



Agenda

Environment, Health and Housing Committee

Date:	Tuesday, 20 June 2017 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Peter Anthony, Maxine Chew, Delma Collins, Gail Goodman JP, Shirley Green, Peter Hardy, Angela Jacques, Roger Lloyd, Graeme Neale, Louis Rigby.</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	Declarations of Interest: 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	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 14 March 2017 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 24(c).	1
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Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: democracy@fylde.gov.uk

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<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	20 JUNE 2017	4
HOME ENERGY CONSERVATION ACT (HECA) FURTHER REPORT 2017			

PUBLIC ITEM

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

SUMMARY

The Home Energy Conservation Act 1995 places requirements on Local Authorities to reduce emissions of Carbon Dioxide to the atmosphere by improvements to the energy efficiency of the residential dwellings within the area. In July 2012 the government issued additional guidance under the act which requires the Council to issue further reports on progress being made and future improvements to be made in the future.

A first further report was issued in 2013 and in 2015 the second such report in accordance with the guidance was published. Further reports are required to be published at two yearly intervals. As such a new report is required for 2017.

RECOMMENDATION

The Committee is requested:

1. To approve the Home Energy Conservation Act 1995 further report of March 2017.

SUMMARY OF PREVIOUS DECISIONS

1. The first further report was approved by the Portfolio Holder for Social Wellbeing in July 2013.
2. The second further report in 2015 was approved by Cabinet at its meeting on 25 March 2015 following consideration by the Policy Development Scrutiny Committee on 12 March 2015.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. The Home Energy Conservation act 1995 (HECA) requires local authorities to take action to ensure the reduction of emissions of carbon dioxide into the atmosphere that arise from domestic dwellings within its area.
2. In July 2012 the government issued guidance under HECA. The guidance required local authorities to prepare and publish further reports under HECA to detail the actions the council is taking to meet the requirements of the legislation. The first of these reports was published in 2013. The second in 2015 and currently the third in 2017. The reports are required to be updated every two years.
3. Account has been taken of the guidance in the preparation of the 2017 HECA further report that is attached to this report. The HECA report requires adoption by the council following which it needs to be publicised on the council's web site. Following publication the appropriate secretary of state will be notified and provided with a web site link to the document. It is proposed that the HECA report be published in draft form before the 31st March 2017 pending approval/amendment from the Environment, Health and Housing committee at the June 2017 meeting.
4. The HECA report includes details of actions being taken by the council to improve the energy efficiency of dwellings within its area. Where possible Fylde intends to work in partnership with other Lancashire authorities facilitated by the Lancashire Energy Officers group and the Cosy Homes in Lancashire (CHiL) operational group. Fylde is represented at both of these groups by the Principal Housing Services Officer.
5. Members may wish to note three issues from the preamble to the HECA report below;
 - Fuel poverty within Fylde is reported at 8.8% (2014 levels are the most current data available) which is the third lowest in the county and below both the Lancashire and England averages. However this figure is rising on the previous reported years of 8.1%.
 - Carbon dioxide emissions are falling year on year within the Fylde district as they are across Lancashire (see attached document one)
 - That as a collective unit of district authorities in Lancashire £5,155,253 of external funding for energy efficiency measures in domestic properties has been bid for awarded and delivered between September 2014 and December 2016.

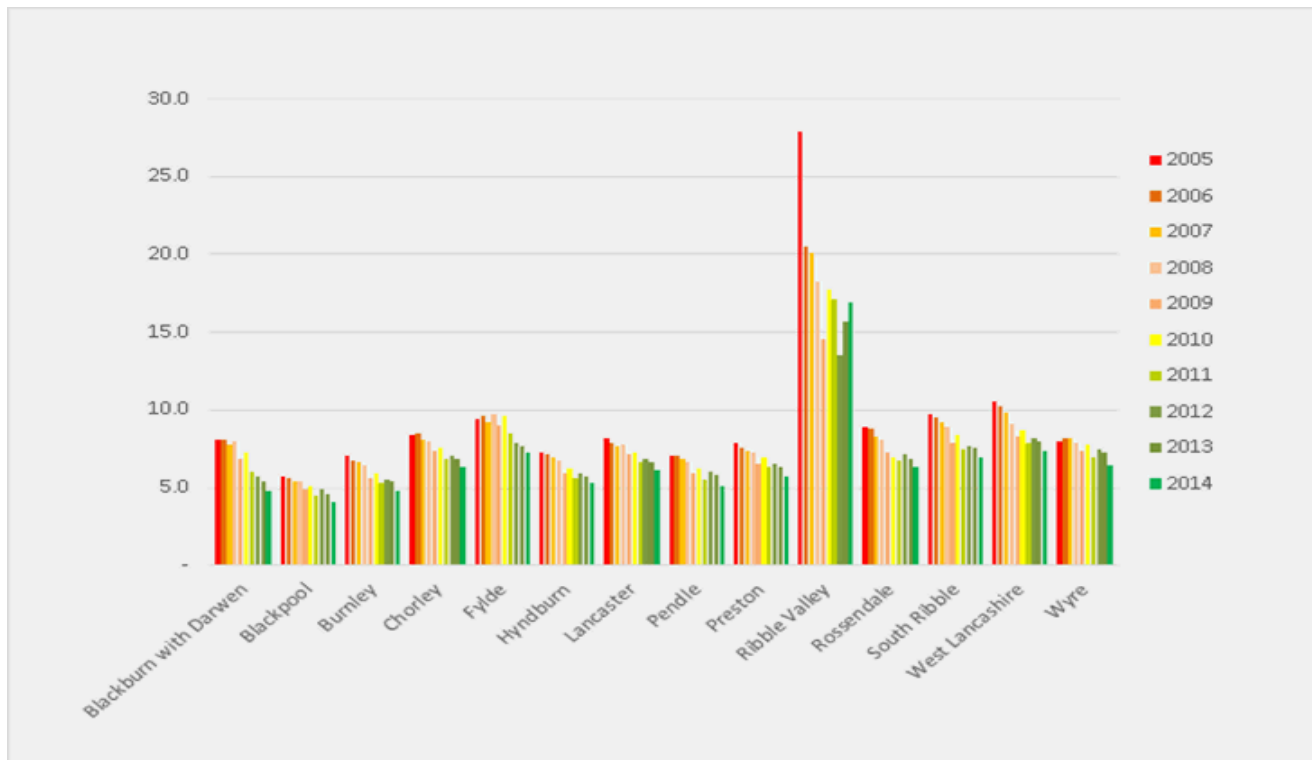
IMPLICATIONS	
Finance	The cost to the Council of meeting its obligations under HECA will be contained within existing approved revenue budgets.
Legal	It is a legal requirement to comply with HECA and account is to be taken of guidance issued by central government
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	Improvements in energy efficiency will have a beneficial impact on the environment and will contribute positively to sustainability.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Tom Birtwistle	Tom.birtwistle@fylde.gov.uk 658691	10/3/2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Home Energy Conservation Act further report 2013	6/2013	Decision report produced 2013
Home Energy Conservation Act further report 2015	12/3/2015	Decision report produced 2015
Affordable Warmth scheme	10/1/2017	Decision report produced 2017
Energy Efficiency measures delivered across Lancashire	2016	See below attached document
Lancashire county council report into fuel poverty	10/2016	http://www.lancashire.gov.uk/lancashire-insight/deprivation/fuel-poverty.aspx
Fylde local plan to 2032	15/6/16	http://www.fylde.gov.uk/council/planning-policy--local-plan-/local-development-framework/
Securing our health and wellbeing	2016	http://www.lancashire.gov.uk/media/898727/public-health-annual-report-2016.pdf
Carbon Dioxide Emissions in Lancashire	7/2016	http://www.lancashire.gov.uk/lancashire-insight/environment/carbon-dioxide-emissions.aspx

Attached documents:

1. Co2 Levels across Lancashire districts over time
2. Measures delivered across Lancashire under energy saving schemes September 14-December 16.
3. HECA FURTHER REPORT, MARCH 2017: Fylde Council



Source: <http://www.lancashire.gov.uk/lancashire-insight/environment/carbon-dioxide-emissions.aspx>

CHiL Summary of Measures and Funding

September 2014 - December 2016

Funder	Measure	Project Total Numbers	ECO Funding £	DECC Health & Fuel Poverty £	DECC CHF £	Other funding (GDHIF, Charity etc) £	Total Funding £
	CHiL Referrals Energy Advice	2584 1577					
Ethika	External Wall Insulation	84	248,316	0	0	336,000	584,316
Npower	Cavity Wall Insulation	131	65,500	0	0	0	65,500
Npower	Loft Insulation - virgin	66	33,000	0	0	0	33,000
Npower	Loft Insulation - Top Ups	46	19,850	0	0	0	19,850
Npower	External Wall Insulation	164	129,150	0	0	726,850	856,000
SSE	Cavity Wall Insulation	30	12,375	0	0	0	12,375
SSE	Loft Insulation - Top-ups	20	3,300	0	0	0	3,300
SSE	Boiler Replacements	182	277,800	0	0	0	277,800
BGET	Boiler Replacements/CH	60	0	0	0	113,000	113,000
DECC	Heating Systems	70	0	44,000	0	0	44,000
Scottish Power	Boilers/Central Heating	63	51,977		0	0	51,977
Anesco	Cavity Wall Insulation	34	24,343	0	0	0	24,343
Energy 64	Cavity Wall Insulation	18	12,238	0	0	0	12,238
City Energy	Room In Roof Insulation	270	285,324	0	0	0	285,324
City Energy	Cavity Wall Insulation	26	10,400	0	0	0	10,400
City Energy	Loft Insulation	18	2,880	0	0	0	2,880
City Energy	Boiler Replacements	82	102,480	0	0	0	102,480
Hughes (own fund	Cavity Wall Insulation	489	220,050	0	0	0	220,050
Hughes (own fund	Loft Insulation	69	12,420	0	0	0	12,420
DECC CHF	First Time Central Heating	615	183,000	0	2,159,000	0	2,342,000
DECC CHF	Cavity Wall Insulation	60	0	0	21,600	0	21,600
DECC CHF	Loft Insulation	160	0	0	27,200	0	27,200
DECC CHF	External Wall Insulation	30	0	0	30,000	0	30,000
DECC CHF	Draught-proofing	100	0	0	3,200	0	3,200
Totals (not including Advice)		2887	£1,694,403	£44,000	£2,241,000	£839,850	£5,155,253

Source: CHiL operational group report presented at Lancashire Energy Officers meeting 8th February 2017



ACTION	OUTCOMES	TIMING
i) LOCAL ENERGY EFFICIENCY AND FUEL POVERTY AMBITIONS AND PRIORITIES		
Lancashire Health & Wellbeing Strategy / Board	<p>The Health and Wellbeing Board vision is that: 'We want every citizen in Lancashire to enjoy a long and healthy life'. Lancashire is moving towards the preventative agenda and its overarching goals are:</p> <ul style="list-style-type: none"> ▪ Better health – increase the time that people in Lancashire can expect to live in good health, and narrow the gap in health and wellbeing. ▪ Better care – deliver measureable improvements in people’s experience of health and social care services ▪ Better value – reduce the cost of health and social care, whilst increasing its effectiveness by promoting collaboration and integration between partners <p>The Board is committed to:</p> <ul style="list-style-type: none"> ▪ Shift resources towards interventions that prevent ill health and reduce demand for hospital and residential services ▪ Build and utilise the assets, skills and resources of our citizens and communities ▪ Promote and support greater individual self-care and responsibility for health; making better use of information technology and advice ▪ Commit to delivering accessible services within communities; improving the experience of moving between primary, hospital and social care ▪ Make joint working the default option ▪ Work to narrow the gap in health and wellbeing and its determinants 	Ongoing
Health Inequalities in Lancashire, Joint Strategic Needs Assessment (JSNA)	<p>The JSNA for health inequalities in Lancashire provides analysis of inequalities in health and the causes of poor health, between deprivation groups. It identifies narrowing the gap in respiratory and cardiovascular diseases (CVD) as two of the top ten goals for improving the health of Lancashire's population. These are conditions known to be affected by having a cold home (NICE Guidance).</p>	Ongoing

Report of the Director of Public Health and Wellbeing 2016	The 2016 Report of the Director of Public Health and Wellbeing , 'Securing Our wellbeing' identifies fuel poverty as one of the social, economic, environmental determinants of health and wellbeing.	2016-17 and ongoing review
Fuel Poverty	<p>Fuel poverty targets have not been set but all partners are working towards reducing fuel poverty.</p> <p>In 2014 (latest figures available) the Lancashire 14 districts had 71,075 households in fuel poverty (11.3%). Whilst above the national average, the gap has narrowed with fuel poverty increasing slightly in England but decreasing slightly in the Lancashire between 2013 and 2014. In particular, those districts in Lancashire with the worst fuel poverty in 2013 have improved their position in 2014. Pendle (14.0%) had the 20th worst rate in the country (an improvement from 7th in 2013). Burnley was in 27th place (13.5%), an improvement from 16th in 2013, Blackpool 32nd (13.2%), up from 17th in 2013 and Hyndburn 40th (13.0%), an improvement from 22nd in 2013, out of 326 authorities across England.</p> <p>8.8% of Fylde properties are classified as fuel poor households. This ranks Fylde as the 3rd lowest district in relation to levels of fuel poverty in Lancashire and under both the English average of 10.6% and the Lancashire average of 11.3%.</p> <p>Further information is available here: http://www.lancashire.gov.uk/lancashire-insight/deprivation/fuel-poverty.aspx</p> <p>An interactive map of fuel poverty in Lancashire is available here: http://dashboards.instantatlas.com/viewer/report?appid=76dd5dc8c5b041458608752ffd11b67a&aut hid=EeUdmTVM2tQfwwHh</p>	Ongoing
Lancashire Climate Change Strategy	<p>Although the partnership no longer meets the Lancashire Climate Change Strategy sets out the long term vision that Lancashire is “low carbon and well adapted by 2020” with a target to reduce carbon dioxide emissions by at least 34% (relative to 1990) by that time.</p> <p>A summary of the latest CO₂ figures for Lancashire is available here: http://www.lancashire.gov.uk/lancashire-insight/environment/carbon-dioxide-emissions.aspx</p> <p>CO2 figures measured in Fylde (as they do across Lancashire) have shown a year on year fall. See attached document 1.</p>	2020

Fylde Local Plan to 2032	<p>Fylde Council's local plan to 2032 is in the final stages of independent inspection with a view to being confirmed by mid to late 2017. Within the local plan the following is stated.</p> <p>"It is a national requirement that councils adopt policies that seek to mitigate against and adapt to climate change. Policy GD7 includes measures to achieve this through the design of new development and the use of natural resources.</p> <p>Policy GD7 Achieving Good Design in Development General Principles of good design D. Taking account of landform, layout, building orientation, massing and landscaping to minimise energy consumption.</p> <p>National Technical Standards N. All new homes should comply with all relevant design and quality codes in the National Technical Standards. New homes designed specifically to accommodate the elderly should comply with optimal standard M4(3A) in accordance with policy H2.</p> <p>Climate Change R. Development proposals should consider measures to mitigate the effects of climate change by the incorporation of energy and water efficiency in new and existing buildings, 'grey' water and rainwater harvesting and storage for waste and recyclables. S. Adaptation to climate change should be achieved through the design and orientation of buildings to maximise solar gain, provide shelter from the elements and take advantage of natural light and ventilation."</p>	2032
ii) MEASURES THAT TAKE ADVANTAGE OF FINANCIAL ASSISTANCE AND OTHER BENEFITS OFFERED FROM CENTRAL GOVERNMENT INITIATIVES, TO HELP RESULT IN SIGNIFICANT ENERGY EFFICIENCY IMPROVEMENTS OF RESIDENTIAL ACCOMMODATION		
Cosy Homes in Lancashire - Securing Energy Company Obligation (ECO)	<p>The Cosy Homes in Lancashire (CHiL) scheme is a county wide collaboration which Fylde Council participated in during 2015-16.</p> <p>Its primary aim was to test the business model of installing energy efficiency and heating improvements in domestic dwellings through ECO funding and to achieve as many installations as possible to improve the thermal efficiency of Lancashire homes, especially for the benefit of customers experiencing fuel poverty and/or with cold-related health issues. The CHiL project gained an Ashden Award for Sustainable Homes in 2016 – see link below: http://www.ashden.org/files/case_studies/CHiL%20Ashden%20UK%202016%20case%20study_0.pdf</p>	2017 and ongoing

	<p>The Lancashire Energy Officers Group, under the CHiL banner, will continue to engage with BEIS, Ofgem and Fuel Utilities through the ECO2 transition period to secure as much flexible eligibility funding as possible for Lancashire households in fuel poverty or on a low income and are vulnerable with cold related illnesses. As a group of authorities we will also participate in further consultation on ECO3 following the progress of ECO2t transition and the lessons learned from this period, to help shape the ECO3 offer for vulnerable Lancashire residents.</p> <p>Fylde Council will continue to participate in the Lancashire Energy Officers Group and will review the opportunities for further ECO-related collaborative projects under the CHiL banner.</p>	
Heating Measures	<p>Lancashire Energy Officers Group (under the CHiL scheme) were successful in a £2,241,000 funding bid from the former Department of Energy and Climate Change (DECC) to install first time central heating to residential properties without it.</p> <p>The scheme has provided over 600 installations of gas central heating throughout Lancashire the majority (452) being delivered within Blackpool, Preston and Blackburn with Darwen councils.</p> <p>Fylde have publicised this scheme through our social media outlets, by a targeted leaflet drop using census data on central heating and by direct contact with residents and partner agencies.</p> <p>30 first time central heating installations have been provided in Fylde as a result which ranked Fylde 6th highest out of 14 authorities for the receipt of this grant funding.</p>	2016-17
ECO: Help to Heat Flexible Eligibility - Statement of Intent	<p>The Lancashire Energy Officers Group is preparing for ECO2t (transition period April 2017 – 2018) where local authorities will have discretion to identify fuel poor and vulnerable households (cold related illness) under the 'Flexible Eligibility' element of ECO Affordable Warmth.</p> <p>A Statement of Intent (SOI) will be developed during March 2017 in accordance with Ofgem requirements. At this early stage it is envisaged that criteria will be agreed Lancashire wide, but currently it is not confirmed whether the SOI will be a Lancashire consortium to cover all LA's or whether some LA's will develop their own SOI.</p> <p>Once developed, a link will be included in HECA reports as appropriate.</p>	2017 onwards
iii) LOCAL MEASURES TO REDUCE FUEL POVERTY AND RESULT IN SIGNIFICANT ENERGY EFFICIENCY IMPROVEMENTS OF RESIDENTIAL ACCOMMODATION		
Fuel Poverty / Affordable Warmth Interventions	<p>Since the end of the Warm Homes Health People funding in 2013 Lancashire County Council has provided funding to support district and city councils across Lancashire deliver affordable warmth interventions such as replacement boilers, heating system repairs, standard loft and cavity wall insulation and specialised insulation where traditional measures cannot be used. The funding is targeted at those at greatest risk of their health being affected by having a cold home. A further £1</p>	2016-17 and 2017-18

	<p>million was secured in 2016 to continue this support until 2018.</p> <p>In Fylde this is delivered under the Affordable Warmth Green Energy Grant. Fylde have been awarded £28,210 per year for two years to deliver affordable warmth measures and a boiler servicing scheme. This scheme is managed by the Housing Services section and runs in parallel to other sources of funding for example ECO.</p>	
Hospital In-Reach	<p>Over the last few years Lancashire councils have worked to increase efforts to reach the most in need by providing a hospital in-reach service. The main focus is to help those with long term health conditions, in particular the fuel poor, currently in hospital or recently discharged, return to safe and warm homes. Patients are signed up for interventions whilst in hospital or very soon after returning home, the wards targeted are respiratory, cancer, fracture clinics and those where there is a predominance of elderly patients who may need additional support when returning home.</p> <p>The project is currently being delivered through a combination of Council staff, Age Concern and Age UK Lancashire staff and volunteers at hospitals in Preston, Blackburn and Blackpool reaching residents from large parts of Lancashire.</p> <p>The priority during 2017 is to secure funding to sustain the service and expand the project into additional hospitals to reach more vulnerable households.</p>	Looking to develop further during 2017 & Ongoing
Awareness raising with frontline staff	Work is ongoing to raise awareness of the affordable warmth measures available across Lancashire and how to make referrals with frontline staff. Awareness sessions are targeted at those from health and social care services, ensuring the most vulnerable are targeted for interventions.	Ongoing
Staff Training	<p>The Energy Officers Group works with partners such as NEA to identify opportunities for staff training. In-house sessions have recently been provided on the dangers of Carbon Monoxide and fuel poverty; how to identify those at risk and make effective referrals. Opportunities for further training will be sought during 2017-18.</p> <p>Fylde Council Housing Services staff have attended these free training events.</p>	2016-17 and ongoing
Advice to the Public	<p>An energy advice booklet is being developed for Lancashire residents. It will provide information specific to Lancashire on where to get advice and support.</p> <p>Fylde council's website is currently in the process of being updated with an information page to all the available grants and advice which are available to members of the public. This should go live mid-2017.</p>	2017
Local advice provision / awareness e.g. through HIA's	<p>Fylde Council undertakes energy advice awareness through our housing advice service and our private sector enforcement programme.</p> <p>Fylde also work with several partner agencies on the promotion of energy advice such as CAB, Face to Face (YMCA) and third sector agencies for example Age Concern.</p> <p>Care and Repair (Fylde and Wyre) also provide local advice and awareness to members of the public</p>	Ongoing

	and act as a referral agency into schemes such as CHiL.	
Engaging with Clinical Commissioning Groups (CCGs)	The Lancashire Energy Officers Group is identifying opportunities to engage and work with the CCGs. A Lancashire specific event is planned for 2017.	2017
Fairer Power- 'Red Rose Energy'	Fylde Council has provisionally signed up to Fairer Power – Red Rose Energy, providing our residents access to a low price, competitive, fixed or variable tariff, including supply to pre-payment meter customers as an alternative to the 'big six' suppliers. As the lead authority, Preston City Council has entered into partnership arrangement with Fairerpower, established as a not for profit business by Cheshire East Council with Ovo Energy, to offer Lancashire households access to a fair and competitive domestic energy tariff. The arrangement is open to all Lancashire authorities to join to enable the offer to become available in their council area.	2017 & ongoing
Smart Meters	The Energy Officers Group has partnered with Smart Energy GB to support the smart meter roll out (2016-2020) and leaflets have been produced with the Lancashire 'Cosy Homes' branding. Initial training has already been provided to some local authority energy officers. Opportunities to provide training sessions for 'champions' and secure funding to support the roll out across Lancashire will be sought going forward.	2016-2020
Minimum standards in the private rented sector -	Fylde Borough Council housing section undertook 425 inspections in 2015/16 in relation to maintaining standards in the private rented sector. It has responded to 243 service requests in relation to defective properties. The Housing services team has recently completed a district wide survey of Houses in Multiple Occupation based from both current and historic records. It has identified 515 properties which have been converted to a combination of self-contained flats and sharing facilities. This survey will be the basis of our proactive inspection programme for 2016-17 and beyond. All visits undertaken by both our reactive and proactive inspection programmes include a survey of the heating systems and insulation measures within a dwelling. "Excess cold" is a hazard under the Housing Health and Safety Rating System (HHSRS) and is enforceable under part one of the Housing Act 2004. The Housing Act 2004 allows Fylde to require adequate heating and insulation measures within the private rented sector in order to reduce or eliminate the risk from cold. The council can take remedial action if the landlord is unwilling to improve the property. In addition we require all landlords to supply an Energy Performance Certificate (EPC) following a housing standards inspection. The EPC indicates how energy efficient a property is by rating the premises from A-G. Whilst we are not the enforcing authority we refer any properties without an EPC to Lancashire County Council Trading Standards team. As from the 1st April 2018 it is proposed that any properties rented within the private rented sector	Ongoing

