weighted alongside all other evidence to identify suitable accommodation.

#### 5.4 Out of Area Placements

- 5.4.1 Fylde Borough Council will endeavour to place all applicants into temporary accommodation within Fylde local authority area, however in exceptional cases, either for an applicant's own safety, or where no units of temporary accommodation or Bed & Breakfast can be sourced within Fylde local authority area out of area placements may be necessary.
- 5.4.2 Before an out of area placement is made Fylde Borough Council will assess how practicable it would be for the applicant and their household to move out of the area. This will include whether school places would be available in the area and specialist support where required.
- 5.4.3 If out of local authority area placements are necessary Fylde Borough Council will ensure that the placement is as close to the local authority area as possible, and will endeavour to move the applicant together with their household back into Fylde local authority area as soon as is practically possible.
- 5.4.4 Where an applicant is placed out of the local authority area Fylde Borough Council will notify the local housing authority in whose local authority area the accommodation is situated.
- 5.4.5 The notice will state:
1. the name of the applicant
  2. the number and description of other persons who normally reside with him as a member of his family or might reasonably be expected to reside with him,

3. the address of the accommodation,
4. the date on which the accommodation was made available to him, and
5. Which function Fylde Borough Council was discharging in securing that the accommodation is available for his occupation.

5.4.6 The notice will be in writing, and must be given before the end of the period of 14 days beginning with the day on which the accommodation was made available to the applicant.

## 5.5 Domestic Abuse & Harassment

5.5.1 In cases where homelessness is due to domestic abuse and the applicant is not able to stay in the current home, Fylde Borough Council may need to consider the need for alternative accommodation whose location can be kept a secret and which has security measures and appropriately trained staff to protect the occupants.

5.5.2 For applicants who have suffered domestic violence who are accommodated in an emergency in hostels or bed and breakfast accommodation, the accommodation should be where possible gender-specific as well as have appropriate security measures.

5.5.3 In cases where homelessness is due to domestic abuse or other actual violence or threats of violence it may be in the best interests of the applicant to place them in temporary accommodation outside of the Fylde local authority area. This will be agreed with the applicant and any other professionals (i.e. Police or domestic abuse advocates) and a safe location will be identified.

## 5.6 Type of Temporary Accommodation

5.6.1 In allocating temporary accommodation Fylde Borough Council will consider the needs of the applicant together with their household. In particular it will take into account any physical or mental health needs in identifying any special requirements to the property, and access to specialist services essential to the wellbeing of the applicant and their household, including:

1. Level access

2. Adaptations to kitchens & bathrooms
3. Layout of the accommodation, including any internal stairs
4. Access to the accommodation
5. Location of the accommodation in relation to access to essential health or support services
6. Issues that may exacerbate any issues relating physical or mental health or old age

## 5.7 Size of Accommodation

5.7.1 Fylde Borough Council will ensure that when allocating temporary accommodation that it is of an appropriate size for the applicant together with their household.

5.7.2. Making a calculation using both the bedroom and space standard tests will be used to inform the overall number of rooms required for each applicant household

5.7.3 When making this decision Fylde Borough Council will take into account any general shortage of accommodation available to Fylde Borough Council and the nature of accommodation available.

5.7.4 Due to the emergency nature of temporary accommodation placements and the fact that only a limited number of properties will be available at any given time, living rooms and dining rooms may therefore need to be used as bedrooms. Where households are placed in accommodation that is smaller than their bedroom needs, support and practical assistance (i.e. bunk beds) will be provided until they can be moved to a larger unit of temporary accommodation.

5.7.5 Households will not be placed into accommodation of such a size that it would result in statutory overcrowding.

## 5.8 Physical Condition of the Property

5.8.1 Fylde Borough Council will ensure that all of its temporary accommodation is of a good standard and complies with relevant housing quality standards including health and safety, hygiene and fire legislation and regulations.

## 5.9 Bed & Breakfast

5.9.1 Through effective management of the temporary accommodation at Fylde Borough Council's disposal, the use of any Bed and Breakfast establishment will be kept to an absolute minimum.

5.9.2 Where Bed & Breakfast accommodation is used it will only be done so in an emergency, where no other suitable accommodation is available. As soon as alternative accommodation is made available the applicant will be moved.

5.9.3. Households with dependent children and/or a pregnant woman will not be placed in Bed & Breakfast accommodation except in an emergency. In situations where they are placed in Bed & Breakfast this will be for no longer than 6 weeks.

5.9.4 If Bed and Breakfast accommodation is used, it will be for as short a time period as possible.

## 5.10 Cost

5.10.1 Fylde Borough Council will ensure that temporary accommodation is affordable.

5.10.2 Fylde Borough Council will consider each households income and reach a conclusion as to what will be affordable, based on any savings the household might have, plus income received from employment and any benefits they may be entitled to claim.

5.10.3 Fylde Borough Council accepts that accommodation will not be suitable if the applicant's net income, after payment of housing costs, would be significantly less than Income Support or Jobseekers Allowance levels (e.g. significantly exceeds the Overall Benefit Cap for claimants in receipt of Universal Credit). Nor will it be suitable if the applicant would not be able to afford basic

essentials such as food, clothing, heating or transport as well as the costs of the accommodation.

5.10.4 Applicants will be advised of the costs associated with temporary accommodation including eligible and ineligible costs.

#### 5.11 Change of circumstances

5.11.1 Any change of circumstances that affects an applicant's needs in relation to temporary accommodation will be considered on a case-by-case basis. An assessment of what is reasonable with regard to the above guidance will be made.

5.11.2 Fylde Borough Council's duty is to the applicant and the provision of temporary accommodation to meet their needs. However, Fylde Borough Council recognise that due to the length of time applicants spend in temporary accommodation, their circumstances may change to the extent that alternative temporary accommodation is needed.

5.11.3 Changes in circumstances that make the temporary accommodation unsuitable will be given priority for a move to alternative temporary accommodation.

#### 5.12 Management Standards

1. A written occupancy agreement will be provided and explained to the household
2. Repairs procedures will be provided to the household
3. Notice periods will comply with the law and good practice
4. When households move in or are relocated Fylde Borough Council will seek to ensure minimum disruption to the household.
5. Fylde Borough Council will provide advice and assistance to protect households personal possessions where required

#### 5.13 Offers and Refusals

5.13.1 An applicant will receive one reasonable offer of temporary accommodation. Fylde Borough Council considers a reasonable offer of accommodation to be

accommodation that meets the applicant household's needs, based on the information held in relation to the applicant's homeless application at the time of allocation.

5.13.2 Applicants will be notified of their rights and timescales to seek a review or appeal any decision made about the suitability of temporary accommodation offered or provided. Applicants will be informed where they obtain assistance to take this action and how to go about requesting a review or appeal.

5.13.3 Applicants will be notified of their responsibilities and informed of the penalties that can be imposed by the Courts for withholding or providing false information and the impact that will have on their temporary accommodation provided.

#### 5.14 Length of stay in temporary accommodation

5.14.1 Where there is an interim duty to accommodate (as described in Housing Act 1996 Part 7 Section 188), applicants will be provided with temporary accommodation until:

1. The investigation into their homeless application is complete
2. The outcome of any review is known
3. A penalty will be awarded against applicant household found to be in breach of their occupation agreement
4. Action will be taken against applicant who fraudulently gain temporary accommodation

5.14.2 Where there is a temporary duty to accommodate following a decision of intentional homeless but in priority need (as described in Housing Act 1996 Part 7 Section 190) applicants will be provided with temporary accommodation until:

1. a reasonable period of time has elapsed that will allow them to secure their own accommodation (taking account of the local housing conditions e.g. the availability of alternative accommodation and the personal circumstances of the applicant, which may affect their ability to secure accommodation).

- 5.14.3 Where there is the main duty to secure accommodation (as described in Housing Act 1996 Part 7 Section 193(2)) applicants will be provided with temporary accommodation until:
1. they ceases to be eligible for assistance
  2. they become homeless intentionally from the accommodation provided
  3. they otherwise voluntarily ceases to occupy the accommodation provided as his/her only or principal home
  4. they accept an offer of accommodation under Housing Act 1996 Part 6 (allocation of housing accommodation)
  5. they accept an offer of an assured tenancy
  6. they accept an offer of suitable private rented sector accommodation (by means to an assured shorthold tenancy which is of a minimum term of 12 months and includes a break clause should the accommodation deemed to be not suitable).
  7. they refuses a final offer of suitable accommodation under Housing Act 1996 Part 6 (allocation of housing accommodation) where they has been informed of the possible consequences of refusal and of thier right to request a review of the suitability of the accommodation
  8. they refuse an offer of suitable private rented sector accommodation (by means to an assured shorthold tenancy which is of a minimum term of 12 months and includes a break clause should the accommodation deemed to be not suitable) where they have been informed of the possible consequences of refusal and been notified them that they have discharged their duty.

5.14.4 An applicant's temporary accommodation will also be brought to an end when an applicant sources his or her own private sector accommodation for a 6 month period and using the local authorities rent bond/rent in advance support?

#### 5.15 Request for change of temporary accommodation

5.15.1 If the temporary accommodation available does not meet the needs of the applicant, this will be assessed by Homelessness and Housing Advice Manager and/or Temporary Accommodation Team Leader.



