



# Agenda

## Environment, Health and Housing Committee

|                    |  |
|--------------------|--|
| Date:              | Tuesday, 5 January 2021 at 6:30 pm   |
| Venue:             | Remote meeting via Zoom  |
| Committee members: | <p>Councillor Tommy Threlfall (Chairman)<br/>Councillor Jayne Nixon (Vice-Chairman)</p> <p>Councillors Ben Aitken, Frank Andrews, Paula Brearley, Noreen Griffiths, Peter Hardy, Will Harris, Karen Henshaw JP, Roger Lloyd, Michelle Morris, Bobby Rigby.</p> |

**Please Note:** This meeting is being held remotely via Zoom. To access the meeting please click on the link below.

Join Zoom Meeting <https://us02web.zoom.us/j/88095112769?pwd=SXNUbUoraG16VVcveS9rQlZld2RjZz09>

Meeting ID: 880 9511 2769

Passcode: 942828

### Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

|   | PROCEDURAL ITEMS:   | PAGE  |
|---|---|-------|
| 1 | <b>Declarations of Interest:</b><br>Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided. | 1     |
| 2 | <b>Confirmation of Minutes:</b><br>To confirm the minutes, as previously circulated, of the meeting held on <a href="#">3 November 2020</a> as a correct record.  | 1     |
| 3 | <b>Substitute Members:</b><br>Details of any substitute members notified in accordance with council procedure rule 23(c).   | 1     |
|   | DECISION ITEMS:   |       |
| 4 | Update Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025   | 3-26  |
| 5 | Review of Flood Risk/Surface Water Management in Fylde  | 27-29 |
| 6 | Supporting Vulnerable People (COVID-19)   | 30-39 |

|           |   |              |
|-----------|---|--------------|
| <b>7</b>  | <b>Town Centre CCTV, Mobile Vehicle Replacement and Request from Town and Parish Councils for CCTV</b>                        | <b>40-42</b> |
| <b>8</b>  | <b>Budget Setting – Fees and Charges 2021/22</b>  | <b>43-57</b> |
|           | <b>INFORMATION ITEMS:</b>   |              |
| <b>9</b>  | <b>Budget Setting – Revenue Budget 2021/22 – First Draft</b>  | <b>58</b>    |
| <b>10</b> | <b>Disabled Facilities Grant and Private Sector Assistance Policy Update 2019/20 and Current Position up to QTR 2 2020/21</b> | <b>59-63</b> |
| <b>11</b> | <b>Community Safety Partnership Update</b>  | <b>64-68</b> |

Contact: Katharine McDonnell - Telephone: (01253) 658423 – Email: [democracy@fylde.gov.uk](mailto: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   | ENVIRONMENT, HEALTH AND HOUSING | 5 JANUARY 2021 | 4       |
| <b>UPDATE FYLDE COUNCIL HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025</b> |                                 |                |         |

### PUBLIC ITEM

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

### SUMMARY

Environmental Health and Housing Committee on the 7<sup>th</sup> January 2020 approved Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025. The Strategy covers; an overview of homelessness legislation since 1977 to present day, a picture of homelessness in the borough and achievements under the 2013-18 Homeless Strategy.

This report provides an update on the operation of the homelessness and housing advice service at Fylde, progress towards meeting priorities in Fylde's Homelessness and Rough Sleeping Strategy 2020-2025 and recommends proposals for re-allocated of funding detailed within this report from the Flexible Homelessness Support Grant (FHSG) and Homeless Reduction Act; new burdens funding (HRA) to meet service priorities.

Grants to support homelessness and housing advice service provision by local authorities are received direct from Government and new grants are announced to tackle national pressures.

**The Flexible Homelessness Support Grant (FHSG)** is a new source of funding announced by Government in 2017. The grant is paid direct to local authorities and is designed to transform the way councils fund homelessness services to give them greater flexibility to prioritise the prevention of homelessness.

**Homelessness Reduction Act: new burdens funding (HRA)** was announced by Government on the October 2017 and is paid direct to local authorities. The funding is an additional national funding to support all housing authorities in implementing and managing the new processes and systems required to meet data requirements of the Homelessness Reduction Act.

In December 2018 Fylde Council, working jointly with Lancaster and Wyre councils applied for and was awarded **Rapid Re-housing** funding to support the MHCLG Rough Sleeping Strategy 2018 to 2027. This funding has enabled a Rapid Rehousing Officer to be employed to undertake support for clients presenting with multiple complex support needs who are at risk of and rough sleeping. This post is funded till March 2022.

In October 2020 Fylde Council, working jointly with Wyre council applied for and was awarded **Next Steps** grant funding to help vulnerable accommodated as part of the Covid 19 emergency response. This funding secures financial assistance for additional temporary accommodation provision, financial support to secure and establish move on accommodation for clients and funds a Customer Services Housing Specialist role to deal with lower level housing enquiries immediately and expand on information provided by clients, to support Housing Officers. This post is currently funded to March 2021.

This report recommends the FHSG and HRA funding for 2019/20 be re-allocated and funding for 2020/21 be

allocated to; continue the funding of the Rapid Rehousing Officer post from 2022 to 2026 in line with MHCLG Rough Sleeping Strategy to 2027; be used to fund the Customer Services Housing Specialist Role for 12 months from the 1<sup>st</sup> April 2021; with the remainder to be used to continue to support clients facing homelessness.

## RECOMMENDATIONS

### Committee are requested to:

1. Note the contents of the report that provides an update on the operation of the homelessness and housing advice service at Fylde and progress towards meeting Fylde's Homelessness and Rough Sleeping Strategy 2020-2025. The report also recommends proposals for re-allocated of funding to projects from the Flexible Homelessness Support Grant (FHSG) and Homeless Reduction Act; new burdens funding (HRA).
2. Approve fully funded revenue budget increases in the sums of £26,274 in 2022/23, £27,524 in 2023/24, £28,058 in 2024/25 and £28,604 in 2025/26 to continue the Rapid Rehousing Officer project to be met from a revision to the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and in addition to this, funding received for 2020/21 of £69,421 under the FHSG and HRA. Totalling £140,343;
3. Approve a fully funded revenue budget increase in the sum of £13,201 in 2021/22 to continue the Customer Services Housing Specialist role within Customer Services for a further 12 months from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 to be met from the remaining FHSG and HRA funding for 2020/21; and
4. Approve a fully funded budget increase for 2021/22 for the housing services team such that the remainder of the funding in the sum of £16,682 from the FHSG and HRA funding may be used to support the work of the housing service to provide continued support for clients facing homelessness in 2021/22.

## SUMMARY OF PREVIOUS DECISIONS

[Policies on the Procurement and Allocation of Temporary Accommodation 23/02/2016](#)

[Lancashire Single Homelessness Initiative evaluation 06/09/2016](#)

[Fylde Coast Homeless Prevention Trailblazer 14/03/17](#)

[Homeless Reduction Act 2018](#)

[Fylde Coast Homelessness Trailblazer Evaluation 05/06/18](#)

[Final update on Fylde Homelessness Strategy 2013-18 06/11/2018](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015 draft for consultation 03/09/2019](#)

[Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 07/01/2020](#)

[Final Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 07/01/2020](#)

[MHCLG Next Steps Funding to support homeless households 19/10/2020](#)

## CORPORATE PRIORITIES

|  |   |
|--|---|
| Economy – To create a vibrant and healthy economy        |   |
| Environment – To deliver services customers expect       | √ |
| Efficiency – By spending money in the most efficient way |   |
| Tourism – To create a great place to live and visit      |   |

## Fylde Council Homelessness and Rough Sleeping 2020-2025

1. Environmental Health and Housing Committee on the 7<sup>th</sup> January 2020 approved Fylde Council's Homelessness and Rough Sleeping Strategy 2020-2025. The Strategy covers; an overview of homelessness legislation since 1977 to present day, a picture of homelessness in the borough and achievements under the 2013-18 Homeless Strategy.
2. Our vision is to work to prevent and relieve homelessness in Fylde and provide homelessness services with our partners that are accessible, professional and make a difference. We will work to ensure all our clients facing homelessness have:
  - a. Access to expertise needed to enable clients to engage with a range services that will support them to resolve their housing situation and improve their health and well-being.
  - b. The confidence to access and maintain a tenancy with the skills required to ensure their home is affordable, settled and if they are facing difficulties know who to approach for help.
3. The Strategy has three strategic aims for Fylde Housing Services in order to achieve this vision and Appendix 2 contains an action plan that comments on how we will deliver these aims. Then action plan has been developed in partnership with Fylde Homeless Partnership group.
  - a. Priority One – Developing a service that is focussed on preventing homelessness
  - b. Priority two – Developing a service that is focussed on relieving homelessness
  - c. Priority three – Partnership working to achieve our vision and values
4. **The Homeless Reduction Act 2018** fundamentally changed the way local authorities support homeless people in their areas. The Act was enacted from April 2019 and **prevention and relief statutory duties** are available to any household vulnerable to homelessness in 56 rather than 28 days. This broader definition of homelessness beyond priority need groups means that local authorities are able to support households that are currently considered the hidden homeless and will provide greater assistance to single person households not in a priority need category.
5. Table 1 below details the statutory homeless duties placed on local authorities.

Table 1: Statutory Homeless Duties placed on local authorities

|                              |   |
|------------------------------|---|
| Duty to prevent homelessness | The <b>PREVENTION DUTY</b> applies when a local authority is satisfied that an applicant is threatened with homelessness and eligible for assistance. There is a duty to assess and prepare a Personalised Housing Plan that informs all actions to be undertaken by the applicant and the local authority to prevent homelessness. This duty last for 56 days.   |
| Duty to relieve homelessness | The <b>RELIEF DUTY</b> applies when a local authority is satisfied that an applicant is homeless and eligible for assistance. There is a duty to assess and prepare a Personalised Housing Plan that informs all actions to be undertaken by the applicant and the local authority to prevent homelessness. Where there is reason to believe that an applicant is homeless, eligible and in priority need, the local authority will have an interim accommodation duty to ensure the applicant has somewhere to live pending enquiries. This duty lasts for 56 days and if an applicant has not been assisted into accommodation during this period, the Main Housing Duty is provided. |
| Main housing duty            | Where the duty to relieve homelessness has ended, the local authority is subject to an ongoing <b>MAIN HOUSING DUTY</b> to secure that accommodation is available to an applicant who is; eligible for assistance, in priority need, and, intentionally homeless.   |

## Overview of the Homeless Service

6. Appendix 1 provides a diagrammatic overview of the operation of Homelessness and Housing Advice Services within Fylde since the introduction of the HRA in 2019.
7. During 20/21 the service expects to see by the end of the year, similar number of enquiries for homelessness and housing advice as in previous years at around 800 enquiries. The service also receives 'Duty to refer' referrals from Statutory Agencies, such as the Police, Social Services and Department of Work and Pensions (DWP). In 2019/20 we received 93 referrals, however at the end of quarter 2 2020/21 this figure has fallen to 29. This drop could be as a result of the Covid 19 pandemic where formal duty to refers were not made, but contact was made direct via email or telephone due to the immediate nature of support required.
8. The number of households to whom a **PREVENTION DUTY** is owed has decreased significantly to 24 at the end of Quarter 2 2020/21. During 2019/20 the service accepted a prevention duty towards 98 households. This drop is directly due to measures introduced by MHCLG for renters affected by coronavirus to prevent tenants being evicted from private sector and social rented accommodation. The Law was changed initially during the first lock down to ensure Section 21 notice periods were extended from 2 months to 4 months and in September 2020 the notice period was extended to six months. Exceptions still apply where tenants have demonstrated anti-social behaviour.
9. The service is still operating as normal regarding, households to whom we owe a **RELIEF DUTY**, which at the end of quarter 2 2020/21 was at 50 households, however of those, 24 have been assisted into new accommodation. During 2019/20 the service accepted a relief duty towards 127 households.
10. **MAIN DUTY** acceptances have increased during 2020/21 to 10 at the end of Quarter 2. The ability of the service to secure accommodation for households during the prevention and relief stages has been hindered due to the lack of available move on accommodation during the Coronavirus pandemic both within the social and private sectors. In 2018/19 main duty acceptances was 30 and this fell to 9 in 2019/20 following the introduction of the HRA.
11. Clients support needs are identified during the homeless assessment and support is put in place throughout the prevention and relief stages via a personal housing plan. Approximately 75% of clients who are approaching the service with identified support needs present sent with multiple support needs. This includes clients: aged between 18-25; classed as old age; served in armed forces; learning disability; at risk of or experienced sexual and domestic abuse; history of rough sleeping and repeat homelessness; alcohol and drug dependency; offending history; physical ill health or disability; and a history of mental health.
12. Since the autumn of 2010, all local authorities have been required to submit an annual snapshot figure to MHCLG to indicate the number of **PEOPLE SLEEPING ROUGH** in their area on a typical night between 1<sup>st</sup> October and 30<sup>th</sup> November. In Fylde the 2020 count was conducted on the 19<sup>th</sup> November and was an evidence-based estimate using evidence from different partner agencies. The last two years the service has seen the highest numbers of rough sleepers dating back to 2014, in 2019 we reported 7 and in 2020 we have reported 6.
13. At the beginning of the Covid 19 lockdown period homeless households were identified as a specific category by Government and there was a requirement for statutory services to work together to identify households at risk of homelessness, current homeless households and rough sleepers to provide additional support across all services to work together to manage Covid 19 cases. Services included the NHS, local authorities, Police, adult social care, probation, mental health, family support and drug/alcohol services.

14. Initially there was a requirement to get all rough sleepers off the streets by the weekend of 28/29 March. In Fylde we have done this for 7 clients at risk of or rough sleeping by providing B&B accommodation and sourcing supported accommodation.
15. Of the 6 rough sleepers reported in November 2020/21, 5 have a local connection to neighboring boroughs. The Housing Service has been working with the authorities to ensure support and accommodation has been offered. Two rough sleepers have been identified as having accommodation in Blackpool and are therefore not homeless.

### **Covid 19 – Fylde Homeless Response Cell**

16. On the 26 March 2020 the Ministry of Housing Communities and Local Government (MHCLG) wrote to local authorities outlining a joint responsibility to safeguard as many homeless people as possible from COVID-19. MHCLG outlined a strategy based on NHS medical guidance and support which aims to reduce the impact of COVID-19 on people facing homelessness and ultimately prevent deaths during this public health emergency.
17. The guidance also suggested that all partners need to be involved in a coordinated and planned way including; Local Authority – for leading on securing and funding accommodation, Local Authority public health including commissioned drug and alcohol treatment services, social care and support; NHS –for commissioning and provision of primary care, community services, urgent and emergency care, hospital discharge and mental health; Voluntary Sector for providing shelters, hostels, outreach support and food banks. It stated that this multi-agency response should be organised and coordinated through local response cell and via emergency response arrangements, specifically with Local Resilience Forums (LRF).
18. Within the Fylde Coast a Homeless Response Cell was set up in March 2020. During the first lockdown daily Fylde Coast Homeless Response Cell strategic meetings were held to discuss homeless clients within the service across Fylde, Blackpool and Wyre local authorities, develop an action plan the Covid care and protect accommodation, develop referral pathways in and out from homeless accommodation, hospital and prison discharges.
19. This group continues to meet weekly to discuss strategic issues across statutory and voluntary agencies to manage support for clients who have approached the local authorities as homeless, during the current Covid 19 pandemic. Progress of the local Homeless Response Cells report regularly to a Lancashire wide Homeless Response Cell Sub Group meeting chaired by Public Health. The purpose is to identify emerging strategic issues or barriers in relation to the support for homeless households at a local level, if these are duplicated within other local authorities and need to be tackled at a Lancashire wide level.

### **Fylde Council Homelessness and Rough Sleeping Strategy 2020-2025 Action Plan update**

20. Appendix 2 contains an update of progress towards the action plan in place to take forward Fylde Council Homelessness and Rough Sleeping Strategy as of December 2020. The service is making good progress towards the actions identified around priorities one and two of the Strategy, focused on actions the service has in place to prevent and relieve homelessness.
21. As a result of the Covid 19 pandemic progress towards priority three, partnership working to achieve our vision and values, has been superseded by a change in working practices as a result of Covid 19. An action to regularly run the Fylde Homeless Forum and Fylde Homeless Partnership meetings that brings all partners together to work across Fylde to support clients experiencing homelessness, has been replaced by the Covid 19 Fylde Coast Homeless Cell. It is expected when working arrangements return to normality the service can focus attention on taking forward the actions identified in priority 3.
22. Duty to refer from Statutory Agencies and Commitment to refer from voluntary agencies and Registered Providers arrangements are in place, where they working with clients facing homelessness.

23. All clients when they approach the service are supported to develop a personal housing plan to identify actions that both the client and the housing service need to undertake to secure suitable accommodation and maintain that tenancy. This support will include identifying support needs and making arrangements to have this support in place, tenancy training on managing and maintaining a tenancy, support to register with and bid for accommodation with MyHomeChoice, referrals into supported accommodation where this is appropriate, support to access funding to establish the tenancy with rent bond and rent in advance, funding for essential items, such as furniture, carpets, white good and small electrical items.
24. Fylde Housing Services have a Tenancy Support Policy that provides 3 levels of tenancy support determined by presenting needs, for example history of failed tenancy, drug/alcohol addiction, mental health and family breakdown. Appendix 3 provides an overview diagram of the Tenancy Support Service.
25. Clients who present with less than 6 support needs remain with the homelessness and housing advice service until the tenancy has been established. If these clients have been assisted into private sector accommodation with funding for rent in advance or rent bond, both the landlord and tenant are contacted at 1 month, 3 months and 6 months to establish any concerns with the tenancy.
26. Clients who present with 6-8 support needs are provided with 12 weeks tenancy support to ensure the tenancy is set up, all bills are in payment and benefits are in place.
27. Clients who present with 8-10 support needs are referred into the Rapid Rehousing Support service that works with clients throughout their journey within the service – prevention, relief and main housing duty – and then 12 weeks of tenancy support once accommodation has been sourced.

#### **Revision of MHCLG funding arrangements within the housing service**

28. Grants to support homelessness and housing advice service provision by local authorities are received direct from Government and new grants are announced to tackle national pressures.
29. **The Flexible Homelessness Support Grant (FHSG)** is a new source of funding announced by Government in 2017. The grant is paid direct to local authorities and is designed to transform the way councils fund homelessness services to give them greater flexibility to prioritise the prevention of homelessness. **Homelessness Reduction Act: new burdens funding (HRA)** was announced by Government on the 16<sup>th</sup> October 2017. The funding is an additional national funding to support all housing authorities in implementing and managing the new processes and systems required to meet data requirements of the Homelessness Reduction Act.
30. This report recommends a revision to the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and in addition to this, funding received for 2020/21 of £69,421 under the FHSG and HRA. Totalling £140,343.
31. It is requested the funding be used to continue the Rapid Rehousing Officer post for from 2022 to 2026, in line with MHCLG Rough Sleeping Strategy to 2027 and be used to fund the Customer Services Housing Specialist Role for 12 months from the 1<sup>st</sup> April 2021. The remaining funds to be used to support the work of the housing service to provide continued support for clients facing homelessness in 2021/22.
32. In December 2018 Fylde Council, working jointly with Lancaster City and Wyre councils bid for and was awarded **Rapid Re-housing funding from MHCLG**. The funding was launched as part of MHCLG Rough Sleeping Strategy in August 2018 and the commitment under the Rough Sleeping Strategy August 2018, to half rough sleeping in the UK by 2022 and to end it by 2027. The pathway brings together 4 policy elements – somewhere safe to stay, supported lettings, navigators and local lettings agencies.
33. This funding has enabled a Rapid Rehousing Officer to be employed to undertake support for clients presenting with multiple complex support needs. The role support rough sleepers and those at risk of rough sleeping, for example clients with a history of failed tenancies and leaving institutional care,



throughout the process of locating and obtaining accommodation, support them in the transition from being susceptible of rough sleeping into managing and/or maintaining a tenancy. This post is funded till March 2022.