	will have a minimum energy performance rating of E on an Energy EPC. The regulations will come into force for new lets and renewals of tenancies with effect from 1st April 2018 and for all existing tenancies on 1st April 2020. It will be unlawful to rent a property which breaches the requirement for a minimum E rating, unless there is an applicable exemption. A civil penalty of up to £4,000 will be imposed for breaches.	
Building Control	Fylde Council's building control section work to ensure compliance with Approved Document L of the Building Regulations 2010. This document is titled "Conservation of fuel and power in new dwellings". This document applies to both domestic and commercial premises. The building control section also offer free advice and guidance on how these regulations can be complied with.	Ongoing
Defective Insulation	Blackburn with Darwen Council commissioned a study into problem cavity wall insulation (CWI) because of increasing evidence of instances concerning damp, wet and saturated insulation, consequent mould, rat infestation and health related problems where CWI has been installed incorrectly or inappropriately. The results have been shared across the Lancashire Energy Officers Group and with government. An event is planned for 2017 to further raise awareness on insulation, damp and mould problems with local authorities and housing associations across Lancashire	2016-17 & ongoing
iii) MEASURES TO IMPLEMENT ENERGY EFFICIENCY IMPROVEMENTS COST-EFFECTIVELY IN RESIDENTIAL ACCOMMODATION BY USING AREA BASED/STREET ROLL OUT INVOLVING LOCAL COMMUNITIES AND PARTNERSHIPS		
Cosy Homes in Lancashire (CHIL)	Fylde alongside Lancashire District Council partners will remain vigilant for opportunities to access funding and develop coherent Affordable Warmth schemes. Examples are likely to include bidding for funding generated by Energy Companies' fines (the Voluntary Redress Payments), the ECO Flexible Eligibility initiatives, the Smart Energy GB (smart metering) and Warm Homes Discount, for example.	2017 and ongoing
Hard to Treat Homes	The Council notes the Government's response (January 2017) to the 'Help to Heat' consultation with regards to solid wall insulation. The Council will endeavour to facilitate opportunities for residents to access suitable funding.	2017 and ongoing
iv) TIMEFRAME FOR DELIVERY AND NATIONAL / LOCAL PARTNERS		
Timeframe	The timeframe for delivery is set out alongside the activities outlined above. Many are long-standing and ongoing actions reviewed on an ongoing basis to ensure all opportunities from government initiatives and other funding streams are realised.	
Lancashire Energy Officers Group	The Lancashire Energy Officers Group consists of representatives from the 12 district councils in Lancashire, Blackburn with Darwen Council, Blackpool Council and Lancashire County Council. The Group was established in 2007 and works in	

	partnership to improve the energy efficiency of Lancashire Homes, address health inequalities exacerbated by living in cold damp homes, reduce fuel poverty, tackle seasonal excess deaths and reduce carbon emissions from the domestic sector.
Cosy Homes In Lancashire (CHIL) – Network of delivery partners.	The Energy Officers Group works with a network of local installers and delivery partners to deliver local and regional energy efficiency schemes under the Lancashire 'CHIL' brand.
Fuel Utilities	The Energy Officers Group is in regular contact with a range of fuel utilities in order to secure ECO funding for Lancashire residents. This will continue to establish relationships to deliver ECO Flexible Eligibility in Lancashire.
Ashden Awards Alumni	The Cosy Homes in Lancashire project gained an Ashden Award for Sustainable Homes in 2016. As a winner the Energy Group has joined the Ashden Awards Alumni via Blackpool Council as the CHIL project lead. This provides the Lancashire councils access to a network of support to help expand out projects.
NW Association of Local Energy Officers (ALEO)	The Council links into the NW ALEO network to share knowledge on reducing domestic-sector carbon footprint and tackling fuel poverty across the region.
National Energy Action (NEA)	Representatives from the Energy Officers Group regularly attend the Northwest Fuel Poverty and Fuel Debt Forums to share best practice and learning across the regional network. The Group has worked with NEA to provide in-house training sessions on fuel poverty and how to identify those at risk and make effective referrals.
Smart Energy GB	The Lancashire Energy Officers Group has partnered with Smart Energy GB to support the smart meter roll out.
Community engagement	There is partnership engagement across Lancashire with other agencies including Lancashire Fire and Rescue, and Lancashire Constabulary and third sector organisations to promote and improve the wellbeing of our communities through early intervention and strong referral pathways.
Third Sector Organisations	Across Lancashire the Energy Officers Groups works with local organisations such as Age UK Lancashire and Age Concern to target affordable warmth interventions at vulnerable groups and to develop referral pathways.
Lancashire Combined Authority	The shadow Combined Authority for Lancashire is meeting on a monthly basis with a view to becoming formally established from April 2017. Leaders have already agreed a Scheme of Governance which sets out voting arrangements and membership and the shadow Combined Authority are operating within these same principles.

Signed off by	
Position	

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	5
HOUSING SERVICES PRIVATE SECTOR HOUSING ASSISTANCE POLICY			

PUBLIC ITEM

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

SUMMARY

The Private Sector Housing Assistance Policy outlines the Council's policy in relation to the provision of information, advice and action to assist home owners and tenants requiring disabled adaptations, energy efficiency advice and assistance, and other support relating to their home.

This report sets out the scope of services provided by Housing Services under the Private Sector Housing Assistance Policy and highlights the main changes in terms of funding and service development since the previous policy produced in 2009 and amended in 2012.

RECOMMENDATIONS

The Committee is requested:

1. To approve the flexible use of its Disabled Facilities Grant (DFG) budget during 2017-18 to facilitate the delivery of adaptations which will address Better Care Fund (BCF) priorities more effectively. This will include the removal of the 'test of resources' for adaptations under £6,000.
2. To approve the authorisation of a grant award of up to £10,000 in excess of the DFG mandatory maximum grant of £30,000, to carry out DFG eligible work as recommended by an Occupational Therapist.
3. To review the administration fee which the Council receives for management of DFG works in conjunction with finance officers.
4. To approve a targeted promotion of DFG's be undertaken through partner and third sector agencies to increase referrals.
5. To explore the potential employment on a case-by-case basis of an Occupational Therapist to process the numbers of referrals received by the Council through a targeted promotion of DFG's by our partner, third sector agencies and potentially from county council, and report back to this Committee in due course.
6. To approve the commissioning of additional technical resources on a flexible basis to assist in the increased workload placed on the Housing Services Team to deliver Disabled Facility Grants, to be funded from additional administration fees receivable by the Council.
7. To explore the options to undertake capital projects with the approval of Registered Providers to improve the housing on offer within the boroughs supported housing schemes, and report back to this Committee in due course.
8. To recommend to Council the creation of a new scheme within the 2017/18 approved Capital Programme to be termed 'Housing Needs Grant' that will be funded from DFG grant repayments (those being in the event of the sale of a property for which a DFG was previously awarded) to be used to fund grants to qualifying persons in respect of affordable warmth measures, boiler servicing and repairs to vulnerable clients.

9. To approve a review of the proposed changes and to report back to the Environment, Health and Housing committee in due course.

SUMMARY OF PREVIOUS DECISIONS:

The previous housing policy which incorporated the grant assistance policy was produced in 2009 and amended 2012. Link to existing policy: <http://www.fylde.gov.uk/resident/housing/grants/privatesectorhousingpolicy/>

The new proposed policy can be found here: [Housing services private sector assistance policy.docx](#)

The Home Energy Conservation Act 1995 first further report was approved by a portfolio holder decision in June 2013. The second further report in 2015 was approved by the Policy Development Scrutiny Committee in March 2015.

The third report is pending Environment, Health and Housing committee approval on the 20th June 2017. A link to that document is here: [Item x- Decision item HECA report 2017.doc](#)

Fylde Council's affordable warmth "Green Energy Grant" was approved at Environment, Health and Housing committee on the 10th January 2017 and at the Finance and Democracy Committee on the 23rd January 2017.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

Background

1. The Private Sector Housing Assistance Policy outlines Fylde Council's policy in relation to the provision of information, advice and action to assist home owners and tenants requiring adaptations (both major and minor), energy efficiency advice and assistance, and other support relating to their home. The policy is applicable across all tenures however private rented and social housing must also firstly comply with minimum standards as prescribed in the Housing Act 2004.
2. The Council takes the view that the home owners are responsible for maintaining their own properties. However, it is recognised that there are circumstances where some owners will have difficulty meeting their responsibility either through lack of resources, lack of knowledge or lack of support. In such cases the Council will offer appropriate forms of assistance.

Disabled Facility Grants

3. The Disabled Facilities Grant (DFG) provides funding to eligible applicants to help them to make changes in their home environment, such as the installation of wet room showers, stairlifts and ramps, which allow them to live more independently in their homes.
4. DFG also has a key role to play in reducing admission to hospitals, providing safer and more effective discharge from hospital, preventing an increase in demand for social care and delaying or reducing admission to residential care.
5. Difficulties with DFG, particularly in a two tier local government setting, is that it crosses administrative and organisational boundaries. From the customer point of view, this has led to a complicated customer pathway which remains across District/County Council areas. In Lancashire, the situation is further complicated by the

fact that Lancashire County Council outsource paediatric OT assessments to Lancashire Care Foundation Trust (LCFT) on an agency basis.

6. Initial customer requests are taken by Social Care teams (County Council), customer assessments are then carried out by Occupational Therapy teams (County Council) and adaptation recommendations are sent to the District Council who then provide casework support, carry out the customer 'Test Of Resources' (to establish eligibility), undertake technical surveys, contractor procurement and monitor quality of work.

Better Care Fund

7. Whilst the complex arrangements described above still exist, the introduction in 2014 of the Better Care Fund (BCF), and the consequent substantial increase in central government funding, has given DFG a much more central position in the policy framework.
8. The BCF is a single pooled budget for health and social care services to work more closely together in local areas, based on a plan agreed between the NHS and Local Authorities.
9. The Better Care Fund Policy Framework 2016/17 confirms that upper tier authorities are required to pass on the DFG funding from the pooled budget to enable housing authorities to continue to meet their mandatory duty. Thus district councils now receive their DFG allocations via the Department of Health (DoH) - delegated to the local Health and Wellbeing Board (LCC)- whereas until 2015 DFG funding was provided directly to Councils by the Department of Communities and Local Government (DCLG).
10. The 2015 Autumn Spending Review contained a commitment to further raise the DFG budget nationally to £500 Million by 2019/20. In 2014/15 (the final year that the DFG was provided from the DCLG) the Council received £382,000 in DFG funds. In 2015/16 (the first year of the BCF funding arrangements) the Council received £468,000 in 2016/17 the Council received £848,621 and lately for 2017/18 £929,565. In addition to the 2017/18 allocation, slippage of £230,000 from 2016/17 is requested as part of the MTFS Financial Outturn report presented to the Finance & Democracy Committee on 19th June 2017, providing a total budget for DFG grants for 2017/18 of £1,159,565. This revised budget will be reflected in the next update to the Financial Forecast during 2017/18.
11. The additional funding brings with it additional expectations in terms of how the Council is expected to play its part in addressing new conditions set out in the 2016/17 Better Care Fund Policy Framework, which are:
 - Reducing delayed transfers of care
 - Minimising avoidable hospital admissions and
 - Facilitating early discharge
12. Whilst the 2016/17 Better Care Fund Policy Framework does not set specific targets for use of DFG, district councils should be mindful of the BCF objectives which include several which are relevant to DFG services, such as reductions in the number of admissions to residential and care homes, reductions in delayed transfers of care and improvements in the patient/service user experience.
13. Similarly, the NHS 5 Year Forward View noted that a key condition for transformation across local health economies is a strong primary and out-of-hospital care system, with well-developed planning about how to provide care in people's own homes, with a focus on prevention, promoting independence and support to stay well. Home adaptations play a prominent role in meeting this condition.

Proposals to optimise the use of the Council's DFG allocation

14. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (hereafter abbreviated to the RRO) removed most of the prescriptive housing renewal grant legislation in the Housing Grants, Construction and Regeneration Act 1996, and Article 3 of the RRO introduced wide ranging discretionary powers to develop different forms of assistance to meet local needs.
15. The government issued accompanying guidance about the use of RRO in 2003. The RRO is not new legislation, but to date the opportunity for the Council to consider more flexible use of DFG funds has been constrained

by limited financial resources. However, the Council is now experiencing unprecedented high levels of DFG funding and therefore has the opportunity to consider more flexible use of its DFG budget to meet local needs.

16. If the Council is to achieve a faster, leaner service to speed up hospital discharge and to reduce pressures on health and care services, a more agile approach to its DFG provision needs to be explored. Currently the Council administers DFG applications in a 'traditional' way, in the sense that the housing services team carry out a financial assessment ('test of resources') to determine customer eligibility in accordance with the criteria set by the Government.
17. This means that each DFG referral which the Council receives from LCC is assessed in terms of financial eligibility. The exceptions to this are paediatric referrals, which are not required to be assessed, and people in receipt of means tested benefits, who are deemed to possess a 'passported' benefit which makes them automatically eligible for DFG.
18. Each year there are a number of cases which fail the financial assessment and do not proceed as a DFG application. This is abortive work for the housing team, because staff still need to carry out visits to determine eligibility and liaise with the customer. In 2016/17 34 referrals have not proceeded to grant approval, eight of which have been due to the customer failing the financial means test.
19. Customers who do not qualify for DFG still have a clinical need for adaptations. In terms of addressing the BCF agenda, it is difficult to assert that the Council is currently contributing to resolving such customers' needs. Customers who are not eligible for DFG may be deemed to have sufficient funds to pay for their own adaptations under the legislation, but many lack the knowledge or experience to organise these works themselves. Applicants, if they wish are currently signposted to contractors who have undertaken similar work on behalf of the DFG programme.
20. Districts across Lancashire are now using the RRO to adopt more flexible approaches to the provision of adaptations, partly as a way of dealing with the problem of customers failing the DFG test of resources and partly as a general method of streamlining the process of applying for and obtaining an adaptation. Fylde Council now has an opportunity to use these DFG resources more effectively. It is important to minimise the prospect of failing to utilise these resources and avoid the possibility of unused funds being clawed back by LCC for re-allocation elsewhere. Although LCC has not yet indicated a definitive intention to 'claw back' any unused DFG funds at year-end, it would be prudent for the Council to take action to reduce the prospect of this eventuality.
21. Therefore a number of policy changes are recommended to take effect with the introduction of the Private Sector Housing Assistance Policy. The recommendations are predicated on an expectation that the current levels of funding for DFG are to be maintained and therefore are subject to review if funding levels change in the future.

Recommendation 1: Removal of means test for certain types of adaptations (under £6,000) for customers across all tenures (for 2017/18):

22. To qualify for the non-means tested approach, it is recommended that the required adaptation work would consist of the following from the list below and that the total cost of adaptation would be under £6,000 (not including any fee that the council would include).
 - Bathroom conversion (i.e. removal of bath and installation of Level Access Shower/Wet Room)
 - Stairlifts (these are procured via LCC)
 - Ceiling Track Hoists (these are procured via LCC)
 - Wash-dry toilets
 - Hospital release cases identified by Health Professionals
 - Ramps to aid access to the property (over £1,000)

23. It is also recommended that within this policy the Council should reserve the right, in exceptional circumstances, to consider a more flexible approach by offering customers other adaptation items that are not usually available under DFG. Such works would include the provision of safe rooms for children or adults with behavioural/mental health disabilities.
24. Clearly there are risks to the loosening of eligibility criteria. However, this would be mitigated by the fact that an occupational therapy referral would still be required in accessing an adaptation. The Council would still be confident that customers being referred for an adaptation would need them. Similarly, by loosening the eligibility criteria there will be some customers who will receive an adaptation free of charge when they could afford to fund the work themselves.
25. However, in terms of addressing the prevention and early intervention agenda, if the Council facilitates the provision of adaptations to a household who would have been less inclined to self-fund, it would still have contributed to the prevention of potential falls in the home and thus helped to prevent lengthy and costly hospital stays.
26. Adaptations provided without carrying out a test of resources would not be classified as a DFG because the full DFG application process would not have been activated. Instead, such adaptations would need to be distinguished from DFG and be known by another title. The recommended suggestion is the "Adaptations under £6,000 Grant."
27. In 2016/17, had the Council been operating in accordance with this recommendation, 57 approved cases out of 103 were under £6,000 and therefore could have been handled without requiring a means test. This would have reduced both processing times and operating costs to the Council from the reduction in officer workload.
28. In 2016/17 8 cases did not proceed due to a failure of the means test. In terms of the 2016/17 referrals which have not proceeded due to the customer failing the test of resources, 6 out of 8 of those cases would have been eligible for adaptations if the policy now being recommended was in operation.
29. Based on the maximum allowance of £6,000 per grant an additional estimated sum of £36,000 could potentially have been committed from our DFG budget and £3,600 of income received to the service based on a 10% fee.
30. Thus the relaxation of means test regulations would not only have allowed the Council to address the BCF agenda more effectively, it would also provide a better opportunity to maximise the DFG budget that the Council receives from BCF and increase processing times for delivery of the service. If this recommendation is accepted, it would be possible to review the list of 2016/17 customers who have failed the test of resources and go back to them to establish whether they would like to be considered for an adaptation under the non-DFG adaptations route.
31. Cases that are initially started under this type of grant but due to unforeseen works move above the £6,000 threshold would be reviewed by the Housing Services Manager and either allowed or moved to a standard DFG process. Such factors would include consideration over the possible extended time delays completing the works or the total financial amount that any additional works involve. It is recommended that a 10% variance on the £6,000 would be allowed but only with permission of the Housing Services Manager.

Recommendation 2: Introduce provisions to allow additional funds above the DFG maximum (subject to budget availability)

32. The mandatory DFG maximum grant is £30,000. This upper limit has been in place since 2008. Previous housing services policies have allowed spend above this amount if finances have been available. In recent years the Council has handled a small number of complex adaptation cases where the tendered cost of works have exceeded the mandatory DFG maximum of £30,000. Additional funds for adaptations above the mandatory DFG limits are sometimes referred to as "Discretionary DFG". This term may give the misleading impression that the recommended works are discretionary. This is not the intention.

33. It is recommended that the Council permits the award of a supplementary grant, in cases where the list of works recommended by the OT has been market tested and exceeds £30,000, in order to enable all the recommended mandatory works to be undertaken. The funding for such works to be taken from the DFG allocation provided as part of the BCF.
34. As a caveat to ensure that the Council retains financial control of its resources, it is further recommended that the policy should clearly state that this facility would be subject to budget availability and that such additional grant should not exceed £10,000. This would require the Housing Services Manager to approve such grants. The facility to be able to call upon up to an additional £10,000 would help to prevent time consuming delays in such cases, which otherwise would stall while other funding solutions were explored.

Recommendation 3: Review the 10% fee applicable to each DFG and non-DFG adaptation

35. Organising and overseeing the grant process is complex and often involves a considerable amount of work. The legislation permits Councils to apply a management fee which is added to the overall grant amount awarded to each customer. It should be noted that the fee's applied are not 'paid' by the applicant but is deducted from the overall grant provided to the applicant. That is to say the net effect is that it reduces the total amount of grant available to the applicant.
36. In most cases a 10% fee would not cause any problems in the execution of the work, but in cases which are around the mandatory limit of £30,000 it could cause difficulties. However, the facility to offer an applicant a sum in excess of £30,000 as described in recommendation 2, would address this scenario. It is recommended that Housing Services along with the Finance team undertake a review of the fee to establish if it remains appropriate to administer the DFG service.

Recommendation 4: Targeted promotion of Disabled Facility Grants

37. Due to the increased levels of funding provided by the BCF and the removal of the Councils "holding list" of applicants it is now necessary for the Council to increase the level of referrals for adaptations in order to maximise the use of our BCF allocation. Rather than a "public advertisement" of the service it is recommended that a targeted promotion of the service using our partner agencies such as Lancashire Fire and Rescue Service, Citizens Advice Bureau, Face to Face and other third sector agencies be employed. This will ensure that the applicants have undertaken some form of prior assessment of need/disability assessment and that the Council are not inundated with unsuitable applications.

Recommendation 5: Employment of a "case by case" private Occupational Therapist

38. A targeted promotion of the DFG service should increase the number of direct referrals to Fylde Council for adaptation. However for a DFG to proceed it must have a recommendation from an Occupational Therapist (OT). The OT service is administered externally from the Council by Lancashire County Council. As of May 2017 applicants are required to wait 141 days in Fylde for an assessment by LCC. It is recommended that the additional BCF funding be used to employ a private OT on a 'case by case' basis to remove this wait. In addition Fylde will contact the applicants waiting for assessment via the LCC route to ensure they are also assessed quicker. Similar mechanisms are now in place as several other district authorities following a successful trail in Lancaster.

Recommendation 6: Commissioning of additional technical resources on a flexible basis to assist the housing team with the increased work load from processing grants.

39. The housing services team currently employs one full time officer for the administration and undertaking of the DFG service. Additional officers in the section also assist as part of the other duties which they undertake within the section.
40. With the increase in the DFG budget for 2017/18 it is now necessary to undertake more grants in order to fully commit the budget. The adoption of the recommendations in this report will also result in an increase in the levels of referrals dealt with by the housing services team.

41. It is recommended that the Council can commission additional technical resources flexibly to manage the additional increase in DFG work within the section. This resource will include case by case OT to increase the number of DFG applications being made and, additional Technical Service within the Team to manage and administer the grant.
42. **Recommendation 7: Investigation to undertake a capital project with a registered provider to increase the numbers of adapted supported housing properties to improve the local housing offer.**
43. The flexibility within the DFG budget allows the Council to undertake certain capital projects which will meet the BCF priorities and local needs. One such project could be to undertake a number of bathroom adaptations within the social housing sector to remove baths and provide wetfloor/ level access showers in sheltered schemes across the borough. By providing properties which are suitable for disabled use this project will increase the housing offer available to local residents and 'futureproof' such sheltered schemes whilst funds are available. Potential occupants will be able to move into these properties immediately without the work being undertaken prior to their occupation of the flat.
44. It is recommended that the Council make contact with our registered providers to investigate the possibility of a capital project to convert suitable sheltered flats for disabled use. Access to these flats would be through the 'My Home Choice' route and therefore be available to those in greatest need of adapted facilities.
45. This capital project would also include work to adapt flats used as temporary accommodation by the Council which are owned by our main registered provider.

Recommendation 8: Creation of a new scheme within the 2017/18 approved Capital Programme to be termed 'Housing Needs Grant'.