- 5.15.2 A limited number of temporary properties become available at any one time. For this reason, the applicant will be advised that it may not be possible to meet their preferences in relation to temporary accommodation and, whilst any preferences will be taken into account, there are no guarantees. Applicants will be provided with what is reasonable based on the temporary accommodation that is available.
- 5.15.3 Any decision to prioritise an applicant already in temporary accommodation for a move to alternative temporary accommodation will take into any special social, medical, employment, family or other issues.
- 5.15.4 If temporary accommodation becomes available, requests for changes will be verified. If the accommodation will meet the needs of an applicant who has requested a change, this move should be considered. The move can only take place if it will not place an undue strain on remaining resources. The move should not take place, if it will result in the need for another temporary accommodation unit being set up.

## 6.0 Refusal of Temporary Accommodation

- 6.1 If an applicant refuses an offer of temporary accommodation any of the following duties may come to an end:
1. section 188 interim accommodation duty.
  2. section 190(2) duty to accommodate for reasonable period.
  3. section 193(2) main housing duty.
- 6.2 The applicant will be notified in writing of the possible consequences of refusal, and advised of their right to request a review of the suitability of the accommodation.
- 6.3 Applicants will be encouraged to accept the offer of temporary accommodation, and request a review of the suitability if they consider it to not be appropriate. On this basis if their review request is unsuccessful they are able to continue to occupy the accommodation.
- 6.4 If the accommodation is refused and upon review Fylde Borough Council is satisfied that the accommodation is suitable Fylde Borough Council will notify

the applicant in writing that they are no longer subject the section 193(2) duty.  
No further offer of temporary accommodation will be made available.

## 7.0 Review of Policy

- 7.1 Fylde Borough Council will review this procurement policy as often as needed or on an annual basis, or when new legislation is enacted, to ensure that its provision of temporary accommodation continues to meet the current demand and anticipated demand. This will be accomplished via the local the homelessness strategy.

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	23 FEBRUARY 2016	5

## PROPOSED CONSULTATION RESPONSE TO LANCASHIRE COUNTY COUNCIL (LCC) PROPOSAL TO CEASE SUPPORTING PEOPLE FUNDING OF NON STATUTORY SERVICES

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

A report was considered by committee, on the 5<sup>th</sup> January 2015 detailing the proposals announced on the 5<sup>th</sup> November 2015 by Lancashire County Council (LCC), to cease the non-statutory element of the Supporting People Funding from the 1<sup>st</sup> April 2015 as part of measures to deliver further savings of £65m over the next 2 years.

The Committee expressed concerns in the strongest possible terms regarding the removal of the proposed funding. Fylde BC held an event on the 22<sup>nd</sup> January that brought together Service Providers, Fylde BC Housing Benefit and Homelessness and Housing Advice teams and Supported People Team at Lancashire County Council to consider the implications on services within Fylde and direct impact on service providers.

This report contains the consultation response based on feedback from the event.

The response is to inform the consultation process regarding implementation of the decision to cease Supporting People funding for non-statutory services, running from 1<sup>st</sup> January to the 31<sup>st</sup> March 2016.

Part 1 considers the wider implications on service provision for vulnerable adults within Fylde and transitional arrangements prior to the funding being withdrawn completely in March 2017 and alternative options available to provide the service and support required.

Part 2 gives information on the direct impact on service providers as a result of the funding being withdrawn for non-statutory services.

### RECOMMENDATION

#### That Committee is requested to:

1. Approve the consultation response contained in Appendix 2 on the decision to cease Supported People funding on non-statutory services within Fylde on behalf of Fylde BC and Service Providers in Fylde.

<b>CORPORATE PRIORITIES</b>			
To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

## **SUMMARY OF PREVIOUS DECISIONS**

Environment, Health and Housing Committee on 5<sup>TH</sup> January 2016 expressed concerns in the strongest possible terms regarding the removal of the proposed funding.

After a debate it was RESOLVED

1. Note the contents of the report and proposals to cease Supported People funding for non-statutory services
2. Note the consultation process to implement the cessation of funding for support services across Lancashire
3. That the Committee recommends the Housing Team facilitate a consultation process to inform a formal response to the consultation, with;
  - LCC Supported People Programme
  - Service Providers
  - Landlords
  - Fylde BC Housing Benefits
4. That a holding response be sent to Lancashire County Council to inform them of the intent to respond formally following a consultation with stakeholders and providers; and
5. That the draft formal response on behalf of Fylde BC is brought to Environment, Health and Housing Committee on the 23<sup>rd</sup> February 2016 for approval

## **REPORT**

### **1 Background**

#### **1.1 Supported People Funding**

The Supporting People programme was introduced by central government in April 2003 to promote and improve the quality of housing support services. It provides housing related support to help vulnerable groups to live as independently as possible in the community whether in their own homes or in hostels, sheltered housing or other specialised supported housing.

The programme was designed to help;

- older people
- people with learning difficulties
- people with mental health problems
- people with physical disabilities
- women fleeing domestic violence
- homeless people
- people struggling to meet their tenancy conditions
- people leaving institutional care
- young care leavers

Housing support services can be provided by a landlord, for example a housing association, a voluntary organisation which manages accommodation, for example a young person's Foyer and, agencies that provide support in the home.

## **1.2 Budget proposals at Lancashire County Council (LCC)**

Over the past 5 years LCC has had to manage resources effectively and make financial savings, as a result of reduced amounts of Central Government funding and to account for significant cost pressures, brought about by high demand for many of their services.

On the 16<sup>th</sup> November 2015 the LCC published proposals to deliver further savings of £65m over the next 2 years and on the 11<sup>th</sup> February 2016 LCC full Council made its decision to approve budget proposals to deliver further savings.

The consultation process regarding implementation of the decision to cease Supporting People funding for non-statutory services will run from 1<sup>st</sup> January to the 31<sup>st</sup> March 2016.

During this time LCC Supporting People Team will work with providers and other stakeholders to explore the options and implications of the cuts, consult on how LCC can implement these and then feed this back into planning with partners, providers etc.

## **1.3 The Proposals to cease non-statutory element of Supporting People funding**

- Cease the non-statutory element of the Supporting People service from 1st April 2016
- Revenue funding to be provided to support homeless 16 and 17 year olds (current proposal approx. half of current SP funding for young people's services)
- Use £10.15m reserves in 16/17 to fund the 12 month 'transition period' to enable appropriate cessation of Supporting People contracts/arrangements
- Apply waivers, as appropriate, to Supporting People contracts during the transition period
- Where contracts are in place until March 2017 or beyond, contracts will cease on 31<sup>st</sup> March 2017
- Appropriate notice will be given for services/contracts which expire on a date after March 2017 to bring them to an end on 31<sup>st</sup> March 2017
- Contracts for services which have been tendered and cease in January and February 2017 will be brought to an end on expiry date (will not be extended to 31<sup>st</sup> March 2017)
- Provision of 16 and 17 year olds will need to be reconfigured within the available resources by April 2017

### **2.1 Definition of Statutory and non-statutory services**

- Statutory is defined as duty of the County Council and not the Districts
- LCC have no statutory duty to provide supported accommodation
- There is a statutory duty to meet the accommodation needs of 16 and 17 year olds who are homeless.

## **3 The Consultation Process**

### **3.1 Holding response sent 13<sup>th</sup> January 2016**

Appendix 1 contains the holding response sent to Lancashire County Council as part of the consultation process on the proposed savings discussed at full Council on the 11<sup>th</sup> February 2015. This response highlighted concerns Fylde BC had regarding the removal of the proposed funding and that an event would be held to pull a submission to be sent from Fylde BC on the impact of ending SP funding on essential support services in Fylde and options for the future.

Initial responses from Providers express concern that the withdrawal of the SP funding will have a major impact on the most vulnerable groups who require a safe and secure place to live and support to gain the skills to live independently; the elderly, young people and people suffering with mental illness. The funding pays for support staff that provide the services and the impact of the cuts will be a loss of staff roles and the services and accommodation available will not be able to continue as is currently modelled. The withdrawal of the SP funding from non-statutory services will have a direct impact on the homelessness and housing advice services delivered by Local Authorities.

### **3.2 Impact on ceasing Supported People funding for non-statutory services in Fylde**

On Friday 22<sup>nd</sup> January Fylde BC facilitated an event with Service Providers in receipt of Supported People funding in Fylde, Fylde BC Housing Benefit and Homelessness and Housing Advice Teams and Supported People Team.

Appendix 2 contains the proposed consultation response to be sent from Fylde BC regarding the decision to cease Supporting People funding for non-statutory services that runs from 1<sup>st</sup> January to the 31<sup>st</sup> March 2016. The response is split into two parts. Part 1 looks at the direct wider impact of the withdrawal of funding and support LCC are putting in place to minimise the impact on local authorities. Appendix 2 contains responses received from Providers in receipt of Supporting People funding.

<b>IMPLICATIONS</b>	
Finance	There are no direct financial implications arising from this report. Any future financial implications will be the subject of further reports to Members.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

<b>LEAD AUTHOR</b>	<b>TEL</b>	<b>DATE</b>	<b>DOC ID</b>
Kirstine Riding	01253658569	08/02/2016	

<b>LIST OF BACKGROUND PAPERS</b>		
Environment, Health & Housing Agenda & Minutes	5 Jan 2016	Council Website

## Appendix 1

### 13<sup>th</sup> February 2016, Submission to budget proposals announced on the 5<sup>th</sup> November 2015

A report was taken to Environmental Health and Housing Committee, Fylde BC on the 5<sup>th</sup> January 2015 that detailed the proposals announced on the 5<sup>th</sup> November 2015 by Lancashire County Council, to cease the non-statutory element of the Supporting People Funding from the 1<sup>st</sup> April 2015, and the consultation process on the proposals. The Committee expressed concerns in the strongest possible terms regarding the removal of the proposed funding and after a debate it was resolved that Fylde BC would facilitate an event with Fylde BC, Providers and Landlords to pull a response together, to inform a submission to be sent from Fylde BC on the impact of ending SP funding on essential support services in Fylde and options for the future. Full details of the report and minutes are available on our website.