34. In October 2020 Fylde Council, working jointly with Wyre Council, bid for and was awarded **Next Steps** grant funding to help vulnerable accommodated as part of the Covid 19 emergency response. This funding secures financial assistance for additional temporary accommodation provision, financial support to secure and establish move on accommodation for clients and funds a Customer Services Housing Specialist role to deal with lower level housing enquiries immediately and expand on information provided by clients, to support the Homeless Service. This post is currently funded to March 2021.

## Conclusion

35. Committee are requested to note the contents of the report that provides an update on the operation of the homelessness and housing advice service at Fylde and progress towards meeting Fylde's Homelessness and Rough Sleeping Strategy 2020-2025. The report also recommends proposals for re-allocated of funding to projects from the Flexible Homelessness Support Grant (FHSG) and Homeless Reduction Act; new burdens funding (HRA).
36. Approve fully funded revenue budget increases in the sums of £26,274 in 2022/23, £27,524 in 2023/24, £28,058 in 2024/25 and £28,604 in 2025/26 to continue the Rapid Rehousing Officer project to be met from a revision to the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and in addition to this, funding received for 2020/21 of £69,421 under the FHSG and HRA. Totalling £140,343;
37. Approve a fully funded revenue budget increase in the sum of £13,201 in 2021/22 to continue the Customer Services Housing Specialist role within Customer Services for a further 12 months from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 to be met from the remaining FHSG and HRA funding for 2020/21; and
38. Approve a fully funded budget increase for 2021/22 for the housing services team such that the remainder of the funding in the sum of £16,682 from the FHSG and HRA funding may be used to support the work of the housing service to provide continued support for clients facing homelessness in 2021/22.
39. Table 2 below provides the proposed breakdown of the funding for posts and support from 2021/22 to 2025/26.

**Table 2: Breakdown of funding for posts**

|  | <b>2021 / 22</b> | <b>2022 / 23</b> | <b>2023 / 24</b> | <b>2024 / 25</b> | <b>2025 / 26</b> | <b>2026 / 27</b> |         |
|--|------------------|------------------|------------------|------------------|------------------|------------------|---------|
| Rapid Re-housing<br>(scale 5 - 30 Hrs) | 0                | 24,274           | 25,524           | 26,058           | 26,604           | 0                |         |
| Rapid Re-housing<br>Support Budger     |                  | 2,000            | 2,000            | 2,000            | 2,000            | 0                |         |
| Housing Options<br>(Scale 4 - 50%)     | 13,201           | 0                | 0                | 0                | 0                | 0                |         |
| Balance to support<br>housing services | 16,682           |                  |                  |                  |                  |                  |         |
|  | 29,883           | 26,274           | 27,524           | 28,058           | 28,604           | 0                |         |
|  |                  |                  |                  |                  |                  |                  | 140,342 |
| Funding :                              |                  |                  |                  |                  |                  |                  |         |
| Committee Approval<br>Feb 2020         | 70,921           |                  |                  |                  |                  |                  |         |
| 20.21 FHSG & HRA                       | 69,421           |                  |                  |                  |                  |                  |         |
|  | 140,342          |                  |                  |                  |                  |                  |         |

| <b>IMPLICATIONS</b>                     |  |
|---|--|
| Finance                                 | This report requests a number of fully-funded revenue budget increases in the total sum of £140,343 as detailed within the report, to support the work of the housing service, all funded budget increases to be met from the FHSG and HRA funding received in 2019/20, (approved by this Committee in February 2020 totalling £70,921) and the funding in the sum of £69,421 also received from the FHSG and HRA. |
| Legal                                   | None   |
| Community Safety                        | None   |
| Human Rights and Equalities             | None   |
| Sustainability and Environmental Impact | None   |
| Health & Safety and Risk Management     | None   |

| <b>LEAD AUTHOR</b>   | <b>CONTACT DETAILS</b>       | <b>DATE</b>  |
|--|------------------------------|--|
| Kirstine Riding  | Kirstine.riding@fylde.gov.uk | 18/12/2020   |
| <b>BACKGROUND PAPERS</b>   |                              |  |
| Name of document   | Date                         | Where available for inspection   |
| Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015 | January 2020                 | <a href="#">Fylde Council Homelessness and Rough Sleeping Strategy 2020-2015</a> |
| Fylde Council Tenancy Support Policy                             | January 2020                 | <a href="#">Fylde Council Tenancy Support Policy</a>                             |
| MHCLG Rough Sleeping Strategy                                    | August 2018                  | <a href="#">MHCLG The Rough Sleeping Strategy</a>                                |

Attached documents

Appendix 1 – Overview of Homelessness and Housing Advice Service at Fylde Council December 2020

Appendix 2 – Fylde Council Homelessness and Rough Sleeping Strategy update December 2020

Appendix 3 – Overview diagram of support needs Fylde Council's Tenancy Support Service

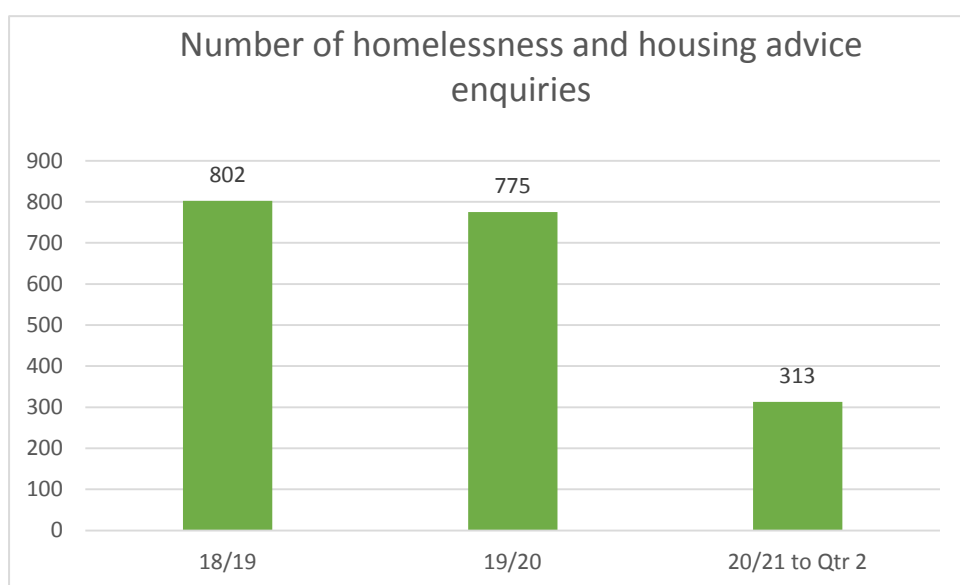
## Appendix 1 - Overview of Homelessness and Housing Advice Service at Fylde Council Dec 2020

### Housing enquiries

During the first two quarters of 20/21 the service has seen similar number of enquiries for homelessness and housing advice and it is expected by the end of 20/21 the service will have continue to support around 800 households per annum.

In addition, the service receives duty to refers from Statutory Agencies, such as the Police, Social Services and Department of Work and Pensions (DWP). In 2019/20 we received 93 and at the end of quarter 2 2020/21 this has fallen to 29. This drop is explained as a result of the operation of the service during Covid 19 pandemic, where formal duty to refers were not made, but contact was made direct via email or telephone due to the immediate nature of support required.

**Diagram 1 – Number of homelessness and housing advice enquiries**



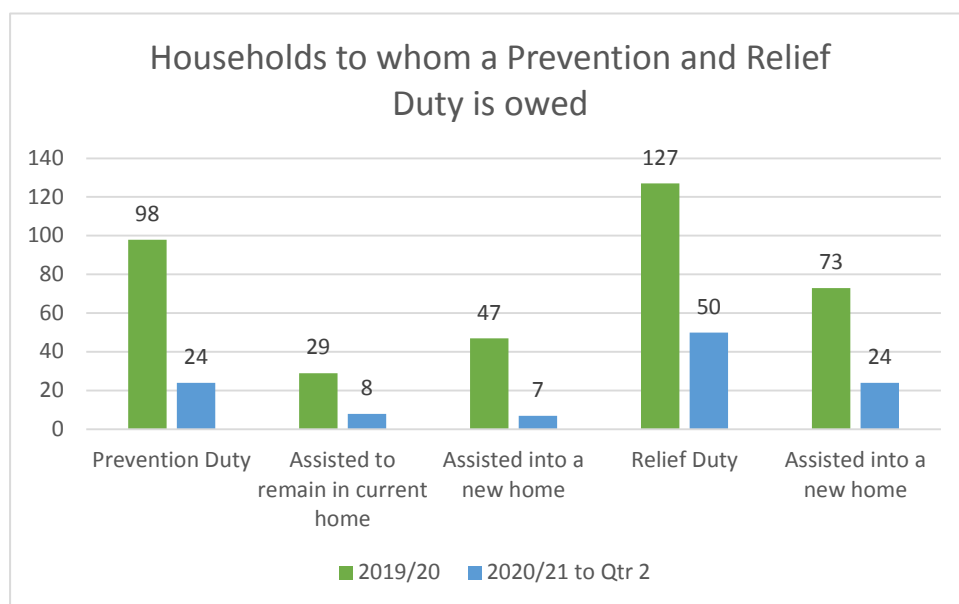
### Homeless Reduction Act Statutory Housing Duties

Diagram 2 provides data on the number of households the service has accepted either a Prevention or Relief Duty towards under the Homeless Reduction Act 2018. During the Covid 19 pandemic the MHCLG introduced new measures for renters affected by coronavirus to prevent tenants being evicted from private sector and social rented accommodation. The Law was changed initially during the first lock down to ensure Section 21 notice periods were extended from 2 months to 4 months and in September 2020 the notice period was extended to six months. Exceptions still apply where tenants have demonstrated anti-social behaviour.

The effect on the housing service and the number of households to whom a Prevention Duty is owed has decreased significantly. Although this move by Government has been welcomed, it is expected that in the New Year the number of households the service is supporting with homeless prevention measures will increase significantly.

The service is still operating as normal regarding, households to whom we owe a Relief Duty, which at the end of quarter 2 was at 50 households, however of those 24 have been assisted into new accommodation.

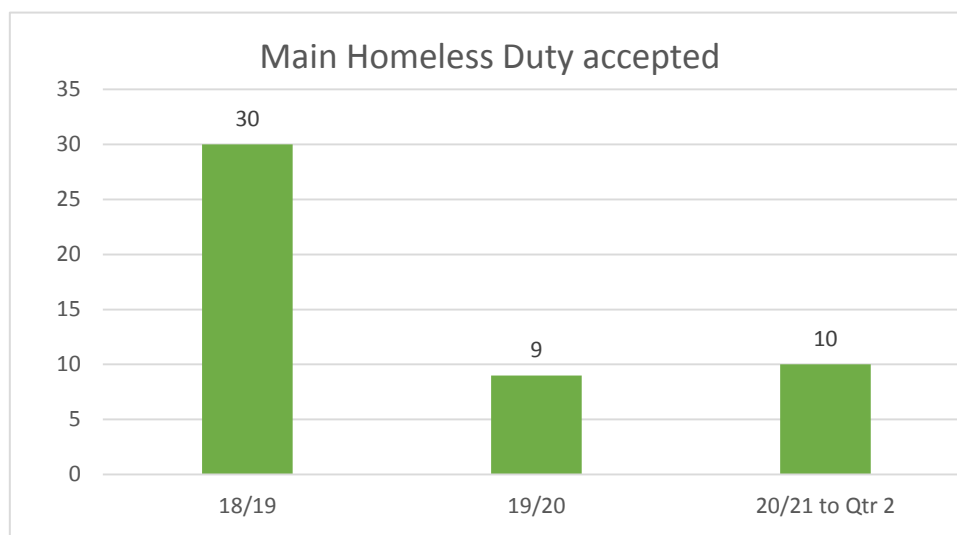
**Diagram 2 – Households to whom a Prevention or Relief Duty is owed**



Where the duty to relieve homelessness has ended, the local authority is subject to an ongoing **MAIN HOUSING DUTY** to secure that accommodation is available to an applicant who is; eligible for assistance, in priority need, and, intentionally homeless. The introduction of the Homeless Reduction Act 2018 reduced significantly the number of households to whom a main homeless duty was owed as support was available to all households, (not just households in priority need), during prevention and relief.

Diagram 3 details the number of households to whom a main duty has been accepted. In 2018/19 main duty acceptances was 30 and this fell to 9 in 2019/20 following the introduction of the HRA. However, during the current pandemic the ability to secure accommodation for households during the prevention and relief stages has been hindered due to lack of move on accommodation and the number of households to whom a main duty has increased to 10 at the end of Quarter 2 2020/21. It is still anticipated that at the end of 20/21 main duty acceptances will still be less than levels prior to the introduction of the HRA.

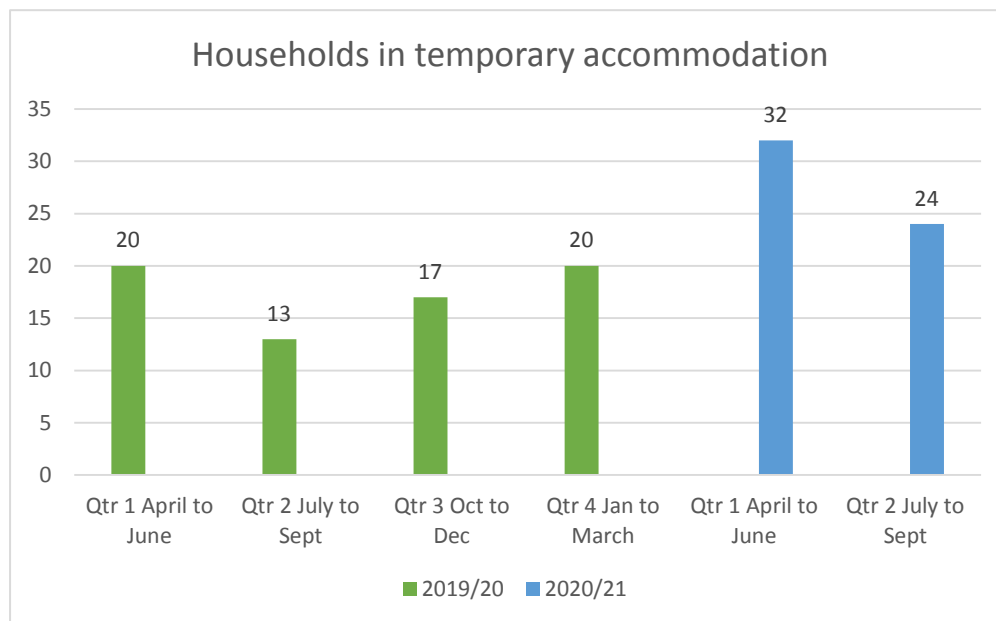
**Diagram 3 – Main Duty Acceptances**



### Households in temporary accommodation

Fylde council has available 10 units of temporary homeless accommodation in Fylde under an agreement with Progress Housing Association. The service relies heavily on B&B accommodation in Blackpool and Fylde. During the current Covid 19 pandemic the service has seen a significant increase in the number of households approaching the service to whom there is a requirement to provide temporary accommodation. Diagram 4 illustrates the number of households in temporary accommodation when compared with the same period last year.

**Diagram 4 – Number of households in temporary accommodation**

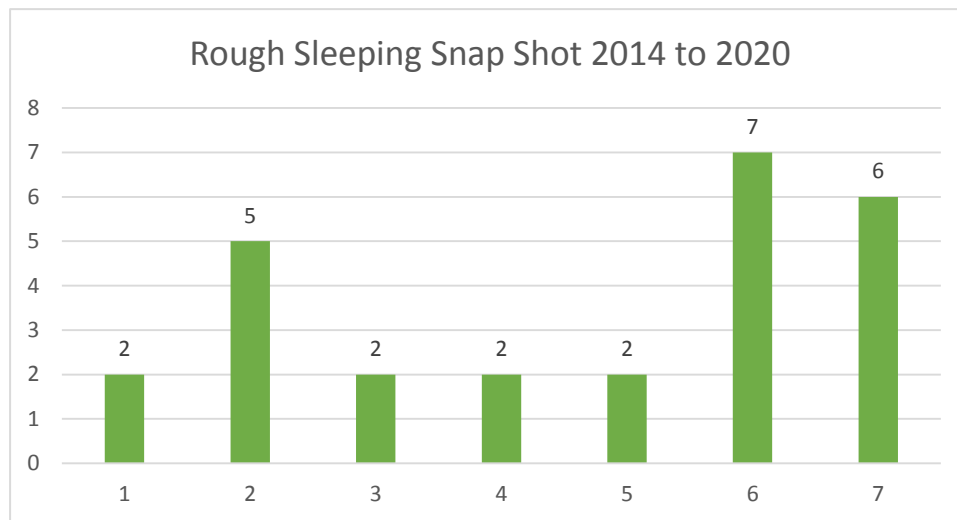


At the end of Quarters 1 and 2 2019/20 the service was accommodating 20 and 13 households. At the same time in 2020/21 the service was accommodating 32 and 24 households. The main reasons households were approaching the service was due to loss of employment, relationship breakdown violent and non-violent and friends or family unable to accommodate due to a need to self-isolate. Since March 2020 the service has accommodated 84 households.

### Rough sleepers in Fylde

Since the autumn of 2010, all local authorities have been required to submit an annual snapshot figure to MHCLG to indicate the number of people sleeping rough in their area on a typical night between 1<sup>st</sup> October and 30<sup>th</sup> November. In Fylde the 2020 count was conducted on the 19<sup>th</sup> November and was a evidence-based estimate using evidence from different partner agencies. Diagram 5 details the annual rough sleeping snapshot recorded figures for Fylde dating back to 2014. The last two years the service has seen the highest numbers of rough sleepers dating back to 2014.

**Diagram 5 – Rough Sleeping snapshot 2014 to 2010**



At the beginning of the Covid 19 lockdown period homeless households were identified as a specific category by Government and there was a requirement for statutory services to work together to identify households at risk of homelessness, current homeless households and rough sleepers to provide additional support across all services to work together to manage Covid 19 cases. Services included the NHS, local authorities, Police, adult social care, probation, mental health, family support and drug/alcohol services.

Initially there was a requirement to get all rough sleepers off the streets by the weekend of 28/29 March. In Fylde we have done this for 7 clients at risk of or rough sleeping by providing B&B accommodation and sourcing supported accommodation.