46. Grants above £5,000 currently require repayment to the Council if the occupant sells the property within 10 years of a DFG being undertaken at the property. This is only applicable to owner occupied properties and to a maximum amount of £10,000 as prescribed in legislation. Currently grant repayments are returned to the DFG budget and recycled. Whilst in previous years this has provided a useful additional source of income with the large increases in the DFG budget it is no longer necessary.
47. It is recommended that any returned funding from the 1st July 2017 is paid into a new scheme, 'Housing Needs Grant' which will allow the council greater flexibility with regards to the measures and assistance the Council can offer to vulnerable clients. Such measures could include provision of energy saving products such as loft insulation, emergency remedial work on defective properties actioned by the housing services enforcement work, heating installation, repairs and servicing for properties with vulnerable occupants. This fund could also pay for works which the Council undertake which do not ultimately result in a DFG being undertaken. An example of abortive work could include the Council instructing an architect to provide plans for a DFG however the application ultimately does not produce a DFG and therefore payment for the architect must be made from other Council resources. Another example is when a visit is conducted from the proposed private OT which does not lead to a DFG the cost of the visit could be met from this resource.
48. Grants from this repayment fund would follow the current eligibility criteria set out in our affordable warmth fund provided by LCC and would require the approval of the Housing Services Manager to proceed. Where emergency remedial work is undertaken on private rented properties to protect occupants the funds will be reimbursed by the owner of the property or a charge placed on the property.

Other assistance covered by the policy

ENERGY EFFICIENCY: Cosy Homes in Lancashire (CHiL) <http://www.chil.uk.com/>

49. This pan-Lancashire Energy Efficiency Pilot Project, under the banner of CHiL, operated from September 2015 to September 2016. Its primary aim was to test the 'business model' of installing energy efficiency and heating improvements in domestic properties through Energy Company Obligation (ECO) funding, and to achieve as many installs as possible into the homes of Lancashire residents, especially those in fuel poverty and/or with cold-related health issues.

50. The scheme failed to deliver the volume of interventions that it had hoped to achieve, and it was agreed to close it after one year. During summer 2015 Blackburn with Darwen Council, acting on behalf of all the Councils in Lancashire, was successful in a £2-million-plus bid to the Department of Energy and Climate Change (DECC) for grant funding for first-time central heating systems. This project is being delivered under the CHiL brand. The scheme did not officially launch until June 2016 and ended in April 2017. The CHiL brand will be retained as an 'umbrella' for other Lancashire-wide energy efficiency projects or funding bids which may be submitted in the future.

ENERGY EFFICIENCY: Green Energy Affordable Warmth Grant

51. In September 2016 Lancashire County Council agreed to provide a total of £1M allocated equally in £500,000 tranches across 2016/17 and 2017/18 to District Councils to enable them to direct funding towards alleviating fuel poverty amongst the most vulnerable groups.

52. The funding distribution to the districts is based on the relative levels of fuel poverty across Lancashire. Under this formula, the Council will receive a total of £28,210 for use in 2016/17 on the following activities, which have been approved by LCC:

Boiler servicing

Boiler replacements

Heating repairs and servicing

Cavity wall insulation

Loft insulation

Double glazing (replacing single glazed) in habitable rooms only

As the funding is secured for two years, the Council can expect to receive a further sum of £28,210 in 2017/18.

IMPLICATIONS	
Finance	<p>Funding for the delivery of the Disabled Facility Grant is currently 100% externally funded from the Better Care Fund, together with a contribution from our primary registered provider Progress Housing Group. For 2017/18 the Fylde grant allocation is £929,565 which together with slippage of £230,000 from 2016/17 is approved will provide a total budget for DFG grants for 2017/18 of £1,159,565. This revised budget will be reflected in the next update to the Financial Forecast during 2017/18.</p> <p>If adopted, the removal of the 'test of resources' for certain adaptations would result in an increase of income that the Council would receive for acting on behalf of applicants (i.e. the 'administration fee').</p> <p>If approved, an increase in the maximum DFG awarded to £40,000 would increase the level of income the Council receive for these adaptations under the grant agency fee (currently 5% or 10% dependent upon whether an architect is used).</p> <p>A review and subsequent change of the administration fee currently retained by the Council would result in a change to the total value of administration fee income. The scale of the change in total income would be determined by the amended administration fee that is to be</p>

	<p>charged.</p> <p>The report requests approval to:</p> <ul style="list-style-type: none"> - explore the potential employment of an Occupational Therapist on a case-by-case basis (funded from the DFG grant allocation). This would most likely result in an increase in the number of applications likely to be received which, together with a targeted promotion of DFG's which the Council can undertake, would increase the overall levels of administration fee income receivable; and - the commissioning of additional technical resources on a flexible basis to assist in the increased workload placed on the Housing Services Team to deliver Disabled Facility Grants, to be funded from additional administration fees receivable by the Council. <p>Finally the report recommends to Council the creation of a new scheme within the 2017/18 approved Capital Programme to be termed 'Housing Needs Grant' that will be funded from DFG grant repayments to be used to fund grants to qualifying persons in respect of affordable warmth measures, boiler servicing and repairs to vulnerable clients.</p>
Legal	<p>It is a legal requirement for the Council to undertake Disabled Facility Grants.</p> <p>It is a legal requirement to comply with the Home Energy Conservation Act (HECA 1995) and account is to be taken of guidance issued by central government.</p>
Community Safety	None directly from this report.
Human Rights and Equalities	The failure or delays to the process of Disabled Facility Grants may affect an applicant's human rights or highlight equality issues in relation to disabled applicants.
Sustainability and Environmental Impact	Improvements in energy efficiency through the Affordable Warmth Project will have a beneficial impact on the environment and will contribute positively to sustainability. This will also contribute to lower CO2 emissions.
Health & Safety and Risk Management	None directly from this report.

LEAD AUTHOR	CONTACT DETAILS	DATE
Tom Birtwistle	Tom.birtwistle@fylde.gov.uk & Tel 01253 658691	10/5/2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Home Energy Conservation Act further report 2013	6/2013	Decision report produced 2013
Home Energy Conservation Act further report 2015	12/3/2015	Decision report produced 2015
Affordable Warmth scheme	10/1/2017	Decision report produced 2017
Home Adaptations for Disabled People: A good practice guide"	2013	http://careandrepair-england.org.uk/wp-content/uploads/2014/12/DFG-Good-Practice-Guide-30th-Sept-131.pdf

The Disabled Facility Grant before and after the introduction of the Better Care Fund	2016	http://wwwFOUNDATIONS.uk.com/media/4665/dfg-report-final-interactive-converted-draft-6-small.pdf
Better Care Fund technical guidance	2016/2017	https://www.england.nhs.uk/ourwork/part-rel/transformation-fund/bcf-plan/
The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002	2002	http://www.legislation.gov.uk/uksi/2002/1860/contents/made
Green Energy Fund: Strand 3, Supporting Domestic Energy Reduction	13/9/2016	http://council.lancashire.gov.uk/ieDecisionDetails.aspx?ID=9208
NHS 5 year Forward View	10/2014	https://www.england.nhs.uk/ourwork/futurenhs/

Housing Services

Private Sector Housing Assistance Policy

Introduction

This policy document outlines Fylde Borough Council's policy in relation to the provision of information, advice and enabling activities to assist home owners and tenants requiring adaptations, energy efficiency measures and other support relating to their home. This policy is intended to replace elements of the existing housing policy relating to grant assistance introduced in 2009 and amended in 2012.

The policy will become effective from the 1st July 2017 following approval at the Environment, Health and Housing Committee on the 20th June 2017.

The policy will continue to be reviewed as circumstances and finances dictate. Factors that may prompt a review of the policy could include:

- Changes to capital spending plans
- Acute changes to local circumstances
- Change in national or regional policy
- Legislative changes

Fylde Council (the Council) takes the view that the prime responsibility for maintaining and improving housing rests with home owners and landlords. However, the Council is committed to improving the quality of housing across all tenures, including owner occupation and private renting. In addition, it is acknowledged that there are some vulnerable homeowners who will need support to enable them to access relevant available assistance to keep their home to a decent standard.

Policy Aims

- This policy is to update the previous private sector housing policy amended in 2012 in relation to grant assistance.
- To provide advice, information and support on repair, maintenance and adaptation of properties.
- To offer a framework of assistance to vulnerable groups/households.
- To comply with the legal requirements placed on the Council under the Home Energy Conservation Act (HECA) 1995.
- To facilitate an increase in the number of households able to heat their homes at reasonable cost thereby reducing fuel poverty and helping households to achieve affordable warmth.
- To reduce carbon dioxide (CO₂) emissions in the borough's private housing stock.
- To help to improve the physical conditions of both homes and neighbourhoods.
- To assist disabled people with adaptations to facilitate their movement in and around their home, thereby improving their quality of life.

- To contribute to the aims of the Better Care Fund, principally to reduce delayed transfers of care, minimise avoidable hospital admission and facilitate early discharge from hospital.
- In offering assistance the Council is seeking to enable people to help themselves and advise customers of services offered by other organisations.
- To treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to protect their rights under data protection and human rights legislation.

Corporate Objectives

The housing assistance policy works towards meeting Fylde Council's priorities in relation to the following corporate objectives set in the Corporate Plan 2016-2020.

Clean and green

- The provision of grant assistance and advice to reduce levels of co2, improve home insulation and improve the efficiency of and replace old defective heating systems, contributes towards providing a clean and green environment.

Great place to live

- The provision of Disabled Facility Grants (DFG's) assists residents to live independently in their own homes.
- Adaptations reduce non elective admissions to hospital and improve the quality of life for persons with disabilities and their carer's.
- The DFG service is improving the housing stock in Fylde by increasing the number of adapted properties suitable for a range of needs.
- To ensure that Fylde properties remain below the England and North West averages for fuel poverty.
- Our Affordable Warmth Grant working in relation with Lancashire County Council and projects undertaken in connection with the Lancashire Energy Officers Group aim to reduce the number of households living in fuel poverty.

Value for money

- The Housing Services Section has undergone a time lean process in order to improve delivery of our disabled facility service.
- Through this and several other processes the Council has reduced its holding list for adaptations from 80 in 2015 to 0 in 2017.
- Fylde Council now benchmarks the service with several other local authorities to ensure value for money and an efficient service.

Disabled Facility Grants (DFGs)

Under Part 1 of the Housing Grants, Construction and Regeneration Act 1996 the Council has a legal duty to provide specialist adaptations to meet the care and mobility needs of people with disabilities to enable them to live independently with privacy and dignity.

The need for the adaptation is determined by an Occupational Therapist from the Lancashire County Council's Adult Social Care Services Department.

Fylde Council is the lower tier authority responsible for statutory housing functions, whilst Lancashire County Council (LCC) is the upper tier responsible for social care.

DFGs for Tenants of Registered Social Housing Providers

In legal terms the ultimate responsibility for funding adaptations lies with the Council. However, registered providers also have a duty to their tenants to provide a home which is accessible and safe.

The Homes and Communities Agency's Regulatory Framework ('Home Standard') states:

"Registered providers shall co-operate with relevant organisations to provide an adaptations service that meets tenants' needs"

(the Regulatory Framework for Social Housing in England from April 2012)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419208/Home_Standard_2015.pdf

As such Fylde Council work in partnership with our registered providers to provide a suitable housing offer for the needs of residents in the borough.

All households who are resident in 'Intermediate home ownership' housing i.e. those living in Shared Ownership, properties purchased with an equity loan and discounted for sale properties are classed as 'private' owner occupiers for the purpose of DFG applications.

Lancashire County Council (LCC) Financial Threshold

Where an adaptation will cost under £1,000 and the property is privately rented or owned, the County Council will arrange for the works to be completed as a minor adaptation. This is a legal requirement of Social Services to undertake adaptation work under £1,000.

Prioritisation of DFG Applications

Fylde has now adopted the Lancashire criteria for prioritisation of DFG applications. This criteria has been worked on and agreed between all district authorities in Lancashire as well as LCC in order to remove a "postcode lottery" in relation to prioritisation. Applications are classified as either P1 requiring urgent attention or P2 non urgent. An applicant's needs are assessed monthly at the Priority Panel which consists of representatives from the district council, LCC and registered providers. The panel is also an avenue for one to one conversations with relevant organisations and allows for effective partnership working.

The Lancashire criteria is as follows. Regardless of priority all cases will be dealt with by the council.

1. URGENT (P1)

The applicant has an urgent need for an adaptation such as :

1. To facilitate hospital discharge/prevention of hospital re-admission
2. Under the recommendation of the Occupational Therapist acting on behalf of the Social Services.
3. Provision of independent or safe access to essential facilities and to the property without which there would be a potential breakdown of the current situation.
4. Service user and/or carer at high risk of physical injury needing alternative care arrangements until/unless work is completed

2. NON URGENT (P2)

The applicant has a need for a DFG however the need is not an urgent priority such as :

1. Under the recommendation of the Occupational Therapist acting on behalf of the social services authority.
2. Works which prevent long term admission to residential care
3. Improve the service user's long term ability to remain at home

Within the system there is flexibility for applicants with unusual circumstances to be given priority however it would be expected that such circumstances are provided with supporting evidence from various medical/health professionals.

There is a strong emphasis on the OT recommendation to determine prioritisation as they are the best placed professional to assess the client and their needs from a medical perspective.

Fylde will contact all clients to notify them of their priority based on this system.

Eligibility

A customer who is a disabled person as described by the Housing Grants, Construction and Regeneration Act 1996 is eligible for assistance.

The duty is 'tenure blind', thus adaptations should be provided for those in need, irrespective of the type of home that they live in.

In addition,

- Applicants must be over 18.
- Parents or guardians may apply on behalf of children.
- Landlords may apply on behalf of tenants.
- The property must be a legal residence which includes dwellings, mobile homes, caravans and houseboats.
- Works must be "reasonable and practicable" to carry out, as determined by a designated Council officer in consultation with an OT and the applicant.

DFG Grant Conditions

All applications are dealt with in accordance with the priority awarded them (see above) and in date order (received from LCC). All applications are subject to a test of financial resources in accordance with the Housing Grants, Construction and Regeneration Act 1996 (as amended) to determine the amount, if any, to be contributed by the applicant towards the cost of the work.

In accordance with legislation the test of financial resources will not be applied in cases where an application is being made on behalf of a child or young person (within the context of the legislation).

The Council add a 10% fee to the value of each DFG application which it processes under a grant agency fee arrangement or 5% where an architect is required (this is to reflect the reduced work required by the authority when an architect is employed).

Eligible Works (specified by an OT assessment)

- To assist entry and exit from the property.
- To aid access into and around the living areas, bedrooms, kitchens and bathrooms.
- To improve or provide heating and/or light controls.
- To make the dwelling safe for the disabled occupant and other people residing with him/her.
- Access to and from the garden by a disabled occupant.
- Where the existing footprint or layout of the dwelling, including outbuildings and garages, can be adapted or converted to accommodate the facilities required the Council will not consider any extension to the property.
- Where an extension is necessary and there is no other option, the Council will consider the most cost effective method of meeting the applicant's requirements.

- Where the applicant has a preference for works that are over and above those necessary to meet the disabled person's needs (such as an extension rather than the provision of stair lift and level access shower) the Council will only fund the cost of the original recommended works, with the remainder being funded by the applicant.
- Applications for grants where works have started but have not been completed will only be considered where the applicant can demonstrate exceptional circumstances as to why they did not apply and seek approval prior to the start of the work. In such cases any work already completed will be excluded from the subsequent application.

Service Standards

- Legislation requires a decision from the Council to approve the grant (or not) within 6 months of receiving the full application (this includes all necessary information e.g. proof of home ownership or landlord consent);
Fylde Council will aim to achieve this within 8 weeks or less.
- In accordance with legislation, the Council will aim to complete the installation of all disabled adaptations within 12 months from the date of grant approval.
Fylde Council will aim to achieve this within 15 weeks or less.
- Delays in the process are often associated with factors which are external to the Council for example, obtaining owners consents, asbestos surveys, delays in the ordering, construction and supply of equipment or delays in receiving invoices from contractors or LCC. The reasons for any delays beyond the time periods which the Council aim to achieve will be monitored and recorded.
- The Council aims to process applications fairly, efficiently, courteously and promptly.
- The Council aims to pay grant money due within 30 days of a valid claim on certified work.

Legal Charges and repayments

In accordance with the legislation set out in the Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008, where the adaptation is carried out to a property which is privately owned and the cost of the work is £5,000, or more, the Council will place a legal charge on the property through the Land Registry.

The legal charge will last for ten years. If the property is sold or otherwise changes ownership within ten years of the completion date, the Council will require repayment of the grant. The maximum repayable amount at the change of ownership is £10,000.

The following is the criteria set in the above legislation to determine grant repayments:

- The extent to which the recipient of the grant would suffer financial hardship were he or she be required to repay all or any of the grant;
- Whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of his employment;
- Whether the disposal is made for reasons connected with the physical or mental health or well being of the recipient of the grant or of a disabled occupant of the premises; and
- Whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity,

Decisions in relation to grant repayments are made at the discretion of the Housing Services Manager based on the above criteria.

The DFG application process: considering alternative options

During the period that the Council is considering the application a number of options will be explored with the applicant which include:

- Possibly moving to a property owned by a registered provider or a private sector property.
- If the customer is a Registered Provider tenant, the Council will liaise with the Registered Providers to determine whether it is more cost effective for the applicant to transfer to another property rather than adapt the existing property. This is discussed at the Priority Panel when necessary.
- Exploring options to assist the applicant in funding any contribution required by them in the form of third sector assistance.

Contractors

The applicant for a Disabled Facility Grant (DFG) can instruct any contractor to obtain quotes and undertake works in relation to a DFG. However the Council has a list of contractors who have a history of successfully undertaking work to adapt properties which an applicant can use as part of the agreement. Please note this is not an approved list of council contractors and the contract for undertaking works remains between the applicant and the contractor.

Two quotes are usually obtained in relation to undertaking DFG work. The cheaper of the two will be awarded the works if the quote covers all the required elements of the adaptation. To minimise disruption and to ensure the works are conducted as quickly as possible for the applicant it is not usual for us to instruct more than 2 contractors to quote for works.

One quote will be deemed as acceptable for works where the situation permits (for example where the works are required urgently, to minimise disruption to clients who are vulnerable or where the works are conducted within the social housing sector (see below). Where one contractor quotes for the works the reasons will be specified and agreed by the Housing Services Manager. The price of the quote will be scrutinised to ensure it is reasonable for the proposed works.

In some circumstances the client will wish to use their preferred contractor. In these cases the Council will check the quote which is returned to ensure it is reasonable based on similar works which have been undertaken previously. If the client insists on the use of only one contractor and the quote is above what the Council would reasonably expect for the works proposed the Council will only pay what is deemed as reasonable and the client will be required to pay the difference.

All quotes are checked to ensure they are reasonable by the Senior Housing Technical Officer, Principal Housing Services Officer and Housing Services Manager as part of the grants approval process. If the quote is above what would be expected for such works then the Senior Technical Officer would go back to the contractor to obtain further details about the reasons for this.

The exception to the above process is the procurement and supply of equipment. Stair lifts, through floor lifts, step lifts, specialist equipment for bathing and ceiling track hoists form part of a procurement partnership with LCC, who also arrange installation. This process occurs across Lancashire and allows fixed low cost prices of equipment due to economies of scale of bulk ordering.

However from 2017 Fylde Council will arrange for the purchase and installation of wash/dry toilets in order to improve delivery times. Included within the grant sum paid for such items of equipment is an extended warranty which gives the customer reassurance in the event of maintenance issues or breakdown of the item. Once the warranty period has expired, the customer assumes the responsibility for maintaining the item(s) of equipment.

Progress Housing Group are the largest provider of social housing in Fylde. Progress Group have undertaken their own procurement of contractors in relation to DFG adaptations. As such only contractors which are approved with the registered provider are permitted to undertake work on these properties.

Contractor checks

Any contractor who undertakes work as part of a DFG will be required to provide sufficient documentation to satisfy the Council that the works will be conducted in a safe and timely fashion and that sufficient insurance is in place (see below).

What Fylde Council require for a NEW contractor

- Signed declaration to adhere to agreed working practices including legislative requirements.
- Copy of current Public Liability Insurance
- Copy of current Employers Liability Insurance
- Copy of current all risks/contract works insurance (for larger extensions only)

What Fylde Council require annually from EXISTING contractors

That the above documents are sent to us annually including an updated declaration which may be amended year on year depending on legislative and procedural changes.

Maximum DFG entitlement

The mandatory maximum that an applicant can be awarded (per application) under the DFG legislation is £30,000.

For 2017/18 the Council is trialing the provision of additional funds (subject to budget availability) of up to a further £10,000 being available to enable all the mandatory DFG-eligible works, as recommended by the Occupational Therapist, to be carried out.

This policy change has been introduced in recognition of the fact that extremely complex adaptation cases, mainly for children, involving ground floor extensions plus specialist equipment, are now resulting in quotes which exceed £30,000.

This facility to draw upon an additional sum of money will enable customers to receive their adaptations without progress being delayed while alternative funding solutions are explored.

Fylde Council have the discretion to increase the upper limit for DFG's if it is stated in the Housing Assistance Policy. This funding will be supplied from the Better Care Fund grant received by the Council in relation to Disabled Facility Grants and is therefore subject to annual review.

Better Care Fund

From 2015/16 the grant paid from Central Government to Local Housing Authorities to help pay for DFGs has been a named part of the Department of Health's 'Better Care Fund'.

The Better Care Fund is described as a '*single pooled budget for health & social care services to work more closely together in local areas based on a plan agreed between the NHS & local authorities*'.

The Better Care Fund 2016/17 Policy Framework refers to the Better Care Fund as '*the biggest ever financial incentive for the integration of health and social care...it requires Clinical Commissioning Groups and Local Authorities to pool budgets and to agree an integrated spending plan for how they will use their Better Care Fund allocation*'.

The Better Care Fund 2016/17 Technical

Guidance: <http://www.local.gov.uk/documents/10180/5572443/Better+Care+Fund+Planning+Requirements+for+2016-17+Technical+Guidance+Annex+4/95d68c2e-8e5f-4ff0-9d5b-0478cd79d118>

Confirms that '*the statutory duty on local housing authorities to provide DFG to those who qualify for it will remain. Therefore each area will have to allocate this funding to its respective housing authorities (district councils in two-tier areas) from the pooled budget to enable them to continue to meet their statutory duty to provide adaptations to the homes of disabled people, including in relation to young people*'.

In Lancashire the custodian of the Better Care Fund is the Health and Wellbeing

Board <http://www3.lancashire.gov.uk/corporate/web/?siteid=6715&pageid=40271&e=e>

The Council intends to use the funding that it receives via the Better Care Fund to help to address the stated Better Care Fund priorities, namely:

- **Reducing delayed transfers of care**
- **Minimising avoidable hospital admissions**
- **Facilitating early discharge from hospital**

Adaptations under £6,000 grant

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (“the RRO”) removed most of the prescriptive housing renewal grant legislation contained in the Housing Grants, Construction and Regeneration Act 1996.

Article 3 of the RRO introduced wide ranging discretionary powers to allow Councils to develop different forms of assistance to meet local needs.

The Council intends to make use of the RRO provisions to enable it to use funds received from the Better Care Fund more flexibly, responsively and effectively from 2017.

From June 2017, and subject to available funding, the Council intends to remove the financial assessment for certain types of adaptation requests submitted by the Occupational Therapy service.

To qualify for the non-means tested route to obtaining an adaptation, the required adaptation work would cost under £6,000 per application not including the grant agency fee. It is important to note that these grants would **not** be classified as a Disabled Facility Grant.

If the recommended works are above the £6,000 maximum the application will follow the standard DFG route.

The Council also reserve the right, in exceptional circumstances, to consider a more flexible approach by offering customers other adaptation items that are not available under DFG such as the provision of safe rooms for children or adults with behavioral disabilities.