<https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/107/Committee/19/Default.aspx>

Initial responses from Providers express concern that the withdrawal of the SP funding will have a major impact on the most vulnerable groups who require a safe and secure place to live<sup>4</sup> and support to gain the skills to live independently; the elderly, young people and people suffering with mental illness.

The Supported People funding was introduced in April 2003, therefore within Fylde and wider Lancashire, these services have been available for vulnerable people for a number of years and organisations established to provide the services. The funding pays for support staff that provide the services and the impact of the cuts will be a loss of staff roles and the services and accommodation available will not be able to continue as is currently modelled.

The withdrawal of the SP funding from non-statutory services will have a direct impact on the homelessness and housing advice services delivered by Local Authorities.

Examples of support services for vulnerable groups that are at risk include:

- YMCA, Richmond Fellowship, progress Housing and Fylde Coast Women's Aid provide accommodation based services to vulnerable groups.
- The YMCA support young people at risk and in 14/15 they supported 34 young people, of which 17 were 16/17 year old and in 15/16 they have supported 22 young people.
- Richmond Fellowship supports people with mental health problems, in 15/16 they have supported 22 young people.
- Calico and DISC provide 'floating' housing support. Vulnerable people are referred into the Calico support service by a wide range of agencies including Fylde BC. From Fylde BC prospective these are people who are accessing homelessness and housing advice support. The floating support helps them to set up their tenancies with more likelihood of the tenancies being sustainable in the longer term. The North Contract employs 12 member of staff, 3 of which are based in Fylde and customers receiving support fall into several client groups with the highest proportion being homeless families with support needs (19) and mental health needs (22).

## **Appendix 2**

### **Submission to Supported People Team, Lancashire County Council on the implementation of the decision to cease Supported People funding for non-statutory services**

#### **Supported People Programme April 2003 to March 2016**

The Supporting People programme was introduced by central government in April 2003 to promote and improve the quality of housing support services. It provides housing related support to help vulnerable groups to live as independently as possible in the community whether in their own homes or in hostels, sheltered housing or other specialised supported housing.

The programme was designed to help;

- older people
- people with learning difficulties
- people with mental health problems
- people with physical disabilities
- women fleeing domestic violence
- homeless people
- people struggling to meet their tenancy conditions
- people leaving institutional care
- young care leavers

Within Fylde and wider Lancashire there are a range of organisations that provide Supported People funded projects to help vulnerable groups. These services have been available for a number of years and organisations have developed their services under the Supporting People banner. The funding pays for support staff that provide the services. Within Fylde there are:

- Three accommodation based projects that help young people at risk, women at risk of domestic violence and people with mental health problems
- One Supported Lodging service that supports young people at risk
- Two floating support projects that assist vulnerable individuals and ex-offenders to settle into new tenancies
- One sheltered housing provider and a community alarm service for older people with support needs.



Table 1 Supported People funded projects in Fylde

Organisation Name	District Name	Client type	Service Type	Annual Contract Value with LCC (From Written Contract)	Landlord of Property within Service
Fylde Coast YMCA	Fylde	Young People at Risk	Accommodation Based Service	£111,451.00	Harbour House - Places for People
Fylde Coast Women's Aid	Fylde & Wyre	Women at Risk of Domestic Violence	Accommodation Based Service	£89,835.00	Fylde & Wyre Refuges - Soroptomist
Your Housing Group	Burnley, Fylde, Hyndburn, Pendle, Preston, Ribble Valley, Rossendale, South Ribble, West Lancashire	Older People with Support Needs	Sheltered Housing	£130,154.28	
Progress Housing Group	Fylde	Older People with Support Needs	Sheltered Housing	£92,647.98	
Places for People Homes - North Lancs & Cumbria	Fylde, Lancaster, Preston, South Ribble, Wyre	Older People with Support Needs	Community Alarms	£15,408.21	
Barnardos	North	Young People at Risk	Supported Lodgings	£89,462.00	
Richmond Fellowship	Fylde	People with Mental Health Problems	Accommodation Based Service	£150,673.00	
Calico Enterprise Ltd	County Wide	Generic	Floating Support	£1,300,000.00	
DISC	County Wide	Offenders	Floating Support	£219,166.00	

On the 22<sup>nd</sup> January 2016 Fylde BC held an event that brought together Service Providers, Fylde BC Housing Benefit and Homelessness and Housing Advice teams and Supported People Team at Lancashire County Council.

Part 1 considers the wider implications on service provision for vulnerable adults within Fylde and transitional arrangements prior to the funding being withdrawn completely in March 2017 and alternative options available to provide the service and support required.

Part 2 gives information on the direct impact on service providers as a result of the funding being withdrawn for non-statutory services.

## **PART 1: IMPLICATIONS ON SERVICES**

The following issues were raised at the event regarding the direct wider impact on the withdrawal of Supported People funding on support services available in Fylde.

### **ACTION LANCASHIRE COUNTY COUNCIL**

- 1. Fylde BC would request LCC note and consider the implications listed below and advise on measures they are putting into place to assist local authorities to minimise the impact of these risks within their Authorities.***

#### **1.4 Housing Benefit unable to fund service charges**

Housing Benefit will not be able to fund any element of the service. Housing Benefits are audited annually and any variances in Housing Benefit costs for service charges previously covered by Supported People will be subject to scrutiny.

#### **1.5 Increase in homelessness within Fylde**

We are likely to see more vulnerable clients in housing crisis and facing homelessness as the withdrawal of support for tenancies will impact on them being unable to sustain tenancies in the longer term. This could within Fylde lead to a greater loss of private sector tenancies for individuals who are unlikely to be offered social rented housing stock and unable purchase their own accommodation.

The first place households will turn to for advice and assistance will be the local authority. Homelessness legislation, Part 7 of the Housing Act 1996, provides the statutory underpinning for action to tackle homelessness. The legislation places a general duty on housing authorities to ensure that advice and information about homelessness, and preventing homelessness, is available to everyone in their district free of charge. The legislation also requires authorities to assist individuals and families who are homeless or threatened with homelessness and apply for help.

#### **1.6 More vulnerable clients in crisis**

With the withdrawal of housing related support services more individuals are likely to be forced into crisis situations. Support required will be more difficult to deliver as it will need to pick up a range of issues and support will be more time consuming.

Issues the support may need cover include;

- Budgeting skills to enable households to manage their tenancies. Ensuring they are receiving the right benefits they are entitled to, managing their income to pay for their outgoings, rent, utilities and food
- Increase in anti-social behaviour as households are not supported to manage tenancies with regard to the communities they live within
- Health and wellbeing support for vulnerable individuals and could result in low level health concerns become more severe without structured support to make arrangements for earlier professional intervention.

### **1.7 Joint working between service providers**

As services become over stretched organisations from a resource planning perspective will need to consider what they can realistically provide with the funding and paid or voluntary resources available to them. Withdrawal or reduction of any support service will have an impact on other services: Health services, Hospitals, Local Authorities, Social Services, Police, Probation and the Third Sector.

- Charities such as the CAB, mental health charities and welfare rights rely on volunteers with limited numbers of paid staff.
- Wider health implications of vulnerable individuals could lead to safe guarding concerns with increased hospitalisation and bed blocking as vulnerable individuals are unable to leave hospital care without access to either support or supported accommodation.
- Social services will see an impact on referrals and support required for young people and vulnerable adults
- Multi agency groups that work to settle vulnerable individuals within communities such as the Early Action Forum and MAPPA (Multi-Agency Public Protection Agency) rely on Agencies working together.

### **1.8 Accommodation based services**

It will be difficult to change accommodation based services as they are set up to provide support with accommodation. Services are currently run as economically as is practically possible having regard for health and safety policies and procedures.

### **1.9 Purpose built single use buildings**

Accommodation based service provision is provided in purpose built or re-designed buildings for the support services that accommodate vulnerable individuals. If the service is no longer to be provided the future possible uses of the buildings are limited.

#### **1.10 Difficulties resource planning and spot purchasing**

The shift from long term funding to short term annual funding will impact on resource planning. Spot purchasing of support services based on funding packages designed round an individual are unworkable as the organisational structure needs to be in place to be able to bid for the support package of an individual. A spot purchasing approach will destabilize any organisations even charitable organisations.

The external funding environment at the moment is very competitive and stretched as many organisations are bidding for the same resources with funding criteria strictly defined. Funding bids are time consuming and work can be futile.

#### **1.11 Staff redundancies and restructuring of service**

In the current climate there will need to be a restructuring of all organisations that receive Supported People funding which lead to a loss of trained and experienced staff.

#### **1.12 Prevention and Early Help Fund**

A Prevention and Early Help Fund will be set up to focus on individual support. This fund has emerged from the Care and Urgent needs service funding. The fund is intended to provide help for those most in need and will be aimed at supporting both individuals and families. Taking on board the implications raised in 2.6 regarding resource planning on spot based individual service provision and 2.7 staff redundancies and restructuring of services, the reality of having Organisations available to offer support for individuals in receipt of the Prevention and Early Help Fund is questionable.