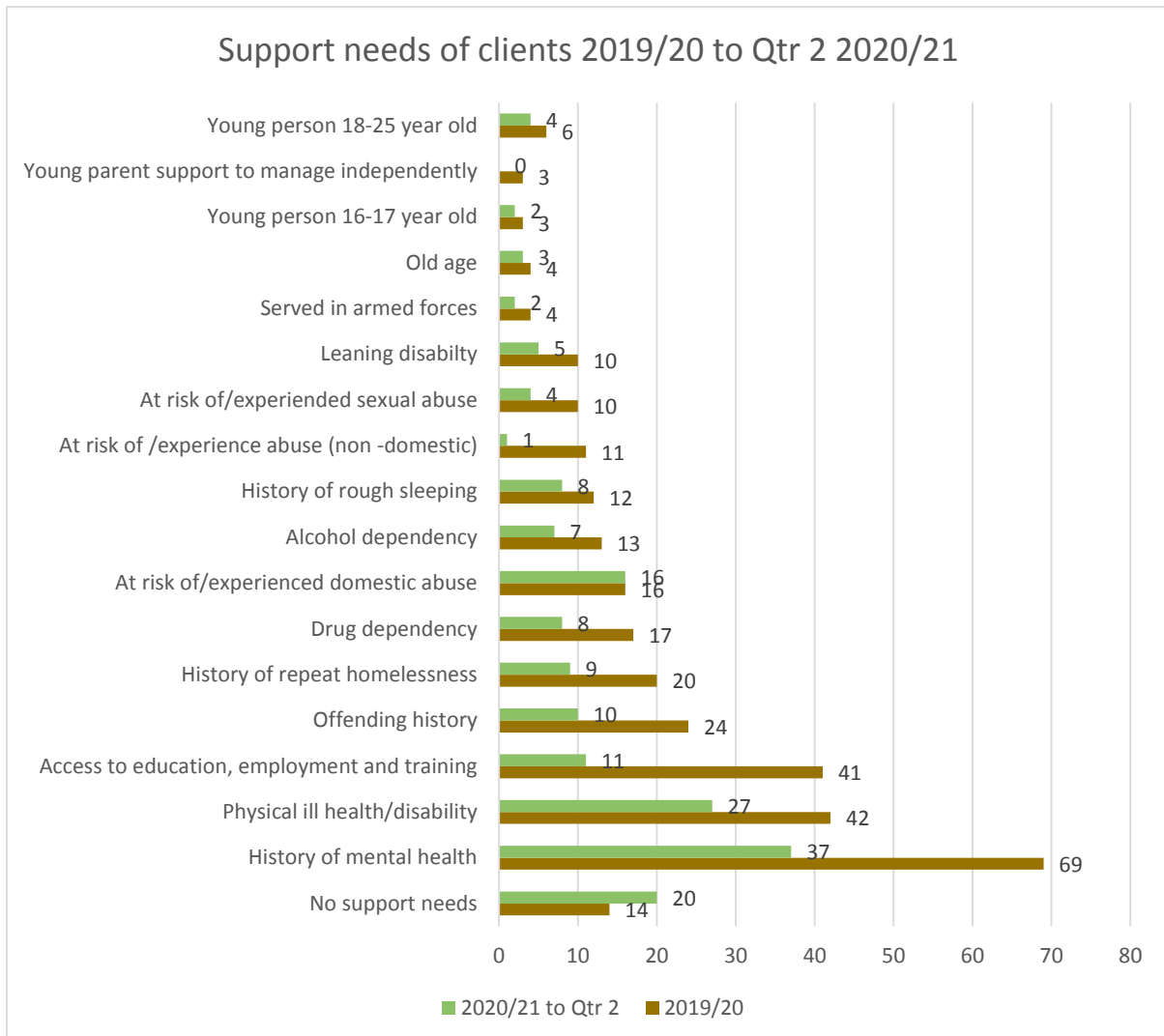
Of the 6 rough sleepers reported in November 2020/21, 5 have a local connection to neighbouring boroughs. The Housing Service has been working with these authorities to ensure support and accommodation has been offered. Two rough sleepers have been identified as having accommodation in Blackpool and are therefore not homeless.

### **Presenting support needs**

Diagrams 6 and 7 detail identified support needs of clients. Diagram 6 details identified support needs of all clients who have approached the service. Diagram 7 illustrates the multiple support needs of complex clients presenting to the service.

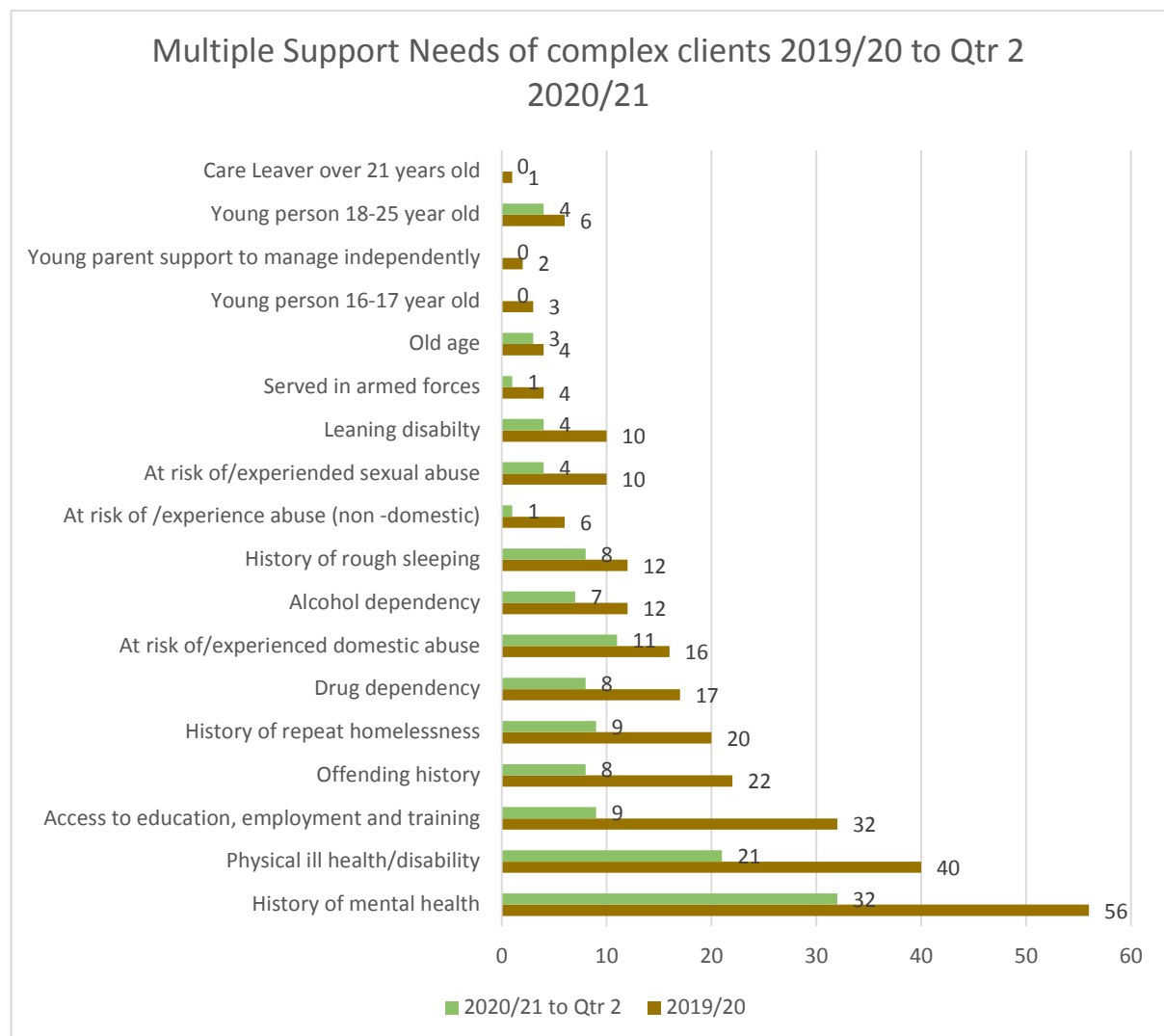
Approximately 75% of clients who are approaching the service with identified support needs present with multiple support needs. This includes clients: aged between 18-25; classed as being old age; served in armed forces; learning disability; at risk of /experienced sexual and domestic abuse; history of rough sleeping and repeat homelessness; alcohol and drug dependency; offending history; physical ill health or disability; and a history of mental health.

**Diagram 6 – Support needs of clients 2019/20 to Qtr 2 2020/21**





**Diagram 7 – Multiple support needs of complex clients 2019/20 to Qtr 2 2020/21**



## Appendix 2

### FYLDE HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2020-2025 - DECEMBER 2020 UPDATE

#### ACTION PLAN

Priority One – Developing a service that is focussed on preventing homelessness

Priority Two – Developing a service that is focussed on relieving homelessness

Priority Three – Partnership working to achieve our vision and values

| Priority One – Developing a service that is focussed on preventing homelessness<br>Priority Two - Developing a service that is focussed on relieving homelessness   |   |   |
|---|---|---|
| WHAT WILL WE DO?  | HOW WILL WE DO IT?  | Update December 2020  |
| <ul style="list-style-type: none"><li>Continue to ensure every contact with Fylde Council and partner agencies counts. Update at every Fylde Homeless Forum meeting to make sure contact details are correct.</li></ul> | <ul style="list-style-type: none"><li>Attend regular briefing sessions with Fylde Council Customer Services Staff, DWP, CMHT.</li></ul> | <p>2020/21 due to the impact of Covid 19 Fylde Homeless Forum have not been arranged.</p> <p>Covid 19 Fylde Coast Homeless Cell created to meet Government directives to address the needs of homeless people in response to the Covid 19 pandemic. This group is still in active operation in December 2020.</p> <p>The core principles of the group are:</p> <ol style="list-style-type: none"><li>1. To ensure an effective interface and communication with the Lancashire Resilience Forum and homeless sub-groups</li><li>2. To identify tasks that need wider sub-group involvement and support other sub-groups' tasks as necessary</li><li>3. To ensure a focus on outcomes for homeless</li></ol> |

|   |  |   |
|---|--|---|
|   |  | <p>people and the wider community</p> <p>4. To ensure monitoring, evaluation and awareness raising of its work area</p> <p>5. To ensure the group is representative, accountable and developmental</p>  |
| <ul style="list-style-type: none"> <li>Duty to Refer implemented with all statutory agencies including DWP, NHS, other Local Authorities, Police and Adult and Children Social Care</li> <li>Commitment to refer implemented with all providers of social housing operating within Fylde</li> </ul> | <ul style="list-style-type: none"> <li>Ensure all partner agencies are fully aware of the duty to refer and commitment to refer process into the housing service in order to prevent homelessness where possible. Regular training sessions provided to staff within partner agencies of the support available.</li> </ul> | <ul style="list-style-type: none"> <li>Duty to refer arrangements in place with all statutory agencies</li> <li>Commitment to refer in place with all Registered providers and charities</li> </ul>   |
| <ul style="list-style-type: none"> <li>Self-help housing services pages developed on Fylde Council website with customer Portal developed and embedded on Jigsaw for self- referrals and personal housing plan updates.</li> </ul>  | <ul style="list-style-type: none"> <li>Develop self-help housing services on Fylde Council website with access to partner agencies websites.</li> <li>Jigsaw is the portal Fylde Housing Service to capture customer journeys through the housing service, personal housing plans and HClick returns.</li> </ul>           | <ul style="list-style-type: none"> <li>Self help housing service pages on Fylde Council website still to be developed.</li> <li>All clients when they approach the service are supported to develop a personal housing plan to identify actions that both the client and the housing service need to undertake to secure suitable accommodation and maintain that tenancy.</li> <li>Customer portal is in place and is used by clients and the housing service to report on progress towards identified actions within the personal housing plan</li> </ul> |
| <ul style="list-style-type: none"> <li>Self-help advice developed on the website for private landlords with links to websites that give advice on managing accommodation, for example service Section 21 and Section 8 notices</li> </ul>   | <ul style="list-style-type: none"> <li>The authority cannot provide landlord advice direct on managing accommodation, however we can provide signposting to relevant website to assist private landlords</li> </ul>  | <ul style="list-style-type: none"> <li>Self help housing service pages on Fylde Council website still to be developed.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Support clients to follow Personal</li> </ul>  | <ul style="list-style-type: none"> <li>Introduced under the HRA 2018, all</li> </ul>   | <ul style="list-style-type: none"> <li>Customer portal is in place and is used by</li> </ul>  |

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| Housing Plans that are meaningful and achievable  | clients under either a prevention or relief duty are provided with Personal Housing Plan that describes tasks the client and the local authority need to undertake. Work with clients to ensure the potential of this tool is maximised in all cases.          | clients and the housing service to report on progress <ul style="list-style-type: none"> <li>Officers are in regular contact with clients to support them to work through actions required under the personal housing plan and review progress.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Support applicants to join the local Choice Based Letting Scheme (MyHomeChoiceFyldeCoast) and prioritise banding where applicable in homelessness cases in accordance with the Common Assessment Policy (CAP)</li> </ul> | <ul style="list-style-type: none"> <li>Support applicants to ensure registered and advice on placing bids for accommodation.</li> <li>Continue to work with processing partner in Fylde, Progress Housing to fast track applicants in priority need</li> </ul> | <ul style="list-style-type: none"> <li>Support to use MyHomeChoice is provided as standard for all applicants who would be eligible for social housing within Fylde.</li> <li>Weekly meetings with progress housing to discuss housing options for households working with the housing service.</li> <li>Registered Providers directly approach the housing service when vacancies arise.</li> </ul> |
| <ul style="list-style-type: none"> <li>Early Notification Protocol written and embedded with Partner Agencies and Registered Social Landlords.</li> </ul>   | <ul style="list-style-type: none"> <li>For households at risk of losing their home due to rent arrears or other tenancy breaches, ensure early notification of support available is given to households.</li> </ul>  | <ul style="list-style-type: none"> <li>Homeless Agreement with agencies that provide support to households in temporary accommodation includes an early notification protocol, namely Progress Housing.</li> <li>Protocol with all Registered providers to be developed once Fylde Coast Homeless Forum can be up and running again on a regular basis in 2021.</li> </ul>                           |
| <ul style="list-style-type: none"> <li>Improved access to quality Private Rented Sector accommodation using Housing Health and Safety Rating System (HHSRS) checks for all tenancies enabled in the Private Rented Sector.</li> </ul>                           | <ul style="list-style-type: none"> <li>Where tenancies being established in the private rented sector ensure properties meet HHSRS standards.</li> </ul>   | <ul style="list-style-type: none"> <li>All tenancies that are enabled with financial support for rent in advance or rent bond are inspected under HHSRS.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Work to deliver Fylde Council's private</li> </ul>   | <ul style="list-style-type: none"> <li>Ensure clients approaching the</li> </ul>   | <ul style="list-style-type: none"> <li>Fylde Councils Enforcement Policy completed</li> </ul>  |

|   |   |  |
|---|---|--|
| sector enforcement policy that provides a framework for private sector housing enforcement activity by the Council; to guide investigating officers and decision makers in carrying out their work; and helps residents and property owners understand the powers and duties of the Council in relation to private sector housing and how they will be implemented. | service highlighting disrepair issues are referred into the Private Sector Team for further investigation.  | and provides a framework for enforcement activity by the Council.  |
| <ul style="list-style-type: none"> <li>Referrals into Supported Accommodation provided under the Complex Needs accommodation programme run by Lancashire County Council</li> </ul>  | <ul style="list-style-type: none"> <li>Where appropriate refer clients presenting with complex needs into any vacancies at Warren Hurst, Fleetwood or Oak Tree House, Lancaster and provide move on support when clients due to exit supported accommodation.</li> </ul>              | <ul style="list-style-type: none"> <li>Referrals made within the 24-48 hour window when vacancies arise for all clients who require supported accommodation.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Collaborative Multi-Agency Working including referrals to Mental Health Services, Substance Misuse Services, Adult Social Care</li> </ul>  | <ul style="list-style-type: none"> <li>Continue to meet regularly with Mental Health Services, Substance misuse and Adult Social Care in Fylde to ensure the most vulnerable of households with complex lifestyles can be supported into and sustain secure accommodation.</li> </ul> | <ul style="list-style-type: none"> <li>Covid 19 Fylde Coast Homeless Cell created to meet Government directives to address the needs of homeless people in response to the Covid 19 pandemic.</li> <li>It is expected this Multi Agency working will continue post Covid 19 and this forum ensures the most vulnerable of households with complex needs can be supported.</li> <li>Housing Service attend Community Mental health staff meetings to inform about the service and support available.</li> </ul> |
| <ul style="list-style-type: none"> <li>Promote Pre-Tenancy Ready Training to all clients in need of advice and assistance provided through Human Kind for classroom and e-learning modules and</li> </ul>   | <ul style="list-style-type: none"> <li>Secure funding for the life time of the strategy to ensure pre-tenancy training programmes remain in place.</li> </ul>   | <ul style="list-style-type: none"> <li>Human Kind and YMCA tenancy training provided by e-learning and mobile phone apps.</li> <li>Completion of the course is required to access</li> </ul>   |

|  |  |   |
|--|--|---|
| 16-25 year olds through YMCA Fylde Coast via mobile devices.   | <ul style="list-style-type: none"> <li>Evaluate Human Kind programme to ensure is meeting the training needs of households facing homelessness within both the classroom and e-learning programmes.</li> </ul>   | <p>financial support for rent in advance and rent bonds.</p> <ul style="list-style-type: none"> <li>Module to be added in 2021 for advice on drug and alcohol services and support available.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Continue to work with Children's social care (CSC) and YMCA towards the 16/17 year old homeless protocol</li> </ul> | <ul style="list-style-type: none"> <li>All 16/17 year olds approaching either Fylde Council, CSC and YMCA as homeless are sourced immediate temporary accommodation in Fylde or Wyre and a joint assessment undertaken within 5 working days.</li> </ul>   | <ul style="list-style-type: none"> <li>Lancashire wide 16/17 year old protocol in place and a protocol for care leavers was being developed prior to the the Covid 19 pandemic.</li> <li>This work will be picked up when Lancashire Homeless Forums are re-established where all the local authority housing leads meet to discuss initiatives to improve access to support for vulnerable clients groups approach housing services across Lancashire.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Continue as a service to provide tenancy support as reassurance for private landlords</li> </ul>                    | <ul style="list-style-type: none"> <li>Where Fylde Council has assisted clients into accommodation and provided internal or external funding to set the tenancy up continue to provide support for the landlord and the tenant at 1 month, 3 months and 6 monthly periods to identify any issues arising.</li> </ul> | <ul style="list-style-type: none"> <li>Fylde Housing Services have a Tenancy Support Policy that provides 3 levels of tenancy support determined by their needs, for example history of failed tenancy, drug/alcohol addiction, mental health and family breakdown.</li> <li>Clients who present with less than 6 support needs and have been assisted into private sector accommodation with funding for rent in advance or rent bond, both the landlord and tenant are contacted at 1 month, 3 months and 6 months to establish any concerns with the tenancy.</li> <li>Clients who present with 6-8 support needs are provided with 12 weeks tenancy support to ensure the tenancy is set up, all bills are in payment and benefits are in place.</li> </ul> |

