

CABINET

WEDNESDAY, 16TH SEPTEMBER, 2020, 6.00 PM

HYBRID MEETING -

SHIELD ROOM, CIVIC CENTRE, WEST PADDOCK, LEYLAND, PR25
1DH AND MICROSOFT TEAMS

AGENDA

Members of the Council and public who wish to watch the proceedings but not make any representations can access the meetings by following the [link](#) here.

IMPORTANT INFORMATION – MEMBERS

Members of the Council not no Cabinet are now permitted to register and speak at this meeting using Microsoft TEAMS.

If you would like to speak please email democraticservices@southribble.gov.uk in order to register your intent to speak, ideally before 12pm on Monday 14 September 2020. A meeting link will then be sent to you.

IMPORTANT INFORMATION – MEMBERS OF THE PUBLIC

Due to the current situation surrounding CO-VID19 we are unable to allow members of the public to speak at this meeting; these measures are temporary and will be reviewed as circumstances and the current restrictions improve.

However, written representations are being received and can be read out at the meeting with a written response provided. To make representations on any of the items below, please email democraticservices@southribble.gov.uk no later than 12pm Monday 14 September 2020.

- 1 Apologies for Absence**
- 2 Declarations of Interest**

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item. If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

3 Minutes of the Last Meeting

(Pages 7 - 12)

Minutes of the last meeting held on Wednesday, 5 August 2020 attached to be signed as a correct record.

4 Cabinet Forward Plan

(Pages 13 - 28)

Cabinet Forward Plan covering the period 1 September 2020 – 31 August 2021 attached.

ITEM(S) OF THE LEADER OF THE COUNCIL (INTRODUCED BY COUNCILLOR PAUL FOSTER)

5 Urgent Decisions Taken Due to COVID-19 Pandemic

(Pages 29 - 32)

Report of the Assistant Director of Scrutiny and Democratic Services attached.

6 Period 1 (April - June) Quarterly Performance Monitoring Report 2020/21

(Pages 33 - 58)

Report of the Interim Chief Executive attached.

ITEM(S) OF THE CABINET MEMBER FOR PLANNING, REGENERATION AND CITY DEAL (INTRODUCED BY COUNCILLOR BILL EVANS)

7 South Ribble Housing Strategy and Prevention of Homelessness and Rough Sleeping Strategy

(Pages 59 - 162)

Report of the Director of Planning and Property attached.

ITEM(S) OF THE CABINET MEMBER FOR HEALTH, WELLBEING AND LEISURE (INTRODUCED BY COUNCILLOR MICK TITHERINGTON)

8 South Ribble Extra Care Scheme

(Pages 163 - 172)

Report of the Director of Planning and Property attached.

**ITEMS FOR CABINET MEMBER FOR ENVIRONMENT
(INTRODUCED BY COUNCILLOR SUSAN JONES JP)**

9 Worden Park Overflow Car Park

(Pages 173 - 178)

Report of the Director of Neighbourhoods and Development attached.

**ITEM(S) OF THE CABINET MEMBER FOR FINANCE,
PROPERTY AND ASSETS (INTRODUCED BY COUNCILLOR
MATTHEW TOMLINSON)**

10 McKenzie Arms Development

(Pages 179 - 188)

Report of the Director of Planning and Property attached.

11 Budget Monitoring 2020-21 - Quarter 1

(Pages 189 - 220)

Report of the Deputy Director of Finance (Section 151 Officer).

12 Exclusion of Press and Public

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-
The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

By Virtue of Paragraph 5: Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992.

ITEMS FOR THE CABINET MEMBER FOR FINANCE, PROPERTY AND ASSETS (INTRODUCED BY COUNCILLOR MATTHEW TOMLINSON)

13 Vehicle Procurement

(Pages 221 - 228)

Report of the Director of Neighbourhoods and Development attached.

14 Disposal of land at Four Oaks Road, Walton Summit

(Pages 229 - 236)

Report of the Director of Planning and Property attached.

**ITEMS FOR THE CABINET MEMBER FOR HEALTH,
WELLBEING AND LEISURE - (INTRODUCED BY
COUNCILLOR MICK TITHERINGTON)**

15 Financial support for SERCO due to Corona Virus crisis

(Pages 237 - 250)

Report of the Assistant Director for Projects and Development attached.

Gary Hall
INTERIM CHIEF EXECUTIVE

Electronic agendas sent to Members of the Cabinet Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans, Susan Jones and Matthew Tomlinson

The minutes of this meeting will be available on the internet at www.southribble.gov.uk

Forthcoming Meetings

6.00 pm Wednesday, 14 October 2020 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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MINUTES OF CABINET

MEETING DATE Wednesday, 5 August 2020

MEMBERS PRESENT: Councillors Paul Foster (Chair), Michael Titherington (Vice-Chair), Aniela Bylinski Gelder, Bill Evans, Susan Jones and Matthew Tomlinson

OFFICERS: Chris Sinnott (Deputy Chief Executive), Jonathan Noad (Director of Planning and Property), Paul Hussey (Director of Customer and Digital), Jennifer Mullin (Director of Neighbourhoods and Development), James Thomson (Deputy Director of Finance), Dave Whelan (Shared Services Lead - Legal & Deputy Monitoring Officer), Neil Anderson (Assistant Director of Projects and Development), Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services), Rebecca Heap (Senior Community Works Officer), Coral Astbury (Democratic and Member Services Officer) and Clare Gornall (Democratic and Member Services Officer)

OTHER MEMBERS AND OFFICERS: Councillor Will Adams, Councillor Damian Bretherton, Councillor Colin Clark, Councillor James Flannery, Councillor Michael Green, Councillor Chris Lomax, Councillor Alan Ogilvie, Councillor Colin Sharples, Councillor Margaret Smith (Leader of the Opposition and Leader of the Conservative Group) and Councillor Phil Smith

PUBLIC: 0

112 Apologies for Absence

There were none.

113 Declarations of Interest

Councillor Foster declared an interest in item 7, Business Support COVID-19 Member Working Group, as a South Ribble business owner who had received a business support grant.

114 Minutes of the Last Meeting

The minutes of the last meeting held on Wednesday, 24 June 2020 were agreed.

115 Cabinet Forward Plan

The Leader presented the twelve month Cabinet forward plan from 1 July 2020 – 30 June 2021.

Confirmation was provided that the licensing policy items on the forward plan would be presented to the next Full Council meeting.

The phase 2 of the Business and Conference Centre project would be added to the forward plan when the necessary approvals were required.

Decision made (Unanimously):

That the Cabinet forward plan be noted.

116 South Ribble Local Prevention Zone Framework

The Leader presented a report of the Director of Neighbourhoods and Development seeking approval for the South Ribble Local Prevention Zone Framework.

The Framework sets out how the Council will work with partners, businesses and the public at a local level to prevent, contain and manage COVID-19 outbreaks.

Cabinet thanked officers for their work on the framework and responding to the pandemic. It was suggested that regular updates on the pandemic continue to be provided to Members.

Decision made (Unanimously):

1. Cabinet approves the South Ribble Local Prevention Zone Framework.
2. Cabinet notes that the document is dynamic, and will be amended on a frequent basis in line with the risk based response.

Reason(s) for the decision:

The framework provides local management to help break the chains of COVID-19 transmission to enable people to return to and maintain a more normal way of life.

Alternative options considered and rejected:

The alternative option was to continue with the status quo. If the status quo was maintained it is likely that the Council would not have an agreed framework to clarify responsibilities and empower the Council to take preventative action and make strong decisions locally.

117 South Ribble Together Community Hub

The Leader presented a report of the Director of Neighbourhoods and Development updating the Cabinet on the work of the South Ribble Together Community Hub.

The South Ribble Together Community Hub was set up in March this year as a direct response to the COVID-19 pandemic. Staff from across the Council were brought together to engage with and support vulnerable residents. The feedback from residents had been extremely positive and had lead to positive outcomes for South Ribble communities.

The work of the Community Hub would continue through partnership working to ensure the model is sustainable in the future.

Cabinet raised the impact of mental health as a result of the pandemic as a concern with the Council working to support this important issue with its partners.

Decision made: (Unanimously)

1. Cabinet acknowledges the work of the South Ribble Together Community Hub.
2. Cabinet notes plans to sustain COVID19 related community support moving forwards.
3. Cabinet agrees to investigate the impact of COVID19 on Mental Health within the South Ribble area and how this is being responded to.

Reason(s) for the decision:

To ensure Cabinet are updated on the work of the Community Hub and its future sustainability.

Alternative options considered and rejected:

None.

118 Business Support COVID19 Member Working Group

Councillor Foster left the meeting for this item due to his declaration of interest. Councillor Mick Titherington took the Chair for this item.

The Cabinet Member for Planning, Regeneration and City Deal presented a report of the Director of Planning and Property summarising the activities and key issues address by the recently formed Business Support COVID-19 Member Working Group.

As Chair of the Member Working Group, Councillor James Flannery updated Cabinet on the work of the group in engaging with businesses and providing an overview of the extensive support available to businesses in South Ribble following the pandemic.

Cabinet expressed its appreciation to the Member Working Group for their work and the support provided to business by the Council and Government.

A discussion took place on maximising the grants provided to businesses and it was suggested to remove the grant closure date from the recommendation at point 3 in the report.

Decision made: (Unanimously)

1. That Cabinet approves the Terms of Reference for the Member Working Group as outlined in paragraph 13 of the report.
2. Cabinet notes and agrees to the following requests of the Member Working Group:
 - a) Ensure that all business grant payments are maximised before the grant scheme closes and that the amount of unused funds is either nil or minimised
 - b) Prioritise support for businesses and employees with regards to mental health support as part of the South Ribble Together Community Hub
 - c) Ensure funding is directed to our high streets, borough wide to support local businesses, market the centres, provide advice to businesses and increase footfall
 - d) Consider measures to address concerns raised surrounding business cash flow beyond the current regimes – a dedicated financial response to support local businesses needs to be established
 - e) Approve in principal, a temporary increase of resource in the Investment and Skills team to provide a focused period of business support for the next 18 months
 - f) Recognises the support provided by the Council and Government
3. Cabinet agrees to lobby the Lancashire Economic Partnership, the local MP's and relevant Government departments for funding to provide longer term support for businesses in the borough, especially in the context of the economic impact not yet being fully felt.

Reason(s) for the Decision:

The Member Working Group was formed as a response to the COVID-19 pandemic with a request to feedback to the Cabinet on its activities.

Alternative options considered and rejected:

None.

Councillor Foster returned to the Chair at this point.

119 Budget Outturn 2019-20

The Cabinet Member for Finance, Property and Assets presented a report of the Deputy Director of Finance (Section 151 Officer) outlining the overall financial position at the end of the 2019/2020 financial year on 31 March 2020.

The overall revenue outturn was a net budget surplus of £1,400,000. This included a £270,000 surplus ring-fenced income and £166,000 relating to budget that will be utilised in 2020/2021, leaving a net surplus of £964,000. This surplus would be used to increase earmarked reserves.

The report had been considered by the Scrutiny Budget and Performance Panel on

Monday, 3 August 2020 with the recommendations from the meeting issued to Cabinet.

Following an enquiry about the definition of section 31 payments, a briefing note would be provided to all Members. An explanation would also be provided for the underspend on Disability Facilities Grants.

Decision made: (Unanimously)

1. Cabinet notes, reviews and comments on the contents of this report.
2. Cabinet approves the following transfers to reserves from the surplus in 2019/20:
 - a) Transfer £160,000 to the Borough Elections reserve
 - b) Transfer £173,000 to the Restructure Costs reserve
 - c) Transfer £270,000 to the 'Other Reserve' in relation to unspent grant income
 - d) Transfer £166,000 to the 'Other Reserve' in relation to unspent expenditure budgets and surplus income that are needed in 2020/21
 - e) Transfer the remaining surplus of £631,000 to the Business Rates Retention Scheme
3. Cabinet approves the re-profiled budgets for the capital programme, including underspends to be carried forward, as detailed in Appendix B.
4. Cabinet accepts the recommendations from the Scrutiny Budget and Performance Panel meeting held, Monday 3 August 2020.

Reason for Decision:

To ensure Cabinet is aware of the overall financial position for 2019/2020 and to agree to the necessary transfers to reserves.

Alternative options considered and rejected:

None.

120 Stock Condition Survey

The Cabinet Member for Finance, Property and Assets presented a report of the Assistant Director of Projects and Development bringing forward proposals to commission a stock condition survey of all council owned property assets. It was reported that this would include a thorough survey of the fabric of the buildings and the condition of the mechanical and electrical services for the buildings.

The condition survey will support the Council's wider asset management review, providing accurate and consistent property information to ensure effective implementation of the Council's Asset Management Plan. The survey will enable repairs and maintenance works to be identified, priced, prioritised and form the basis

for the developing of a planned maintenance programme over a five-year life cycle period.

Decision made: (Unanimously)

1. Cabinet approves the commissioning of a Stock Condition Survey of the Council's estate using money approved as part of the Council's revenue budget for 2020/21.
2. Cabinet approves the commencing of an open tender process to appoint a suitable contractor to carry out the Stock Condition Survey of the Council's estate.

Reason(s) for decision:

To allow the Council to develop an investment plan to ensure sustainability of the estate and long-term compliance avoiding the reactive approach to repair and maintenance issues.

Alternative options considered and rejected:

The is the option of not carrying out a condition survey. This has been rejected because of the need to understand the condition of the Council's estate in terms of compliance and future priorities around investment.

121 Land at Four Oaks Road, Walton Summit

This item was deferred.

Chair

Date

South Ribble Borough Council – Forward Plan

For the Twelve Month Period: 1 September 2020 - 31 August 2021

This document gives 28 days' notice of 'key' and other major decisions which the Cabinet expect to take during the next twelve month period. It also gives notice of the decisions that are likely to be taken in private. The document is updated as required and is available to the public on the Council's website at www.southribble.gov.uk.

A 'Key' Decision is defined as any decision in relation to a Cabinet function which is likely:

- (a) To result in the Council incurring expenditure which is, or the making of savings which are significant. The financial threshold above which expenditure/savings become significant is set at £100,000. The financial threshold is applicable to both revenue and capital budgets; or
- (b) To be significant in terms of its effect on the communities living in an area comprising two or more Council wards.

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As a matter of local choice, the Forward Plan also includes the details of any significant issues to be initially considered by the Cabinet and submitted to the Full Council for approval.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a 'Key' Decision may not be taken, unless 28 days' notice have been given in this document.

The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions, set out in Access to Information Procedure Rules.

The Cabinet is made up of the Leader, Deputy Leader and five other Cabinet Members with the following portfolios:

Leader of the Council	Councillor Paul Foster
Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Councillor Mick Titherington
Cabinet Member (Finance, Property and Assets)	Councillor Matthew Tomlinson
Cabinet Member (Environment)	Councillor Susan Jones
Cabinet Member (Planning, Regeneration and City Deal)	Councillor Bill Evans
Cabinet Member (Community Engagement, Social Justice and Wealth Building)	Councillor Aniela Bylinski Gelder

Whilst the majority of the Cabinet decisions listed in this Forward Plan will be open to the public to attend, there may be some decisions to be considered that contain confidential, commercially or personal information. The Forward Plan is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that some of the decisions listed in the Forward Plan will be held in private because the

report will contain exempt information under Schedule 12A of the Local Government Act 1972, as set out below and that the public interest in withholding the information outweighs the public interest in disclosing it.:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.southribble.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01772 625309 or email clare.gornall@southribble.gov.uk.

Gary Hall
Interim Chief Executive

Last updated: 08 September 2020

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Future meetings of the Cabinet where there is an intention to hold part of the meeting in private: 16 September 2020 and 14 October 2020, and Council: 30 September 2020							
Leader of the Council							
Land at Farington To bring forward to Cabinet a proposed project for a piece of land in Farington	Cabinet	Cabinet Member (Finance, Property and Assets), Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure), Leader of the Council	Expenditure / Savings higher than £100,000	14 Oct 2020			Report of the Director of Planning and Property

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
South Ribble Directorates Future Structures and Staffing Paper to agree new structures, staffing levels and areas of responsibility for the current Directorates of Planning and Property and Neighbourhoods and Development.	Cabinet	Leader of the Council		14 Oct 2020	This report contains information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. (Paragraph 4)		Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Shared Services Phase 1: Service Reviews	Cabinet	Leader of the Council		14 Oct 2020	This report contains information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. (Paragraph 4)		Report of the Interim Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
South Ribble Prevention Zone Framework To update Cabinet on changes to the South Ribble Local Prevention Zone Framework.	Cabinet	Leader of the Council		14 Oct 2020			Report of the Director of Neighbourhoods and Development
Financial support for SERCO due to Coronavirus crisis To assess what financial support should be given to support SERCO leisure during the Corona virus crisis	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	16 Sep 2020	This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information). (Paragraph 3)		Report of the Assistant Director of Projects and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Urgent Decisions Taken Due to COVID-19 Pandemic	Cabinet	Leader of the Council		16 Sep 2020			Report of the Assistant Director of Scrutiny and Democratic Services
Cabinet Member (Health, Wellbeing and Leisure)							
South Ribble Playing pitch Hub To bring forward the South Ribble Playing Pitch Hub to be located at Bamber Bridge Leisure Centre	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	14 Oct 2020			Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
South Ribble Leisure Facilities Strategy and future Management Options To bring forward to Cabinet a draft South Ribble Leisure Facilities Strategy and future Management options for the Leisure Centres going forward	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Significant effect in 2 or more Council wards.	14 Oct 2020			Report of the Director of Neighbourhoods and Development
South Ribble Extra Care Scheme	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Significant effect in 2 or more Council wards.	16 Sep 2020			Report of the Director of Planning and Property

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
South Ribble Housing Strategy and Prevention of Homelessness and Rough Sleeping Strategy	Cabinet	Cabinet Member (Planning, Regeneration and City Deal), Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Significant effect in 2 or more Council wards.	16 Sep 2020			Report of the Director of Planning and Property
Refurbishment of Hurst Grange Park Coach House, Penwortham Report seeking permission to spend the allocated capital budget and to award the building works contract for the refurbishment of Hurst Grange Park Coach House, Penwortham	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	14 Oct 2020			Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Refurbishment of Playgrounds at Hurst Grange Park, Penwortham & Bellis Way, Walton-Le-Dale Report seeking permission to spend the capital budget for Hurst Grange Park and Bellis Way Playgrounds and permission to award the contract for Hurst Grange Park Playground	Cabinet	Cabinet Member (Environment)	Expenditure / Savings higher than £100,000	14 Oct 2020			Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Worden Park Overflow Car Park Permission to award the contract and spend the capital budget for works to overflow car park at Worden Park in Leyland	Cabinet	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Expenditure / Savings higher than £100,000	16 Sep 2020			Report of the Director of Neighbourhoods and Development
Cabinet Member (Community Engagement, Social Justice and Wealth Building)							
Volunteering Policy and Framework Report on the proposed volunteer policy for South Ribble Borough Council	Cabinet	Cabinet Member (Community Engagement, Social Justice and Wealth Building)		14 Oct 2020			Report of the Director of Neighbourhoods and Development
Cabinet Member (Environment)							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Proposal of annual Licensing of vehicles	Council	Cabinet Member (Environment)		30 Sep 2020		Proposal of annual Licensing of vehicles Appendix 1 for Proposal of annual Licensing of vehicles.pdf	Report of the Interim Monitoring Officer
Private Hire Vehicle Livery	Council	Cabinet Member (Environment)	Significant effect in 2 or more Council wards.	30 Sep 2020			Report of the Legal Services Manager
Parks Capital Projects Report seeking permission to spend allocated capital funds on various projects at Worden Park, Leyland and Hurst Grange Park, Penwortham.	Cabinet	Cabinet Member (Environment)	Significant effect in 2 or more Council wards.	14 Oct 2020			Report of the Director of Neighbourhoods and Development

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Extension of Public Space Protection Orders Report to seek the extension of the existing Public Space Protection Orders relating to the control of dogs on public open space.	Cabinet	Cabinet Member (Environment)	Significant effect in 2 or more Council wards.	14 Oct 2020			Report of the Director of Neighbourhoods and Development
Cabinet Member (Finance, Property and Assets)							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Disposal of land at Four Oaks Road, Walton Summit	Cabinet Council	Cabinet Member (Finance, Property and Assets) Cabinet Member (Finance, Property and Assets)		16 Sep 2020 30 Sep 2020	This report contains information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3) and Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings (Paragraph 5)	None	Report of the Director of Planning and Property Director of Planning and Property
McKenzie Arms Development	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	16 Sep 2020			Report of the Assistant Director of Property and Housing

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Vehicle Procurement Report to award tenders for a number of replacement vehicles and plant.	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	16 Sep 2020	This report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). (Paragraph 3)		Report of the Director of Neighbourhoods and Development
Budget Monitoring 2020-21 Quarter 2	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	11 Nov 2020			Report of the Director of Finance and Assurance Services (Sc 151)
Budget Monitoring 2020-21 Quarter 3	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	24 Mar 2021			Report of the Director of Finance and Assurance Services (Sc 151)

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Budget Monitoring 2020-21 Quarter 1	Cabinet	Cabinet Member (Finance, Property and Assets)	Expenditure / Savings higher than £100,000	16 Sep 2020			Report of the Director of Finance and Assurance Services (Sc 151)
Cabinet Member (Planning, Regeneration and City Deal)							
Council Housing Delivery Programme	Cabinet	Cabinet Member (Planning, Regeneration and City Deal)	Significant effect in 2 or more Council wards.	14 Oct 2020		None	Report of the Assistant Director of Property and Housing
The Town Deal To bring to Cabinet a draft Town Investment Plan to be endorsed by Cabinet before been signed off by the Leyland Town Board before been submitted to MHLG in October 2020	Council	Cabinet Member (Planning, Regeneration and City Deal)	Expenditure / Savings higher than £100,000	30 Sep 2020			Report of the Director of Planning and Property

REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
Urgent Decisions Taken Due to COVID-19 Pandemic	Leader of the Council	Assistant Director of Scrutiny and Democratic Services

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council? This should only be in exceptional circumstances.	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. To formally report to Cabinet on the urgent decisions taken in accordance with the Council's constitution due to the COVID-19 pandemic.

PORTFOLIO RECOMMENDATIONS

2. Cabinet is asked to note the report.

REASONS FOR THE DECISION

3. To ensure Cabinet is made aware of the urgent decisions taken in accordance with the Council's constitution.

CORPORATE OUTCOMES

4. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

5. Due to the COVID-19 pandemic the Council was required to cancel all Member meetings. It was therefore necessary to use the urgent decision procedure in accordance with section 35 of the Council's Constitution. Whilst hybrid meetings have now commenced some urgent decisions have been required primarily linked with the pandemic.
6. The constitution allows for urgent decisions to be taken by the Chief Executive in consultation with the Leader/relevant Cabinet Member.
7. Additionally it was decided that the Scrutiny Chair should confirm that he was satisfied that there was genuine urgency before any urgent decision was taken (rather than just where decisions might be outside the budget or policy framework as required in the constitution).
8. Urgent decisions were only taken where this was absolutely necessary and where possible advance notice was provided that the decision was to be taken in the weekly update sent to all Members.
9. In order to provide full transparency the decision reports and notices were published on the Council's website and again made available to all Members.

PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

10. Cabinet is asked to note the following urgent decisions, which were taken in accordance with the Council's constitution:

16 June 2020	Appointment of Independent Persons and Independent Panel
25 June 2020	ERDF Reopening High Streets Funding
10 July 2020	Holiday Hunger Scheme – Summer 2020
13 August 2020	Town Deal Forward Funding
26 August 2020	COVID19 Response Discretionary Business Grants

A copy of the reports and decision notices were published when the urgent decisions were taken and are available by following this weblink:

<https://southribble.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13240>

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

11. Consultation details were included in the individual urgent decision reports considered.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. Not applicable to this report. Alternative options were included in the individual urgent decision reports considered.

AIR QUALITY IMPLICATIONS

13. None as a result of this report. Air quality implications were included in the individual urgent decision reports considered.

RISK MANAGEMENT

14. None as a result of this report. Risk issues were included in the individual urgent decision reports considered.

EQUALITY AND DIVERSITY IMPACT

15. None as a result of this report. Equality and diversity impact was included in the individual urgent decision reports considered.

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. This report informs Cabinet of the urgent decisions taken. Statutory Finance Officer comments were provided on each of the urgent decisions taken.

COMMENTS OF THE MONITORING OFFICER

17. We are satisfied that the decisions that have been made are in accordance with the relevant provisions of the Constitution. Clearly the exceptional circumstances we were confronted with required a more extensive use of urgency powers than would normally be the case.

BACKGROUND DOCUMENTS

Individual urgent decisions reports listed above are available by following this weblink:

<https://southribble.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13240>

APPENDICES

None.

Darren Cranshaw
Assistant Director of Scrutiny and Democratic Services

Report Author:	Telephone:	Date:
Darren Cranshaw (Assistant Director of Scrutiny & Democratic Services)	01772 625512	30/08/20

REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
Quarter 1 (April - June) Performance Monitoring Report 2020/21	Leader of the Council	Interim Chief Executive

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council? This should only be in exceptional circumstances.	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. To provide a summary of performance against the Corporate Plan during quarter 1 (April - June) 2020/21.

PORTFOLIO RECOMMENDATIONS

2. The Scrutiny Budget and Performance Panel are asked to consider the report and make comments and recommendations to the Cabinet.
3. Cabinet is asked to consider and comment on the report.

REASONS FOR THE DECISION





4. The Council's performance framework sets out the process for reporting progress against the objectives of the Corporate Plan. Robust monitoring ensures that the council continues to deliver its priorities and achieves the best outcomes for residents.




EXECUTIVE SUMMARY

5. This report presents performance for quarter 1 2020/21, April – June 2020 based on the progress of key projects and performance measures outlined within the current Corporate Plan 2019-2023.
6. During quarter 1, the COVID-19 pandemic and lock down continued to have a significant and sustained impact on all residents, businesses and communities. The council mobilised a highly effective and proactive response to protect all aspects of the borough. A summary of activity is included at appendix 2. The Covid-19 community response was the operational and financial priority throughout quarter 1 however despite this, performance of the corporate plan has been




maintained and remains positive with 85% of projects currently on track, exceeding expectations or complete.

7. The intelligence and experience gained through the Covid response will shape the approach to service delivery moving forward through the refresh of the Corporate Strategy and priorities, to be presented to Council for approval in September 2020. We now have an understanding of areas of vulnerability and how we can better support residents and communities to increase overall resilience. Six projects have been paused for review pending the refresh and to ensure that activity and resource is directed to meeting the needs of residents through the recovery phase. These projects are identified in Appendix 1.
8. Of the remaining 40 projects and activities 85% are performing well.

 Completed/Closed	 Exceeding	 On-Track	 Off-Track
12%	3%	70%	15%

Breakdown by Outcome				
Excellence, Investment & Financial Sustainability	1	-	4	1
Health, Wellbeing and Safety	2	-	9	1
Our People and Communities	2	-	5	2
Place, Homes and Environment	-	1	10	2

9. Of the 10 performance measures available to be reported this quarter, 7 are 'Exceeding', 1 is 'On-track' and 2 are 'Off-track'.
10. The performance indicators off track are: increase in income from commercially operated assets and increase in meeting hours which is due to the business and conference centre being closed as a result of the pandemic. A full explanation and action plan are provided within the report.

Breakdown by Outcome			
Excellence, Investment & Financial Sustainability	5	1	2
Health, Wellbeing and Safety	-	-	-
Our People and Communities	1	-	-
Place, Homes and Environment	1	-	-

11. The report provides a summary of all activities that support each of the outcomes in the Corporate Plan along with a summary of performance and project delivery. Where activity is off-track, an explanation and action plan is provided.
12. A summary of performance is provided at Appendix 1 including project status

CORPORATE OUTCOMES

13. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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SUMMARY OF THE REPORT



Excellence, Investment & Financial Sustainability

Excellent services and a strong financial position that enables us to invest in the right way

1

People tell us that we are value for money and satisfied with the way we do things

2

We have more people using our online services

3

More people using online self service channels

4

We buy from local businesses as suppliers and contractors where we can

5

Investment in communities by delivering our Capital Programme

Achieving the corporate priorities

14. The Digital to Improve programme accelerated the roll out of devices and systems enabling remote and agile based working, which kept the Council functioning throughout the initial peak of Covid-19. Over 200 officers are now enabled to work from home with full access to systems they would normally be able to access in the office. Microsoft Teams has been made available to all staff and all members, which has played a significant role in the introduction of virtual and hybrid member and committee meetings. In support of this, 50 iPad Pro devices have been given to all Elected Members. The new devices support the move towards a paper light environment with access to Microsoft Teams, Outlook and Modern Gov. Greater digital access and mobility enables the provision of even better services for our customers as part of being an excellent council.
15. There has been a 12% increase in online transactions in quarter 1 compared to the same time last year, accounting for 37% of all contacts. Residents are becoming more familiar with accessing services online achieving the overall aim of having more people using self-service channels. South Ribble and Chorley Council have been working jointly to procure refreshed websites for each council. Following approval to award the contract, South Ribble has now moved on the implementation phase with a view to introducing the new website in the autumn 2020, further enabling people to use services online and self-serve at their convenience.
16. The development of Shared Services continued to progress throughout quarter 1. This quarter, relocation works for the Civic Centre have been delivered to enable teams to work together in a modern working environment. Shared IT systems access has been rolled out to the shared

services senior team and staff. The Digital Governance Board has developed joint information security framework and began the review of IT service catalogues in order to identify procurement opportunities, align digital thinking and feed into the development of the joint digital strategy. Work has begun on the preparation for the Phase 2 business plan for shared services which will set out how the councils aim to further extend opportunities to work together more effectively and efficiently.

17. Ensuring that the Council delivers value for money, the review of leisure management options has been completed together with the strategic business case. The options outline the significant benefits from both a social and economic perspective including how any future delivery model could support increased employment and health and wellbeing benefits. The leisure management options, and strategic business case options will be presented to cabinet at the beginning of August for review and decision on which options are taken forward.


Key Projects

18. Of the 6 projects under this corporate outcome, 1 is complete, and 4 are 'On-track'. Customer Experience is complete. The projects rated as 'On-track' are:

- ▶ Shared Services;
- ▶ Leisure management options;
- ▶ Conference and Business Centre;
- ▶ Implement first year of the Councils digital strategy.


19. At the end of the quarter, 1 project was 'Off-track', and an action plan is provided below.


- ▶ Review of Surplus Sites

Key Project	Status	Project description
Review of the Council's Surplus Sites		The Strategic asset review shall enable the Council to identify land and buildings which may be under -performing and provide for options to enable the asset to perform more effectively or look to dispose the asset on the open market.
Reason for off track and action to address:	A draft assets review report has been received in Quarter 1. In August, Cabinet approved the decision to undertake a stock condition survey of the Council's assets. The tender process is now at the stage of being finalised and it is expected that a further update will be made to Cabinet in December 2020 with the overall completion of the asset review expected by March 2021.	

Performance Measures

20. Of the 8 performance measures reported under this outcome, 5 are 'Exceeding': % of telephone calls answered within 90 seconds; % of calls abandoned before being answered in a quarter; Complaints as a % of total contacts to our customer contact centre (Gateway); Complaints against the Council Upheld and the Average days to process a new Housing Benefit claim. One is 'on track': the % of self-service channels access vs phone/face to face. One measure is 'off track' as below:

Key Performance Indicator	Baseline / Target	Comparable Period	Quarter 1 2020/21	Status
Increase in income from commercially operated assets: Business and Conference centre	10% increase	20% (Q1: 2019/20)	0	
Commentary	<p>The reduction in income generated for the Conference and Business Centre this quarter is due to the Covid-19 pandemic.</p> <p>The closure by the government of premises such as conference centres as well as the closure of the Civic Centre in general has simply meant the building has not been open and no income taken for this period.</p> <p>As restrictions ease, the situation will be reviewed.</p>			

Key Performance Indicator	Baseline / Target	Comparable Period	Quarter 1 2020/21	Status
Increase in meeting hours in the Business and Conference Suite	10% increase	4% (Q1: 2019/20)	0	
Commentary	<p>As above, the closure by the government of premises such as conference centres as well as the closure of the Civic Centre in general has simply meant the building has not been open and any bookings previously placed have not taken place.</p> <p>As restrictions ease, the situation will be reviewed.</p>			



Health, Wellbeing and Safety

Residents are happy, healthy and safe, active and independent



Achieving the corporate priorities

21. Progress has been made this quarter in supporting the Council's objectives to get more people engaged in physical activity. The Council's Active Travel team (Sports Development) has launched 'Cycling in South Ribble', a webpage which comprises a wide range of information relating to cycling which includes:
 - local cycle routes;
 - a directory of South Ribble cycling businesses to visit for a new bike, repairs or parts;
 - training opportunities.
22. Sports Development coaches have delivered 'Active Streets' which provides a programme of positive activities and engagement through street games and play over the course of a 5-week period. The work is targeted at low income families who are provided with a pack of sports equipment and a number of structured activities are delivered with the families supporting parents to learn new games to play with children, empowering them to be more active. The project began on Broad Green Close, delivered in partnership with the local Youth Support Worker at 'The Base Community Centre'. The activities on Broad Green Close engaged 9 families on their doorstep. Following positive feedback, the Council seek to replicate the project across other streets in the Borough.
23. Improvements and extensions of multi-use pathways across green links has progressed with works at Shruggs' wood having recommenced this quarter (having been delayed due to Covid) The planting season has been missed, but the park is set to re-open in October 2020. The Multi-use pathways are designed to link where people live and work with parks, leisure amenities and green spaces. The open access nature of this network allows access for all and promotes health and wellbeing through sustainable travel and leisure options. The work to improve access to Shruggs wood removes the physical barriers that restrict certain users and provides a welcoming open atmosphere.
24. During Covid-19, the government responded with several measures which impacted homelessness. Principally this was the suspension of any evictions and the direction to house anyone who was homeless, whether this was within the statutory duty or not. As a result, a total of 60 households were placed in temporary accommodation. The Housing Options Team together with the South Ribble Together Hub, have been working with partners to provide positive interventions. As a result, Housing Options has been part of a multi-disciplinary team which is able to look at a range of services to provide positive interventions and support. The agencies involved included, Lancashire County Council Social Care, mental and physical health services, substance misuse services and probation.
25. It is expected presentations to the service will increase in numbers for those in temporary accommodation due to the Government's recent announcement that additional categories of vulnerability have been added to include those more vulnerable to COVID 19.
26. As a result of the work undertaken and the ending of the Covid-19 homeless interventions, services within the council are developing a sustainable approach to maintaining the type of

approach to interventions supporting those at risk but fall outside of the statutory duty. As the team moves out of the COVID19 response and back into proactive and preventive work, Housing Options is to seek funding through the Government focused on this area.

27. Progress has been made in rephrasing the Dementia Action Alliance’s Delivery Plan 2020-21 to take account of the impact of the Covid-19. The alliance’s Living Well Guide has been updated to ensure that information relating to services and additional support for those impacted by Covid-19 with the delivery of monthly Dementia updates through the monthly newsletter and the Councils Website. Working towards a more dementia friendly high-street, the Alliance has been working with businesses to begin on virtual dementia friends’ sessions. The first of these sessions was delivered to businesses from the Business Before Breakfast network in June.

Key Projects


28. Of the 12 projects under this corporate outcome, 2 are closed, 9 are ‘On-track’. Activities and events for people of all ages and MH2K have progressed as far as they can under their current scopes and have now been closed. MH2K will be taken forward in its next stages as part of the Councils implementation of the Strategic Review of Community Involvement, where the Neighbourhoods team will be developing a project to take forward implementation of key recommendations from the final report.

29. The projects rated as ‘On-track’ are:

- ▶ South Ribble Dementia Action Alliance;
- ▶ Open space sports and recreation;
- ▶ Improving our existing leisure centres;
- ▶ Reduce the number of Homeless
- ▶ First class advice services
- ▶ Interact with the Council digitally;
- ▶ Community safety to tackle crime and disorder;
- ▶ South Ribble Partnership;
- ▶ Mind the Gap

30. At the end of the quarter, 1 project is ‘Off-track’ and an action plan is provided below:

- ▶ Green Links;

Key Project	Status	Project description
Green Links		The Green Links project will promote and develop new green corridors where people can walk and cycle safely. These Green corridors will also promote biodiversity, ecology and improve Air Quality of a given area.
Reason for off track and action to address:		<p>Due to furlough there have been delays on the work for Green Links. However, within the quarter work has recommenced on Shruggs Wood, and will be completed by end of quarter 2, though the planting season has been missed.</p> <p>Approximately 60% of planned works for Howick – Penwortham Holme Ribble Corridor should be achieved within year. As a result, a revised programme taking into account in year underspend will be factored into specification enhancements for Green links infrastructure linked to the Environment Agency flood defence program (Phase 1 and 2) along the river corridor including Ribble sidings scheme.</p> <p>Work on the Leyland Loop, where land is in the Council’s ownership has in the majority been completed. Dialog is continuing with Lancashire County Council (LCC) and Cuerden Valley Park Trust (CVPT) together with other significant landowners to bring forward less complex schemes that could be completed within year. A clearer understanding of the likely outturn will be available at the end of quarter 2.</p>

Performance Measures

31. There are no performance measures under this corporate outcome due to be reported this quarter.



Our People & Communities

Strong and active communities where people are engaged and have a voice.