## **2 Transitional arrangements March 2016 to March 2017**

### **ACTION – LANCASHIRE COUNTY COUNCIL**

- 2. It is requested LCC provide formal notification to service providers in Fylde, in receipt of Supporting People funding, that transitional funding arrangements will be in place till March 2017 at rates agreed when the contracts were first tendered and offered in 2015.***
- 3. It is requested that LCC confirm the process in place to reconfigure provision for 16/17 year olds.***

After March 17 there will be no Supporting People funding for non-statutory services. Although the intention is that the funding will remain in place till March 17 there has been no formal notification that this is the case and all service providers have a six month break cause in their contract. Providers need reassurance transitional arrangements will give them some guarantee of funding till March 17 in order to plan services over the next 12 months from March 2016.

Lancashire County Council have a statutory duty to provide support for 16/17 year olds and funding, at a much reduced rate, has been confirmed. LCC have advised that provision will need to be reconfigured within the available resources and clarity is needed on the processes that will be followed to achieve this.

### **3 Alternative options available to provide the service and support required**

Service providers considered a number of alternative options available to provide services.

#### **3.1 Prevention and Early Help Fund**

This model needs to reflect the fact that there will be no core funding available to sustain support services that the individual's fund is set up to access.

#### **3.2 Well-being Prevention and Early Help Service Workers**

There will be opportunities to explore joint working with the Wellbeing, Prevention and Early Help Service (WPEHS). The service is part of Lancashire County Council and is focussed on supporting the vulnerable, family life, promoting well-being, enabling learning and preparing for work.

#### **3.3 Specialist on site services and sharing on call services**

It may be possible to provide specialist services across organisations. Options could include group work that brings several clients together.

Options to share out of hours and weekend contact arrangements are already being explored. However weekend admittance to supported accommodation has to be managed properly.

Reducing hours and support available will affect the client group as the initial contact is vitally important for the individual's success in accessing support services.

#### **3.4 Role of Third sector voluntary agencies**

There is a need to explore support services the voluntary sector can offer, for example budgeting skills, liaison with utility companies, health and well-being support. However there will be capacity issues within the sector and it cannot be wholly relied on to replace Supported People funded services for vulnerable client groups.

## PART 2: IMPACT ON SERVICE PROVIDERS

### 1. FYLDE COAST YMCA

#### Impact of withdrawal of Supporting People funding from Harbour House

Harbour House is 12 unit supported housing scheme accommodating young people between the ages of 16 and 25 and is situated on Dock Road in Lytham. The service operates 24 hours a day 7 days a week and requires waking staff on site at all times.

The service is predominantly funded through Supporting People funding and the current Supporting People contract has an annual value of £111,451 to support the work we undertake at Harbour House.

In March 2017 this contract will cease which will have a major impact for the vulnerable young people of Fylde who require a safe and secure place to live and support to gain the skills to live independently.

The bulk of the funding pays for the staff of the service and the impact of these cuts will be the loss of the staff roles below and the ability to manage the service and provide accommodation to young people.

Position	Hours for Harbour House
Senior Manager	7.5
Support Manager	20
Support Officer	50.5
Engagement Officer	15
Support Worker	59

In April 2015 following the retendering of supporting people contract and the reduction of the value of this contract by £29,344, we were able to negotiate with the Housing Benefit department who agreed to fund the provision of housing management at service, this equates to 89 hours across various posts, including 70 hours for night concierge worker.

With the loss of the SP funding the service would not be able to continue as it is currently modelled. The staffing structure and level of support could not continue.

#### Summary of impact over Q1 and Q2 2015-16 on clients to the service:

(Number of clients who identified a support need & % who achieved)

2015-2016 Harbour House	Q1	Q2
Participating in training	3/ 100%	5/ 100%
Achieving qualifications	3/ 100%	3/ 100%
Participating in work life, volunteering, social action	1/ 100%	1/ 25%
Move on training	3/ 100%	5/ 83.3%
Maximising income	3/ 100%	5/ 83.3%
Managed debt	2/ 66.67%	1/ 20%
Maintaining accommodation/avoiding eviction	3/ 100%	6/ 100%
Receiving move on support	3/ 100%	6/ 100%
Y active clients	3/ 100%	4/ 80%
Number of agreed support plans	3/ 100%	6/ 100%
Managing self-harm	0/ 0%	2/ 100%
Avoiding harm to others	1/ 100%	2/ 50%
Avoiding harm from others	2/ 100%	1/ 20%
Avoiding substance misuse	1/ 50%	0/ 0%
Addressing mental health issues	2/ 100%	2/ 50%
Establishing contact with friends and family.	1/ 100%	1/ 100%

## **Referrals and outcomes**

### **2014/15**

**34** young people were referred to Harbour House for accommodation, of these **17** were aged **16/17**.

**17** Young people were accommodated

**2** young people were rejected

**15** withdrew or no longer required the accommodation.

**15** young people moved on from service of these

Returned to parental home	<b>6</b>
---------------------------	----------

Housing Association property	<b>0</b>
------------------------------	----------

Private rented property	<b>5</b>
-------------------------	----------

Living with family/partner/friends	<b>2</b>
------------------------------------	----------

Supported Housing	<b>2</b>
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Custodial	<b>0</b>
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### **2015/2016 April to December**

**22** young people have been referred to Harbour House for accommodation, of these **6** were aged **16/17**.

**9** young people have been accommodated

**3** young people were rejected

**8** withdrew or no longer required the accommodation

**1** moved into the Foyer as no accommodation was available in Harbour House.

**1** currently on the waiting list

## **2. Fylde Coast Women's Aid**

Plans to remove Supporting People funding will have a devastating impact on victims of domestic abuse seeking support locally. Supporting People contracts currently fund refuge provision across the area, and as a consequence of the proposed cuts, Fylde Coast Women's Aid will lose funding for 2 refuges in Fylde and Wyre.

The need for refuge already outstrips current capacity. Women's Aid 2014 census indicated that 100 women and 84 children were turned away from the 110 services that took part. The Council of Europe minimum standard for refuge provision is one family place per 10,000 of the population (Kelly and Dubois 2008). Current provision in Fylde and Wyre is 39% below this target, with 7 places against a minimum standard of 18.

Without Supporting People funding, FCWA will struggle to keep the refuges open. The service is also under threat from the proposed withdrawal of supported housing benefit, which allows the provision of a holistic service and covers the steep maintenance costs incurred in running a refuge with a high turnover of residents. FCWA monitoring shows that just 4% of residents remain in refuge longer than 6 months and 85% stay for under 3 months.

In 2014/15, Fylde refuge accommodated 34 women and their children. 18 women and their families were housed in the Wyre refuge. At the point of leaving clients are at the highest level of risk, the risk of serious harm or murder.

It seems inevitable that the withdrawal of Supporting People funding will lead to the closure of both refuges.

Refuge provision allows victims of domestic abuse to access safe accommodation and holistic support to rebuild their lives. Denying victims of domestic abuse the option of a safe, supported route to safety is denying a basic human right.

Without refuge provision, the council needs to consider what may happen to victims of domestic abuse. Some women may choose to stay in a violent relationship resulting in further assaults and possible death: 2 women a week are killed by a former or current partner.

### **3. Progress Housing Group**

The only supported people funded services that Progress Housing Group provide in Fylde is for sheltered housing. Across the whole of PHG, support services are already subsidised as SP doesn't cover the full costs to provide the service. PHG are currently reviewing the role of scheme managers and the independent living service as a whole, to identify how to continue to deliver this support in the future.

As a registered provider, they refer tenants to non-statutory Supported People funded services such as NCompass (previously DISC).

In the current economic climate, and following the July budget and November Comprehensive Spending Review they are increasing under pressure to deliver their services with less income (ie 1% rent cut) and new tenants on Local Housing Allowance rate. It is very unlikely they will be able to fund or pick up any additional support requirements which may or may not be the statutory requirement of the districts.

It is also worth noting that through Healthier Lancashire commissioned work, (aligning of the plans) that mental health services show the biggest area of concern across every local authority in Lancashire.

### **4. Calico Enterprise Ltd**

The Calico Floating Support service delivers housing related support to vulnerable customers throughout the 12 districts of Lancashire. Following reductions to the Council budget the service was re-commissioned in May 2015 with a new emphasis on providing short term support delivered flexibly as opposed to the previous model of weekly face to face visits over a longer period of time.

The North contract (Lancaster, Wyre and Fylde) employs 12 members of staff, 3 of which are based in Fylde. Since May the service has received 88 referrals for customers in the area, with referrals being made by a wide range of services including the district council, children's centres and the Wellbeing service. Customers receiving support fall into several client groups with the highest proportion being homeless families with support needs (19) and mental health needs (22).

The service is actively supporting 57 customers at this current time with 12 placed in the Floating Support stream. The remaining customers are all in short term streams. Support needs commonly being identified include the need to source more affordable accommodation, re-housing due to family breakdown, multiple debts impacting on their ability to sustain a tenancy. With an emphasis on prevention the number of customers facing eviction at point of referral appears to be decreasing since September.

In terms of the impact on Calico as a provider the Lancashire Floating Support service is currently fully funded by Supporting People and is one of two services we deliver in Fylde, the other being the Complex Needs Floating Support contract funded via the Lancashire Single Homeless Initiative.

The recent meeting held at the County Council provided clarity on what the proposals mean for us and the variety of services we provide, however we are conscious that there is still a lot of work to do internally and we don't have all the answers yet. We strongly believe that there will be opportunities for us to fund some services in different ways, think outside of the box and find creative solutions to the challenges we face. As an organisation Calico has previously seen reductions made to funding and we have adapted and continued to deliver our services. Our priority as always through out this time will be to continue to deliver high quality services.

