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CHILTERN
District Council



TO: ALL MEMBERS OF COUNCIL

Dear Councillor

You are hereby summoned to attend the Meeting of the **CHILTERN DISTRICT COUNCIL** to be held in the **Council Chamber, King George V House, King George V Road, Amersham** on **Tuesday, 20th September, 2016** at **6.30 pm** when the business below is proposed to be transacted.

A G E N D A

- 1 Evacuation Procedures
- 2 Presentation from the Chief Constable
To receive a presentation from Francis Habgood - Chief Constable of Thames Valley Police
- 3 Leofwine Shield
To present the Leofwine Shield to Gordon Patrick, Chairman of Chalfont St Giles Parish Council on behalf of Chalfont St Giles village. The Shield is awarded annually to the Town or Parish Council in Chiltern District achieving the highest mark in the Best Kept Village Competition. Chalfont St Giles is the 2016 winner.
- 4 Minutes (*Pages 5 - 10*)
To approve as a correct record and to sign the Minutes of the meeting of Council held on 12 July 2016.
- 5 Apologies for Absence
- 6 Declarations of Interest

7 Announcements

To receive any announcements from the Chairman, Cabinet Leader or the Head of Paid Service.

Chairman and Vice Chairman's Diary (Pages 11 - 12)

8 To receive and consider reports and recommendations of Committees of the Council, in date order of the meeting:

8.1 Democratic and Electoral Services Shared Services Review - Chiltern & South Bucks Joint Committee - 2 August 2016 *(Pages 13 - 14)*

8.2 Application for Listed Building Consent: CH/2016/0949/HB - Planning Committee - 18 August 2016 *(Pages 15 - 16)*

Appendix: Planning Committee Report (Pages 17 - 22)

9 Cabinet Recommendations

To receive and consider the recommendations of the Cabinet for the meeting held on 6 September 2016 and to receive questions and answers on any of those recommendations in accordance with Rule 8 of the Procedural Rules.

9.1 Disabled Facilities Grant *(Pages 23 - 26)*

Appendix: Disability Facilities Grant Cabinet Report (Pages 27 - 32)

10 Cabinet Reports

To receive and consider reports from the Cabinet Leader, Cabinet Members or Chairman of a Committee and receive questions and answers on any of those reports in accordance with Rule 9.1 of the Procedural Rules.

11 Questions

To receive questions and answers of the Cabinet Leader, Cabinet Members or Chairman of a Committee (if any) in accordance with Rule 9.2 of the Council Procedure Rules.

12 Questions Without Notice

To receive questions without notice from any Member of the Council to the Cabinet Leader, Cabinet Members or Chairman of a Committee (if any) in accordance with Rule 9.1 of the Council Procedure Rules.

13 Petitions (if any)

To receive petitions and/or deputations (if any) from members of the public including provisions allowing members to ask questions of clarification at the discretion of the Chairman and restrictions on deputations covering the same subject or by the same speakers.

14 Joint Arrangements and Outside Organisations

To receive reports about and receive questions and answers relating to any joint arrangements or external organisations.

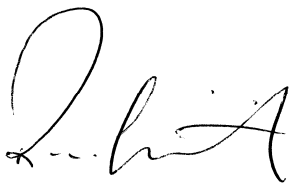
15 Motions (if any)

16 Exclusion of the Public (if required)

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

*Private Appendix to Item 8.1: Democratic & Electoral Services
Business Case (Pages 33 - 76)*

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.



Bob Smith
Acting Chief Executive

If you would like this document in large print or an alternative format please contact 01494 732145; email democraticservices@chiltern.gov.uk

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the
COUNCIL
held on **12 JULY 2016**

PRESENT: Councillor L Smith - Chairman for the meeting

Councillors: A K Bacon
S P Berry
D J Bray
J A Burton
J Cook
I A Darby
M Flys
C J Ford
A J Garth
J L Gladwin
G K Harris
C J Jackson
C M Jones
P M Jones
R J Jones
J E MacBean
P E C Martin
S A Patel
D W Phillips
N M Rose
C J Rouse
J J Rush
L M Smith
M R Smith
M J Stannard
E A Walsh
C J Wertheim
F S Wilson

APOLOGIES FOR ABSENCE were received from Councillors M Harker, P N Shepherd, E A Culverhouse, A S Hardie, M J Harrold, P J Hudson, D J Lacey, M W Shaw, M W Titterington, D M Varley, N I Varley and H M Wallace

115 ELECTION OF CHAIRMAN FOR THE MEETING

In the absence of the Chairman and Vice Chairman of the Council, the Acting Chief Executive sought nominations for a Chairman for the meeting.