1

We have more people getting involved in their communities and with us as a Council as they have the right space and place to make their voice heard.

2

A Time Credits scheme is developed and piloted to encourage people to volunteer or engage who haven't done so before.

3

People pay less to the Council in fees and charges such as the green waste charges and council tax support.


Achieving the corporate priorities


32. Within this quarter the revised Council Tax Scheme (CTS) for 2020/21, came into effect and approximately one third (2,382) of households have been removed from paying the £3.50 a week charge, delivering on the commitment to people paying less in fees to the Council. There has also been a reduction in the fees for garden waste collection. Compared with the number of subscriptions last year, there have been 2,123 additional subscriptions, indication that the reduction may have made more amenable to households, which may be for a number of reasons.
33. Recruitment for the Community Involvement team, whilst initially delayed due to Covid-19, has now moved forward with job descriptions and adverts approved for release. These roles will provide the capacity to support the implementation of the recommendations of the community involvement review which was completed earlier this year the interviews will take place on the 3rd and 4th of September 2020, with the expectation that the individuals will be appointed by October 2020.
34. Tempo who deliver Time Credits have been working with South Ribble Partnership and the Council to reshape outputs to enable the outcomes and objectives of the project to be met. As a result of the rescoping, the benefit area of the project has been expanded from Penwortham and Leyland to cover the whole borough. Faced with limited access to community groups, the focus has been over the past quarter to engage with community organisations and partners to assess the impact on the voluntary and community sector, mapping the various groups and needs. Approximately 70 community groups have been identified through an initial mapping exercise. Over the coming months, work will be undertaken to get them listed on to a new local volunteer and community platform Tempo Communities' which is open to any groups irrespective of them being a member of time credits.

Key Projects

35. Of the 9 projects under this corporate outcome, 2 are complete, 5 are 'On-track'. The complete projects are Review Community Involvement approach and Revised Council Tax Support Scheme for 2020-21.
36. The projects rated as on-track are:
- ▶ My Neighbourhood Plans Gain
 - ▶ Accreditation as a Living Wage Employer
 - ▶ Apprentice Factory Phase 2
 - ▶ Community Bank/Credit Union
 - ▶ Council's Approach to Volunteering and Active Citizens
37. At the end of the quarter, 2 are 'Off-track' and an action plan is provided below:
- ▶ Member Induction Programme and Member Development Programme;

▶ Develop a Youth Council.

Key Project	Status	Project description
Member Induction Programme and Member Development Programme		The Council's Corporate Plan includes a project to bring forward a comprehensive Member Development programme, aligning with the first level of the North West Employers' Organisation Member Development Charter.
Reason for off track and action to address:	<p>It has not been possible to provide the usual training and development programme for Members and the Member Development Steering Group has been unable to meet due to Covid-19. During lockdown:</p> <ul style="list-style-type: none"> ▶ Several online development opportunities have been made available to Members; ▶ A written weekly update provided to Members and Democratic Services has made regular telephone calls to check-in with Members; ▶ New iPads and appropriate Covid-19 safe training and guidance has been provided to Members on their iPads. <p>A key piece of work towards achieving the Member Development Charter has been personal development review meetings with individual Members. However, as the model is to meet face to face, this has not been possible. Telephone personal development review meetings are currently being piloted. Arrangements are now being made to hold a virtual Member Development Steering Group to help shape our future offering with regards Member training and development. Investigations are taking place to see if the personal development review process could be developed into a web-based tool to assist Members. We are also investigating other online and e-learning packages that Members might benefit from.</p>	

Key Project	Status	Project description
Develop a Youth Council		Community involvement is at the heart of the way in which the Council undertakes its business. A key stakeholder group is young people and ensuring they are actively involved in shaping their communities, engaged with the Council and play their part in improving the Borough. This project will look at how best we can engage with young people to ensure we strengthen the voice of young people.
Reason for off track and action to address:	<p>The development of a Youth Council has been impacted by Covid-19 while resources were redeployed and recruitment to the community involved posts delayed. The new Community Development posts are expected to be appointed to by October 2020 and work will be accelerated to engage with young people to co-produce and design how the Youth Council looks and works.</p>	

Performance Measures

38. One indicator was due to be reported under this outcome, the number of people removed from the minimum £3.50 per week contribution (Council Tax Support Scheme) is 'Exceeding'. A full performance summary is included at Appendix 1.



Place, Homes & Environment

Our green spaces are valued, and development is well managed.

1

We have more green spaces protected as Fields in Trust

2

Masterplans for Leyland, Penwortham and Lostock Hall all completed

3

We deliver affordable homes

4

We deliver the actions of our air quality plan

5

We have planted 110,000 trees

Achieving the corporate priorities

39. The Council has a priority to provide good quality, secure and affordable homes for the residents of South Ribble to live in. A full planning application was submitted to the Council's Planning Department in May 2020 for the development of 15 affordable homes at the former McKenzie Arms site. The application will be considered for determination at the Council's Planning Committee.
40. The Council has carried out refurbishment works to three playgrounds; these include facilities for predominately younger children at Worden Park and the full refurbishment of the playgrounds at Leadale Green and Seven Stars Road. This refurbishment programme will continue over the coming months and will include the following sites; Hurst Grange Park, Penwortham, Bellis Way, Walton-le-Dale and Haig Avenue, Leyland.
41. The scope of the Leyland Master plan is dependent on the bid for the Town Deal. The funding round has extended its timeline for delivery and South Ribble Borough Council are currently working with the newly established Leyland Town Board on preparing a Leyland Town Investment Plan (TIP) to be submitted to the Ministry of Housing, Communities and Local Government (MHCLG) in October 2020. Once submission of the TIP to MHCLG and if successful, further work will be undertaken to develop a full business case for the projects within the TIP. The emerging key projects in the TIP include the following:
- ▶ The BASE – a skill and enterprise hub in the town centre providing a space for local people and businesses to learn, work and grow together.
 - ▶ An expanded regeneration of the existing market building – part of the land will also be used to support the expansion and/ regeneration of the existing market building improving its quality and providing a leisure offer that Leyland does not currently have.
 - ▶ A new town square – this is linked to wider a public realm investment and will provide a focal point within the town centre, linking the BASE and regenerated Market Building.
 - ▶ A replacement high quality car park including electric charging point and photo-voltaic panels. The existing car park will then become the development site for the BASE building.
 - ▶ New commercial space including food/drink and evening uses to diversify this part of the Town Centre, along with new Town Centre residential opportunities.

Projects Paused for Review

42. A number of projects under this priority have been paused for a full review either due to the impact of Covid restrictions and or co-dependency on partners who are involved in delivery. The projects will be revised and rescope to ensure that they are deliverable and meet future priorities.

Key Projects

43. Of the 19 projects under this corporate outcome, 1 is 'Exceeding', 10 are 'On-track', and 6 have been paused for review. The project that is exceeding is Plant 110,000 trees in South Ribble.

44. The projects rated as on-track are:


- ▶ Carbon Neutral by 2030;
- ▶ Single use plastics;
- ▶ Scope and prepare masterplans for Leyland, Bamber Bridge and Penwortham town centres;
- ▶ Review the Local Plan;
- ▶ River Ribble Green Link;
- ▶ Provide quality homes that people can afford to live in;
- ▶ Bring Worden Hall back in to use;
- ▶ Invest and develop our parks and play areas;
- ▶ Manage the rate of delivery of new homes and commercial floor space;
- ▶ Prepare strategy for supporting new and small businesses.


45. The six projects that have been paused for review are:

- ▶ Prepare and implement a Central Lancashire Economic Strategy;
- ▶ Implement Phase 2 of the Employment and Skills Plan (Cuerden);
- ▶ Develop a programme for festivals and events, with at least 1 music festival;
- ▶ Review the projects listed in the City Deal Business and Delivery Plan;
- ▶ Ensure our parks and existing cherished local open spaces can be protected.

At the end of this quarter, 2 are 'Off-track' and an action plan is provided below:

- ▶ Borough's Air Quality Action Plan;
- ▶ Private Sector Stock Condition Survey.

Key Project	Status	Project description
Borough's Air Quality Action Plan		Following the Declaration of 5 Air Quality Management areas, South Ribble Borough Council has produced an Air Quality Action Plan, detailing the actions that the local authority and its partners will undertake to maintain and improve air quality.
Reason for off track and action to address:		This project is progressing in a limited manner, some planned work has been hindered by the national response to the Covid-19 pandemic. This has included working with schools and colleges, anti-idling campaign, and the promotion of air quality and work with Lancashire County Council on curriculum-based activities. As schools and colleges return, and when Lancashire County Council public health resources allow, we will resume activities in these areas. Officers have been continuing to work in partnership with several other local authorities across the County to secure external funding for the provision of several electric vehicles charging points across the Borough. The implementation timescale was the end August 2020; however, it is anticipated that this will have to be extended due to Covid-19.

Key Project	Status	Project description
Private Sector Stock Condition Survey		Using the 2012 stock condition survey as a baseline, the 2019 survey will be evaluated and analysed with a series of recommendations for changes to be made to the council's Housing Assistance Policy, ensuring that financial assistance is targeted at the areas identified to qualifying Owner Occupied Households.
Reason for off track and action to address:	This project was deferred earlier this year, but a plan is in place to report back to Cabinet in November. The report to Cabinet will be focused around amending the assistance policy to widen the number of properties that are eligible for home improvement grants.	

Performance Measures

46. One indicator was due to be reported under this outcome, the number of new residential homes (per annum) is 'Exceeding'. A full performance summary is included at Appendix 1.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

47. N/A

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

48. N/A

AIR QUALITY IMPLICATIONS

49. N/A

RISK MANAGEMENT

50. As reported in the previous performance monitoring report the key risk to the Corporate Plan delivery is the impact of the Covid-19 pandemic and the government guidance/restrictions. However, in mitigating this risk the Council is taking proactive steps on a recovery plan and will be aligning the Corporate Plan and the projects to ensure that they are relevant and respond to the changing environment that both the Council, its partners and residents find themselves in

EQUALITY AND DIVERSITY IMPACT

51. Equality and Diversity is embedded within the Corporate Plan and how the council acts. Ongoing work around reducing inequalities, improvements to the outdoor environment and reducing the financial burden on residents are all demonstrable ways in which the council seeks to meet its equality and diversity duties and objectives.

COMMENTS OF THE STATUTORY FINANCE OFFICER

52. This report provides Cabinet with an update for Quarter 1 of performance against the programmes and projects which were agreed by Council. The funding for these projects was reflected in the 2020/21 budget and MTFs (Medium Term Financial Strategy) which was approved by Council in February 2020. Some projects identified within the report are also dependent on successful bids for external funding such as the Towns Deal and Hurst Grange Park.

53. The first budget monitoring report for 2020/21 is a separate item on this agenda. The budget monitoring report sets out the key outturn variances to budget which are anticipated and reflects some of the financial implications of the improvements and reductions in performance highlighted in this Quarter 1 report. The report also highlights the additional funding received and costs incurred during Covid-19 including the additional support provided for housing those in need of temporary accommodation.

COMMENTS OF THE MONITORING OFFICER

54. It is important of course that the council reports openly and transparently on how it is performing against the objectives in the Corporate Plan. This is important for public confidence. Members of the public – and indeed Members – need to have reassurance that targets are being delivered on. This is more true than ever in these COVID 19 affected days.

BACKGROUND DOCUMENTS

55. Corporate Plan 2019-23 (Approved September 2019)

APPENDICES

- ▶ Appendix 1 – Performance Data Quarter 1 (2020/21)
- ▶ Appendix 2 – Covid 19 Response

Gary Hall
Interim Chief Executive

Report Author:	Telephone:	Date:
Howard Anthony, Policy, Performance and Partnerships Manager Michael Johnson, Strategic Corporate and Partnership Officer	01772 625339	10/08/2020

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Appendix 1

Performance Data

Quarter 1 2020-21

Appendix 1





Key Information

This report forms part of the appendices of the “Performance Monitoring Report” update to the Scrutiny Budget and Performance Panel, and Cabinet on the progress at the end of Quarter 1 (April - June 2020) of the Corporate Plan 2019-23. This report reflects the changes to the Corporate Plan as approved September 2019 and outlines the performance broken down by four sections (Outcomes):




- ▶ Excellence, Investment and Financial Sustainability;
- ▶ Health, Wellbeing and Safety;
- ▶ Place, Homes and Environment;
- ▶ Our People and Communities

Within each section is a summary of all activities and their performance status at the end of Quarter 1.

Performance Key

Symbol	Determination
	If we are doing well then it is Exceeding . Where a project or task has been achieved ahead of the due date set or a measure has achieved beyond its target.
	It is On-track where a project or task will be delivered on the due date set or a measure is within its agreed targets
	It is Off-track where a project or task has not met its required due dates, or a measure has not met its targets
	Completed/Closed: project has been completed, meeting milestones and actions.

The Key Performance Indicators (KPI) for Quarter 1 display progress against the outcomes of the Corporate Plan on Health, Excellence, Communities and Environment.

Trend	Determination	Note
	This shows that the reported figure has increased since it was last reported.	<i>The trend key shows how a measure is performing against its previous reported figure. The colour of the item details whether the direction is negative, positive. These are the same colours as used on the performance key for succeeding and off track.</i>
	This shows that the reported figure has decreased since it was last reported	
	This shows that a measure has stayed the same and not moved	

Appendix 1



Excellence, Investment & Financial Sustainability

Excellent services and a strong financial position that enables us to invest in the right way

1

People tell us that we are value for money and satisfied with the way we do things

2

We have more people using our online services

3

More people using online self service channels

4

We buy from local businesses as suppliers and contractors where we can

5

Investment in communities by delivering our Capital Programme

Our Key Performance Indicators:

Key Performance Indicator	Baseline / Target	Comparable Period	Quarter 1 2020/21	Status	Trend
% of self-service channels access vs phone/face to face	40% (2020/21)	22% (Q4: 2019/20)	37%		
Increase in income from commercially operated assets: Business and Conference centre	10% Increase	20% (Q1: 2019/20)	0%		
Increase in meeting hours in the Business and Conference Suite	10% Increase	4% (Q1: 2019/20)	0%		

Service Level Indicators	Baseline / Target	Comparable Period	Quarter 1 2020/21	Status	Trend
% of telephone calls answered within 90 seconds	40% (2020/21)	61% (Q4: 2019/20)	73%		
% of calls abandoned before being answered in a quarter	18% (2020/21)	11% (Q4: 2019/20)	9%		
Complaints as a % of total contacts to our customer contact centre (Gateway)	2% (2020/21)	0% (Q4: 2019/20)	0%		
Complaints against the Council Upheld	No Target	27 (Q4: 2019/20)	0		
Average days to process a new Housing Benefit claim	19 days	16.6 days (Q4:2019/20)	13 days		

Quarter 1 Project Status

What we will do	2019-20	2020-21
	Quarter 4 Jan -Mar	Quarter 1 Apr – Jun
EIFS01 – Customer Experience		
EIFS02 – Shared Services		
EIFS03 – Conference and Business Centre		
EIFS04 – Leisure Management Options		
EIFS05 – Implement first year of the Councils Digital Strategy		
EIFS06 -Review of the Council’s Surplus Sites		

Appendix 1



Health, Wellbeing and Safety

Residents are happy, healthy and safe, active and independent

- 1

More people telling us they feel safe at home and out and about
- 2

Fewer people homeless
- 3

More businesses and high streets are dementia friendly
- 4

More people engaged in physical activity
- 5

Improvements and extensions of multi use pathways across our Green Links

Our Key Performance Indicators

There are no performance measures to report under this corporate priority this quarter.

Quarter 1 Project Status

What we will do	2019-20 Quarter 4 Jan -Mar	2020-21 Quarter 1 Apr – Jun
HWS01 - South Ribble Dementia Action Alliance		
HWS02 - Open Space Sports and Recreation		
HWS03 - Green Links		
HWS04 -Improving our Existing Leisure Centres		
HWS05 - Activities and Events for People of All Ages		Closed
HWS06 - Interact with the Council Digitally		
HWS07 - Community Safety to tackle Crime and Disorder		
HWS08 - South Ribble Partnership		
HWS09 - MH2K		Closed
HWS10 - Reduce the Number of Homeless		
HWS11 - Mind the Gap		
HWS12 - First Class Advice Services		

Appendix 1



Our People & Communities

Strong and active communities where people are engaged and have a voice.

1

We have more people getting involved in their communities and with us as a Council as they have the right space and place to make their voice heard.

2

A Time Credits scheme is developed and piloted to encourage people to volunteer or engage who haven't done so before.

3

People pay less to the Council in fees and charges such as the green waste charges and council tax support.

Our Key Performance Indicators

Key Performance Indicator	Baseline / Target	Comparable period	Quarter 1 2020/21	Status	Trend
Number of people removed from the minimum £3.50 per week contribution (Council Tax Support Scheme)	1900 (2020/21)	-	2382		-

Quarter 1 Project Status

What we will do	2019-20 Quarter 4 Jan - Mar	2020-21 Quarter 1 Apr – Jun
OPC01 - Review Community Involvement approach		
OPC02 - My Neighbourhood Plans.		
OPC03 - Revised Council Tax Support Scheme for 2020-21		
OPC04 - Community Bank/Credit Union	Not Started (July 2020)	
OPC05 - Member Induction Programme and Member Development Programme		
OPC06 - Develop a Youth Council		
OPC07 - Gain Accreditation as a Living wage Employer		
OPC08 - Council's Approach to Volunteering and Active Citizens		
OPC09 - Apprentice Factory Phase 2		

Appendix 1



Place, Homes & Environment

Our green spaces are valued, and development is well managed.


- 1 We have more green spaces protected as Fields in Trust
- 2 Masterplans for Leyland, Penwortham and Lostock Hall all completed
- 3 We deliver affordable homes
- 4 We deliver the actions of our air quality plan
- 5 We have planted 110,000 trees

Our Key Performance Indicators

Key Performance Indicator	Baseline / Target	Comparable Period	Quarter 1 2020/21	Status	Trend
Number of new residential homes (per annum).	328 (2019/20)	417 (2018/19)	357 (2019/20)		

Quarter 1 Project Status

What we will do	2019-20 Quarter 4 Jan -Mar	2020-21 Quarter 1 Apr – Jun
PHE01 - Develop a strategy and action plan to halt overall loss of England's biodiversity		Pause & Review
PHE02 - Plant 110,000 trees in South Ribble		
PHE03 - Carbon Neutral by 2030		
PHE04 - Single Use plastics		
PHE05 - Borough's Air Quality Action Plan		
PHE06 - Bring Worden Hall back in to use		
PHE07 - Invest and develop our parks and play areas		
PHE08 - Develop a Programme for festivals and events, with at least 1 music festival		Pause & Review
PHE09 - Ensure our parks and existing cherished local open spaces can be protected		Pause & Review
PHE10 - Manage the rate of delivery of new homes and commercial floor space		
PHE11 - Scope and prepare masterplans for Leyland, Bamber Bridge and Penwortham town centres		
PHE12 - Implement Phase 2 of the Employment and Skills Plan (Cuerden)		Pause & Review

	2019-20	2020-21
What we will do	Quarter 4 Jan -Mar	Quarter 1 Apr – Jun
PHE13 - Prepare strategy for supporting new and small businesses		
PHE14 - Review the projects listed in the City Deal Business and Delivery Plan 2017- 20		Pause & Review
PHE15 - Review the Local Plan		
PHE16 - River Ribble Green Link		
PHE17 - Prepare and implement a Central Lancashire Economic Strategy		Pause & Review
PHE18 - Provide quality homes that people can afford to live in		
PHE19 - Private Sector Stock Condition Survey		

Appendix 2

Supplementary Item

Covid 19 Response

Quarter 1 2020-21

Appendix 2

The Council faced the unprecedented challenge of Covid-19, but through a team effort was able to continue to key and additional services. Digital and technology acted as a major enabler to sustain existing services and implement additional service provision and new ways of working. Remote working solutions enabled officers to remain responsive to local need and was instrumental in establishing a Covid-19 specific contact centre, online self-serve and data management processes.

Digital also re-established critical council decision making functions including member committee meetings with the first virtual committee on 4th June. Following successful tests, a hybrid virtual and physical committee model was established enabling the meeting of Council to take place on 22nd July.

South Ribble Together: Community

The 'Community' support was established in just over a week, and between April – June at least 39 employees were redeployed from across the Council, to positions outside their substantive roles to. Total staffing levels fluctuated but employees who were willing, were redeployed from across different teams illustrated to the right.

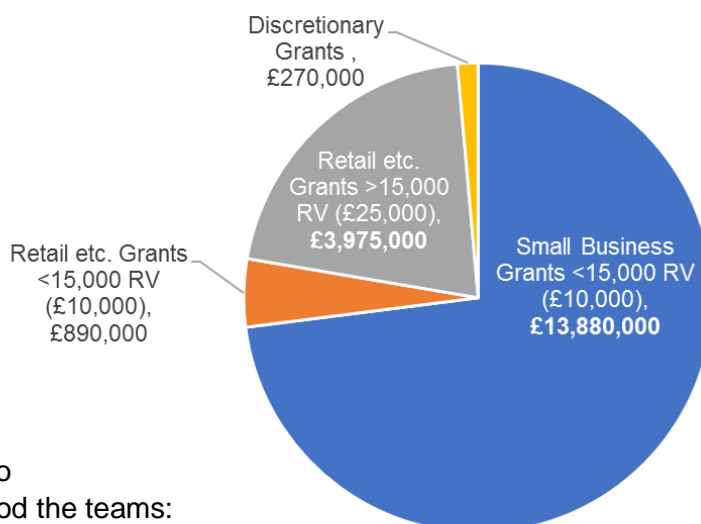


▶ Total no. individuals we have sent postcards / letters to	13,800
▶ Total no. individuals we have contacted via outbound calls	6,083
▶ Total no. individuals who contacted us	2,826
▶ Total no. individuals that have received support	882
▶ Total no. food parcels requested and issued	722
▶ Total no. individuals that have received support on multiple occasions	376
▶ Total no. individual prescription collections	296
▶ Total no. repeat prescription collections	52

South Ribble Together: Business Support

Investment and Skills and Revenues and Benefits focused on providing the range of business grants made available from the government. would receive grants from the government.

This included a proactive approach to driving businesses through the application process and to date over £19 million pounds has been distributed.



Council Tax and Rates

The gateway and, revenues and benefits teams also focused on responding to Covid-19. During the period the teams:

- ▶ Responded to over 8,000 calls to Council Tax;
- ▶ Completed over 5,200 Council Tax scripts, of which over 1,200 related to making/altering payment arrangements;
- ▶ Dealt with an increase in caseload of the number of working age claimants needing support from 3,273 to 3,771 (498 additional claims)
- ▶ Supported retail properties entitled to relief with an increase from 219 properties granted approx. £904,605 to 430 properties granted approx. £12,700,000 (211 additional reliefs).

REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
South Ribble Housing Strategy and Prevention of Homelessness and Rough Sleeping Strategy	Cabinet Member (Planning, Regeneration and City Deal), Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Director of Planning and Property

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

PURPOSE OF THE REPORT

- To present to Members two draft strategies for consideration and approval as follows:
 - Draft South Ribble Housing Strategy 2020-2025
 - Draft Prevention of Homelessness and Rough Sleeping Strategy 2020-2025 (including South Ribble Homelessness Review 2020)

PORTFOLIO RECOMMENDATIONS

- To note the consultation that has been undertaken on the two draft strategies, the comments and feedback received during the consultation period and the improvements made to each of the strategies based on the feedback received.
- To endorse the approval and adoption of each of the strategies to deliver the Council's priorities for housing in South Ribble.

REASONS FOR THE DECISION

4. To enable the Council to achieve its housing priorities and direct resources to delivering specified actions as identified in each of the strategies.
5. To enable a clear vision and strategic approach to the Council's housing services for the borough to 2025.
6. To meet the Council's statutory duty under the Homelessness Act 2002 to carry out review of homelessness and rough sleeping in the borough and to publish a strategy to prevent homelessness and rough sleeping.

EXECUTIVE SUMMARY

7. This report presents the draft Housing Strategy 2020-2025 and the draft Prevention of Homelessness and Rough Sleeping Strategy 2020-2025 for consideration by Cabinet.

CORPORATE OUTCOMES

8. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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BACKGROUND TO THE REPORT

9. The Council has a statutory duty under the Homelessness Act 2002 to carry out review of homelessness and rough sleeping in the borough and to publish a strategy to prevent homelessness and rough sleeping in the borough.
10. The new South Ribble Housing Strategy 2020-2025 has been developed in line with the Council's Corporate Plan and sets out the Council's strategy and ambition to achieve the priorities in respect of housing.
11. There is no longer a requirement for Local Authorities to produce a housing strategy, however preparation of a housing strategy is deemed to be good practice and helps to create and clearly identify a vision for housing across the borough and how this will be achieved. The strategy will also position the Council to react and respond to opportunities and challenges in respect of housing.
12. Whilst the two strategies are clearly separate documents, they have been developed and consulted on together to enable a more co-ordinated approach.

13. The strategies were originally due to be considered at an earlier Cabinet date. However, the decision was taken to extend the consultation period due to the Covid-19 outbreak. Resources were also directed to responding to housing issues relating to Covid-19 resulting in delays to finalising the strategies for Cabinet consideration.

PROPOSALS

Draft South Ribble Housing Strategy 2020-2025

14. Work to develop the strategy has included a cross-departmental officer working group.
15. The draft housing strategy is included at Appendix A. The strategy sets out the Council's vision and four overarching priorities for housing within South Ribble over the next five years.
16. The vision of the strategy is "By 2025 South Ribble will offer good quality, safe and secure housing that our current and future residents can afford to live in".
17. To support achieving this vision, four overarching strategic priorities are identified as follows:
- Ensuring safe, secure, quality homes across all housing tenures that people can afford to live in
 - Enable the delivery of affordable housing and supporting a balanced housing market
 - Supporting people to remain independent and help improve health and wellbeing and quality of life in their own homes
 - Reducing and Preventing Homelessness
18. Within the strategy, each of the priorities is set out in detail outlining the existing work that the Council undertakes and the key actions that will be undertaken to deliver the Council's housing priorities over the period to 2025. An action plan accompanies the strategy, and this action plan will be reviewed every 12 months.
19. Due to delays in bringing the housing strategy to Cabinet, it is recognised that we are now part way through the first year of the Housing Strategy being 2020-2021. Work has however continued to progress across the relevant teams to deliver the actions within the strategy and progress has been made already to some of these actions.
20. Adoption at this stage will not stop the strategy being reviewed after the first 12 month period (although this will now be in 6 months). This will also allow for a review in response to Covid-19 and any other local or national policy changes.

Draft South Ribble Prevention of Homelessness and Rough Sleeping Strategy 2020-25

21. The work to develop the Draft South Ribble Homelessness and Prevention of Rough sleeping Strategy 2020 -25 has been developed following a full review of homelessness in the borough and consultation undertaken with a range of partner agencies with an interest in homelessness
22. The Draft Prevention of Homelessness and Rough Sleeping strategy is included at Appendix B
23. The strategy supports the Council's Corporate Plan priority of reducing the number of people who are homeless through developing a health and prevention focused approach
24. To support this the strategy has four overarching priorities
 - Reduce homelessness by increasing prevention
 - Enhance the housing offer for temporary and longer-term options
 - Improve Health and Wellbeing
 - Ensure that levels of rough sleeping in the borough remain low
25. The action plan sets out the actions to deliver the overarching priorities over the lifetime of the strategy. This will be reported annually to Leadership Team.
26. Due to delays in bringing the Prevention of Homelessness and Rough Sleeping strategy to Cabinet, it is recognised that we are now part way through the first year. Work has however continued to progress across the relevant teams to deliver the actions within the strategy and progress has been made already to some of these actions.
27. Adoption at this stage will not stop the strategy being reviewed after the first 12-month period (although this will now be in 6 months). This will also allow for a review in response to Covid-19 and any other local or national policy changes

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

28. Public consultation has been undertaken on both strategies for a total period of 10 weeks. Consultation was initially undertaken for a 6-week period running from Fri 13 March 2020 until 5pm on Fri 24 April 2020.
29. The consultation period was extended for a further 4-week period to Covid-19 to maximise the opportunity for residents, partners and interested parties to respond if they so wished. The extended period ran from Fri 24 April 2020 to Fri 22 May 2020.
30. Comments received were generally positive with the majority in support of the identified priorities. Full detail of the consultation comments received, and details

of the Council's response to each of the comments are provided within the document at Appendix D.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

31. The Council could choose not to adopt the South Ribble Housing Strategy 2020-2025, however this is not recommended. The Housing Framework 2017-2020 is now out of date with the housing landscape having changed since this document was approved. Given the strong priorities for housing in the Council's Corporate Plan it is important to set a clear vision and strategic approach for housing across the borough and to be able to respond to opportunities and challenges that may arise.
32. The Council could choose not to adopt the Prevention of Homelessness and Rough Sleeping Strategy however it is a legal requirement to have a strategy, pursuant to the Homelessness Act 2002, and this is therefore not recommended

AIR QUALITY IMPLICATIONS

33. Air Quality is a key consideration for the Housing Strategy particularly in relation to the development of new homes including for affordable housing. The strategy has been developed in full consultation with the Council's Environmental Health department and specific actions are identified to address air quality concerns and help to reduce air pollution through new housing across the borough.
34. The prevention of homelessness and rough sleeping strategy does not contain actions that directly impact on Air Quality

RISK MANAGEMENT

35. All risks associated with the housing strategy have been input into GRACE and have been reviewed. Each risk is accompanied by mitigating actions to reduce the likelihood and impact of the risk occurring. Identified risks are as follows:

Risk	Description	Existing Control Measure
The Strategy actions are not carried out	Accompanying the Strategy is a detailed action plan which sets out resources, timescales and outcomes to deliver the relevant actions	<p>Progress against the housing strategy action plan will be monitored by the Strategic Housing Officer and approved by the Director of Planning and Property.</p> <p>Annual progress reports will be provided to Cabinet along with the strategy updated required.</p> <p>Progress against the prevention of homelessness and rough sleeping action plan will be monitored by the Housing Options Team Leader and approved by the Director of Planning and Property.</p> <p>Annual progress reports will be provided to Leadership Team along with the strategy updated required</p>

		The Council has a PDR process in place and capture officer progress through this route and will note any concerns in undertaking work to deliver the strategy.
A decision is taken by Cabinet not to approve the Housing Strategy or Prevention of Homelessness and Rough Sleeping Strategy	The Council could be left open to challenge if either strategy is not adopted	The strategies have been developed in consultation with the relevant Cabinet Member, has been publicly consulted on. The strategies align with the Council's Corporate Plan and strategic priorities and will be reviewed on an annual basis to ensure that they are robust and can respond to opportunities/challenge. The strategies can also be updated at earlier points as required.
The documents do not remain current and up to date	Changes occur to the national and local policy resulting in the strategies becoming out of date.	Regular progress will be monitored in relation to the actions and national and local policy changes reviewed to consider any changes or updates required to the housing strategy or the prevention of homelessness and rough sleeping strategy. The strategies will also be reviewed on an annual basis.
The Strategy is unable to respond to Covid-19	Covid-19 has delayed the strategies being reported to Cabinet for adoption, however work has continued to deliver the actions.	We are now part way through the first year of the strategies and whilst adoption has been delayed, progress has been made towards some of the actions identified in the strategies. Adoption at this stage will not stop the strategies being reviewed after the first 12 month period (although this will now be in 6 months) and reviewed as required in response to Covid-19 and any other local or national policy changes.

EQUALITY AND DIVERSITY IMPACT

36. An Equality Impact Assessment has been undertaken for the Housing Strategy and there are no adverse impacts. The EIA was found to have a positive impact for the characteristics of age and disability when considering certain actions in the strategy including to bring forward an extra care scheme, develop a policy to support older and vulnerable people and continue with the Council's Disabled Facilities Grant service to provide aids and adaptations to support people living independently in their own homes.

37. An Equality Impact Assessment has been undertaken on the prevention of homelessness and rough sleeping strategy and there are no adverse impacts.

COMMENTS OF THE STATUTORY FINANCE OFFICER

38. The council has provided sufficient resources within the Medium Term Financial Strategy to enable the delivery of these strategies. The budget includes approximately £100k annual revenue grants from government for homelessness support and prevention.

COMMENTS OF THE MONITORING OFFICER

39. Clearly it makes sense to consider both of these proposed strategies together – they are complementary. Both strategies are designed to follow on from the council’s Corporate Plan. In addition to that the council has some wide- ranging statutory duties with regard to homelessness. The best way to deal with homelessness of course is to prevent it from happening in the first place – or at the very least to minimise its scope and extent. Hopefully the Prevention of Homelessness and Tough Sleeping Strategy will help in that regard.

BACKGROUND DOCUMENTS

There are no background papers to this report

APPENDICES

- Appendix A: Draft South Ribble Housing Strategy 2020-2025
Appendix B: Draft Prevention of Homelessness and Rough Sleeping Strategy 2020-2025
Appendix C: South Ribble Homelessness Review 2020
Appendix D: Housing Strategy and Prevention of Homelessness and Rough Sleeping Strategy Responses Report

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
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South Ribble Housing Strategy 2020-2025



South Ribble Housing Strategy

2020-2025

Foreword

South Ribble Borough Council are pleased to introduce this new Housing Strategy for the borough which sets out our priorities for housing over the next five years. Our vision is that by 2025, South Ribble will offer good quality, safe and secure housing that our current and future residents can afford to live in and can call home. We recognise that having the right housing offer will help our local communities and neighbourhoods to thrive.

Housing and the homes that we live in play a key role in our lives and have a direct impact on our health and wellbeing. The priorities within this strategy aim to increase the availability and choice of quality housing across a range of tenures to meet the needs and aspirations of our current and future residents and importantly for our elderly and vulnerable residents. Tackling poor quality housing and the affordability of housing will help to address the health inequalities in our borough.

The Council is proud of the partnerships it has with our local Registered Providers (Housing Associations) and has worked closely over the years with our partners to deliver much needed affordable homes across the borough. Despite this, there remain gaps in our housing market. To address this, the Council has taken the decision to intervene directly in the housing market in developing and owning the first Council homes for over 25 years.

Cllr Bill Evans

Cabinet Member for Planning, Regeneration and City Deal



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Introduction and Background

The South Ribble Housing Strategy provides a framework for all of the Council's housing related functions and supports and underpins the Council's Corporate Plan 2019-23. The Strategy sets out the actions that will deliver the Council's vision and key housing priorities to ensure that South Ribble is a place where each one of our residents can find a quality, affordable home to live in where they can be happy, healthy and safe.

Housing is a key factor influencing our health and wellbeing and is it essential that we continue to improve lives and inequalities through the right type, number and quality of the homes in our borough that will meet the need and aspirations of our current and future residents. This Housing Strategy covers a five-year period to 2025 and will be reviewed and updated at relevant points. The action plan sets out the actions for 2020-2022 to deliver this strategy.

Location

South Ribble sits within Central Lancashire and offers excellent connections throughout the North West meaning it is a great location to be able to access the nearby cities of Preston, Liverpool and Manchester. South Ribble has good motorway links with the M6, M65 and M61 and has great links to the North and South of the country by Rail from Preston.

In addition to excellent accessibility, the borough also offers several national award-winning parks with Hurst Grange Park, Longton Brickcroft Nature Reserve and Worden Park all receiving the Green Flag Award.

Population and Households

South Ribble has a population of around 110,527 residents which has steadily grown over the years. Between 2016 and 2041, the population is set to increase by 1.9% which is a relatively small increase in comparison to other Lancashire authorities. However, during this same period the number of households in the borough are expected to grow by 7.3%.