There are a number of reasons for the Council introducing an alternative approach to its adaptation service:

- The Council’s wish to make best use of the financial resources received from the Better Care Fund.
- The Council’s wish to streamline the adaptation service for the benefit of customers.
- The need to address the ‘prevention and early intervention’ agenda.
- To enable the Council to provide assistance to customers who already have or who would fail the DFG financial assessment, but who still have a need determined by a Health Care Professional for an adaptation.

The Council intend to operate the “Adaptation Grant” using some of the same features that are used in processing DFG applications, namely:

- The recommended work must be ‘reasonable and practical’ using the DFG definition.
- The work would still require landlord’s permission where the applicant rents from a private or social landlord.
- A 10% agency fee, payable to the Council, would be included in the cost of the grant award.
- The applicant would be eligible to apply for a DFG in the future should their needs change and an Occupational Therapist referral confirms this.
- Repayments would be required for any amount over £5,000 within 10 years of the certified date of completion if the property is sold.

However, the applicant would not be prevented from making a full DFG application if they preferred to do so. Under the RRO the Council is not permitted to deny an applicant the right to make a full DFG application, although in practice such a scenario would be unlikely.

Energy Efficiency

The Home Energy Conservation Act (HECA) 1995 requires Councils to improve the energy efficiency of homes in their area, i.e. to reduce energy usage and carbon dioxide emissions within the housing stock.

The Council meets its HECA requirements through a variety of projects and funding bids which it undertakes in conjunction with the Lancashire Energy Officers Group.

Since March 2013, HECA has required the Council to publish a biennial progress report setting out measures the Council considers practical and cost effective in improving the energy efficiency in the borough.

A link to the full 2017-2019 HECA report is here:

<http://www.fylde.gov.uk/resident/housing/housingstrategy/>

'Fuel Poverty' is currently defined in England (under the 'Low Income, High Costs' definition) as a household whose income is below the poverty line (when energy costs are taken into account) and whose energy costs are also higher than the median for their household type.

Recent examples include the successful bids for funding include :

- Affordable Warmth Funding via Lancashire County Council of £28,210 per year for two years.
- Central heating fund for installation of first time central heating under the Cosy Homes in Lancashire initiative (CHiL).

Home Improvement Agency (Care and Repair, Wyre & Fylde)

The Home Improvement Agency for Fylde is delivered by Care and Repair (Wyre & Fylde). This is a long standing agreement which Fylde Council contribute £30,000 of funding per year.

The Care and Repair Service is administered from Wyre Council on behalf of the two authorities. Total project funding for 2014/15 was £250,074 with Wyre and Fylde Councils providing £30,000 each. Other funding sources includes; Supporting People - Core funding £54,810 and Handy Person services £54,834, Public Health £47,630, Social Care Funding from LCC £32,800.

Care and Repair (Wyre and Fylde) provide advice and support. Examples of services provided include: installation of grab rails, supporting client to access charity funding to carry out essential works, visiting

clients in their own home to assess needs, provide support to complete claims for Attendance Allowance and making referrals for the Affordable Warmth Initiative.

The provision of a Handy Person scheme for small scale repairs such as security measures, draught proofing, tripping hazards and falls prevention.

The Minor Adaptation service is a statutory function of LCC which provides housing related support to disabled individuals. Minor Adaptations customers are not subject to a financial assessment. If customers have medical needs – as confirmed by an OT assessment – which can be met by the provision of Minor Adaptations costing less than £1000 (typically banister rails, external metal rails and adjustments to steps) LCC send these cases direct to Care and Repair who arrange for the works to be carried out.

Fylde Coast private landlords forum

The Council recognises the important role of the Private Rented Sector (PRS) within the overall housing offer in Fylde.

The Council seeks to maintain an effective dialogue with private landlords and lettings agents. To this end the Council are members of the Fylde Coast Landlords forum. This is a long established group of landlords across the Fylde coast which includes landlords from Wyre and Blackpool.

The landlords forum set their own agenda and Fylde Council are available for comments or information as required.

Any private landlord or lettings agent who own or manage privately rented accommodation in Fylde are welcome to attend the Landlord Forum meetings.

<http://www.fyldecoastlandlordsforum.co.uk/>

Complaints or Comments

In the event of dissatisfaction with the service being provided the enquirer/applicant should first raise the matter with the member of staff dealing with the case. Given the opportunity to do so most issues should be resolved by the member of staff concerned.

In the event of the matter not being resolved the Council has a formal complaints procedure which can be accessed here.

<http://www.fylde.gov.uk/business/customer-services/complain/>

Or in writing to the Housing Services Manager, Fylde Council, Town Hall, St. Anne's on sea, FY8 1LW.

The housing service routinely asks for comments through its customer satisfaction survey and applicants are encouraged to return questionnaires.

The Council also welcomes comments at any time about its services.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	6
COMMUNITY HOUSING FUND			

PUBLIC ITEM

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

SUMMARY

The Community Housing Fund was announced in December 2016 by DCLG and will provide nationally £60million per year of revenue grant funding to enable community led housing (CLH) schemes. In year 1 Fylde BC have been awarded £440,381. There is uncertainty as to funding levels in future years and if local authorities will receive the funding direct again.

The first year of funding can be used to build capacity within local groups such as improving technical skills, setting up support hubs to offer advice, business planning and providing staff to review local housing needs. The funding does not have to generate quick delivery of units on the ground and there is flexibility for local authorities to develop an approach that fits within the current approaches that exist within their boroughs.

This report sets out proposals for how Fylde BC can develop an approach to community led development that will establish what exists within the borough already, encourage and support communities interested in community led options for affordable housing provision, to take forward their plans with the support of the fund.

RECOMMENDATIONS

The Committee are requested to:

1. Note the contents of the report and the proposals to take forward the Community Housing Fund in Fylde, noting that the funds in Year 1 should be used to develop an approach that fits within the current situation within the borough and a need to raise awareness of the Community Led Housing.
2. To recommend to Council approval of a fully-funded revenue budget increase for the total sum of £440,381, funded by the Community Housing Fund grant in the same sum.
3. Subject to 2 above, approve the engagement of a shared Community Housing Fund Development Officer (with Lancaster City Council) initially for a 12-month period to identify and build capacity within local groups by mapping existing interest and developing supporting information for groups to enable the local authority to draw down subsequent years funding to deliver housing on the ground for local people.
4. Subject to 2 above, approve that part of the funding in the sum of £100,000 be used to provide support for the Church Road Methodist Church Project, (Committee 17th October 2016) which would in turn allow the S106 funds previously ear-marked for this project to be re-directed to support other affordable housing developments elsewhere in the Borough.

SUMMARY OF PREVIOUS DECISIONS

Minutes of Council 17th October 2016

It was RESOLVED to:

1. Approve a fully funded addition to the Capital Programme in the sum of £550,00 – “Affordable Housing Scheme at Church Road Methodist Church” – for 2017/18 to be fully funded from part of the balance of \$106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 – Queen Mary School Development: a total capital contribution of £550,000 to deliver 10 units for affordable rent at Church Road Methodist Church, St Anne’s to Great Places Housing Association); and
2. Authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	√
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	√
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

PURPOSE OF THE COMMUNITY HOUSING FUND

1. The Community Housing Fund was announced in December 2016 and will provide nationally £60million per year of revenue grant funding to enable community led housing (CLH) schemes. Community led is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream affordable housing provision.
2. The first year of funding will be used to ensure communities understand what Community led Housing is, to build capacity within local groups such as improving technical skills, setting up support hubs to offer advice, business planning and providing staff to review local housing needs. Funding for subsequent years must then be used to deliver housing on the ground for local people.
3. Local authorities must work closely with community led housing groups and other stakeholders – such as the Community Land Trusts network or the Homes and Communities Agency – throughout to ensure the right tools are in place to ensure efficient delivery of new homes in subsequent years.
4. In year 1 Fylde BC have been awarded £440,381. The fund provides revenue and capital funding as an alternative to, or to augment and bridge gaps in existing funding to increase genuinely community led housing in areas with high levels of second home ownership.
5. Appendix 1 gives more detail on the types of schemes community led housing encompasses. In brief:

Cohousing - Communities are created and run by their residents to provide mutual support. Each household has a self-contained, private home but residents come together to manage their community and share activities

Community Land Trust's (CLTs) - A CLT's core purpose is to provide permanently protected homes that are genuinely affordable, based on what people actually earn in their area, enabling people to stay in their communities, and to develop other assets that may be important to their community, like community enterprises, food growing or workspaces, and even to generate community re-investment income.

<i>Cooperative and mutual housing</i> - This has community membership comprising the residents and sometimes other local community members. They democratically control the housing organisation which can result in benefits for members such as a better service and new skills.
<i>Self & Custom Build</i> - provides a way for people to self-provide higher quality better value, more functional, more affordable homes due to the differential between build cost and market prices.
<i>Self-Help Housing</i> - This involves groups of local people bringing back into use empty properties. Groups often involve people who can't afford to buy or rent their own home, and who are unlikely to get a tenancy from a local authority or a housing association.

6. The first year's funding does not have to generate quick delivery of units on the ground. There is flexibility for local authorities to develop an approach that fits within the current approaches that exist within their boroughs. Within Fylde the concept of community led housing approaches is limited and resources will be required to establish what exists on the ground and possible opportunities that are community led.
7. Councils have been encouraged to submit proposals outlining 'strong plans' for delivery covering:
 - a. Thorough communication of the spectrum of CLH types and support available
 - b. Engage with and support existing local CLH expertise to work with the LA and communities to provide information, project development and delivery, or create new support where required.
 - c. Map existing CLH projects or groups and possible early wins
 - d. Deliver early support for new groups and projects; technical project development and delivery; and capital gap funding.
8. The funding is to support the biggest challenges local authorities face in promoting community-led housing approaches and funding should be directed towards where the money is needed to:
 - a. Raise awareness and understanding of community led housing
 - b. Funding project development support within local authorities
 - c. Securing land opportunities
 - d. Pre-development funding
 - e. Safe capital grant
9. Subsequent year's grant allocation are likely to be managed by the Homes and Communities Agency. The guidance advises that to secure subsequent years funding Local Authorities will need to show that their delivery plans meet the spirit of the Building and Social Housing Foundation (BSHF) national definition agreed with DCLG – that community-led schemes will share the following common principles:
 - a. The community is integrally involved throughout the process in key decisions like what is provided, where, and for who. They don't necessarily have to initiate the conversation, or build homes themselves.
 - b. There is a presumption that the community group will take a long term formal role in the ownership, stewardship or management of the homes.
 - c. The benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity.
10. On the 20th February the affiliated advisor in the NW to the Community Land Trust (CLT) Network, Andy Lloyd ran a workshop for Lancaster, Wyre, Ribble Valley and Fylde local authorities on the purpose of the fund, project development and management for communities. The CLT Network have been put forward by the BSHF. BSHF are advisors to DCLG on assisting local authorities to develop community led housing schemes in line with the Community Housing Fund objectives.
11. Fylde BC have been working with Andy Lloyd, Community Led Housing Advisor, to develop a proposal that meets the criteria outlined in 6, 7 and 8.

TAKING FORWARD COMMUNITY LED HOUSING IN FYLDE

12. 10th March 2017 local authorities completed a DCLG survey on their intended plans to use the funding to promote community led housing within their areas. Fylde BC response included mapping existing groups, employing a shared member of staff with another authority and engaging with the CLH specialist to work up the scheme.
13. Fylde BC have been working with Lancaster City Council to jointly create a post to take forward Community Led Housing opportunities within each authority. Both authorities have comparable issues in terms of how the housing market operates, similar potential schemes to enable cross boundary sharing of practice and potential for additional scheme funding with S106 reserves.
14. It is also proposed part of the funding, £100,000, will be used to replace funding from S106 funds that have been approved to support Church Road Methodist Church Project, (Committee 17th October 2016) and free up S106 funds to support affordable housing development elsewhere in the Borough. The project demonstrates to communities the benefits of being integrally involved throughout the process in key decisions - what is provided, where, and for who - and the benefits of the scheme to the local area and/or specified community, as detailed in the BSHF and DCLG definition of community led schemes.
15. Table 1 details the preliminary options for the Community Housing Fund across Fylde and Lancaster and Appendix 3 has the job description for the Community Housing Fund Development Officer post. The job description will need to go through the Job Evaluation process at Fylde BC.

TABLE 1: PRELIMINARY OPTIONS FOR THE COMMUNITY HOUSING FUND (FYLDE AND LANCASTER)

Project Description	Milestones	Outcomes
Thorough communication of the spectrum of CLH types and support available	Website/publicity/community events	Establishing new opportunities for future use of the CHF
Producing awareness raising material	Website/publicity/community events	Establishing new opportunities for future use of the CHF
Engage with and support existing local CLH expertise to work with the LA and communities to provide information, project development and delivery, or create new support where required.	Initiating community engagement	Establish whether a community proposal is deliverable
Map existing CLH projects or groups and possible early wins	Communities identified	Development of a robust plan to take schemes forward
Deliver early support for new groups and projects; technical project development and delivery; and capital gap funding	Initiating community engagement with appropriate support	Establish whether a community proposal is deliverable
Co-housing project extension	Development of a robust plan to take the scheme forward	Implementation of the plan
Development of disused brownfield sites within both local authorities	Initiating community engagement	Establish whether a community proposal is deliverable
Engagement with Neighbourhood Plan Groups	Initiating community engagement	Establish whether a proposal is deliverable
LOTS scheme	Initiating business and community engagement	Establish whether a community proposal is deliverable
Networking	Existing and new community groups and relevant stakeholders	Establishing new opportunities for future use of the CHF

DEVELOPING PROPOSALS WITHIN FYLDE – 4 SUGGESTED ELEMENTS

(Developed in partnership with Andy Lloyd CLH Advisor)

16. Map immediate opportunities for CLH schemes and actions required to deliver them:

- Secure support of the Cumbria CLH specialist to help the Council Leadership and Officers understand the opportunities and to provide technical support for short term community wins.
- Re-use of empty flats in St Annes: St Annes has a large number of high quality flats above shops which could provide homes for local people. Local business' are keen to work with the Council to bring these back into use. To date Housing Associations have not wanted to take this on. The CLH Fund would enable the Council to work with the community and local business' and carry out viability and safety studies. If there is community support a trust could be set up to lease and manage the homes.
- Facilitate the Methodist Chapel project: The Council is already supporting this proposal to sell outbuildings to a Housing Association for use as affordable housing in order to develop the Church as a community centre.
- Generate wider discussion with Methodist Church Network about other sites, communities and projects.

17. Communication:

- Collate standardised resources explaining what CLH is and the support available to deliver it – so that communities are aware of the creative aspects of CLH, and that the available support means that they can shape what is done without having to shoulder the burden of the day to day development process.
- Disseminate information through a variety of mechanisms to generate dialogue with community groups and representative organisations including the Borough Council Leadership, Councillors' and Officers, Town and Parish Councils, the general public, developers, housing associations and builders.

18. Securing longer term delivery:

- Creation of CLH Officer post shared between Fylde and Lancaster Borough Councils.
- Job description:
- Liaise with CLH experts and network organisations
- to strengthen approach to delivery of CLH knowledge and projects.
- Co-ordinate access to CLH information and resources
- Communicate and enthuse target audiences – Borough Council Leadership, Councillors' and Officers, Town and Parish Councils, the general public, developers, housing associations and builders.
- Work with community groups to identify projects and ensure they have access to CLH specialist consultant project development and delivery and Housing Association support.
- Ensure that the Councils CLH delivery plan is realistic, imaginative, and appropriate in bridging real revenue and capital funding gaps, to deliver schemes that are in the true spirit of CLH, and which secures subsequent years funding.

19. Ensuring that CLH becomes part of planned residential delivery:

The main planned supply of housing land presents the biggest opportunity for all types of CLH projects. This can be facilitated by:

- Council supported negotiation with developer's to accommodate high quality self-commissioned homes, housing co-ops and CLTs to deliver permanent locally affordable homes.
- Council helping communities to use cross subsidy sales to buy land and fund the affordable homes: CLH groups can develop in their own right providing mixed developments with many innovative aspects – maximising affordable housing, providing community facilities, and even generating community income.

IMPLICATIONS	
Finance	<p>The reports requests that the Committee recommend to Council the approval of a fully-funded revenue budget increase for the total sum of £440,381 to be funded by the Community Housing Fund grant in the same sum.</p> <p>Subject to such approval, the report requests approval to the use of part of the funding for the engagement of a shared Community Housing Fund Development Officer (with Lancaster City Council) initially for a 12-month period; and that funding in the sum of £100,000 be used to provide support for the Church Road Methodist Church Project.</p>
Legal	None
Community Safety	Community led initiatives for affordable housing provision
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine.riding@fylde.gov.uk & Tel 01253 658569	05/06/17

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Minutes of Council	17/10/2017	www.fylde.gov.uk
Press Release - £60 million boost for communities affected by second homeownership	23/12/2017	https://www.gov.uk/government/news/60-million-boost-for-communities-affected-by-second-homeownership

Attached documents

Appendix 1 - Community Led Housing encompasses

Appendix 2 – Job Description Community Housing Fund Development Officer (Fylde and Wyre)

APPENDIX 1

COMMUNITY LED HOUSING ENCOMPASSES

1. Cohousing

Communities are created and run by their residents to provide mutual support. Each household has a self-contained, private home but residents come together to manage their community and share activities. Cohousing is a way of combating the alienation and isolation many experience today, recreating the neighbourly support of the past. Cohousing is an approach which can be applied to market, affordable and mixed developments. See the Co-housing Network <http://cohousing.org.uk>

2. Community Land Trust's (CLTs)

A CLT's core purpose is to provide homes that are genuinely affordable, based on what people actually earn in their area, and permanently protected, not just for now but for every future occupier, enabling people to stay in their communities, and to develop other assets that may be important to their community, like community enterprises, food growing or workspaces, and even to generate community re-investment income. See the National CLT Network <http://www.communitylandtrusts.org.uk>

3. Cooperative and mutual housing

This has community membership comprising the residents and sometimes other local community members. They democratically control the housing organisation which can result in benefits for members such as a better service and new skills. See the Confederation of Co-operative Housing <http://www.cch.coop>

4. Self & Custom Build

Self and custom build provides a way for people to self-provide higher quality better value, more functional, more affordable homes due to the differential between build cost and market prices. It can be hands on commissioned via a builder or architect, can be affordable or market housing, and individual or group build. All local authorities have a duty to maintain a register of individuals and groups interested in building their own homes, and to provide enough permissioned plots to meet that demand. See the National Custom & Self Build Association <http://www.nacsba.org.uk>.

5. Self-Help Housing

This involves groups of local people bringing back into use empty properties. Groups often involve people who can't afford to buy or rent their own home, and who are unlikely to get a tenancy from a local authority or a housing association. Projects are usually managed and involve training and increased life skills. See <http://self-help-housing.org>

Job Description

Community Housing Fund Development Officer (Fylde and Lancaster)

Post Title	Community Housing Fund Development Officer (Fylde and Lancaster)	Grade	TBC
Post No		Other Payments	Essential Care User Allowance
Directorate	Development	Hours of work	37 hours per week
Team	Housing	Contract Period	1 year fixed term contract
Responsible to	Housing Services Manager	Supervisory Responsibility for	N/A

Job Purpose
<p>Draw up a strong business plan for Lancaster and Fylde authorities allocations of Community Housing Fund, raising awareness, mapping opportunities and identifying groups that will require ongoing support and establishing models to pull in grant funding, making appropriate bids where necessary.</p> <p>Post will be primarily based in Fylde but each Local Authority will be responsible for directing the post holder accordingly and the post holder will be expected to travel across the Lancaster and Fylde district</p>
Responsibilities and Duties
<ul style="list-style-type: none"> • Project Lead for the development of the Community Housing Fund within Lancaster and Fylde. • Develop a programme of activities to raise awareness of the Community Housing Fund with communities, partner agencies, stakeholders, developers and registered providers including workshops, Information events targeted at different audiences. • Production of a range of publicity material including leaflets, website pages and documentation to empower communities to take forward schemes eligible for accessing the Community Housing Fund and initiatives in partnership with the local authorities. • Development of a funding guide and eligibility criteria for community groups, in consultation with local authority housing and planning staff, community groups, Developers, Registered Housing Providers and Councillors. • Explore funding opportunities to support the Community Housing Fund to take projects forward with a focus on the longer term sustainability of the project including bid writing and completing funding applications. • Build on identified opportunities within each Local Authority and develop a programme of

development from identified opportunities.

- Provide each authority with regular updates.
- To effectively deal with customer enquiries/complaints
- To undertake such other duties commensurate with the grading and responsibility of the post as may be necessary for the efficient and effective operation of the Service
- To undertake personal training and development in accordance with service requirements as identified through appraisal and in accordance with professional requirements
- Promote equality of opportunity and valuing diversity within the service
- To support, champion and enhance the competencies and behaviours in the Housing Services and Planning Teams that are consistent with the culture at Fylde Borough Council and Lancaster City Council.
- To ensure that the Housing Services and Planning Team works effectively with partner organisations in the local community and across the region in the development of the Community Housing Fund
- To ensure that the Housing Services and Planning Team remains an integral part of the 'one council, one team' approach at Fylde working effectively with all other service areas.

Prepared By: Kirstine Riding **Date: May 2017**

Person Specification

POST TITLE: Community Housing Fund Development Officer

DIRECTORATE: Development

POST NO:

COMPETENCIES (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
CUSTOMER FOCUS <ul style="list-style-type: none">• Treats employees as customers• Puts the customer first and values the customer in everything they do• Is professional, polite and friendly at all times• Appreciates the customer is the only reason there is a job• Challenges whether the existing ways of doing things meet customer need	Application form / interview
WORKING TOGETHER <ul style="list-style-type: none">• Promotes effective working across different service areas• Accepts and provides constructive challenge• Is an effective team player• Demonstrates the ability to learn from others• Focuses on solutions rather than problems• Works with others to deliver great performance	Application form / interview
EFFECTIVE COMMUNICATION <ul style="list-style-type: none">• Clearly explains the reasons for decisions made• Open, honest and transparent in all communications• Champions success at every opportunity• Demonstrates the ability to listen and understand• Never 'bad mouths' the organisation• Contributes to feedback and engagement at work	Application form / interview

supervision <ul style="list-style-type: none"> • Work to deadlines and manage time effectively • Problem solving skills and overcoming barriers to development • Experience of negotiating between different community and local government interests • Communication/presentation skills • Report writing skills • Producing performance information in a regular and timely manner • IT skills • Bid writing and completion of funding applications 	Desirable	Application form / interview
	Desirable	Application form / interview
	Desirable	Application form / interview
	Desirable	Application form / interview
	Desirable	Application form / interview
	Desirable	Application form / interview

Other Requirements

- Good interviewing skills
- Good negotiation skills
- Good investigation skills
- Maintain accurate and up to date records of actions taken
- Maintain and collate statistical information relevant to the service for annual returns, performance information and service planning
- Maintain operational understanding of relevant computer systems
- The ability to demonstrate a positive and constructive attitude
- Ability to work under pressure, meet deadlines and achieve challenging objectives
- Adhere to the Whistle Blowing Policy
- Car user/full driving licence

DATED: May 2017

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	7
RAPID DEPLOYMENT CAMERAS AND THE PROVISION OF CCTV			

PUBLIC ITEM

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

SUMMARY

At a meeting of the Environment, Health and Housing Committee on the 1st November 2016 the Committee resolved to establish a working group to consider the future use of rapid deployment cameras. The purpose of the report is to advise the Committee on the results of the Working Group meetings.