Councillor Phillips proposed; and Councillor Martin seconded and it was

RESOLVED:

That, Councillor Linda Smith be duly elected Chairman for the duration of the Meeting only.

116 MINUTES

The Minutes of the meetings of Ordinary Council and Annual Council held on 17 May 2016 were approved as a correct record.

117 DECLARATIONS OF INTEREST

There were no declarations of interest.

118 ANNOUNCEMENTS**(a) Chairman's Engagements**

A list of Engagements carried out by the Chairman and Vice-Chairman of the Council between 19 May and 11 July 2016 had been circulated.

(b) Chairman's Announcements

The Chairman had no announcements to make.

(c) Announcements from the Leader of the Cabinet

The Leader of the Cabinet had no announcements to make.

(d) Announcements from the Head of Paid Service

The Acting Chief Executive announced that Cllr M Harrold had attended the Thiepval memorial on 1 July to mark the centenary of the commencement of the Battle of the Somme. He had laid a Remembrance Wreath on behalf of Chiltern District Council. Cllr Harold was thanked on behalf of the Council.

(e) Petitions

No petitions were submitted.

119 FILM CLASSIFICATION & RECLASSIFICATION UNDER THE LICENSING ACT 2003 - LICENSING & REGULATION COMMITTEE - 28 JUNE

At a meeting of the Licensing & Regulation Committee held on 28 June 2016, consideration had been given to a report proposing the adoption of a policy for dealing with the classification of films. The Committee agreed the recommendation to approve the proposed policy attached at Appendix 1 to the report, for information; and had agreed to recommend the following to full Council.

It was moved by Councillor Rush, seconded by Councillor Jackson and

RESOLVED –

That the Minutes and Resolutions of the Licensing & Regulation Committee held on 28 June 2016 be received and approved as follows:-

- i. That the Head of Healthy Communities be authorised to determine the classification and re-classification of films including appeals under the licensing legislation in accordance with the Policy;**
- ii. That all cases not determined by the Head of Healthy Communities under delegated authority be dealt with by the Licensing Sub-Committee; and**
- iii. To set the level of fee for the classification of films at £47, plus £1 per minute of the full length of the submitted film, plus any costs associated with the hire of any associated venue or equipment costs.**

120 PLANNING APPLICATION: CH/2016/0856/RC

Councillor Rouse entered the meeting during consideration of this item at 6.35pm.

Consideration was given to the report which outlined that at a meeting of the Planning Committee held on 7 July 2016, a planning application for minor works to Chesham Leisure Centre had been considered. In accordance with the Council's Constitution the Planning Committee was required to consider the application and make a recommendation to Council where applications related to Council owned land.

The Chairman had agreed to the report to be considered as an urgent item due to the requirement for the works to be carried out following an investigation into noise complaints from local residents.

It was moved by Councillor D Phillips, seconded by Councillor J Burton and

RESOLVED

That application CH/2016/0856/RC be approved subject to the conditions as detailed in the report.

121 CABINET RECOMMENDATIONS

There are no reports or recommendations from the Cabinet meeting held on 28 June.

122 CABINET REPORTS**a) Councillor Darby – EU Referendum – Chiltern’s record turnout**

Councillor Darby took this opportunity to thank the Election Team and other staff involved in the referendum at Chiltern District Council who ensured that the Referendum was delivered in a professional and efficient manner. Chiltern District Council had achieved the second highest turnout of voters in the country returning 83.57% which was just marginally lower than Gibraltar at 83.64%. All staff involved were commended for their hard work and commitment over recent weeks and particularly for the smooth running of the Referendum on Thursday 23 June 2016.

b) Councillor Darby – Unitary Authorities Update

Councillor Darby reported that the four District Councils in Buckinghamshire were working collaboratively on feasible future options for delivering local government in the County and it was expected that a report was to be before Councillors for consideration by Autumn 2016.

Councillor P Jones queried the open mindedness of the work being undertaken by the District Councils to look at unitary options for the county rather than just an opportunity for a counter argument to the Bucks County Council proposals.