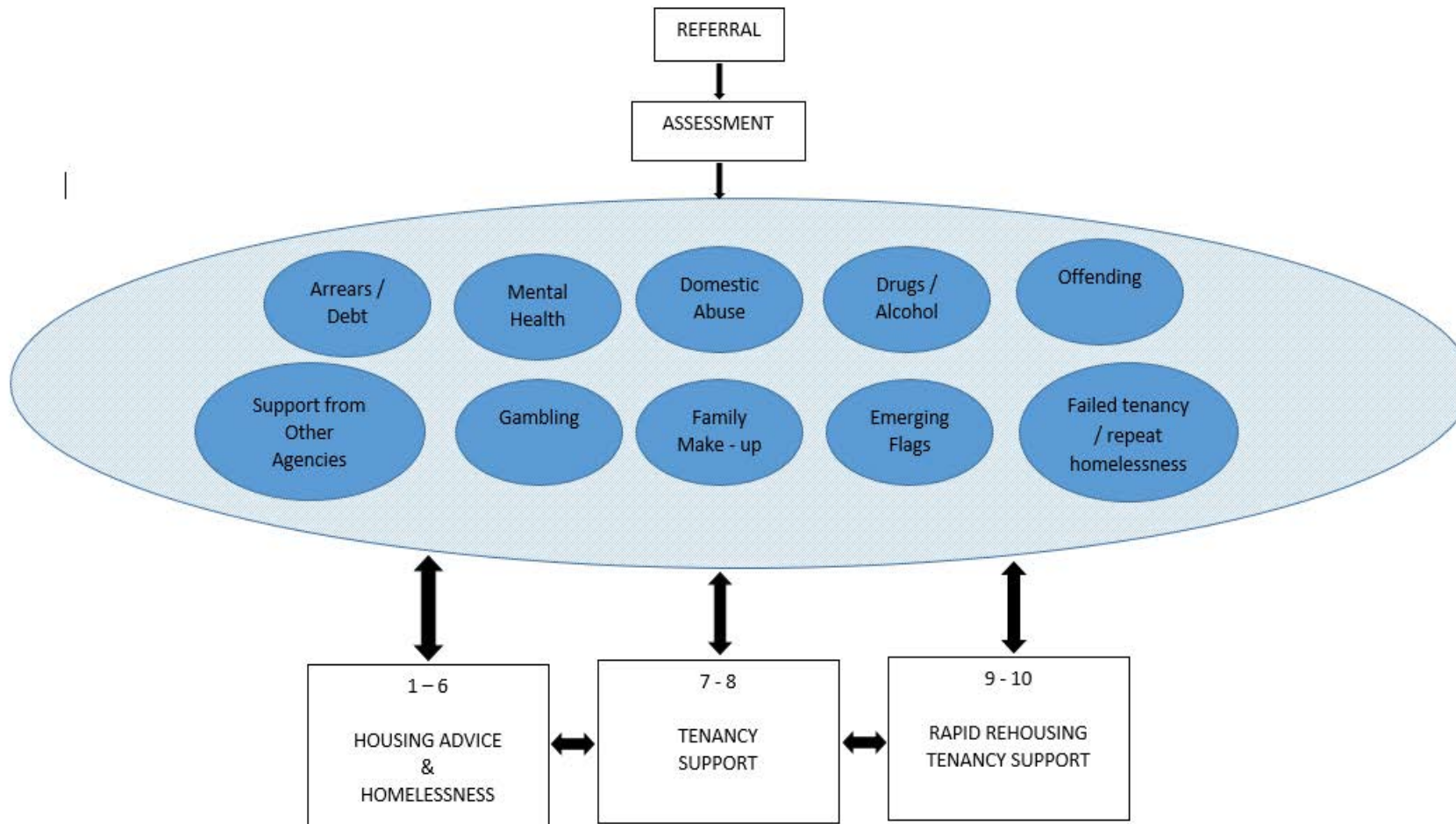
|   |   |   |
|---|---|---|
|   |   | <ul style="list-style-type: none"> <li>• Clients who present with 8-10 support needs are referred into the rapid Rehousing Support service that works with clients throughout their journey within the service – prevention, relief and main housing duty – and then 12 weeks of tenancy support once accommodation has been sourced.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Continue to offer Mediation as a method to prevent homelessness</li> </ul>   | <ul style="list-style-type: none"> <li>• Appropriate referrals to Smile Mediation where both parties are looking to resolve a dispute and prevent homelessness</li> </ul>   | <ul style="list-style-type: none"> <li>• In 2020/21 the need for referrals into mediation services has not been apparent.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Support clients to access financial support that may be available to resolve their current housing situations</li> </ul>   | <ul style="list-style-type: none"> <li>• Support will include; DHP applications, Invest to Save applications, repossession prevention applications and benefit entitlement.</li> </ul>  | <ul style="list-style-type: none"> <li>• All clients when they approach the service are supported to develop a personal housing plan to identify actions that both the client and the housing service need to undertake to secure suitable accommodation and maintain that tenancy.</li> <li>• Customer portal is in place and is used by clients and the housing service to report on progress towards identified actions within the personal housing plan</li> </ul>  |
| <ul style="list-style-type: none"> <li>• In partnership with Blackpool Council continue to operate personal budgeting and debt advice support for clients that present in financial difficulties</li> </ul> | <ul style="list-style-type: none"> <li>• Budgeting support is available weekly within Fylde Council offices for clients in need of budgeting advice. Where client's debts are directly impacting on their ability to access to secure accommodation referrals made into debt advice service.</li> </ul> | <ul style="list-style-type: none"> <li>• If the personal housing plan identifies that personal budgeting and debt advice support is required clients are referred into the service provided by Blackpool Council.</li> <li>• During the Covid 19 pandemic the demand for this service has been minimal as the number of clients presenting to whom a prevention duty is owed has declined significantly.</li> <li>• It is expected this service will be in greater demand when the ban on evictions is lifted in 2021.</li> </ul> |

| Priority Three – Partnership working to achieve our vision and values  |  |
|--|--|
| WHAT WILL WE DO?   | HOW WILL WE DO IT?   |
| <ul style="list-style-type: none"> <li>• Explore ways to receive feedback from clients who have accessed the housing service at Fylde</li> <li>• Develop customer satisfaction exit survey</li> </ul>  | <ul style="list-style-type: none"> <li>• Clients do not generally complete survey forms giving feedback on service provision. There is a need to genuinely engage with clients to establish how they service worked for them and recommendations they would make to improve support. This could be via coffee morning with housed clients or e-survey on the website.</li> </ul>     |
| <ul style="list-style-type: none"> <li>• Explore opportunities for a shared apprenticeship scheme with Progress Housing</li> <li>• Explore opportunities with Lancashire Volunteering Partnership – Mark Trent</li> <li>• Liaise with DWP to enable clients to take up the Movement to Work</li> <li>• Consider employment initiatives with M&amp;S, Aldi</li> <li>• Hold service user forums to establish the support required to enter employment</li> </ul> | <ul style="list-style-type: none"> <li>• Following LCC announced cuts to the Health and Wellbeing service in Lancashire, the withdrawal of the service will impact on support available for clients in both the social and rented sectors.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Explore incentives for clients to encourage engagement with the service and self-help. To avoid clients leaving the support and presenting when their situation is more critical we need to consider approaches to ensure continued engagement with the service.</li> <li>• Fylde to explore funding for personal development courses for client and identify the course as a support need</li> </ul>                 | <ul style="list-style-type: none"> <li>• This could include Housing Coach – dedicated support with cooking, accessing benefits, utility bills - YMCA gymn membership to promote health and well-being, starter packs, nominal vouchers for successful completion of a 6 month tenancy or mentoring scheme with clients who have already resolved their housing situation.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Facilitate Fylde Homeless Forum on a 6 monthly basis that brings all agencies that provide homeless support services in Fylde together.</li> </ul>  | <ul style="list-style-type: none"> <li>• Under the Homeless Trailblazer project the Forum ran across three local authorities, however many organisations did not attend when held in neighbouring authorities. The Forum will be re-established with a focus for Fylde to update on</li> </ul>   |



|   |  |
|---|--|
|   | work within organisations, discuss barriers to provision, funding and opportunities for joint working.   |
| <ul style="list-style-type: none"> <li>Continue to work with partners under the Homeless Partnership Agreement and facilitate regular quarterly meetings</li> </ul>   | <ul style="list-style-type: none"> <li>Agencies that work with Fylde to provide support for households facing homelessness include Progress Housing, Human Kind, Key Floating Support and Key. All partners meet regularly to discuss service provision and address issues as clients access support.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Undertake Equality Impact Assessment (EIA) of temporary accommodation provided in Fylde and identify gaps in service provision for household types and evaluate if provision is meeting client needs.</li> </ul> | <ul style="list-style-type: none"> <li>EIA will provide reassurance that temporary accommodation available meets the numbers and make-up of clients presenting to the local authority or not under homeless legislation. An emerging need over the past 12 months has been a requirement for crisis bed accommodation for 5 nights to avoid B&amp;B use out of borough.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Identify gaps in provision of temporary accommodation develop an approach to address the gaps to meet the needs of households facing homelessness</li> </ul>   | <ul style="list-style-type: none"> <li>Visits to local authorities and charities operating in a similar way as Fylde Council to see how they have developed their housing service following the introduction of the HRA 2018 and addressing their temporary accommodation needs.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Consider the future of Face to Face, YMCA rent bond scheme in light of the changes with local authority housing services as a result of the HRA 2018</li> </ul>  | <ul style="list-style-type: none"> <li>The number of clients sourcing accommodation through the Rent Bond Scheme run in partnership with YMCA has fallen since the introduction of the HRA 2018. The benefit of the scheme was more prominent prior to the HRA where they worked with clients to access tenancies enabled by a paper bond. The new prevention and relief duties placed on local authorities has resulted in these clients now being supported directly by the local authority into the private rented sector.</li> </ul> |

### Appendix 3 – Fylde Council Tenancy Support Service



## DECISION ITEM

| REPORT OF   | MEETING                                   | DATE           | ITEM NO |
|---|---|----------------|---------|
| DEVELOPMENT SERVICES DIRECTORATE                            | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 5       |
| <b>REVIEW OF FLOODING/SURFACE WATER MANAGEMENT IN FYLDE</b> |   |                |         |

### PUBLIC ITEM

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

### SUMMARY

The committee agreed that a member working group be established to review flood risk and surface water management. The first meeting of that group has taken place and the purpose of this report is for members to agree the terms of reference (objectives and methodology) and work plan of the working group.

### RECOMMENDATIONS

1. That the committee agrees to the terms of reference and work plan of the flood risk and surface water management working group.

### SUMMARY OF PREVIOUS DECISIONS

Environment Health and Housing Committee 3 November 2020 – Review of Flooding/Surface Water Management in Fylde

It was RESOLVED that a member working group be established, made up of Councillors Threlfall, Lloyd, Singleton, Dixon, Anthony and Mulholland, to review flood risk and surface water management.

Previous decisions listed in the above report

| CORPORATE PRIORITIES                                     |   |
|--|---|
| Economy – To create a vibrant and healthy economy        | ✓ |
| Environment – To deliver services customers expect       | ✓ |
| Efficiency – By spending money in the most efficient way |   |
| Tourism – To create a great place to live and visit      |   |

## REPORT

### BACKGROUND

1. The committee at its last meeting agreed that a member working group be established to review flood risk and surface water management. The first meeting of that group has taken place and the purpose of this report is for members to agree the terms of reference and work plan of the working group.
2. The Objectives of the review proposed and agreed by members of the working group are:
  - a. To review the roles and responsibilities of the various organisations involved in the management of surface water in Fylde to ensure greater coordination and effectiveness of resources to reduce flooding in the future.
  - b. To ensure that arrangements for dealing and responding to emergency flood incidents in Fylde are robust and effective to provide reassurance to members, residents and landowners.
  - c. To understand how the Development Plan System, strategic flood risk assessments and planning decisions taken by Fylde Council impact on surface water management in the borough and make any observations or recommendations how the council as Local Planning Authority along with statutory consultees can improve the imposition, assessment, monitoring and enforcement of conditions to mitigate the impacts of flooding from new development.
3. The Methodology of the review proposed and agreed by members of the working group are:
  - a. Identify where we need to be to match best innovative practice in surface water management
  - b. Take evidence to identify where we are now in Fylde in comparison to that best innovative practice
  - c. Make recommendations on how we can get to where we need to be to reduce flooding and the impacts of it
4. The workplan of the review proposed and agreed by members of the working group is set out below in the table.

| Meeting date       | Stages/elements to be covered   |
|--------------------|---|
| Late November 2020 | Agree scope and approach to conducting the review<br>Understand the legislative background to surface water management.<br>Understand the policy/strategy context to surface water management.  |
| January 2021       | Identify and map surface water infrastructure including all rivers/ streams/ brooks/ ditches/ dykes/ culverts/ pumping stations/ SUDS, etc.<br>Identify known flooding issues/locations in Fylde.<br>Meet with lead officers from Technical Services, Planning and Environmental Health at Fylde.<br>Agree consultation and engagement format |
| February 2021      | Meet/engage with residents/landowners/communities affected by flooding.   |
| March 2021         | Meet with each of the bodies and organisations involved in managing surface water in Fylde (LCC/EA/UU).   |
| April 2021         | Site visits to infrastructure assets, e.g. Dock Bridge pumping station, Park View overflow tank, Crematorium SuDS, River Ribble Trust exemplar site, etc.   |
| May 2021           | Summarise findings and draft conclusions and arrive at recommendations of the working group to committee.   |

5. The above is an indication only of the likely stages and further meetings of the working may be necessary to ensure the review fully covers the agreed objectives.

6. Further reports will be prepared and presented back to the Environment Health and Housing Committee during 2021 with the member working groups findings which will make recommendations for the future

| IMPLICATIONS                            |   |
|---|---|
| Finance                                 | No implications arising from this report. |
| Legal                                   | No implications arising from this report. |
| Community Safety                        | No implications arising from this report. |
| Human Rights and Equalities             | No implications arising from this report. |
| Sustainability and Environmental Impact | No implications arising from this report. |
| Health & Safety and Risk Management     | No implications arising from this report. |

| LEAD AUTHOR                | CONTACT DETAILS  | DATE             |
|----------------------------|--|------------------|
| Darren Bell<br>Paul Walker | <a href="mailto:Darren.Bell@fylde.gov.uk">Darren Bell@fylde.gov.uk</a> 01253 658493<br><a href="mailto:Paul.walker@fylde.gov.uk">Paul.walker@fylde.gov.uk</a> 01253 658431 | 15 December 2020 |

| BACKGROUND PAPERS                                       |                    |                                |
|---|--------------------|--------------------------------|
| Name of document  | Date               | Where available for inspection |
| Agendas, Presentations and minutes of the working group | From November 2020 | Democratic Services            |

## DECISION ITEM

| REPORT OF                                      | MEETING                                   | DATE           | ITEM NO |
|--|---|----------------|---------|
| RESOURCES DIRECTORATE                          | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 6       |
| <b>SUPPORTING VULNERABLE PEOPLE (COVID-19)</b> |   |                |         |

### PUBLIC ITEM

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

### SUMMARY

At the Council meeting in October a fully funded budget increase of £74,154.55 was agreed to the 2020/21 budget to enable a grant scheme to be rolled out with immediate effect to support local vulnerable residents as a result of the COVID 19 pandemic. The grant had been provided by government to Lancashire County Council for support measures to be put in place to support residents with food and assistance as a result of the pandemic. In turn, Lancashire County Council had passported an element of the funding to districts with Fylde Council share of this being just over 74k.

This report aims to provide an update on the distribution of this grant, together with a more general update on the work of the Fylde Community Hub, which was established in March 2020 to support the vulnerable throughout the course of the pandemic.

### RECOMMENDATIONS

1. To note the report
2. To record thanks to the Council for Voluntary Services and Fylde Citizens Advice Bureau for their support in ensuring that vulnerable people have been supported as a result of government funding
3. To record thanks to the Fylde Foodbanks who have been unstinting in their support of vulnerable people throughout the pandemic
4. To record thanks to all agencies and volunteers who have supported the work of the Fylde Community Hub throughout the pandemic.

### SUMMARY OF PREVIOUS DECISIONS

Council - 19 October 2020:

1. That £74,154.55 be added as a fully funded budget increase to the 2020/21 budget to enable a grant scheme to be rolled out with immediate effect to support vulnerable people during the pandemic.
2. That the Director of Resources be authorised to award the grants in accordance with the principles set out within this report both with respect to food and essential supplies.

| CORPORATE PRIORITIES                                     |   |
|--|---|
| Economy – To create a vibrant and healthy economy        | ✓ |
| Environment – To deliver services customers expect       | ✓ |
| Efficiency – By spending money in the most efficient way | ✓ |
| Tourism – To create a great place to live and visit      | ✓ |

## REPORT

### 1. Introduction

The Local Authority Emergency Assistance Grant for Food and Essential Supplies was awarded to Lancashire County Council (LCC) by government and LCC subsequently passported an element of the funding to Fylde Council. The grant is to be used to support people across Lancashire who are struggling to afford food and essentials due to the COVID-19 pandemic. LCC allocated £74,154.55 to Fylde Council as a part of this grant provision to support local people up until 31<sup>st</sup> March 2021. This amount has been provided based on population weighted by a proxy of need through the Index of Multiple Deprivation. The grant must be expended by 31 March 2021.

At the October Council meeting it was agreed that the funding was to be granted using the principles set out within the report which involved working with the voluntary and community sector.

Throughout the pandemic, the community has also been supporting vulnerable individuals through its Fylde Community Hub. The Hub was established at the latter end of March as the pandemic took a grip of the country and it has continued to offer support throughout the pandemic.

### 2. Emergency Assistance Grant for Food and Essential Supplies

The guiding principles of the funding are:

- *Use discretion on how to identify and support those most in need*
- *Use the funding to meet the immediate need and help those who are struggling to afford food and essentials due to COVID-19*
- *Use the funding for existing schemes and other support which deliver the same outcomes and where the need is greatest*
- *Work together with other local authorities to provide support and ensure the funding meets its objectives*

In terms of the food aspect of the grant, the council has an established relationship with the Food Banks within the Fylde who provide high-quality food parcels to those in need. A dialogue with the Food Banks has resulted in them confirming their ability to continue to meet demand for food and its willingness to receive more referrals. If demand for food peaks, the Emergency Assistance Grant will be used to offer financial support to the Food Banks to ensure their supply of food is maintained. At the time of writing this report, no requests have been made for financial support from the Food Banks. However, support was requested from the Food Banks in distributing some of its parcels to those who struggled travelling into urban areas to access the

food banks, and support has been provided through the Health and Well-Being Officer, together with community volunteers associated with the work of the Community Hub, in distributing an average of 15 food parcels per week across the Borough on behalf of the Food Banks.

Thanks, must be recorded to the Fylde Food Banks for their unstinting support to the vulnerable during the pandemic.

Turning to the essential supplies' aspect of the grant, DEFRA did not prescribe how authorities should spend this grant and it was left to the discretion of local authorities, on the basis that they understand their local communities the best. The key point was to avoid duplicating other forms of support where possible. For this reason, it is thought that by working with the existing successful partnership established through the Community Hub, not only in terms of food provision in partnership with the Food Banks, but also in terms of essential services that this would ensure the right support was offered through the most appropriate means.