Like many other areas of the country, South Ribble has an ageing population and our residents are living longer. By 2041, the population aged over 65 is projected to increase to 32,614 which equates to a 43.8% increase. This increase is more noticeable amongst residents over 75 with a projected increase of 84% and residents over 85 projected at 120%. Although people are living longer, this does not necessarily mean they are continuing to live quality lives for longer with many older people suffering from ill health or disability. This Strategy aims to tackle this by enabling more independent living and ensuring we have quality homes to improve health and wellbeing, not just of our older residents but of every resident in the borough.

Housing in South Ribble

There are 49,720 dwellings in South Ribble of which 89.5% are in the private sector, the majority being owner occupied. The remaining 10.5% of dwellings are within the social housing sector.

The average house price in South Ribble is £161,000 and average earnings are £27,680. Wards with the lowest house prices include Broadfield and Bamber Bridge West and wards

with the highest house prices include New Longton and Hutton East and Longton and Hutton West.

Median house price to earnings ratio in South Ribble is higher than for many other Lancashire authority areas at 5.82% with average house price at £161,000 and average earnings at £27,680. This compares to England with a ratio of 8.0%, the North West at 5.82% and Lancashire at 5.48%. Burnley has the lowest ratio at 3.61% and Ribble Valley has the highest at 6.78%.

The lower-quartile house price to earnings ratio is the second highest in Lancashire at 6.57% meaning that house price affordability is even higher for those looking to get on to the property ladder. The only authority in Lancashire with a higher ratio is Ribble Valley at 6.82%.

Local Economy

South Ribble has a total of 3,890 businesses with 54,400 people employed and offers an excellent business location being at the heart of the intersection of three motorways. The authority is one of few in Lancashire that has a consistent record of high employment rates. South Ribble benefits from net commuter flows with average earnings in South Ribble being higher when measured by place of residence in comparison to place of work. High commuting out-flows and in-flows are experienced to and from Chorley and Preston.

Links to Local Strategic Documents

Corporate Plan

The Council's new Corporate Plan 2019-23 has recently been published setting out the Council's vision and corporate priorities for the next 4 years. The housing priorities within the Corporate Plan are as follows:

- Reduce the number of homeless through developing a health and prevention focused approach
- Seek to deliver different models to provide quality homes that people can afford to live in whether they choose home ownership or rental accommodation
- Identify actions to take forward from the 'Private Sector Stock Condition Survey'
- Work with partners and developers to manage the rate of delivery of new homes and commercial floor space by unlocking City Deal sites prioritising infrastructure development

In addition to the above housing priorities, the Corporate Plan sets out actions to improve the health and wellbeing of residents and communities through improvements to pathways, woodlands and open spaces as part of the ongoing Green Links programme.

The Council has set a target to become Carbon Neutral by 2030 and will develop a strategy in order to achieve this. To contribute to this target and to help improve the air quality in South Ribble, the Council has introduced its 'Our Big Tree Plan' initiative and plans to develop 110,000 trees in South Ribble, one for each resident in the borough. To date, 30,000 trees have been planted across different locations in the borough.

Central Lancashire Local Plan

The Central Lancashire authorities of Chorley, Preston and South Ribble are currently in the process of undertaking a review of the Central Lancashire Adopted Core Strategy and individual Local Plans with a view to developing a single Central Lancashire Local Plan. At this stage it is envisaged that a finalised Local Plan will be prepared for adoption by 2023.

Priorities set out within this Housing Strategy and the progress made to deliver the actions will inform the on-going review of the Local Plan.

Central Lancashire Economic Regeneration Strategy

The new Central Lancashire Economic Regeneration Strategy is currently in the process of being developed. A good quality affordable housing offer is needed to attract and retain a skilled workforce and will support increased employment levels to achieve economic growth enabling people to both live and work in the borough.

South Ribble Homelessness Strategy

The South Ribble Homelessness Strategy 2017-2020 outlines three priority areas for the Council and its partners to work to reduce homelessness across the borough and sets out in an action plan how this will be achieved. The Homelessness Strategy is currently undergoing review with an updated strategy to be published during 2020/2021.

South Ribble Community Strategy

The South Ribble Community Strategy 2019-2024 sets out the shared vision for South Ribble as a place to live, work and do business between local communities, service providers and businesses. The strategy sets the vision for South Ribble to continue to be known as one of the best places in the UK to live, work and do business and to enable communities to continue to be amongst the best places to learn, thrive and grow.

South Ribble Strategic Housing Priorities

There are four overarching strategic housing priorities which shall inform and focus the council's approach to Housing during the lifetime of the Housing Strategy. They are:

Vision	By 2025 South Ribble will offer good quality, safe and secure housing that our current and future residents can afford to live in	
Priorities	Ensuring safe, secure, quality homes across all housing tenures that people can afford to live in	Enable the delivery of affordable housing and supporting a balanced housing market
	Supporting people to remain independent and help improve health and wellbeing and quality of life in their own homes	Reducing and Preventing Homelessness

Quality Homes

Ensuring safe, secure, quality homes across all housing tenures that people can afford to live in

Disrepair and HHSRS

The Council has statutory responsibilities to address disrepair within the housing market, particularly those elements which are assessed as Category 1 hazards, as defined in the Housing Act 2004.

The Council will continue to carry out enforcement proceedings where disrepair issues are identified, and significantly within the Private Rented Sector, although this does not exclude Social Rented Sector or Privately Owned Properties.

A scheme for undertaking proactive investigations, inspections and enforcement on known areas of the borough with low housing standards is currently being implemented with the employment of a fixed term enforcement officer.

The Council has an existing policy in place to improve the quality of homes in the borough by helping home owners to tackle maintenance issues, particularly in addressing and removing Category 1 hazards. The Building Research Establishment have recently undertaken a survey into the stock of South Ribble. The survey findings will be assessed and will inform a review to the Councils assistance policy.

The above actions are aimed at significantly reducing the incidents of disrepair within the boroughs housing stock, especially the occurrences of Category 1 hazards, safeguarding and improving the health and wellbeing of our borough's residents and future population.

Empty Homes

The Council is committed to encouraging owners of long term empty properties (those empty for over 2 years) to bring them back into use quicker to support the provision of housing available within the borough.

As of 1 April 2020, changes will be made to Council Tax charges to introduce an additional premium for properties that have been empty and unfurnished for more than 2 years. Long term empty properties can attract squatters, vandalism and anti-social behaviour and are a blight on the community and this change aims to tackle this. These changes are intended to complement and enhance the Councils empty property policy which clearly sets out the Councils approach to addressing long term empty properties in the borough.

Changes to the Council Tax Long Term Empty Premium charge are as follows:

Effective Date	Empty Period	Existing Premium	Proposed Premium
1 April 2020	2-5 years	50%	100%
	5 years+	50%	200%
1 April 2021	2-5 years	50%	100%
	5-10 years	50%	200%
	10 years+	50%	300%

Further, from 1 April 2020 the amount of discount eligible for second homes in the borough will be reduced from 10% to 0%, therefore introducing a 100% charge for second homes.

The borough has approximately 650 empty properties which can fluctuate depending on market conditions, the council offer assistance for owners of long-term empty properties to return them back into use which then is repaid back through the rental income.

Energy Efficiency and Affordable Warmth

Fuel poverty can affect everyone, regardless of their tenancy. Not being able to afford to keep a home adequately heated is one of the factors associated with reduced health outcomes. Whilst the incidence of fuel poverty in South Ribble at 9.5% is the lower than elsewhere in the North West, it is still an important target to address.

The Council currently provides independent advice and where possible sources funding both internally and externally to help residents install energy efficiency measures to their home. External funding is secured through the Energy Company Obligation (ECO), Affordable Warmth criteria or using the Councils Energy Company Obligation Flex Criteria, in 2018/19 the funding secured to help residents was £115k. The Council will continue to build on the successful delivery of Energy Schemes in the borough which has been recognised by being commenced in 2018 and again in 2019 by the National Energy awards.

Environmental Sustainability and Improving Air Quality

The growing impact of the changing climate is becoming more identifiable each season. It is now agreed by the scientific community and most governments that the level of global warming must be limited to 1.5°C to prevent serious risk to health, livelihood, food security etc. This has been emphasised in the Intergovernmental Panel on Climate Change (IPCC) report published in 2018. The report highlighted that at the time (2018) we only had 12 years left in which to take the serious action required to avert the crisis and avoid the worse impacts.

After traffic emissions the biggest Carbon emitters are general energy generation (including that used by the domestic sector for heating) and domestic emissions. It is therefore vital that measures are drastically taken to improve the efficiency and insulation of domestic property across the borough.

In line with the Council declaration of a Climate Emergency in June 2019 and the objective to make the borough carbon neutral by 2030, combined with the government's target of 2050, housing across the borough needs to become more environmentally sustainable. This will need a dramatic rethink on how housing is constructed, insulated and fuelled, for both existing and future housing. The Council will actively investigate ways to improve efficiency of current homes with housing partners, possibly through incentives and grants to look at ways of economically moving people away from a reliance on gas and other non-renewable fuel sources.

New homes must be built to a very high standard using environmentally sustainable materials and methods of construction that will minimise the use of energy and the impact on the climate, ideally ensuring new properties are carbon neutral.

The Council will, through the local plan and improved planning guidance, ensure new dwellings are built to a more sustainable level than currently being construction, with emphasis over construction of carbon neutral dwellings.

Given the increasing risk to the health and safety of the general public from climate change developers must ensure that they are providing the most energy efficient, climate conscious developments possible, while at the same tie including measures to mitigate against the harmful impacts of climate change e.g. flooding, excess heat & cold.

What We Will Do:

- Ensure the Council delivers a proactive approach to tackle and reduce housing disrepair in the borough
- Review and update the Council's Housing Assistance Policy
- Support the development of quality homes through Modern Methods of Construction that contribute to environmental sustainability and improving air quality
- Investigate ways to improve efficiency of current homes
- Provide assistance to insulate homes
- Provide assistance to install central heating into homes
- Work with all major utility providers to attract funding for measures into the borough through ECO (Energy Company obligation)
- Work to strength the Local Plan to ensure new properties are carbon neutral or as close as possible
- Investigate ways to fund improvements to existing housing stock to improve insulation and energy efficiency

Housing Delivery

Enable the delivery of affordable housing and supporting a balanced housing market

South Ribble sits within the Central Lancashire Housing Market Area along with Chorley and Preston Councils. The three Councils are currently in the process of reviewing the strategic planning policies for Central Lancashire with a view to delivering a single Central Lancashire Local Plan. The new Local Plan will help to drive forward housing delivery in the right location with the right infrastructure in place. South Ribble is also part of the Preston, South Ribble and Lancashire City Deal which offers opportunities to unlock economic and housing opportunities creating growth and welcoming new employers, residents and facilities providing key infrastructure for the borough.

The below table shows the number of housing completions over the last 5 years which demonstrates an average of 21% new affordable homes delivered over the period:

Year	New Homes	New Affordable Homes
April 2014 – March 2015	486	84
April 2015 – March 2016	371	150
April 2016 – March 2017	189	25
April 2017 – March 2018	318	40
April 2018 – March 2019	491	97
<i>Average</i>	<i>371</i>	<i>79</i>

There is an established need for new affordable housing in South Ribble and a need for a balanced housing market including family homes, executive homes, bungalows, homes for private rent and older and vulnerable people's housing. A balanced housing market will offer a range of quality homes to meet the housing needs and aspirations of our current and future residents and households but will also provide an attractive offer and opportunity for people to live and work in the borough ensuring a skilled workforce can be retained and attracted to the borough. The Councils Employment and Skills Supplementary Planning Document (SPD) requires new development to provide an employment and skills plan to demonstrate how the development will create employment, develop skills and provide learning opportunities for careers in construction and support the creation of job opportunities in the borough. Employment opportunities are also supported through the Councils innovative Apprentice Factory programme which offers advice and support to businesses, people considering a career change and young people to plan and grow their careers.

South Ribble's Local Housing Needs and Demand Study identifies housing affordability for a range of workers in the borough. The study suggests that whilst market housing is particularly unaffordable those on lower quartile incomes, affordability of housing is still a struggle for those on median incomes.

Social and Affordable Rent

Homes in the social sector equate to just over 10% of the total homes in the borough with an identified need for more homes to be delivered. Over recent years, new build development in South Ribble has focused on Affordable Rented homes. Whilst Homes England now fund the development of Social Rent homes as well as Affordable Rent homes, South Ribble is not a priority area for this to happen. The Council will therefore look to intervene to enable the development of Social Rent homes on new housing developments across the borough. Additionally, the Council will work with partners including our Local Registered Providers and Homes England to maximise funding opportunities to enable the development of affordable housing in South Ribble.

Affordable Home Ownership

Since the publication of the new National Planning Policy Framework during early 2019, the definition of affordable housing has widened to include a variety of products to help people get onto the property ladder. The Framework also now requires at least 10% of homes on major developments to be provided as affordable home ownership. The Council will review its Affordable Home Ownership Position statement to ensure that the affordable home ownership tenure being provided on new housing developments is genuinely affordable for residents of South Ribble enabling people to get onto the property ladder.

Self and Custom Build Housing

The Council keeps a register of individuals and associations interested in Self and Custom Build homes. This provides an indication of the demand for self and custom build within South Ribble. The information held by the register will allow the Council to develop Housing, Planning, Asset Management and Regeneration policies to support the kinds of self and custom build projects that would be the most appropriate.

Developer of Quality Homes

Quality, safe, secure housing plays a key role in ensuring our residents can lead healthy, happy lives and will enable communities to thrive.

Place, Homes and Environment are a thematic corporate priority and the Council shall use its resources to intervene in the housing market where it is failing to provide good quality affordable housing for residents. The Council will use its resources to intervene directly in the housing market through the direct provision of new housing as well as acting as strategic enablers to support, encourage and hold accountable Developers and Registered Providers to provide good quality homes and to optimise the amount of affordable housing provided in the borough. As a way to progress these ambitions, the Council has registered as a Social Housing Provider with the Regulator of Social Housing.

The Council wishes to make a bold statement in relation to quality, space and environmental standards which sets the benchmark for others to follow. This can be seen through the Council's plans to develop 15 dwellings at the former McKenzie Arms site in Bamber Bridge to achieve up to Passivhaus Standards in relation to carbon reductions through smart construction, high levels of insulation and the use of renewables.

The Council is looking to take a more active role in the housing market by looking at how the Council can use its own land to build housing to meet a range of housing needs and intervene where the market is not delivering. The Council shall undertake a review of its land holdings and identify potential sites which could be utilised as part of a Council led new build programme.

What We Will Do:

- Review and refresh the Central Lancashire Local Plan, including emphasis over energy efficient and affordable homes
- Develop a South Ribble Strategy for new build which will identify the scale of new development it wishes to deliver and identify where it will intervene to address market failure
- Review Council land holdings to identify land that could be brought forward to support housing development
- Develop the former McKenzie Arms site up to Passivhaus Standards
- Bring forward the first Council owned houses in the Borough for over 25 years
- Identify and work with key strategic partners including Homes England and Local Registered Providers to continue to bring forward and enable the delivery of affordable housing in the borough to meet need
- Enable the development of more homes for Social Rent in the borough
- Review the need for the different types of intermediate housing products across the borough
- Enable a balanced housing offer to support job-led growth
- Maximise the boroughs jobs and skills offer supported through the Employment and Skills SPD ensuring local communities have access to careers advice and support they need to develop through the Apprentice Factory

Health and Wellbeing

Supporting people to remain independent and help improve health and wellbeing and quality of life in their own homes

Housing for older and vulnerable people

South Ribble has an ageing population which is expected to grow over the coming years. The vast majority of older people want to remain in their homes as they get older, but many will require support in order to do so. To meet the current and future need and aspirations of older and vulnerable people, a range of homes need to be planned for.

The Council recognises the importance of the need for different types of housing including bungalows, accessible and adaptable homes, lifetime homes. Providing diverse housing options will help enable older people to move to more appropriate accommodation where they want or need to do so. The Council will address the needs of older people in the borough through work in reviewing the Local Plan and will help to inform housing for older and vulnerable people developed through the planning process enabling more homes for life

Disabled Facilities Grants

The council continues to be proactive in supporting people to remain independent in their own homes. This involves arranging the delivery of a range of housing related interventions including disrepair assistance and advice, energy measure, etc utilising the Better Care Funding (BCF) this enables the council to continue to deliver a high-quality service for disabled facilities grants.

Disabled Facilities Grants service provides residents support both financial and practical they need so that they can start to benefit from the adaptation sooner without any unnecessary delays using an installer of their choice. In 2018/19, the council received 296 adaptation referrals. This was a significant increase on the previous year, when 127 DFGs were approved.

Extra care

The Council is committed to enabling the development of an Extra Care scheme in South Ribble in order to provide high quality housing, care and support to residents who need it. The Lancashire County Council Care and Support Strategy 2018-2025 identifies the provision of at least one Extra Care scheme in each local authority area in Lancashire as one of its key strategic priorities.

Presently, South Ribble is one of the few authorities in Lancashire that lacks an Extra Care scheme and through its Housing Strategy, the Council shall work closely with the County Council, care providers and key stakeholders to ensure that a site for a high-quality Extra Care scheme is identified, commissioned and delivered within the lifetime of the Housing Strategy.

Enforcement

The Council will fulfil its statutory requirements and continue its enforcement activities with respect to action under the Housing Act 2004 and other relevant legislation. This will help protect and improve the health and wellbeing of residents within the borough, many of which fall into those identified as being in significant deprivation. The enforcement work will primarily cover the private rented sector but will also look at those most in need of help who are owner occupiers.

The Council is also committed to employing a temporary pro-active housing enforcement officer to tackle known problem areas of the borough.

What We Will Do:

- Work with partners to bring forward the Council's first Extra Care scheme
- Improve and increase the housing offer for older and vulnerable people in the borough
- Explore options through the Local Plan review to develop and introduce specific policies to maximise the provision of accessible, adaptable and wheelchair user housing where appropriate Work to ensure high levels of customer satisfaction are obtained from customers using the DFG service
- Work to reduce the waiting times for customer requiring DFG assistance
- Continue to spend the DFG funding in a responsible and efficient manner
- Employ a proactive housing enforcement officer
- Continue with the housing enforcement activities

Homelessness

Reducing and Preventing Homelessness

Reducing and preventing homelessness in the borough is a key priority and is addressed in full through the Council's Homelessness Prevention Review and Strategy. Consultation is currently ongoing with key strategic partners to review and refresh the strategy focusing on:

Homelessness prevention

Allocation of social housing

Support for vulnerable customers

Youth homelessness

Rough Sleeping

Allocation of temporary accommodation

All councils have a legal responsibility to help homeless people and their families, and to ensure their rights are upheld. The council has strict rules about who is homeless and in priority need. The work of the Housing Options and Homelessness Service is guided by the Homelessness Reduction Act 2017 which brought in a number of significant changes and extended and strengthened the duty for local authorities to deal with the causes of homelessness. As the Act has now been in operation for over 12 months it is timely to review the prevention of homelessness strategy.

The homeless population within the borough tend to be those in housing who are threatened with homelessness for varying reasons, those who are in insecure accommodation such as staying with friends or relatives (sofa surfing) and a small cohort who are actually street homeless some of the time. The service is seeing increasing presentations from people with multiple needs and barriers to housing, this is exacerbated by cuts to funding at a county level. There are a number of prevention initiatives already in place funded through homelessness grant and this strategy shall examine what other actions and initiatives could be undertaken in order to improve our approach to prevention.

Consultation has been carried out with the homeless network and a review of causes and trends is currently being undertaken

The Homelessness Strategy must address the following:

- a. preventing homelessness in the district
- b. securing sufficient accommodation is and will be available for people in the district who are or may become homeless
- c. securing the satisfactory provision of support for people in the district who are or may become homeless or who have been homeless and need support to prevent them becoming homeless again

The variety of prevention initiatives currently in place appear to work well. However, there are a number of gaps and improvements that could be made and feedback from partner agencies at the homeless network identified some issues requiring further work and addressing to help improve the service further.

The strategy shall need to be signed off by cabinet and consultation will be undertaken with members ahead of this to determine their priorities for the service. It is clear that prevention is a top priority for the Council and this shall be a focal point of the new Homelessness Strategy. An action plan will be drawn up to address the issues highlighted within the strategy. The action plan will seek to deliver the priorities as identified within the strategy. Officers shall prioritise actions under their control and will work with partners to highlight and lobby for change in relation to wider national and strategic issues.

What We Will Do:

- Deliver the actions identified throughout the lifetime of the Homelessness Strategy

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References

National

National Planning Policy Framework

Housing Health and Safety Rating System (Housing Act 2004)

Homelessness Reduction Act 2017

Decent Homes Standard

Local

South Ribble Corporate Plan 2019 – 2023

South Ribble Local Plan 2015

Central Lancashire Adopted Core Strategy 2012

South Ribble Borough Council Housing Assistance Policy 2017

South Ribble Homelessness Strategy 2017-2020

South Ribble Borough Council Council Tax Local Empty Discounts and Exemptions Policy

South Ribble Borough Council Empty Properties Policy

South Ribble Local Housing Needs and Demand Study 2019

South Ribble Community Strategy 2019-2024

Housing Strategy 2020-2025 Action Plan				
Priority	Action	Resources Required	Completion / Timescales	Outcomes / Measures of Success
Ensuring safe, secure, quality homes across all housing tenures that people can afford to live in	Ensure the Council delivers a proactive approach to tackle and reduce housing disrepair in the borough	Amendments to the Council's assistance policy to be agreed, this will ensure owner occupier can be assisted to address any disrepair issues. Strategic Housing Adequate budget to carry out remedial works where CAT 1 hazards are identified. Strategic Housing	On-going, once the policy amendments have been agreed. Amendments are based on the findings of the 2019 stock condition survey	Assistance policy amendments agreed Number of properties inspected Number of properties assisted Number of CAT 1 hazards removed
	Review and update the Council's Housing Assistance Policy	ELT Approval. Strategic Housing	March 2021	Amendments to the existing policy
	Support the development of quality homes through Modern Methods of Construction that contribute to environmental sustainability and improving air quality	Staffing resources to development and consult of suitable policies, review planning applications and develop robust evidence basis Environmental Health	On-going	Reduced air pollution and net zero emission housing produced as standard across the borough, not the exception

	Investigate ways to improve efficiency of current homes	<p>Stock condition survey completed has highlighted areas of concern. Strategic Housing</p> <p>Any deficiencies will be addressed as through property disrepair surveys. Strategic Housing</p>	<p>January 2019</p> <p>On-going</p>	<p>Evaluate stock condition survey finding and target areas of concerns</p> <p>Number of properties assisted</p> <p>Number of CAT 1 hazards removed</p>
	Provide assistance to insulate homes	<p>Secure energy Company Obligation funding where possible. Strategic Housing</p> <p>Work with local installers to ensure residents can benefit from the governments "green homes grant" Strategic Housing</p>	<p>On-going until ECO is available</p> <p>Awaiting launch date and information</p>	<p>Number of properties assisted through ECO</p> <p>Total amount of ECO funding secured</p>
	Provide assistance to install central heating into homes	<p>Secure energy Company Obligation funding where possible. Strategic Housing</p>	<p>On-going until ECO is available</p>	<p>Number of properties assisted through ECO</p> <p>Total amount of ECO funding secured</p> <p>Number of properties assisted through the</p>

		Use the Council Disrepair grant for owner occupiers who meet the criteria, this can be used to pay any shortfall in the ECO funding. Strategic Housing		Council's disrepair scheme
	Work with all major utility providers to attract funding for measures into the borough through ECO (Energy Company obligation)	Secure energy Company Obligation funding where possible Strategic Housing	Ongoing until ECO is available	Number of properties assisted through ECO Total amount of ECO funding secured
	Work to strength the Local Plan to ensure new properties are carbon neutral or as close as possible	Staffing and inclusion with the development of the new Central Lancashire Local Plan Environmental Health	Inclusion of appropriate policies within the New Central Lancashire Local Plan, December 2023	New policies within the Central Lancashire Local Plan to focus on delivering energy efficient and sustainable homes
	Investigate ways to fund improvements to existing housing stock to improve insulation and energy efficiency	Continue to look at funding streams. Strategic Housing	On-going as schemes are available through government initiatives	Amount of funding secured
Enable the delivery of affordable housing and	Review and refresh the Central Lancashire Local Plan, including emphasis over energy efficient and affordable homes	To have updated and responsive planning policies in	New Central Lancashire Local Plan	New policies within the Central Lancashire Local Plan to focus on

supporting a balanced housing market		place responding to enable development of energy efficiency and affordable housing to meet need Strategic Housing, Environmental Health, Planning Policy, Central Lancashire Local Plan Team	adopted December 2023	delivering energy efficient and sustainable homes and deliver affordable housing to meet need No. of affordable homes delivered (planning permission, start on site, practical completions)
	Develop a South Ribble Strategy for new build which will identify the scale of new development it wishes to deliver and identify where it will intervene to address market failure	Determine the Councils role for new build upon identifying land holdings and how this could be achieved Strategic Housing, Projects, Estates	September 2020	Report produced to consider options available to the Council to management the development of new homes Asset review completed identifying the level of suitable land for housing development
	Review Council land holdings to identify land that could be brought forward to support housing development	Understand the Councils land ownership position and how this could support ambition to develop new homes Estates	March 2021	Asset review completed identifying the level of suitable land for housing development
	Develop the McKenzie Arms site to Passivhaus Standards	Secure planning permission for the development of the	September 2020	Planning permission secured for the site

		site and identify the opportunity to achieve Passivhaus Standards Strategic Housing and Projects		Modelling undertaken to understand how the development could reach Passivhaus Standards
Bring forward the first Council owned houses in the Borough for over 25 years		Secure planning permission for the Council's first proposed development at the former McKenzie Arms site Strategic Housing and Projects	September 2020	Planning permission secured for the site
		Progress the development of Pearson House, Station Road Strategic Housing	July 2020 scheduled start date March 2021 scheduled completion date	Works commenced to develop Station Road Works completed to develop Station Road
Identify and work with key strategic partners including Homes England and Local Registered Providers to continue to bring forward and enable the delivery of affordable housing in the borough to meet need		Support the development of housing sites in the Local Plan by providing consultee comments to planning applications Maximise funding opportunities to	On-going	Maintain a Registered Provider form with attendance from Homes England on a quarterly basis No. of affordable homes delivered (planning permission, start on site, practical completions)

		deliver affordable housing to meet need Strategic Housing		
	Enable the development of more homes for Social Rent in the borough	Increase the delivery of homes for Social Rent in the borough focusing on s106 delivery Strategic Housing	On-going	No. of homes for social rent delivered (planning permission / start on site / practical completion)
	Review the need for the different types of intermediate housing products across the borough	Review the Councils new housing studies and evidence from the Councils interest list to review how intermediate tenures are delivered in the borough Await the outcome of the First Homes consultation response and review the impact of this policy on the delivery of affordable housing tenures or rent Strategic Housing	March 2021	Affordable Home Ownership Position Statement reviewed and updated No. of applicants registered on the Councils interest list No. of intermediate tenures delivered (planning permission / start on site / practical completion) No. of intermediate tenures sold/changed
	Enable a balanced housing offer to support job-led growth	Deliver a mixed tenure approach to housing to create	On-going	No. of homes delivered

		affordable homes for residents live in to support job-led growth Strategic Housing, Planning and Economic Development		No. of affordable homes delivered by tenure (planning permission / start on site / practical completion)
	Skills SPD ensuring local communities have access to careers advice and support they need to develop through the Apprentice Factory	Secure employment growth and skills development for local communities through the planning system and skills SPD SRBC Planning and Economic Development	On-going	Employment and skills plans agreed through planning process Engagement with employers, residents and young people providing career support No. of apprentice factory events
Supporting people to remain independent and help improve health and wellbeing and quality of life in their own homes	Work with partners to bring forward the Council's first Extra Care scheme	Work in partnership with LCC and Homes England to bring forward development. Identify a site and potential funding opportunities Strategic Housing	September 2020	No. of extra care units required in South Ribble Site identified Funding secured
	Improve and increase the housing offer for older and vulnerable people in the borough	Informed by current provision, robust demographic information and need identified	On-going	No. of M4(2) and M4(3) residential dwellings completed (planning permission / start on site / practical completion)

		through recent housing studies Strategic Housing		No. of homes for older persons completed (planning permission / start on site / practical completion)
	Explore options through the Local Plan review to develop and introduce specific policies to maximise the provision of accessible, adaptable and wheelchair user housing where appropriate	To have updated and responsive planning policies in place responding to increase the provision of accessible and adaptable homes in the borough Strategic Housing, Planning Policy, Central Lancashire Local Plan Team	New Central Lancashire Local Plan adopted December 2023	New policies introduced to enable and increase the development of accessible, adaptable and wheelchair user housing No. of M4(2) and M4(3) residential dwellings completed (planning permission / start on site / practical completion)
	Work to ensure high levels of customer satisfaction are obtained from customers using the DFG service	Strategic Housing	On-going continuous improvement	Number of surveys sent Number of surveys received
	Work to reduce the waiting times for customer requiring DFG assistance	Strategic Housing	On-going continuous improvement	% of satisfied customers
	Continue to spend the DFG funding in a responsible and efficient manner	Strategic Housing	On-going	Amount of grant spend / allocated

	<p>Employ a proactive housing enforcement officer</p>	<p>1FT equivalent enforcement post. Legal time for cases and to chase debts IT – time to improve IT software Environmental Health</p>	<p>Funding was provided for this post for a period of 3yrs, this has now been put on hold. Grant obtained for IT improvement – on hold due to Covid-19 and other IT IDOX improvements. (money should have been spent by March 2020)</p>	<p>Proactive housing enforcement officer in post for 3yrs Targeted enforcement activities on the worst of the boroughs housing and landlords (at least 50 inspections a year)</p>
	<p>Continue with the housing enforcement activities</p>	<p>2 FTE posts - currently 1FTE. Improved IT software and mobile technology. Ability to actively chase debt and fines. Environmental Health</p>	<p>On-going</p>	<p>To respond to complaints of inadequate housing within the borough and to take action to remove all category 1 hazards and significantly reduce the number of category 2 hazards, thereby improving the lives of borough's population Number of Category 1 hazards removed (need improved IT software to report this)</p>

Reducing and Preventing Homelessness	Deliver the actions identified throughout the lifetime of the Homelessness Strategy	Specific actions relating to this priority are detailed within the Prevention of Homelessness and Rough Sleeping Strategy. Housing Options	March 2025	Outcomes identified in the Prevention of Homelessness and Rough Sleeping Strategy action plan achieved
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South Ribble Borough Council

Consultation Feedback Report

Draft Housing Strategy and Draft Prevention of Homelessness and Rough Sleeping Strategy

Purpose and Background

South Ribble Borough Council carried out a period of public consultation on two new draft strategy documents as follows:

- Draft Housing Strategy 2020-2025
- Draft Prevention of Homelessness and Rough Sleeping Strategy 2020-2025

The consultation was undertaken to obtain views, comments and feedback from residents, organisations and interested parties to the new strategies and identified priorities.

Formal Consultation

Public consultation was initially undertaken for a 6 week period running from Fri 13 March until 5pm on Fri 24 April. However due to the evolving Covid-19 situation, the consultation period was extended for a further 4 weeks to maximise the opportunity to feed into the consultation and provide comment on the strategies. The extended period ran from Fri 24 April to Fri 22 May. The total period of consultation therefore ran for 10 weeks. An online survey was created using the Citizen Space platform which posed questions relating to each of the strategies and the priorities identified to deliver the strategies.

The survey and draft documents were made available on the Councils website and publicised through a press release, and a series of Facebook and Twitter posts.

Representations Received and Council’s Response

A total of 7 responses were received to the on-line survey. One additional response was received by a partner agency via email following the consultation deadline, given the pressures of Covid-19 this response was accepted and has been addressed. Each of the on-line survey responses can be viewed below, along with the Council’s response.

Draft Housing Strategy 2020-2025

The Draft Housing Strategy sets out the vision and priorities for housing in South Ribble over the next 5 years. The vision for the Draft Housing Strategy is:

By 2025 South Ribble will offer good quality, safe and secure housing that our current and future residents can afford to live in

The strategy identifies four overarching strategic housing priorities set to help achieve this vision:

1. Ensuring safe, secure, quality homes across all housing tenures that people can afford to live in
2. Enable the delivery of affordable housing and supporting a balanced housing market
3. Supporting people to remain independent and help improve health and wellbeing and quality of life in their own homes
4. Reducing and Preventing Homelessness

The following table sets out the consultation question, response received and the Councils response to comments received.