Councillor Darby advised that the county council’s report had one option for the whole of Bucks whereas the independent report commissioned by the District Councils was intended to review all aspects of local government, to include a single unitary option and also other potential models of local government. She added that no government funding was available in respect of a unitary option and councils were encouraged to consider all options and the wider opportunities of devolution and nothing was ruled out at this stage.

c) Councillor Darby – Local Government Association (LGA) Conference

Councillor Darby reported that she, Councillor Martin and Bob Smith had attended the LGA Conference. She advised that Greg Clarke MP, Secretary of State for Communities and Local Government had opened the event and spoke in support of the work being done by local councils and the achievements in respect of efficiencies and savings. A Special Interest group on Shared Services led by Lord Porter had been attended. Lord Porter, Chairman of the LGA, spoke in favour of the work of councils with shared arrangements and appreciated the work being undertaken by all shared Leaders and Chief Executives.

Councillor P Jones thanked the Leader for seeking involvement with special interest groups at the LGA as this was a valuable contribution.

d) Councillor Martin – Local Plan

Councillor Martin reported that work was progressing well and was on plan with the proposed timetable leading up to consultation. He reminded that all members were welcome to attend the Joint Member Reference Group and it was important that members took an interest as the Local Plan proposals affected all wards in the District, and therefore it was advisable to keep informed of progress and were encouraged to attend meetings.

e) Councillor Harris – Community Cohesion

Councillor Harris reported that following the result of the EU Referendum there had been national concerns in respect of community cohesion but the Community Safety Team were liaising closely with police and relevant partners and no evidence of any significant effects on community cohesion had been identified to date but matters were being monitored. Councillors were advised that if incidents were identified these should be reported to the Community Safety Team or the police immediately.

f) Councillor Rose – HS2

Councillor Rose reported that Select Committee from House of Lords continued to meet and had been attended by himself, Cllr Berry, Cllr Martin, Cllr P Jones and Cllr Gladwin, together with Cheryl Gillan MP. It was noted that the majority of locus challenges were being declined. Councillors were advised that the longer tunnel option required an 'additional provision' (AP) and considerable discussion had ensued at the Select Committee on whether the House of Lords were in a position to grant a hearing for such petitions. The current prospects for the Council to be successful in presenting a petition requiring an AP were not strong and the Council will have to come to terms with view from the House of Lords and consider alternative options.

The next meeting of the Chiltern & South Bucks HS2 Steering Group was due to be held on 12 September 2016 at 6pm.

123 QUESTIONS

There were no questions.

124 QUESTIONS WITHOUT NOTICE

There were no questions without notice.

125 PETITIONS (IF ANY)

There were no petitions.

126 JOINT ARRANGEMENTS AND OUTSIDE ORGANISATIONS

There were no reports.

127 MOTIONS (IF ANY)

No Motions had been received.

The meeting ended at 6.59pm

CHAIRMAN'S DIARY: 12 JULY 2016 to 8 SEPTEMBER 2016

- 12 July - Horses Trust 130th Anniversary, Speen
- 16 July - Family Fun Day in aid of Search & Rescue Dogs Bucks
- 19 July - Chiltern Child Contact Centre AGM, Amersham
- 21 July - Amersham and District Community AGM
- 24 July - Mencap Summer Picnic, Amersham
- 24 July - Vice Chairman attend Civic Service at Bledlow
- 3 August - Be Inspired Play Day, King George V Playing Field Amersham
- 6 August - Chiltern Youth Projects, Old Amersham
- 8 August - Almshouses Redevelopment , Old Amersham
- 13 August - Tesco, Amersham - Charity: British Heart Foundation
- 14 August - Chesham Bois Manor – Residents Summer Party
- 25 August - Chiltern Hills Academy – new pupil Induction Day
- 25 August - Evening Reception – 11 Infantry Brigade & HQ South East
- 27 August - Sprinters, Prestwood – Car Park Opening and I AM GB
- 2 September - Rio 2016 Paralympic Torch Relay - Heritage Flame Lighting Ceremony
&
Reception, Stoke Mandeville
- 3 September - Merchant Navy Flag raising, Old County Hall, Aylesbury
- 7 September - Chiltern Chamber Summer Soiree, Chiltern Hills Academy

SUBJECT:	DEMOCRATIC & ELECTORAL SERVICES SHARED SERVICE REVIEW
REPORT OF:	<i>Portfolio Holder for Support Services – Councillor Mike Stannard</i>
RESPONSIBLE OFFICER	<i>Head of Legal & Democratic Services</i>
REPORT AUTHOR	<i>Joanna Swift, jswift@chiltern.gov.uk</i>
WARD/S AFFECTED	<i>Not applicable</i>

1. Purpose of Report

To consider the recommendations arising from the Democratic & Electoral services shared service review.