In order to ensure that there is a fair and transparent process for awarding support to people, and make sure funding finds its way to those in the greatest need of support, the essential supplies element of the grant has been administered through the Council for Voluntary Services (CVS), in a partnership formed between both Fylde and Wyre Councils. This also meets another aim of the funding in working together with other councils to ensure that the funding meets its objectives. Similar successful partnerships between other councils have also been established, and others in Lancashire are now also following what has been established on the Fylde Coast. £40k of the funding has been provided to CVS to run this programme of support.

The CVS have operated a round of grants, on a rolling basis, to community and voluntary organisations in order that they can provide direct support to vulnerable people. Round one of the grant allocations is shown below and an update on the second round of funding awards will be made verbally at the meeting.

| Organisation          | Council                   | Application Amount (£) | Fylde Amount (£) | Details of application   |
|-----------------------|---------------------------|------------------------|------------------|--|
| Streetwise Lancashire | Fylde                     | 5000                   |                  | To supply fresh essential nutritional foods on a weekly basis to as many families in need as possible:<br>Also to provide essential sanitary and household necessities such as toilet rolls, nappies, cleaning products  |
| Hope Church Lytham    | Both 50-50 Fylde and Wyre | 2436                   | 2436             | To provide targeted, practical support to help significantly improve the quality of a children's environment through the provision of practical items which could be anything from household furniture to bedding  |
| Headway B,F & W       | Both 50-50 Fylde and Wyre | 2500                   | 2500             | <ul style="list-style-type: none"> <li>• X6 tablet devices for the use of their most vulnerable and isolated membership – allowing for joining in with zoom meetings with our staff and also their peer group (membership), brain stimulating games and apps, access to apply for benefits etc. online.</li> <li>• Staffing costs for 3 months to enable Zoom</li> </ul> |



|                              |  |      |      |   |
|------------------------------|--|------|------|---|
|                              |  |      |      | workshops and garden visits   |
| St Peter's Church,<br>Lytham | Fylde  | 3500 |      | <p>To open the church hall to:</p> <ul style="list-style-type: none"> <li>• allow people to engage together socially over free tea and coffee</li> <li>• be a centre distributing clothing/bedding/towels</li> <li>• offer access to computers and the internet for job search etc</li> <li>• receive food parcels</li> <li>• to offer soup, sandwiches and food parcels for those in need</li> <li>• provide a safe space for toddlers and their carers with provision of educational toys/books/clothing etc</li> <li>• be a place that can signpost people to the help they need</li> </ul> <p>The hall is a centre of community and is inclusive of all people.</p> |
| Park View 4U                 | Both<br>Wyre and<br>Fylde 50-<br>50 Wyre<br>or Fylde | 1000 | 1000 | To deliver Exploring the Wild Edges programme – to engage with women who have struggled with their mental wellbeing, social isolation and losing confidence during the Covid-19 pandemic. We aim to offer outside sessions around a campfire for groups of women to learn new skills including whittling, campfire cooking, using tools, foraging, and more   |
| Salvation Army<br>Fleetwood  | Wyre and<br>Fylde                                    | 750  | 750  | Arabic speaking interpreter and materials to assist with online learning, activities and support for the Syrian Refugee Programme.  |

Thanks, should also be extended to the Council for Voluntary Services for its administration of the scheme which has been very successful. At the time of writing this report, the Fylde and Wyre Clinical Commissioning Group had also requested to join in with this grant scheme and had pledged further funding for the programme.

### 3. Work with Fylde Citizens Advice Bureau

Following attendance by the Director of Resources at a Local Government Association workshop on support for the vulnerable and effective use of the grant provision, discussions have also subsequently taken place with the Fylde Citizens Advice Bureau to consider if it could be engaged to support need. As a result, two programmes of support have also been agreed in order to ensure that the grant is expended to support the vulnerable.

£6,000 has been given to help clients in fuel poverty by providing prepayment top ups and energy debt payments. This runs alongside the CAB's Fylde Energy Project which assists clients with all aspects of energy related issues including energy tariff checks, help with energy saving devices and advice, problems with energy suppliers, debt and budgeting.

£2,500 has also been given, with a view to further funding being released, to assist clients in debt (pending evaluation of the initial phase of the project). The debt is due to redundancy; income

reduction and debt increases. Financial assistance is offered to clients to provide assistance as a part of the debt process to help people who are no longer able to make payments and need to apply for debt resolution such as debt relief orders. The grant is to be used to pay for the debt relief order costs, therefore assisting the vulnerable manage their debts in order that they can afford food and essential supplies.

#### 4. Fylde Community Hub Update

The Community Hub has continued to be the focal point in supporting many individuals across the Fylde. In the first wave of the pandemic support was offered to those who were shielding due to age and medical conditions as well as to individuals who were vulnerable and required support in general. During the second wave a number of individuals were contacted by the Department of Health and advised that they were classified as Clinically Extremely Vulnerable (CEV) by government and the Community Hub was again requested to reach out to these individuals to offer support. A letter is attached as an appendix which was sent to over 3000 individuals in the Fylde area. Many other organisations and charities have also assisted in supporting the CEVs and the range of support is illustrated in the letter to the CEVs.

During the pandemic, the Fylde Community Hub has strengthened established partnership working to support the community. Many of these organisations supporting the work of the Community Hub come under the umbrella of the Council for Voluntary Services and they have all worked alongside the Hub. As well as being supported by key workers from the council, the Community Hub has also benefited from the support of over 100 volunteers and this combined effort has enabled us to support the wider community's needs.

| IMPLICATIONS                            |  |
|---|--|
| Finance                                 | The Council, at its October meeting, agreed a revenue budget increase of £74k fully funded from a government grant passported to Fylde Council from LCC to enable a grant scheme to be rolled out with immediate effect to support local vulnerable residents. There are no further financial implications arising from this report. |
| Legal                                   | Legal agreement entered into with LCC  |
| Community Safety                        | None   |
| Human Rights and Equalities             | None   |
| Sustainability and Environmental Impact | None   |
| Health & Safety and Risk Management     | None   |

| LEAD AUTHOR   | CONTACT DETAILS   | DATE             |
|---------------|---|------------------|
| Tracy Manning | Email <a href="mailto:tracy.manning@fylde.gov.uk">tracy.manning@fylde.gov.uk</a> & Tel 01253 658521 | 26 November 2020 |

| BACKGROUND PAPERS |      |                                |
|-------------------|------|--------------------------------|
| Name of document  | Date | Where available for inspection |
| None              |      | None                           |

Appendix 1 - Example letter to Clinically Extremely Vulnerable residents

## APPENDIX 1

Dear «PatientFirstName» «PatientSurname»

### SUPPORT FOR CLINICALLY EXTREMELY VULNERABLE

«PatientFirstName» «PatientSurname»  
«PatientAddress\_Line1»  
«PatientAddress\_Line2»  
«PatientAddress\_Line3»  
«PatientAddress\_Line4» «PatientAddress\_PostCode»

Our Ref: REF/01

Your Ref:

Please Ask For: Tracy Manning

Telephone: 01253 658448

Email: [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk)

Date: 22 December 2020

I write further to correspondence sent out to you recently by the Department of Health and Social Care.

The letter sent to you by the government provided guidance on a range of different activities during the lockdown period including socialising, work, education, travel, shopping, medicines, registering and accessing care and support.

Whilst you are encouraged to use your friends and family network, we want to reassure you there is other help available should you require it. We recognise in challenging times it is important that help and support is offered and to provide reassurance that you are not alone in responding to the challenges you may face.

Fylde Council, during the first wave of the pandemic, established a **Community Hub** to provide support which has remained operating throughout. We are working with a wide range of partners, and volunteers, to ensure that if you do not have an existing support network that we can offer you support through our Hub to make this period as comfortable and stress free as possible for you.

Please find attached a guidance sheet which outlines the range of support available.

Thank you for your time and patience on this matter, keep well and stay safe.

Yours sincerely,



**TRACY MANNING**  
**DIRECTOR OF RESOURCES ON BEHALF OF FYLDE COUNCIL'S COMMUNITY HUB**

## **Fylde Council's Community Hub**

### **Guidance Notes on Support**

The guidance to support the clinically extremely vulnerable in protecting themselves from exposure to coronavirus has been updated. Many new measures have been put in place including the rule of 6, COVID-secure workplaces, and the widespread use of face coverings; all of which have reduced the need for such restrictive advice.

[www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

We understand that help may still be required, and we are working together with local partners to ensure our most vulnerable residents continue to receive the support they need, especially those without friends, family or neighbours to assist them.

#### **If you need help**

**If you have a support network such as family, friends or neighbours, then we urge you to seek their assistance in the first instance.**

If you continue to require practical help, support or advice please contact the team who will put you in touch with Fylde's well-established local neighbourhood support structures and voluntary groups.

You can call us on 01253 658448 from 9am – 4.30pm Monday to Friday, email us at [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk) or direct message us on [www.facebook.com/fylde](https://www.facebook.com/fylde) or [www.twitter.com/fyldecouncil](https://www.twitter.com/fyldecouncil)

#### **Help with shopping**

##### **Shop local**

Many local bakers, butchers, chemists and more offer home deliveries. You should contact them directly to ask about availability.

##### **Register an online account with your local supermarket**

If you need to shop online and book a delivery slot, the process will be much quicker if you already have an account set up.

[www.learnmyway.com/courses/online-shopping](https://www.learnmyway.com/courses/online-shopping)

##### **Support for shopping**

- **Contact the NHS Volunteer Responders** – support can be provided for shopping, picking up your prescriptions or for a regular friendly telephone call



[www.nhsvolunteerresponders.org.uk](http://www.nhsvolunteerresponders.org.uk)

Tel: 0808 196 3646

## Well-being

Well-being is always important for everyone, however more so than ever at the moment. Self-isolation can be lonely and unvaried, and the information in the news and on social media can make you feel worried or fed-up.

Below is some useful information to help you stay busy and in touch with the world whilst isolating.

## Stay connected with others

Maintaining healthy relationships with people you trust is important for your mental wellbeing.

Think about ways to stay in touch with friends and family if you or they must stay at home – by phone, messaging, video calls or social media.

You can also get in touch with one of the many organisations who offer a telephone friendship service, where you can enjoy chatting with someone over the phone from the comfort of your own home.

[www.lancsvp.org.uk/referrals-3/community-support-referral-form](http://www.lancsvp.org.uk/referrals-3/community-support-referral-form)

Tel: 01772 416417



[www.nhsvolunteerresponders.org.uk](http://www.nhsvolunteerresponders.org.uk)

Tel: 0808 196 3646

[www.ageuk.org.uk/services/befriending-services/sign-up-for-telephone-befriending](http://www.ageuk.org.uk/services/befriending-services/sign-up-for-telephone-befriending)

Tel: 0800 055 6112



[www.thesilverline.org.uk](http://www.thesilverline.org.uk)

Tel: 0800 470 8090

[www.justgoodfriends.org.uk](http://www.justgoodfriends.org.uk)



Tel: Bev Sykes 07557 734233

## Talk about your worries

It's normal to feel worried, scared or helpless about the current situation. Remember; it is OK to share your concerns with others you trust, and we would encourage you to do so. You may also find that sharing your concerns may help them too.

If you cannot speak to someone you know or if doing so has not helped, there are plenty of helplines you can try instead.

[www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines](http://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines)

## Look after your body

Physical health has a big impact on how we feel. It can be easy to fall into unhealthy patterns of behaviour that end up making you feel worse.

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. Avoid smoking, drugs or drinking too much alcohol.

If you are staying at home, you could try exercising indoors, with lots of free online classes. Or try an easy 10-minute home workout.

[www.nhs.uk/live-well/exercise/10-minute-workouts](http://www.nhs.uk/live-well/exercise/10-minute-workouts)

### **Carry on doing the things you enjoy**

If you are feeling worried, anxious, lonely or low, you may stop doing things you usually enjoy.

Try to focus on your favourite hobby if it is something you can still do at home. Or start a new hobby; read, write, do crosswords or jigsaws, or try drawing and painting. Whatever it is, find something that works for you.

If you cannot think of anything you like doing, try learning something new at home. There are lots of free tutorials and courses online.

[www.lal.ac.uk](http://www.lal.ac.uk)



You can still stay social at home by joining others online; book clubs, pub quizzes and music concerts are just a few of the things to try.

### **Do not stay glued to the news**

Try to limit the time you spend watching, reading or listening to coverage of the outbreak, including on social media, and think about turning off breaking-news alerts on your phone.

You could set yourself a specific time to read updates or limit yourself to checking a couple of times a day.

Use trustworthy sources – such as [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) or [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19) - and fact-check information from the news, social media or other people.

### **Other support and helplines**

#### **Foodbank Vouchers**

If you are in receipt of a qualifying benefit or are struggling financially, you may be eligible for a foodbank voucher. Please call Fylde Council's Community Hub on 01253 658448 for further guidance.

[www.fylde.foodbank.org.uk](http://www.fylde.foodbank.org.uk)



#### **Financial Support**

To assist people to self-isolate, the government has announced that individuals on low incomes will be entitled to a Test and Trace Support Payment of £500, if they meet certain criteria, in order to support them through their self-isolation period.

The payments are only available to people who have been told to self-isolate on or after 28th September 2020.

[www.fylde.gov.uk/self-isolation-payment](http://www.fylde.gov.uk/self-isolation-payment)

If you live in rented accommodation or your own home, you may be able to claim Housing or Council Tax Benefit.

[www.fylde.gov.uk/benefits/housing-benefit-and-council-tax-reduction](http://www.fylde.gov.uk/benefits/housing-benefit-and-council-tax-reduction)

If you are on a low or reduced income, we recommend you check with the DWP to see if you're able to claim Universal Credit or any other benefit during this period.

[www.gov.uk/universal-credit](http://www.gov.uk/universal-credit)

## **Support for Community Organisations**

### **The Council for Voluntary Service Blackpool, Wyre & Fylde (CVSBWF)**

The CVS [www.cvsbwf.org](http://www.cvsbwf.org) will operate a round of small grants to Voluntary Community Faith and Social Enterprise (VCFSE) sector organisations in order for them to help support people who are struggling due to COVID-19.

The maximum that can be awarded is £5,000 per organisation and a wide range of bids are being encouraged from a minimum of £300 up to a small number to the £5,000 maximum to fund projects that:

- meet the immediate need of residents who are struggling to afford food and essentials due to COVID-19
- provide advice and information to residents affected by COVID-19 to help them access longer term support they might need, such as benefits, debt advice or employment support
- provide emotional and mental health support
- help address social isolation
- demonstrate how significant numbers of residents most affected by COVID-19 will benefit from these funds and which geographical areas and issues are being addressed

Applications will be evaluated on a rolling basis. The application window for this round of funding will close on Friday 4th December.

[www.cvsbwf.org/covidgrants](http://www.cvsbwf.org/covidgrants)

Keep yourself apprised of what support programmes have been approved by visiting the Council for Voluntary Services' website to see what you might access.

## **Stay in the know**

Keep up to date with the latest COVID guidance and Fylde Council services by following us on social media or subscribing to our newsletter. Any new information will be posted directly through these channels, so if you are following us, you'll be the first to know.

[www.fylde.gov.uk/sign-up-to-our-newsletter](http://www.fylde.gov.uk/sign-up-to-our-newsletter)

[www.facebook.com/fylde](https://www.facebook.com/fylde)

[www.twitter.com/fyldecouncil](https://www.twitter.com/fyldecouncil)

## DECISION ITEM

| REPORT OF   | MEETING                                   | DATE           | ITEM NO |
|---|---|----------------|---------|
| RESOURCES DIRECTORATE   | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 7       |
| <b>TOWN CENTRE CCTV, MOBILE VEHICLE REPLACEMENT AND REQUESTS FROM TOWN AND PARISH COUNCILS FOR CCTV</b> |   |                |         |

### PUBLIC ITEM

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

### SUMMARY

To provide an update to members on the regulatory requirements of CCTV and the steps which need to be taken prior to a decision being made from a budgetary perspective in upgrading cameras and replacing the CCTV vehicle.

To advise members of two requests for support with the provision of CCTV in Town and Parish Council areas and to seek initial views on these proposals. To also discuss the need for an assessment process for future applications for support of this nature, for example one which would include a requirement for a legitimate aim for the use of the cameras in terms of a pressing need to be established prior to any applications, and where this has been demonstrated and a request for funding made, that this is on the basis of match funding being provided by the council concerned.

### RECOMMENDATIONS

1. To note the position with respect to the town centre CCTV and mobile vehicle replacement initiative
2. To offer the support of the Committee to the Budget Working Group for the funding sought by both Kirkham Town Council and Newton-with-Clifton Parish Council for CCTV within their respective localities subject to both councils being able to demonstrate a pressing need for each camera and providing a copy of an associated data impact assessment
3. That a further report be brought back to the committee on guidance to be proffered to the Budget Working Group against which to consider future bids for funding for CCTV from other Town and Parish Councils

### SUMMARY OF PREVIOUS DECISIONS

5 November 2019 – 1. That the Committee considers the report and supports the rationalisation of the 2 CCTV vehicles to one in order to provide a viable service in 2020/21; and 2. That Officers are requested to investigate the costs of replacement CCTV vehicles with a view to submitting a future capital bid in 2021/22 and exploring other funding opportunities in the meantime



| CORPORATE PRIORITIES                                     |   |
|--|---|
| Economy – To create a vibrant and healthy economy        | ✓ |
| Environment – To deliver services customers expect       | ✓ |
| Efficiency – By spending money in the most efficient way | ✓ |
| Tourism – To create a great place to live and visit      | ✓ |

## REPORT

1. Fylde Council is responsible for three town centre CCTV systems in St Annes, Lytham and Kirkham. The cameras are a key part of the council's corporate objective of reducing anti-social behaviour, crime and disorder.

The cameras are maintained by Blackpool Council and monitored by Wyre Council. Active monitoring takes place at peak times over the weekends and more busy evenings in the week but the cameras record footage 24/7 and the Lancashire Constabulary have the ability to download footage through agreed protocols. The monitoring can detect incidents as they occur and alert the Constabulary accordingly.

2. The cameras in St Annes and Kirkham are analogue cameras which were installed circa 2008. They are still in good working order but would benefit from being replaced with IP cameras. The four cameras in Lytham were upgraded to IP cameras in 2015 which provides a better-quality image and the footage stays in colour at night, rather than reverting to black and white. Camera locations are provided in the 'link to information' section.

3. The Budget Working Group has discussed the age of the cameras following a request from St Annes Town Council to upgrade the cameras within the town. Any upgrade of the analogue cameras would also encapsulate the town of Kirkham as well. However, as a first stage, should the Council wish to upgrade the cameras in both St Annes and Kirkham, the Governance Team would have to carry out an assessment to ensure compliance with the Surveillance Camera Commissioner's 12 guiding principles.

4. One of the key principles is that the Council must have a legitimate aim to meet a pressing need for the cameras and this would have to be demonstrated and supported by stakeholders including the Lancashire Constabulary. CCTV is classed as high-risk processing and therefore any upgrades will be also subject to a data protection impact assessment. Further information has been provided in the 'link to information' section on the 12 guiding principles and data protection impact assessments.