Question	Responses Received	Council Response
Do you agree with the priorities identified in the Housing Strategy?	Agree	The Council thanks all of those who responded and is pleased to see that the majority of responses either ‘strongly agree’ or ‘agree’ to the identified priorities.
	Strongly Agree	
	Agree	
	Strongly Agree	
	Agree	
	Strongly Agree	
	Strongly Disagree	

<p>Do you have any suggestions for any other priorities to be included in the Housing Strategy?</p>	<p>Supporting people with complex social needs, including anti social behaviour, to develop the personal & social skills</p>	<p>The Council is committed to ensuring that the homes available in South Ribble are of good quality and offer an affordable place to live for both current and future residents. A safe, secure place to live is essential to supporting the health and wellbeing of our residents. The strategic priorities aim to ensure that people who want to live in South Ribble can afford to rent or buy and the identified actions aim to increase the provision of affordable housing in the borough to meet need. The Council has an ambition to take direct steps to address this and intervene in the market but also intends to continue to work in partnership with our local Registered Providers and Homes England to build more affordable housing.</p> <p>The provision of homes for older and vulnerable people are a priority of this strategy and important part of the housing offer in South Ribble. This forms part of the <i>'Health and Wellbeing – Supporting people to remain independent and help improve health and wellbeing and quality of life in their own homes'</i> priority. South Ribble in partnership with neighbouring local authorities Chorley and Preston are in the process of reviewing the Central Lancashire Local Plan and as part of this process policies for new housing will be reviewed. Two new actions have been included within the strategy to capture this more clearly:</p> <ul style="list-style-type: none"> • Improve and increase the housing offer for older and vulnerable people in the borough • Explore options through the Local Plan review to develop and introduce specific policies to maximise the provision of
	<p>This is related to preventing homelessness but also includes the needs of the wider community, rather than focusing on individuals & families as a separate entity</p>	
	<p>Get private developers to build a percentage of bungalows on each estate, plus ensure all housing is accessible for all people ,old etc</p>	
	<p>Separated Fathers, as I was, are often overlooked and have a very difficult time securing housing that can accommodate both themselves and their Children for sleep overs. Temporary accommodation for 3-6 months would greatly assist all round and allow a much soother transition for divorcing families.</p>	
	<p>Homeless people are to put in priority with secured job available, creating more job for local people.</p> <p>In a long run that will pay off.</p>	
	<p>The area around Walton Park is becoming completely overdeveloped. The strategy is very woolly and does not make enough references to the utilisation of pre existing buildings and brown land for building. It is obvious that there is no intention of creating affordable housing as the majority of builds in this area are highly priced homes. The green space and open areas along old tram road are no longer enjoyable due to over crowding and cyclists speeding along to shave a few minutes off their guild wheel best time. I have lived here for 20 years and understand and was aware that more houses would be built on Walton Park but there has been no infrastructure to support the ever growing population. It is impossible to get off Carrwood Road in the morning which will be made worse when the new road opens. This planning strategy says many of the right things but does not appear to have substance especially how making residential areas more congested can reduce the carbon footprint. Add this to the reduced bus service- only one bus per hour on the heavily populated Walton Park estate. No</p>	

	shops within walking distance therefore requiring car travel. A shuttle bus to the park and ride would be something to help.	accessible, adaptable and wheelchair user housing where appropriate
Do you have any suggestions for any other actions to be included in the Housing Strategy?	<p>Build a homeless accommodation block</p> <p>Provide more job around for young unemployment, creating more facilities for youth to stay off the street causing mayhems.</p> <p>Spent more budget on getting kid off the street, doing work like clean street if or help elderly do shopping.</p> <p>If they are doing more for the community instead of causing problems mean the town will had more visitor or investor willing to come and spent/ opening new business.</p> <p>Don't over build on green spaces and ensure the infrastructure can environmentally sustain the new builds</p>	<p>The Council is committed to increasing the provision of affordable housing in the borough and as identified within the Prevention of Homelessness and Rough Sleeping Strategy will seek to make efficient use of temporary accommodation to meet the needs of clients needing to access the service.</p> <p>The new housing strategy will closely think to the new Central Lancashire Economic Regeneration Strategy. Some excellent support measures are in place supporting job growth and to support people in to work. The Council offers support to businesses, people considering a career change and young people through its Apprentice Factory and is keen to maximise opportunities for people to plan and grow their careers. As well as this, the Council understands the importance of growing and attracting skills to the labour market and through the Employment Skills Supplementary Planning Document has requirements in place for new development permissions to create an employment and skills plan demonstrate how they will create employment, develop skills and provide learning opportunities for careers in construction.</p> <p>The Strategy has been updated to reflect this and to provide stronger links to employment and the economy and two new actions have been included:</p> <ul style="list-style-type: none"> • Enable a balanced housing offer to support job-led growth • Maximise the boroughs jobs and skills offer through the Employment and Skills

		SPD and ensure local communities have access to careers advice and support they need to develop through the Apprentice Factory
Are there any additional comments you would like to make in relation to the Housing Strategy?	<p>The house strategy will never work as you will never made enough house affordable for everyone, so I would rather spent money on improving the whole community by helping the youth stay off drug or street.</p> <p>Spent more money on people who rough sleep is good but the idea need to be backed by a vision for the future.</p> <p>E.g budge/ priority Unemployment Drug problems Youth club (helping kid with problems) Homelessness (temporary living quarter) Job training for youth and unemployed More job centre/Army recruit office</p> <p>It is more beneficial if we spent the money wisely on these problems before we trying to improve the whole town like the improvement strategy consultation from WYG.</p> <p>It needs more clarity. It's so woolly I fear it is open to interpretation which in turn will not benefit residents.</p> <p>I have seen some beautiful and iconic buildings in Preston that could be turned into residential settings. Sold to individuals who have done nothing with them for years. Tighten up on planning and ensure your strategy is more specific to fulfill the aims which at present have little substance.</p> <p>The references to houses being built to greener standards- they are being built the same! No cutting edge green technology in the buildings going up on Walton Park are apparent.</p> <p>The increase in congestion and destruction of green space will not be compensated by planting a few trees. Houses now almost back onto the old tram road from Lostock hall right through to vernons which is also earmarked for houses. The house builds should have started at the old vernon mill site</p>	<p>The Council thanks all of those that responded to the survey and provided additional comments. The Housing Strategy provides a number of key priorities which aim to address particular housing related issues within South Ribble and the Council agrees that this needs to be a part of a wider approach and vision. The Housing Strategy sits to underpin and support the Council's wider Corporate Plan and the actions identified to shape South Ribble as a place and community and also links closely to a number of other strategies and plans as identified within the draft document.</p> <p>The environmental challenge is a key concern for the Council and is one of the reasons why the Council declared a Climate Emergency in 2019 with the ambition to make the borough Carbon Neutral by 2030. Addressing the environmental sustainability of new homes is part of this challenge and work is underway to address this through the Local Plan review.</p> <p>The Council is also taking steps to directly address this through its first housing development in achieving environmentally friendly measures.</p>

	which is an obvious development site that lends itself well instead of devouring up all the green spaces.	
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Draft Prevention of Homelessness and Rough Sleeping Strategy

The Draft Prevention of Homelessness and Rough Sleeping Strategy sets out the vision and priorities for tackling homelessness and rough sleeping in South Ribble over the next 5 years. The vision for the Draft Housing Strategy is:

Reduce the number of homeless through developing a health and prevention focused approach

The strategy identifies four overarching strategic priorities to inform and focus the Councils approach to preventing homelessness during the lifetime of the strategy:

1. Reduce homelessness by increasing prevention
2. Working with landlords and suppliers of accommodation to enhance the housing offer available for temporary and longer-term options including intermediary and permanent housing
3. Improve health and wellbeing for all homeless applicants through effective and timely referral systems between services
4. Ensure that levels of rough sleeping remain low

Question	Responses Received	Council Response
Do you agree with the priorities identified in the Prevention of Homelessness and Rough Sleeping Strategy?	Agree Strongly Agree Agree Strongly Agree Agree Strongly Agree Not Answered	The Council thanks those who responded and have agreed with the priorities stated in the Strategy.
Do you have any suggestions for any other priorities to be included in the Strategy?	The priorities don't explicitly convey the needs of the community and social wellbeing. Focusing on individuals and individual families, without	The Strategy provides a number of key priorities which aim to address particular housing and homelessness related issues within South Ribble, and the Council agrees

	considering local communities, could be counterproductive. The asset of community needs to be utilised to ensure the community as a whole is supported and are supportive.	that this needs to be a part of a wider approach and vision. The Strategy supports the Council's wider Corporate Plan and the actions identified to shape South Ribble as a place and community and also links closely to a number of other strategies and plans as identified within the draft document.
Do you agree that the actions identified in the Action Plan are appropriate to help reduce and prevent homelessness in South Ribble?	Agree	The Council thanks those who responded and have agreed with the priorities stated in the Strategy.
	Agree	
	Agree	
	Strongly Agree	
	Agree	
	Not Answered	
Do you have any suggestions for any other actions to be included in the Action Plan?	Build a homeless development block e.g good flats	The Council has a range of temporary accommodation options available to meet its statutory duties. It is part of the action plan within the Strategy to keep this under review and work with other partners to consider other options.
	The provision of short term (up to 28 days) hostel type accommodation would mean there should be no involuntary rough sleepers.	
Are there any additional comments you would like to make in relation to the Strategy and/or Action Plan?	It would be helpful for the council to have a system of internal proof reading. There are a number of errors in the documents, including unfinished sentences.	Thank you for pointing this out the document will be reviewed and corrected. The term domestic violence will be amended.
	I like to point out the use of domestic violence is an old term it should now be domestic abuse	
	Great to see should excellent ideas and strategies discussed	

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South Ribble Prevention of Homelessness and Rough Sleeping Strategy 2020-2025

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Foreword

South Ribble Borough Council are pleased to introduce this new Strategy for the Prevention of Homelessness and Rough sleeping in the borough which sets out our priorities over the next five years.

This is not the first strategy produced by the Council however it is the first to consider the effect of the Homelessness Reduction Act in 2018.

Housing and the homes that we live in play a key role in our lives and have a direct impact on our health and wellbeing and as such reducing homelessness is a key priority for the Council. Homelessness is not just manifested by rough sleeping, although this is homelessness in its most visible and distressing form. Homelessness is a complex issue and its causes are wide and varied requiring a joined-up approach with partner organisations in order to ensure that accessible accommodation is provided and support needs are met.

The strategy has been formulated following a review of homelessness in the Borough which involved extensive consultation with stakeholders and partners. The results of the review can be found at appendix A.

The Council is proud of the partnerships it has developed locally, with our neighbouring districts and also with key stakeholders across Lancashire. Through working together with the common goal of preventing homelessness and providing good quality accommodation to those who require it, the Council and its partners shall ensure that the number of homeless households within the Borough are minimised and those who become homeless receive good quality accommodation and support tailored to their needs.

This is the essence of the Homelessness and Rough Sleeping Strategy which will seek to continuously improve all that we do, adapt to new challenges and changing circumstances and work in an innovative and effective manner with partners to address the causes of homelessness as well as providing high quality services to those who become homeless.

Cllr Mick Titherington

Cabinet Member for Health, Wellbeing and Leisure



Executive Summary

The Homelessness Strategy is underpinned by the Homelessness Act 2002 which requires every local authority to carry out a review of homelessness every 5 years and publish a strategy based on the results of the review. This strategy is based on the findings of the homelessness review which is attached at Appendix 1.

The review of homelessness has highlighted the following 3 main reasons for people presenting as homeless to the Council:

- Family and friends no longer willing to accommodate
- Ending of Assured shorthold tenancies
- Domestic Abuse

The main reasons for presentations locally reflect the regional and national picture. In order to address these priorities, the review identified a range of support needs and interventions in relation to domestic abuse, mental health, young people and physical health conditions which if tackled could have a positive impact on the number of homeless presentations to the Council.

South Ribble has few rough sleepers – normally between 2 and 3 rough sleepers are reported at the annual count undertaken through a snapshot on a single given night in the year. Where the council identifies verifiable rough sleepers, it has procedures in place to accommodate them where necessary.

Presentations from single people have increased and together single males and females make up the biggest group presenting as homeless to the Council, followed by lone females with children. The main reason for a household having priority need is dependent children and it is likely that this trend will continue.

Benchmarking from the Ministry for Housing, Communities and Local Government (MHCLG) has indicated that South Ribble is achieving a good split of prevention and relief duties i.e. more prevention duties are accepted than relief duties and that the prevention work which is undertaken is positive. The percentage of cases relieved, however, are lower as a percentage of presentations and the snapshot indicates that the biggest group of people who disengage with the service are single people under 35, perhaps due to a lack of affordable options.

South Ribble as a Borough has a population comprising 79% home ownership – either outright or with a mortgage, 10.5% social rented stock and 9.3% private rented housing. There is a lack of shared housing and affordability is an issue for the under 35's, particularly those under 25 and also larger households on benefits.

Social Housing lets have decreased slightly over the last 4 years and at time of writing the waiting list consisted of 1069 households. The greatest demand is for 1 bedroomed accommodation and 1 and 2 bedroomed properties attract the most expressions of interest and have the longest waiting time. Affordability and the requirement for guarantors in the private sector are proving to be a barrier particularly for younger people.

People who are unemployed are the largest group presenting as homeless followed by those who are not seeking work for various reasons.

Within South Ribble 96% of all households presenting as homeless are UK nationals and the vast majority are recorded as White British reflecting the ethnic diversity of the borough.

The consultation undertaken during the homelessness review highlighted a number of services that exist to prevent homelessness however challenges and improvements to the way services are delivered were also identified which can be summarised as follows:

Challenges

- **Cuts in funding for services provided by partners** – Supporting People Services including Floating Support and Accommodation Based Services, Lancashire Wellbeing Service, Youth Services
- **Impact of welfare benefit changes-** including sanctions, affordability if deductions are made or advances being paid back, length of time to process claims and money not being paid direct to landlords
- **Waiting lists for services and Dis engagement because of processes** – mental health, dual diagnosis, lack of support for chaotic lifestyles, lack of support in general
- **Lack of suitable accommodation** – particularly for young people following changes to supported housing, lack of shared housing, 1-bedroom housing, housing for complex needs, those with an offending background, and affordability in general
- **Issues with joint protocol arrangements**

Improvements / Changes identified

- A need for safe places to go and intermediary accommodation with different packages of support brought in
- HRA has increased involvement of housing officers but has not increased the actual housing options available
- Increased Support
- Better communication and partnership working
- Co-location of mental health services in other areas seen as a positive

National context

The following national policies guide and shape the delivery of local homelessness services:

- **Homelessness Reduction Act 2017** – came into force in April 2018 and has specified new ways of working to assist homeless households
- **National Rough Sleeping strategy** – The Government is committed to halving rough sleeping by 2022 and ending it by 2027
- **Welfare Reform Act 2012** – includes the introduction of Universal Credit

Links to Local Strategic Documents

Corporate Plan

The Council's new Corporate Plan 2019-23 has recently been published setting out the Council's vision and corporate priorities for the next 4 years. The housing and homelessness priorities within the Corporate Plan are as follows:

- Reduce the number of homeless through developing a health and prevention focused approach
- Seek to deliver different models to provide quality homes that people can afford to live in whether they choose home ownership or rental accommodation
- Identify actions to take forward from the 'Private Sector Stock Condition Survey'
- Work with partners and developers to manage the rate of delivery of new homes and commercial floor space by unlocking City Deal sites prioritising infrastructure development

South Ribble Housing Strategy

is currently being reviewed and will focus on

- Quality Homes
- Housing delivery
- Health and wellbeing
- Homelessness

South Ribble Strategic Priorities for Homelessness

The new strategy and action plan will seek to address the issues identified by the review and the success of the new strategy will be measured using the following key performance indicators (KPIs):

- Increasing the number of preventions/reliefs achieved by 5% over the year - base line 284
- Ensuring that statutory presentations reduce by 5% over the year – base line 66

0% increase in the use of Bed and Breakfast accommodation – base line 5 in a year and no more than 4 weeks in bed and breakfast for families

There are four overarching strategic priorities which shall inform and focus the council's approach to preventing homelessness during the lifetime of the Strategy. They are:

Vision	Reduce the number of homeless through developing a health and prevention focused approach	
Priorities	Reduce homelessness by increasing prevention	Working with landlords and suppliers of accommodation to enhance the housing offer available for temporary and longer-term options including intermediary and permanent housing
	Improve health and wellbeing for all homeless applicants through effective and timely referral systems between services	Ensure that levels of rough sleeping remain low

An action plan to support these priorities will be drawn up and reported on annually to Extended Leadership Team

Resources available to prevent homelessness

Accommodation based services including supporting people and big lottery funded services	Voluntary and third sector partner services
Prevention activities using homelessness grant via MHCLG	Other funding including funding for Domestic Abuse and Cold Weather fund for rough sleepers
Registered provider housing via SelectMove	South Ribble Housing Needs Team and access to temporary accommodation
Portals and pathways to make duty to refer referrals in to the housing Needs Team	Discretionary Housing Payments and Housing Benefit
Private rented sector	DWP

PRIORITY 1

REDUCE HOMELESSNESS BY INCREASING PREVENTION

ACTION(S) What we will do	RESOURCES (Funding/Staff etc...)	TIMESCALES	OUTCOMES / MEASURES OF SUCCESS
Monitor, Learn from and Act on the implementation of the Homelessness reduction Act	South Ribble Borough Council Housing Needs team	Up to 2025	50% Reduction in number of cases where contact is lost. Baseline 20% of presentations Increased preventions / reliefs by 5%)on the baseline of 284 per year Reduction in number of main duty decisions by 5% on the baseline 66 per year
Ensure that the information on the website is relevant and up to date	Housing Options Team Leader / Senior Housing Officer	Up to 2025- Review website at 6 monthly intervals or when there is a change in legislation and service provided	Up to date information available for the public
Identify good practise around successful initiatives in the early identification of people at risk of homelessness. Develop options to introduce	Housing Options Team Leader / Senior Housing Officer	Produce an action plan by December 2020	Increased preventions / reliefs by 5%on the baseline of 284 per year Reduction in number of main duty decisions by 5% on the baseline 66 per year

Develop training on homelessness for partner agencies	Housing Options Team Leader / Senior Housing Officer	Develop training and commence delivery by December 2020	Deliver 4 at least sessions over the course of 2021 Increase early referrals with referral being no later than 5 days after first contact Increase the number of successful preventions by 5%
Involve customers in the design of service delivery	Housing Options Team Leader / Senior Housing Officer	March 2021	Customer insight and intelligence to be developed through customer satisfaction survey and used to shape services.
Review early intervention activities with Registered providers	Housing Options Team Leader / Senior Housing Officer	Carry out a review of notifications and outcomes by December 2020	Appropriate and timely referrals received and acted upon and a reduction in the number of homelessness referrals received?
Evaluate and commission initiatives funded via homelessness grant to prevent homelessness	Housing Options Team Leader / Senior Housing Officer Homelessness grant funding Procurement, legal and finance	Evaluate by end of March 2020 and consider options to re-commission	Services evaluated and re-commissioned as required
Develop / maintain working relationships with DWP representatives	Housing Options Team Leader / Senior Housing Officer	Up to 2025	Representation at forums to be in place and maintained to encourage 2 way communication
Keep existing protocols with Childrens Social care, hospitals and prisons under review and develop new ones with other services as appropriate	Housing Options Team Leader / Senior Housing Officer	Up to 2025	Protocols are current and understood by all participants – and early referrals are increased with no more than 5 days elapsing between first contact and referral

PRIORITY 2

ENHANCE THE HOUSING OFFER AVAILABLE FOR TEMPORARY AND LONGER TERM OPTIONS

ACTION(S) What we will do	RESOURCES (Funding/Staff etc...)	TIMESCALES	OUTCOMES / MEASURES OF SUCCESS
Review the allocation and procurement of temporary accommodation policies and procedures	Housing Options Team Leader / Senior Housing Officer	Allocation and procurement policies to be reviewed September 2020 and annually thereafter Service level agreements for temporary accommodation updated annually	Policies and procedures up to date - Efficient use of temporary accommodation which meets the needs of clients and provides value for money to the council
Evaluate and re commission as appropriate temporary accommodation	Housing Options Team Leader / Senior Housing Officer Joint with Preston City Council	By June 2021	Evaluation and commissioning exercise undertaken by June 2021 and good quality value for money accommodation commissioned
Work with Central Lancashire Authorities and the Lancashire County Council on accommodation for people with complex needs	Housing Options Team Leader / Senior Housing Officer LCC Central Lancashire Authorities	By June 2021	Provision of sufficient accommodation which is available as required for customers requiring support for complex needs
Work with private landlords to promote the private rented sector as a viable option including for those aged under 35	Housing Options Team Leader / Senior Housing Officer Private landlords	6 monthly review reports to be undertaken from June 2020 up to 2025	Increased access to the private rented sector and more landlords engaging with the service
Work with the Select Move partnership to monitor the implementation of the common allocations policy	Housing Options Team Leader / Senior Housing Officer	Attend bi- monthly steering group meetings Monitor the implementation of the policy quarterly	Sufficient priority given to households who are homeless or threatened with homelessness.

Ensure adequate support for offenders and ex- offenders	Senior Housing Officer Probation, Prisons ,Shelter	Continue to monitor the Lancashire prison protocol under review and engage with the Lancashire reducing reoffending board and other key stakeholders such as MAPPA to 2025	Timely referrals for those with an offending background are received. Options for accommodation and support for ex-offenders are reviewed and enhanced.
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PRIORITY 3

IMPROVE HEALTH AND WELLBEING

ACTION(S) What we will do	RESOURCES (Funding/Staff etc...)	TIMESCALES	OUTCOMES / MEASURES OF SUCCESS
Establish joint ways of working to assist homeless households with mental health problems	Housing Options Team Leader / Senior Housing Officer Mental Health providers	Joint information sharing event (with whom?) to be held by December 2020 Mapping of provision to be undertaken by December 2020 Joint working pathways to be agreed by December 2020	Better understanding and referral processes between services
Utilise referent? to ensure that referrals are made to services that can assist homeless households to improve their health and wellbeing	South Ribble Housing Needs Team	On going to 2025	Use of Refernet by officers maximised to facilitate referrals
Utilise the South Ribble Early Intervention Team (SRIT) to access services and support for homeless households	South Ribble Housing Needs Team SRIT team	On going to 2025	Access)to early support and intervention for homeless households is increased and is timely

PRIORITY 4

ACTIONS TO ENSURE THAT LEVELS OF ROUGH SLEEPING IN THE BOROUGH REMAIN LOW

ACTION(S) What we will do	RESOURCES (Funding/Staff etc...)	TIMESCALES	OUTCOMES / MEASURES OF SUCCESS
Ensure that the information on the website is relevant and up to date including our response to rough sleeping	Housing Options Team Leader / Senior Housing Officer	Review the website by June 2020 and every 6 months thereafter	Improved information and advice available for the public and other agencies.
Maintain outreach to all sightings of rough sleepers	South Ribble Housing Needs Team	Ongoing to 2025	Contact made with customers reported to be sleeping rough and support plan provided
Work with neighbouring authorities to enhance the offer for rough sleepers	Housing Options Team Leader / Senior Housing Officer Preston City council Chorley Council	Meeting to be arranged by June 2020	Improved access to support , bedspaces and intervention for rough sleepers

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South Ribble Borough Council

Homelessness Review

2020

BACKGROUND

The Council has a statutory duty under the Homelessness Act 2002 to carry out review of homelessness in the borough and to publish a strategy. This document replaces the previous Prevention of Homelessness Review and Strategy 2017 – 2020. It is timely to carry out a review now as the Homelessness Reduction Act 2017 (HRA 2017) which came into force on 1 April 2018. The Act significantly changed the way that Local Authorities assess and record homelessness.

The purpose of the review and strategy is to outline how the Council will implement the following objectives

- Reduce the number of homeless by increasing prevention and early intervention
- Enhance the housing offer available for temporary and longer-term options
- Improve health and wellbeing
- Ensure that levels of rough sleeping remain low

South Ribble Borough Council will have regard to this strategy when discharging its functions in relation to homelessness

THE DEFINITION OF HOMELESSNESS

The legal definition of homelessness is contained in the Housing Act 1996, part 7, this provides that a person is homeless if he or she:

1. Has no accommodation physically available for him or her to occupy in the UK or elsewhere
2. Has no accommodation which is available which he or she is legally entitled to occupy
3. Has accommodation which is available and which he or she is legally entitled to occupy but cannot secure entry to that accommodation or;
4. Has accommodation available which he or she is entitled to occupy but that accommodation consists of a moveable structure and there is no place where the applicant is entitled or permitted both to place and reside in it or;
5. Has accommodation available, which he or she is entitled to occupy and entry can be secured to it, but that accommodation is not reasonable to continue to occupy.

There are a number of legal duties and powers contained in the Housing Act which range from the provision of advice and assistance through to a full housing duty being owed. Some, but not all, homeless households are entitled to temporary accommodation pending full enquiries into their situation and a decision being issued.

Whilst the housing service is responsive to households presenting in crisis the main approach for a number of years has been to intervene at an earlier stage to prevent homelessness occurring in the first place, this approach has been brought into the statutory framework by the HRA 2017 which guides the work of the Housing Options Services.

THE HOMELESSNESS REDUCTION ACT 2017

The main changes brought in by the 2017 Act can be summarised as follows:-

- A household or person can now be assessed as threatened with homelessness in 56 days where it was previously 28 days.
- For all households who are homeless or threatened with homelessness their case worker will agree with them a personal housing plan setting out what the case worker will do and what the household will do to prevent or alleviate their homelessness. Agencies working with the household may contribute to some of the steps in a personal housing plan.
- The Act formalises the Prevention and Relief duty – for those threatened with homelessness the Councils have a duty to take steps to prevent homelessness and for those already homeless the Councils have a duty to relieve homelessness. It is only at the end of this process that a full duty decision can be made.
- Households can present anywhere in the Country and Local Connection referrals cannot be made at the prevention stage – only once a relief duty has been accepted.
- The Duty to Refer - Since 1/10/2018 Public Bodies have a duty to refer households to the Council where there is a threat of homelessness (as long as they get the consent of their client). This is an area of work which has grown since the Act and in South Ribble we have had 63 households referred to the Council under the duty to refer (between 1/10/18 and 31/12/19). The main agency undertaking referrals has been the Department of Work and Pensions but also increased referrals are being received from Probation / Police / Prisons and mental health services. The referrals do support the prevention agenda and are a tangible sign of a more joined up and holistic approach to preventing homelessness. Alongside of this the Housing Associations in the borough have recently agreed a process to refer tenants who are at risk of eviction.

NATIONAL AND LOCAL CONTEXT

NATIONAL

Many factors can influence the loss of a home- relationship breakdown, job loss, bereavement and health problems to name a few. Whatever the cause the impact of the loss of a home is devastating.

Over the last 10 years homelessness nationally has increased. During this period, we have seen welfare reforms freeze local housing allowance levels, the introduction of the benefit cap for low income families and the introduction of universal credit. Demand for social housing is outstripping supply although affordability in the private sector outside of London appears to be improving according to the latest homelessness monitor compiled by crisis.

LOCAL

Corporate plan

The South Ribble Corporate Plan has the following priorities

- Health, Wellbeing and Safety – within this priority there is an action to reduce the number of homeless through developing a health and prevention focused approach
- Excellence, Investment and Financial Sustainability
- Place, Homes and Environment
- Our People and Communities

The South Ribble Housing Strategy is currently being reviewed and will focus on

- Quality Homes
- Housing delivery
- Health and wellbeing
- Homelessness

HOMELESSNESS REVIEW

The purpose of the Homelessness review is to

- Establish the current and likely future levels of homelessness
- Identify the people at risk of homelessness
- Identify the main causes of homelessness
- Review the homelessness prevention and relief measures carried out by the Council
- Review the accommodation and support options available for those who are homeless or threatened with homelessness

The data used to carry out the review is from a number of sources:

- South Ribble Borough Councils database
- P1e statistical returns to government (Pre April 2018)
- H-CLIC statistical return to government (Post April 2018)
- Office for National Statistics
- UK Price Index
- Shelter Housing Databank

National and regional Homelessness data

Where possible, homelessness data on a national and regional basis has been compared with local statistics. The Ministry of Housing, Communities & Local Government produces a Housing Statistical Release on a quarterly basis that provides information on the number of households making homeless presentations.

Due to the introduction of the HRA 17, the way homelessness statistics are recorded has changed. The statistics published for the period January – March 2018 were the last to be produced using the P1E Return. As of April 2018, the statistics are based on the new collection regime called H-CLIC.

At the time of the review data submitted via H-CLIC is available for 2018/19 and the first quarter of 2019/20 (1/4/19 – 30/6/19)

Housing Supply and Demand in South Ribble

Table 1: Housing supply in the borough

South Ribble has around 49, 000 households and tenure is as follows

	2011 - %	2001 - %
Owned outright	37.3	35.1
Owned with a mortgage or loan	41.5	48.1
Shared Ownership	0.5	0.8
Social Rented	10.5	11
Private rented	9.3	3.9
Living rent free	0.9	0.13

Source census data 2011

The breakdown above is the latest available broken down however the South Ribble Housing strategy details that there are now 49,720 dwellings of which 85% are in the private sector and 10.5% are within social housing – consistent with the breakdown above. A current housing needs study is being undertaken.

Private rented accommodation in the borough has increased slightly, however affordability particularly for the under 35's and those requiring larger accommodation is an issue.

Table 2: current LHA rates

Shared room rate	£55.28
1 Bedroom	£89.46
2 Bedroom	£109.32
3 Bedroom	£126.58
4 Bedroom	£161.10

A check on Zoopla found no shared accommodation in the borough within these rates, there were 8 one-bedroom properties, 6 two bedroom properties, 2 three bedroom properties and a couple with considerably higher rents and 2 4 bedroom properties Larger accommodation was not available within the LHA rates at the time this snap shot was done. Many of properties for rent are above LHA rates and in addition many landlords now require guarantors, bonds and rent in advance. The Council is able to assist with bonds however is not able to act as a guarantor.

The mean private rents in South Ribble are higher than Lancashire but lower than the North west and at a national level as shown below

Table 3: Rent levels in South Ribble

South Ribble	£596
Lancashire	£558
North West	£610
National	£858

Source shelter databank

The average selling price of a property in South Ribble is £169,073 which is higher than Lancashire at £141,466. The lower quartile house price to earnings ratio on South Ribble is 6.57%- the second highest in Lancashire and the median house price to earnings ratio is 5.82% which is higher than many other Lancashire authorities. Affordability is therefore more of an issue than for some of the other Lancashire Authority areas.

New houses continue to be built in the Borough to meet demand. Completions over the last few years are as follows:

Table 4: New Home Completions: (this includes all tenures for affordable)

	Total Completions	Affordable Completions
2016/2017	189	25
2017/2018	318	40
2018/2019	491	97
Total	998	162

Social Housing in the borough is let via Select Move, all of the registered providers in the borough participate in Select Move and allocate the majority of their properties via the shared register. Since January 2016 more flexibility has been introduced to the scheme and up to 25% of properties can now be advertised via other platforms.

Table 5: Lettings via select Move are analysed by size in the table below – South Ribble figures

Year	1 bed	2 Bed	3 Bed	4 bed +	Total
2016/17	165	130	61	3	359
2017/18	183	160	63	3	409
2018/19	153	140	67	0	360

The Waiting List for South Ribble is broken down in the table below – statistics are as at year end

Year	1 bed	2 bed	3 bed	Over 3 bed	Total
2016/17	689	418	153	32	1292
2017/18	467	268	129	22	886
2018/19	548	290	126	19	983

As of 29/01/2020 the South Ribble waiting list by banding and bedroom size is as follows

	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms	Total
Band A	15	12	12	1	40
Band B	32	18	10	3	63
Band C	37	29	9	3	78
Band D	116	108	50	11	285
Band E	215	102	26	3	346
OPR	175	47	25	10	257
	590	316	132	31	1069

Source selectmove housing register

The number of lets within social housing via Selectmove has decreased in 2018/19 added to which there has been an increase in numbers of the waiting list since 2017/18. The decrease in numbers on the waiting list from 2016/17 can be in part attributed to the Council’s participation in the national fraud initiative and partners efforts to keep the list under review . Whilst there were no fraudulent applications the exercise highlighted applications that could be closed for a variety of reasons – eg the household had moved or deceased.

OVERVIEW OF HOMELESSNESS

Homelessness presentations and decisions

Table 6 : presentations in South Ribble, Regionally and Nationally- this data includes all presentations to service and not just those where a full decision has been issued.

Year	South Ribble	National	Regional
2016/17	713	119,000	12,590
2017/18	712	112,510	13,123
2018/19 Full year	817	286,410	38,390
1/4 -30/6/20 Quarter 1	154	72,190	9,850

Source ; South Ribble data and Government statistical data – live tables

The increase in 2018/19 in South Ribble reflects the picture nationally and regionally and is not unexpected in view of the changes introduced by the HRA 2017. The statistics have been obtained

from the official H-Clic (H-Clic is the Governments statistical return for homelessness introduced in April 2018) figures and from South Ribble Council's database

Table 7: Initial assessment outcomes of households presenting for advice

	Total number	Advice only	Prevention duty owed	Relief Duty Owed	Enquiries establish not homeless	Local connection referral
2018/19	817	48	482	177	109	1
1/4 - 30/9/20	194	15	108	39	32	0

Source south Ribble borough Council database

Again can you provide some further clarification on the reasons for the significant decline? As above

Table 8 : National, regional and local comparison

	Prevention duty owed	Relief duty owed
2018/19		
National	145,290	118,700
Regional (Lancashire wide or North West? Please clarify) North West	18,410	17,760
1/4/20 – 30/6/20		
National	35,950	32,220
Regional	4,810	4,690

Government statistical data – live tables

This data is not comparable with previous years due to the changes implemented by the HRA 2017 – Prior to the HRA cases were recorded as advice and prevention cases and only those where a statutory decision was made were reported on. The HRA introduced a new regime which involved a change in the database used and the information collected on it.

The HRA 2017 encourages earlier presentations to service in order that there is greater opportunity to prevent homelessness rather than deal with crisis situations – the expectation therefore is that there should be more cases assessed as owed a prevention duty rather than a relief duty. Recent comparisons undertaken by MHCLG show that South Ribble has accepted a prevention duty in 73% of cases and a Relief duty in 27% of cases. This compares favourably with the National ((54% prevention and 46% relief) and Regional acceptances (50% prevention and 50% relief) – can you add the national and regional figures here so its clear and it is easy to compare SRBC performance.

Table 9: Housing Advice presentations - Employment status

The employment status of those who are owed a prevention or relief duty in South Ribble is shown in the table below – data is only available for 2018/19 at the time of writing

Working full time	90
Working part time	47
Student	17
Registered unemployed Seeking work	165
Not registered but seeking work	14
Not seeking work	67
Not seeking work due to illness or disability	68
Retired	8
Other	67
Not known	81

DRAFT

Reasons for presenting for advice are as follows

Prior to the HRA households presenting to service were initially dealt with as Housing options cases with a focus on prevention. The reasons that people came in for advice are shown in the table below.

Table 10 : Presentation reasons prior to the HRA Act

Reason	2016/17	2017/18
Advice- Benefit issue		
Advice - Debt		1
Advice finding temporary or supported housing	12	7
Advice – finding private renting	42	20
Advice- finding social housing / selectmove	97	69
Advice – health Issues	2	1
Advice – mental health	4	1
Advice-private rented enquiry	3	2
Affordability – debt / financial difficulty	3	8
Affordability – job loss	2	1
Affordability – universal credit	1	2
Arrears – Owner Occupier		
Arrears – private sector housing	4	5
Arrears – Social Sector Housing	1	
Asked to leave by family and friends	101	96
Asked to leave by resident landlord	2	1
Disrepair	8	2
Evicted – hostel/supported housing / refuge	4	5
Evicted by private landlord – illegal eviction	6	6
Evicted by private landlord – NTQ / court order	28	27
Evicted by social sector landlord	8	9
Harassment, anti social behaviour,abuse including racial	13	4
Harassment - landlord	2	5
Leaving Care	3	1
Leaving HM Forces		
Leaving hospital / institutional care	3	3

Leaving or move on from supported housing	3	9
Leaving prison	17	19
Misc – houseboat / caravan		
Misc - other	9	10
Misc - overcrowding	6	1
Misc – return from abroad		1
Misc – rough sleeper	2	6
No fixed abode	61	44
Possession action threatened – owner occupier	1	7
Possession action threatened – private sector housing	51	66
Possession action threatened – social sector housing	2	9
Possession action threatened – Supported Housing	1	3
Possession action threatened – flexible tenancy ending		
Relationship breakdown – non-violent	55	54
Relationship breakdown-violent	44	45
Relationship breakdown – violent – associated persons	6	1
Under occupation	2	3

NB these figures exclude Sanctuary and Discretionary Housing payments which were not recorded on the database in these years

Table 11: Reasons for loss of last settled home Post April 2018

NB the statistics for 2018/19 are not comparable with previous years as the recording categories have changed

	2018/19	2019/20
Loss of social rent social rent arrears	24	6
Domestic abuse	107	23
Other violence / harassment	14	2
Left institution to No Fixed Abode	8	0
Required to leave Home office accommodation	3	0
End of private rent not Assured Shorthold Tenancy	11	1
Family Friends /relatives no longer able to accommodate	214	32
Relationship Breakdown (non violent)	73	21
Fire/Flood/other emergency	4	
Left HM forces	2	
Mortgage Repossession	10	
Property disrepair	9	
End of Assured Shorthold Tenancy / arrears	121	25
Eviction from Supported Housing	13	0
Other /not known	128	29

Government statistical data – live tables

Nationally the main causes of homelessness are Parents/friends/relatives unable to accommodate (64,210), Other reasons (58,040), End of Assured Shorthold tenancies (57,710), Domestic violence (22,440) and relationship breakdown (20,870)

The Council is consistent with the national and regional picture of Loss of assured Shorthold tenancies and family / friends exclusions being major contributors to homelessness however Domestic Abuse

is higher than the national and regional average by 7%.

Whilst these may be the primary cause there are often other contributory factors.

A deeper analysis of the top 5 reasons for presenting in South Ribble 2018/19 are as follows

Family no longer willing to accommodate (190)

Of these

- 110 cases were owed a prevention duty
- 68 cases were owed a relief duty
- 12 cases were not deemed as being homeless

In the year

- 43 cases were prevented
- 20 cases were relieved

- 58 cases were closed – We have lost contact or the applicant has stated that they no longer require advice 14 cases had their duty discharged – These are cases where they have moved on from the relief stage and made a main housing decision. We have discharged the duty either by accommodating them or by them losing the accommodation provided in the interim

1- Other (128)

These cases in the main relate to cases added so that Discretionary housing payments can be recorded. We work closely with the Housing Benefit service who can award additional payments of housing benefit to assist people to remain in their home, an example would be if a person is subject to an under occupation charge or have had a change in circumstances and can't afford the rent. Discretionary housing payments can also be used to fund things such as moving costs where people need to move but cannot meet the costs. If a Discretionary Housing Payment were not made in these cases the result would be them becoming homeless. This category also includes move on from supported housing and cases that do not relate to other categories.

In the year

- 93 cases were prevented
- 3 cases were relived
- 1 case required the main duty to be discharged
- All the remaining cases were closed apart from 6 cases which are still ongoing

2- End of Assured Shorthold Tenancy (121)

These are mainly used for private lets and the break- down is as follows

- 62 cases were due to the landlord selling the property
- 18 cases related to rent arrears due to a change in circumstances
- 1 case involved a breach of tenancy (not rent arrears)
- 1 case involved an illegal eviction
- 1 case was due a rent increase
- 4 cases related to rent arrears due to reduction in employment income
- 10 cases related to difficulty with budgeting
- 2 cases were due to changes in benefit entitlement
- 2 cases were due to complaints about disrepair
- 20 cases of "other" were recorded

For Assured Shorthold Tenancies as a whole

- 47 cases were prevented
- 12 cases were relived
- 41 cases were closed
- 8 cases had a duty discharged

4. Domestic Abuse (107)

The Council supports victims of domestic abuse both through providing additional security into the victims home and helping with securing suitable alternative accommodation when it is not safe to stay in the family home. The breakdown for domestic abuse is as follows:

- 72 cases were owed a prevention duty (these include 40 referrals under the sanctuary Scheme where we put additional security in place so that victims of domestic abuse feel safer to remain in their home)
- 31 cases were owed a relief duty
- 55 cases were prevented
- 10 cases were relieved
- 6 cases had main duty awarded and discharged
- 3 were given advice
- 30 were closed of these 13 were closed because the customer did not respond to contact requests
- 2 had no duty

The Council deals with a number of presentations from out of area where women have accessed the local refuge

Suzanne just keep the Sanctuary information at a high level and summary level rather than going into great detail.