RECOMMENDATIONS

- 1. That the case for a Shared Democratic & Electoral Service is proven, and that both Councils should proceed to establish a Shared Democratic & Electoral Service.**
- 2. That subject to consultation with staff and a formal agreement between the Councils, the services of staff in Chiltern District Council's Democratic and Electoral Service be put at the disposal of South Bucks District Council under Section 113 of the Local Government Act 1972 so they can work across the two local authority areas.**
- 3. That the Acting Chief Executive in consultation with the Cabinet Leader and the Head of Legal and Democratic Services be authorised to finalise the terms of any legal documentation required to give effect to recommendation 2 above.**

2. Content of Report

At a meeting on 2 August 2016, the Chiltern and South Bucks Joint Committee considered the Business Case for the Democratic & Electoral shared service. The Business Case is attached as a Private Appendix.

The Joint Committee endorsed all of the recommendations in the report.

Following legal advice and in order to be consistent with the previous approach used for shared service reviews, Full Council are asked to formally adopt the recommendations shown above.

3. Links to Council Policy Objectives

The efficient implementation of joint services reviews is linked to the Council's Key Aims and Objectives.

Background Papers:	None, other than those referred to in this report.
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**Chiltern District Council
Council**

SUBJECT:	Application for Listed Building Consent: CH/2016/0949/HB
REPORT OF:	Development Control Manager – Bob Young
RESPONSIBLE OFFICER	Head of Sustainable Development – Peter Beckford
REPORT AUTHOR	Catherine Murray, 01494 732048, cmurray@chiltern.gov.uk
WARD/S AFFECTED	Chalfont St Giles

1. Purpose of Report

The Planning Committee, at the meeting held on 18th August 2016, considered a report relating to an application for Listed Building Consent to replace a section of Council-owned damaged brick boundary wall to the front of the public conveniences' in High Street, Chalfont St Giles. In accordance with the Council's Constitution the Planning Committee is required to consider the application and make a recommendation to Council where applications relate to Council owned land.

RECOMMENDATION

That application CH/2016/0494/HB be approved subject to the conditions as detailed in the case officer report.

2. Reasons for Recommendations

The Council's Constitution requires all planning applications relating to Council owned land to be considered by the Planning Committee for a recommendation to Council. The report considered by the Planning Committee at the meeting on 18th August 2016 is attached as an appendix. The Planning Committee at that meeting agreed to 'Defer – With recommendation to Full Council that consent be granted unless new points of objection are received during the advertisement period'. The advertisement period is now expired and no objections have been received.

It is desirable that the replacement of the wall is carried out with urgency, given that the wall has become a public hazard and that the current scaffold support is unsightly.

3. Options

Members have the following options:

- i. To approve the application as recommended by the Planning Committee.
- ii. To approve the application with amendments.
- iii. To refuse the application.

**Chiltern District Council
Council**

4. Corporate Implications

4.1 Financial

None in relation to the listed building application.
Cost of scaffold necessary until works commence.

4.2 Legal

The Council is required to consider all planning applications relating to Council owned land on the recommendation of the Planning Committee.

4.3 Crime and Disorder

Not applicable.

4.4 Health and Safety

Some risk to public while wall and scaffold remain in situ.

5. Links to Council Policy Objectives

Delivering cost-effective, customer focused services, and working towards safe and healthier local communities.

6. Next Step

If the proposed application is agreed a procurement process will start for the works to be carried out.

Background Papers:	None
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Classification: OFFICIAL

This application is referred to the Planning Committee as the wall is owned by Chiltern District Council.

PARISH COUNCIL

No comments received at time of drafting report.

REPRESENTATIONS

The application is accompanied by a Design and Access and Heritage Statement.

Historic England and National Amenity Societies: No comments received at time of drafting report.

POLICIES

The Chiltern Local Plan Adopted 1 September 1997 (including alterations adopted 29 May 2001) Consolidated September 2007 & November 2011: Saved Policy LB1

ASSESSMENT

1 This application concerns a remnant of Grade II listed wall significant for its historic interest as the original boundary to the Grade II* listed Old Rectory. This remnant retains original brickwork with early 18th century narrow bricks surviving particularly in the lower section. The rest of the wall has, however, been re-constructed in several phases, and pierced by archways to provide access to the public conveniences. The wall between the archways was reconstructed in the mid 20th century, and the long section to the south, in front of the current rectory, has been rebuilt very recently. While the construction of the wall is clearly no longer historic, and is more upright than before, local brick has been used in the reconstruction, and the wall remains valuable to the street scene in echoing the historic structure and arrangement.