5. Fylde Council has also been working in partnership with the Lancashire Constabulary through the Community Safety Partnership (CSP) in terms of the provision of the current surveillance camera network. The CSP previously met the costs of two second hand mobile CCTV vehicles and associated equipment several years ago. These vehicles were passed to the Constabulary. However, one of the vehicles is no longer in use and the remaining vehicle and associated equipment are coming to the end of their life. As the CSP no longer has such funds at its disposal, the council is also being asked to consider if it would also be willing to meet the costs of a replacement vehicle and associated equipment.

6. However, as with the town centre cameras this will be subject to the Surveillance Commissioners 12 guiding principles and a data protection impact assessment. The Police and Crime Commissioner has also been approached, through the CSP, to ask if he would be willing to provide any funding towards this project but has indicated that he would need to see a business case in the first instance. However, it is likely that any contribution, if forthcoming, would be small in nature and it is brought to members attention that the cost of this project could be in excess of 200k.

7. In order to progress this matter an initial discussion has taken place with the Lancashire Constabulary who are supportive of the replacements/upgrades subject to the necessary assessments being undertaken in terms of compliance with the regulatory framework for CCTV, and the costs being met by the council. The local Geographic Police Inspector is progressing a piece of analysis to determine if the police will advise that there is a legitimate pressing need in terms of every camera location for both the St Anne's and Kirkham systems, together with an assessment of the pressing need from an evidential base for the mobile CCTV vehicle. An initial crime mapping exercise has been undertaken by the police and this is to be considered further at a meeting due to take place early in the New Year.

8. In addition, the attention of members is also drawn to two requests which have been received for CCTV by the Council's Budget Working Group. The Working Group has referred these requests to this committee for further consideration. One bid is from Kirkham Town Council to have a new camera in the Memorial Gardens in Kirkham. The total cost of the camera is circa £14k as a new electricity supply will have to be connected to the area. The Town Council are seeking 6k towards the cost of this. The area is suffering from ASB related issues which is why the camera is being sought. Guidance has been offered to put together a case for a pressing need for the camera together with the data protection impact assessment. The second request is from Newton-with-Clifton Parish Council who are seeking £3k as a contribution towards a camera. Correspondence from the Clerk to the Parish Council in support of this request is set out below:

*"Some ten plus years ago members originally petitioned on behalf of parishioners for CCTV equipment to be installed in proximity to the above park. Council liaised with the Fylde council's Community Safety Partnership (FBC), sourced related funding from parishioners and a CCTV camera was in situ c.2008.*

*Subsequently FBC removed the camera, as it had developed a number of faults and was ultimately assessed as uneconomic to repair. There were often malfunction issues with the original CCTV installation together with complications relating to the capability of monitoring and downloading CCTV images.*

*However, as a consequence of an increased incidence of anti-social behaviour at Newton Hall Park council is again considering redeploying a CCTV council.*

*Given the infrastructure already in place, electricity supply, camera post with mounting bracket fittings &c from the original installation, the cost of new CCTV cameras, lighting, recording box etc should not be prohibitive. An indicative FBC funding amount is £3000, it is anticipated this sum will be matched by the parish council, moreover it is anticipated that additional funds will be raised by parishioner contributions. It has also been suggested that the project could perhaps be considered for inclusion in FBC's/Friends of Newton Community Park community park improvement programme (CPIP)".*

The key difference between the cameras sought by the Town and Parish Councils and those of our own Town Centre CCTV cameras is that they are not monitored, but stand-alone cameras, with the ability to download the footage if required

| IMPLICATIONS                            |   |
|---|---|
| Finance                                 | The contributions requested by the respective Town and Parish Council's would be a part of the 2021/22 budget proposals if supported by members         |
| Legal                                   | CCTV is a highly regulated activity for for any new or replacement camera a pressing need must be demonstrated, and a data impact assessment undertaken |
| Community Safety                        | CCTV is a part of a package of measures used to combat anti-social behaviour and crime  |
| Human Rights and Equalities             | See comments in the legal section   |
| Sustainability and Environmental Impact | NA  |
| Health & Safety and Risk Management     | See comments in the legal section   |

| LEAD AUTHOR   | CONTACT DETAILS   | DATE             |
|---------------|---|------------------|
| Tracy Manning | Email <a href="mailto:tracy.manning@fylde.gov.uk">tracy.manning@fylde.gov.uk</a> & Tel 01253 658521 | 17 December 2020 |

| BACKGROUND PAPERS |      |                                |
|-------------------|------|--------------------------------|
| Name of document  | Date | Where available for inspection |
| NA                |      | NA                             |

## DECISION ITEM

| REPORT OF  | MEETING                                   | DATE           | ITEM NO |
|--|---|----------------|---------|
| MANAGEMENT TEAM                                  | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 8       |
| <b>BUDGET SETTING – FEES AND CHARGES 2021/22</b> |   |                |         |

### PUBLIC ITEM

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

### SUMMARY

Each year, as part of the budget-setting process, the schedule of fees and charges for the coming year (for each of the services that the Council provides) is reviewed by budget-holders prior to that schedule being considered by the relevant Programme Committee and finally being approved at the March Budget Council meeting.

Each Programme Committee is required to recommend to the Council for approval a schedule of fees and charges for those activities within the remit of the Committee.

This report requests that Members consider the proposed schedule of fees and charges for those services within the remit of this committee as detailed at Appendix A to this report and provide a recommendation to Council in this regard.

Note: A full schedule of proposed fees and charges for all Council services for 2021/22 is accessible at the link below:

<https://new.fylde.gov.uk/council/finance/draft-fees-and-charges-2021-22/>

### RECOMMENDATIONS

**The Committee is requested to consider the schedule of fees and charges for those activities within the remit of this committee as detailed in Appendix A to this report and:**

1. To recommend to Council a proposed schedule of fees and charges applicable for 2021/22; and
2. To note that the final fees and charges for 2021/22 will be approved by the Budget Council in March 2021.

### SUMMARY OF PREVIOUS DECISIONS

The proposed fees and charges for services that are within the terms of reference of each programme committee are recommended to Council for approval as part of the annual budget-setting process. There have been no previous decisions in respect of these fees and charges for 2021/22.

| CORPORATE PRIORITIES                                     |   |
|--|---|
| Economy – To create a vibrant and healthy economy        | ✓ |
| Environment – To deliver services customers expect       | ✓ |
| Efficiency – By spending money in the most efficient way | ✓ |
| Tourism – To create a great place to live and visit      | ✓ |

## REPORT

1. Each year, as part of the budget-setting process for the coming financial year, budget-holders are required to review the fees and charges that the Council applies to the range of services which it delivers.
2. There are different considerations for assessing changes to the level of fees and charges depending upon the nature of the service. This is explained below:
  - For certain activities, for example some environmental health-related activities, fee levels are set by statute at a prescribed level. In respect of these types of activity the review of fees and charges is restricted to ensuring that the correct amount is approved by Council and is correctly applied for the forthcoming year;
  - For other types of charges in respect of services for which the Council has statutory responsibilities (for example in relation to licensing matters) fee levels must be set at an appropriate level such that only eligible costs are recovered. In respect of these types of activity the review of fees and charges comprises a review of costs and the adjustment of fees where necessary to avoid the under or over-recovery of costs. Where only minor discrepancies are found between costs and fee levels the charges may be left unchanged until the next review to avoid the costs associated with more regular leaflet re-printing etc.; and
  - For other activities which are not set by statute and for which the Council is not acting under statutory powers (e.g. games site fees) fee levels may be set at levels that are determined by the Council itself. In respect of these types of activity the review of fees and charges comprises a review of costs, a review of the fee levels of competitor providers and after a consideration of the likely effect on demand for the services and the total income that would be received at different fee levels.
3. Fee levels for all services have been reviewed according to the differing criteria as described above and the Programme Committee is invited to consider and provide comments as appropriate.
4. The role of the Council's Programme Committees in providing a recommendation to Council of a schedule of fees and charges for services within the remit of that committee is a key part of the budget-setting process for the coming year. The final schedule of fees and charges for all Council services will be considered by the Budget Council in March 2021.

| IMPLICATIONS                            |  |
|---|--|
| Finance                                 | The recommendation to Council of a schedule of proposed fees and charges for services within the remit of each Programme Committee is a key part of the budget-setting process for the coming year. This report requests that Members consider the schedule of fees and charges as detailed at Appendix A and provide a recommendation to Council as appropriate. Any financial implications from proposed changes to fees and charges will be quantified and reflected in the financial forecast contained in the final Medium Term Financial Strategy report to be considered by Budget Council in March 2021. |
| Legal                                   | None arising from this report  |
| Community Safety                        | None arising from this report  |
| Human Rights and Equalities             | None arising from this report  |
| Sustainability and Environmental Impact | None arising from this report  |
| Health & Safety and Risk Management     | None arising from this report  |

| LEAD AUTHOR     | CONTACT DETAILS | DATE          |
|-----------------|-----------------|---------------|
| Management Team |                 | December 2020 |

| BACKGROUND PAPERS |      |                                |
|-------------------|------|--------------------------------|
| Name of document  | Date | Where available for inspection |
| n/a               | n/a  | n/a                            |

## Fees and Charges 2021/22

## Appendix A

|   | VAT<br>Code | Unit Of Charge    | Variable Charge<br>Discretionary (D)<br>Prescribed (P) | Approved<br>2020/21<br>Fees & Charges £ | DRAFT<br>2021/22<br>Fees & Charges £ |
|---|-------------|-------------------|--|---|--------------------------------------|
| <b><u>ENVIRONMENT, HEALTH AND HOUSING COMMITTEE</u></b>   |             |                   |  |   |                                      |
| <b><u>Private Sector Housing</u></b>  |             |                   |  |   |                                      |
| - Enforcement Notice (Housing Act 2004)   | d           | Per Notice        | D  | 427.00                                  | <b>432.00</b>                        |
| - Part 1 – receipt of application   | d           | Per Application   | D  | 103.00                                  | <b>103.00</b>                        |
| - Part 2 – administration of the license (5 years)  | d           | Per Application   | D  | 388.00                                  | <b>388.00</b>                        |
| - Additional costs – assistance and completing the form   | d           | Per Application   | D  | 147.00                                  | <b>147.00</b>                        |
| - HMO Licence Renewal (Housing Act 2004)  | d           | Per Application   | D  | 309.00                                  | <b>309.00</b>                        |
| - Immigration housing inspection  | d           | Per Inspection    | D  | 133.00                                  | <b>133.00</b>                        |
| <b><u>Tenancy Support</u></b>   |             |                   |  |   |                                      |
| - Items taken from home and taken into storage  | a           | Per Removal       | D  | 50.00                                   | <b>50.00</b>                         |
| - Weekly storage costs  | a           | Per Removal       | D  | 10.00                                   | <b>10.00</b>                         |
| - Items removed from storage and taken to home  | a           | Per Removal       | D  | 50.00                                   | <b>50.00</b>                         |
| <b><u>Discounted Market Sale</u></b>  |             |                   |  |   |                                      |
| - Processing purchaser applications to check eligibility, discounted is reflected or resale and restrictive covenant on property for resale | a           | Per Property Sale | D  | 251.00                                  | <b>251.00</b>                        |

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## Fees and Charges 2021/22

## Appendix A

|   | VAT Code | Unit Of Charge                | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|---|----------|-------------------------------|--|-----------------------------------|--------------------------------|
| <b><u>Environmental Health Charges</u></b>  |          |                               |  |                                   |                                |
| <b><u>Drainage Services</u></b>   |          |                               |  |                                   |                                |
| - Clearance of blocked drain  | a        | Per Clearance                 | D  | 125.00                            | <b>125.00</b>                  |
| - CCTV drain investigation  | a        | Per investigations            | D  | 125.00                            | <b>125.00</b>                  |
| - Combined clearance and CCTV investigation   | a        | Per Clearance / Investigation | D  | 240.00                            | <b>240.00</b>                  |
| <b><u>Removal of Illegal Traveller Encampments:</u></b>   |          |                               |  |                                   |                                |
| - Work associated with illegal encampments up to removal order stage  | a        | Per Encampment                | D  | 350.00                            | <b>350.00</b>                  |
| - Should the encampment remain, then work associated with execution of removal order – per hour   | a        | Per hour                      | D  | 120.00                            | <b>120.00</b>                  |
| - Legal costs and removal to be charged in addition to the above  | a        | Per Encampment                | D  | At Cost                           | <b>At Cost</b>                 |
| <b><u>Fixed Penalty Notice – Householder Duty of Care</u></b>   |          |                               |  |                                   |                                |
| - Fixed penalty charge to householder   | d        | Per penalty                   | D  | 400.00                            | <b>400.00</b>                  |
| - Fixed penalty charge to householder – reduced if paid within 14 days  | d        | Per penalty                   | D  | 240.00                            | <b>240.00</b>                  |
| <b><u>Fixed Penalty Notice – Fly Tipping</u></b>  |          |                               |  |                                   |                                |
| - Fixed penalty charge to fly tipping suspect   | d        | Per penalty                   | D  | 400.00                            | <b>400.00</b>                  |
| - Fixed penalty charge to fly tipping suspect - reduced if paid within 14 days  | d        | Per penalty                   | D  | 200.00                            | <b>200.00</b>                  |
| <b><u>Air Pollution Control (Environment Protection Act 1990)</u></b>   |          |                               |  |                                   |                                |
| Fees are charged at the national rates which are established and set by the Government.   |          |                               |  |                                   |                                |
| <a href="https://www.gov.uk/government/publications/environmental-permitting-charging-scheme">https://www.gov.uk/government/publications/environmental-permitting-charging-scheme</a> |          |                               |  |                                   |                                |
| <b>List of Authorised Processes:</b>  |          |                               |  |                                   |                                |
| - Commercial Interest   | a        | Per Property / Site Per Hour  | D  | 75.00                             | <b>75.00</b>                   |

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## Fees and Charges 2021/22

## Appendix A

|   | VAT Code | Unit Of Charge               | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £    |
|---|----------|------------------------------|--|-----------------------------------|-----------------------------------|
| - Fylde Residents / Students (Academic Research)  | d        | Per Property / Site Per Hour | D  | Free                              | Free                              |
| <b>Public Register Entries:</b>   |          |                              |  |                                   |                                   |
| - Commercial Interest – per hour  | a        | Per Property / Site Per Hour | D  | 110.00                            | 110.00                            |
| - Fylde Residents / students (Academic Research)  | d        | Per Property / Site Per Hour | D  | Free                              | Free                              |
| <b>Contaminated Land Enquiries:</b>   |          |                              |  |                                   |                                   |
| - Contaminated Land Enquires: Desk top study – records /search and basic written response where no more than one site identified - per hour                                     | a        | Per Property / Site Per Hour | D  | 110.00                            | 110.00                            |
| - Contaminated Land Enquiries: Where in addition to above, basic written response detailed landfill gas or chemical data is requested or the enquiry covers more than one site. | d        | Per Property / Site Per Hour | D  | Individual costs to be negotiated | Individual costs to be negotiated |
| <b>Other Environmental Information:</b>   |          |                              |  |                                   |                                   |
| - Commercial Interest – Per Hour  | a        | Per Hour                     | D  | 110.00                            | 110.00                            |
| - Fylde Residents / Students (Academic Research)  | d        | Per Session                  | D  | Free                              | Free                              |
| <b>Street Trading Consents:</b>   |          |                              |  |                                   |                                   |
| - Class 1: Commercial – Annual  | d        | Per Application              | D  | 460.00                            | 460.00                            |
| - Class 1: Commercial – Renewal   | d        | Per Application              | D  | 430.00                            | 430.00                            |
| - Class 2 : Charitable Organisations (no more than one day duration)  | d        | Per Application              | D  | 0.00                              | 0.00                              |
| <b>Volunteer Surrender of food:</b>   |          |                              |  |                                   |                                   |
| - Documentation / Certification (Per Hour – minimum 1 hour)   | d        | Per Application              | D  |                                   |                                   |
| <b>Food Hygiene Rating Scheme:</b>  |          |                              |  |                                   |                                   |
| - FBO Request for Food Hygiene Rating Revisit   | d        | Per Revisit                  | D  | 130.00                            | 130.00                            |
| <b>General Fees &amp; Charges:</b>  |          |                              |  |                                   |                                   |
| - Work carried out in default of a notice (Initial Costs)   | a        | Per Investigation            | D  | 120.00                            | 120.00                            |
| - Plus cost per premises / site works   | a        | Per Site / Premises          | D  | 65.00                             | 65.00                             |

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## Fees and Charges 2021/22

## Appendix A

|  | VAT Code | Unit Of Charge     | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|--|----------|--------------------|--|-----------------------------------|--------------------------------|
| <b>Private Water Supplies Regulations 2009</b>           |          |                    |  |                                   |                                |
| - Risk Assessment  | a        | Per Assessment     | P  | 500.00 (MAX)                      | <b>500.00 (MAX)</b>            |
| - Sampling   | a        | Each Visit         | P  | 100.00 (MAX)                      | <b>100.00 (MAX)</b>            |
| - Investigation  | a        | Each Investigation | P  | 100.00 (MAX)                      | <b>100.00 (MAX)</b>            |
| - Granting an authorisation                              | a        | Each Authorisation | P  | 100.00 (MAX)                      | <b>100.00 (MAX)</b>            |
| - Analysing a sample (reg 10)                            | a        | Each Sample        | P  | 25.00 (Max)                       | <b>25.00 (Max)</b>             |
| - Analysing a sample taken during check monitoring       | a        | Each Sample        | P  | 100.00 (Max)                      | <b>100.00 (Max)</b>            |
| - Analysing a sample taken during audit monitoring       | a        | Each Sample        | P  | 500.00 (Max)                      | <b>500.00 (Max)</b>            |
| <b><u>Licences</u></b>                                   |          |                    |  |                                   |                                |
| <b>Site Licensing Fees – The Mobiles Homes Act 2013:</b> |          |                    |  |                                   |                                |
| - New Site Application                                   | d        | Per Application    | D  | 320.00                            | <b>320.00</b>                  |
| - Transfer Existing Site Licence                         | d        | Per Application    | D  | 190.00                            | <b>190.00</b>                  |
| - Alteration of Conditions                               | d        | Per Application    | D  | 375.00                            | <b>375.00</b>                  |
| - Depositing Site Rules                                  | d        | Per Application    | D  | 80.00                             | <b>80.00</b>                   |
| - Annual Licence Fee – Per Site                          | d        | Per Site           | D  | 250.00                            | <b>250.00</b>                  |
| - Annual Licence Fee - Pitch Fee                         | d        | Per Pitch          | D  | 5.00                              | <b>5.00</b>                    |
| <b>Street Café:</b>                                      |          |                    |  |                                   |                                |
| - Grant  | d        | Per Application    | D  | 312.00                            | <b>312.00</b>                  |
| - Renewal  | d        | Per Application    | D  | 230.00                            | <b>230.00</b>                  |
| <b>Sex Shop:</b>   |          |                    |  |                                   |                                |
| - Grant  | d        | Per Application    | D  | 1,710.00                          | <b>1,710.00</b>                |