5. Relationship breakdown (73)

The number of relationship breakdown cases are outlined below:

- 32 cases were owed a prevention duty
- 29 cases were owed a relief duty
- 12 cases were not deemed to be homeless

In the year

- 7 cases were prevented
- 8 cases were relieved
- 5 cases had a duty discharged
- 46 cases were closed

It is worth noting that the main reasons for loss of social rent were difficulty in budgeting and change of circumstances and the main reasons for the loss of supported housing were breach of tenancy other than rent arrears. Only 1 case was due to rent arrears and 1 person was no longer eligible for supported housing.

Post HRA information regarding support needs has also been collected – South Ribble has a specific drop in service for young people aged 16-25. This is a well established service run by KEY, young

people are able to access other support as well as housing advice at KEY. The Council works very closely with KEY in respect of these young people to prevent their situation escalating to homelessness wherever possible. Offending is one of the top three support needs nationally and regionally which is not replicated in South Ribble, this may, however, be under recorded and will be **addressed going forward**

Table 12: Support needs of those presenting for advice

	SRBC	National	Regional
None	326	141670	16760
Unknown	0	5750	160
One or more needs	286	116320	19250
Of which			
young people aged 16/17	26	2850	420
Young People aged 18/25	39	10230	1700
Young parent	4	2760	410
Care Leaver 18/20	7	2700	490
Care leaver 21 plus	5	2850	490
Physical ill health / disability	36	34900	5730
Mental Health	59	45640	9670
Learning Disability	16	10830	1660
At risk of or experienced sexual exploitation	2	5210	870
At risk of or experienced domestic abuse	94	23430	3980
At risk of or experienced abuse	10	6630	1400
Drug dependency	15	13850	2640
Alcohol dependency	26	10760	1920
Offending	9	18790	4060
Repeat homelessness	2	16000	3660
History of Rough sleeping	3	12870	2700
Former Asylum Seeker	1	2610	830
Old Age	3	3090	450
Served in HM forces	1	1780	350
Access to education / employment and training	1	8670	1480

Government statistical data – live tables

Across England the top three support needs identified were :

- History of mental health
- Physical ill health and disability
- At risk of /has experienced domestic abuse

In South Ribble the top three identified are

- At risk of / has experienced domestic abuse
- History of mental health
- Young People aged 18-25

Physical Health / disability is a very close fourth

Table 13: For the 6 months from 1/4/20 to 30/9/20 the figures are as follows:

	SRBC	National	Regional
None	79	35,140	4640
Unknown	0	2,370	20
One or more needs	61	30,670	4840
Of which			
young people aged 16/17	1	650	130
Young People aged 18/25	10	2160	410
Young parent	0	610	80
Care Leaver 18/20	2	790	150
Care leaver 21 plus	1	770	130
Physical ill health / disability	4	9510	1490
Mental Health	18	14,950	2450
Learning Disability	2	2830	430
At risk of or experienced sexual exploitation	3	1350	210
At risk of or experienced domestic abuse	22	6120	930
At risk of or experienced abuse	3	1560	280
Drug dependency	1	3720	690
Alcohol dependency	4	2880	540
Offending	3	4960	980
Repeat homelessness	1	4030	750
History of Rough sleeping	0	3020	550
Former Asylum Seeker	1	720	200
Old Age	0	790	90
Served in HM forces	1	430	90
Access to education / employment and training	0	1820	300

Government statistical data – live tables

Preventions and Reliefs

2016/17 and 2017/18

In 2016 /17 359 cases of homelessness were prevented and 10 relieved

in 2017/18 preventions totalled 377 and reliefs 10

Resolving housing benefit issues, debt advice and Sanctuary were the largest number of preventions for those who remained at home.

Assisting into social rented or supported housing were the largest group that found alternative accommodation.

Preventions and reliefs post HRA

For those presenting in 2018/19 and the first 6 months of 2019/20 the outcomes of the initial assessment are as follows. Some cases opened during this period will still have case work on going.

These are marked as ongoing in the table below – these households are still being assessed or assisted at the time of the review

Table 14: outcomes of initial assessment

Outcome	2018/19	1/4/2019 – 30/6/2019
Household given advice only	109	75
Closed no further contact	251	82
Cases in triage (ongoing)	12	4
Cases undergoing prevention (ongoing)	4	39
Cases under relief (ongoing)	3	16
Ineligible for assistance	2	0
Homelessness prevented	306	140
Homelessness relieved	65	32
Main duty accepted (ongoing)	6	5
Main duty discharged	30	5
No duty or reasonable assistance duty (cases where an adverse homeless decision has been issued)	31	8

SRBC database

Table 15: A snapshot of cases on 5/12/19 showed cases to be in the following state:

Triage	44	Main duty accepted	12
Under Intervention	1	Reasonable Assistance duty	1
Under Prevention	85	No duty suggested	1
Under Relief	44	TOTAL	189

SRBC database

Table 16: Outcome of cases where a prevention duty was accepted for 2018/19 and April to June 2019/20

Outcome	SRBC 2018/19	National 2018/19	Regional 2018/19	SRBC Q1 2019/2020	National Q1 2019/20	Regional Q1 2019/20
56 days elapsed	7	6590	800	4	2,540	270
Contact lost	60	9640	1530	21	3,210	640
Became homeless	29	19190	2010	12	6,580	630
Refused an offer	2	620	120	1	210	50
Secured alternative accommodation	119	58290	8210	49	12,530	1,990
Secured existing accommodation	117	Included in above	Included in above	19	6,790	810
Applicant withdrew or deceased	8	4350	670	1	1,620	180
Total positive preventions	236			69		

Government statistical data – live tables

Table 17: Accommodation outcomes of households owed the prevention duty for 2018/19 and April to June 2019/20

Outcome	SRBC 2018/19	National 2018/19	Regional 2018/19	SRBC Q1 2019/20	National Q1 2019/20	Regional Q1 2019/20
Council tenancy		6800	690	0	2,310	160
Not known	1	1860	260	0	280	40
Other	6	1280	150	1	420	40
Owner Occupier	7	580	90	0	220	40
PRS lodging (not with family or friends)	2	530	30	0	170	10
PRS self-contained	57	21240	2270	17	7,250	830
Supported Housing	13	5780	1140	3	1,770	380
Registered Social Landlord	141	11190	2910	41	4,080	1,070
Staying with family	6	5350	420	5	1,680	140
Staying with friends	3	1560	110	0	490	50
House of multiple occupation	0	1850	170	0	650	60

Government statistical data – live tables

Recent benchmarking conducted by MHCLG has shown that South Ribble Council secures accommodation for 65% of households who are owed the prevention duty – compared to 59% regionally and 57% nationally. This research is broken down into households moving to alternative accommodation which for South Ribble is 58% (16% lower than the regional figure and 7% lower than the national figure) and households remaining in their existing accommodation which is 42% for South Ribble (16% higher than the regional and 7% higher than the national figure).

Table 18: Outcome of cases where relief duty was accepted 2018/19 and April to June 2019/20

Outcome	SRBC 2018/19	National 2018/19	Regional 2018/19	SRBC Q1 2019/20	National Q1 2019/20	Regional Q1 2019/20
No longer eligible	0	1370	130	0	460	30
Not known	0	170	0	0	30	0
Local Connection referral	0	1010	140	0	310	50
Intentional from accommodation provided	0	920	170	10	290	50
56 days elapsed	49	30040	4010	0	12,930	1,280
Contact lost	48	12180	2740	0	4,420	870
Refused to co-operate	2	360	120	0	150	10
Refused an offer	2	1170	240	0	400	60
Secured alternative accommodation	48	40010	6670	11	14,310	2,290
Applicant withdrew or deceased	12	6010	1170	0	2,130	320
Total positive reliefs	48			11		

Government statistical data – live tables

Table 19: Accommodation outcomes of households owed the Relief duty 2018/19 and April to June 2019/20

Outcome	SRBC 2018/19	National 2018/19	Regional 2018/19	SRBC Q1 2019/20	National Q1 2019/20	Regional Q1 2019/20
Council tenancy	0	3510	370	0	1,550	190
Not known	6	8230	2060	0	1,060	60
Other	4	1660	130	1	630	40
Owner Occupier	0	100	10	0	50	10
PRS lodging (not with family or friends)	1	420	30	6	140	10
PRS self-contained	8	7230	950	3	3,070	490
Supported Housing	7	9830	1550	3	3,740	720
Registered Social Landlord	21	4510	1230	7	2,090	600
Staying with family	2	1600	150	3	600	80
Staying with friends	0	770	60	0	300	30
House in Multiple Occupation	2	2160	160	1	880	90

Government statistical data – live tables

MHCLG benchmarking over 12 months shows that accommodation is secured in 31% of cases for South Ribble. This compares to 41% nationally and 44% regionally. It highlights that relief outcomes are not as positive for those owed a prevention duty, however we are operating in very different housing markets across the region and country with private rent being more difficult to secure than in other areas of Lancashire alongside the fact the Council is no longer a stock holding Council with fewer lets last year being made to social housing in general. The banding system for the sub regional allocations policy have recently been amended to reflect the HRA changes and it remains to be seen what the impact of this will be.

The reasons for cases being closed have been analysed in more detail to try and establish the reasons for this. A 6-month snapshot of relief cases closed with no positive outcome was undertaken.

The results are shown below. The total number in a category is shown and then broken down into household types, whether there is a history of offending, whether the case was a duty to refer and whether there are additional needs.

The snapshot shows that the main reasons for closure were failure to engage with an assessment or contact being lost following an assessment. In all these cases advice will have been given by either Gateway or Housing and there is possible potential to record a positive outcome. The single under 35's were the largest group to stop engaging and a large number had additional needs.

The biggest group where contact has been lost is single people under the age of 35 possibly because there is a lack of options for this client group if they are unable to access social housing and are on benefits.

Table 20: Reasons for loss of contact

Reason	Total Number	Single under 35	Single Over 35	Family	History of offending	Duty to refer	Complex or additional needs
Didn't respond following Gateway assessment or didn't turn up to appointment	22	10	5	7	3	4	9
Not homeless but offered advice	3					1	
Duplicate	3						
KEY referral	8	7		1		1	4
No way of contacting	1	1			1		
Abandoned temporary accommodation	4	3		1	1	1	3
Stopped engaging following assessment and Personal Housing Plan being issued	35	16	10	11	2	2	17
Should be a positive outcome	2						
Went into temporary accommodation and decision made	1 accepted 1 refused						
Applicant withdrew	3	1		2			1
Recalled to prison	1	1			1	1	1
TOTAL	85	39	15	22	8	10	35

Table 21: Presentations and decisions

Not all presentations lead to a full homelessness decision being made. Following the HRA 2017 the process of preventing or relieving homelessness must be followed before a full decision is made. Ideally homelessness should be averted prior to full decisions being taken. Decisions over the last 3 years are as follows. Post HRA is highlighted

Year	Ineligible	Not Homeless	Non Priority	Intentional	Full duty	total
2016/17						
South Ribble	0	4	8	12	44	68
Regional	457	3,240	3,181	760	4,694	12,332
National	3410	27,140	19,500	9860	59,110	119,020
2017/18						
South Ribble	0	5	6	11	51	73
Regional	281	2,961	2,046	605	4,518	10,411
National	3,040	25,720	18,450	8,700	56,600	112,510
2018/19						
South Ribble	0	3	17	5	41	66
Regional	0	370	2,010	480	2,660	5,520
National	0	19,170	19,880	9,010	63,100	111,160
1/4/19 - 30/9/19 SOUTH RIBBLE	0	0	6	5	16	27 for 6 months

Government statistical data – live tables. 1/4/19 – 30/9/19 South Ribble database

Acceptances of full duty are higher than regional acceptances but lower than national, households found to be not in priority need are lower than the regional but higher than national. Some of the homeless decisions are legacy cases that were opened prior to the HRA coming into force.

MHCLG benchmarking shows that 87% of full duty cases are ended with the household moving into settled accommodation.

Table 22: Age of households accepted**South Ribble**

For 2016/17 and 2018/19 this is household types where a full homelessness decision has been made from April 2018 this information is for all households accepted as having a prevention or relief duty. The reporting age bands have also been changed and therefore the data for previous years is not comparable. This data is not available for Quarter 1 of 2019/20

Year	16-24	25-44	45-59	60-64	65-74	75+
2016/17	17	24	5	0	0	0
2017/18	20	25	4	1	1	0

	16/17	18/24	25/34	35/44	45/54	55/64	65/74	75+
2018/19	28	153	185	114	86	34	10	2

Government statistical data – live tables

Table 23: Ages of households accepted Nationally

Year	16-24	25-44	45-59	60-64	65-74	75+
2016/17	12,940	34,530	9,170	950	1,010	510
2017/18	12,020	33,270	8,810	990	1,080	430

	16/17	18/24	25/34	35/44	45/54	55/64	65/74	75+
2018/19	2,750	53,960	82,250	59,660	38,400	17,790	5,920	2,310

Government statistical data – live tables

Table 24: Ages of households accepted Regionally

Year	16-24	25-44	45-59	60-64	65-74	75+
2016/17	1,004	2,842	624	24	12	10
2017/18	1,123	3,164	734	27	20	0

	16/17	18/24	25/34	35/44	45/54	55/64	65/74	75+
2018/19	440	7,410	11,640	8,250	5,270	2,180	730	260

Government statistical data – live tables

South Ribble presentations by age are consistent with the national and regional picture

Table 25: Household type of households presenting

For 2016/17 this is household types where a homelessness decision has been made from April 2018 this information is for all households accepted as having a prevention or relief duty

South Ribble

Year	Couple with dependent children or pregnant	Couple with no dependents	Lone parent Male	Lone parent female	One person Male	One person female	Other household groups
2016/17	7		9	26	9	2	4
2017/18	10		6	27	6	3	6
2018/19	38	35	15	136	115	112	8
1/4 – 30/9/20	8	5	3	50	47	25	2

Government statistical data – live tables

Table 26: Household type Nationally

	2016/17	2017/18	2018/19	1/4 – 30/9/20
Single male parent with dependent children	2,230	2,290	15,280	1640
Single female parent with dependent children	27,710	26,610	51,500	15,560
Other/gender not known with dependent children	3,120	2,710	620	550
Single male	7,360	8,060	95,080	24,750
Single female	5,660	5,730	60,660	14,530
Single other / gender not known	0	0	1,240	910
Couple / two adults with dependent children	12,760	11,210	20,720	5210
Couple / two adults without dependent children	0	0	13,820	3660
Three+ adults with dependent children	0	0	2,550	730
Three+ adults without dependent children	0	0	2,300	630

Government statistical data – live tables

Table 27: Household type Regionally

	2016/17	2017/18	2018/19	1/4 – 30/9/20
Single male parent with dependent children	87	120	770	180
Single female parent with dependent children	1,927	2,259	7,920	2120
Other/gender not known with dependent children	209	220	10	10
Single male	935	1,079	13,690	3970
Single female	645	679	7,030	1930
Single other / gender not known	0	0	80	20
Couple / two adults with dependent children	684	673	2,380	620
Couple / two adults without dependent children	0	0	1,810	480
Three+ adults with dependent children	0	0	290	90
Three+ adults without dependent children	0	0	290	70

Government statistical data – live tables

MHCLG benchmarking shows that the split of household types owed a prevention duty is 42% families and 58% single people consistent with the national and regional picture for those owed a relief duty we have a higher percentage of single people (73%) which is consistent with the region but slightly lower than nationally. Taken together there is a higher percentage of single people owed a duty than families.

Homelessness & Ethnicity

The data provided in this section is only relevant to South Ribble. Government does not yet collect the personal data of the person presenting as homeless, therefore, we are not able to carry out national and regional comparisons.

South Ribble Borough Council records the ethnicity of all homeless applicants for equal opportunities monitoring purposes. The figures show that the majority of requests for assistance come from those who class themselves as white British. This has been consistent over the last 10 years.

Table 28 : Ethnic origin of those presenting as homeless

	2016/17	2017/18	2018/19
White British/English/Welsh/Scottish/Northern Irish	68	70	584
White: Any other white background	0	0	4
White Gypsy/Traveller	0	0	0
Mixed: White & Black Caribbean	1	0	2
Mixed: White & Black African	0	0	0
Mixed: White & Black Asian	0	0	0
Other Mixed	0	0	0
Indian	0	0	0
Pakistani	0	0	0
Bangladeshi	0	0	0
Other Asian	0	1	10
Caribbean	0	0	0
Black African	0	0	2
Other Black	0	2	0
Chinese	0	0	0
Other	1	0	4
Not Known	0	0	10
Arab	0	0	0

Source: SRBC Homelessness Data

Foreign Nationals & UK Nationals from Abroad

The data provided in this section is only relevant to South Ribble. Government does not yet collect the personal data of the person presenting as homeless, therefore, we are not able to carry out national and regional comparisons.

The following tables shows the number of homeless presentations broken down by the applicants' country of origin. The figures show that 96% of all homeless presentations are made by UK nationals.

Table 29: Homeless applications by country of origin

	2016/17	2017/18	2018/19
British/Irish resident in the UK	64	71	600
UK national (returning to UK or arriving in the UK for the first time)	3	0	0
Czech Republic	0	0	0
Estonia	0	0	0
Hungary	0	0	0
Latvia	0	0	0
Lithuania	0	0	0
Poland	1	1	0
Slovakia	0	0	0
Slovenia	0	0	0
Bulgaria	0	0	0
Romania	1	1	0
Other EEA National	0	1	16
Non EEA National	0	0	8

EEA Citizen permanent right to reside	0	0	0
EEA citizen worker	0	0	0
Non UK/EEA granted refugee status	0	0	0
Non UK/EEA indefinite leave to remain	0	0	0
Non UK/EEA limited leave to remain	0	0	0

Source: SRBC Homelessness Data

There has been an increase in 2018/19 in EEA nationals approaching the Council for assistance , however the majority of people presenting are British residents.

DRAFT

Homelessness and Priority Need

S.193 (2) and s.195 (2) of the Housing Act 1996 (as amended by the Homelessness Act 2002) and the Homelessness (Priority Need for Accommodation) (England) Order 2002 set out the priority need categories.

If an applicant falls into one of the following categories, they will automatically be in priority need:

- A pregnant women or a person with whom she resides or might reasonably be expected to reside
- A person with whom dependent children reside or might reasonably be expected to reside
- A person aged 16/17 who is not a 'relevant child' or a child in need to whom a local authority owes a duty under s.20 of the Children Act 1989
- A person under 21 who was (but is no longer) looked after, accommodated or fostered between the ages of 16 & 18 (except a person who is a relevant student)
- A person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster

If an applicant falls into one of the categories below, they will only have a priority need if they are considered to be 'vulnerable' and it is for the local authority to make that decision.

- A person aged 21 or more who is vulnerable as a result of having been looked after, accommodated or fostered (except a person who is a relevant student)
- A person who is vulnerable as a result of old age, mental illness or handicap or physical disability or other special reason or with whom such a person resides or might reasonably be expected to reside
- A person who is vulnerable as a result of having been a member of HM regular naval, military or air forces
- A person who is vulnerable as a result of:
 - a) having served a custodial sentence
 - b) having been committed for contempt of court or any other kindred offence; or
 - c) having been remanded in custody
- A person who is vulnerable as a result of ceasing to occupy accommodation because of violence from another person or threats of violence from another person which are likely to be carried out
- A person who is vulnerable for any other special reason, or with whom such a person resides or might reasonably be expected to reside

Table 30: Reasons for priority need

	SRBC 2016/17	National 2016/17	Regional 2016/17	SRBC 2017/18	National 2017/18	Regional 2017/18
Emergency flood/fire/disaster	2	220	24	1	380	32
Dependent children	30	40,140	2,674	27	37,230	2,980
Pregnancy – no other children	3	3,780	197	11	3,760	267
Young applicant 16/17 or care leaver 18-20	3	1,030	104	1	870	77
Vulnerable due to old age	0	860	12	0	840	15
Vulnerable Physical/mental Disability	2	9,830	377	6	10,230	1,173
Vulnerable due to domestic abuse	2	3,250	394	5	3,300	384
*Other	0	1,350	251	2	1,330	237

Government statistical data – live tables

- Other includes alcohol/drug dependency, Learning difficulty, time in custody, time in care, former asylum seeker, violence/threats of violence other than Domestic Abuse

	SRBC 2018/19	National 2018/19	Regional 2018/19	SRBC Q1 2019/20	National Q1 2019/20	Regional Q1 2019/20
Emergency flood/fire/disaster	0	110	0	0	30	0
Dependent children	23	18,630	1,460	4	5,190	350
Pregnancy – no other children	3	1,460	120	1	420	40
Young applicant 16/17 or care leaver 18-20	1	450	50	0	140	20
Vulnerable due to old age	0	350	40	0	90	0
Vulnerable Physical/mental Disability	8	5,950	620	0	1,830	190
Vulnerable due to domestic abuse	2	960	190	2	270	50
*Other	4	2,110	180	2	390	30

Government statistical data – live tables

In all years the major reason for priority need is dependent children in South Ribble and also nationally and regionally.

Temporary accommodation

The Council has access to a mix of 30 self-contained flats managed by Registered Providers. In addition there are 4 units of accommodation leased from a private landlord in the Preston area. This accommodation is used to house homeless households in priority need pending an investigation into their homeless application or pending an offer of accommodation once the housing duty has been accepted. The Senior Housing officer visits the residents of this accommodation regularly to ensure that issues are dealt with promptly and to facilitate move on as quickly as possible. Bed and Breakfast accommodation is rarely used although in some circumstances it is the only option available at short notice. The Council does not place 16/17 year olds in Bed and Breakfast accommodation and rarely uses it for families.

Table 31: Placements in temporary accommodation – all household types

Year	Bed and Breakfast	Dispersed	Private sector leased	Supported	B&B longest stay (days)	B&B average stay (days)	All other Longest stay (days)	All other average length of stay (days)
2016 /17	6	36	30	15	18	3.75	597	75.6
2017 /18	4	49	30	11	1	1	953	88.1
2018 /19	6	40	30	12	33	10.0	451	76.9

For 2018/19 the average length of stay in temporary accommodation per bed size is:

1 bedroom	6.5 months
2 bedroom	4.2 months
3 bedroom	4.75 months
4 bedroom	4.5 months

These figures can be skewed by households who have very specific needs in terms of location or property requirements and also those who are unable to access the housing register. The most common reasons for this are :

Former or current tenant arrears

Unmet support needs

Unspent criminal convictions deemed to pose a risk

Failed tenancies for anti social behaviour

Groups affected by Homelessness and services available

This section provides a breakdown of the services that are available to various groups who may present as homeless.

Families/ Single Parents /Teenage parents

In 2019/20 88 families presented to the Council and were owed a prevention or relief duty, this equates to 19% of all presentations.

The following accommodation, support and prevention services are available for this client group:

Temporary accommodation

The Council has 30 flats available managed by Registered Providers in the borough. The flats are 1 and 2 bedroom with 1 larger flat for larger families. Placement is subject to an interim duty to accommodate being assessed by the Council. Bed and Breakfast is rarely used for this group and then only for a very short time in an emergency.

Supported Housing

There is a 6 bedroom supported housing project in Chorley – The Charnocks- which is supported housing for teenage / young parents.

Children and Family Wellbeing Service

This service offers practical support to children, young people and their families across Lancashire. It is delivered via Lancashire County Council and is an early help and prevention service that helps households access services they need.

Foodbanks

There are 2 food banks in South Ribble that provide food and food parcels to households in need

South Ribble Integrated Team (SRIT)

This is a police led multi agency forum that provides interventions to individuals and families with multiple needs to prevent and alleviate crisis situations

Citizens Advice

Based in Leyland and operating a surgery in the Council offices. Offers advice on a range of issues including benefits, debt law and housing

Single people (all ages)

In 2018/19 227 single people were owed a prevention or relief duty, in Q1 of 2019/20 this figure was 72. There were more males than females and for the first quarter the number of single people approaching was higher than the number of lone parents.

Of these 16/17 year olds, care leavers and 18-25 year olds

	Age 16/17	Age 18-24
2018/2019	28	153

In 2018/19 12 young people had care leaver listed as a support need.

The needs, including accommodation, of all young people leaving care are assessed and regularly reviewed via a Pathway Plan. The Looked After Children Team at LCC and the Housing Options Team work closely together in respect of care leavers that need the assistance of the Council and a recent meeting has taken place to encourage early referrals.

Care leavers are awarded priority on the Housing register if they are ready for move on to independent living.

KEY

KEY Youth Charity are based at Balfour Court in Leyland. They provide a range of services for 16 – 25 year olds including

- A drop in service for young people requiring housing advice
- Family mediation and family support (this also caters for under 16's)
- Counselling services
- Employment mentoring
- Housing related support (all ages)
- Housing Coach for young people
- Pre tenancy training (this also caters for over 25's)

The Council makes a contribution to KEY and all 16-25 year old single people are referred to KEY in the first instance in order that joint working and prevention with Social Care can be carried out for under 18's and prevention work for the over 18 age group. The Council retains responsibility for assessment under the homelessness legislation and the discharge of duties under this legislation.

The Joint Protocol with Children's Social Care in respect of homeless 16/17 year olds was re launched in 2018 and has been agreed with Lancashire Childrens Social Care and the 12 Councils in Lancashire. It sets out the joint responsibilities for 16/17 year olds. Not all districts have the provision of a support service for young people and anecdotally they have lower numbers of 16/17 year olds presenting as young people are less inclined to seek assistance from statutory services.

Table 32: Presentations to KEY are as follows

Number of young people presenting to key	April 2017/ March 2018	April 2018/ March 2019	April 2019/ January 2020
All	321	229	150
Of which 16/17	81	38	36
Of which 18 -25	213	191	114
Number threatened with homelessness	191 (64 were 16 or 17)	134 (34 were 16 or 17)	90 (36 were 16 or 17)
Number referred to Children’s Social care	16 plus 29 already open	20 plus 5 already open	34 plus two already open

Supported Accommodation Options

There are a number of supported housing schemes in South Ribble:

- BAY6 / Haddon Lodge
- Belgrave Court
- The Mill

These schemes are for young people aged 16-21. Funding for supported housing via the LCC Supporting People Program has been cut in recent years. The prioritisation for allocations was amended following this and priority is given to young people for whom the County have a responsibility. Historically young people aged 16-25 were able to access the schemes, however this is no longer the case and this leaves a gap for young people aged 18-25 who are not the responsibility of the County Council.

- SLEAP – Provide emergency and longer term placements in family homes for young people up to age 25

Young people up to the age of 35 are subject to the single room rent (currently £55.28). This is the maximum amount they can claim towards housing costs. Those under 25 also receive a lower rate of Universal Credit as there is an assumption they will live at home. For those who can’t it is extremely difficult to budget for bills and everyday expenses. The current rate of universal credit for a young person under 25 is £25.00 per week compared to £73.00 for over 25’s. Young people who are unable to access social housing are very limited in options – there are very few shared accommodation options in South Ribble and most landlords require a guarantor. Shared rooms has also moved recently to taking people in employment.

Single people are able to apply to access schemes out of area however many have local connection restrictions. Some that do not are Recycling lives in Preston and also Emmaus

Victims of Domestic Abuse / relationship breakdown

Domestic Abuse is one of the top three reasons for presentations to service in South Ribble. Referrals to the sanctuary scheme account for 37% of There are a number of services in place currently to support those at risk of domestic abuse

Refuge

The Chorley and South Ribble womens refuge is run by Progress Housing group and offers the following services

- Providing safe accommodation to woman and their children
- Specialist support for children in the refuge
- Offer recovery courses
- Providing a 24-7 helpline 365 days a year
- An outreach service to those not currently in refuge including those in temporary accommodation

Women are also referred to out of area refuges including those that offer specific support for complex needs

Lancashire has benefitted from the MHCLG fund for Domestic abuse Services over the last 3 years to enhance services across Lancashire - bids will be submitted for further rounds of this

Sanctuary Scheme

The Council, in partnership with Preston care and Repair delivers a sanctuary scheme to enable victims and their children to feel safer in their homes. The scheme offers a range of security measures including but not limited to lock changes, security lights, additional locks and window alarms. In 2018/19 40 Sanctuaries were carried out.

Lancashire Victim service

This is a new service from 1st April 2017 that provides a new service for victims, on behalf of Lancashire's Police and Crime Commissioner (PCC). The model brings together, for the first time, services for victims of hate crime, young victims, sexual abuse and domestic abuse as well victims of more general crime types and of repeat anti-social behaviour (ASB). Service delivery, in particular for Domestic Abuse and Sexual Abuse services, are provided either by home visits or 1-2-1 meetings in community venues. The services is also supported by accredited volunteers based in the multi-crime teams who will offer additional "step-down" support for victims.

Lancashire Women's Centre

Works with all women to ensure that they can achieve their potential, develop their assets and skills and live safe, healthy and prosperous lives. The centre in Accrington offers a variety of services to support mental health and wellbeing, employment and skills support, money, benefit and debt advice and on keeping safe.

Multi Agency Risk assessment Conference (MARAC)

The MARAC meets monthly and is attended by a member of the Housing Options Team. The MARAC is police led and brings together a range of agencies to provide a co-ordinated response to domestic Abuse

People involved with the criminal justice system

People involved with the criminal justice system tend to be those in prison or about to leave prison or are in the community but involved with Community Rehabilitation Companies, Probation or youth offending teams.

Since the Duty to Refer was introduced in October 2018 we have had 13 people referred by prisons, police or probation. This figure should be viewed with caution as recording has not been consistent. The number of people approaching with an offending background is likely to be higher.

Present accommodation, support and prevention services

Cumbria and Lancashire Community Rehabilitation Company (CRC)

The CRC manage individuals convicted of crimes such as shoplifting, burglary, harassment, motoring offences and domestic abuse who are assessed as low or medium risk of harm. They work closely with a range of partners such as the National Probation Service (which manages individuals assessed as high risk of harm), the courts, prison service, police, local housing authority, health service and community-based organisations.

Shelter services for Offenders

Shelter works with people who have been convicted of an offence and given a custodial or community sentence. The main part of their work is helping people to find accommodation or to keep the accommodation they already have, and working with them to address finance, debt and welfare benefit issues. Shelter teams are based in prisons and community locations across the North West.

Their advice and support forms part of the 'Enhanced Through the Gate' service delivered by the CRC. This service aims to offer a seamless service to service users by joining up custodial and community advice and support services to prevent unplanned discharges.

The aim of Shelter's element of the service is to achieve the following outcomes for service users:

- To obtain safe suitable accommodation
- To maintain safe, suitable accommodation
- To increase an individuals' ability to obtain and maintain safe, suitable accommodation
- To help reduce / eliminate debts
- To maximise income
- To improve money management skills

Shelter also work with people in the community who have been convicted of an offence and who are under supervision in the community, either after leaving custody or as part of a community sentence.

Approved Premises

There are two Home Office Approved Premises in Lancashire for a whole range of offenders on prison licences or with community sentences. Places are allocated via the Probation Service to those under 'supervision' based on a risk assessment for stays of 3 to 6 months. In addition to the

monitoring and supervision of offenders' resident, which is undertaken in conjunction with the Police, support offered includes counselling, rehabilitation, education and training and life skills. They assist residents into employment and in accessing move-on accommodation – which is often difficult due to the nature of offences.

Multi-agency working

Much of the work to prevent homelessness for this client group relies on multi-agency work between the CRC, Probation, Shelter and the Council' housing options team.

MAPPA (Multi Agency Public Protection Arrangements) – these are joint arrangements for assessing and managing the risks posed by sexual, violent and dangerous offenders in the community. Local authorities have a duty to cooperate by being involved in these arrangements.

Reducing Reoffending Board – Local Reducing Reoffending meetings are held which discuss particular cases where people are leaving custody to consider what options are available to help avoid the offender becomes homeless on release.

People with Drug and Alcohol Problems

Between April 2018 and June 2019 16 households identified drug addiction as a support need and 30 identified alcohol addiction – this information is dependent on the information given by the customer and may therefore be under reported

Inspire (Change, Grow, Live)

This is a substance misuse service offering rapid and open access to assessment and treatment for people experiencing problems with drugs and/or alcohol, promoting recovery from addiction and dependence. This is an adult substance misuse service commissioned by Lancashire CC. Currently based in Chorley but sessions are run in South ribble, including once a week in the Council's Offices

Red Rose recovery

Commissioned by Lancashire County Council public Health to provide support to the recovery community. It comprises of volunteers and workers to support individuals and families to improve wellbeing and reduce dependency on alcohol and /or drugs. The nearest centre is in Preston

Young Addaction

A substance mis use service across Lancashire for under 25's. They offer information, advice, guidance, or treatment for any substance.

Lancashire recovery Housing Workshop

Lancashire CC Public Health has recently facilitated a cross Lancashire multi-agency workshop to establish what recovery housing is available, what pathways exist, are there gaps in provision and what opportunities exist to develop services. Further discussions will take place in localities to develop local responses to gaps. This discussion also impacts on people involved with the criminal justice system.

People with Mental Health problems

Between April 2018 and June 2019 a total of 77 households identified mental health as a support need. This is the second highest recorded support need for South Ribble.

Lancashire MIND

Work across Lancashire to support people with all levels of mental health. In Preston, Chorley and South Ribble MIND offer accommodation with support to those with low level mental health problems. The Housing option Team work refer in to MIND accommodation and also prioritise households ready for move on via the housing register.

The Haven

The Haven is run by the Richmond Fellowship and operates across Central Lancashire and services are available to anyone over the age of 16 living in Preston, Chorley and South Ribble. The Haven is based in Preston and offers support, including peer support, guidance and information on managing mental health and developing coping mechanisms.

Hospital discharge

The Council has recently refreshed its hospital discharge procedures with Preston and Chorley hospitals to try, wherever possible to offer housing support, as early as possible, to those likely to be discharged as homeless.

People with a Physical disability

Between April 2018 and June 2019 a total of 40 households owed a prevention or relief duty stated they had support needs due to physical ill health or disability.

Most cases of homelessness due to a physical disability are caused by an illness or an accident that makes it unreasonable for a person to continue to occupy their present accommodation or they are unable to be discharged from hospital or rehab due to the unsuitability of their accommodation. Households, via an Occupational Therapist assessment, often get adaptations made to their existing accommodation to make it more suitable for their occupation and therefore prevent homelessness. This may be assisted through the installation of minor aids or adaptations or by awarding a disabled facility grant from the Council.

The Council has in the past had to use hotels to accommodate people with a physical disability and as a result has adapted a ground floor flat within temporary accommodation stock in order to provide a unit of wheelchair accessible accommodation. Out of area supported housing has also been used to accommodate this need.

Clients in such circumstances are afforded greater priority under the SelectMove choice-based lettings scheme due to their medical circumstances and in many cases will also get priority through the homelessness legislation.

There are no specific prevention initiatives in place to prevent homelessness caused by physical disability however hospital discharge procedures are in place to help prepare for such cases.

Table 33: Rough sleeping

The Council has in previous years undertaken a mix of counts and estimates to provide a snap shot figure of rough sleeping in the borough.

Year	Estimate or count	Number of rough sleepers
2017	Estimate	0
2018	Estimate	5
2019	Estimate	1

The decision to undertake a count is made using intelligence from the homeless network and also the housing options team. Decisions to undertake a count have been taken where we have knowledge of individuals sleeping rough and wish to make contact. We also receive referrals throughout the year from other Council services, other agencies and via streetlink. In all cases members of the housing options team visit the site to either make contact if possible or leave information if a site is found but no one is there. Where people are found to be rough sleeping the option of accessing services and accommodation is given but not always taken up. The Council also works with the Foxton centre in Preston and Cotswold House in Chorley to access services for rough sleepers.

It should be noted that this is an estimate on a single night. In 2018/19 the Council responded to 14 reports of people sleeping rough

Cold Weather Provision

The Council has benefitted from the Cold weather fund in 2018 and 2019 to assist with provision for those who would otherwise be sleeping rough.

Black and Minority Ethnic Households

96% of households owed a prevention or relief duty in 2018/19 were White British which is reflective of the population of South Ribble. Only 2 households approaching the Council were assessed as being ineligible for assistance.

Asylum seekers and refugees

Asylum Seekers

Asylum seekers are unable to access the housing advice services provided by the Council but have their needs met by SERCO – the Home Office accommodation provider for asylum seekers in Lancashire – and Migrant Help the support provider.