2 The wall to the south had to be rebuilt as it had distorted badly and become a danger to the public. It had bulged outwards due to pressure from the much higher ground level behind and had suffered from damage from tree roots and ivy infestation. At the time of rebuilding it was not initially appreciated that the remnant now subject to this application was in separate ownership and could not be rebuilt at the same time. This remnant has distorted because of the movement of the main wall, and is similarly a danger. It remains upright only because it is supported by shoring. As a remnant of less than 2 metres in width it provides little true impression of the original character of the wall, and appears somewhat incongruous between the rebuilt sections, with a very poor joint that cannot bond effectively given the major outward lean.

3 The application proposes demolition of the wall and replacement in more upright form to continue the line, form and height of the adjacent reconstructed wall. It is proposed to use the existing bricks so far as they are salvageable, and to make good any deficiency with handmade local bricks to match the reconstruction. The work would be of benefit to the aesthetic appearance of the wall and would restore structural integrity, allowing removal of the shoring and removing the threat to public safety.

4 In the above context it is considered that the public benefit of the works outweighs the small degree of harm in losing this final remnant of original walling, and no objection is raised.

5 The following recommendation is made having regard to the above and also to the content of the Human Rights Act 1998.

Classification: OFFICIAL

RECOMMENDATION: Defer - minded to grant consent unless new points of objection received during advertisement period

Subject to the following conditions:-

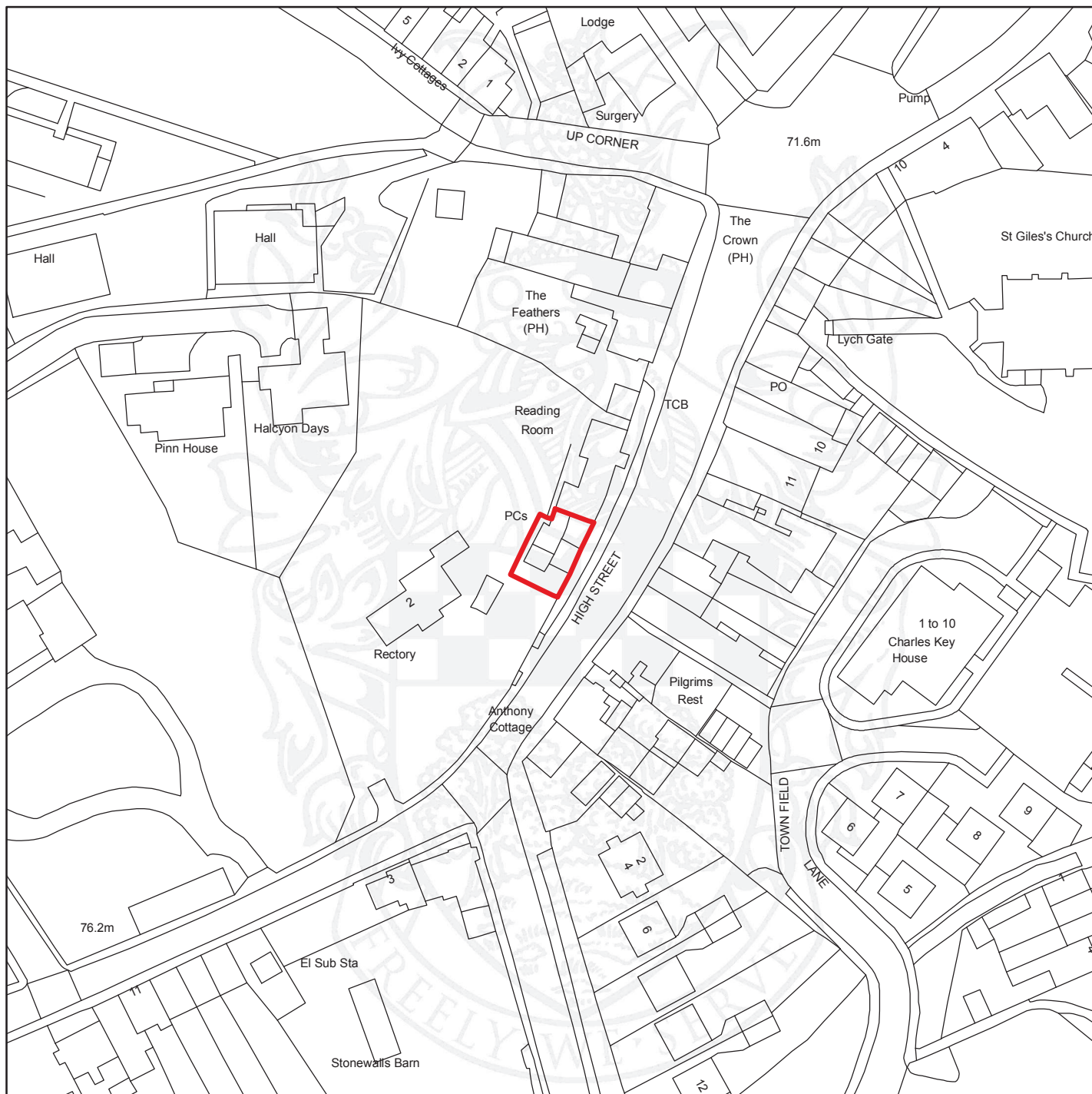
- 1 The development to which this consent relates must be begun not later than the expiration of three years beginning with the date on which the consent is granted.
Reason: To comply with the provisions of Section 18(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, as amended, to prevent the accumulation of unimplemented listed building consents and to enable the Local Planning Authority to review the situation at the end of this period if the development has not begun.
- 2 Pursuant to the provisions of Section 8 (1) & (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, the consent hereby granted expressly authorises the execution of the works shown on the deposited plans hereby approved.
Reason: Because the building is included in the Statutory List of Buildings of Special Architectural or Historic Interest.
- 3 The wall subject to this consent shall not be demolished before a contract for the reconstruction of the wall as approved has been made.
Reason: To comply with the provisions of Section 17 (3) Of the Planning (Listed Buildings and Conservation Areas) Act 1990 and to ensure that the demolition of the wall is not unrelated to its replacement.
- 4 The wall shall be re-constructed using bricks salvaged from the existing wall, any deficiency to be made good with bricks that match those used in the reconstruction of the wall adjacent to the south. The brickwork shall be laid in lime mortar as specified in the application, and the replacement wall shall match the appearance and height of the reconstructed wall immediately adjacent to the south west.
Reason: To ensure that there is no undue detriment to the character of the listed structure as already partially reconstructed, and to accord with Policy LB1 of the Chiltern Local Plan Adopted 1 September 1997 (including alterations adopted 29 May 2001) Consolidated September 2007 & November 2011: Saved.