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## Fees and Charges 2021/22

## Appendix A

|   | VAT Code | Unit Of Charge  | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|---|----------|-----------------|--|-----------------------------------|--------------------------------|
| <b>Public / Private Hire:</b>                     |          |                 |  |                                   |                                |
| - Vehicle   | d        | Per Application | D  | 190.00                            | <b>190.00</b>                  |
| - Hackney Carriage Vehicle Licences               | d        | Per Application | D  | 190.00                            | <b>190.00</b>                  |
| - Hackney Carriage Drivers Licences               | d        | Per Application | D  | 94.00                             | <b>94.00</b>                   |
| <b>Plate Charges:</b>                             |          |                 |  |                                   |                                |
| - Full Set  | d        | Per Application | D  | 21.00                             | <b>21.00</b>                   |
| - Rear Plate & Mount                              | d        | Per Application | D  | 11.25                             | <b>11.25</b>                   |
| - Rear Plate Only                                 | d        | Per Application | D  | 5.25                              | <b>5.25</b>                    |
| - Rear Mount Only                                 | d        | Per Application | D  | 6.00                              | <b>6.00</b>                    |
| - Front Plate & Mount                             | d        | Per Application | D  | 7.00                              | <b>7.00</b>                    |
| - Front Plate Only                                | d        | Per Application | D  | 2.75                              | <b>2.75</b>                    |
| - Front Mount Only                                | d        | Per Application | D  | 4.25                              | <b>4.25</b>                    |
| - Button & Keys                                   | d        | Per Application | D  | 1.50                              | <b>1.50</b>                    |
| - Pouch   | d        | Per Application | D  | 1.25                              | <b>1.25</b>                    |
| - Private Hire Door Stickers                      | d        | Per Pair        | D  | 6.15                              | <b>6.15</b>                    |
| <b>Drivers</b>                                    |          |                 |  |                                   |                                |
| - New (annual)                                    | d        | Per Application | D  | 94.00                             | <b>94.00</b>                   |
| - New (3 yearly)                                  | d        | Per Application | D  | 235.00                            | <b>235.00</b>                  |
| - Private Hire Operators 1-5 Vehicles (5 yearly)  | d        | Per Application | D  | 312.00                            | <b>312.00</b>                  |
| - Private Hire Operators 6-10 Vehicles (5 yearly) | d        | Per Application | D  | 333.00                            | <b>333.00</b>                  |
| - Private Hire Operators 11 Vehicles (5 yearly)   | d        | Per Application | D  | 358.00                            | <b>358.00</b>                  |

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## Fees and Charges 2021/22

## Appendix A

|  | VAT Code | Unit Of Charge  | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|--|----------|-----------------|--|-----------------------------------|--------------------------------|
| - Replacement Driver Badges  | d        | Per Application | D  | 10.50                             | <b>10.50</b>                   |
| - Driver Licence Renewals (Private Hire or Hackney)  | d        | Per Application | D  | 78.00                             | <b>78.00</b>                   |
| - Driver Licence Renewals (Private Hire or Hackney 3 yearly)                                 | d        | Per Application | D  | 184.50                            | <b>184.50</b>                  |
| - Drivers Combined New   | d        | Per Application | D  | 130.50                            | <b>130.50</b>                  |
| - Drivers Combined New (3 yearly)  | d        | Per Application | D  | 235.00                            | <b>235.00</b>                  |
| - Drivers Combined Existing  | d        | Per Application | D  | 84.50                             | <b>84.50</b>                   |
| - Driver Combined Existing (3 yearly)  | d        | Per Application | D  | 184.50                            | <b>184.50</b>                  |
| - Transfer Licence Fee   | d        | Per Application | D  | 37.00                             | <b>37.00</b>                   |
| <b>Notes: We do not issue refunds with respect to Taxi/PHV Licences</b>                      |          |                 |  |                                   |                                |
| - Fare Cards   | d        | Per Application | D  | 2.65                              | <b>2.65</b>                    |
| - Knowledge Test   | d        | Per Test        | D  | 19.00                             | <b>19.00</b>                   |
| <b>Licensing &amp; Registration:</b>   |          |                 |  |                                   |                                |
| - Grant of Animal Boarding Establishment (Initial application including one inspection)      | d        | Per Application | D  | 110.00                            | <b>110.00</b>                  |
| - Additional fee payable on approval of 2 year licence                                       | d        | Per Application | D  | 69.00                             | <b>69.00</b>                   |
| - Additional fee payable on approval of 3 year licence                                       | d        | Per Application | D  | 138.00                            | <b>138.00</b>                  |
| - Renewal of Animal Boarding Establishment (Initial application including one inspection)    | d        | Per Application | D  | 106.00                            | <b>106.00</b>                  |
| - Additional fee payable on approval of 2 year licence                                       | d        | Per Application | D  | 69.00                             | <b>69.00</b>                   |
| - Additional fee payable on approval of 3 year licence                                       | d        | Per Application | D  | 138.00                            | <b>138.00</b>                  |
| - Grant of Dog Breeding Establishment Licence (Initial application including one inspection) | d        | Per Application | D  | 110.00                            | <b>110.00</b>                  |
| - Additional fee payable on approval of 2 year licence                                       | d        | Per Application | D  | 69.00                             | <b>69.00</b>                   |

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|  | VAT Code | Unit Of Charge  | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|--|----------|-----------------|--|-----------------------------------|--------------------------------|
| -  |          |                 |  |                                   |                                |
| - Additional fee payable on approval of 3 year licence   | d        | Per Application | D  | 138.00                            | <b>138.00</b>                  |
| - Renewal of Dog Breeding Establishment (application including one inspection)   | d        | Per Application | D  | 106.00                            | <b>106.00</b>                  |
| - Additional fee payable on approval of 2 year licence   | d        | Per Application | D  | 69.00                             | <b>69.00</b>                   |
| - Additional fee payable on approval of 3 year licence   | d        | Per Application | D  | 138.00                            | <b>138.00</b>                  |
| - Dangerous Wild animal Licence  | d        | Per Application | D  | 230.00                            | <b>230.00</b>                  |
| - Selling Animals as Pets (Initial application including one inspection)   | d        | Per Application | D  | 110.00                            | <b>110.00</b>                  |
| - Additional fee payable on approval of 2 year licence   | d        | Per Application | D  | 69.00                             | <b>69.00</b>                   |
| - Additional fee payable on approval of 3 year licence   | d        | Per Application | D  | 138.00                            | <b>138.00</b>                  |
| - Renewal of Selling Animals as Pets (Initial application including one inspection)  | d        | Per Application | D  | 94.00                             | <b>94.00</b>                   |
| - Additional fee payable on approval of 2 year licence   | d        | Per Application | D  | 69.00                             | <b>69.00</b>                   |
| - Additional fee payable on approval of 3 year licence   | d        | Per Application | D  | 138.00                            | <b>138.00</b>                  |
| - Hiring of Horses Licence   | d        | Per Application | D  | 144.00                            | <b>144.00</b>                  |
| - Hiring of Horses Licence Renewal   | d        | Per Application | D  | 135.00                            | <b>135.00</b>                  |
| - Scrap Metal Collectors   | d        | Per Application | D  | 343.00                            | <b>343.00</b>                  |
| - Scrap Metal Site   | d        | Per Application | D  | 348.50                            | <b>348.50</b>                  |
| - Second Hand Dealer Registration  | d        | Per Application | D  | 125.50                            | <b>125.50</b>                  |
| - Skin Piercing Registration – Premises  | d        | Per Application | D  | 172.00                            | <b>172.00</b>                  |
| - Skin Piercing Registration - Persons   | d        | Per Application | D  | 172.00                            | <b>172.00</b>                  |
| Notes:<br>Skin piercers include acupuncturists, tattooists, ear piercers and electrologists'. Both skin piercers and their premises have to be registered with an Authority. Normally there is one registered proprietor for each premises, although there may be a number of practitioners. Each and every additional practitioner will be required to register |          |                 |  |                                   |                                |

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## Fees and Charges 2021/22

## Appendix A

|  | VAT<br>Code | Unit Of Charge  | Variable Charge<br>Discretionary (D)<br>Prescribed (P) | Approved<br>2020/21<br>Fees & Charges £ | DRAFT<br>2021/22<br>Fees & Charges £ |
|--|-------------|-----------------|--|---|--------------------------------------|
| <p><b>General:</b><br/>Alterations or additions to the above licences, registrations and consents, which result in the need to visit premises and issue documentation will be charged at half the standard fee.</p> <ul style="list-style-type: none"> <li>- Many of the Licences are issued from the 1<sup>st</sup> January each year. Where application is made part way through a year, 1/12 of the standard fee will be charged for each full month remaining plus an administration fee of £54.00</li> <li>- Where a licence is surrendered part way through a year a 1/12 refund of the standard fee will be charged for each full calendar month remaining, less an administration fee of £54.00</li> <li>- Licence fee levels for 2021/22 have been assessed to ensure the fee equates to no more than the cost of providing the licence.</li> </ul> <p><b>Gambling Act 2005 – Premises Licence Fees</b></p> <p><b>Casino Premises Licence:</b></p> <ul style="list-style-type: none"> <li>- <b>Annual Fee</b></li> <li>- Variation Fee</li> <li>- Transfer Fee</li> <li>- Reinstatement of Licence</li> <li>-</li> </ul> <p><b>Bingo Premises Licence:</b></p> <ul style="list-style-type: none"> <li>- New Application</li> <li>- Annual Fee</li> <li>- Provisional Statement Fee</li> </ul> |             |                 |  |   |                                      |
|  | d           | Per Application | D to P max   | 271.50                                  | <b>271.50</b>                        |
|  | d           | Per Application | D to P max   | 195.00                                  | <b>195.00</b>                        |
|  | d           | Per Application | D to P max   | 156.50                                  | <b>156.50</b>                        |
|  | d           | Per Application | D to P max   | 156.50                                  | <b>156.50</b>                        |
|  | d           | Per Application | D to P max   | 200.00                                  | <b>200.00</b>                        |
|  | d           | Per Application | D to P max   | 246.00                                  | <b>246.00</b>                        |
|  | d           | Per Application | D to P max   | 156.50                                  | <b>156.50</b>                        |

### VAT Codes:

a = Standard Rate   c = Exempt   d = Outside Scope   e = Zero Rated

## Fees and Charges 2021/22

## Appendix A

|   | VAT Code | Unit Of Charge  | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|---|----------|-----------------|--|-----------------------------------|--------------------------------|
| <b>Bingo Premises Licence continued:</b>                        |          |                 |  |                                   |                                |
| - Premises Licence fee holder of provisional statements         | d        | Per Application | D to P max                                       | 31.00                             | <b>31.00</b>                   |
| - Variation Fee   | d        | Per Application | D to P max                                       | 195.00                            | <b>195.00</b>                  |
| - Transfer Fee  | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Reinstatement of Licence                                      | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| <b>Bingo Premises (Other) Licence:</b>                          |          |                 |  |                                   |                                |
| - New Application   | d        | Per Application | D to P max                                       | 200.00                            | <b>200.00</b>                  |
| - Annual Fee  | d        | Per Application | D to P max                                       | 246.00                            | <b>246.00</b>                  |
| - Provisional Statement Fee                                     | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Provisional Licence fee for holders of provisional statements | d        | Per Application | D to P max                                       | 31.00                             | <b>31.00</b>                   |
| - Variation Fee   | d        | Per Application | D to P max                                       | 195.00                            | <b>195.00</b>                  |
| - Transfer Fee  | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Reinstatement of Licence                                      | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| <b>Adult Gaming Centre Premises Licences:</b>                   |          |                 |  |                                   |                                |
| - New Application   | d        | Per Application | D to P max                                       | 200.00                            | <b>200.00</b>                  |
| - Annual Fee  | d        | Per Application | D to P max                                       | 246.00                            | <b>246.00</b>                  |
| - Provisional Statement Fee                                     | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Premises Licence fee for holders of provisional statements    | d        | Per Application | D to P max                                       | 31.00                             | <b>31.00</b>                   |
| - Variation Fee   | d        | Per Application | D to P max                                       | 195.00                            | <b>195.00</b>                  |
| - Transfer Fee  | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Reinstatement of Licence                                      | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |

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## Fees and Charges 2021/22

## Appendix A

|  | VAT Code | Unit Of Charge  | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|--|----------|-----------------|--|-----------------------------------|--------------------------------|
| <b>Tracks:</b>   |          |                 |  |                                   |                                |
| - New Application  | d        | Per Application | D to P max                                       | 200.00                            | <b>200.00</b>                  |
| - Annual Fee   | d        | Per Application | D to P max                                       | 246.00                            | <b>246.00</b>                  |
| - Provisional Statement fee                                | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Premises licence fee for holder of provisional Statement | d        | Per Application | D to P max                                       | 31.00                             | <b>31.00</b>                   |
| - Variation Fee  | d        | Per Application | D to P max                                       | 195.00                            | <b>195.00</b>                  |
| - Transfer Fee   | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Reinstatement of licence                                 | d        | Per Application | D to P max                                       | 156.50                            | <b>156.50</b>                  |
| - Fee for notification of change of circumstance           | d        | Per Application | P  | 50.00                             | <b>50.00</b>                   |
| - Fee for copy of licence                                  | d        | Per Application | P  | 25.00                             | <b>25.00</b>                   |
| <b>Licensing Act Charges</b>                               |          |                 |  |                                   |                                |
| <b>Licensed Premises Fees:</b>                             |          |                 |  |                                   |                                |
| Non-Domestic Rateable Value                                |          |                 |  |                                   |                                |
| <b>Application / Initial Fee</b>                           |          |                 |  |                                   |                                |
| Band A: 0 - 4300   | d        | Per Application | P  | 100.00                            | <b>100.00</b>                  |
| Band B: 4301 - 3300  | d        | Per Application | P  | 190.00                            | <b>190.00</b>                  |
| Band C: 33001 - 87000                                      | d        | Per Application | P  | 315.00                            | <b>315.00</b>                  |
| Band D: 87001 - 125000                                     | d        | Per Application | P  | 450.00                            | <b>450.00</b>                  |
| Band E: 125001 and Over                                    | d        | Per Application | P  | 635.00                            | <b>635.00</b>                  |

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## Fees and Charges 2021/22

## Appendix A

|   | VAT Code | Unit Of Charge  | Variable Charge Discretionary (D) Prescribed (P) | Approved 2020/21 Fees & Charges £ | DRAFT 2021/22 Fees & Charges £ |
|---|----------|-----------------|--|-----------------------------------|--------------------------------|
| <b>Annual / Renewal Charge</b>  |          |                 |  |                                   |                                |
| Band A: 0 - 4300  | d        | Per Application | P  | 70.00                             | <b>70.00</b>                   |
| Band B: 4301 - 3300   | d        | Per Application | P  | 180.00                            | <b>180.00</b>                  |
| Band C: 33001 - 87000   | d        | Per Application | P  | 295.00                            | <b>295.00</b>                  |
| Band D: 87001 - 125000  | d        | Per Application | P  | 320.00                            | <b>320.00</b>                  |
| Band E: 125001 and Over   | d        | Per Application | P  | 350.00                            | <b>350.00</b>                  |
| <b>Note:</b><br>Where the premises are in Band D or Band E, and where the primary or exclusive function is to supply alcohol for consumption on the premises the fees will be as follows. |          |                 |  |                                   |                                |
| <b>Annual / Renewal Charge</b>  |          |                 |  |                                   |                                |
| Band D: 87001 - 125000  | d        | Per Application | P  | 640.00                            | <b>640.00</b>                  |
| Band E: 125000 and Over   | d        | Per Application | P  | 1050.00                           | <b>1050.00</b>                 |
| Personal Licence: Renewable after 10 years  | d        | Per Application | P  | 37.00                             | <b>37.00</b>                   |
| <b>Other Fees &amp; Charges:</b>  |          |                 |  |                                   |                                |
| Application for copy of licence or summary on theft, loss etc. of premises licence or summary   | d        | Per Application | P  | 10.50                             | <b>10.50</b>                   |
| Notification of Change of name or address (holder of premises licence)  | d        | Per Application | P  | 10.50                             | <b>10.50</b>                   |
| Application to vary to specify individual as premises supervisor  | d        | Per Application | P  | 10.50                             | <b>10.50</b>                   |
| Application to transfer premises licence  | d        | Per Application | P  | 23.00                             | <b>23.00</b>                   |
| Interim authority notice  | d        | Per Application | P  | 23.00                             | <b>23.00</b>                   |
| Application for making a provisional licence  | d        | Per Application | P  | 23.00                             | <b>23.00</b>                   |
| Application for a copy certificate or summary on theft, loss of certificate or summary  | d        | Per Application | P  | 315.00                            | <b>315.00</b>                  |
| Notification of change of name or alteration of club rules  | d        | Per Application | P  | 10.50                             | <b>10.50</b>                   |
| Change of relevant registered address of club   | d        | Per Application | P  | 10.50                             | <b>10.50</b>                   |
| Temporary event notices   | d        | Per Application | P  | 10.50                             | <b>10.50</b>                   |

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## Fees and Charges 2021/22

## Appendix A

|  | VAT<br>Code | Unit Of Charge  | Variable Charge<br>Discretionary (D)<br>Prescribed (P) | Approved<br>2020/21<br>Fees & Charges £ | <b>DRAFT<br/>2021/22<br/>Fees &amp; Charges £</b> |
|--|-------------|-----------------|--|---|---|
| Application of copy of notice on theft, loss etc. of temporary event notice  | d           | Per Application | P  | 21.00                                   | <b>21.00</b>                                      |
| Application for copy of licence on theft, loss etc. of personal licence  | d           | Per Application | P  | 10.50                                   | <b>10.50</b>                                      |
| Notification of change of name or address (personal licence)   | d           | Per Application | P  | 10.50                                   | <b>10.50</b>                                      |
| Notice of interest in any premises   | d           | Per Application | P  | 21.00                                   | <b>21.00</b>                                      |
| <p>Note: All the prescribed Licensing Act 2003 fees are currently prescribed in regulations to the act. New legislation is anticipated whereby such fees shall be locally set but the date for this currently unknown.</p> |             |                 |  |   |   |

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## INFORMATION ITEM

| REPORT OF  | MEETING                                   | DATE           | ITEM NO |
|--|---|----------------|---------|
| MANAGEMENT TEAM  | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 9       |
| <b>BUDGET SETTING – REVENUE BUDGET 2021/22 - FIRST DRAFT</b> |   |                |         |

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

The first draft of the revenue budget for 2021/22 has been prepared and is available via the link below. As in previous years, the budget has been prepared on a continuation basis and has been updated to reflect all Committee and Council decisions made to date, the outcome of the budget-rightsizing exercise and all virements.

### SOURCE OF INFORMATION

Revenue Budget Book 2021/22 – First Draft

### LINK TO INFORMATION –

<https://new.fylde.gov.uk/council/finance/budget-book-2021-22-first-draft/>

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

The provision of a first draft of the 2021/22 Revenue Budget to the Council's Programme Committees allows members of each Programme Committee to review the draft revenue budget for the services within the Committee's terms of reference and to provide any comments or feedback as appropriate to the committee Lead Officer, Service Director or budget holders.

This first draft does not reflect any changes to fees and charges for 2021/22 as these will be considered by Programme Committees during the January cycle of meetings. Nor does it reflect any revenue growth items or the revenue implications of capital bids. At this stage the draft budget for 2021/22 does not include recharges in respect of support services and service management costs as these elements remain to be finalised. A further budget-rightsizing exercise will be carried out early in 2021 and this first draft will be updated to reflect any changes arising from that piece of work.