RECOMMENDATIONS

- 1) That consideration is given to ceasing the purchase and support of Rapid Deployment Cameras and the capital budget be used to support the provision of the existing CCTV maintained system.
- 2) That the feasibility of extending the current maintained system is explored to include locations where rapid deployment cameras have previously been deployed.
- 3) That continued support is provided to the maintenance of equipment in the CCTV vans but any subsequent replacement of the actual CCTV vehicles be dealt through Capital or Funding Bids, rather than the existing budget provision.
- 4) Adopt the proposed policy regarding the use of Body Worn Cameras.

SUMMARY OF PREVIOUS DECISIONS

Environment, Health and Housing Committee 1st November 2016

A report sought the approval of members to undertake a review of the use of rapid deployment CCTV cameras in the Fylde. The review was to be undertaken by a Working Group set up with representation from the Environment, Health and Housing Committee.

It was RESOLVED:

1. That the Committee notes the report and acknowledges the need for a review of the use and replacement of rapid deployment cameras and endorses the production of a report with recommendations for their future replacement and use.
2. That the Committee appoints Councillors Ben Aitken, Viv Willder, Delma Collins and Louis Rigby to a CCTV Working Group to visit the CCTV suite at Wyre Council and work with officers on the production of the above report.
3. That the report and recommendations of the Working Group, be reported back to Committee upon conclusion for due consideration.

Following a report to the Community Focus Scrutiny Committee 22nd January 2015 resolved to recommend to Cabinet

1. To note the current position with regard to the management and monitoring of the Rapid Deployment and

the fixed CCTV cameras in Fylde Borough.

2. To approve the option of adding the three Lytham Town centre cameras to the existing monitored system (as outlined in the report) to be delivered through the Wyre BC and Fylde BC CCTV monitoring partnership, funded from the approved Capital programme at an estimated cost of £11,185

Community Focus Scrutiny Committee – 22 January 2015

1. To approve a fully funded budget increase of £2,151 to the CCTV replacement scheme within the approved Capital programme and that this increase be met for the additional LSP final balance.

2. As a consequence of the high risk to the existing downloading facility (outlined in paragraph 7 of the report) no further maintenance or renewal works be undertaken to other existing rapid deployment cameras, (as listed in Appendix 1 of the report) and they be decommissioned where such works are required

3. To approve the continuation of the existing maintenance work for the existing CCTV vans, where such works are a Fylde BC responsibility, whilst Cabinet subsequently resolved to approve the recommendations made by the Community Focus Scrutiny Committee subject to:

- Replace recommendation 1(4) on the Future of CCTV in Fylde with “To seek a further report to cabinet on the implications on the capital budget provision of the proposed conversion of the Lytham cameras, to the monitored system delivered through Wyre council, with a view to this funding being set aside in an earmarked reserve for CCTV. The long term use of this to be considered further in 2017 when the police are able to give the council a commitment to monitoring the cameras post 2017, or otherwise. In the meantime if any of the current camera locations fail, they can be considered on a case by case basis, based on a proven need being demonstrated through an impact assessment”

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. Members will recall that a meeting of the Environment, Health and Housing Committee on the 1st November 2016 the Committee considered an report concerning the provision of CCTV and resolved:

1. *That the Committee notes the report and acknowledges the need for a review of the use and replacement of rapid deployment cameras and endorses the production of a report with recommendations for their future replacement and use.*
2. *That the Committee appoints Councillors Ben Aitken, Viv Willder, Delma Collins and Louis Rigby to a CCTV Working Group to visit the CCTV suite at Wyre Council and work with officers on the production of the above report.*
3. *That the report and recommendations of the Working Group, be reported back to Committee upon conclusion for due consideration.*

2. Members will also recall that when considering CCTV, the Authority must have regard to the [Surveillance Camera Code of Practice](#) issued by the [Surveillance Camera Commissioner](#).

3. There are 12 guiding principles to the code including requirements that the use of a system is consistent with a legitimate aim and a pressing need, that the system takes into account the effect of the CCTV on individuals and their privacy and that the purpose of the system is justifiable. This [guidance](#) provides further information about how local authorities should comply with the Surveillance Camera Code of Practice.

4. The code 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 national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, 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."

5. 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."

6. 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"*.
7. The council would not be complying with the code if it reviewed its use of surveillance cameras without identifying the legitimate aim that the system 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 system must be assessed against those objectives. Any decision on a review would need to be informed by a privacy impact assessment.

8. There is no legal requirement upon the Council to provide CCTV but the purpose of CCTV in Fylde is to:-

Assist in reducing the fear of crime and anti-social behaviour.

Help to prevent crime and anti-social behaviour

Assist in the prosecution of offenders.

9. Meetings of the Working Group took place on the 19th December 2016, 21st February 2017 and 11th April 2017. During meeting 1, members were provided with a background to the CCTV systems utilised in Fylde with supporting documentation (app 1). Meeting 2 took place at Wyre Council where the CCTV system was demonstrated to Members and the Police were invited to attend to highlight their views regarding CCTV and the final meeting was to summarise the thoughts of the Working Group.

10. Fylde Council are effectively concerned in the provision of 3 styles of CCTV:

- a) **Maintained, monitored system** providing 8 cameras in St Annes, 4 in Lytham and 3 in Kirkham. Monitoring is provided by Wyre Council utilising a number of volunteers and accredited staff whilst maintenance is provided by Blackpool Council. The current budget is sufficient for the provision of the system and also provides a small amount of slippage for repairs etc.
- b) **Rapid Deployment Cameras** – these consist of a small numbers of cameras which are not monitored and placed in locations in response to spikes in crime or anti-social behaviour. There must be an appropriate pole in place for the camera to be attached to and any footage is downloaded by the Police.
- c) **CCTV Vans** - Fylde Councils Community Safety Partnership purchased 2 CCTV vans and transferred ownership to the Police.

11. This report is primarily concerned with **b) Rapid Deployment Cameras**. The maintained, monitored system is currently operating effectively under a Service Level Agreement with Wyre Council and whilst there are some concerns about the future provision of the CCTV vans, those concerns relate to the age and condition of the vehicles rather than the installed CCTV equipment.

12. The current arrangement for the CCTV vans is that Lancashire Constabulary support the maintenance and servicing of the vehicles whilst Fylde Council service and maintain the equipment (having originally purchased the vehicle). Any decision regarding the operational age of the vehicles and their withdrawal from service would be for the Constabulary.

13. Currently, the annual revenue budget for the provision of CCTV is £44998 (code 3379 47401) from which the following costs are paid:

To Blackpool Council re maintenance	£15780
To Wyre CCTV SLA	£11250
Volunteer training/expenses	£2000
St Annes/kirkham Line Rentals	£6441
Lytham line rentals	£1500
	=====
Total	£36971

The remainder of the budget is taken up by costs such as signage, replacement batteries, repairs etc and there is some slippage which could potentially be used to replace failing maintained cameras on a rolling basis.

14. The challenge faced in providing CCTV is as follows. Following the cessation of the Local Strategic Partnership, a capital budget remained for the provision, maintenance and repair of CCTV. As of March 2017, that budget stands at £37500 and is unlikely to be increased by the Authority.
15. The Rapid Deployment Cameras are now failing and there are 8 remaining that are in operational working order. Many of the poles that were originally put in place to facilitate the use of the rapid deployment cameras, are now in unsuitable locations (it should be noted they originally were and assisted in addressing a specific issue).
16. The cost of installing and connecting a new post is £541.21 and £1091 respectively, without taking into consideration the actual cost of a new pole. The cost of rapid deployment cameras ranges from £3150 to £4800 depending upon their specification.
17. The Police were requested to attend the second working group and observations from them included:
 - ASB (anti-social behaviour) generally moves from area to area. CCTV vans have proved to be a good visual tool to disperse and deter pockets of low level ASB.
 - Now only 8 working rapid deployment cameras in place. Some of these are not in areas where required and quality of footage on some is poor.
 - No means of measuring / evidencing the reassurance CCTV provides or how much crime has been prevented due to the CCTV.
 - CCTV footage is rarely used as key evidence but is a good source of supporting evidence.
 - CCTV vans are used at events such as Club Days as a good means of preventing larger scale issues arising.
 - Statically ASB figures higher in town centres as opposed to rural areas.
 - The ideal scenario would be to invest in CCTV vans over the rapid deployment cameras but, bearing in mind the limited budget available, the priorities for the police would be to invest in more monitored cameras.
18. During the meeting, the Police confirmed they were aware of the vulnerability of rural villages and analysis would have to be undertaken to demonstrate the appropriate locations. It was also confirmed that the reassurance and preventative ability of CCTV cameras is immeasurable.
19. It is known that in the past, some Town and Parish Councils have funded the purchase of Rapid Deployment Cameras and Fylde Council have subsequently contributed to their maintenance and running costs. Those cameras are also now coming to the end of their working life but it should be noted that these organisations may wish to fund cameras in their localities subject to appropriate impact assessments.
20. Whilst not strictly relevant to the current delivery of CCTV in Fylde, Blackpool Council's monitoring suite is currently located within Blackpool Central Police Office which is scheduled for closure in the near future. Provision for a new suite has not been incorporated in the new build and as such discussions took place between Fylde, Wyre, Blackpool and Lancaster Councils on the 27th March to consider the centralisation of CCTV.
21. A CCTV Hub has been established in Blackburn covering the east of the County which is understood benefitted from some funding from the PCC and grants from Central Government. At this point in time, the involvement of Fylde Council is dependent upon how Wyre Council wishes to proceed due to the current service level agreement. However, officers are involved in the discussions and will report in due course any

potential impact upon the Fylde. The cost of implementing and subsequently maintaining the centralising of CCTV is unknown, as is whether it is actually achievable. However, the potential impact of this should be factored into any considerations.

22. To summarise, whilst the concept of a rapid deployment camera to address spikes in anti-social behaviour or crime is laudable, the deployment of cameras is subject to a number of variables such as the location and appropriateness of existing polices, lighting in the immediate area and also the need to attend the location to actually download any footage.
23. Crime and anti-social behaviour is fluid and can be affected by a number of factors such as the presence of licensed premises, changes in recreational areas, housing developments etc. Whilst the rapid deployment cameras are ready to be deployed, the actual hardware (pole and supply) may not be available in the locality of the ASB resulting in alternative measures being considered such as deployment of one of the CCTV vans.
24. Enquiries have been made as to the feasibility of adding cameras to the maintained system. Charges are anticipated in the region of £15k per installation (connection, installation and camera cost) with additional running costs of £1100 from BT for the data and monitoring expenses from Wyre. Furthermore, by extending the current provision of monitored cameras, a survey would need to be carried out by BT for each connection i.e. each camera location, and there would also be the added cost of any necessary modifications at the studio in Wyre. Bearing in mind the current proposals to establish a new CCTV suite at Blackpool, adding to the current system may not be financially prudent at this time.
25. Members may also wish to note that due to advances in CCTV technology and affordability, numerous business in the Borough have installed their own systems which may be utilised by the Police subject to appropriate and lawful requests being made. Furthermore, following a successful funding bid, the Authority is currently looking to purchase up to 8 body worn camera for the Dog Enforcement Wardens and other officers engaged in enforcement work, thus increasing CCTV capacity.
26. Body worn cameras are also subject to regulation by the Surveillance Camera Commissioner and therefore a Policy has been prepared for the use of the body worn cameras (app 1). It is requested that members consider the approval of the policy.
27. Therefore, the Working Group recommends to the Committee :
 - 1) That consideration is given to ceasing the purchase and support of Rapid Deployment Cameras and the capital budget be used to support the provision of the existing CCTV maintained system.
 - 2) That the feasibility of extending the current maintained system is explored to include locations where rapid deployment cameras have previously been deployed.
 - 3) That continued support is provided to the maintenance of equipment in the CCTV vans but any subsequent replacement of the actual CCTV vehicles be dealt through Capital or Funding Bids, rather than the existing budget provision.
 - 4) That the proposed policy regarding the use of Body Worn Cameras is adopted.

IMPLICATIONS	
Finance	The revenue budget in 2017/18 for Fylde CCTV costs is £44,998 and the approved Capital Programme for 2017/18 includes a sum of £38,000 in respect of CCTV provision. This report requests no additional financial resources but rather considers how existing approved resources may be most-effectively utilised.
Legal	As highlighted within the report
Community Safety	As highlighted within the report
Human Rights and Equalities	As highlighted within the report
Sustainability and Environmental Impact	No implications arising from the report
Health & Safety and Risk Management	No implications arising from the report

LEAD AUTHOR	CONTACT DETAILS	DATE
Chris Hambly	chris.hambly@fylde.gov.uk Tel 01253 658422	15 th May 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Home Office Surveillance Camera Code of Practice	June 2013	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf
Working Group Agenda and Notes		https://fylde.cmis.uk.com/fylde/MeetingsCalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/954/Committee/19/Default.aspx

Attached documents

Appendix 1 – Body Worn Camera Policy

Policy and Operational Procedural Guidelines for the use of Body Worn Video

Date: May 2017
Review Date:

1. Introduction

- 1.1. This document sets out the Council's policy and procedural guidelines for the use of body worn video (BWV) by in-house staff, contracted staff or other authorised representatives, hereinafter termed 'User'. It will enable Users to comply with the relevant legislation relating to video recording and outline the associated benefits to users and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use.
- 1.2. The use of BWV can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse, and providing evidence to assist in the resolution of complaints or to support criminal investigations.
- 1.3. BWV forms part of an officer's personal protective equipment and is provided primarily for health and safety purposes. It will be used in an overt manner, emphasized by the clear display of identification that a CCTV device is worn. Prior to commencement of any recording, where possible, Users will give a clear verbal announcement that recording is to take place.
- 1.4. Nothing in this document will prevent a User from making recordings, for appropriate use by relevant others, relating to the following as a proportionate response to events in progress:
 - Criminal acts
 - Anti-social behaviour
 - Byelaw/PSPO contravention
 - Situations likely to result in a dispute or complaint about conduct

2. Legislation

- 2.1. The use of BWV and management and use of any product from such will be considered in accordance with the following legislation and guidance:
 - Data Protection Act 1998
 - Freedom of Information Act 2000
 - Human Rights Act 1998
 - IC CCTV Code of Practice 2015
 - Protection of Freedoms Act 2012
 - SCC Surveillance Camera Code of Practice 2013

2.2 Data Protection Act 1998

- 2.2.1 The Information Commissioner's Office is the regulator for the Act and has issued guidance with regard to use of body worn cameras. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether on computer, CCTV, still camera or any other media. Any recorded image from which an individual can be identified constitutes 'personal data' and is covered by this Act, and the majority of product from BWV will fall into this category. The use of BWV cameras in this guidance is 'overt use' meaning that

equipment is not to be worn or used in a hidden or covert manner; as otherwise the 'fair processing' requirement would not be met.

- 2.2.2 Where an individual asks to view footage this is called a 'Subject Access Request'. The 'Data Subject' is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them.

2.3 **Freedom of Information Act 2000**

- 2.3.1. This Act grants a general right of access to information held by public bodies, which is not personal data. Information released under FOI can include statistical and other non-personal information. It is unlikely that applications for access to body worn CCTV recordings will be made or be appropriate under this legislation.

2.4 **Human Rights Act 1998**

- 2.4.1. Article 6 provides for the right to a fair trial. All images captured through the use of a body worn device have the potential to be used in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence. Article 8 of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence. Occurrences involving persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and Users should not go beyond what is necessary when recording a confrontational situation.
- 2.4.2. The Council will ensure that the use of BWV is mentioned on the relevant pages of its web site.
- 2.4.3. The Council will ensure that BWV is worn in a prominent position (normally on the chest) and that forward facing displays are visible to anyone being recorded. Additionally, the device or a supplementary badge will warn of BWC use and Users will make a verbal announcement, where practicable, prior to commencement of any recording. The Council will adhere to the IC CCTV Code of Practice 2015 as this covers best practice concerning interference with privacy rights.

2.5. **Protection of Freedoms Act 2012**

- 2.5.1. The Surveillance Camera Commissioner (SCC) has issued a Code of Practice to assist users of CCTV comply with this legislation. Also available is a Self-Assessment Toolkit which guides users of CCTV through the requirements, highlighting best practice along the way, and enabling compliance action plans to be developed.
- 2.5.2. For each application of BWV the Council shall have on record a completed self-assessment, documenting among other things the justification for use in accordance with the 'pressing need' concept. Where new potential uses for BWV are identified, use shall not commence unless the justification has been adequately demonstrated and any concerns arising from a privacy impact assessment have been addressed.
- 2.5.3. A documented annual review shall be conducted for each application to ensure that continued use of BWV remains justified.

3. Operational Guidance and Best Practice

3.1. Training

- 3.1.1. All Users will receive training in the use of BWV CCTV. This training will include practical use of equipment, operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.

3.2. Daily Use

- 3.2.1. BWV may be switched on in circumstances where Users are subject to, or feel that they are likely to be subject to, verbal or physical abuse, or where Users judge that a situation occurring is likely to result in a complaint or dispute about their conduct.
- 3.2.2. Where possible, recordings will not commence until the User has issued a verbal warning of the intention to activate the BWV.
- 3.2.3. Recordings will not be made whilst performing normal patrolling duties or when interacting with members of the public in non-conflict situations, except as provided for in 3.2.4.
- 3.2.4. BWV may also be switched on in response to crime/ASB or byelaw related events. In these circumstances it is recognised that it may not be appropriate to give a verbal warning of recording.
- 3.2.5. For all recordings Users shall make a pocket book entry at the earliest opportunity, to providing a written evidential record of the events that have occurred.
- 3.2.5. Care shall be taken regarding the security of the BWV device and particularly so where recordings have been made.
- 3.2.6. Access to recordings will be restricted to Authorised Persons.

3.3. Start of Shift Procedure

- 3.3.1. A pool of BWV devices shall be available to specified personnel. All users are required to sign out a BWV device and ensure that the device is fully charged and, if the device allows, that the date and time displayed is correct. Any discrepancy in the date or time should be brought to the attention of the relevant Authorised Person.

3.4. Recording

- 3.4.1. Recording must be incident specific. Users must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents, except as provided for in 3.2.4. For the purposes of this guidance an 'incident' is defined as:
 - a) an engagement with a member of the public which in the opinion of the User is confrontational, and where the User believes they may be subject to physical or verbal abuse, or

- b) where the User is approached by a member of the public in a manner perceived as aggressive, threatening or inappropriate, or
- c) where the User perceives a situation to be developing which may lead to a complaint about their conduct.

3.4.2. At the commencement of any recording the User should, where possible, make a verbal announcement to indicate why recording has been activated.

3.4.3. The purpose of issuing a verbal warning is to allow a member of the public to modify any unacceptable confrontational or aggressive and threatening behaviour. If, at any time during an incident the User considers that the use of body worn cameras or the issuing of a verbal warning is likely to inflame a confrontational situation, the User may use discretion to disengage from further discussion and withdraw from the incident. A specific form of words to be used in any warning to a member of the public has not been prescribed, but Users should use straightforward speech that can be easily understood by those present such as 'I am wearing a body worn camera and I am now recording'.

3.5. **Playback**

3.5.1. Recorded material should only be viewed in the first instance by Authorised Persons. An Authorised Person may consider it appropriate to allow others to view recorded material for legitimate reasons consistent with the official business of the Council. In some instances disclosure to other organisations as provided for in this policy or under exemptions concerning crime or civil legal proceedings may be required and this shall be managed by the relevant Authorised Person. Similarly an Authorised Person may facilitate access to a recording under the 'Subject Access' process.

3.6. **End of Shift**

3.6.1. Users should ensure that their Authorised Person is aware of any recordings made, including inadvertent recordings, so that these can be viewed and a decision made regarding their retention or disposal. Recordings for disposal shall be deleted on download. A full audit trail should be made regarding all recordings, detailing decisions and the reasons behind such.

3.7. **Storage of Data**

3.7.1. The Authorised Person shall securely store recordings to be retained.

3.7.2. For each recording the Authorised Person will ensure that appropriate written records are completed and forwarded to relevant parties within required timescales.

3.7.3. All retained data will be kept until all investigations have been completed or prosecution has taken place before deletion. All data not required for evidential purposes will be deleted after upload. Data will only be kept for a period of 31 days; thereafter it will be deleted, if it does not form part of an investigation.

- 3.7.4. Disposals shall be the responsibility of the relevant Authorised Person who shall maintain records of such.

3.8. Authorised Persons

Community Safety Manager
Environmental Health Manager
Head of Health and Environment

4. Requests to View Footage

4.1. DPA Subject Access Request

- 4.1.1. The Data Protection Act gives individuals the right to be told what personal information is held about them and to receive a copy of that information. Any application to view footage is covered by Burnley Borough Council's 'Subject Access Request' Procedure.

- 4.1.2. Requests must be made in writing (including emails and faxes) and sent to [\(provide weblink\)](#)

- 4.1.3. An online form is also available at [\(provide weblink\)](#)

4.2. DPA Exemptions

- 4.2.1. Organisations with bona fide powers to investigate crime may apply for access to CCTV footage under section 29(3) of the DPA. In some instances, for instance where the police have not made enquiries about CCTV in connection with a criminal matter or the material is not in police possession to release under the evidence disclosure rules, the defence may approach the Council directly under the same exemption. A full audit trail should be maintained regarding recordings released under this provision.

- 4.2.2. Similar provisions exist under section 35(2) of the DPA in connection with civil litigation matters. The Council must satisfy itself that requests under this provision are genuine and relevant before releasing recordings. Again a full audit trail should be maintained.

5. Definitions

BWV	Body Worn Video (video recording device which may also record audio)
User	Authorised wearer of BWV for an authorised purpose
Authorised Person	Decision maker in respect of use of BWV and the management and use of BWV product

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
CHIEF EXECUTIVE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	8
OUTSIDE BODY REQUEST – JUST GOOD FRIENDS			

PUBLIC ITEM

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

SUMMARY

The report provides details of a request from the local charity organisation 'Just Good Friends' to be included on the list of Outside Bodies for Fylde Council. The group are based in St Anne's but work across the borough and the Fylde coast providing support most days of the week to vulnerable people who are isolated or lonely. The group believe there would be significant benefit to their work and profile if there was at least one nominated elected member representative from Fylde Council linked to the charity. An invitation is also extended to all elected members to engage with the charity to learn more about what they do and establish additional connections across the borough to assist identifying lonely or isolated people that the charity can support.

RECOMMENDATIONS

1. The committee recommend to Full Council that the charity Just Good Friends is added to the approved list of Outside Bodies for Fylde Council.
2. The committee nominate **at least one** representative for Full Council to approve as the representative(s) on Just Good Friends if it is accepted on the Outside Bodies list.
3. The committee formally extends the invite to visit Just Good Friends to all elected members and learn more about the work the charity does and support where possible referrals from the local community.