The End

Public Convenience, High Street, Chalfont St Giles, Buckinghamshire



CHILTERN
District Council



Scale: 1:1,000

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Organisation	Chiltern District Council
Department	Planning & Environment
Comments	
Date	
SLA Number	100033578.2015

SUBJECT:	<i>Disabled Facilities Grant</i>
REPORT OF:	<i>Healthy Communities Portfolio – Cllr Graham Harris</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Louise Quinn, Senior Housing Standards Officer</i> lquinn@chiltern.gov.uk 01494 732209
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1 The report, attached as an appendix, was considered by the Cabinet on 6 September seeking approval to increase the Disabled Facilities Grant (DFG) capital programme for 2016/17 to meet increased demand. This report is to request that Council agrees the following recommendations of the Cabinet.

RECOMMENDATIONS

That Council agrees to:

1. Increase the Council's contribution to the overall Disabled Facilities Grant capital programme to £100,000 enabling a funded programme of £546,000 to be delivered in 2016/17.
2. Further increase the Capital Programme to reflect any additional funding received via the Better Care Fund.
3. That, subject to annual review, the Council increases its contribution to the annual DFG programme to £100,000/annum to meet future demand.

2. Reasons for Recommendations

- 2.1 The existing budget of £390,000 is insufficient to meet current demand. At the end of June 2016, there was just £100,000 uncommitted but £120,000 of applications ready or nearly ready for approval. There are a further 31 live enquires (estimated expenditure of £400,000) many of which will become due for approval during the course of 2016/17.

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- 2.2 Delaying expenditure to the next financial year may put vulnerable residents and their carers at greater risk of accidents, and will impact on the Council's ability to respond to demand in future years.
- 2.3 The Council's contribution has varied over the last three years, dependant on the level of demand and the funding received from the Better Care Fund and through the Paradigm Housing contribution. This has enabled the council to reduce its Capital budget contribution during 2014/15 and 15/16 for the DFG programme, there being sufficient resources to meet demand. Historically the Council has supported the programme with additional funding of between £45k and £100k.
- 2.4 The increased demand for DFG has arisen due to the increasing elderly and vulnerable population and the removal of a case backlog by the occupational therapy service.