### **5.DISC**

DISC manage an Intensive Resettlement Service for Offenders in Fylde. This is entirely funded by the Lancashire SP team and as such, as it stands, funding will end in March 2017 at the latest. They will pursue alternative funding from sources such as Lancashire Probation Trust, Lancashire and Cumbria CRC, grant funding, etc. However, if unsuccessful the service will end when the SP funding ends.

## 6. RICHMOND FELLOWSHIP

The supported housing scheme based in two properties in St Anne's joint funded by Clinical Commissioning Group – 65% and Supporting People – 35% and provides crucial support to adults with a severe and enduring mental illness. One property provides 24 hour supported accommodation to 5 individuals, and the other offers 12 hour supported accommodation to 6 individuals. Both services operate 7 days a week.

**There is no other specialist supported housing service for people with a mental illness in the Fylde and Wyre area.**

People generally stay in our service for approximately 2 years. In this time they learn to manage their mental health better, reduce admissions to hospital, develop daily living skills, and develop budgeting and financial skills. People are then supported to move onto further independence by gaining a tenancy in the local community where they can then live fully independently. Move on from supported housing can be slow at times due to a lack of suitable move on accommodation in the community.

The referrals we get come from the Complex Care Treatment Teams – The Woodlands in St Anne's and Mountcrot in Fleetwood, The Early Intervention Service, Probation service, Wyre and Fylde Councils, Nursing Homes, The Harbour Psychiatric Hospital, people can also self refer. All people applying to our service must have a severe and enduring mental illness and have a care co-ordinator from CCTT and they must also have a local connection to Fylde or Wyre.

The people we offer support to usually have chaotic lives, poor social networks, low self esteem and confidence, poor financial and budgeting skills, unable to manage their mental health, they can also have complex needs due to alcohol or drug use, at risk of abuse from others or at risk to themselves due to self neglect, some people have a history of multiple suicide attempts or suicidal ideation or self harm.

If the 35% of our funding provided by SP discontinues it will greatly compromise the type of service we currently offer. The staffing will be significantly reduced; we will have to remodel our service – potentially losing 50% of our current caseload. We may no longer be able to offer such specialist support to people experiencing such complex needs. With these cuts our service will not be able to operate as we currently do. Very vulnerable people would be left without support. People have stated time and time again that they would not be here if it was not for the expert skills, knowledge and support we have given them. People's mental health would most definitely decline and an increase in hospital admissions would be inevitable – however there aren't the hospital beds available to manage the increased decline in mental health. The CCTT struggle to adequately manage their case loads – this is also due to reduced funding to their own services which has resulted in a decline in their own staffing levels. A reduced service would have a definite impact on the individuals, their families and on the local community.



# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENTAL, HEALTH AND HOUSING COMMITTEE	23 FEBRUARY 2016	6

## REPLACEMENT CCTV CAMERA ASHTON GARDENS

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

A CCTV camera located in Ashton Gardens, St Annes, which forms part of the monitored scheme has had several repairs carried out but has now been assessed as being beyond further repair.

At a meeting of the Cabinet on the 25<sup>th</sup> March 2015 it was resolved that "if any of the current camera locations fail, they will, having regard to the Surveillance Camera Code of Practice, be considered for repair/replacement on a case-by-case basis based on a proven need being demonstrated through an impact assessment, that being funded from the approved capital scheme for CCTV provision;"

The purpose of the report is to seek authority to replace the camera which provides an adequate level of security in terms of protecting assets and providing public reassurance.

### RECOMMENDATION

To approve the purchase and instalment of a replacement CCTV camera at an overall cost of £3,931 to work in conjunction with existing Town Centre Cameras in St Annes which can be monitored from Wyre CCTV Studio.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	√	To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )	√	To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

Cabinet Decision of 25<sup>th</sup> March 2015 regarding CCTV provision with Fylde Borough.

1. At a meeting of the Cabinet on the 25<sup>th</sup> March 2015 a report was considered concerning the remaining capital budget provision in relation to the provision of CCTV within Fylde Borough. Following discussion, the Cabinet resolved to
  - 1) *To note the balance of approved funding relating to the provision of CCTV within Fylde in the sum of £41,742 that will remain until spent within the approved Capital Programme, any monies unspent at each subsequent year-end being transferred to the following financial year;*
  - 2) *To confirm that if any of the current camera locations fail, they will, having regard to the Surveillance Camera Code of Practice, be considered for repair/replacement on a case-by-case basis based on a proven need being demonstrated through an impact assessment, that being funded from the approved capital scheme for CCTV provision;*
  - 3) *To note that should monies for this purpose remain unspent by 2017 (at which point the police will be able to give the council a commitment to monitoring the cameras post 2017) further consideration is given to any future expenditure on CCTV provision in Fylde*
2. The purpose of this report is to advise the Committee that the CCTV camera located in Ashton Gardens adjacent to the St Georges Road entrance is failing and following assessment has been deemed as being beyond further repair.
3. This camera forms part of the monitored scheme and has previously had several repairs carried out. There is a further camera operating within Ashton Gardens and both cameras when fully operational provide a level of security in terms of protecting assets and providing public reassurance.
4. For the information of members, there are numerous requests made by the Police for the cameras to be directed by the CCTV operators. As they are located in a public park Officers consider that they can be regarded as essential and without their presence there may be a detrimental effect on the feeling of safety.
5. The Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 requires that the council “must...have regard to the...code when, in exercising any of its functions, it considers that the future deployment or continued deployment of surveillance camera systems to observe public places may be appropriate.” The council does not have to follow the code, but, if it does not do so, it would need to be prepared to justify any departure from it.
6. The code of practice, issued in 2013, reflects government concerns about the effect of the proliferation of CCTV installations on privacy. For Fylde, it asks fundamental questions about the need and justification for continued CCTV surveillance. Those questions need to be addressed before any replacement of a CCTV camera goes ahead. They are also pertinent to the wider issue of the present level of surveillance activity in Fylde.
7. The code refers to article 8 of the European Convention on Human Rights (the right to respect for private and family life) and continues:
 

*“The decision to use any surveillance camera technology must, therefore, be consistent with a legitimate aim and a pressing need. Such a legitimate aim and pressing need must be articulated clearly and documented as the stated purpose for any deployment.”*
8. It then sets out twelve guiding principles that system operators should adopt. The first two principles are particularly relevant to the question of whether surveillance cameras should be deployed at all. The first is:

*“Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.”*

9. The guidance goes on to explain this further:

*“Surveillance camera systems operating in public places must always have a clearly defined purpose or purposes in pursuit of a legitimate aim and necessary to address a pressing need (or needs). Such a legitimate aim and pressing need might include...public safety...the prevention of disorder or crime...or the protection of the rights and freedoms of others. That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the ongoing requirement for operation or use of the systems and any images or other information obtained can be assessed.”*

10. The second principle is:

*“The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.”*

11. The code says that this “points to the need for a privacy impact assessment process to be undertaken whenever the development or review of a surveillance camera system is being considered to ensure that the purpose of the system is and remains justifiable, there is consultation with those most likely to be affected, and the impact on their privacy is assessed and any appropriate safeguards can be put in place”
12. The council would not be complying with the code if it went ahead with the replacement of the CCTV camera without identifying the legitimate aim that the deployment of the replacement camera would pursue and the pressing need that it would address. Any identified aim and need must be translated into clearly articulated objectives and the requirement for the camera must be assessed against those objectives. A decision to proceed would need to be informed by a privacy impact assessment.
13. An Impact Assessment has been prepared which is attached at appendix 1. The cost of camera including installation is £3931 which would be met from the existing CCTV Capital Budget.
14. It is therefore requested that Members consider the report and the approval of the replacement CCTV camera, the cost to be met from the CCTV Capital Budget.

IMPLICATIONS	
Finance	As detailed within the report
Legal	As detailed within the report
Community Safety	As detailed within the report
Human Rights and Equalities	No implications arising directly from the report.
Sustainability and Environmental Impact	No implications arising directly from the report.
Health & Safety and Risk Management	No implications arising directly from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Chris Hambly	01253 658422	9 <sup>th</sup> February 2016	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection

Cabinet Report	25/3/14	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
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Attached documents

1. Operational Requirements Review and Impact Assessment

### Operational Requirements Review

**CCTV System:** \_\_\_\_\_ Ashton Gardens (St Georges Rd Entrance) \_\_\_\_\_

**Responsible Officer:** \_\_\_\_\_ Bryan Ward \_\_\_\_\_

Ser	Operational Requirements	Requirements Met/ Comments
01	What was the original reason for installing a CCTV system? Is it still relevant?	The system was installed for the prevention and reduction crime and to reduce ant-social behaviour, whilst providing a visual reassurance. The system is still relevant as information provided from the Police show 32 recorded logs in Ashton Gardens over a 12 month period.
02	What are the current CCTV systems Objectives?	Deterring and detecting crime and anti-social behaviour; Assisting in the identification of offenders leading to their arrest and successful prosecution or other appropriate action; Reducing fear of crime, anti-social behaviour and aggression; Protecting property and assets owned by the Organisation;
03	Are the camera locations suitable for the task and do light levels or environmental issues such as tree growth affect them? (see attached Sheet)	The location is suitable and light level is appropriate. Any tree growth impacting upon the images is reported and appropriate action taken.
04	Can the cameras produce good quality images on an 'open protocol' which can be used in court and is	The images provided are of a quality so as to

	the monitor of a high enough quality to view images?	be used as evidence if required.
05	Are the cameras secure and protected from vandalism?	Yes
06	Is the recording equipment and media in a secure area? Is access to this equipment and CCTV images restricted?	Yes. Equipment and images are stored in separate areas of the CCTV Control Room. Access is restricted to the control room.
07	Is the recording equipment of good quality and a storage capacity to ensure images are not corrupted and can be stored for a specified period of time?	The system is a recent purchase and of a good quality. Images are retained for 31 days.
08	Are there regular function checks to ensure all equipment is operating and recording correctly and that all images are stamped with the correct date /time?	Yes, by Wyre Borough Council as our agent. Images are recorded correctly in line with the current Code of Practice.
09	Is there a comprehensive maintenance and cleaning regime in place?	Yes – a contract is in place with Blackpool Borough Council for this.
10	Do you have appropriate and sufficient signage in place to warn people that CCTV is in use?	Yes, appropriate signage is situated advising of of the scheme.
11	Is your Code of Practice on display so that members of staff and the public can read it?	The Code of Practice is currently being reviewed and will be made available on the web pages shortly.
12	Are audits carried out regularly to ensure the security of all equipment and media and is a record of the audits kept for inspection? Are all media movements, viewings and evidence issues recorded?	Yes – the audit team of Wyre Borough Council review the system. An audit has recently been conducted with a “good” rating.