The final revenue budget for 2021/22 will include any subsequent decisions made and will be presented to Members for approval at the Council meeting on 4th March 2021.

### FURTHER INFORMATION

Contact: Paul O'Donoghue, Chief Financial Officer.

Tel 01253 658566 e-mail: [paul.o'donoghue@fylde.gov.uk](mailto:paul.o'donoghue@fylde.gov.uk)

## INFORMATION ITEM

| REPORT OF   | MEETING                         | DATE           | ITEM NO |
|---|---------------------------------|----------------|---------|
| DEVELOPMENT   | ENVIRONMENT, HEALTH AND HOUSING | 5 JANUARY 2021 | 10      |
| <b>DISABLED FACILITIES GRANT AND PRIVATE SECTOR ASSISTANCE POLICY<br/>UPDATE 2019/20 AND CURRENT POSITION UP TO QTR 2 2020/21</b> |                                 |                |         |

### PUBLIC ITEM

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

### SUMMARY OF INFORMATION

This report provides an update to Committee on the management of the Disabled Facilities Grant and Private Sector Assistance Policy within Fylde during 2019/20, and the current position at Qtr 2 2020/21.

The Housing Services Private Sector Assistance Policy was first approved by Committee in June 2017. It was amended in June 2018 to include recommendations intended to increase the take up of Disabled Facilities grants.

In November 2019 a further review was required, due to the increase in the number of Disabled Facilities Grant applications, without a corresponding increase in the Better Care Fund allocation.

### SOURCE OF INFORMATION

Internal Housing Services operation

### LINK TO INFORMATION

[Disabled Facilities Grants Fylde Council](#)

[Private sector assistance policy Nov 2019](#)

[Procurement of Disabled Facilities Grant Equipment June 2020](#)

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

Update on the management of the disabled facilities grant programme in Fylde and the private sector assistance policy between April 2019 to October 2020.

### FURTHER INFORMATION

Contact: Tom Birtwistle, Principal Housing Services Officer (01253 658691) [Tom.Birtwistle@fylde.gov.uk](mailto:Tom.Birtwistle@fylde.gov.uk)

## REPORT

### Background

#### Fylde Council Private Sector Assistance Policy, Disabled Facilities Grant

1. Disabled Adaptation Grants enable eligible applicants to make changes in their home environment which allows them to live more independently in their homes.
2. The grants have a key role to play in reducing admissions to hospitals, providing safer and more effective discharge from hospital and preventing an increase in demand for social and residential care.
3. Adaptations delivered include; Level access showers, wet rooms, ramped access, door widening and equipment such as stairlifts and through floor lifts.
4. The Housing Services Private Sector Assistance Policy adopted in June 2017 created a framework for the delivery of various forms of grant assistance to benefit Fylde residents. The most significant was the introduction of Adaptations Grants which were administered in much the same way as Disabled Facilities Grants, but with greater flexibility. From June 2017, the 'test of resources' was no longer a requirement for grant works costing less than £6,000 for a single adaptation.
5. In June 2018, Environment Health and Housing Committee approved amendments to the policy with recommendations intended to increase the take up of Disabled Facilities Grants, these included:
  - a. To remove the 'test of resources' where 2 adaptations are required costing under £10,000.
  - b. To remove the 'test of resources' from adaptations requested by an Occupational Health Therapist where equipment is procured by Lancashire County Council.
  - c. To increase the grant award by up to £20,000 above the Disabled Facilities Grant maximum of £30,000 to carry out eligible work identified by an Occupational Health Therapist.
6. In November 2019 a review of the amendments in June 2018 was required to take into account the increase in the number of Disabled Facilities Grant applications without a corresponding increase in the Better Care Fund allocation, these included:
  - a. For a single adaptation of a value of up to £6,000: The standard means test is carried out and, if the applicant would have a contribution of £12,000 or more towards the cost of the work, they would be ineligible for grant aid.
  - b. For two adaptations up to a value of £10,000: The standard means test is carried out and, if the applicant would have a contribution of £20,000 or more towards the cost of the work, they would be ineligible for grant aid.
7. The Private Sector Assistance Policy is regularly reviewed and there are no proposed amendments to the current policy dated November 2019.

#### Overview of the delivery of Disabled Facilities Grants (DFGs) and Adaptation Grants

8. Customer requests are initially taken by Social Care teams within Lancashire County Council and customer assessments are then carried out by Occupational Therapy teams. Adaptation recommendations are then sent to Fylde Council who undertake casework support, checking the eligibility of customers, undertaking

technical surveys, contractor procurement, managing the required works and monitoring the quality of work.

9. Lancashire County Council have undertaken additional recruitment of Occupational Therapists as well as adopting new ways of working to streamline the referral process. As a consequence Fylde Council have continued to receive a significant number of requests for adaptations. It is not likely that demand for disabled adaptations will alter in the short/medium term.
10. Lancashire County Council (LCC) have previously procured equipment which is installed through the Disabled Facilities Grant (DFG) process. District Councils have now taken over these responsibilities from 1st December 2020 where stairlifts and through floor lifts are required for adults and children. Hoists will remain the responsibility of Lancashire County to procure under existing arrangements.
11. A procurement process has been undertaken jointly with Preston City Council using Housing Consortium Procurement services and following the evaluation of the competition bids the contract for Stairlifts and Lifting Equipment has been awarded to Stannah Lift Services from 1<sup>st</sup> December 2020 for an initial term of 5 years, with an optional extension of 2 years. The estimated annual contract cost for Fylde is £72,878.68 (Stairlifts £54,177.48 and Through Floor Lifts £18,701.20) which will be funded by the Better Care Fund grant allocation.
12. During 2020/21 the Covid Pandemic impacted on the physical delivery of Disabled Facilities Grants for a time. During this period the Housing Service continued to assess applications to enable the service to be in a position to have applications assessed and ready to deliver when the first lock down restrictions were lifted in July 2020. As such the Housing services team remains on target to fully commit the DFG budget in 2020/21.
13. The service has also worked with Contractors to implement a comprehensive Risk Assessment for undertaking and inspecting works in clients homes that have regard for Covid 19 secure working practices.

#### Summary of DFG grant delivery 2019/20

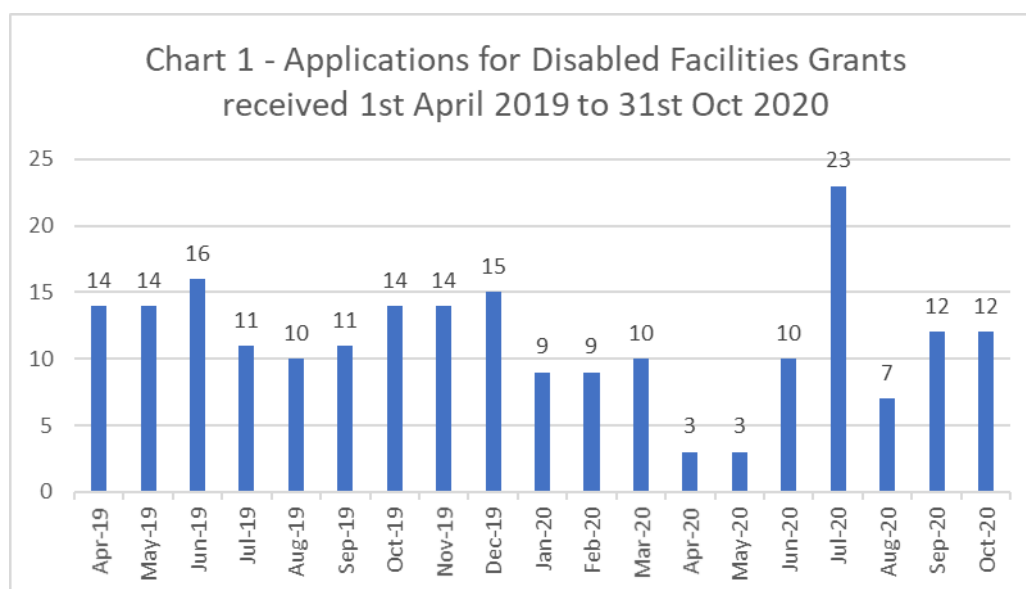
| 2019/20 BCF allocation received in June 2019 | Supplementary funding allocation 2019/20 | Progress Housing Association Contribution | Total funding allocation |
|--|--|---|--------------------------|
| <b>£1,090,401</b>                            | <b>£0</b>                                | <b>£40,000</b>                            | <b>£1,130,401</b>        |

14. In the previous years a supplementary allocation of Better Care Funding has been announced in December of each year, however this top up grant funding was not made available in 2019/20.
15. During 2019/20 a total of 127 grants were delivered.
16. During 2019/20 100% of the BCF grant allocation was committed against the service performance target of 100%.
17. During 2019/20 satisfaction levels with the service were high. Customers who agreed or strongly agreed that the adaptation had increased their independence were at 95%. Customers who rated the DFG service as good or excellent were 98%.

## Summary of DFG grant delivery 2020/21

| 2020/21 BCF allocation received in June 2020 | Supplementary funding allocation 2020/21 | Progress Housing Association Contribution | Total funding allocation |
|--|--|---|--------------------------|
| <b>£1,090,401</b>                            | <b>£146,826</b>                          | <b>£80,000</b>                            | <b>£1,317,227</b>        |

18. The Better Care Fund Allocation has remained static in 2020/21 however on the 8<sup>th</sup> December 2020 an additional £146,826 of funding assistance was announced for Fylde Council by The Ministry of Housing, Communities and Local Government (MHCLG).
19. At the end of quarter two in 2020/21 49% of the BCF grant allocation has been committed. Despite the covid pandemic and increase in budget the service remains on target to fully commit the funding allocation.
20. During 2020/21 satisfaction levels with the service remain high. Customers who agreed or strongly agreed that the adaptation had increased their independence were at 100%. Customers who rated the DFG service as good or excellent were 100%.
21. Progress Housing have agreed to double their contribution in 2020/21 to £80,000. A new service level agreement between Fylde Council and Progress Housing group has been formulated. This contribution will be reviewed annually in line with the Better Care funding.
22. Chart 1 illustrates the fluctuation in referrals from Occupational Health from April 2019 to October 2020 for adaptations. Demand is normally around 10 to 14 referrals per month. In April and May 2020 this fell to 3 as the first lockdown took effect. They have subsequently returned to their previous levels.



23. On a monthly basis, applications are assessed and awarded priority in line with the Housing assistance policy. This priority is based on the persons in most urgent need for adaptation work as determined by the Occupational Therapist assessment.

24. Table 1 below details the demand for adaptations as of September 2020. We currently have 29 clients on a holding list, where the application is received but is awaiting approval. Applicants at the end of September were on the holding list for an average of eight weeks, however urgent cases are processed immediately. The average waiting time to complete an approved Disabled Facilities Grant for the work to complete is around eight weeks.

| Table 1 – Current demand for Disabled Facilities Grants as at Sept 2020 |                                |                                    |                            |                                     |
|---|--------------------------------|------------------------------------|----------------------------|-------------------------------------|
| New Applications Received (September 2020)                              | Applicants on the holding List | On-going cases (prior to approval) | Approved (April-September) | Cases on hold due to client factors |
| 12  | 29                             | 48                                 | 57                         | 7                                   |

25. At the same time last year we were receiving similar numbers of new applications per month, with a corresponding 20 applications on the holding list. The average waiting times for the adaptation to complete from grant approval is at a similar level to 2019, 8 weeks.
26. The service is confident the full BCF allocation will be fully allocated in 2020/21 despite the impact of Covid 19 on the number of Occupational Health referrals during April and May, 2020 and the impact on delivering adaptations in clients homes.

Ends

# INFORMATION ITEM

| REPORT OF                                  | MEETING                                   | DATE           | ITEM NO |
|--|---|----------------|---------|
| RESOURCES DIRECTORATE                      | ENVIRONMENT, HEALTH AND HOUSING COMMITTEE | 5 JANUARY 2021 | 11      |
| <b>COMMUNITY SAFETY PARTNERSHIP UPDATE</b> |   |                |         |

## PUBLIC ITEM

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

### SUMMARY OF INFORMATION

At its last meeting, the Fylde Community Safety Partnership, agreed to undertake a periodic review of its Terms of Reference. It was agreed that the Director of Resources would review the Terms of Reference, in consultation with the Chairman of the Partnership, and bring a draft forward for review by the Partnership at its next meeting (which will take place in the New Year). A copy of the draft is attached for members information and it also provides a timely reminder about the Partnership and its remit. The revised Terms of Reference will be presented to the Partnership at its next meeting which is due to take place in the New Year for approval.

### SOURCE OF INFORMATION

Fylde Community Safety Partnership

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

For the purposes of the Police and Justice Act 2006, the Committee acts as the crime and disorder committee, therefore an overview of the work of the Community Safety Partnership falls under the remit of the committee.

### FURTHER INFORMATION

Contact Tracy Manning, [tracy.manning@fylde.gov.uk](mailto:tracy.manning@fylde.gov.uk) or 01253 658521



# **COMMUNITY SAFETY PARTNERSHIP**

## **DRAFT TERMS OF REFERENCE**

**December 2020**

### **1. TITLE**

- 1.1 The Fylde Community Safety Partnership (CSP)

### **2. FUNCTION**

- 2.1 Community Safety Partnerships are an important feature of partnerships which help to tackle crime and reduce reoffending and were established under Sections 5-7 of the Crime and Disorder Act 1998. Community Safety Partnerships are made up of representatives from the police, local councils, fire and rescue authorities, health and probation services. These agencies are known as the responsible authorities. It is the responsibility of these organisations to work together to protect their local communities from crime and help people feel safer.

### **3. REPRESENTATION AND MEMBERSHIP**

- 3.1 The following responsible authorities make up the Fylde CSP:

Fylde Council  
Lancashire County Council  
Lancashire Constabulary  
Lancashire Fire and Rescue  
National Probation Services  
Cumbria and Lancashire Rehabilitation Company  
Fylde and Wyre Clinical Commissioning Group

There are a number of other important partners which also contribute towards the work of the partnership including the Police and Crime Commissioner.

### **4. CHAIRMAN OF THE PARTNERSHIP**

- 4.1 The Partnership will be invited to confirm the position of Chairman annually. This will be determined by nominations and a vote in the event of wider interest in the role. Those eligible to vote on the position of Chairman will be from the statutory agencies who form the Partnership core. In the absence of the Chairman, a representative of the Partnership will be invited to preside over the meetings in his/her absence. A role description for the Chairman of the Partnership is attached.

### **5. MEETINGS, MINUTES AND PROCEDURES**

- 5.1 The Partnership shall meet three times per year, or as required. The meeting will be chaired by the elected Chairman of the Partnership and an attendance list will be completed which will also serve to sign for confidentiality. In the event that meetings are held on-line the Chairman will remind partners of the need for confidentiality at the outset of the meeting and participants will be invited to state the names and the organisations which they represent.
- 5.2 Administrative support shall be provided to the Partnership by Fylde Council. The minutes of that meeting will be submitted to the subsequent meeting for approval.

- 5.4 An agenda shall, whenever practicable, be issued to all members of the Partnership at least one week prior to the scheduled meeting. Members of the Partnership who wish to place an item on the agenda must inform Fylde Council of the item ten days prior to the scheduled meeting.
- 5.5 Meetings of the Partnership will not normally be open to the press and members of the public. However, the Partnership may consider that some meetings should be conducted in open session.

## **6. FUNCTION**

- 6.1 To identify, articulate and prioritise the crime and disorder issues which influence the quality of life in the Fylde Council area and to achieve these through partnership working.
- 6.3 To develop and implement a rolling 3-year Community Safety Strategy aimed at focusing attention and combining action to tackle priority issues.
- 6.4 To share and exchange information, ideas and experiences with a view to broadening the Partnership's knowledge, identifying opportunities for integrated action and disseminating material of mutual interest.
- 6.5 To be a participatory member of the Lancashire Community Safety Partnership and to contribute to the wider community safety priorities for Lancashire.

## **7. ROLE OF THE PARTNERSHIP**

### **7.1 The Community Safety Partnership**

- 7.1.1 The Partnership is responsible for setting the overall direction and policy framework for the delivery of crime and disorder reduction strategies and for monitoring and reviewing progress of any projects which sit within the remit of the Partnership.
- 7.1.2 The Partnership members shall give regular updates on their agencies contributions in reducing crime and disorder.
- 7.1.3 The Partnership is responsible for approving any bids submitted by the respective partners for funds in excess of £1k, and any amounts below this figure are agreed under authority delegated to Fylde Council's Director of Resources, in consultation with the Chairman of the Partnership (however, it should be noted that the Partnership holds minimal funding and its balances comprise legacy amounts only passed to it by the former Local Strategic Partnership).
- 7.1.4 The Partnership will agree the priority of initiatives to be put forward to the Police and Crime Commissioner for any funding which is made available to the Partnership from the PCC (usually annually in the sum of £10k).
- 7.1.5 The Partnership is responsible for reporting on its activities to Fylde Council's Environmental, Health and Housing Committee annually. This committee acts as Fylde Council's crime and disorder committee for the purposes of the Police and Justice Act 2006.

7.1.6 Decisions of the Partnership are made through consensus.

**7.2 Tasking & Co-ordinating Meetings**

7.2.1 A multi-agency Partnership Meeting will be convened six-weekly, as an a minimum requirement, to discuss the current levels of crime and disorder affecting the District. It will maintain a focus on all issues highlighted by crime statistics and local intelligence requiring the more immediate attention of the respective partners.

7.2.2 These will be operational meetings which will be chaired by the Geographic Inspector and the statutory partners of the CSP should be represented at an appropriate operational level.

7.2.3 Actions will be allocated to nominated members to address all the immediate areas of concern.

**8. FINANCIAL ACCOUNTABILITY**

8.1 Fylde Council shall be the accountable body for Partnership funds.

8.2 Any requests for the Partnership to fund initiatives must address the overarching aim of reducing crime and disorder and address the partnership priorities.

8.3 Applications must be made in writing.

8.4 Applications for amounts up to and including £1000 may be authorised by Fylde Council's Director of Resources, in consultation with the Chairman of the Partnership.

8.5 Applications for funding in excess of the amount above will be reported to the Partnership for its consideration. A simple majority decision will determine the outcome.

## **Appendix A**

### **FYLDE COMMUNITY SAFETY PARTNERSHIP**

**Role:** Chair of the Community Safety Partnership

**Reporting to** Fylde Community Safety Partnership

- ◆ Ensuring that meetings of the Partnership take place
- ◆ Ensuring that minutes of the meetings are recorded and circulated to all members
- ◆ Ensure the Partnership reaches clear decisions, meets the statutory requirements and demonstrates the effective partnership working.
- ◆ Ensure that, in taking decisions the Partnership is quorate and taking appropriate actions
- ◆ Ensure each member of the Partnership has clear responsibilities and understands their accountability for communication with their own agency.
- ◆ Promote strong and effective links with other partnerships
- ◆ Ensure the Partnership engages appropriately and effectively with the community
- ◆ To be the Partnership's key spokesperson to make comment to the media in connection with the Partnership's work
- ◆ In the case of equality of votes, the Chair shall have a second or casting vote.

### **Monitoring**

- ◆ Ensure that the Community Safety Partnership actions are progressed
- ◆ Ensure that the Partnership receives regular reports about progress of any projects under its control