4. Options

Members have the following options:

- i. To agree to increase the Council's contribution to the DFG Grant as recommended by the Cabinet
- ii. To keep the Council's contribution at the current level or make a different increase.

5. Corporate Implications

5.1 Financial

The 2016/17 DFG programme of £409,725 is funded through a combination of government subsidy, and a contribution from Paradigm Housing. In 2015/16, CDC was only required to contribute £45k to fund the £390,000 programme. Historically the council has contributed between £60 and £100k to the programme dependant on demand.

5.2 Legal

The Council has a statutory duty to approve applications for Disabled Facilities Grants. The current demand for DFG expenditure exceeds £390,000 budget.

5.3 Social Inclusion

DFG recipients are vulnerable residents who are at risk of accidents and unsuitable living conditions if they are unable to access adaptations.

6. Links to Council Policy Objectives

This links to the 'Working towards safe and healthier local communities' aim of the Joint Business Plan 2014-19.

7. Next Steps

If agreed, the capital programme will be amended for 2016/17. The programme for future years will be considered in the usual way.

Background Papers:	None, other than those referred to in this report.
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SUBJECT:	<i>Disabled Facilities Grant</i>
REPORT OF:	<i>Healthy Communities Portfolio – Cllr Graham Harris</i>
RESPONSIBLE OFFICER	<i>Martin Holt, Head of Healthy Communities</i>
REPORT AUTHOR	<i>Louise Quinn, Senior Housing Standards Officer</i> lquinn@chiltern.gov.uk 01494 732209
WARD/S AFFECTED	<i>All</i>

1. Purpose of Report

To seek approval to increase the Disabled Facilities Grant (DFG) capital programme for 2016/17 to meet increased demand.

RECOMMENDATIONS:

That Members agree to recommend to Cabinet and Council to increase the Council's contribution to the overall Disabled Facilities Grant capital programme to £100,000 enabling a funded programme of £546,000 to be delivered in 2016/17.

That Members agree a further increase to the Capital Programme to reflect any additional funding received via the Better Care Fund.

That Members recommend to Cabinet that subject to annual review, that the Council increases its contribution to the annual DFG programme to £100,000/annum to meet future demand

2. Reasons for Recommendations

2.1 The existing budget of £390,000 is insufficient to meet current demand. At the end of June 2016, there was just £100,000 uncommitted but £120,000 of applications ready or nearly ready for approval. There are a further 31 live enquires (estimated expenditure of £400,000) many of which will become due for approval during the course of 2016/17.

2.2 Delaying expenditure to the next financial year may put vulnerable residents and their carers at greater risk of accidents, and will impact on the Council's ability to respond to demand in future years.

2.3 The Council's contribution has varied over the last three years, dependant on the level of demand and the funding received from the Better Care Fund and through the Paradigm Housing contribution. This has enabled the council to reduce its Capital budget contribution during 2014/15 and 15/16 for the DFG programme, there being

sufficient resources to meet demand. Historically the Council has supported the programme with additional funding of between £45k and £100k.

2.4 The Council's contribution for the last three years is detailed in the table below.

	2013/14	2014/15	2015/16
Capital Expenditure	422,656.58	296,970.85	475,274.52
DFG	244,717.00	250,987.00	340,016.15
Paradigm	90,000.00	90,000.00	90,000.00
Funded by Capital Reserves	87,939.58	0	45,258.37
Balance	0	- 44,016.15	0

2.5 The increased demand for DFG has arisen due to the increasing elderly and vulnerable population and the removal of a case backlog by the occupational therapy service.

3. Content of Report

3.1 The Disabled Facilities Grant (DFG) is a mandatory, means-tested grant to fund adaptations to the homes of disabled people to ensure they have access into and out of their home and to the essential facilities within it. Grants are given for works which are recommended by an Occupational Therapist.

3.2 In 2016/17 the approved capital programme for DFGs is £390,000. The Council receives government subsidy from the Better Care Fund to help fund DFGs and since 2006, the Council has also secured a discretionary annual capital contribution from Paradigm Housing Group towards adaptations to the homes of their tenants. Historically Chiltern District Council has contributed up to £100,000/annum to ensure that a fully funded DFG programme of £390,000 is available.