If a household receives a positive decision to their asylum claim they are able to approach the Council for assistance in securing accommodation. Since April 2018 South Ribble BC has assisted 7 households following their positive decision. This is likely to increase in the future as SERCO secure additional properties in the borough.

Refugees

As a response to the Syrian Refugee crisis, the Council has welcomed 9 Syrian refugee households to the borough through the Lancashire wide Syrian Resettlement Programme. We have committed to a further 6 over the forthcoming 12 months. The families received furnished accommodation, intensive caseworker support and have humanitarian protection leave / refugee status which allows them to stay initially for five years. After 5 years families can decide whether to apply for asylum if

they wish to stay. The families are able to claim benefits or work, broadly have the same rights as British citizens and are eligible for support via homelessness legislation if it is needed. Therefore should they become homeless, they would be dealt with in the same way as other British citizens.

Older People

Old age on its own is very rarely the sole cause for a homeless presentation and is often accompanied by significant health issues either of a physical or mental health nature. In 2018/19 3 households identified old age as a support need.

There is no specific emergency accommodation for older people available. Clients are able to access sheltered housing and rehousing via the SelectMove Choice-based lettings scheme.

Disabled Facilities Grants

The council continues to be proactive in supporting people to remain independent in their own homes. This involves arranging the delivery of a range of housing related interventions including disrepair assistance and advice, energy measure, etc utilising the Better Care Funding (BCF) this enables the council to continue to deliver a high-quality service for disabled facilities grants.

The Councils Housing Strategy has identified a need for an Extra Care Scheme to be delivered in the borough and this will be a priority over the coming years

Gypsies and Travellers

In the Census 2011 there were 7 households who identified themselves as 'White, Gypsy or Irish Traveller'. There have been presentations to the service from this client group, however there is not a mechanism for recording this at present. There are no designated pitches in the borough for gypsies and travellers and the recent Housing Needs Study has not highlighted a need for this.

There are no specific plans or procedures in place for this client group.

Members of the armed Forces

South Ribble Borough Council has few approaches from HM Forces households who are homeless. There are no records of ex HM Forces sleeping rough in the Borough.

Armed Forces Covenant – the South Ribble Armed Forces Community Covenant was signed in 2013 by partners from the Public, Private, Voluntary and Community Sectors including local charities that work directly with the armed forces community. It is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community. The Borough also has an Armed Forces Champion. The covenant commits to develop specific actions to support the delivery of agreed priorities including housing

SelectMove choice based lettings - in accordance with legislation and guidance priority is given to ex armed forces households applying for assistance with housing through the Council's housing register.

Victims of Modern Day Slavery

Modern slavery includes human trafficking, and slavery, servitude and forced or compulsory labour. Exploitation takes a number of forms, including sexual exploitation, forced manual labour and domestic servitude, and victims come from all walks of life.

Victims may be unwilling to come forward to law enforcement or public protection agencies, not seeing themselves as victims, or fearing further reprisals from their abusers. Victims may also not always be recognised as such by those who come into contact with them.

The scale of modern slavery in the UK is significant. Modern slavery crimes are being committed across the country and there has been year on year increases in the number of victims identified. Work by the Home Office Chief Scientific Adviser has estimated that in 2013 there were between 10,000 and 13,000 potential victims of modern slavery in the UK.

South Ribble situation

Evidence indicates that Modern Day Slavery has not been a significant issue in South Ribble to date. Lancashire Constabulary have a dedicated team tackling Human Trafficking throughout Lancashire and its borders and the localised GENGA partnership provide vital support to this team.

Homelessness Prevention

South Ribble Borough Council Service delivery

Initial contact with the team continues to be via the Gateway service using scripting and guidance which is amended accordingly when there are changes to legislation and working practises. Since the last strategy a new script for assessing priority need has been implemented with gateway gathering and collating the relevant information and the decision making and gathering of additional information to support this remaining with the housing options team.

The work with the Gateway Team has been in place for a number of years and is supported by updates as required and regular training where there is an identified need.

Households who present to the Gateway Team are not always homeless or threatened with homelessness and these enquiries are dealt with by the Gateway Team. The cases that are referred to the Housing options Team are those where there is a reason to believe that there is a threat of homelessness.

Resources and support available

As previously mentioned the Councils Gateway Team has 10 Officers that have had housing and homelessness training. They provide the front line service for households presenting to the Council for housing advice. Although there are 10 officers housing is not their full time role and they have a number of other priorities within the Gateway. All households with a threat of homelessness are allocated a case worker within the Housing Options Team which consists of

4.4 x Housing Options Officers

1 x Senior Housing Officer

1X Housing Options Team Leader

The Senior Housing Options Officer also manages the temporary accommodation, is the first point of contact for MAPPA and MARAC and is a support for the team in respect of complex case work. The team Leader also has responsibility for strategic work and the homelessness strategy.

The out of hour's service is delivered by New Progress Housing Association under a service level agreement.

The Prevention of homelessness is undertaken by the Housing Options Team as part of casework. Prevention work is also undertaken by KEY for young people aged 16-25. The Sanctuary scheme covers the South Ribble Borough and is co-ordinated within the South Ribble Housing options team. The scheme offers enhanced security measures to help victims of domestic abuse or domestic burglary feel safer in their own homes rather than having to move. Support and safety planning is carried out by the Independent Domestic Violence service, with support and also training being available from the team at the women's refuge.

Social Housing is accessed via the Select Move partnership which covers the Preston and Chorley areas. All of the Registered Providers of social housing in South Ribble are partners to Select Move.

Benefit issues and the use of discretionary housing payments is a valuable prevention method and this is reinforced by close working relationships between the housing options and housing benefit services currently focussing on ensuring Discretionary Housing payments are applied for where possible.

Since the last strategy there has been a reduction in services funded by Lancashire County Council. The Floating Support Service, ex-offenders accommodation and complex needs scheme have ceased while others have seen a reduction in funding. Funding is still available for complex needs however there have been difficulties in securing a building for this provision and work is ongoing at present. The refuges in Lancashire are now managed by one provider, SafeNet, who sub contract to other local providers and schemes for young people are now predominantly accessed by those owed a duty by Children's Social care.

Funding

The Council has for a number of years received Prevention Grant and also received funding to assist with the implementation of the Homelessness Reduction Act. This funding has been used to deliver the following

- 2 Additional staff members in the Housing options Team to deliver the additional work introduced by the HRA
- Sanctuary Scheme
- Contribution to KEY drop in service
- Part time Floating Support worker employed by KEY to support those at risk of homelessness and in temporary accommodation
- Underwriting cash bonds
- Payment of cash bonds and other incentives to private landlords
- Facilitating options to enable rough sleepers to leave the streets

The funding has been confirmed to 2021 and after this date is uncertain

Review of the Homelessness Strategy 2017 – 2020

Table 34: Actions successfully delivered from the 2017 – 2020 strategy

Actions	Outcomes
Seek to extend shared accommodation options with RP's and or Private landlords.	Partly completed – discussions ongoing with private landlords
Review the common allocations policy to ensure it remains lawful and meets the needs of the borough	Allocations policy reviewed and new policy adopted
Review the landlord incentive scheme and work pro actively with private landlords	Partly successful – letters have been sent out to all landlords. Low response rate to this but some contacts made
On going engagement with Lancashire resettlement protocol for offenders	Ongoing engagement with this but needs to be monitored and reviewed regularly.
Engage with LCC on the commissioning of accommodation based services in Lancashire	Refuges re commissioned Young Peoples schemes ongoing
Review temporary accommodation allocation and procurement policies	completed
Carry out procurement exercise for shared temporary accommodation in Preston	Completed and contract re-issued
Review existing service level agreements and management arrangements with providers of temporary accommodation	completed
Draft a procedure for illegal eviction	completed
Review and re launch hospital discharge protocol	Completed with Chorley and Preston – also incorporates duty to refer
Roll out eviction notification procedure with all partner Housing associations	This was delayed but has now been completed
Work with the benefits service to ensure that DHP use is maximised	This is completed and ongoing
Re launch joint protocol with Childrens Social Care	Completed June 2018
Commission a small floating support service	completed
Review Sanctuary scheme and contract	completed
Identify and bid for funding for Domestic abuse	Completed and successful
Review and commission services to support young people and prevent youth homelessness	Completed and contract awarded
Review and re commission Pre tenancy training for all age groups	Re commissioned for 2018/19
Ensure that the Housing Options Service is fit for purpose to meet the requirements of the Homelessness Reduction Act	Scripts and training completed. 2 additional members of staff recruited and database updated to meet the new reporting requirements
Agree and publicise referral pathways for agencies to refer those who are homeless or threatened with it.	Signed up to ALERT system Signed up to Refernet system Duty to refer email in place and information on website

Maintain a robust approach to sightings of rough sleepers and ensure information is available to members of the public on how to report a sighting	All sightings are responded to. Information on streetlink or how to report to the Council is on the website
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Table 35: Actions not delivered from the 2017 – 20 Strategy

Actions	Outcomes
Explore the viability of developing shared housing options via empty homes	This was not viable in the properties available
Matching people for sharing through pre tenancy training or move on from supported housing	This was an action to mitigate the extension of the shared room rate to social housing which was eventually dropped by government
Implement information exchange protocol with probation	GDPR legislation introduced and information exchange is done with consent
Strengthen referral pathways to services providing money and employability advice	This was not completed however the Council has now signed up to referent
Offer reciprocal training to partner agencies	This is outstanding and needs to be carried forward
Update information on services available to meet the needs of those who are homeless and identify gaps in provision to the South Ribble Partnership	Not completed – work is ongoing on mapping services

Consultation and Partner involvement

In September 2019 consultation was undertaken at the Chorley and South Ribble Homeless Network. The consultation was also e mailed to the forum for those unable to attend. The questions asked and responses received are detailed below:

1. What services currently exist to assist those who are homeless or threatened with it

KEY tenancy support, Family mediation. Young Peoples Advice
 Childrens Social Care
 SRBC / Chorley Council
 Joint protocol
 SLEAP
 BAY6
 The Mill
 Cotswold House
 The Bridge
 Parker House
 Lancashire MIND
 Shelter
 DWP
 Interim flats – SRBC
 CAB
 Housing associations
 Housing Benefit and Discretionary housing Payments
 Duty to refer
 Welfare Rights

Help the Homeless

2. What services have changed / ceased to exist (or have never existed) that have an impact on homelessness and how best can these be delivered

Supporting people funded Services

Lancashire Wellbeing service ceases December 2019

Supported Housing – changes to funding for Young Peoples Schemes / SLEAP

Youth Service

Breakdown in networks

Funding changes (lottery)

Cuts to youth services

Access to young peoples supported housing change in ages

Long waiting list for Mental health service and Dis engagement with inflexible process - co location in Chorley a positive

Batting customers around with dual diagnosis – drug / mental health

Discover / Inspire – less presence

LCC floating support ceased

Change in benefits to UC, affordability re deductions / paying back advances, length of time to process claims,

Sanctions, money not being paid to landlord

3. What are the main concerns around homelessness – what are the main priorities that need to be addressed in relation to homelessness

Lack of support

Lack of safe places to go

Young people falling through the gap – particularly due to funding changes

UC – impact on people , advances impact under reported

Accommodation this stable most important thing for everyone to move forward

Affordability for under 25's

Joint protocol issues

Lack of supported accommodation for over 18's

Shared accommodation for under 35's

Intermediary accommodation – different packages of support brought in

Supported housing for complex needs

Chaotic lifestyles – lack of support

Stress when notice served because of UC in arrears

Criminality – hard to access social housing – may be easier with support

Lack of affordable 1 bedroom accommodation

4. Have you seen any difference since the Homelessness Reduction Act came into force in April last year – what could be done better

Most services seeing a gap / decrease in referrals to service

Portal to make referrals in to service well implemented

Structural housing issues haven't changed – lack of options

Can approach any LA but options still determined by local connection – raised expectations

Duty to refer and hospital discharge improved
Homeless officers more involvement but raises expectations as no more options
Some Councils just log as advice and side step HRA

Conclusion and recommendations

The Council already has a focus on the prevention of homelessness and the Councils Corporate plan has a target to ensure that more people are prevented from becoming homeless. The review of homelessness has highlighted the following:

South Ribble has 79% home ownership – either outright or with a mortgage, 10.5% is social rented and 9.3% private rented. There is a lack of shared housing and affordability poses an issue for the under 35's, particularly those under 25 and also larger households on benefits. Social Housing lets have decreased slightly over the last 4 years and at time of writing the waiting list consisted of 1069 households. The largest list is for 1 bedroomed accommodation and 1 and 2 bedroomed properties attract the most expressions of interest and have the longest waiting time. Affordability in the private sector can prove to be a barrier particularly for younger people.

The implementation of the Homelessness Reduction Act changed the way of recording presentations as homeless so the statistics are not comparable. Since the implementation of the HRA the three main reasons for people presenting to the Council are:

- Family and friends no longer willing to accommodate
- Ending of Assured shorthold tenancies
- Domestic Abuse

And the main identified support needs are:

- Domestic Abuse
- Mental Health
- Young People
- Physical health

South Ribble does not have many rough sleepers – between 2 and 3 are usually reported at the single night snapshot . The Council does have procedures in place to accommodate verified rough sleepers where there is provision available.

Presentations from single people have increased in particular males, however lone female parents remain the single biggest group of people presenting. The main reason for a household having priority need is dependent children. It is likely that this trend will continue

MHCLG benchmarking has indicated that South Ribble is achieving a good split of prevention and relief duties ie more prevention duties accepted than relief duties and that prevention work is positive. The percentage of cases relieved are lower and the snapshot indicates that the biggest group of people who dis engage with the service are single people under 35, perhaps due to a lack of affordable options.

There are several factors outside of the control of the Council such as the impact of universal credit and the levels of Local housing allowance that impact on the ability to prevent homelessness. These are impacts that the Council needs to be aware of and influence where possible. It is helpful that at South Ribble the DWP are in the same building and therefore relationships can be built.

The Homelessness reduction Act has strengthened the help and advice that can be offered by Councils, however the consultation indicates that it can raise expectations in that every customer is issued with a personalised plan, but in reality, there are no additional accommodation options for some client groups, in particular those who have multiple complex needs.

The new strategy and action plan will seek to address the issues identified by the review and the success of the new strategy will be measured on the following factors:

- Increasing the number of preventions/reliefs achieved - base line 284
- Ensuring that statutory presentations reduce – base line 66
- No increase in the use of temporary accommodation and that Bed and Breakfast accommodation use does not increase – base line 5 in a year, no more than 4 weeks for families

The strategy will focus on the following priorities

- Reduce homelessness by increasing prevention
- Working with landlords and suppliers of accommodation to enhance the housing offer available for temporary and longer-term options
- Improve health and wellbeing
- Ensure that levels of rough sleeping remain low

An action plan to support these priorities will be drawn up and reported on annually to Extended Leadership Team

DRAFT

REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
South Ribble Extra Care Scheme	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Director of Planning and Property

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council? This should only be in exceptional circumstances.	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. To provide Cabinet with an update on plans to bring forward an extra care scheme within South Ribble.
2. To identify and recommend a preferred site for the development of an extra care scheme.
3. To seek approval to procure and finance a consultant team to undertake a feasibility study and prepare a business case for the scheme.

PORTFOLIO RECOMMENDATIONS

4. To approve the recommended site West Paddock for the development of an extra care scheme.
5. To approve the procurement of a suitable consultant team to undertake a feasibility study and develop a business case into the scope and viability of an extra care scheme to be built on land at West Paddock including for financial and legal advice where required.
6. To approve a revenue budget figure of £50,000 to allow for the initial feasibility study, business case, financial and legal advice.

7. Cabinet request Officers to work with Homes England on the funding of an Extra Scheme in South Ribble Borough.
8. To bring back to Cabinet a report detailing the initial feasibility study and business case to progress an extra care scheme.

REASONS FOR THE DECISION

9. To meet a key Corporate Plan objective of supporting communities, through the provision of quality new affordable homes enabling elderly residents within the Borough to live healthier and independently for longer.
10. South Ribble has an ageing population with residents living longer and often presenting with more complex care and support needs. Extra Care housing enables residents to draw on care and support to meet their needs whilst retaining an independence not possible within the traditional residential care environment.
11. Lancashire County Council's Housing with Care and Support Strategy 2018-2025 sets a strategic aim to have at least 1 extra care scheme in each district by 2025 highlighting a need for at least 204 extra care homes in South Ribble by this time.
12. Before the Council can look to develop its extra care plans any further, a decision needs to be taken to identify the site location for a scheme. The chosen site must be of a suitable size and location to accommodate this type of development.
13. On confirmation of a chosen site, the Council can proceed with the first stage of the project which will involve the preparation of a feasibility study and business case. Once complete, this work will be reported back to Cabinet.

EXECUTIVE SUMMARY

14. This report provides Cabinet with an update on plans to bring forward the first purpose built extra care scheme within South Ribble and recommends a preferred site to be identified on which to develop a scheme.
15. Should Cabinet approve the recommendations, Officers will procure a consultant team in accordance with the Council's Contract Procedure Rules to develop a feasibility study and business case to understand the scope and viability of developing an extra care scheme and this shall be reported back to Cabinet once completed.

CORPORATE OUTCOMES

16. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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BACKGROUND TO THE REPORT

17. South Ribble has an ageing population which includes a significant increase in the number of older people over the age of 85. Life expectancy in South Ribble is 80.1 years for men and 83.4 years for women. It is widely reported that people are living longer with more complex support needs impacting on the ability of people to live independently in their own homes. This includes an increase in the number of people living with some form of dementia.
18. Traditional residential care whilst important can restrict choice and take control away from people as to how they receive their care and support needs and lead independent lives. Projections suggest that there will be increased demand for long term care services in the Borough and a strong theme identified in the Corporate Plan is to develop a housing offer which enhances independent living.
19. On 22nd January 2020, Cabinet took the decision for South Ribble Borough Council to develop, own and manage its own extra care scheme. The report granted authority to establish an officer working group to drive forward the identification of a site for an Extra Care scheme, review procurement options and identify sources of funding to build and manage a scheme.
20. Lancashire County Council's Housing with Care and Support Strategy 2018-2025 sets to encourage new, quality housing to meet the care and support needs of older people, promoting health, wellbeing and independent living across Lancashire. The strategy has as a key objective for the development of at least 1 extra care scheme in each Local Authority area by the end of the strategy at 2025. South Ribble does not currently have a purpose-built extra care scheme in the borough.
21. Since adoption of the strategy, Lancashire County Council have committed to working with Eric Wright Group's Health and Care Division as Lancashire regeneration Property Partner to increase pace of delivery and bring forward developments in areas of demand where there is no activity.
22. The County Council have worked with the Housing Learning and Improvement Network (LIN) to help understand the level of need for extra care units across each of the Lancashire Local Authority areas. In South Ribble, it is estimated that there are 204 affordable rented units needed to meet current need. This is an indicative figure and is based on the need of 15 units per 1,000 people aged 75

or over by 2025.

23. Further work has been undertaken to understand need through the Central Lancashire Local Plan work and the production of the Central Lancashire Housing Study in March 2020. This study suggests using a figure of 45 units per 1,000 people aged 75 and over to calculate need. Based on this there is a need to create 1,652 additional units of housing with care and support by 2036, equivalent to 91 units per annum.
24. Evidence demonstrates a clear need for housing in South Ribble that can accommodate care and support needs for the older population that allow for independent living.
25. It is worth noting at this stage that Covid-19 has impacted on both sheltered housing and extra care schemes and in particular the use of community spaces and facilities that schemes are able to offer. This is something that the Council would need to monitor, however it would not stop the Council progressing which the initial phase of the project in seeking feasibility advice and developing a business case.

PROPOSALS

26. The Council has committed to providing a quality housing offer for its residents. The development of an extra care scheme presents an opportunity to deliver on this commitment.
27. The planned scheme will deliver a mix of 1- and 2-bedroom self-contained homes embracing the principles of the lifetime homes standard to ensure homes are accessible and adaptable. Good practice standards including Housing our Ageing Population: Panel for Innovation (HAPPI) principles will be embedded within the scheme to create a well-designed home and environment to support the health and wellbeing of residents to live independently whilst receiving the care they need. Environmental sustainability is a key driver for the Council and the scheme design will maximise ways to achieve this.

PREFERRED SITE

28. Work has been undertaken to identify a site. A number of site options were considered both within the Council's ownership and sites in private ownership. Each site was scored against the following criteria
 - Size
 - Suitability
 - Location
 - Sustainability
 - DeliverabilitySee Appendix A for scoring chart. Upon scoring the sites based on the measures noted above, one site came out as top scoring which was land at West Paddock, Leyland (adjacent to the Civic Centre).
29. The West Paddock site is currently vacant as it is no longer the preferred site for a Leisure Centre, it is in the Council's ownership and offers the right size and

location to accommodate an extra care scheme. An extra care development on this site will be well located to a range of existing infrastructure provision including healthcare, leisure and retail facilities as well as offering existing transport facilities to the town centre and wider areas.

30. Lancashire County Council have further produced an Extra Care Needs Tool which has been designed to aid local planning and decision making around extra care. The tool identifies need by low, medium or high at local authority and ward level. South Ribble is identified as having 7 wards which fall into the high level of need and the Broadfield ward of which the preferred site sits is one of these 7 wards.
31. Although the site is located within a ward deemed to have a high need, it is important to note that a developed scheme would serve all wards of the borough.

FINANCE

32. The estimated cost of an Extra Care scheme at this early stage is circa. £10-£12million. A budget of £10million has been included in the Council's Capital Programme and assumes a prudent £3m grant funding from Homes England as well as £2m s106 contributions.
33. Lancashire County Council's Housing with Care and Support Strategy 2018-2025 is clear that the county council is not expecting to make any capital contribution to development costs or to pay for any vacancies within schemes. Capital contributions will only be considered by the County Council in exceptional circumstances where a scheme could not proceed without.
34. Homes England grant funding of £3m has been assumed, however it is important to note that this has not been confirmed and the Council would need to become an Investment Partner with Homes England and make a bid to a relevant funding programme to secure any funding.
35. Homes England's current relevant funding programmes come to an end in March 2021 with further detail to be announced in due course confirming future funding.
36. Whilst the Council can proceed with the initial stages of the project in feasibility, options and business case, it is important to understand as early as possible the availability of Homes England funding as it is unlikely that the Council could proceed with a scheme without the support of grant funding. As such this will be factored into the planning of the project to ensure the Council has a minimal cost expenditure before the commitment of funding is confirmed.
37. This report seeks approval for a revenue budget of £50,000 to progress with initial feasibility study, business case, financial and legal advice.

PROCUREMENT

38. Initially, the Council would need to procure a consultant team to undertake a feasibility study and prepare a business case for the proposed development of a scheme. At this stage the report seeks approval to go out to procure these

services alongside the procurement of the initial site investigations and preparatory work. All procurements will be in accordance with the Council's Contract Procedure Rules.

39. If the Council chooses to progress with the recommended site Land at West Paddock, then the information already held from previous work around the leisure proposals can be retained and utilised where it is appropriate and feasible to do so. This will be detailed within the tender brief and could present a cost saving for the Council.

HOUSING MANAGEMENT AND CARE SERVICES

40. The Council will need to consider its options for housing management arrangements of the scheme. This could be done directly by the Council, although it is acknowledged that the Council does not currently have the resources in-house to deliver this, or through a collaborative approach with a partner organisation which could offer a more cost-effective solution in the short to medium term.
41. Development of an extra care scheme will be delivered through a partnership approach with Lancashire County Council commissioning the care and support element of the scheme. Care and support will include a core service available to all residents and a personalised service dependent on care needs. Other care and support elements are typically featured within schemes including assistive technologies.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

42. Consultation has been undertaken with the relevant Cabinet Member in relation to the site identification and initial consultation has taken place with the Council's Planning and Legal departments in respect of the recommended site. The work of Lancashire County Council with the Housing Learning and Improvement Network and work on the Central local plan also represent consultation which has led to this report
43. Further consultation will be required with residents, communities, stakeholders, the voluntary sector and key stakeholder organisations as part of taking the scheme forward.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

44. Do nothing – the Council could choose not to develop an extra care scheme; however, this option has been rejected as it will not achieve this Council's priorities, the County Council's priorities and will not address the housing needs of the borough's ageing population.
45. Alternative site – an alternative site could be chosen to develop a scheme. This option has been rejected. A number of sites have been considered during the identification process, however these sites have been discounted due to site suitability, location and deliverability.

AIR QUALITY IMPLICATIONS

46. Development of the identified site at West Paddock has the potential to contribute to poor air quality in the area. This report seeks authority to progress to the initial feasibility study and business case for the development of a scheme. Air quality can be fully considered throughout the project and mitigations applied through the design where appropriate and required.

RISK MANAGEMENT

47. A full risk register will be developed through the feasibility stage of the project to understand the detail and level of risk to the Council.
48. At this early stage, it is recognised that the Council will be unlikely to proceed with the development without grant funding from Homes England. As the project develops, a key milestone will be identified to ensure that external funding is committed by a certain point which will enable the Council to proceed, identify alternative funding sources or abort at minimal cost deficit.

EQUALITY AND DIVERSITY IMPACT

49. Development of an extra care scheme would increase the number of homes available and increase the housing choice for the borough's older population and those with health and social care needs. Development will provide homes that are accessible and can be adapted to meet changing needs of residents.
50. A full Equality Impact Assessment would be undertaken as part of the scheme development, however, at this stage there are no adverse impacts envisaged through developing an Extra Care scheme.

COMMENTS OF THE STATUTORY FINANCE OFFICER

51. It is proposed that £50k of feasibility study, business case and other consultant costs are funded through general reserves. This is outlined in the quarter one revenue and capital budget report also on this Executive Cabinet agenda. As the future funding from Homes England is not yet confirmed it is prudent to charge these costs to revenue. These costs may be charged to capital in the future if it is clear they are directly linked to the final design and build of the new asset.

COMMENTS OF THE MONITORING OFFICER

52. This is an early stage in the proposed scheme. At this stage the proposal is to undergo a procurement exercise to appoint a consultant team. Contract Procedure Rules will be complied with and a contract subsequently entered into.
53. Obviously planning permission will need to be obtained in due course. There are no known impediments to prevent the development of the land as proposed.
54. Longer term the council will have to consider how it is going to manage the units. Various options are alluded to in the body of the report.

BACKGROUND DOCUMENTS

Cabinet report 20th January 2020

APPENDICES

Appendix A – Extra Care Site Appraisal

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
Neil Anderson Suzanne Blundell, Jonathan Noad	01772 625206	27.08.2020

Extra Care Site Appraisal

Indicator		Site							
		1.Aldi, Towngate	2.Land at Cop Lane	3.Land at Kellet Lane	4.Land at Moss Lane	5.Land at Quin Street	6.Land at West Paddock	7.Leyland Leisure Centre	
1	Site	Comments	Site size: Xha Regular shape	Site size:Xha Regular shape	Site size: 2.16ha Regular shape	Site size: 1.2ha (est) Regular shape.	Site size: Xha Irregular shape	Site size: 1.9ha Regular shape	Site size: Xha Regular shape
	Size and shape of site	Initial Score	3	3	3	3	2	3	3
		Weighting	5	5	5	5	5	5	5
		Weighted Score	15	15	15	15	10	15	15
Location	Comments	Excellent location, scores very well	Excellent location, scores very well	Poor location, doesn't score highly	Poor location, doesn't score highly	Excellent location, scores very well	Excellent location, scores very well	Excellent location, scores very well	
Distance to nearest bus stop	Initial Score	3	3	2	2	3	3	3	
	Weighting	4	4	4	4	4	4	4	
	Weighted Score	12	12	8	8	12	12	12	
Bus service frequency	Initial Score	3	4	2	2	3	3	3	
	Weighting	4	4	4	4	4	4	4	
	Weighted Score	12	12	8	8	12	12	12	
Distance to railway station	Initial Score	3	2	2	3	3	3	3	
	Weighting	2	2	2	2	2	2	2	
	Weighted Score	6	4	4	6	6	6	6	
Rail service frequency	Initial Score	3	3	2	3	3	3	3	
	Weighting	2	2	2	2	2	2	2	
	Weighted Score	6	6	4	6	6	6	6	
Distance to A Road junction	Initial Score	1	3	3	2	1	1	1	
	Weighting	2	2	2	2	2	2	2	
	Weighted Score	2	6	6	4	2	2	2	
Distance to motorway junction	Initial Score	3	1	3	3	3	2	2	
	Weighting	2	2	2	2	2	2	2	
	Weighted Score	6	2	6	6	6	4	4	
Distance to GP surgery	Initial Score	3	3	1	2	3	3	3	
	Weighting	3	3	3	3	3	3	3	
	Weighted Score	9	9	3	6	9	9	9	
Distance to NHS general hospital	Initial Score	2	2	2	2	2	2	2	
	Weighting	2	2	2	2	2	2	2	
	Weighted Score	4	4	4	4	4	4	4	
Distance to Pharmacy	Initial Score	3	3	1	2	3	3	3	
	Weighting	3	3	3	3	3	3	3	
	Weighted Score	9	9	3	6	9	9	9	
Distance to public open space/park	Initial Score	2	2	1	1	1	3	2	
	Weighting	4	4	4	4	4	4	4	
	Weighted Score	8	8	4	4	4	12	8	
Distance to Leisure facilities	Initial Score	3	2	1	1	2	3	2	
	Weighting	3	3	3	3	3	3	3	
	Weighted Score	9	6	3	3	6	9	6	
Distance to supermarket	Initial Score	3	1	1	1	3	2	3	
	Weighting	3	3	3	3	3	3	3	
	Weighted Score	9	3	3	3	9	6	9	
Distance to convenience store	Initial Score	3	3	2	3	3	2	3	
	Weighting	4	4	4	4	4	4	4	
	Weighted Score	12	12	8	12	12	8	12	
Distance to Post Office	Initial Score	3	3	1	1	3	2	3	
	Weighting	3	3	3	3	3	3	3	
	Weighted Score	9	9	3	3	9	6	9	
Distance to local / district centre	Initial Score	3	3	1	2	3	3	3	
	Weighting	5	5	5	5	5	5	5	
	Weighted Score	15	15	5	10	15	15	15	
In City or Town Centre	Initial Score	3	3	1	1	3	1	3	
	Weighting	3	3	3	3	3	3	3	
	Weighted Score	9	9	3	3	9	3	9	
Distance to Community Centre	Initial Score	2	3	1	1	3	3	3	

		Weighting	3	3	3	3	2	3	3
		Weighted Score	6	9	3	3	6	9	9
Distance to Library		Initial Score	3	3	1	1	2	3	3
		Weighting	2	2	2	2	2	2	2
		Weighted Score	6	6	2	2	4	6	6
3	Site Environment	Comments	Mainly residential area. No noise concerns.	Mainly residential area. No noise concerns.	Surrounded by employment and industrial.	Residential area. Proximity to M6 – noise concerns.	Town centre location. Mix of residential and retail. No noise concerns.	Central location, residential area.	Central location, mix of residential area
	Surrounding location	Initial Score	3	3	1	2	2	3	3
		Weighting	5	5	5	5	5	5	5
		Weighted Score	15	15	5	10	10	15	15
4	Availability	Comments	Site currently in use and in private ownership. Acquisition required.	Site in private ownership with plans to develop a new Tesco store. Acquisition required.	SRBC owned	Site in private ownership. Planning permission for 46-bed C2 use class.	Site in private ownership(s), one vacant plot of and warehouse in existing use	SRBC ownership	SRBC ownership
	Site availability	Initial Score	1	1	3	1	1	3	2
		Weighting	4	4	4	4	4	4	4
		Weighted Score	4	4	12	4	4	12	8
5	Development Restrictions	Comments	No known restrictions	No known restrictions	No known restrictions	Part policy compliant	No known restrictions	Restricted to employment use but this could be satisfied	No known restrictions
	Planning restrictions	Initial Score	3	3	3	2	3	3	3
		Weighting	4	4	4	4	4	4	4
		Weighted Score	12	12	12	8	12	12	12
6	Deliverability	Comments	Demolition and site clearance required	Site cleared.	No demolition or site clearance required	Demolition and site clearance required	Demolition and site clearance required	No demolition or site clearance required	Demolition and site clearance required
	Deliverability of the site	Initial Score	1	2	3	1	1	3	1
		Weighting	4	4	4	4	4	4	4
		Weighted Score	4	8	12	4	4	12	4
			199	195	136	138	180	204	201

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Site Appraisal by Order of Score

Site	Score
Land at West Paddock	204
Leyland Leisure Centre	201
Aldi, Towngate	199
Land at Cop Lane	195
Land at Quin Street	180
Land off Moss Lane	138
Land at Kellet Lane	136

SRBC Owned Discounted Sites

Site	Size	Reason
Land at Broad Oak Lane	1.39ha	Green Belt allocation
Land at Kingsfold Drive	0.28ha	Site too small
Land at Hawksbury Drive	0.26ha	Site too small
Land at Low Green	0.68ha	POS
Land at High Green	0.62ha	POS
Land at St John's Green	0.79ha	POS
Land at Peacock Hall Road	0.64ha	Sports facility, Peacock Hall Green MUGA
Land at Haig Avenue	0.68ha	POS/Children's Play area

REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
Worden Park Overflow Car Park	Environment	Director of Neighbourhoods and Development

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. This report requests approval to accept the most economically advantageous tender and to spend the allocated budget for the proposed works to the reinforced grass overflow car park at Worden Park, Leyland. The report looks only at the proposed physical works to the overflow car park.

PORTFOLIO RECOMMENDATIONS

2. That Cabinet agree:
 - i. That Tender Number 2 in Table 1 is accepted for the construction works at the overflow car park in Worden Park and the contract awarded to this bidder accordingly.
 - ii. That permission is granted to spend the budget of £120,000 in the capital programme for these works.

REASONS FOR THE DECISION

3. Council approved the current corporate plan 2018/2023 in February 2019. The Corporate plan identifies a series of key programmes under a number of headings including Health and Wellbeing. The capital improvement programme for green links, parks and open spaces approved in February 2019 includes £120,000 for works to the overflow car park at Worden Park and the scheme was included in the Green Links Cabinet report of June 2019.
4. Areas of the car park's surface require attention following 24 months of heavy usage and the layout of the car park requires amendments to deter excess speed and antisocial behaviour by some drivers using the car park.

CORPORATE OUTCOMES

5. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	X
Place, Homes and Environment	X

Projects relating to People in the Corporate Plan:

Our People and Communities	
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BACKGROUND TO THE REPORT

6. The northern half of the overflow car park was built in 2014 to provide overflow parking provision for the park when ground conditions were wet. The previous arrangements involved opening the field south of the main car park (known as Moon's Field) to vehicles when additional parking provision was needed and ground conditions were suitably dry. During wet summers the field would be unavailable for use and occasional winter events were also lacking in enough onsite parking provision leading to parking on Worden Lane and other nearby residential streets.
7. The Park is Grade 2 Listed and therefore the requirement was for a car park that retained the green open aspect of the park's eastern fields. The resulting design was for a 'Bodpave' reinforced grass surface suitable for medium use with the roadway on the eastern side constructed using a heavier duty 'Truckpave' tile to allow access to heavier vehicles, such as a fire engine, should the need arise.
8. The initial overflow car park provided 164 spaces; however, this proved to be insufficient for the number of visitors travelling to the park by car and therefore a second phase with a further 124 spaces was added two years later in 2016 giving a total of 288 overflow parking spaces, in addition to the 70 on the main car park.
9. Following the closure of the student car parks at the nearby Runshaw College and subsequent introduction of term time weekday waiting restrictions on the Worden estate, the park's main car park became filled with student vehicles leading to complaints from park visitors of a lack of available parking spaces. This led to the introduction of the 3-hour waiting limit on the main car park and this was extended to the overflow car park following construction.
10. The opportunity was sought to generate an income from the park's car parks by the sale of 100 parking permits to students via the college to allow them to park all day. Whilst this generated some income to the council every term, it prevented closure of the overflow car park for maintenance operations to the grass surface and complaints regarding excess speed and antisocial driving were regularly received. Barriers installed to close areas of the car park to allow the grass surface to recover were often collided with or moved leading to a loss of the grass in the winter without the opportunity for it to re-establish between the school holidays in the spring and summer. The loss of grass (the roots of which are required to help stabilise the soil within the Bodpave surface tiles) and heavy usage had a marked effect on the Bodpave grid used on the western roadway, particularly at the southern end. The Truckpave tiles on the eastern roadway

have become loose due to the loss of the sand bedding into the stone below as a result of being subjected to high vehicle speeds and the movement has allowed the soil in the tiles to settle through and lift the tiles in some places.

PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

11. It is proposed to relay the existing Truckpave roadway replacing the sand bed with a smaller size stone. This method was suggested by the contractor constructing the overflow car park at Moss Side Playing Fields (Malt Kiln Fold) as an alternative to the manufacturer's installation instructions and has proved to be a more durable base. It is also proposed to replace the soil infill with a stone infill that will be less likely to settle through and lift the tiles. The western roadway would be reconstructed replacing the existing Bodpave tiles with Truckpave. The Bodpave will be reused elsewhere where it is undamaged and recycled where it cannot be reused.
12. In order to reduce opportunities for anti-social driving and reduce vehicle speeds it is proposed to install speed bumps at intervals on the roadways and sub-divide the car park with shin rail fencing. The fencing will be around 450mm high to provide a barrier without having a negative visual impact on the eastern area of the park. Removable bollards are proposed for the mid-way point of the car park allowing the southern area to remain closed when the full capacity of the car park is not required. The layout alterations will result in the loss of 22 parking spaces reducing the provision from 288 to 266. The loss of these parking spaces is being mitigated by the installation of new cycle parking within the park, most recently at the playground where a new cycle park with space for 20 cycles has been installed. Drainage will also be increased to the car park roadways when the surface tiles are lifted helping to prevent waterlogging at the southern end.

Tender Process

13. An open tender exercise was carried out in line with the Council's Contract Procedure Rules via the Chest and Contracts Finder. The invitation to tender documentation included details of the evaluation criteria to be used to determine the most economically advantageous tender (MEAT). This was 70% cost and 30% quality, taking account of methodology, social value, work programming and examples of previous work.
14. 11 tender submissions were received before the closing date. Each tender has been evaluated in accordance with the evaluation criteria. The tenders are listed in Table 1 below and Tender Number 2 is the overall highest scoring compliant tender and is recommended for acceptance.

Table 1 – Worden Park Overflow Car Park

Tender	Cost £	Cost Score (70%)	Quality Score (30%)	Total Score (100%)	Suitability Questionnaire PASS/FAIL
2	£ 104,095.32	70.00	26	96.00	Pass
10	£ 111,613.06	65.29	27	92.29	
11	£ 143,795.11	50.67	28	79	
3	£ 156,841.30	46.46	30	76.46	
8	£ 166,202.60	43.84	30	73.84	
1	£ 159,707.91	45.62	27	72.62	

6	£ 167,916.15	43.39	29	72.39	
4	£ 185,820.71	39.21	28	67.21	
7	£ 183,520.43	39.70	25	64.70	
9	£ 214,018.45	34.05	30	64.05	
5	£ 233,107.28	31.26	29	60.26	

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

15. Both the original phases of the overflow car park's construction in 2014 and 2016 were subject to applications for planning consent with consultation carried out as part of this process. Similarly, an application for planning consent has been submitted for these proposed works and therefore the local community and park visitors will have the opportunity to view and comment on proposals with representations being presented to Planning Committee on 17th September 2020.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. Two alternative options were considered, firstly, the option of doing nothing and continuing with the car park in its current layout and condition. This was rejected as the current roadways have become uneven in places and therefore require relaying. The open nature of the car park has also encouraged excess speeds and antisocial behaviour by some drivers which requires addressing to maintain a safe environment for visitors.
17. Secondly, the option of replacing the reinforced grass surface with a macadam surface was considered. Whilst this would provide a surface suitable for constant high use, it would not be in-keeping with planning requirements and constructing a surface for continuous high usage would only be required for usage beyond that required for the park.

AIR QUALITY IMPLICATIONS

18. The amendment of the overflow car park's layout is not anticipated to have a negative effect on the local air quality. However, the encouragement of vehicles to the park conflicts with the Council's Air Quality Action Plan, although it is acknowledged that the council's Green Links Programme aims to improve access into and around Worden Park with new secure cycle parking. To assist in the achievement of the Air Quality Action Plan and the council's corporate priorities, a new electricity supply is being installed in the park's main car park that would allow the installation of electric vehicle charging points within the main car park in the future.

RISK MANAGEMENT

19. A number of risks arising from the way the existing overflow car park is used at present aim to be addressed by the proposed works. The Project Risk Register identifies other key risks, many of which are mitigated by the procurement procedure followed.

EQUALITY AND DIVERSITY IMPACT

20. The project would not impact negatively on any equality and diversity issues.

COMMENTS OF THE STATUTORY FINANCE OFFICER

21. The approved capital programme includes a budget of £120,000 for the Overflow Car Park scheme. Approval to spend against the budget was granted as part of the green links report to Cabinet in June 2019. The Preferred Bidder for the work has submitted a price of £104,095 which means there will be a saving of £15,905 against the budget. The proposed works are not anticipated to create any revenue implications over and above those of the existing car park layout.

COMMENTS OF THE MONITORING OFFICER

22. This is high value procurement as defined by the council's Contract Procedure Rules. Hence it is for Cabinet to decide whether to award the contract or not. A compliant procurement exercise has been carried out in this instance.
23. The Council will be bound by the terms of any contract entered into with the contractor should the contract be awarded.
24. These works will require Listed Building Consent. This is a matter for Planning Committee to decide upon. Any resulting conditions attached to Listed Building Consent (assuming Planning Committee allow the application) will need to be adhered to.

BACKGROUND DOCUMENTS

Cabinet Report April 2014 (Overflow Car Park Phase 1 Permission to spend capital budget)
Cabinet Report June 2014 (Overflow Car Park Phase 1 Permission to award contract)
Cabinet Report April 2014 (Overflow Car Park Phase 2 Permission to spend capital budget)
Cabinet Report June 2016 (Overflow Car Park Phase 2 Permission to award contract)
Council Budget Report February 2019 (Identifies £120,000 budget for this 3rd phase of work)
Cabinet Report June 2019 (3rd phase of work identified as part of Green Links project)

There are no appendices to this report

Jennifer Mullin
Director of Neighbourhoods and Development

Report Author:	Telephone:	Date:
Greg Clark (Senior Parks Technical Officer)	01772 625561	14/08/2020

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REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
McKenzie Arms Development	Cabinet Member (Finance, Property and Assets)	Director of Planning and Property

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. To bring forward to Cabinet the proposed development of 15 homes for affordable rent at the former McKenzie Arms site which has achieved full planning permission at Planning Committee on 27th August 2020.
2. To seek approval to move to the next stage of the project which includes appointing a partner to work with the Council to take the project through to the construction and delivery phase. This will be achieved through the adoption of a suitable procurement strategy.
3. To bring forward to Cabinet how the day to day operation of the new homes at the McKenzie Arms development will be run and managed on an ongoing basis.

PORTFOLIO RECOMMENDATIONS

4. Cabinet welcome the decision taken by Planning Committee on 27th August 2020 to approve the application for the development of 15 new homes for affordable rent on the former McKenzie Arms site.
5. Cabinet approves an increase to the capital budget from £2.217m to £2.253m to deliver the scheme and agree to commit Section 106 commuted sums funding to cover this additional £36k forecast cost.

6. Cabinet requests that Officers undertake an open procurement route evaluated based on cost, quality and social value for the project which allows for the new affordable housing development achieving the Passivhaus standard which represents the very highest quality in terms of environmental outcomes.
7. To bring back to Cabinet a further report to approve the contractor to deliver the McKenzie Arms project.
8. That Cabinet requests Officers to explore Homes England funding if a new round of funding becomes available.
9. Cabinet to note the advice received in relation to the Right to Buy implications and to agree to resolve the issue of a potential overage claim through the purchase of indemnity insurance if required.
10. That Cabinet notes the outcome of the audit in to the original purchase of the McKenzie Arms site.

REASONS FOR THE DECISION

11. The development of the McKenzie Arms site represents a key priority within the Council's revised Corporate Plan which is to deliver an increased number of affordable homes for rent in the South Ribble Borough.
12. To take the McKenzie Arms project forward, a number of Key decisions are needed to be taken by Cabinet.

EXECUTIVE SUMMARY

13. Following the options appraisal and full business case that was brought to Cabinet in November 2019, officers have been progressing detailed design works to RIBA stage 3 to prepare and submit a full planning application for the proposed development.
14. Planning permission has now been approved by the Council's Planning Committee and this report seeks approval to progress the project to the next stage.
15. The next phase of the project will be to appoint a contractor to work with the Council to take the project through to the construction and delivery.
16. A report will be brought back to Cabinet at the earliest opportunity to seek approval to award the final contract to deliver the affordable rent scheme.

CORPORATE OUTCOMES

17. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	✓
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Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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BACKGROUND TO THE REPORT

- 18.** In March 2018, the Council was awarded £362,000 funding from the Ministry of Housing, Communities and Local Government (MHCLG) One Public Estate (OPE) programme towards site preparation costs for three specific Council owned sites, not including the McKenzie Arms site.
- 19.** In November 2019 a report was considered at Cabinet which presented a business case for the development of affordable housing at the former McKenzie Arms. The decision was taken to approve a 15 dwelling scheme and mix to provide affordable rented housing, enhance the scheme to Passivhaus Standard, commit Section 106 and other funding to finance the development and to develop the proposal into a planning application.
- 20.** The business case assumed that the scheme would be funded through £90,000 funding from the OPE award and the remainder through the Council's Section 106 affordable housing monies.

PLANNING DECISION

- 21.** Additional design works have now been undertaken and a full application was submitted to the Council's planning department in May 2020.
- 22.** Following consideration at Planning Committee on 27th August 2020, the application for the proposed development has now been.

PROPOSALS

DETAILED DESIGN

- 23.** A key part of the proposals put forward is the design of the new homes on the McKenzie Arms site. It represents an opportunity to embrace MHCLG's Nationally Described Space Standards and meet optional standard Part M4(2) of Building Regulations in future proofing the homes through incorporating accessible and adaptable standards. This includes enhanced energy efficiency measures using air source heat pumps.
- 24.** The design also proposes the use of modern methods of construction through the use of Structured Insulated Panels as the main building frame which allows for reduced energy costs for future residents and reduced installation time on-site.

25. As previously requested by Cabinet, the design has been modelled to achieve Passivhaus Standard which provides a high level of comfort for occupants whilst using very little energy for heating and cooling enabling reduced energy bills. In the UK, achieving this standard includes design modelling using the Passiv House Planning Package (PHPP).
26. As part of the detailed design, modelling has been undertaken using the PHPP which confirms that it is possible for each of the dwellings to reach Passivhaus Standard, however this maximises design opportunities.
27. The design team have therefore recommended that development of the scheme will require a contractor that is very familiar with the Passivhaus process in order to achieve certification. In securing the standard, contractors will need to tender appropriately.
28. The procurement route will allow the new affordable housing development to achieve the Passivhaus standard.

PROJECT FINANCE

29. To date, total expenditure on the project has been £82,214.85 which has included all works to take the project to RIBA Stage 3 and securing planning permission. This cost includes the initial feasibility advice, business case, design works, survey fees and planning application fees.
30. The completed business case reported to Cabinet in November 2019 assumed that the development would be funded through Section 106 funds and £90,000 funding from the OPE Land Release Fund.
31. For reasons outlined in paragraph 18 of this report, a change request was submitted to MHCLG in December 2019 with the support of local OPE officers for £183,250 of the original £362,000 OPE funding to be retained and allocated to progress this single, alternative and deliverable site at the McKenzie Arms.
32. On 10th March 2020, MHCLG wrote to confirm that the proposal had been considered but that it could not be agreed as it would result in a material change to the funding agreement. As a result, the OPE funding of £362,000 has been withdrawn in full and the Council are now awaiting instruction to repay the unspent funds. This risk was highlighted to Cabinet at the original acceptance of the OPE Funding.
33. An updated Budget Cost Estimate has been produced following detailed design works and estimates the total development cost at £2.283m. This includes design costs of circa £30,000 spent to date and the cost of necessary design requirements to reach Passivhaus Standard. The proposal put forward is to commit expenditure of this amount and to commit Section 106 funding in full to meet this expenditure.
34. The Council is in a fortunate position in that it currently has sufficient unspent Section 106 Affordable Housing Commuted Sums funding and so could fully fund the development. Many Section 106 receipts have specific timescales attached in

which they are to be committed/spent. Following previous Cabinet decision, Section 106 receipts have already been identified and committed to the McKenzie Arms development.

35. A new Affordable Homes Programme has been confirmed by Government to be delivered through Homes England. Further programme detail is yet to be announced, however there may be an opportunity to apply for grant funding through the new programme. A proposal has been put forward to explore Homes England funding when a new funding round becomes available.

OPERATIONAL HOUSING MANAGEMENT

36. At this stage of the project, the Council needs to consider the options available to manage the new homes once built. Housing management could be undertaken directly by the Council, however it is recognised that the Council does not currently have the resources in-house to deliver this at the present time and this would not presently prove cost effective given the number of homes.
37. A collaborative approach will therefore be considered and officers will explore options for housing management to be undertaken through a service level agreement and partner arrangement. This will be the subject of a future detailed report to Cabinet.

SITE CONSTRAINTS

38. At Feasibility Stage of the project, independent legal advice was sought on title for the site and specifically in relation to the overage provisions included within the transfer documents of the land. The overage places onerous restrictions on any future sale of the site or of homes on the site in favour of the former owner.
39. Given that the overage provisions will remain in place until 2032, further advice was sought in July 2020 to understand the implications of this for any potential future Right to Buy of the homes.
40. The Governments Right to Buy scheme gives secure Council tenants the right to buy their Council home at a discounted price once they have been a public sector tenant for at least 3 years. Depending on the route the Council chooses to deliver new homes, the Right to Buy could be applicable for the McKenzie Arms.
41. Upon advice received, one option to resolve any issues would be for the Council to take out indemnity insurance at the cost of circa. £17,000 (subject to formal quote). The Council would take this insurance out to cover to cover in the event that a claim for overage is made up to 2032.
42. A further report is to be brought to Cabinet in due course to consider the Councils strategy and approach to delivering new homes across the borough. Dependent on the route the Council decides, this indemnity may/may not be required.

ORIGINAL PURCHASE OF MCKENZIE ARMS SITE

- 43.** The McKenzie Arms site was originally purchased by the Council in 2012. At that time the vision was that the McKenzie Arms site would provide an access to the former Wesley Street Mill site to the east and beyond the primary school site. The circumstances surrounding the purchase of the site are unclear and are now impacting on the ability of the site to come forward due to the overage sought from the previous owners. This overage has implications for the ability for South Ribble to sell the site onwards and on any right to buy from units delivered as part of this scheme. Given this the Council sought advice from Lancashire County Council audit team to assess the circumstances surrounding the purchase of the site.
- 44.** The LCC Audit were asked to look in to the following items:
- Whether the Council's actions were appropriate to serve the best interests of the community and Council
 - Whether appropriate due diligence was undertaken to support the purchase of the McKenzie Arms
 - Whether the purchase of the McKenzie Arms was achieved at the best consideration for the Council
 - The nature of overage associated with the McKenzie Arms transaction in relation to the development of the Wesley Street Mill site
 - Whether the advice given to officers was properly taken.
- 45.** The LCC Audit provides a thorough assessment of the situation and provides a conclusion. The conclusion highlights that in 2008 the Council's intentions were reasonably clear to regenerate a large, derelict brownfield site in Bamber Bridge and to do so holistically through a land assembly with appropriate access to the local road network. Conditional decisions were made to seek a developer partner in both 2008 and 2011, but it does not appear that one was ever appointed. The risks inherent in the Council's purchase of the McKenzie Arms site independently of any other negotiations to assemble the whole site were identified and articulated by one of the Council's estates surveyors in February 2011.
- 46.** It is clear that the original intention of the site forming part of the wider Wesley Street regeneration has never transpired and left the Council with a standalone site.
- 47.** The site was purchased for the price of £499,999. This price was deemed reasonable by the LCC Auditor but it is only on the basis that this was a midpoint between different valuations. It is acknowledged that the auditor is not a qualified valuer and therefore a lower price may well have been achievable given the range in value. Alongside the price paid there are clear issues arising due to the restrictions placed upon re-sale to any new owner by its former owner placing a burden on the Council or future owner until October 2032. This is further emphasised in potential right to buy discussed elsewhere.

48. The report provides a summary of issues relevant to the Council and these can be listed as follows:

- Whilst the Council clearly intended to achieve the regeneration of Bamber Bridge, any plans it made do not appear to have been adequate, or effectively pursued in practice.
- The reports to the Council do not appear fully to have reflected what officers and external advisers were considering in practice and, conversely, decisions made by the Council do not appear to have been adequately enacted by officers.
- Acknowledging that the information available is limited, elected members do not appear to have questioned the progress of the project, or if they have, to sufficient effect.
- Having recognised the risks to the council of progressing with the purchase of the McKenzie Arms site alone, this was precisely the action taken. The process by which the decision to do so was proposed by officers and recommended to the Council is not clear.
- A number of advisers were commissioned to act on the council's behalf, but the drafting of the contract for the transfer of the McKenzie Arms site was undertaken by the Council's own legal team. The problematic wording of this contract has effectively precluded the sale by the Council of the site to any developer before 2032, and has left it, derelict, in the Council's ownership even as the rest of the larger site is being developed.
- A project team was established in November 2011 and a number of officers met regularly until April 2013, including those central to the project. Risk and issues logs, risk matrices and project timelines were prepared and minutes kept but it is not clear what value was added, if any, by these meetings and documents.

CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

- 49.** Previous consultation has been undertaken in December 2018 with the community which sought to understand views on the future use of the site. Consultation feedback suggested little opposition to using the site for development with just one objection received as part of this consultation exercise.
- 50.** The planning application was submitted to the Council's planning department in May 2020 and has been available to view publicly on the Council's public access system. The Council also issued a press release at this time to highlight that the application had been submitted.
- 51.** Local and neighbouring residents have been consulted through the planning process. Some residents raised concerns over the location of the proposed apartment block in relation to the new homes built to the rear of the site on the Wesley Street Mill development and queried whether the layout could be altered to locate the car parking in place of the apartment block.

- 52. Officers considered the site layout and sought the technical opinion from the planning case officer. The decision was taken to proceed with the site layout submitted to Planning as this layout maximises the use of the site, best represents the ability to meet the housing needs of the borough and distances are acceptable in planning terms.
- 53. All statutory consultees have also been consulted through the planning process and comments addressed where required.
- 54. A number of conditions have been attached to the planning decision.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 55. Do nothing – rejected as this will not deliver the Council’s Corporate Plan objectives and will leave the site underutilised.
- 56. As identified at paragraph 32, the Council currently has large sums of Section 106 funding and some of this funding has been committed to delivering the scheme. If this funding is not utilised the Council would be open to risk of having to pay it back to the relevant developer.

AIR QUALITY IMPLICATIONS

- 57. The proposed development site is located within an identified Air Quality Management Area (AQMA) but also presents a sustainable location close to Bamber Bridge centre offering existing alternative transport links.
- 58. Air Quality has been a material consideration throughout the planning process and an air quality assessment undertaken through consultation with the Council’s Environmental Health department. Measures have been agreed through the planning process to address air quality concerns supported by Environmental Health including a sum of £6,500 to assist the Council in achieving Air Quality objectives.
- 59. The Council has committed to working towards a net carbon neutral borough by 2030 in addition to removing all single use plastics from its operations. These two corporate priorities must be considered when appointing partner contractors ensuring any proposals are, as far as practical, carbon neutral and prevent the use of single use plastics. Any tender specification should include these elements as part of the evaluation.

RISK MANAGEMENT

- 60. The table below presents the key risks associated with the development and project:

Table 1 – Key Project Risks

Risk	Control Measure
S106 monies are to be paid back to the developer	Priority s106 receipts have been identified and committed to the development

Unrealistic and disproportionate costs to achieve Passivhaus Standard	Procurement route to allow for two options to be costed including option to achieve Passivhaus Standard
No funding is secured from Homes England to deliver the scheme	Continue to engage with Homes England to look to understand requirements of the new Affordable Homes Programme. Project can be funded solely through s106 monies if the Council so wishes.
Delays to the project due to Covid-19 pandemic	Project monitored to understand if/where delays might be
Lack of capacity internally and externally	Officers across the Council to support the project and additional capacity/resources to be sourced externally where there is a skills gap

61. At this stage in the project, it is impossible to know what the impact of the Covid-19 pandemic will have on any future construction and the costs associated with this. The next stage of the project will be crucial to understand any impacts on delivery.

EQUALITY AND DIVERSITY IMPACT

62. The Council's Affordable Housing Commuted Sums Policy has previously been subject to an equity impact assessment and was found to have a positive impact on the protected group of disability and a neutral impact on other protected groups.

63. There are no adverse impacts envisaged through the development of 15 new affordable rented homes. The new homes are to be built to nationally described space standards and also comply with additional optional building regulation standards ensuring the homes are accessible and adaptable. A positive impact is therefore envisaged on the protected groups of age and disability.

COMMENTS OF THE STATUTORY FINANCE OFFICER

64. The remaining capital budget for this project is £2.217m. As outlined in this report the budget will be revised to £2.253m and will be funded through S106 contributions. Officers will look to secure Homes England funding if such funding becomes available.

COMMENTS OF THE MONITORING OFFICER

65. A full open procurement exercise will be carried out in relation to the proposed carrying out of the scheme. The final decision on contract award will be brought back to Cabinet. Formal contracts will then be duly entered into.

66. We have to be mindful that we do not do anything that could trigger the overage provisions in the original transfer documentation. External advice has been obtained in this regard and will continue to be accessed if required.

BACKGROUND DOCUMENTS

Reports were previously considered by Cabinet on the following dates:

20th March 2019 -

<https://southribble.moderngov.co.uk/documents/s8143/McKenzie%20Arms.pdf> and
[https://southribble.moderngov.co.uk/documents/s8223/4%20Sites%20Consultation%20Feed
back%20Report.pdf](https://southribble.moderngov.co.uk/documents/s8223/4%20Sites%20Consultation%20Feedback%20Report.pdf)

19th June 2019 -

[https://southribble.moderngov.co.uk/documents/s9190/cabinet%20Report%2019th%20June
%202019%20-
%20site%20consultation%20feedback%20and%20OPE%20update%20V3%2010.6.19.pdf](https://southribble.moderngov.co.uk/documents/s9190/cabinet%20Report%2019th%20June%202019%20-%20site%20consultation%20feedback%20and%20OPE%20update%20V3%2010.6.19.pdf)

13th November 2019 -

[https://southribble.moderngov.co.uk/documents/s11649/Options%20Appraisal%20and%20B
usiness%20Case%20for%20the%20McKenzie%20Arms%20Bamber%20Bridge%20PMC%
205.11.19.pdf](https://southribble.moderngov.co.uk/documents/s11649/Options%20Appraisal%20and%20Business%20Case%20for%20the%20McKenzie%20Arms%20Bamber%20Bridge%20PMC%205.11.19.pdf)

APPENDICES

None

Jonathan Noad
Director of Planning and Property

Report Author:	Telephone:	Date:
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REPORT TO	ON
CABINET	Wednesday, 16 September 2020



TITLE	PORTFOLIO	REPORT OF
Budget Monitoring Quarter 1 2020-21	Cabinet Member (Finance, Property and Assets)	Deputy Director of Finance (Section 151 Officer)

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

PURPOSE OF THE REPORT

1. This report explains the Council's overall financial position for quarter 1 of the financial year 2020-21. Note: Throughout the report most figures are quoted to the nearest £1,000. Some totals may appear incorrect by £1,000 or even £2,000 because individual figures have been rounded, but every total is correctly stated to the nearest £1,000.

PORTFOLIO RECOMMENDATIONS

2. Cabinet notes, reviews and comments on the contents of this report including the forecast £29,000 underspend in 2020/21.
3. Cabinet approves the allocation of the £150,000 staffing savings target and the £37,000 residual shared services savings target against the £499,000 forecast staffing underspend.
4. Cabinet approves the use of general reserves for one-off increases to the revenue budget in relation to the following items:
 - a) Dial-a-ride £20,000
 - b) IDOX Enterprise and Capability Review £26,000
 - c) Extra Care preparatory work £50,000
5. Cabinet approves the re-profiled budgets for the capital programme, which reflects forecasted underspend against the existing budgets, as detailed in Appendix C.

EXECUTIVE SUMMARY

6. The overall forecast for 2020/21 for the revenue budget is a net surplus of £29,000. A summary of the variances by directorate is shown in Table 1, and a detailed list of the main variances within each directorate is shown in Table 2.
7. In addition, it is requested that £67,000 (Table 3) is allocated against the current general fund balance of £4.239m leaving £4.172m remaining. It should be noted that this use of the general fund will be reviewed throughout the financial year and may not be required if further underspends are identified in 2020/21.
8. The forecasts for staffing costs are an overall saving of £499,000. It is recommended to allocate the full £150,000 staffing savings target. Also, it is recommended to allocate an

additional £37,000 from the areas of forecasted underspending to cover the deficit against the shared services savings figure.

9. The report outlines the impact Covid-19 has had on the budget in 2020/21 including the additional grant funding received and the management of the business grant schemes.
10. The total capital spend including commitments in 2020/21 is £2.768m, which is 29% of the total budget of £9,614. Appendix C gives the details for individual schemes and the revised forecasts, both for 2020/21 and the following 3 years.

CORPORATE OUTCOMES

11. The report relates to the following corporate priorities:

Excellence, Investment and Financial Sustainability	✓
Health, Wellbeing and Safety	✓
Place, Homes and Environment	✓

Projects relating to People in the Corporate Plan:

Our People and Communities	✓
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BACKGROUND TO THE REPORT

12. The 2020/21 budget and Medium-Term Financial Strategy (MTFS) 2020/21 to 2023/24 was approved by full Council on 26th February 2020.
13. The net cost of services for the revenue budget was £14.677m. The budget included an overall transfer from reserves of £111,000.
14. The capital programme totalled £57.600m over the next 4 financial years, with a total budget of £10.094m in 2020/22.

INFORMATION

A) Revenue Budget and Forecast Summary

15. Table 1 below summarises by directorate the revenue budgets and forecasts.
16. Following the expansion of shared services, the directorates within the revenue budget has been reorganised to match the new senior management structure.
17. The overall forecast is a surplus of £29k against the funding requirement. Table 2 below lists the main variances within particular service areas for each directorate.

Table 1: Revenue Budget Summary

	Original Budget £'000	Current Budget £'000	Forecast at Quarter 1 £'000	Forecast Variance £'000
Corporate	496	324	304	(20)
Neighbourhoods & Development	7,230	7,230	7,132	(98)
Planning & Property	701	701	973	272
Customer & Digital	2,394	2,394	2,246	(148)
Governance	1,757	1,697	1,653	(44)
Finance	754	717	679	(38)
Communications & Visitor Economy	203	252	252	0
Transformation & Partnerships	512	638	628	(10)
Pensions Deficit Contributions	25	25	25	0
Savings Targets	(305)	(187)	0	187
Forecast Additional CV-19 Expenditure	0	0	2,259	2,259
Net Cost of Services	13,767	13,791	16,151	2,360
Interest payable / (receivable)	649	649	649	0
Parish Precepts	(170)	(170)	(170)	0
Provision for repayment of debt	432	432	432	0
Funding Requirement	14,677	14,702	17,062	2,360
<u>Funding:</u>				
Council Tax	(8,596)	(8,596)	(8,596)	0
New Homes Bonus – City Deal	(525)	(525)	(525)	0
New Homes Bonus – SRBC	(135)	(135)	(135)	0
Retained Business Rates	(3,715)	(3,715)	(3,715)	0
Section 31 grants (mainly business rates)	(1,595)	(1,595)	(1,595)	0
CV-19 Funding	0	0	(2,389)	(2,389)
Total Funding	(14,566)	(14,566)	(16,955)	(2,389)
Net Contribution (To) / From Reserves	111	136	107	(29)

Table 2: Revenue Forecasted Variations Within Directorates

Details	Forecasted Over / (Under-) Spend or Income Deficit / (Surplus) £'000
Corporate	
Staffing Costs	(20)
Neighbourhoods & Development	
Staffing Costs	(125)
Car Parking reduced income	92
Sports Coaching surplus income	(100)
Garden Waste surplus income	(57)
Other income variations - net deficit (see Table 5)	198
Government support	(106)
	(98)
Planning & Property	
Staffing Costs	(77)
Investment Property reduced rental income	316
Other income variations (see Table 5)	33
	272
Customer & Digital	
Staffing Costs	(148)
Governance	
Staffing Costs	(81)
Income Deficit (see Table 5)	93
Government support	(56)
	(44)
Finance	
Staffing Costs	(38)
Communications & Visitor Economy	
No major variances	-
Transformation & Partnerships	
Staffing Costs	(10)
Budgets Not In Directorates	
Pension Contributions (note 2)	-
Savings Target	187
Covid-19 Forecast Expenditure Not Budgeted	2,259
Covid-19 Government Funding	(2,389)
Overall Variance	(29)

Table 2 Note 1: 'Staffing Costs' variances show the net position after including income from, and external contractor charges paid to, Chorley Borough Council through shared services arrangements. Technically staffing costs are only those that are incurred through SRBC payroll and the recharges paid over to Chorley are 'supplies and services'. Similarly, income received from Chorley that relates to shared posts is classed separately as income and would not be deducted against staffing costs. However, to allow an easier interpretation of the figures, all elements have been collated as 'staffing costs'.

Table 2 Note 2: Pension Contributions are charged on a notional basis against services. The actual costs of £1.171m were paid in a lump sum at the start of the year.

B) Revenue Budget Requested Changes

18. The following adjustments are requested to be made to the revenue budget:

Table 3: Revenue Budget Requested Changes

Description	Directorate or Service Area	Budget Increase	Reasons and notes
Dial-a-ride	Neighbourhoods & Development	20,000	A delegated decision was approved in June to provide grant support of £20,000 per year to the delivery of Dial-a-Ride service in South Ribble. It is requested to use the general reserve to fund the cost in 2020-21.
IDOX Enterprise and Capability Review	Customer & Digital - IT	26,000	In January 2020 Cabinet approved this capital scheme for £146,000, which has been added to the capital programme. Approval was also given to fund one-off revenue setup costs of £20,000 using the surplus in 2019-20. However, at outturn the cost was expected to be higher but we did not yet have the exact figure. Therefore no carry forward request was made and instead it is now requested to use the general reserve to fund the confirmed cost.
Extra Care preparatory work	Planning & Property	50,000	The capital programme includes a £10m budget for constructing a new Extra Care facility. As per the report on this agenda, it is requested to use the general reserve to create a revenue budget of £50,000 for the initial feasibility study and business case as well as financial and legal advice.
Forecast Underspend Q1		<u>(29,000)</u>	
Net requirement from the General Reserve		<u>67,000</u>	

C) Staffing Costs

19. The original budget includes a shared services savings figure of £233,000. The budgets have now been updated to reflect the new staffing structures.

20. After updating the budgets to reflect the new shared services structures, the overall reduction in the budget is forecast at £196,000, meaning there is a residual deficit balance of £37,000 compared to the budgeted savings figure of £233,000. There are various reasons for the difference but mainly it is due to posts that were assumed to be shared being taken out of the

shared services process and in addition the NI and Pension costs for the newly created shared senior posts are higher than were originally budgeted in September 2019.

21. The overall forecasted saving in staffing costs is £499,000. As is usually the case, the main reason for the underspend is posts being vacant, either currently or during an earlier part of the year. Appendix A shows the posts that were vacant at 31st July 2020.
22. The budget includes a savings target for staffing costs of £150,000 to reflect the fact that there will always be turnover of staff during a year that will cause a certain level of underspending. It is recommended to allocate the target in full by making one-off reductions to the staffing budget in areas where underspending has occurred. It is also recommended to allocate a further £37,000 from areas of underspending on staffing budgets to make up the deficit against the shared services savings budget. This gives a total allocation of £187,000.

Table 4: Staffing Costs Main Variations

Service Area	Over / (Under-) spend £	Reasons and notes
Corporate		
Chief Executive	(20,000)	The post became vacant on 15/07/20. The forecast figure is based on the Interim Chief Executive continuing to the end of the financial year without the post being filled. This will be updated when further decisions are made.
Neighbourhoods & Development		
Street Cleansing	(10,000)	Delay in filling a vacant Team Operative post
Mechanics	16,000	The budget is set based on the actuals SCPs of the post-holders. One member of the team was at the top of the grade whereas the others were nearer the bottom. Subsequently a HR review was carried out and to ensure equality and fairness, all members of the team were brought up to the same SCP.
Community Involvement	(28,000)	Delay in filling 2 vacancies - a Community Involvement Officer and a Youth Council Officer.
Engineers	(37,000)	Delay in filling 2 vacancies - Graphic Designer and an Engineering Assistant
Environmental Health	(31,000)	Delay in filling a vacant Housing Enforcement Officer post, and reduced hours for two posts.
Youth Support	(35,000)	Delay in filling the newly created Youth Support Officer role.
Planning & Property		
Senior Management	(20,000)	Delay in filling the vacant Assistant Director of Housing and Property post
Building Control	19,000	Upgrades to two staff following Job Evaluation reviews
Planning	(56,000)	Both Enforcement posts are vacant but agency cover has been procured. There will still be a net saving of around £35,000. In addition, two staff have reduced their hours.
Leisure	(10,000)	The Partnership Development Manager has reduced her hours
Museum	(10,000)	The Museum Curator post is vacant
Customer & Digital		
Gateway	(52,000)	Delay in filling 3 vacant posts

Service Area	Over / (Under-) spend £	Reasons and notes
IT	(26,000)	Delay in filling 2 vacant posts
Revenues	(70,000)	One post has been vacant since before the start of the year and another became vacant at the end of July. One person is on adoption leave and another is on maternity leave. Options are being considered regarding potential regrading of these posts and/or other minor restructure changes within the team.
Governance		
Democratic Services	(22,000)	One post has been vacant since before the start of the year and another became vacant at the end of July. Both will be recruited to.
Legal Services	(16,000)	A Solicitor post was vacant until 27th July and the new person is on reduced hours compared to a budget for a full time post.
Licensing	(43,000)	Delay in filling the Head of Licensing post
Assurance	-	There are 4 vacancies within the team. Agency cover has been used for some posts. There is a forecasted underspend against those posts but this is offset by the additional costs of £23,100 for the Interim Head of Shared Assurance post, which are not part of the budgeted establishment. Therefore the overall forecast for the team is currently a break-even.
Finance		
Senior Management	(23,000)	Delay in filling the Director of Finance post
Financial Services	(15,000)	Delay in filling a Management Accountant post
Communications & Visitor Economy		
None	-	
Transformation & Partnerships		
HR	(10,000)	There is a vacant HR Advisor post but the saving is partially offset by additional costs for an upgrade of another post.

D) Non-Staffing Costs

23. There are currently no significant forecasted variances relating to non-staffing costs.

E) Impact of Covid-19

24. The impact of Covid-19 on the Council's budgets is varied and includes delays to recruitment and restructuring, reduction in income and additional expenditure. The major impacts on the budget are summarised below. This includes the various grant funding streams received to help the council manage the transition back to business-as-usual.

Income

25. It has been well documented that the country has undergone a significant reduction in economic activity pushing the economy into recession. The impact on local residents and businesses is potentially vast, especially in the service industries. Two areas this may significantly affect the council's finances is the impact on its business rates and council tax collection funds.

Business Rates

26. The original gross (including amounts paid over to the Government and other preceptors) collectable business rates for South Ribble was budgeted at £36.7m for 20/21. As part of the budget on 11 March the Government announced that it would increase the discount on business rates liability for businesses in the retail, hospitality and leisure industry to 100% for 20/21. This has reduced the council's gross collectable to an estimated £25.1m. The council and other preceptors will receive compensatory grant payments, known as S31 grants, in 20/21 for this extended relief.

27. After adjusting for this reduction in collectable business rates the analysis below gives the forecast outturn position for South Ribble's business rates collection fund.

	Cumulative Income				
	Apr	May	Jun	Jul	Forecast Total 20/21
	£m	£m	£m	£m	£m
Forecast	3.858	5.671	7.899	9.893	25.135
Actual	3.132	4.746	6.640	8.782	24.024
Deficit	0.726	0.925	1.259	1.111	1.111

28. Based on current collection rates it is estimated the gross shortfall of business rates income could be £1.111m. South Ribble's share of this deficit would be approximately £444k meaning the council would be £444k short of its budgeted business rates income in 20/21. Although this figure seems large it should be noted:

- The council is not currently pursuing outstanding business rates debt. It is likely there are many businesses that are not currently able to pay but that will be able to meet the liability over the remainder of the year or over a longer agreed period. As such it is expected that the current collection rates will improve therefore reducing the forecast deficit.
- The Government has announced that councils will be able to spread out the loss of business rates and council tax income over the next three years, rather than in one year. A deficit of £444k may therefore only result in a £150k impact for the council per year.
- The council holds a business rates retention reserve of £3.309m to fund one-off shortfalls in the business rates it collects. This includes managing downward revaluations, the risk surrounding this has however now been reduced as the scheduled 2021 national revaluations have been put back to 2023. The reserve is therefore considered more than sufficient to manage the risk surrounding business rates income.