### CCTV Privacy Impact Assessment Form

This form establishes the impact of CCTV on people's privacy and should be used to assess whether CCTV is justified and how it should be operated in practice. Once completed it should be reviewed annually. Copy to be sent to the Council's SPOC annually in May.

Ser	Issues to be considered	Results of assessment
01	Who will be using CCTV Images? Who will be legally responsible under the DPA?	Fylde Borough Council, Wyre Borough Council as our agents and the Lancashire Constabulary are the users of the system. Wyre Borough Council will be the data controller at the point of the images being seized.
02	Why do you need CCTV? What problems it is meant to address? What other solutions to the problems were investigated and why have they been rejected?	<p>Its primary purpose is to support the Crime and Disorder Reduction Strategy of the Council and its partners to reduce the level and fear of crime.</p> <p>Deterring and detecting crime and anti-social behaviour;  Assisting in the identification of offenders leading to their arrest and successful prosecution or other appropriate action;  Reducing fear of crime, anti-social behaviour and aggression;  Protecting property and assets owned by the Organisation;  The cameras are used as a proportionate response for crime, disorder and wider community safety purposes.</p> <p>The introduction of the Crime and Disorder Act 1998 placed a direct responsibility on local authorities to combat crime and anti-social behaviour through S17. S17 was intended to provide the impetus for authorities to consider how their services could contribute towards reducing crime and disorder, as well as their impact on social and community factors that affect crime levels.</p>
03	What are benefits to be gained by using CCTV?	<p>CCTV is a proven tool in detecting crimes, and the perpetrators of it. Using CCTV can significantly reduce the time and cost on the Police service in investigating allegations.</p> <p>It is also know that allegations are made and CCTV is useful in disproving some allegations. CCTV captures actual events and is not influenced by</p>

		interpretation, or events, as seen by people who are under the influence of alcohol or drugs.
04	Can CCTV realistically deliver these benefits?	Yes, it consistently does and we are required to monitor the benefits.
05	Do you need to identify individuals or can you use a scheme not capable of identifying individuals?	It is of paramount importance that the system is capable of identifying individuals. Footage from the system will be used in Court. If the persons were not identifiable then the system would not be fit for purpose.
06	Can the system deliver the benefits now and in the future?	Yes, most town centres suffer higher instances of crime and ASB. Replacement of the camera is ensuring the benefits of the system are maintained for the future.
07	What future demands will arise for wider use of the images and how will you cope?	Legislation can and does change. We will therefore continue to comply with all future regulations put upon us.
08	What are the views of those who will be under surveillance?	It is understood that the general feeling is that people who are not involved in crime are happy to be in an area that is monitored by CCTV cameras. There are some members of society both law abiding and those who are not, who have issues with being in areas covered by CCTV cameras. By abiding with current legislation we aim to show that the CCTV system is only used for crime reduction/detection purposes and those activities that may assist the public.
09	How can you minimise intrusion of those who may be monitored if specific concerns have been raised.	Regular reviews of camera performance will be undertaken to justify their need.
10	Is the system established on a proper legal basis and operated within the law: DPA, HRA, RIPA and FOIA?	The system has been established on a proper and legal basis and complies with the DPA, HRA and RIPA. FOI's will be replied using information provided by Wyre Borough Council as our agents.



11	Is the system necessary to address a pressing need, such as public safety, crime prevention, ASB or national security? If so what is the pressing need?	Yes. The CCTV system has been a success in detecting, deterring and reducing crime and disorder, not only in Ashton Gardens but also throughout the Borough.
12	Is the system justified in the circumstances?	Yes. At the last meeting of the Community Safety Partnership on 28 <sup>th</sup> January 2016 it was reported that there was a small increase in all crime and that alcohol related crime was showing an increase of 14% (partly due to better recording).
13	Is it proportionate to the problem it is designed to deal with?	Yes. CCTV is used to detect crime and complies with the current legislation.
14	How has the capital and revenue cost been resolved?	The cost is being met through existing budgets.

Over All Comments on Assessment:

**Location of Scheme:** \_\_\_\_\_ Fylde Borough Council (Ashton Gardens camera) \_\_\_\_\_

**Name of Officer completing form:** \_\_\_C HAMBLY\_\_\_\_\_ **Signature:**  \_\_\_\_\_ **Date:** \_\_\_10/2/16\_\_\_

# DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	23 FEBRUARY 2016	7

## APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

In May 2015 Council asked that the programme committees make recommendations to appointments from within their respective memberships for those outside bodies relating to the brief for the committee. This report covers those appointments that relate to the Environment, Health and Housing Committee.

Council will make appointments to outside bodies for the forthcoming municipal year at its meeting on 11 April 2016.

### RECOMMENDATION

The committee is invited to

1. recommend nominations to the outside bodies listed for consideration by council
2. confirm the establishment of the working groups(s) listed which will meet as and when required
3. to note the reports from members currently serving on outside bodies

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )	√	To Encourage Cohesive Communities ( <b>People</b> )	√
To Promote a Thriving Economy ( <b>Prosperity</b> )	√	To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

20th May 2015 - Council sought recommendations from individual programme committees as to nominations for representation.

9 June 2015 – Environment, Health and Housing committee nominated representatives to outside bodies

6 July 2015 – Council confirmed the nominations from the programme committees.

## REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year. In May 2015, the Council deferred the decision to appoint to '*... allow the various programme committees the opportunity to recommend appointments from within their respective memberships for those outside bodies relating to the brief of their committee*'.
2. The Council needs to make appointments to outside bodies at its meeting on 11 April 2016 for the forthcoming municipal year 2016/17. Nominations are sought from the programme committees for representatives to the outside bodies.
3. This report deals with the outside bodies that relate to the terms of reference for the Environment, Health and Housing Committee. The first table below includes the name of the body/group, the role/purpose and which elected member currently represents the Council. The committee is invited to recommend nominations for consideration by Full Council.
4. Under the previous governance arrangements there existed the facility through scrutiny for members to establish specific task and finish groups to look in some depth at particular issues and make recommendations to Cabinet. With the adoption of the new governance arrangements that is no longer possible. However programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.
5. The second table below lists those working groups that relate to the terms of reference of the Environment, Health and Housing Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
6. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
7. The members nominated should ideally be a member of the programme committee to which the matter relates to.
8. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.
9. The conclusion of any working group would be brought to committee in a formal report as previously occurred in scrutiny.

Environment, Health and Housing Committee- Outside bodies/partnerships			
Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Children's Partnership Board (formally the Children's Trust)	Sub regional partnership that ensures all child related initiatives are delivered efficiently and properly in particular services for vulnerable children	Quarterly	Councillor Richard Taylor
Council for Voluntary Services, BWF	Observation role to a registered charity that works with groups and organisations in the Voluntary, Community and Faith sectors in the Blackpool, Wyre and Fylde.	Periodically	Councillor Graeme Neale
East Lytham Working Group	Set up by the Environment Agency, to address flood risk and land drainage concerns relating to land east of Lytham.	Periodically	Councillor Roger Lloyd
Face to Face	YMCA Housing works in collaboration with young people and families that are in crisis by enabling them to secure and maintain a safe place to stay. Positive emotional and mental health and wellbeing is fundamental to the growth and development of an individual, as such YMCA Housing offers an holistic approach, supporting young people and families with dependent children to better manage and improve their situation and develop the confidence and skills to maintain independent living.	Quarterly	Councillor Richard Taylor
Fylde & Wyre Health & Wellbeing Partnership	Partnership that links the activities of the CCG, local authorities and health providers to ensure they are all working to address the priority health needs of the community preventing waste and duplication e.g. Better Care Fund delivery	Monthly (12x p/a)	Councillor Delma Collins
Fylde Citizens Advice Bureau	Fylde CAB offer free independent impartial advice to residents on their rights, responsibilities and services available to them.	Quarterly	Councillors Louis Rigby, Linda Nulty and Richard Taylor
Fylde Coast LGBT Strategic Partnership (formerly Blackpool, Fylde and Wyre LGBT Forum)	Raising awareness of LGBT issues at a strategic level and working to ensure the local LGBT community has a voice in local decisions.	Periodic	New Representative sought
Fylde Coast Women's Aid	FCWA are one of three Domestic Abuse service providers. Domestic Abuse is a priority for both the CSP and PCC	Periodically	Councillor Viv Willder
Fylde Peninsular Water Management Group	Partnership between the Environment Agency, United Utilities, Blackpool, Fylde and Wyre Councils, LCC and Keep Britain Tidy and looks all aspects of water management including bathing water quality. Cabinet resolution 18/09/2013	Monthly (12x p/a)	Councillor Ben Aitken