SUMMARY OF PREVIOUS DECISIONS

There have been no previous decisions for this proposed Outside Body.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

1. During a recent visit to one of the weekly events held by the charity Just Good Friends the Chief Executive was asked about the process for member involvement. A number of elected members have over the five years the charity has operated been involved in the work, attended sessions, made referrals and championed the various events. The Chairman of Just Good Friends, Bev Sykes believes that formal member representation would benefit the charity, its members and the council. Ms Sykes was unaware of the Outside Bodies list and after having it explained asked if it would be possible for Just Good Friends to be included and to have at least one elected member formally representing the charity but placed no limit on how many members they would like. The view was that informal member involvement has added value in the past because elected members know their locality and are very well connected, ideally placed for referrals and advocating Just Good Friends to other community leaders.
2. Just Good Friends have the strapline 'Combatting Loneliness and Isolation', they have an established membership of over 200 Fylde residents that regularly attend one or more of the regular Tuesday, Wednesday, Friday and Sunday events or the numerous other occasional events aimed at connecting lonely and isolated vulnerable people. The majority of the members are elderly but there is no age limit on isolation and loneliness and the charity is reliant on small regular contributions from members if they can afford, donations and fund raising.
3. The charity offers:
 - a. A meeting point, a place to go and to be with other people
 - b. Friendship and companionship for everyone
 - c. A full program of events, outings and activities
 - d. A feeling of belonging, of being valued and welcomed
 - e. An opportunity to become part of the community and not being an outsider looking in
 - f. An opportunity to use your experience of loneliness and isolation to help others
 - g. Access to impartial advice and counselling if required
4. Full details of the charity can be found www.justgoodfriends.org.uk whilst the group is primarily based in St Anne's they work across the borough and the Fylde Coast with other groups established to tackle loneliness and isolation which have been identified as significant wellbeing issues in Fylde.
5. Members are asked to consider recommending to Full Council the inclusion of Just Good Friends on the official list of Outside Bodies and if included to nominate at least one, but it can be more, elected member to be engaged with the charity. Just Good Friends have also extended an invite to all elected members to attend an event and find out more about the work they do and help to connect with anyone in the community who would benefit from their support.

IMPLICATIONS	
Finance	None as a result of this report
Legal	None as a result of this report
Community Safety	None as a result of this report
Human Rights and Equalities	None as a result of this report
Sustainability and Environmental Impact	None as a result of this report
Health & Safety and Risk Management	None as a result of this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	01253 658500	May 9 th 2017

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	9
DISABLED FACILITY GRANT PERFORMANCE			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

On the 5th January 2016 it was a recommendation of the Environment, Health and Housing committee that a task and finish group be established to specifically look into the council's delivery of disabled facility grants (DFG).

Three consecutive meetings were arranged and undertaken in early/mid 2016 to comprehensively review the service and place 18 recommendations for further investigation.

A report summarised the work undertaken by the Housing services section in relation to these meetings and an update on the current and historic performance of the Housing Services section in relation to Disabled Facility Grants has now been produced.

In addition a time lean report has also been produced with regards to the DFG service.

SOURCE OF INFORMATION

- DFG performance (working group update)
- Time lean report linked with this report
- Private sector housing assistance policy (draft 2017)

LINK TO INFORMATION

[DFG performance task and finish group.docx](#)

[TIME LEAN DFG Findings.docx](#)

[Housing services private sector assistance policy](#)

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

It was a recommendation of the final working group meeting that an information update be produced in 12 months.

FURTHER INFORMATION

Contact Tom Birtwistle (01253 658691) Tom.Birtwistle@fylde.gov.uk

Housing Services
Disabled Facility Grant performance 2017
Working Group UPDATE

Introduction

On the 5th January 2016 it was a recommendation of the Environment, Health and Housing committee that a working group be established to specifically look into the Council's delivery of Disabled Facility Grants.

Three consecutive meetings were arranged and undertaken in early/mid 2016 to comprehensively review the service and place 18 recommendations for further investigation/consideration.

This report summarised the work undertaken by the Housing Services section in relation to these meetings and an update on the current and historic performance of the Housing Services Section and partners in relation to Disabled Facility Grants (DFG).

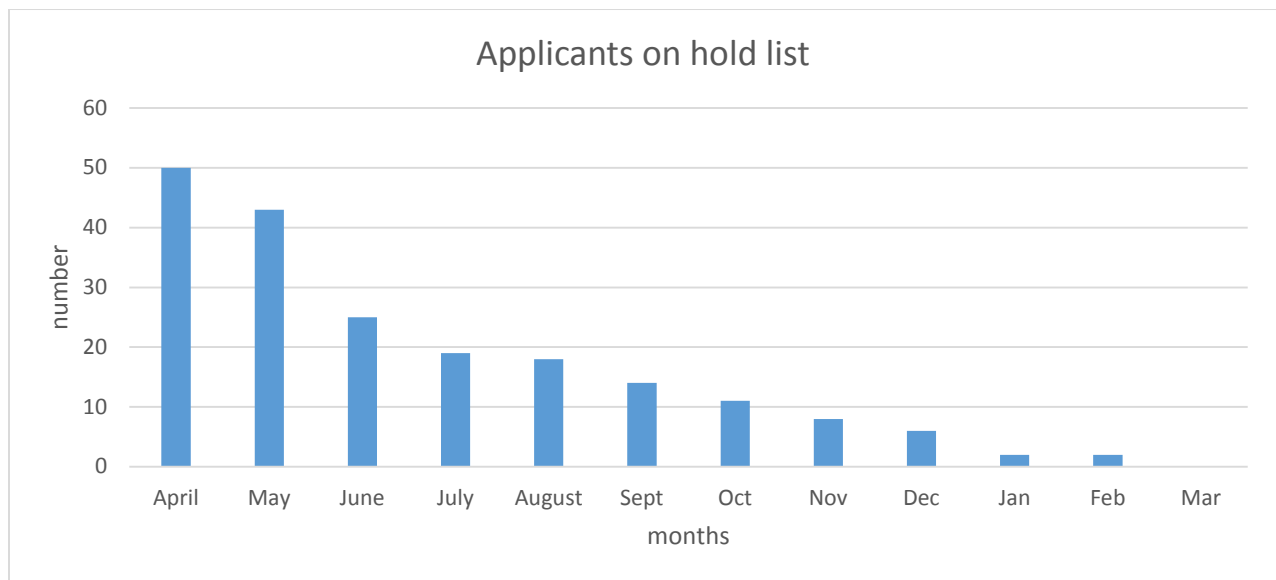
This report should be read in conjunction to the Time Lean Report produced by Alex Scrivens and the new Fylde Council Housing Assistance Policy which has been formulated as a result of the information in this report and government guidance.

Fylde Holding List

Fylde Council have historically had insufficient resources to fully meet the demand placed on the service for DFG adaptations. As such applicants have been placed on a 'holding list' prior to the Council taking a DFG application. Over the past 18 months the Council have been successful at eliminating the holding list of applicants.

Please see over for a month by month breakdown of the holding list and waiting times for applicants as well as a year on year overview of the holding list and waiting times.

Number of applicants of the 'holding list'. (April 2016-April 2017)

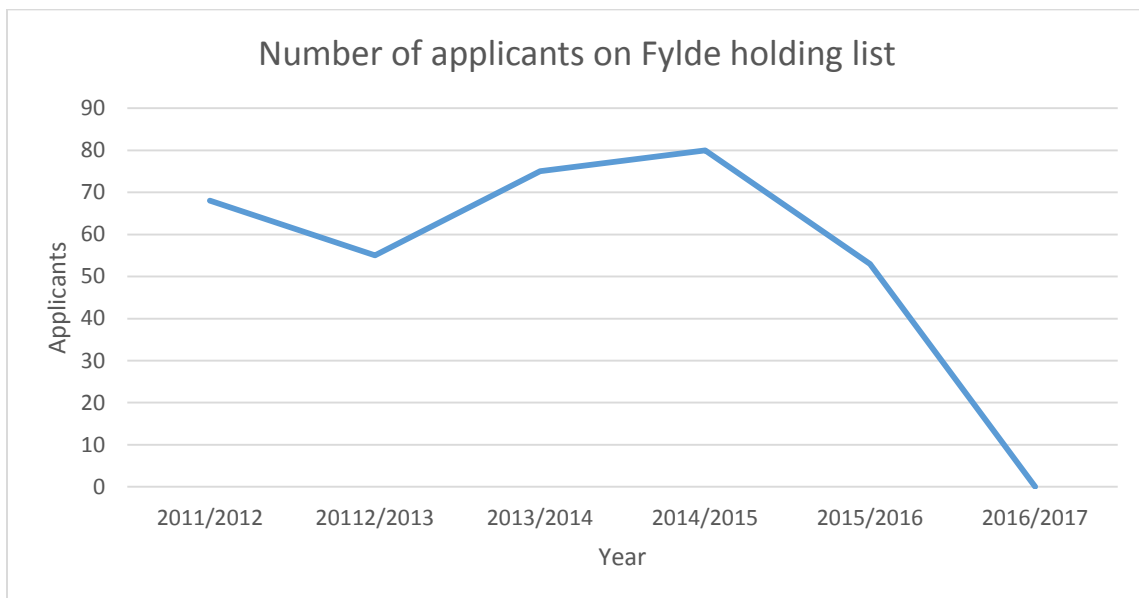
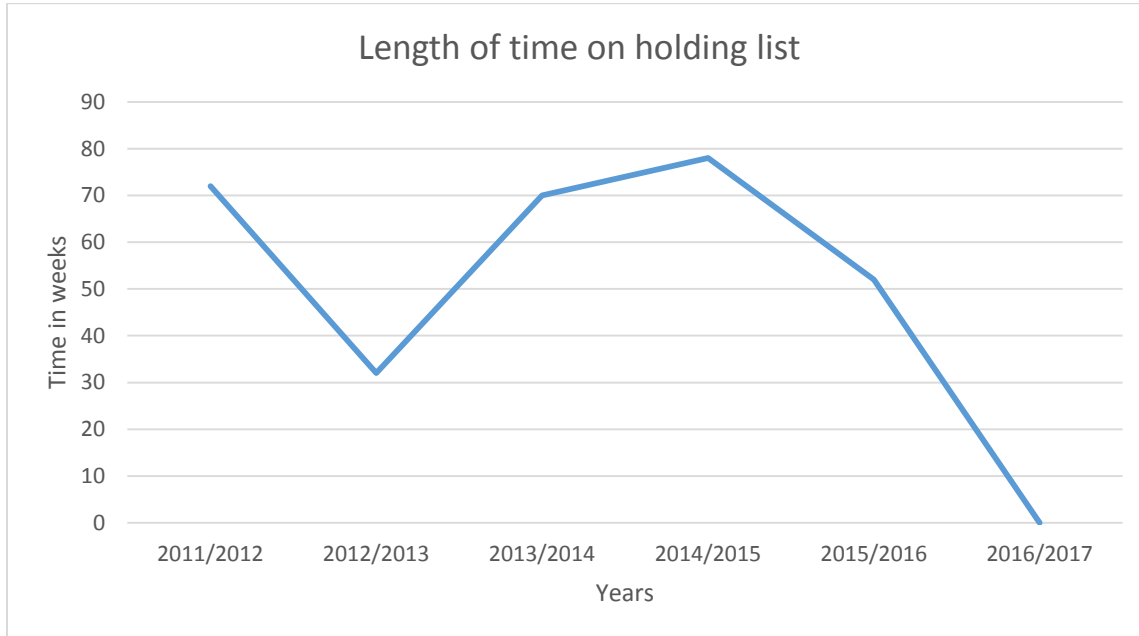


Time applicants are on the Fylde Council 'holding list' (April 2016-April 2017)



Year on year summary of Fylde Council 'holding list' (2011-2017)

Below is a year on year comparison of both the 'holding list' and the length of time on the list. Fylde Council are currently processing applications when they are received by Lancashire County Council (LCC) following discussion at the monthly Priority Panel.



Lancashire County Council performance

DFG's are the joint responsibility of both the district and county council. Applicants must firstly be assessed by an Occupational Therapist (OT) and then a referral placed to the district authority which specifies the necessary work. It is the responsibility of the district authority to conduct the works.

As of June 2017 applicants in the borough are on average waiting 142 days for an assessment by an Occupational Therapist before a valid referral can be made to Fylde Council. The North District of Lancashire (Fylde, Wyre and Lancaster) have subsequently been made a priority area for improvement in delivery times by LCC.

Fylde Council are currently reviewing the options to employ a private OT using our Better Care Fund (BCF) contribution. LCC are prepared to provide the details of applicants which are on their 'waiting list' however they must first undergo an initial screening to ensure they are likely to be DFG applications and contact the clients direct in order to comply with relevant Data Protection Laws on sharing information.

Lancashire districts (anonymized)	Average waits for OT assessments for DFG cases (all days)
Central Lancashire districts average	113.6
A	102.3
B	122.2
C	107.6
D	117.0
East Lancashire districts average	51.9
E	43.0
F	58.0
G	56.9
H	49.1
I	50.0
North Lancashire districts average	116.7
FYLDE	141.8
J	94.8
K	133.9
Grand Total	91.1

% of DFG's following assessment by an Occupational Therapist

LCC estimate in Fylde 28% of the applicants awaiting OT assessment will result in a DFG. LCC are currently in the process of recruiting 14 additional OT's across Lancashire however these officers may not be in post for several months. This figure is relevant to Fylde council as if we recruit a private OT a number of assessments may not lead to a DFG and therefore the cost will need to be covered from another source.

	DFG	OTHER
North	34.1%	65.9%
FYLDE	28.0%	72.0%

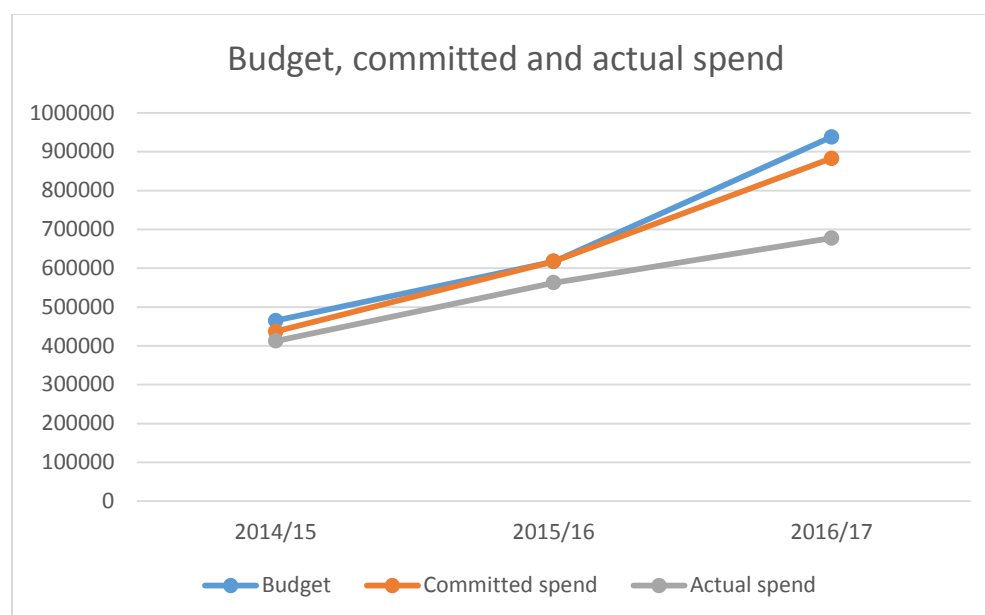
Fylde DFG budget

The table below highlights the DFG budget year on year including the committed and actual spend as well as the carry-over between financial years. The table highlights that in 2016/17 £55,088 of the DFG budget was uncommitted (budget – committed). It also highlights that last year there was a significant carry-over of funds which is also likely to occur this year. The figures highlight the increasing workload being placed on the service (doubling of committed spend since April 15).

The increase in the DFG budget has resulted in the Council eliminating the holding list for applicants and having the ability to explore new options to expand the service. A report is due to the Environment, Health and Housing Committee in June 2017 to explore the options to allocate these additional sources of funds to maximise DFG delivery.

There is a potential risk that future uncommitted funds will be returned to LCC and not allocated to residents of Fylde.

	Budget *	Committed spend	Actual spend	C/over
2014/2015	465,000	436,962	412,531	52,469
2015/2016	617,000	617,909	562,685	54,315
2016/2017	938,000	882,912	677,653	260,347
2017/2018	1,159,565	81,828	130,338	-
	* inc c/over, repayments, and RP contribution			



Satisfaction survey results

Fylde council send satisfaction surveys to all our customers after they have received a Disabled Facility Grant. The following are the results of these surveys for 2016/17.

Any customer enquires which report they are unsatisfied with the service are investigated by the Principal Housing Services Officer.

	LCC	Fylde	Fylde
DFG 2016/17 Customer Survey	8. How do you rate the length of time taken from your request for help to the OT visiting you?	10. How do you rate the way in which Fylde BC office staff dealt with your enquiry?	15. Overall, how would you rate the level of the service you have received?
Excellent	46%	78%	80%
Good	37%	22%	18%
Adequate	6%	0%	0%
Poor	11%	0%	2%

Customer comments

Below are a range of comments left by customers.

“The officers at Fylde Council have provided an excellent service enabling my daughter to be safe and independent. Thank you”

“Fylde Council people very helpful and understanding”

“I use to dread going upstairs. That is no longer an issue”

“I am now able to shower for the first time in months”

“I can get a shower, for years I have just had a small sink of water in my room. I would like to add the whole team where amazing I can’t praise them enough”

“Given me 100% improvement on my personal needs”

“Has given me dignity, being able to bathe in my home instead of at relatives”

“basically it has enabled me to get outside my house”

“Both for my husband and myself it has made it easier to cope on a daily basis”

Benchmarking

Fylde Council now benchmark our DFG processing times across Lancashire. It was the focus of the Lancashire DFG group to focus on times rather than standardised processes which can vary between council's for a variety of reasons such as team sizes, budgets and audit requirements. Below are the average times from receiving a referral from an OT to a completed adaptation. This table highlights that some districts still retain a 'holding list' of applicants (such as Council's E,H and I).

Average time scales to complete work from application to completion across Lancashire in working days (31st January 2017)

	Average number of working days from referral received (from LCC) to application approved	Average number of working days from approval to work complete	Average total start to finish
District			
A	45	46	91
B	61	53	114
Fylde	25	65	90
C	75	36	111
D	57	59	116
E	261	60	321
F	47	82	129
G	32	87	119
H	129	91	220
I	113.29	47.63	160
J	61	69	130
K	70	41	111

Time Lean report

The DFG service has undertaken a time lean review conducted by Alex Scrivens, a copy of that report is attached to this report.

The report recommends several changes to improve delivery times and reduce file/paper sizes. Some of these recommendations have financial implications and will require further analysis/trail prior to delivery.

Task and Finish Group Implementation Plan

This is an update on the 18 recommendations made from the task and finish group in 2016.

Task ID	Task Name and Details/Description	Comments	Progress Update/ Status
1.	Circulate a list of charities we contact when a contribution is required	Provided in report two.	completed
2.	That 5 sample applicant/contractor files be made available for the next meeting of the group to enable the group to gain a better appreciation of the process.	Provided in meeting two. Several files and documents inspected.	completed
3.	Members requested details of the current holding list breakdown including details of age, be made available at the next meeting.	Provided in report two	Completed
4.	That officers contact other districts seeking the average price for a Level Access Shower.	Provided at meeting two	Completed
5.	That officers provide a list of ongoing DFG's and waits in comparison to statutory time limits.	Provided at meeting two	Completed
6.	That the Chairman and Vice- Chairman of the Environment, Health & Housing Committee, Councilors Ben Aitken and Viv Willder attend the next meeting of the Prioritisation Panel (PP).	Attended priority panel (20/4/2016)	Completed

Task ID	Task Name and Details/Description	Comments	Progress Update/ Status
7.	That subject to availability and/ or if appropriate, key personnel be invited to the next meeting of the working group.	Attendance at meeting two of Kate Kelso (OT) and Gary Savage (Hospital discharge manager)	Completed
8.	That a link be sent out to the Ombudsman Report 'Making a house a home: Local Authorities and disabled adaptations' which was referred to in meeting one.	Link was included in the minutes for meeting one	Completed
9.	That returned quotations should provide further details of the split between materials and labour.	New schedule has been devised which requests split of materials and labour. Now being sent to all contractors. Now in place.	Completed
10.	Members noted the service was last audited in 2012 and recommended that it be audited again soon.	Confirmed internal audit of DFG section for 2017/18	Completed
11.	The Working Group expressed their concerns with the LCC current procedure and requested that the implementation of a self-assessment tool should be looked at as a matter of urgency.	This item was raised to LCC. Some concern was raised that a self-assessment tool kit may both deter people from applying or raise expectations if the details are incorrectly inputted to the website. In addition the process still requires a medical assessment and therefore the client may fail the medical assessment despite meeting the financial requirements. LCC have initiated a "fast track" service across Lancashire to ensure DFG work is passed through their system	Completed

Task ID	Task Name and Details/Description	Comments	Progress Update/ Status
		<p>faster. This pilot scheme is now fully implemented across Lancashire. Fast track DFG's are now being received by Fylde.</p> <p>Several Councils have now (or are in the process) of removing the means test whilst BCF budgets remain high.</p> <p>Based on this it is unlikely that a self-assessment means test will be adopted by LCC.</p>	
12.	Members suggested that the detailed processes involved in the administration and delivery of DFG's should be reviewed as part of the corporate 'lean-time' approach to help facilitate support process of further service improvement and efficiency.	<p>DFG's have undertaken the time lean process.</p> <p>(please find attached report)</p>	Completed
13.	To express this Council's concerns to LCC about the delays and ask for more resources to be presented.	<p>E-mail sent to Catherine Whalley (Head of Service Social Care Service) 20/4/16. Confirmation that 20 additional OT's will be employed by LCC from 1st June 2016.</p> <p>In addition two OT managers have been appointed.</p> <p>See email from Catherine Whalley to Paul Walker dated 21/4/16.</p> <p>Although the task is technically completed it is suggested this remains as a key recommendation to LCC in the final report.</p>	Completed

Task ID	Task Name and Details/Description	Comments	Progress Update/ Status
14.	To find out when the possible recruitment of further OTs is likely to happen	<p>OT managers in place.</p> <p>20 OT's to be recruited from 1st June 2016.</p> <p>As 1/5/2017 14 OT's are still to be recruited.</p> <p>North district has been highlighted as a priority for LCC to improve delivery times of OT assessments.</p> <p>'Fast tracking' in place however delays still remain in this process.</p>	<p>Completed</p> <p>Recruitment is however still ongoing</p>
15.	It was agreed further work needed to be undertaken to understand the average prices supplied from other district councils	<p>Prices which have been submitted have not been exact and have been more estimates than actual figures.</p> <p>Benchmarking across Lancashire districts is now more common practice through the DFG board which Fylde are members.</p> <p>Districts have commented on the difficulty of benchmarking prices given that clients' needs and therefore adaptations are different as are properties across the county.</p> <p>However it was felt it was a worthwhile exercise and to continue to monitor prices of adaptations.</p> <p>Further work related to this will be undertaken by the Lancashire DFG group.</p>	Completed

Task ID	Task Name and Details/Description	Comments	Progress Update/ Status
16.	The Working Group requested that comparison information (i.e. over a period of years if available) was provided regarding the numbers of clients contributing to the works.	Completed to be presented if required at meeting three.	Completed
17.	The Working Group requested copy of crib sheet which is sent to OT's.	Completed and sent on the 22/4/16 with the minutes from meeting two.	Completed
18.	For Fylde and Wyre to investigate a pilot for 12-18 months to employ their own OT with a view to reduce the waiting list.	<p>Wyre council now employ a private OT.</p> <p>If Fylde undertake the employment of a private OT it is likely to be on a case by case basis rather than as a temporary/fixed term contract.</p> <p>Lancashire County Council are currently undergoing a re-structure of their Occupational Therapy Department and are currently advertising for 14 OT posts.</p> <p>The cost for visits which do not result in a DFG will need to be covered by the council. This issue is covered in the draft housing assistance policy.</p>	Underway

Conclusion

1. Fylde Council have successfully eliminated the 'holding list' for clients waiting for a DFG.
2. Lancashire County Council are still experiencing some difficulties in relation to assessing clients and that increasing workloads have been placed upon Occupational Therapists and social services departments. That this may impact on current and future service delivery by Fylde Council.
3. Despite a previous pledge by LCC (May 16) to increase OT recruitment a number of vacancies remain which is affecting service delivery in Fylde.
4. Funds are increasing year on year currently giving Fylde Council the opportunity to explore new ways of delivery of the DFG service. Allocating resources now whilst these funds are available will assist in processing more applications and future proofing the service.
5. The DFG service has undertaken a 'time lean' review. The review concluded.
"Based on the full process mapping review, we feel that there are little more changes that could now be applied that would make the current procedures more LEAN."
6. Fylde Council currently process grant applications (on average) faster than other districts in Lancashire.
7. That future uncommitted BCF funds may be returned without being allocated to Fylde residents.