3.3 The Council has been notified that the Better Care Fund will allocate £337,000 to the DFG programme for 2016/17 and Paradigm Housing Group has confirmed a contribution of £90,000, making £427,000 available in total. As this funding is greater than the budget amount in the capital programme there is currently no allocation for CDC to contribute to the programme.

3.4 However, demand for DFGs increased significantly in 2015/16 as the Occupational Therapy service commissioned agency OTs to tackle long waiting lists for assessments and also developed new services to ensure people could be assessed more quickly. Compared to 2014/15, referrals increased by 30%. Demand has returned to more normal levels since January 2016, with an average of 8 referrals per month being received.

3.5 One of the difficulties in managing the DFG budget is that it is not possible to require completion of work in the same financial year as the grant is approved. It is common practice to over-commit grants in each financial year, to prevent a stop-start situation occurring. Owing to the increase in demand during 2015, there was £235,000 outstanding commitment at the end of the 2015/16 financial year. As at 30 June 2016, £347,000 had been paid or committed, leaving just £100,000 of the remaining funding unallocated. However, there were 18 applications (to the value of £120,000) ready for approval and a further 31 applications being processed, with an estimated expenditure requirement of £400,000.

3.6 Whilst the Council is legally able to delay issuing grant approvals for up to six months and defer payments for up to 12 months, these approaches give rise to a number of risks:

- DFG applicants are, by their nature, vulnerable people and adaptations are often urgently needed. Delaying approvals or payments puts these people and their carers at risk of accidents and leaves them housed in unsatisfactory conditions for longer periods.
- The ability to respond to DFG applications in future years will be impacted by deferring current demand to next year's programme.
- The Council will fail to meet its own performance targets to approve DFGs within 30 days of receipt of an application.

3.7 In order to manage the demand for DFG resources, the following actions have already been taken:

- Implementation of a discretionary repayment clause to allow reclaim of DFG funds in the event properties are sold within 10 years of completion of the work
- Promotion of Flexible Home Improvement Loan to enable home owners to carry out pre-emptive adjustments to their homes to make them suitable for older age
- Implementation of a protocol with Paradigm Housing Group to ensure better consideration of a move to a more suitable property before major adaptations are agreed

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- As already referred to, additional resources secured from Paradigm Housing towards adaptations for its tenants

3.8 Even with these measures in place, additional funding will be required to be able to continue to deliver adaptations during 2016/17.

3.9 Additional funding is being sought from Bucks County Council via the Better Care Fund in accordance with the DFG grant determination letter from the Department of Communities and Local Government. This indicated that £545,000 was to be made available to Chiltern District Council to meet its statutory obligations. However, the Better Care Fund managers decided to use their discretion to allocate some of this funding to other projects. Bucks County Council has been made aware of the shortfall of funding for DFGs and a request made for the full allocation of £545,000. At the time of preparation of this report, an outcome is still awaited to this request.

3.10 Even if this additional Better Care Funding is forthcoming, there is still likely to be a shortfall to meet the current level of demand. Agreement is therefore sought to increase the capital programme to a level which reflects the full amount of funding available including the CDC funding of £100,000 to enable the Council to continue to deliver DFGs and minimise the impact of delays on vulnerable households.

4. Consultation

4.1 Not applicable

5. Options

5.1 The Council could delay issuing grant approvals for up to six months and/or defer payments for up to 12 months. However, this is not recommended for the reasons outlined in Paragraph 3.6 above.

5.2 The other option is that the Council could increase its contribution by less than 100k

6. Corporate Implications

6.1 Finance: The 2016/17 DFG programme of £409,725 is funded through a combination of government subsidy, and a contribution from Paradigm Housing. In 2015/16, CDC was only required to contribute £45k to fund the £390,000 programme. Historically the council has contributed between £60 and £100k to the programme dependant on demand.

6.2 Legal: The Council has a statutory duty to approve applications for Disabled Facilities Grants. The current demand for DFG expenditure exceeds £390,000 budget.

6.3 Social Inclusion: DFG recipients are vulnerable residents who are at risk of accidents and unsuitable living conditions if they are unable to access adaptations.

7. Links to Council Policy Objectives

This links to the 'Working towards safe and healthier local communities' aim of the Joint Business Plan 2014-19.

8. Next Step

If agreed, the capital programme will be amended for 2016/17. The programme for future years will be considered in the usual way.

Background	None except as referred to in this report
Papers:	

Document is Restricted