<b>Outside body / partnerships</b>	<b>Role/Purpose</b>	<b>Frequency of meetings</b>	<b>Previous representation</b>
Lancashire Health and Wellbeing Board	Oversee delivery and performance of the public health responsibility passed to County and Districts	Bi-monthly (6x p/a)	Representation shared with Wyre – Wyre currently have representation
LCC Health Scrutiny Committee	Non-voting Co-opted district member. To review and scrutinise issues around public health and health inequalities. The Committee will review and scrutinise the work and performance of any relevant part of the County Council and its partners and the functions of the relevant Cabinet Members. To discharge the statutory health overview and scrutiny functions under the provisions of the Health and Social Care Act 2012.	6 weekly	Councillor Shirley Green
Local Liaison Committee Springfield Works	To act as a channel of communication between local community, Westinghouse, Springfield Fuels Ltd, the Nuclear Decommissioning Authority (NDA) and Regulatory Authorities. To scrutinize Springfields emergency and environmental plans.	Minimum 2 meetings per year	Councillor Roger Lloyd and Thomas Threlfall
MATAC ( Multi Agency Tasking and Coordinating)	Councillor representation on the monthly CSP 'delivery' meeting, chaired by Police & addressing local priorities	Monthly	Councillor Roger Lloyd
Ormerod Trust	Trustee of the organization. The trust works with and supports people with learning disabilities.	At least Bi-monthly (6x p/a)	Councillor Angela Jacques
Police Crime Commissioners Forum	Pan Lancashire meeting to discuss synergy between local CSP priorities and PCC's priorities	Quarterly	Councillor Ben Aitken
Police Crime Commissioner Panel	The Panel is a joint committee made up of representatives from the 15 local authorities in the Lancashire Police Force area, together with two independent co-opted members.	When required	Councillors Ben Aitken and Liz Oades
Progress Housing	To act as non-executive director to New Fylde Housing, Progress Housing Group (registered social landlord)	Quarterly (4x p/a) plus away days	Councillor Viv Willder
Registered Social Landlord (RSL) Partnership	Forum to ensure engagement with the borough's RSL's over development strategies	Bi-monthly (6x p/a)	Councillor Ben Aitken

Environment, Health and Housing Committee– Working groups			
Working group	Role/purpose	Notes	Current representation
Disabled Facilities Grant	To review the practices and procedures of the administration of the Disabled Facilities Grant	-----	Councillors Aitken, Willder, Chew, Speak, Taylor and Buckley

IMPLICATIONS	
Finance	There are no implications
Legal	There are no implications
Community Safety	There are no implications
Human Rights and Equalities	There are no implications
Sustainability and Environmental Impact	There are no implications
Health & Safety and Risk Management	There are no implications

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	1 February 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Report to Council	20 <sup>th</sup> May 2015	<a href="#">Council web site</a>

Appendices attached to this report

Appendix 1 – Status of reports from Outside Bodies representatives

Appendix 2 – Reports from Outside Bodies representatives.

## Appendix 1

Outside body / partnerships	Report submitted?
Children's Partnership Board (formally the Children's Trust)	No report submitted
Council for Voluntary Services, BWF	Nil report as no meeting
East Lytham Working Group	Nil report as no meeting
Face to Face	No report submitted
Fylde & Wyre Health & Wellbeing Partnership	Report submitted
Fylde Citizens Advice Bureau	Joint report submitted from Cllrs Nulty and Rigby
Fylde Coast Women's Aid	Nil report as no meeting
Fylde Peninsular Water Management Group	Report submitted
LCC Health Scrutiny Committee	No report submitted
Local Liaison Committee Springfield Works	1 report submitted
MATAC	Report submitted
Ormerod Trust	Report submitted
Police Crime Commissioners Forum	Report submitted
Police Crime Commissioner Panel	1 report submitted and 1 nil report as unable to attend meeting
Progress Housing	Report submitted
Registered Social Landlord Partnership	Report submitted

**Details**

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Cllr Roger Lloyd
<b>Email</b>	
<b>Period this report covers (date):</b>	
<b>Name of Outside Body:</b>	East End Of Lytham
<b>How often does the organisation meet? And how often have you attended?</b>	As yet this group has not met since last years election
<b>Key issues arising for Fylde Borough Council</b>	
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	



## Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Delma Collins OBSERVER
Period this report covers (date):	Thurs 28/11/16
Name of Outside Body:	Health and Wellbeing
How often does the organisation meet? And how often have you attended?	Every two months
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	yes.
Any further comments? (continue on a separate sheet if necessary)	

## Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr. Linda Nalty and Cllr Louis Rigby Member of management Committee
Period this report covers (date):	Up to end of January 2016
Name of Outside Body: (Changed from Citizens Advice Bureau)	CITIZENS ADVICE
How often does the organisation meet? And how often have you attended?	Every 6-8 weeks. I have attended most meetings except for a clash with FBC.
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	<p>Citizen's Advice is going from strength to strength and has recently started to be part of Advice Line a national CA initiative providing advice via phone links. New volunteers have been recruited for this purpose and 4 new desk/stations installed. This means many more clients can be dealt with.</p> <p>C.A. Kirkham base has also expanded into the downstairs area alongside Fylde Foodbank with a reception desk and area. Improvements have been made to the ground floor area thanks to the short term lease being allowed by FBC. More volunteers are being recruited.</p>
Who did you inform of these issues within Fylde Borough Council?	The CA Management and Committee have talked with Gary Sams and the Environment, Health, and Housing Committee
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Definitely - It is a partnership which works well and needs to maintain active engagement through representatives of FBC.
Any further comments? (continue on a separate sheet if necessary)	Citizen's Advice offers a really good essential service to people in all areas of Fylde Borough.

## Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Roger Lloyd. Observer.
Period this report covers (date):	WED 18 <sup>th</sup> November 2015
Name of Outside Body:	SITE STAKEHOLDER GROUP.
How often does the organisation meet? And how often have you attended?	Approx 2-3x per year.
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	<p>on The 7<sup>th</sup> October Springfield did the first EVER EMERGENCY SCENARIO exercise involving a critical event in the country. IT WAS AN OFF SITE incident, LCC, Police, Fire + Rescue services were involved. Learning points were identified which will be dealt with in the coming month. . . . .</p> <p>There are 2 publications that will be sent to FBC, outlining the areas that would be affected during a serious incident. Also a factual booklet about Radioactivity. . . . .</p> <p>Springfield doesn't reprocess spent fuel. . . . .</p>
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	YES.
Any further comments? (continue on a separate sheet if necessary)	Springfield 1 is on a high level of security at present and has been for a while.



## Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	MR ROGER LLOYD.
Period this report covers (date):	27 <sup>th</sup> JANUARY 2016 COVERS XLAS PERIOD.
Name of Outside Body:	MATAK.
How often does the organisation meet? And how often have you attended?	ONCE A MONTH.
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	<p>Initially there was some doubt about FBC getting its own inspector because of the cut backs, this issue has now been resolved.</p> <p>The local police &amp; other interested parties such as Fire, NHS, youth groups, FBC are pooling resources + knowledge on incidents of Anti Social Behaviour, in a proactive move to try and address this behaviour at source. Everyone at the meeting thought it a worthwhile undertaking.</p> <p>The police locally will be introducing body cameras shortly, which we all felt was a welcome addition.</p> <p>Parish councils are responsible for the maintenance of its speed limit speed displays.</p> <p>Overall crime remains Low.</p>
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	YES.
Any further comments? (continue on a separate sheet if necessary)	

## Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	CLL. ANGELA JACQUES TRUSTEE
Period this report covers (date):	Oct. 5th - Trust Meeting. Oct 5th to Oct 24th Away day planning Nov 30th Meeting 2 A.G.M. Jan 25th General Trust. Feb. 9th 2016
Name of Outside Body:	ORMEROD TRUST.
How often does the organisation meet? And how often have you attended?	Every 2 months approx.
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	None Mainly County Council as some of the users are funded by Lancs. C. C. and also changes in Care systems that affect the users.
Who did you inform of these issues within Fylde Borough Council?	—
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Possibly
Any further comments? (continue on a separate sheet if necessary)	No

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Ben Aitken
<b>Email</b>	Cllr.baitken@fylde.gov.uk
<b>Period this report covers (date):</b>	February 2016
<b>Name of Outside Body:</b>	Police Commissioner's Forum
<b>How often does the organisation meet? And how often have you attended?</b>	About every two months Second time
<b>Key issues arising for Fylde Borough Council</b>	One Team report from the Police. Looked at the Neighbourhood Model. As has been put into High, Medium and Low priority areas depending on the amount of registered crime. Fylde is in the Low category. Policing here takes the form of vehicle based (no mention of foot patrol) and begins at 7a.m Any major incidents is backed up from Blackpool or Preston.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	Group
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	Does this require a Borough reply? Is it Value for Money?

## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Ben aitken
<b>Email</b>	cllr.baitken@fylde.gov.uk
<b>Period this report covers (date):</b>	January 2016
<b>Name of Outside Body:</b>	Police and Crime Panel
<b>How often does the organisation meet? And how often have you attended?</b>	About every two months
<b>Key issues arising for Fylde Borough Council</b>	Main issue is the setting of the Commissioner's Budget 2016/17 Increase of 1.99%. Meeting at County Hall. The budget and proposals were accepted.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	

### Outside Bodies - Member Reporting Form

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Vivienne M Willder Non Executive Director (NED)
Period this report covers (date):	From September 2015 until February 2016
Name of Outside Body:	Progress Housing Group (New Fylde Housing)
How often does the organisation meet? And how often have you attended?	Board meeting 4 times a year---more Away days (5 in total to date) A EGM next week re new Governance Changes)
Key issues arising for Fylde Borough Council <i>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</i> (continue on a separate sheet if necessary).	Big changes in the rent structure for Tenants (NFH—New Progress Housing and Progress Care) On -going meetings re Affordable Housing take up and building in Fylde has slowed down.
Who did you inform of these issues within Fylde Borough Council?	As Dep. Chair on Environment/Health and Housing –I attend and discuss any options that will help re RSL's
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	As Progress have now altered their Governance arrangements –there will be NO representation for this Outside Body (No Council or Tenant Board Members)
Any further comments? (continue on a separate sheet if necessary)	Extremely disappointing that Progress Housing are having to alter their Governance but they are also being guided by the Housing and Community Association (HCA)



## Details

<b>Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)</b>	Ben Aitken representing Fylde BC
<b>Email</b>	cllr.baitken@fylde.gpv.uk
<b>Period this report covers (date):</b>	January 2016
<b>Name of Outside Body:</b>	Registered Social Landlords
<b>How often does the organisation meet? And how often have you attended?</b>	About every two months Usually attend all. CLLR Wilder also in attendance as observer.
<b>Key issues arising for Fylde Borough Council</b>	Normal business is going through the list of building sites, allocations of RSLs and issues. What is significant is the introduction of a fourth RSL-Forviva, from Eccles. This RSL has already begun to submit proposals.
	Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
<b>Who did you inform of these issues within Fylde Borough Council?</b>	
<b>In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?</b>	Yes
<b>Any further comments?</b>	I am suggesting a further RSL and increased competition in their bids. Main concern is the reluctance for RSLs to bid for new 106 schemes.

# INFORMATION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	23 FEBRUARY 2016	8

## BLACKPOOL TEACHING HOSPITALS MORTALITY GOVERNANCE REPORT

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY OF INFORMATION

Each year the Blackpool Teaching Hospitals NHS Foundation Trust reports on their mortality governance. The attached report provides background to how mortality governance is undertaken and which conditions are of particular interest and management.

### SOURCE OF INFORMATION

Blackpool Teaching Hospitals NHS Foundation Trust.

### LINK TO INFORMATION

[Blackpool Teaching Hospitals Mortality Governance Report February 2016](#)

### WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The Trust previously reported to the Community Focus Scrutiny Committee, but under the new governance system the most appropriate committee is the Environment, Health and Housing Committee.

### FURTHER INFORMATION

Contact Tracy Morrison, [tracy.morrison@fylde.gov.uk](mailto:tracy.morrison@fylde.gov.uk)

# INFORMATION NOTE

## Blackpool Teaching Hospitals Mortality Governance Report February 2016

It is understood that death rates from many conditions are higher than average in Blackpool, Fylde and Wyre, including those for coronary heart disease, stroke, diabetes and smoking & alcohol related diseases.

Attention to all aspects of Mortality Governance remains a top priority focus for the Blackpool Teaching Hospitals NHS Foundation Trust (BTH NHS FT).

The Trust holds regular bi-monthly Mortality Committee meetings. The agenda for these meetings closely reflects that recommended in recent NHSE guidelines on Mortality Governance. All specialities are represented at the Mortality Committee through Divisional Directors, Heads of Department and designated speciality mortality reduction leads. The Committee is chaired by the Trust's Chief Executive and includes the Medical Director, the Director of Nursing services and the Trust mortality reduction lead. Representation is also welcomed from Non-Executive Directors and also from Blackpool Clinical Commissioning Group (CCG) and Fylde & Wyre CCG.

The Mortality Committee is currently reviewing its terms of reference with a view to extending membership to include clinical and administrative representation from primary care in addition to CCG's.

All the major specialities in the Acute Trust conduct regular mortality review meetings comprising retrospective case record reviews (RCRR's). Lessons learned from these reviews are disseminated at both speciality and trust wide levels. Although the ultimate aim of RCRR's is to minimise potentially avoidable deaths the process also consistently reveals learning points relevant to the overall quality of care for all patients.

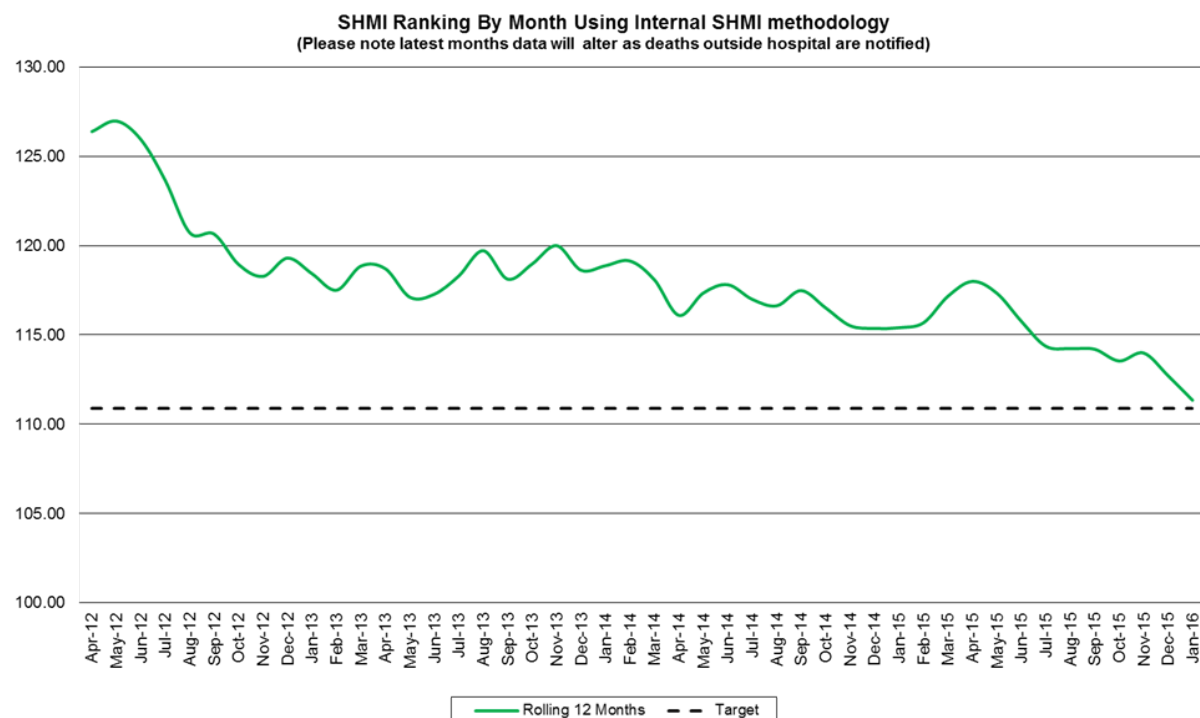
Blackpool and Fylde & Wyre CCG's have recently commissioned a comparator review through AQUA (the Northwest's Advancing Quality Academy) with a view to identifying practical steps taken by other comparable trusts to minimise avoidable mortality and maintain it at that minimal level. This report from AQUA, in conjunction with recent guidance from NHS England, will form the basis of this year's mortality governance action plan for the acute trust and also to some extent for primary care in areas of linked service provision.

There is an increase in general acceptance that Mortality Governance is a matter for the whole health economy and not just for the Acute Trust. Both CCG's have underwritten a current cooperative project between primary and secondary care looking at 'end to end' care provided for a cohort of stroke patients.

National data confirm a common group of conditions requiring mortality governance focus for the majority of trusts. This group of conditions includes pneumonia, stroke, sepsis, heart failure and acute myocardial infarction. The Trust has designed and implemented clinical pathways for the optimal management of each of these conditions over the past two years and continues to refine these pathways in terms of their effectiveness and of the compliance of staff in the delivery of key steps in treating each specific diagnosis.

Whilst there remain important areas of mortality governance for the Trust, requiring continued focus and periodic refreshment of action plans, we are nevertheless able to report a steady fall in Summary

Hospital Mortality Index (SHMI), one of the national indicators considered to reflect potentially avoidable mortality. The current SHMI graphic for the BTH NHS FT, shown below, includes both nationally derived data and internally generated data to bring the graph up to date.



The national average SHMI for all conditions treated is represented by the 100.00 horizontal. Whilst currently still showing an above average SHMI the Trust is approaching the short term target of 110.00 with a view to continuing on an appropriate trajectory in relation to potentially avoidable mortality for the foreseeable future.

Fylde Council can be assured that the BTH NHS FT maintains a continuing focus on driving down the number of potentially avoidable deaths across the trust and, in the process of doing so, maximising the benefits resulting from the dissemination of learning points gleaned during the retrospective case record review process as they relate to overall quality of care.

It is anticipated that the Acute Trust's growing cooperative partnership with primary care, against a background of the common appreciation that mortality governance is a whole health economy issue, will result in a significant improvement in terms of longevity for the Blackpool, Fylde & Wyre patient population.

#### **FURTHER INFORMATION AVAILABLE FROM**

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