TIME LEAN Review

Disabled Facilities Grants

TIME LEAN INTRODUCTION

TIME LEAN is best practice processing mapping methodology adopted by the Council in 2013. This was on the back of a project managed by iNetwork (NWEgg) to get public sector organisations to use Business Process Improvement (BPI) techniques to achieve service redesign and improvement which has been very successful.

The main principles are:

- efficiency: develop process consisting of value-added tasks only
- consistency: agree, promote and monitor best practice
- training: bring new or inexperienced officers up to speed quickly
- transparency: unlocking measurable detail
- direction: focus on clearly defined aims throughout the process

Lean is: *“about engaging people and aligning systems into processes that deliver a continuous stream of value to customers whilst continuously eliminating waste in the process.”*

DISABLED FACILITIES GRANTS REVIEW

Much of the time spent during the review in Housing Service has been with Tom Birtwistle. The team consist of four members of staff. In brief Housing Technicians roles involves; visiting customers to assess the changes that are needed, getting quotes for the necessary works, liaising with contractors, overseeing the works and then checking and signing the works off as complete. They also ensure that the necessary paperwork is completed at each stage of the process.

Approvals for all spend are sanctioned by the Team Leader, Tom Birtwistle. Tom is also involved in the prioritisation panel who meet monthly to decide which grants can be carried out in the immediate future based on the customers' level of need and the funding available.

The service is reactive to the demands placed on it from referrals from Social Services Occupational Therapist team. Applicants must firstly be medically assessed and a suitable referral stating the required works sent to the council.

Demand for DFG adaptations have historically outstripped the financial resources which have been available to the Housing Services team to deliver all the necessary works. As such the council has operated a 'holding list' of non-urgent applicants based on medical need. It is important to note anyone with an urgent need for an adapted property is dealt with immediately.

- In April 2015 non urgent applicants were required to wait 80 weeks on the holding list.
- In April 2016 non urgent applicants were required to wait 52 weeks on the holding list.
- In April 2017 the council currently have no applicants on the holding list

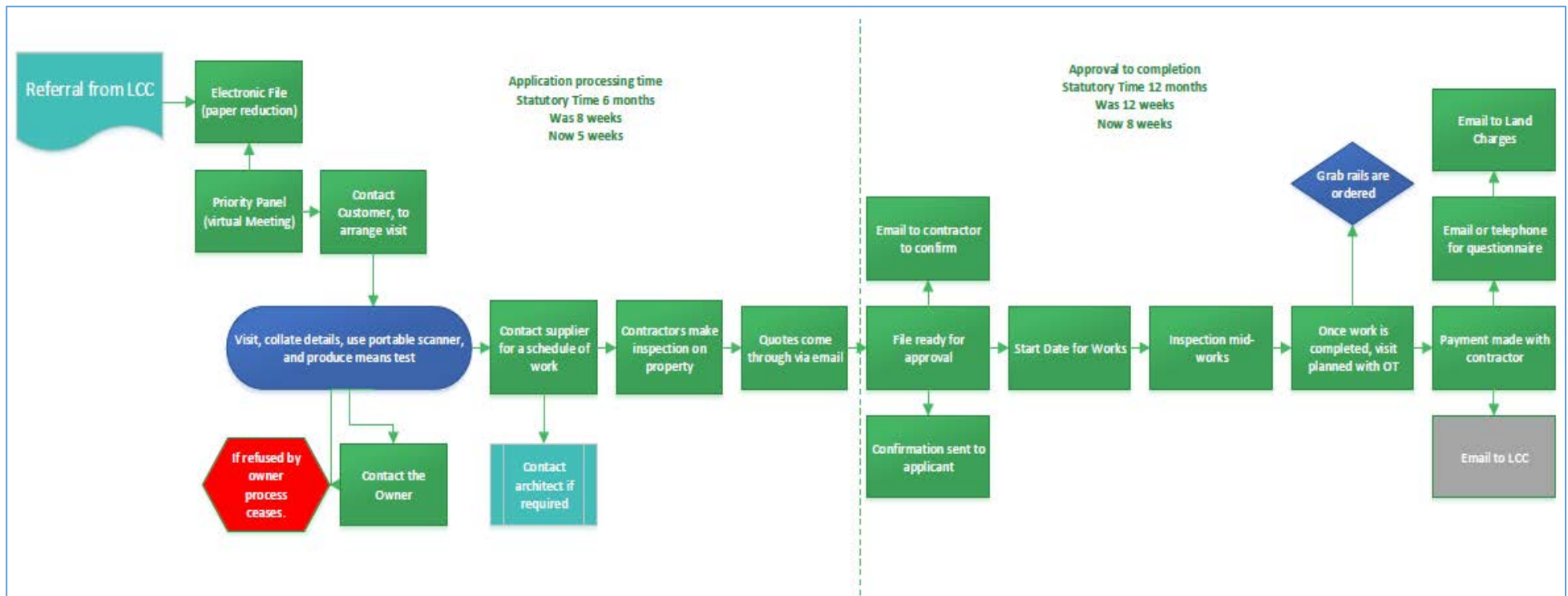
Further data in relation to the housing services DFG performance is captured in a separate report to the Environment, Health and Housing committee June 2017.

FINDINGS & RESULTS

PROCESS MAPPING END RESULTS

Below is a suggested process map for the DFG service following a time lean review. This process map is a simplified version of a complex process and only covers the process which Fylde Council are involved. It excludes equipment purchase and supply which is undertaken by LCC. The Time Lean group suggested changes to improve paper reduction via increasing the use of E-Mail and the possibility to trial an 'electronic file' system. Further work is required to establish the viability of this and the possible purchase of an electronic storage system such as I-DOX to facilitate this.

A recent benchmarking review of processing times by districts across Lancashire highlighted that in 2016/17 Fylde processed DFG's faster than any other district in Lancashire. Delays in the process are often associated with factors which are beyond the control of the council, such delays include ordering and supply of equipment, invoicing from contractors and LCC, delays in the supply of grab rails, conducting asbestos surveys in social housing properties.



ACTION PLAN – THE PLAN OF CHANGES

Current method	Proposed change	Cost/Time saving
Wash/Dry toilet quotes are arranged and paid direct by LCC they invoice FBC after install. Significant delays have occurred after install of shower awaiting install and invoice of wash/dry toilet from LCC process.	Wash/Dry toilet will be ordered direct by FBC. Supplied to contractor who will install during bathroom conversion. DFG contractors to be trained on install process (free training)	6-8 week reduction in time for install of wash/dry toilet. Improved customer satisfaction. 4 week reduction in wait for invoice from LCC.
Copies of benefit letters are taken, copied and returned to applicants for approval at initial visit.	Officer to witness document on original visit and sign declaration. Photograph taken or scanned?	1x visit reduction to return forms. 3x paper saved from reduction in photocopying
Means testing is undertaken by hand by senior technical officer and then checked by Principal Housing Services Officer.	Purchase of the Ferret renovator software for automatic calculation of means test. (financial cost £235 for first year and £190 per year after)	3 hours (estimate) of officer time per non passported means test.
Quotes and invoices are sent via letter to contractors.	Quotes and invoices to be sent via electronic mail where & when possible	2x Letters. Time saving 3-5 days dependent on postage.
FBC notify LCC on completion of DFG via letter	FBC to send notification of completed DFG via E-Mail	1x Letter.
Customer satisfaction questionnaire sent by post with SAE.	FBC to send questionnaire via E-Mail where possible	Paper and postage saving

TIME LEAN RECOMMEDATIONS SUMMARY

Based on the process mapping analysis by the TIME LEAN group, the following point below is the main key recommendations that still needs further consideration.

- 1) Officer to witness document on original visit and sign declaration, OR photograph taken or scan required documentation.
 - This would eliminate the need of repeat visits, and provide a better service for the customer to deal with the checks at one visit.
 - Reviewing what other neighbouring authorities do in this instance has shown that most do not require a copy of the checks, removing the audit requirement based on trust and responsible given to officers. The question is, does this audit requirement help the customer? Do we legal require the information? If the answer is both no then we need to review this particular process.

Final point - There appears to be some external dependencies in the process regarding LCC, contractors and registered providers that could be further improved with response times. However this is out of Fylde's control and something we need challenge whenever possible. Based on the full process mapping review, we feel that there little more changes that could now be applied made that would make the current procedures more LEAN.

HEADLINE RESULTS

CLAIM HANDLING PROCESSING TIME
<ul style="list-style-type: none">• Statutory 6 months• Current performance is 8 weeks
IMPLEMENTATION PROCESSING TIME
<ul style="list-style-type: none">• Statutory 12 months• Current performance is 12 weeks
PERFORMANCE
<ul style="list-style-type: none">• Current waiting list 0, last year was over 80.• 94% of the 935,000k 2016/17 DFG budget committed

Performance over the past 12 months has been excellent. Credit and praise should be directed to Tom Birtwistle and DFG his team for their efforts and contribution.



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Date: Month / Year
Our Ref: XXXXXXXXX

Review Date: Month / Year
Authorised by: Insert Name and Position

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	10
ANNUAL OVERVIEW – FYLDE COMMUNITY SAFETY PARTNERSHIP 2016/17			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides information on the performance of the Fylde Community Safety Partnership. This is a statutory requirement under the Crime and Disorder (Overview & Scrutiny) Regulations, 2009 and Sections 19 and 20 of the Police and Justice Act 2006 as amended by section 126 of the Local Government and Public Involvement in Health Act 2007, the Police & Crime Act 2009 and the Police Reform & Social Responsibility Act 2011.

SOURCE OF INFORMATION

Bryan Ward, Community Safety Officer; Lancashire County Council Multi Agency Data Exchange; Responsible Authorities of the Community Safety Partnership.

INFORMATION

Attached

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

This is a statutory requirement under the requirements of the Crime and Disorder (Overview & Scrutiny) Regulations, 2009 and Sections 19 and 20 of the Police and Justice Act 2006 as amended by section 126 of the Local Government and Public Involvement in Health Act 2007, the Police & Crime Act 2009 and the Police Reform & Social Responsibility Act 2011.

FURTHER INFORMATION

Contact : Bryan Ward, 01253 658467 or bryan.ward@fylde.gov.uk



INFORMATION NOTE

FYLDE COMMUNITY SAFETY PARTNERSHIP

1. The Partnership, its priorities and funding position

1.1 Statutory Partners in Fylde CSP comprise:

Fylde Council

Lancashire County Council

Lancashire Constabulary

Lancashire Fire and Rescue Service

Public Health including Fylde and Wyre Clinical Commissioning Groups

Cumbria and Lancashire Community Rehabilitation Company and the National Probation Service

The above named partners are also referred to as 'responsible authorities'

There are additional partners who participate but are not statutorily obligated to do so, such as representatives from the Police and Crime Commissioners' Office and the voluntary sector.

The Fylde Community Safety Partnership's overarching aim is:

"To promote community safety, reduce levels of crime, disorder and road casualties, as well as improving the quality of life for all those who live, work and visit the Borough of Fylde." The Partnership is statutory in nature and its partners are obligated to participate.

Fylde Council is a lead partner in that it co-ordinates activity and administration within the Partnership.

1.2. Strategic Assessment

It is a statutory requirement to conduct a 'Strategic Assessment' within all Community Safety Partnership Districts with all partners contributing to identify priorities. For 2016/17 the priorities of the CSP have been identified, developed and analysed with any potential threats at both County and a local level. The assessment determines the priorities for a three year period with annual reviews. Current priorities have identified domestic abuse; improving road safety; reducing reoffending; countering substance misuse and countering anti-social behaviour. Additionally there are Lancashire wide priorities which include child sexual exploitation and victim vulnerability and these are highlighted through the inappropriate use of social media where contact is made via Facebook, snapchat and ooVoo in particular. A local priority reassessment exercise took place this year.

1.3 Partnership Financial Position

Income

The Partnership is funded by a variety of funding streams including residual monies passed to it by the former Local Strategic Partnership. In 2016/17 the Police and Crime Commissioner's Community Safety Grant provided a standard £10,000 grant but the partnership were successful in being awarded additional funds. At the opening of the 2016/17 financial year its balances stood at £31,075. With the additional grants provided by the Police

and Crime Commissioner, the total income reached £56,125. Additionally, Fylde Council provide a budget for both Capital and Revenue for the provision of all CCTV coverage throughout Fylde which includes the annual commitment to Wyre for the monitoring service provided for our town centre cameras.

1.4 Expenditure

In 2016/17 a total spend of £30,129 was spent on community safety initiatives. At the end of the financial year the balance of £25,996 remained in the Community Safety budget which was requested as slippage into 2017/18

Major expenditure:-

- ✓ Twelve month provision of Diversionary Activities for Young People
- ✓ Positive Pathways activities for ex-offenders

Successful and Ongoing Initiatives and Activities:

- ✓ Multi-agency and partner operations to address violent crime, domestic violence, criminal damage and acquisitive crime and joint alcohol proxy sales operations with Trading Standards
- ✓ LANPAC Membership Fee
- ✓ Crime Prevention Signage
- ✓ CCTV signage
- ✓ Lock it or lose it campaign (Bin stickers and vehicle banners)
- ✓ Tri signs re anti-social behaviour
- ✓ Road Safety Banners
- ✓ Cycle locks and cycle coding
- ✓ Locally distributed crime prevention literature
- ✓ Panic alarms re domestic abuse
- ✓ Contribution to Domestic Abuse Campaign.
- ✓ Attendance at a Community Safety Seminar (Community Safety Officer)
- ✓ Taxi Driver Handbooks
- ✓ Fly tipping signage
- ✓ CCTV demo camera

All initiatives undertaken by the community safety partnership have been successfully evaluated and have contributed significantly to the overall low levels of crime and disorder in the Borough. Partnership success is also due to the continuing commitment of partners despite the effects of austerity and the most significant challenge to the partnership is how to address the public concerns and perceptions regarding crime and anti-social behaviour with ever reducing resources. Despite all this, there has been significant containment and overall crime during 2016/17 increased marginally by 500 crimes recorded representing a 15.8% increase on the previous year and an overall 13.0% increase or 306 more complaints of anti-social behaviour.

2. Performance overview

During 2016/17, Fylde Community Safety Partnership continued to maintain the Fylde District as the second 'safest' place in the County, with low crime and anti-social behaviour levels. There were further excellent results and some fine examples of outstanding partnership working, once again delivering good value for money.

Several multi-agency initiatives have been delivered throughout the year with Fylde Council Departments taking an active part. There have been some inexpensive and cost neutral initiatives which have been delivered, supported by physical resources from the CSP and other agencies. Some notable examples of relatively low cost initiatives include Diversionary Activities which have run throughout the year to focus on dealing with youth related anti-social behaviour and an initiative aimed at Domestic Abuse which ran during the Christmas and New Year period. There have also been multi-agency initiatives to target burglary, shop lifting, thefts, and fly tipping.

In addition to the work undertaken by the CSP and its partners, it is worth noting some of related groups that exist within the Borough which are linked to the CSP. The Revolution group concentrates on prolific and priority offenders and future prison date releases; another looks at instances of domestic abuse and work done to counter this; there is a restorative justice panel which has regular panel meetings to try and reach amicable solutions between victims and offenders and much work has been done in the last year on an approach to Early Action and Intervention which is a multi-agency approach to support troubled and vulnerable families and individuals across the Fylde to 'transform people's lives'.

3. Crime Statistics

3.1 All Crime

Between April 2015 and March 2016 there were a total of 3,149 crimes recorded in Fylde. In the year April 2016 to March 2017 this figure had increased to 3,648 crimes, representing a 15.8% increase or 499 more crimes. There have been increases in domestic burglary in a dwelling with 17 more burglaries than the previous year which were recorded at 181. There were 96 more criminal damage and arson offences producing a 20% increase and vehicle offences increased by 29.3% or 64 more recorded crimes. Bicycle theft decreased by 25.3% or 22 fewer crimes. Shoplifting increased by 5.8% an increase of 17 from the previous year. High Impact Acquisitive Crime in Fylde increased from 172 crimes to 188, an increase of 9.3%

3.2 Violent Crime

Violent crime continues to show increases although much of this is due to new counting rules from the Home Office. Third party reporting where a witness sees an assault and reports it to the Police is recorded as a crime irrespective of whether the victim reports it himself.

The increase in violence against the person which equates to a 25.3% increase of 1,091 victims in 2016/17 compared to 871 in 2015/16.

3.3 Victim Based Crime

Victim based crime in Fylde produced a 15.8% increase or 499 more crimes. Theft crimes occur across the whole district in Fylde and not disproportionately in any area. It has been recognised that the area suffers from travelling criminals with a very high proportion of offences occur as a result of property being left insecure, particularly garages, garden sheds and motor vehicles. An initiative to address this had a certain degree of success.

4. Domestic Abuse

Domestic Abuse Crime increased in the period April 2016 to March 2017 by 29.6% totalling 359 Crimes compared to 277 the previous year. This is however the second lowest total in Lancashire.

The definition of domestic abuse is *'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults 16 years or over who are or have been intimate partners or family members, regardless of gender or sexuality'*.

Overall, high risk victims of domestic abuse have increased in Fylde in terms of the numbers of offences recorded and as a proportion of the total crime in Fylde, however these numbers are relatively low in comparison. It is believed that this increase has been of a result of a continued drive to encourage victims to report recognising that there has previously been an under-reporting of domestic related crime.

In common with other Council's, a 'MARAC' exists to consider domestic abuse. This as a 'multi-agency risk assessment conference' and it meets monthly to discuss the victims of domestic abuse deemed to be at a high risk of harm with an aim to reduce the risk to the victims or their immediate families. Part of the work involves

specialist workers having close links with victims of domestic violence and protective interventions as necessary. The number of cases referred in averages less than ten per month. Specialist domestic violence courts located within Blackpool deal with the more extreme cases.

Since January, the monthly totals in Fylde have ranged from 27 to 34, averaging 30 crimes per month. During the period January to April, there were 121 offences reported

- 60% (n=72) of the crimes were assaults. The number of assaults is similar to the same period last year (+3)
- 13% (n=16) were harassment – which is a reduction of 50% from the previous reporting period.
- 38% (n=46) of DA crimes were **alcohol related** – a reduction from 44% from the period September to December.
- 77% of the victims were **female**, with 23% male.
- 34% (n=39) of victims were aged between **18 and 30 years** – this is a reduction in proportion for this age group which has previously had over 40% of all victims.
- 70 of the 121 offences occurred from Friday to Sunday.
- Peak wards were Central (n=23) and Warton and Westby (n=15). 31% of domestic abuse offences occurred in these 2 wards during the last 4 months. Two-thirds of the offences in Central were assaults, whilst in Warton one-third of the offences were assaults.

Offenders (individuals) 2016/17

- 86 offenders – 78 male and 8 female.
- Age range was from 12 to 69 yrs.
- Peak age groups (10 year ranges) were 21-30yrs, followed by 31-40yrs.
 - 69% of all offenders were within these 2 age ranges.
- 82 of 86 were white North European.
- 30 (35%) of the 86 offenders did not reside in the district.

Following a commissioning exercise undertaken in early 2017, the service provision across Lancashire and in Fylde now falls under Lancashire Victims Services and Fylde Council make an annual contribution towards the Domestic Abuse service.

The voluntary sector - Fylde Coast Women's Aid also continues to provide an excellent service and delivers a range of services to advise, educate and support families. The Group does much work within schools. A funding contribution made by the CSP to enable FCWA to work with the Police on a project over the Christmas period provided reassurance to the Victims of Domestic Abuse.

It is a mandatory responsibility placed on the Community Safety Partnership to conduct a 'Domestic Homicide Review' where a fatality occurs when there are two or more people aged 16 years or older and living together in a close relationship. The process and procedure have recently been reviewed at a County level.

5. Road Casualties

In the year April 2016 to March 2017, there were 44 killed or serious injured casualties three of which were fatalities. The latter is the same as the previous year. There were two child casualties and of note 'slight injury' casualties have reduced from 285 to 212 which represents a reduction of 26.6%

The Community Roadwatch scheme continues with volunteers assisting in informing speeding motorists to reduce their vehicle speed, particularly in rural areas. A dedicated Road Safety analyst provides data for each locality which is useful in determining where additional preventative resources can be directed.

6. Areas of focus and the work of the Community Safety Partnership

6.1 Anti-Social Behaviour

The reduction of Anti-social behaviour (ASB) in our communities continues to be a priority for the Partnership. Each month a number of partners come together to consider the reported ASB issues arising across a range of areas, including personal, nuisance and environmental issues. Discussions within this group also focus on individuals who are high risk victims of anti-social behaviour and actions can be taken by agencies to reduce or eliminate this risk. The process known as ASBRAC (Anti-Social Behaviour Risk Assessment Conference) is chaired by the Community Safety Officer prior to the Police led Early Action Cases which looks at vulnerable families and individuals.

The introduction of the Anti-Social Behaviour Crime and Policing Act in 2014 has provided the victims of Anti-social behaviour with a number of measures which can be implemented by the Council, Police and Housing Providers to address the behaviour of perpetrators. It also provides the victims with the opportunity to invoke the 'Community Trigger' where they feel that agencies are not dealing with their complaints of ASB.

In early 2017 a successful use of the new powers enabled the Council to take out an injunction against a perpetrator who had been harassing Council Officers causing alarm and distress.

ASB **increased** by 13.1%, from 2346 to 2653 during 2016/17 which equates to 7.3 incidents per day. There were notable increases in the wards of Ashton (+46, +24%), Central (+71, +25%), Kilnhouse (+43, +39%) and St Leonards (+45, +33%). 16 of the 21 wards showed some increase throughout the year.

January to April:

- There have been **809 incidents** reported during this period – a **daily average of 6.7 incidents**, which is a slight increase on the previous reporting period, as we would expect the number of incidents to increase as we come out of the winter months.
- Peak wards were, Central, Kirkham North, Medlar-with-Wesham and Warton – these 4 wards accounted for **40% of all ASB in Fylde**.
- Peak days were **Friday (n=132) and Saturday (n=144)** – all other days had between 97 and 116 incidents reported.

6.2 Substance Misuse

Drugs

The misuse of drugs remains a relatively low threat in Fylde compared to most other parts of Lancashire. During the period April 2016 to March 2017 drugs offences showed a slight decrease from 81 in 2015/16 to 73 - a 9.9% decrease.