29. The table above demonstrates that the cumulative shortfall in expected business rates actually improved from £1.259m shortfall in June to £1.111m shortfall in July. The outturn has not been adjusted in Table 1 due to the uncertainty regarding the final shortfall in businesses rates

income. It has also not been adjusted because, due to the complexities of the business rates system, the shortfall will be recognised in 2021/22 rather than this financial year.

Council Tax

	Cumulative Income				
	Apr	May	Jun	Jul	Forecast Total 20/21
	£m	£m	£m	£m	£m
Forecast	7.384	13.927	20.499	27.178	70.029
Actual	7.083	13.403	19.869	26.401	69.252
Deficit	0.301	0.524	0.629	0.777	0.777

30. Based on current collection rates it is estimated the gross shortfall of council tax income could be £0.777m in 20/21. South Ribble's share of this deficit would be approximately £93k meaning the council would be £93k short of its budgeted council tax income in.

31. As with business rates income the council is not currently pursuing outstanding debt and so it is likely that, with the correct support offered by the council, that the collection rates will improve throughout the year. The same rephasing of any deficits also applies to council tax income meaning the potential £93k deficit may be spread over three years. Finally, as with business rates, any shortfall in 2020/21 will be recognised in the 2021/22 accounts and so the outturn has not been updated in this report.

Expenditure

Description	Apr	May	Jun	Jul	Aug	Total Apr to Aug	Commitments	Spend + Commitments
Communications	1,701	916	-	-	-	2,617	375	2,992
Homelessness Support	1,205	5,252	11,460	6,435	11,200	35,552	1,190	36,742
ICT	1,900	-	-	-	-	1,900	3,295	5,195
Staffing	1,411	794	17,580	-	-	19,785	-	19,785
Temp. Borrowing	12,055	-	-	-	-	12,055	-	12,055
Works to Offices	1,432	197	1,329	1,544	272	4,774	623	5,397
Communications	-	-	-	2,134	546	2,680	-	2,680
Food, Supplies & PPE	41,332	1,944	3,499	2,853	-	49,628	81,850	131,478
Total	61,036	9,102	33,867	12,966	12,018	128,990	87,333	216,323

32. The table above outlines the additional expenditure incurred as a result of Covid-19. This includes the additional provision for the Holiday Hunger scheme approved by S35 decision on 7 July 2020.

33. Also on this agenda is a report outlining potential support to Serco Leisure Operating Ltd during Covid-19. A maximum budget of £240k has been requested that would be added to the £216k above. As outlined in the report Councils are lobbying the Government for specific grant funding relating to Council's supporting their local leisure services.

Government Funding

34. The following funding has been provided by the Government to support South Ribble Council during the pandemic.

Funding	CBC	Funding Guidance
1 st Tranche CV-19 Funding	£41,325	None
2 nd Tranche CV-19 Funding	£1,097,210	None
3 rd Tranche CV-19 Funding	£160,799	None
TOTAL	£1,299,334	
New Burdens Funding – Business Grants	£130,000	None
Extending Council Tax Support	£855,000	Yes
Reopening High Streets	£105,438	Yes
TOTAL CV-19 Related Funding	£2,389,772	

CV-19 Grant Funding Support

35. On the 2 July 2020 the Government announced the 3rd tranche of Covid-19 grant support. The Government has also announced that they will support councils for the loss of some income, fees and charges but not commercial income, in 20/21. The council will have to manage the first 5% of shortfall in budgeted income and then the Government will provide 75% of any further loss. Officers will report the loss of income on a monthly basis to Government.
36. The grant support by Government as well as funding for loss of income is welcomed by the council however, there has been no grant guidance documentation published by the Government for the £1.299m funding South Rubble Council has received. It is understood, although not confirmed, that the Government may begin setting limits on how this funding can be spent, for example that it cannot be used to cover the loss of commercial income. It is assumed that this funding is not time-limited and therefore can be carried forward into future years.

Other Funding Support

37. On top of the CV-19 funding the council has also received £130k to cover the costs of administering the business grants scheme. The total cost of administering the scheme will certainly be in excess of this amount such has been the demand on staff time across teams such as business support, revenue and benefits and finance. It is understood that this support relates to the administration of the first tranche of funding. The management of the discretionary grant scheme has been equally onerous and the Government is being lobbied to also provide funding for the administration of this scheme.
38. The council also received £105k 'Reopening High Streets Safely Fund'. This grant is ERDF funding and as such the restrictions as to how this can be spent are extremely prohibitive.

Further guidance continued to narrow the type of expenditure within the scope of this fund and to date only a few hundred pounds has been committed to improve communication to regarding their safe return to the high streets.

39. Table 1 of this report outlines the assumed additional spend against the total Covid-19 funding streams.

	Forecast Variance 20/21 £'000
Forecast Additional CV-19 Expenditure	2,259
CV-19 Funding	(2,389)
Variance	(130)

40. To be prudent at this stage in the financial year, it is assumed all funding from the Government will either meet any additional costs incurred by the council or be carried forward into future years if not committed fully in 20/21.

41. The only deviation is the assumption that the £130k to cover the costs of administering the business grants scheme will meet budgeted staff costs and as such provides a £130k budget underspend to the council.

Business Grants

42. Below is a table outlining the grants paid to businesses as part of the Small Business and Retail, Hospitality and Leisure and discretionary grant programmes.

Type of Grant	Grant Amount	Number of Grants	Total Amount
Discretionary Grants	£5,000	104	£520,000
Small Business & Retail, Hospitality & Leisure	£10,000	1,501	£15,010,000
Retail, Hospitality & Leisure	£25,000	161	£4,025,000
		1,766	£19,555,000

43. The Council received a total funding allocation of £20.888m of which the following was allocated by the Government in May 2020:

- £19,850,000 maximum allocation for Small Business & Retail, Hospitality & Leisure grants
- £992,500 maximum allocation for Discretionary Grants
- £45,500 minimum amount to be returned to Government

44. Officers working across both councils and across different departments have supported businesses in applying for receiving as much grant funding as possible. All schemes have closed as at the end of August with final payments to be made by the end of September. It is expected that all the discretionary allocation will be paid out to businesses and officers continue to work hard to encourage those businesses eligible for the Small Business & Retail, Hospitality & Leisure grant to apply.

F) Income from Fees and Charges

45. Table 5 shows the budgets and forecasts of the main types of income that are generated by services. (Note: this is different to general funding that isn't attributable to particular services such as non-specific government grants, council tax and business rates.)

46. The main forecasted variations are as follows:

- Car Parking – There was zero income in April to June. Around £4,000 was received in both July and August, which is only a third of the monthly budget. It is very difficult to predict what might happen for the rest of the year. The forecast of £53,000 is based on assumed reduced income up to Christmas and then normal levels of income from January.
- Garden Waste Collection Charges – Charges were introduced in 2018-19 at £30 per bin. The budgets set for 2018-19 and 2019-20 turned out to be much too low because the actual volume of customers was much higher than expected. The charges were reduced to £25 per bin for 2020-21 and the budget was reduced to take this into account. The budget was also recalculated using the existing number of customers. Take-up for 2020-21 has increased again compared to last year, resulting in a forecasted surplus of £57,000 (equivalent to 2,280 extra charges of £25).
- Land Charges and Licensing - Income is expected to be below the budgeted levels in 2020/21. The forecast is currently based on a simple forecast using income to date. This shortfall in income may be reduced if applications begin to increase more in the latter half of the financial year
- Investment Property rental – In response to Covid-19, the council decided not to charge rents for March to June 2020. The loss of rent for March was accounted for in 2019-20. The loss of rent for April to June 2020 is the main reason for the forecasted deficit of £316,000.
- Sports Coaching – At the time the budget was set there was uncertainty over some of the potential grant funding so, to be prudent, the budget assumed the funding would not occur. Usually the budget for the whole service is set to break-even but due to the assumption that funding might be reduced, the budget was set as a deficit of £100,000 to be matched by a transfer from reserves of the surplus of sports development income that has built up over the years. However, the funding has since been confirmed and therefore the income will be £100,000 higher than the budget figure.

47. As described above in Section E) Impact of Covid-19, the Government has offered support of up to 75% of shortfall in income from fees and charges in 20/21. The figures in Table 5 include this support after taking into account that the Council must manage the first 5% of budgeted lost income. The total forecast level of Government support is currently £162,000. This will be reported quarterly to the Government with the first payment to the Council intended to be in October.

Table 5: Income from Fees and Charges

Service Area	Income 2019-20 £'000	Current Budget 2020-21 £'000	Actual to 31/07 £'000	Forecast £'000	Forecast (Surplus) / Deficit £'000
Neighbourhoods & Development					
Car Parking charges and fines	(141)	(145)	(5)	(53)	92
Civic Centre Business & Conference Ctr	(26)	(36)	-	-	36
Dog impounding, littering and dog fouling	(4)	(18)	(1)	(3)	15
Environmental Permits	(23)	(19)	(1)	(19)	0
Grounds Maintenance	(156)	(155)	(146)	(150)	5
Licensing - Piercings, Tattoos & Animals	(9)	(7)	(3)	(3)	4
Licensing - Street Traders	(23)	(25)	(15)	(15)	10
Open Spaces (sports pitches, fairs, etc)	(33)	(18)	(22)	(22)	(4)
Pest Control	(46)	(50)	(26)	(35)	15
Property rental - Civic Centre	(67)	(50)	(33)	(35)	15
Property rental - Market	(126)	(142)	(15)	(100)	42
Property rental - Moss Side Depot	(43)	(43)	(31)	(26)	16
Property rental - Worden Craft Centre	(11)	(15)	(12)	(10)	5
Sports Coaching	(279)	(120)	(110)	(220)	(100)
Waste Collection - Garden waste	(809)	(683)	(723)	(740)	(57)
Waste Collection - New bins	(56)	(45)	(50)	(30)	15
Waste Collection - Special collections	(40)	(40)	(16)	(40)	-
Waste Collection - Trade Waste	(445)	(481)	(445)	(445)	36
Vehicle Maintenance for FCC	(120)	(101)	(47)	(112)	(11)
Government Support				(106)	(106)
	(2,455)	(2,190)	(1,701)	(2,163)	27
Planning & Property					
Building Control	(177)	(191)	(56)	(160)	31
Planning application fees	(436)	(505)	(240)	(513)	(8)
Planning pre-application fees	(31)	(40)	(7)	(30)	10
Investment property rental	(950)	(1,105)	(627)	(789)	316
	(1,593)	(1,841)	(930)	(1,492)	349
Governance					
Land Charges	(90)	(80)	(18)	(40)	40
Legal fees recovered	(13)	(15)	(5)	(15)	-
Licensing - Alcohol	(78)	(76)	(17)	(40)	36
Licensing - Gambling	(10)	(12)	(2)	(5)	7
Licensing - Taxis	(84)	(90)	(38)	(80)	10
Government Support				(56)	(56)
	(275)	(273)	(81)	(236)	37
Customer & Digital					
Court summons costs recovered	(219)	(228)	-	(228)	-
Total	(4,543)	(4,532)	(2,712)	(4,119)	413

G) Reserves

48. The total balance on reserves at the beginning of the financial year was £20.814m. Table 6 below shows the expected movements in the reserves for 2020-21. The details of the purposes of each earmarked reserve and the movements in the balances are as follows:

- Borough Council Elections – The original budget includes a £40,000 top up of this reserve every year to build up a fund for local elections that take place every 4 years. In the Outturn 2019-20 it was approved to top up the reserve for a full £160,000 using the surplus in 2019-20 so that no contributions are needed over the next 3 years.
- Borough Investment Account – This reserve was created for the purpose of purchasing investment property to generate more rental income for the revenue budget. In the MTFS 2020-21 to 2023-23, a proportion of the reserve was budgeted to be used for the Worden Hall and Hoole Village Hall capital projects.
- Business Rates Retention – This reserve exists as a contingency to cover any unexpected shortfalls in business rates funding that may occur within a one- or two-year period to allow time for the council's budgets to be realigned. Some of the reserve will be required in 2020/21, and the following year, to cover the expected deficit in business rates funding due to Covid-19.
- Capital Funding – This is the main reserve used for funding the capital programme.
- City Deal – This reserve exists as a contingency to fund any unexpected costs that arise in relation to City Deal.
- Climate Change – The approved budget for 2020/21 included the creation of a Climate Change reserve of £250,000.
- Credit Union – As part of the budget monitoring report for quarter 3 of 2019-20, Cabinet approved the creation of a Credit Union reserve of £150,000 using the surplus in 2019/20.
- Housing Needs Surveys – This reserve is topped up each year so that when housing surveys are needed to be carried out there is funding available.
- Local Plans – The purpose of this reserve is to meet the forecasted expenditure requirements in relation to the Local Development Framework.
- My Neighbourhoods – This is the balance of unspent funding for the My Neighbourhoods forums.
- Performance Reward Grant – This is the balance of unspent PRG funding.
- Repairs and Maintenance – This reserve exists as a contingency to fund unexpected costs for repairs and maintenance of council properties that cannot be covered by existing revenue budgets. The approved capital programme for 2020/21 onwards allocates this reserve to the leisure centres refurbishments scheme, which has a total budget of £2.1m.
- Restructure Costs – This reserve was increased at Outturn 2019-20 to £200,000 as a provision for potential cost relating to the expansion of shared services.
- Transformation Fund – This reserve is being used to fund the IT Digital Strategy costs in the capital programme.
- Other Earmarked Reserves – This reserve comprises three elements: approved carry forwards of underspends that have not yet been allocated, surplus income relating to Sports Development, and miscellaneous ring-fenced grant income specific to certain service areas.

49. Appendix B shows the planned movement in reserves over this year and the next 3 years.

Table 6: Reserves Summary

Reserve Name	Opening Balance £'000	Transfers In £'000	Transfers Out £'000	Capital Financing £'000	Movemnt Between Reserves £'000	Closing Balance £'000
Earmarked Reserves						
Borough Council Elections	(160)	-	-	-	-	(160)
Borough Investment Account	(4,577)	-	-	700	-	(3,877)
Business Rates Retention	(3,309)	-	65	-	-	(3,244)
Capital Funding	(3,514)	-	-	3,494	-	(20)
CIL Admin	(248)	-	-	-	-	(248)
City Deal	(1,851)	-	-	-	-	(1,851)
Climate Change	(250)	-	-	-	-	(250)
Credit Union	(150)	-	-	-	-	(150)
Housing Needs Surveys	(100)	(20)	40	-	-	(80)
Local Plans	(255)	-	99	-	-	(156)
My Neighbourhoods	(67)	-	-	-	-	(67)
Performance Reward Grant	(27)	-	27	-	-	-
Repairs and Maintenance	(500)	-	-	500	-	-
Restructure Costs	(200)	-	100	-	-	(100)
Transformation Fund	(415)	-	-	246	-	(169)
Other Earmarked Reserves:						
Ring-fenced grants	(488)	-	200	-	-	(289)
Sports Development income	(337)	-	220	-	-	(117)
Carried forward underspends	(126)	-	126	-	-	-
	(16,575)	(20)	877	4,940	-	(10,778)
General Reserve	(4,239)	-	-	-	-	(4,239)
Total	(20,814)	(20)	877	4,940	-	(15,017)

H) Capital Programme

Spending

50. Covid-19 has had a massive impact on the timescales for delivering capital schemes, and it is expected that there will be a significant underspend against the original capital programme budget. However, it is very difficult to pinpoint exactly which schemes will be affected and to what extent. Where there are obvious delays against the larger schemes, the forecasts have been adjusted accordingly. However, the forecasts for most of the other schemes have not been amended yet. With lockdown measures having eased, nationally, it should be possible to review the programme in more detail for the quarter 2 monitoring report and provide more accurate forecasts.
51. Appendix C lists all the capital schemes within the programme and the detail regarding budgets, spending and current forecasts.

Financing

52. Table 7 below shows the movements in the balances of capital funding streams.

- Community Infrastructure Levy (CIL) – Funding has been steadily building up over the last 5 years. The balance in Table 7 shows the net funding available to the Council after deducting payments made, or due, to Parish Councils and LCC as part of the arrangements for City Deal. The capital programme does not currently have many assumptions about using the CIL funding and only £125,000 is committed in 2019-20.
- Land Release Fund – The grant was received a couple of years ago in relation to the house-building project. That project has seen been terminated and the money cannot be repurposed, meaning it will have to be returned.
- Section 106 – The majority of the balance of Section 106 funding is allocated to schemes within the capital programme. Several receipts totalling £523,000 have stipulations that they must be used for highways work and have been earmarked to be paid to LCC once the relevant works are completed. The unallocated balance is £359,000. There are three large value affordable housing schemes that will use all the affordable housing funding: Station Road Bamber Bridge, McKenzie Arms Bamber Bridge and an Extra Care facility. The other Section 106 funding is allocated mostly to parks and open spaces schemes within the programme.

Table 7: Capital Financing

Funding Stream	Opening Balance £'000	Receipts £'000	Release to Revenue £'000	Capital Financing £'000	Closing Balance £'000
Grants and Contributions					
City Deal capital funding	-	(50)	-	50	-
Community Infrastructure Levy (CIL)	(2,029)	-	-	125	(1,904)
Disabled Facilities Grant (DFG)	(314)	688	-	1,003	1,376
Land Release Fund	(362)	362	-	-	-
Lottery Funding (Hurst Grange Park)	-	(440)	-	440	-
Section 106 Affordable Housing	(5,044)	-	-	663	(4,381)
Section 106 Other	(2,498)	-	-	1,121	(1,377)
Other grants and contributions	(25)	-	-	-	(25)
	(10,165)	560	-	3,401	(6,203)

COMMENTS OF THE STATUTORY FINANCE OFFICER

53. The contents of the report outline the financial implications for the council.

COMMENTS OF THE MONITORING OFFICER

54. Clearly it is important that a council should report openly and transparently with regard to the monitoring of the budget. Residents need to know how the council is performing. From a legal perspective there are no concerns to report.

APPENDICES

Appendix A – Staffing Vacancies at 31st July 2020

Appendix B – Capital Programme

Appendix C – Reserves Planned Movements

Leadership Team Member's Name: James Thomson

Job Title: Deputy Director of Finance (and Section 151 Officer)

Report Author:	Date:
James McNulty (Senior Management Accountant)	28 th August 2020

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Post	Already Shared	To be considered in relation to shared services	Notes
Corporate			
Chief Executive			The post became vacant on 15/07/20. SRBC has been paying 50% of the costs for the Interim Chief Executive since 1 st June 2020.
Neighbourhoods & Development			
Community Involvement Officer			The post was created with effect from 1 st April 2020 as part of the MTFs.
Youth Council Officer (Community Involvement)			The post was created with effect from 1 st April 2020 as part of the MTFs.
Engineering Technician			Vacant since 14/09/19. The post was created by upgrading an apprentice role but the person in post then left the organisation. The team is able to function without this role and so there are plans to delete it and create an additional Facilities Management role to bolster that service.
Graphic Designer		Y	Vacant since 30/11/19
Environmental Health – Housing Enforcement Officer			The post was created with effect from 1 st April 2020 as part of the MTFs.
Neighbourhoods Team Operative			Vacant since 31/05/20
Planning & Property			
Assistant Director of Housing & Property			Vacant since 22/03/20. The post is being kept vacant pending a restructure of the senior posts within the directorate.
Apprentice (generic role)			There is one budget within the Planning & Property directorate that covers all apprentice roles within the organisation. The post-holders are assigned to various teams across multiple directorates. There is one vacancy, which was also vacant all throughout 2019-20. The post was intended to be used for the Gateway team. It was advertised twice but there were no suitable candidates.
Estates Officer			Vacant since 05/04/20
Housing Options Officer			Vacant since 13/07/20
Museum Curator			Vacant since 31/05/20

Post	Already Shared	To be considered in relation to shared services	Notes
Planning Enforcement Officer 2 FTE			One post has been vacant since 01/08/19, when a new structure was implemented. It was kept vacant to assess whether it is required in the long term. The other post has recently become vacant on 31/05/20. Agency support has been procured for the short-term.
Youth Support Officer			The post was created with effect from 1 st April 2020 as part of the MTFs, to be funded from the surplus income from Sports Development held in reserves.
Customer & Digital			
Gateway Officer			Vacant since 01/12/19
Gateway Receptionist			Vacant since 01/11/19
Gateway Receptionist			Vacant since 02/02/20
IT Cyber Security Trainee			The post was created with effect from 1 st April 2020 as part of the MTFs.
IT Security Support Officer			Vacant since 01/07/19, when a restructure was implemented. The post has been advertised twice but there have not been suitable candidates to appoint.
IT Senior Network Support Analyst			Vacant since 14/02/20. The post holder retired and there was a pension strain cost of £74,100. The post will be kept vacant during 2020/21 to fund that cost.
Revenues & Benefits Officer 2 FTE			One post has been vacant since 29/02/20 and another became vacant on 26/07/20. Options are being considered regarding potential regrading of these posts and/or other minor restructure changes within the team.
Governance			
Democratic Services Officer	Y	Y	Vacant since 20/07/20
Governance & Member Services Team Leader	Y	Y	Vacant since 02/02/20. The post has been replaced by a lower-graded Democratic & Member Services Officer role. A new starter will begin in September. The saving from reducing the grade will be incorporated into the shared services review.
Head of Licensing		Y	Vacant since 23/02/20

Post	Already Shared	To be considered in relation to shared services	Notes
Interim Head of Shared Assurance	Y	Y	This post is <u>not</u> part of the budgeted establishment. The role has been carried out on an interim basis since December 2018 when the previous role was disestablished as part of a senior management restructure. The intention has been to review the structure of the team and create a permanent role but for various reasons this has had to be postponed several times. The post-holder left on 30/06/20.
Principal Auditor	Y	Y	Vacant since 10/05/20
Auditor 1.2 FTE	Y	Y	Both posts were vacant all throughout 2019-20 and were temporarily covered by agency staff at various points. The agency cover finished in May 2020.
Insurance Officer	Y	Y	Vacant since 13/10/19. Another officer has been acting up to this role but their substantive role is not currently back-filled.
Finance			
Director of Finance	Y	N	The post was included in the budget for 2019-20 based on assumptions from the previous senior management restructure that took effect during 2018-19. The post was vacant all throughout 2019-20 and has not yet been filled.
Management Accountant	Y	N	Vacant since 05/06/20
Communications & Visitor Economy			
No vacancies			
Transformation & Partnerships			
HR Advisor	Y	Y	Vacant since 29/02/20
Business Support Officer	Y	Y	Vacant since 31/12/19

Notes:

1. FTE stands for Full Time Equivalent and is used for part-time posts to show a comparison against a full-time post.
2. MTFSS stands for Medium Term Financial Strategy, which is the annual document that outlines the Council's detailed budget for the following financial year and planned budgets for the next few years after that.

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Reserves Planned Movements 2020-2024

Note: All figures are in £'000

Appendix B

Reserve Name	19/20 C/F	2020-21			2021-22			2022-23			2023-24		
		In	Out	C/F	In	Out	C/F	In	Out	C/F	In	Out	C/F
Earmarked Reserves													
Borough Council Elections	(160)	-	-	(160)	-	-	(160)	-	-	(160)	-	160	-
Borough Investment Acct	(4,577)	-	700	(3,877)	-	1,670	(2,207)	-	-	(2,207)	-	-	(2,207)
Business Rates Retention	(3,309)	-	65	(3,244)	-	65	(3,179)	-	65	(3,114)	-	65	(3,049)
Capital Funding	(3,514)	-	3,494	(20)	(250)	-	(270)	(250)	-	(520)	(250)	-	(770)
CIL Admin	(248)	-	-	(248)	-	-	(248)	-	-	(248)	-	-	(248)
City Deal	(1,851)	-	-	(1,851)	-	-	(1,851)	-	-	(1,851)	-	-	(1,851)
Climate Change	(250)	-	-	(250)	-	-	(250)	-	-	(250)	-	-	(250)
Credit Union	(150)	-	-	(150)	-	-	(150)	-	-	(150)	-	-	(150)
Housing Needs Surveys	(100)	(20)	40	(80)	(20)	-	(100)	-	-	(100)	-	-	(100)
Local Plans	(255)	-	99	(156)	-	26	(130)	-	25	(105)	-	44	(62)
My Neighbourhoods	(67)	-	-	(67)	-	-	(67)	-	-	(67)	-	-	(67)
Performance Reward Grant	(27)	-	27	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance	(500)	-	500	-	(250)	-	(250)	(250)	-	(500)	(250)	-	(750)
Restructure Costs	(200)	-	100	(100)	-	100	-	-	-	-	-	-	-
Transformation Fund	(415)	-	246	(169)	-	-	(169)	-	-	(169)	-	-	(169)
Other Earmarked Reserves:													
Ring-fenced income	(488)	-	200	(289)	-	44	(245)	-	44	(201)	-	-	(201)
Sports Dev income	(337)	-	220	(117)	-	85	(32)	-	-	(32)	-	-	(32)
Carried fwd underspends	(126)	-	126	-	-	-	-	-	-	-	-	-	-
	(16,575)	(20)	5,817	(10,778)	(520)	1,990	(9,308)	(500)	134	(9,674)	(500)	269	(9,905)
General Reserve	(4,239)	-	-	(4,239)	-	181	(4,058)	-	199	(3,858)	-	224	(3,635)
Total	(20,814)	(20)	5,817	(15,017)	(520)	2,172	(13,365)	(500)	333	(13,532)	(500)	492	(13,540)

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Capital Programme 2020-21 Quarter 1

Note: All figures are in £'000

Appendix C

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Health, Leisure & Wellbeing												
Green Infrastructure												
Green Infrastructure unallocated	-	-	-	-	-	-		-	200	200	200	600
Green Link - Penwortham Holme to Howick	250	-	125	(125)	-	(125)	Project has been held up due to Covid-19. Planning is now underway with LCC. Likely to complete half the work in 20/21, since dependent on partners LCC and the EA and their flooding scheme	125	125	-	-	250
Green Link - Shruggs Wood	119	29	44	(75)	-	(75)	The budget for 20/21 is based on the c/f amount of an original £200k for works planned in conjunction with the leisure facility development on the nearby site. With the latter being postponed, the works needed to Shruggs wood were not as extensive and only a much smaller budget is required.	44	-	-	-	44
Leyland Loop	91	7	91	-	-	-		91	100	-	-	191
Total Green Infrastructure	460	36	260	(200)	-	(200)		260	425	200	200	1,085
Worden Park												
Arboretum landscaping	30	-	30	-	-	-		30	-	-	-	30
Craft Units Windows and Security Grills	40	-	40	-	-	-		40	-	-	-	40
Farmyard Cottages Windows and rendering	50	-	50	-	-	-		50	-	-	-	50
Farmyard Cottages - Heating	50	-	50	-	-	-		50	-	-	-	50

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Ice House front façade	10	-	10	-	-	-		10	-	-	-	10
North Lodge	-	4	4	4	-	4	The project lead mistakenly thought that all expenditure had been incurred in 19/20 and so the remaining budget of £13k was shown as a saving in the outturn report. However, additional work of £4k had been requested without adjusting the existing purchase order and this has now been paid.	4	-	-	-	4
Overflow Car Park	120	-	120	-	-	-	Tender docs prepared and about to be tendered now contractors can visit site. Works should be able to begin Sept 2020, after summer holidays.	120	-	-	-	120
Sewerage pumping station and septic tanks	40	-	20	(20)	-	(20)	The Worden sewage pumping station are a cosmetic project so could wait but 2 septic tanks at Worden non-compliant and will be replaced asap.	20	20	-	-	40
Shaw Brook weirs and banking	40	-	-	(40)	-	(40)	The project has been put on hold. Both elements need various permissions and dry weather.	-	40	-	-	40
Shaw Wood footpaths	33	-	-	(33)	-	(33)	Same as above	-	33	-	-	33
Walled garden pot house - replace the building frame and base walls	-	-	-	-	-	-		-	100	-	-	100
Worden Park fountain	-	-	-	-	-	-		-	80	-	-	80
Worden Park paths	-	-	-	-	-	-		-	-	200	232	432
Worden Hall refurbishment	500	102	120	(380)	-	(380)	Work is underway to take project through to planning stage. Will be not on site until next financial year.	120	2,050	-	-	2,170
Total Worden Park	913	106	444	(469)	-	(469)		444	2,323	200	232	3,199

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24	
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24		
Other Parks and Open Spaces													
Hurst Grange Park drainage	25	-	25	-	-	-		25	-	-	-	25	
Hurst Grange Coach House Phase 2	440	-	300	(140)	-	(140)	A tender has been issued. A report to Oct Cabinet will request approval to appoint and proceed. Work is scheduled to begin in Nov and continue to June.	300	490	-	-	790	
Hurst Grange Park Paths	-	-	-	-	-	-		-	40	-	-	40	
Open Spaces - Bent Lane	68	4	68	-	-	-		68	-	-	-	68	
Open Spaces - Balcarres Green	24	23	24	-	-	-		24	-	-	-	24	
Playground - Worden Park	50	50	50	-	-	-		50	-	-	-	50	
Playground - Leadale Green	33	35	33	-	-	-		33	-	-	-	33	
Playground - Seven Stars	173	175	173	-	-	-		173	-	-	-	173	
Playground edging Worden and Farington parks	-	-	-	-	-	-		-	-	-	-	-	
Playgrounds - Haig Avenue, Hurst Grange, Bellis Way, Bent Lane	300	-	-	(300)	200	(500)	The current budget was profiled as £300k in 20/21 and £200k in 21/22. It will be split between the 4 playgrounds and re-profiled as shown in the rows below.	-	-	-	-	-	
Playground - Haig Avenue	-	-	175	175	-	175		175	-	-	-	175	
Playground - Hurst Grange	-	-	225	225	-	225		225	-	-	-	225	
Playground - Bellis Way	-	-	20	20	-	20		20	-	-	-	20	
Playground - Bent Lane	-	-	-	-	(80)	80	There is contaminated land on the site that must be dealt with before work can proceed. Unlikely that works will be able to commence this financial year.	-	80	-	-	80	

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Other Parks - Footpaths (Fossdale Moss, Priory, Valley Road)	15	-	15	-	-	-		15	30	-	-	45
Tarn Wood, Penwortham	30	-	30	-	-	-		30	-	-	-	30
A tree for every resident	43	2	43	-	-	-		43	53	40	-	136
Withy Grove Park	-	-	-	-	-	-		-	60	-	-	60
Total Other Parks & Opn Space	1,200	289	1,180	(20)	120	(140)		1,180	753	40	-	1,973
Sports and Leisure												
Leisure Facility	12	12	12	-	-	-		12	-	-	18,988	19,000
Leisure Centre refurbishments	1,000	-	500	(500)	-	(500)	Background work now done and priorities agreed as part of Facilities strategy. Due to impact of Covid-19, work will get pushed back later in the year.	500	1,600	-	-	2,100
Lostock Hall Football Facility	146	-	146	-	-	-		146	-	-	-	146
Sport Pitch Hub	65	70	70	5	-	5	Background work been done with FA and Football foundation to agree project and funding on the chosen Bamber Bridge site. Should be on site in 21/22. Options are being explored to access grant from Football Foundation. This would be a bonus as the scheme is budgeted to use existing resources.	70	3,000	1,235	-	4,305
King George V Playing Fields, Higher Walton	75	-	75	-	-	-		75	-	-	-	75

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24	
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24		
Place													
Land Acquisition Croston Road	77	-	77	-	-	-		77	-	-	-	77	
Affordable Housing at former McKenzie Arms, Bamber Bridge	100	22	100	-	-	-	Planning application submitted to August Planning Committee. Procurement options are being will be reported to Cabinet, for a decision on which route to take.	100	2,117	-	-	2,217	
Affordable Housing at Station Road, Bamber Bridge	563	499	563	-	-	-		563	-	-	-	563	
Car Park resurfacing, Ryefield Avenue, Penwortham	-	-	-	-	-	-		-	40	-	-	40	
Church Road, Bamber Bridge	-	-	-	-	-	-	There scheme relates to a specific S106 receipt that must be used at the Church Road site. The Council does not own the land so progress is likely to be slow.	-	40	-	-	40	
Disabled Facilities Grants	1,003	203	1,003	-	-	-		1,003	682	682	682	3,049	
Extra Care scheme	-	-	-	-	-	-	A report is going to Cabinet to agree the site and strategy for progressing the scheme. The intention is to plan the project by engaging support through a procurement framework.	-	5,000	4,000	1,000	10,000	
Hoole Village Hall Grant	200	-	200	-	-	-	The original funding plan for this scheme was a £150k loan and £50k grant using Section 106 receipts. However, on closer investigation of the potential receipts and the specific plans for the hall, there are no receipts that are eligible.	200	-	-	-	200	

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Leyland Train Station Ticket Office	60	-	15	(45)	-	(45)	Initial plans include a new staircase, bike secure storage and improvements to the entrance. Only the staircase is expected to be completed in 20/21.	15	45	-	-	60
Masterplanning & Regen - Leyland	-	-	-	-	-	-		-	2,000	-	-	2,000
Masterplanning & Regen - Penwortham	50	-	50	-	-	-		50	-	2,000	-	2,050
New Longton Regeneration	75	-	-	(75)	-	(75)	There are no designs for this scheme. There have been discussions with stakeholders about potential ideas but the project is very much still in the early planning phase.	-	75	-	-	75
Empty Homes grants	39	-	39	-	-	-		39	-	-	-	39
Private Sector home improvement grants	75	4	75	-	-	-		75	75	75	75	300
St Mary's, Penwortham - Churchyard wall repairs	140	-	-	(140)	-	(140)	Progress on this scheme has been very slow because the decision making processes within the church organisations are very slow moving. Work cannot progress until the restrictions due to Covid-19 are lifted. We are also still awaiting burial records from the church.	-	140	-	-	140

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Excellence & Financial Sustainability												
IT Programme												
IT Unallocated Funding	106	-	62	(44)	-	(44)		62	200	200	200	662
Capita Software Upgrade (c/f)	5	5	5	-	-	-		5	-	-	-	5
Civic Centre conference centre hearing loop	50	-	35	(15)	-	(15)		35	-	-	-	35
HFX Upgrade (c/f)	4	4	4	-	-	-		4	-	-	-	4
Idox (c/f)	147	147	147	-	-	-		147	-	-	-	147
Single Sign On and Calendar Integration	33	22	33	-	-	-		33	-	-	-	33
Members tablet refresh	50	52	52	2	-	2		52	-	-	-	52
Mobile phone upgrade	12	9	12	-	-	-		12	-	-	-	12
Front to Back Office Automation	-	-	17	17	-	17		17	-	-	-	17
Help Desk System	-	-	5	5	-	5		5	-	-	-	5
Tablet refresh (agile working)	-	-	35	35	-	35		35	-	-	-	35
Total IT Programme	405	238	405	(0)	-	-		405	200	200	200	1,005
Other non-ICT projects												
Corporate Buildings Unallocated	100	-	100	-	-	-	This budget is earmarked for two things. Firstly, at least one investment property requires a new roof. Secondly, stock condition surveys, which should be completed by December, are likely to identify immediate works required to certain buildings.	100	100	100	100	400
Corporate Buildings - Civic Centre	75	-	75	-	-	-		75	50	-	-	125
Civic Centre emergency lighting	7	9	7	-	-	-		7	-	-	-	7

Scheme Name	Current Budget 20/21	Spend + Orders	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Civic Centre LED Lighting	45	-	45	-	-	-		45	-	-	-	45
Civic Centre New Entrance	150	-	150	-	-	-	The scheme has been postponed due to the impact of Covid-19 both currently and in not knowing what services and the building environment might look like afterwards.	150	-	-	-	150
Civic Centre Solar Panels	31	31	31	-	-	-		31	-	-	-	31
Civic Centre 3rd Floor	50	-	50	-	-	-		50	-	-	-	50
Polling Booths	22	-	22	-	-	-		22	-	-	-	22
Vehicles and Plant replacement programme	2,477	1,249	2,497	21	-	21		2,497	950	400	100	3,947
Miscellaneous Costs	-	1	-	-	-	-		-	-	-	-	-
Grand Total	9,614	2,768	8,190	(1,423)	120	(1,543)		8,190	19,615	9,132	21,577	58,515

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