It is, however, noteworthy, that in line with the rest of Lancashire there appears to be a change in the substance of choice – from Class A drugs to cannabis and psychoactive substances (legal highs) The use of 'Spice' has been highlighted as a potential risk due to its availability and low cost.

Crime Reduction Initiatives (CRI) also known as Inspire are the commissioned service provider in Fylde. They

provide a range of services to Fylde's drug clients with both alcohol and drug problems. Re-commissioning of service provision will take place later in the year. Young Addaction have been re-commissioned as not only the Fylde service provider but for the whole of Lancashire where some of the work undertaken in Fylde has been highlighted. Overall responsibility for Substance Misuse and commissioning in Lancashire is the responsibility of Lancashire Public Health.

Alcohol

Fylde CSP has Alcohol misuse as a priority area. However, Public Health have now developed a strategy which will subsequently address most of the concerns especially amongst young people who tend to 'experiment' with alcohol.

The Action Plan for Fylde is constantly reviewed and updated to address the issues which directly concern the people of Fylde. Resources will be aimed at the Health, Wellbeing and Safety of all age groups within Fylde.

Alcohol related crime increased by 22.8% or 100 crimes during the past year.

Local group meetings are attended by Fylde Council Community Safety, FBC Licensing, Lancashire Constabulary, Lancashire Fire and Rescue, NHS North Lancs. Public Health, CRS, Young Addaction, Help Direct, Lancashire Young Peoples Services and other service providers.

6.3 Fire Safety

Lancashire Fire and Rescue report that Fylde remains an area which is not a cause for concern.

Community Fire Safety Practitioners provide a programme of education and awareness to the community and there continue to be fire awareness sessions such as the ESCAYPS course which accepts young person referrals who receive a 5 week structured programme of fire awareness education.

Arson offences for April 2016 to March 2017 showed a 26.7% reduction on the previous year and numbers are very low at 11

The Fire service continue to provide Home Fire Safety Checks for the vulnerable.

6.4 Cumbria & Lancashire Community Rehabilitation Company and National Probation Service

The National Probation Service was set up on 1 June 2014, and is a statutory criminal justice service that supervises high-risk offenders released into the community. Nationally, NPS work in partnership with 21 community rehabilitation companies (CRCs) that manage low and medium risk offenders. They also work in partnership with the courts, police, and community safety partnerships and with private and voluntary sector partners in order to manage offenders safely and effectively.

Together, the NPS and the CRCs have replaced the former 35 probation trusts and they are responsible for:

- Preparing pre-sentence reports for courts, to help them select the most appropriate sentence
- Managing approved premises for offenders with a residence requirement on their sentence
- Assessing offenders in prison to prepare them for release on license to the community, when they will come under our supervision
- Helping all offenders serving sentences in the community to meet the requirements ordered by the courts
- Communicating with and prioritising the wellbeing of victims of serious sexual and violent offences,

- When the offender has received a prison sentence of 12 months or more, or is detained as a mental health patient.
- The new Rehabilitation Activity Requirement (RAP) Orders are popular with the courts as they can give the service user a prescribed number of activity days and guidance by the National Probation Service.

Additionally, and working within the CRC's, are 'Community Payback' who provide supervised unpaid work across the Fylde. There is currently a local agreement to provide two full days work per month on a programme of nominated projects.

6.5 Police and Crime Commissioner

Although the office of PCC is a non-statutory partner, the PCC has been keen to continue involvement with the CSP's and sends a representative to CSP meetings.

The PCC holds regular meetings with Council representatives on the Police and Crime Panel. The Police Reform and Social Responsibility Act put in place a flexible framework for partnership working between the PCC and community safety partners. Whilst having regard to cross border and national issues, PCC's work effectively with other local leaders to prioritise resources to suit local needs and priorities.

The PCC has responsibility for:

- Appointing the Chief Constable and holding them to account for the running of their force
- Setting out a 5 year Police and Crime Plan(in consultation with the Chief Constable)
Determining local policing priorities. Setting the annual local precept and annual force precept and annual force budget
- Making community safety grants to other organisations aside from the Chief Constable (including, but not limited to Community Safety Partnerships)
- The PCC'S Community Action Fund. Fylde has directly benefited from this fund.

The PCC has a budget which currently includes the policing grant from the Home Office, various other grants include the Drugs Interventions Programme funding and funds raised through the local authority precepts in the Lancashire force area.

PCCs are not a 'responsible authority' on Community Safety Partnerships, however, they are an influential and valued partner. There is a reciprocal duty for PCCs and responsible authorities to cooperate with each other and have regard to each other's priorities for the purposes of reducing crime and disorder, including ASB, reducing reoffending and reducing substance misuse. PCCs are also able to require a report from a CSP where they are not content that a CSP is not carrying out their duties effectively and efficiently.

Following the re-election of the Police and Crime Commissioner, the grant to the CSP for 2017/18 will continue in the sum of £10,000

7. Emerging Issues

During 2016, ongoing statutory responsibilities are placed on local authorities and the responsible authorities in regard to Modern Day Slavery and Human Trafficking and the Prevent Strategy of the Counter Terrorism Act 2015. The vast majority of Fylde Council staff and members, have received Counter Terrorism awareness training along with several community groups who have been made aware of these issues and threats to our overall safety and vulnerabilities. There is now a County wide Strategic Hate Crime Group a Lancashire wide ASB delivery group and a Prevent Delivery Partnership Group.

8. Risk Assessment

Strategic decision making in regard to Community Safety is the responsibility of the Lancashire and Unitary Chief Executives and the landscape of how all partners and agencies work together is continually under review. Blackpool Wyre and Fylde constantly work together as a strategic group within West Division. This doesn't have an impact on the local Community Safety Partnerships who have neither merged nor disbanded as they deliver locally led initiatives to address local problems.

Local CSPs are regarded as 'delivery' groups and concentrate on local issues for local people. Much of this work is actioned through the monthly held 'Tactical, Tasking and Co-ordinating' group.

Despite several changes in personnel and officer attendance during the year by partner agencies, it is evident that they are still committed to the Community Safety Partnership. There are a number of new partnerships formed which have continued to make a significant contribution towards overall community safety within the District. Success with these new partnerships has included the partnership with Wyre Council to control and manage 15 of our CCTV cameras. A tremendous amount of excellent work has been undertaken with the Fylde Foodbank; the Wyre and Fylde Disability Partnership; Neighbourhood Watch and Dementia Friends.

9. Conclusion

Despite increases in both crime and anti-social behaviour, Fylde Community Safety Partnership is a successful and strong partnership which supports partnership working in minimising how crime and disorder impacts on the community.

FURTHER INFORMATION AVAILABLE FROM : Bryan Ward, Community Safety Officer (65)8467

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	11
FLY TIPPING PROSECUTION			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The information provided are details of a successful fly tipping prosecution that was heard on Monday 5th June 2017. This was the result of an extensive investigation by all three officers of the Environmental Protection team. The fly tipping took place during May and June 2016 and represents one of the worst incidents that has taken place within the Borough in recent years.

SOURCE OF INFORMATION

Director of Resources (Environmental Protection Department)

INFORMATION

Attached

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

To make the committee aware of a successful fly tipping prosecution outcome

FURTHER INFORMATION

Contact Philip Dent 8604 phil.dent@fylde.gov.uk

INFORMATION NOTE

Fly Tipping Prosecution

1. During May and June 2016 a number of fly tipping incidents were report to Fylde Council.
2. Three separate deposits were reported. These were at Meagles Lane, Elswick; Bradshaw Lane, Weeton and Annas Road, Westby. The material deposited can be seen in the photographs below.





3. Documentation was found within the waste that had originated from an address in Blackpool
4. The householder was interviewed under caution and informed officers that two men had approached him stating that they would remove waste from his property that could be seen on the driveway. The householder was able to identify one of the perpetrators as Hamid Mechnan.
5. After extensive investigation and data sharing between Blackpool Council, Hamid Mechnan was located and interviewed under caution by officers but replied no comment to each question.
6. After a number of adjournments the case was heard on Monday 5th June 2017
7. The Bench found Hamid Mechnan guilty as follows:
 - Depositing controlled waste or knowingly caused controlled waste to be deposited on land at Anna's Road, Lytham St Annes contrary to section 33(1)(a) of the Environmental Act 1990.
 - Depositing controlled waste or knowingly caused controlled waste to be deposited on land at Bradshaw Lane, Weeton, contrary to section 33(1)(a) of the Environmental Act 1990.
 - Depositing controlled waste or knowingly caused controlled waste to be deposited on land at Meagles Lane, Elswick, contrary to section 33(1)(a) of the Environmental Act 1990.
 - Failed his duty in respects of the making and retention of documents and the furnishing of documents copies of documents in the form of waste transfer notes relating to the disposal of controlled waste Contrary to Section 34(6) of the Environmental Protection Act 1990
8. For each offence he is sentenced to 12 weeks custody which will run concurrent therefore this is 12 weeks. For the no records offence he is sentenced to 4 weeks custody. This is suspended for 12 months with 200 hours of unpaid work to be completed in 12 months and by 04.06.18

Compensation to the Council of £1,437.00

Prosecution Costs of £2,600.00

Victim Surcharge of £115.00

Total: £4,152.00

To pay £40 per week and a Collection Order made

9. Evidence has been obtained against the other man working with Hamid Mechnan and it is hopeful that a case can be built against him.

FURTHER INFORMATION AVAILABLE FROM

Contact Philip Dent 8604 phil.dent@fylde.gov.uk

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	12
YEAR END PERFORMANCE EXCEPTION 2016/17			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

The report provides details of the key performance outcomes for the financial year end 2016/17. Performance is reported against the targets set for the year and commentary is provided by performance exception.

SOURCE OF INFORMATION

Environment, Health & Housing team input data into the InPhase corporate online system from service based performance data.

LINK TO INFORMATION

www.fylde.gov.uk/performance - Full Corporate Performance for Fylde Council

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The performance information is relevant to the committee terms of reference and the responsibility of the committee to monitor performance of the services within its remit.

FURTHER INFORMATION

Contact Alex Scrivens, Performance & Improvement Manager.

**Yearend Commentary by Performance Exception for the
Environment, Health & Housing Committee**

******* PERFORMANCE ABOVE TARGET *******

Commentary is provided to explain why progress has exceeded target, with details of how this will be maintained.

PM104 Total cases homelessness prevented, able to remain in own home was 31, target is 24.

The Housing Service works to prevent homelessness and during 16/17 we have seen an increase in housing advice cases approaching us prior to them become homeless. This is reflected in PM29a that records an increase in total housing advice cases approaching us in 2016/17.

PM108 % of the total DFG Budget committed was 104, target is 22.5.

22.5% is quarterly target. Annual target is 90% of grant. Performance at 104% of grant spent as figure recording against is DFG Grant Allocation for 2016/17 and does not include slippage from 15/16, income from Progress Housing Association and grant repayments.

PM109 Percentage of food hygiene interventions completed (Category A to D) was 100, target is 90.

The team's resource is allocated as necessary to enable a risk based approach towards tackling non-compliance. Performance is constantly monitored to track potential short falls with the view to completion of all necessary interventions by the end of the Councils financial year.

PM29a: Total number of housing advice cases was 355, target is 280.

Please refer to commentary for PM104.

******* PERFORMANCE BELOW TARGET *******

Commentary is provided to explain why performance is currently not on target, with details of any corrective action.






PM28: Number of households living in temporary accommodation at the end of the quarter was 18, target is 12.

The Homelessness and Housing Advice Service has seen an increase in households approaching us for homelessness and housing advice which has resulted in an increase in the use of temporary accommodation. There are 10 units of temporary accommodation available in Fylde which have been fully occupied in 2016/17, therefore the service has had to seek alternatives such as B&B.

PM99: Number households received financial assistance from the council to prevent repossession was 32, target is 36.

The cumulative total of households receiving financial assistance over the years's 4 quarters is 32.

PERFORMANCE KEY ICON STATUS

	Over Performance – the indicator is over performing against target
	On Track – the indicator is performing within tolerance of target.
	Cautionary Under Performance – the indicator is moderately under performing. Whilst the indicator has slipped from target it maybe a minor blip overall or minor action will remedy it.
	Under Performance – the indicator is under performing against target.
	Missing Data – the indicator is missing data, this could be due to lag in data in the way the information is collated, or because its currently unavailable.
N/A	Not Applicable – no comparable data available. This could be due to the methodology being change or being a new measure created.

Environment, Health and Housing

Local Key Performance Indicators	Frequency	Good Performance Is	APR 2015 MAR 2016	APR 2016 MAR 2017	Yearend Target	Performance Status
PM104 Total cases homelessness prevented, able to remain in own home	Quarterly	Bigger is Better	N/A	31	24	
PM105 Total cases homelessness prevented, assisted to obtain alternative accommodation	Quarterly	Bigger is Better	N/A	31	28	
PM106 Homelessness relieved (decision made assisted to find accommodation)	Quarterly	Bigger is Better	N/A	4	4	
PM108 % of the total DFG Budget committed	Quarterly	Bigger is Better	N/A	104	22.5	
PM109 Percentage of food hygiene interventions completed (Category A to D)	Quarterly	Bigger is Better	N/A	100	90	
PM25: % of premises scoring 3 or higher on the food hygiene rating scheme	Quarterly	Bigger is Better	89	76	75	
PM28: Number of households living in temporary accommodation at the end of the quarter	Quarterly	Smaller is Better	10	18	12	
PM29a: Total number of housing advice cases	Quarterly	Bigger is Better	N/A	355	280	
PM29c Total number of homeless presentations	Quarterly	Bigger is Better	N/A	84	80	
PM70: % of Licensing Act 2003 certificates issued within 3 working days of statutory time scale (Q)	Annual	Bigger is Better	100	100	100	
PM71c: Total % of hackney carriage/private hire vehicle & driver licenses issued within 3 days	Annual	Bigger is Better	100	100	100	
PM72: Percentage of statutory EPA Permitted process inspections completed (quarterly)	Annual	Bigger is Better	100	100	100	
PM73: Percentage of high risk "A" rated health and safety premise inspections completed (quarterly)	Annual	Bigger is Better	100	100	100	
PM97a: The length of time for applicants on the waiting list for a Disabled facility grant (weeks)	Quarterly	Smaller is Better	52	0	0	
PM99: Number households received financial assistance from the council to prevent repossession	Quarterly	Bigger is Better	2	32	36	

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	20 JUNE 2017	13
CAPITAL PROGRAMME MONITORING REPORT 2016/17 – OUTTURN POSITION 31st MARCH 2017			

PUBLIC ITEM

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

SUMMARY OF INFORMATION

This report sets out details of expenditure on schemes within the Council's approved capital programme for the financial year 2016/17.

SOURCE OF INFORMATION

The report is based upon information on capital programme expenditure on a scheme by scheme basis extracted from the Council's financial ledger system for the period to 31st March 2017.

LINK TO INFORMATION

<http://www.fylde.gov.uk/council/finance/budget-monitoring/2016-17/capital/capital/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The purpose of this report is to provide an update of the Council's approved Capital Programme as at the financial year-end, 31st March 2017. The Committee is directed to take particular note of those schemes which are under the Committee's remit.




Further information on the financial outturn position for 2016/17 will be contained within the MTFs Outturn Report to the Finance and Democracy Committee in June 2017.








FURTHER INFORMATION

Contact Paul O'Donoghue (Chief Financial Officer)








e-mail: paul.o'donoghue@fylde.gov.uk Tel: 01253 658566

CAPITAL OUTTURN 2016/17

KEY:  SCHEME DELIVERED TO BUDGET DURING THE YEAR
 SCHEME UNDERSPENT AGAINST BUDGET
 SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
<u>TOURISM & LEISURE COMMITTEE</u>								
Promenade Footways	No external finance - funded by borrowing/general asset disposal receipts	47	47	0	On target		0	The works have been completed within the approved budget during the year.
Hope Street Footways	Capital Investment Reserve	24	24	0	On target		0	The works have been completed within the approved budget during the year.
Lowther Pavilion Roof	Capital Investment Reserve	118	118	0	On target		0	The scheme has been completed within the approved budget during the year.
Sand Dunes re-modelling at North Beach Car Park / Summerfields	Capital Investment Reserve	17	17	0	On target		0	The scheme has been completed within the approved budget during the year.
Freckleton Memorial Park	Capital Investment Reserve / S106 Monies / External grants and contributions	172	172	0	On target		0	The scheme has been completed within the approved budget during the year.
Improvements to Children's Play Area - Derby Road, Wesham	S106 Developer Contributions	24	24	0	On target		0	The scheme has been completed within the approved budget during the year.
Implementation of a Health Walk on Blackpool Road North Playing Fields, St Annes	External Grant	12	12	0	On target		0	The scheme has been completed within the approved budget during the year.
Sub total		414	414	0			0	





KEY:	 SCHEME DELIVERED TO BUDGET DURING THE YEAR  SCHEME UNDERSPENT AGAINST BUDGET  SCHEME OVERSPENT AGAINST BUDGET
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APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
OPERATIONAL MANAGEMENT COMMITTEE								
Replacement Vehicles	Capital Investment Reserve / Borrowing	407	369	38	Underspent		38	Operational vehicles, of a bespoke specification, were not delivered to the Council by the year-end. Slippage is requested in this regard and the vehicles are now expected to be received in the early part of the financial year 2017/18.
Vehicle Wash-down Facility - Snowdon Rd Depot	Capital Investment Reserve	25	23	2	Underspent		0	The scheme has been completed with a minor underspend in 2016/17.
North Promenade Toilets Refurbishment	Capital Investment Reserve	84	84	0	On target		0	The scheme has been completed within the approved budget during the year.
Bus Shelter Replacement Programme	Capital Investment Reserve	50	51	-1	Overspent		0	The scheme has been completed with a minor overspend in 2016/17.
Car Park Improvements	No external finance - funded by borrowing/general asset disposal receipts	30	29	1	Underspent		0	The scheme has been completed with a minor underspend in 2016/17.
Fylde Headlands Preliminary Work	Specific Government Grant (Environment Agency)	133	125	8	Underspent		8	Preliminary design work has now been completed and a Marine Management Organisation licence application submitted. A planning application has also been submitted and approved. Slippage is requested in respect of the remaining elements of the preliminary works.
Repair & Renewal - Flood Defences	Specific Government Grant (Environment Agency)	33	6	27	Underspent		0	The scheme has been completed within budget in 2016/17. The underspend is a consequence of limited eligibility by Fylde residents for grants under the scheme regulations.
Sub total		762	687	75			46	



KEY:	 SCHEME DELIVERED TO BUDGET DURING THE YEAR  SCHEME UNDERSPENT AGAINST BUDGET  SCHEME OVERSPENT AGAINST BUDGET
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APPROVED SCHEMES	Financing Source	Latest Budget 2016/17	Actual Outturn 2016/17	Variance	Variance	See key	Slippage Requested	Comments
		£000	£000	£000			£000	
ENVIRONMENT, HEALTH & HOUSING COMMITTEE								
Disabled Facilities Grants Programme	Specific Grant (Better Care Fund) / External Contributions / Grant repayments	938	708	230	Underspent	▲	230	This budget has seen a significant increase in central government funding during 2016/17 and a further contribution of £40k from Progress Housing which was received late in 2016/17 which has now also dealt with the backlog / waiting list for disabled facility works. The slippage of £230k reflects the residual balance from 2016/17. An annual monitoring report on DFG's is due to be considered by the Environment, Health and Housing Committee at its next meeting.
93 St Albans Road - Compulsory Purchase Order	S106 Developer Contributions	105	6	99	Underspent	▲	99	Although the Compulsory Purchase Order (CPO) of this property had been completed by the end of the 2016/17 financial year, the claim for compensation by the former owner of the property had not been finalised at that time. Consequently slippage is requested to provide funding for the compensation payment during 2017/18.
Affordable Housing Scheme Sunnybank Mill, Kirkham	S106 Developer Contributions	460	0	460	Underspent	▲	460	Council has agreed to use Section 106 funding to part fund the Sunnybank Mill project in order to deliver affordable homes and to regenerate this derelict brownfield site. Planning permission has only recently been granted and the payments have been agreed in two phases, 50% on commencement and 50% on completion. Slippage into 2017/18 is requested due to the delay in delivery of the scheme.
Affordable Warmth Scheme	Specific Grant (Lancashire County Council)	28	10	18	Underspent	▲	18	This funding was received from Lancashire County Council late in the financial year and consequently it has not been possible to commit the full amount (£28,000) during 2016/17. Slippage into 2017/18 is requested in respect of the residual amount.
New memorial garden - Lytham Park Cemetery	Capital Investment Reserve	33	33	0	On target	😊	0	The scheme has been completed to budget during 2016/17.
Sub total		1,564	757	807			807	

KEY:	 SCHEME DELIVERED TO BUDGET DURING THE YEAR  SCHEME UNDERSPENT AGAINST BUDGET  SCHEME OVERSPENT AGAINST BUDGET
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APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
PLANNING COMMITTEE								
Woodlands Road Regeneration Scheme - Town Centre Phase 3	Capital Investment Reserve / S106 Developer Contributions	19	13	6	Underspent		6	The scheme is almost complete. Slippage is requested for £6k in 2017/18 for the remaining works and the final account is expected to be finalised early in the financial year 2017/18 within budget.
St Annes Regeneration Schemes	S106 Developer Contributions	37	39	-2	Overspent		0	The scheme has been completed with a minor overspend in 2016/17. The additional £2k of expenditure has been funded by a contribution from St Annes Town Council.
Kirkham Public Realm Improvements	S106 Developer Contributions	90	69	21	Underspent		21	The scheme is almost complete. Slippage is requested for £21k into 2017/18 for the remaining works and the final account is expected to be finalised early in the financial year 2017/18 within budget.
M55 Link Road - design works	S106 Developer Contributions	425	288	137	Underspent		137	A report was approved by Council on 4th July 2016 for a £425k fully funded addition to the capital programme in 2016/17 to be met from a S106 developer contribution to fund the detailed technical design of the proposed link road. This work is progressing and payment is being made in stages as work is completed rather than as an upfront payment. Accordingly payments will be spread across two financial years and slippage into 2017/18 in the sum of £137k is now requested.
Sub total		571	409	162			164	

KEY:  SCHEME DELIVERED TO BUDGET DURING THE YEAR
 SCHEME UNDERSPENT AGAINST BUDGET
 SCHEME OVERSPENT AGAINST BUDGET

APPROVED SCHEMES	Financing Source	Latest Budget 2016/17 £000	Actual Outturn 2016/17 £000	Variance £000	Variance	See key	Slippage Requested £000	Comments
FINANCE & DEMOCRACY COMMITTEE								
Accommodation Project - Phase 3, 4 & 5 - East Wing Inc. Lift, Chaseley Link Bridge and One Stop Shop	Proceeds from the sale of surplus Council Assets, and the Accommodation Project Reserve	803	803	0	On target		0	Significant progress has been made during 2016/17 towards delivery of the Accommodation Project. Phases 3, 4 and 5 were completed in November 2016 and the new 'One-Stop-Shop' and call centre are now operational. Work commenced on the remaining phases of the scheme in late 2016 with completion expected during mid-2017. Regular update reports on the project will continue to be provided to Members. Slippage is requested as result of changes to the timings of the works relating to elements of both Phases 6 & 7 of the project.
Accommodation Project - Phase 6 - Council Chamber		838	473	365	On target		365	
Accommodation Project - Phase 7 - Internal Refurb / Services								
Sub total		1,641	1,276	365			365	
Total Expenditure		4,952	3,543	1,409			1,382	