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## **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

## **A G E N D A**

(Pages)

1. **Minutes**  
To receive the minutes of the meeting held on 15 September 2016. **(7 - 10)**  
  
A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER DECISION  
None.  
  
B. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER RECOMMENDATION  
TO CABINET
2. **Portfolio Budgets 2017/18**  
To consider the report of the Director of Services. **(11 - 16)**  
  
*Appendix 1 - Budget Booklet* **(17 - 46)**
3. **Review of the Council's Community Development, Subs and Donations and Chairman's Community Fund Grants**  
To consider the report of the Head of Healthy Communities. **(47 - 54)**  
  
*Appendix 1* **(55 - 56)**  
*Appendix 2* **(57 - 66)**  
*Appendix 3* **(67 - 68)**
4. **Local Authority Lottery**  
To consider the report of the Head of Healthy Communities. **(69 - 74)**  
  
*Appendix 1* **(75 - 76)**
5. **Extension to the GLL Contract to manage the Evreham Centre**  
To consider the report of the Head of Healthy Communities. **(77 - 82)**  
  
*Appendix 1* **(83 - 84)**
6. **Joint Private Sector Housing Strategy and Financial Assistance Policy**  
To consider the report of the Head of Healthy Communities. **(85 - 88)**  
  
*Appendix 1 - Draft Joint Private Sector Housing Strategy 2016 - 2021* **(89 - 94)**  
*Appendix 1a - Action Plan 2016 - 2017* **(95 - 98)**

7. **Chiltern District Council and South Bucks District Council Temporary Accommodation Framework**
- To consider the report of the Head of Healthy Communities. (99 - 102)
- Appendix 1 - Temporary Accommodation Framework* (103 - 118)
- C. REPORTS FOR INFORMATION/DISCUSSION
8. **Reports from Members**
- Dr Matthews - Health and Adult Social Care Select Committee Update September 2016* (119 - 120)
- Dr Matthews - Health and Adult Social Care Select Committee Update October 2016* (121 - 122)
- Mr Pepler - Meeting of the Buckinghamshire Healthcare Trust held on 28 September 2016* (123 - 124)
9. **Healthy Communities Update Report**
- To receive a verbal update from the Head of Healthy Communities. (125 - 128)
10. **Any Other Business**
11. **Exempt Information**
- “That under Section 100(A)(4) of the Local Government Act 1972 following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”
- Paragraph 3 Information relating to the financial or business of any particular persons (including the authority that information).
12. **Replacement of Theatre Floor at Beacon Centre**
- To consider the report of the Head of Healthy Communities. (129 - 134)
- Appendix 1 - Beacon Floor Options and Quotations* (135 - 138)
- Appendix 2 - Beacon Tiered Seating Options and Quotes* (139 - 142)
- Appendix 3 - Customer Feedback Response* (143 - 146)

The next meeting is due to take place on Thursday, 23 February 2017

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**HEALTHY COMMUNITIES POLICY ADVISORY GROUP**

**Meeting - 15 September 2016**

Present: Mr Kelly (Chairman)  
Mr Bastiman and Mr Pepler

Apologies for absence: Dr Matthews and Mr Walters MBE

**57. MINUTES**

The minutes of the PAG on 13 June were agreed.

**58. REPORTS FROM MEMBERS**

The PAG noted the report of the Bucks HASC May 2016.

**59. HEALTHY COMMUNITIES UPDATE REPORT**

The PAG received a report providing an update on issues falling within the Healthy Communities Portfolio.

During the discussion, the PAG particularly noted the following:

- Homelessness: the total number of homeless within temporary accommodation is 67, with the number of homeless within B&B accommodation falling to 39 - 21 being in B&B over 6 weeks.
- Private Sector Housing Strategy: this was to be reviewed by the Overview and Scrutiny Committee, with there currently being no significant changes to the strategy after consultation.
- Community Safety: South Bucks continues to be a safe place to live, with low crime. During the period April-July 2016 – in comparison to the same period in 2015 - the number of non-dwelling burglaries had reduced, however 57 burglaries at dwellings were reported. Violent crime had increased by 46.5% on the same period last year, thought to be linked to the change in national recording standards, and was seen as typical across the board.
- Community Cards: 32 schools signed up to the scheme, which ended during June. Three schools won a trip to Legoland, with the scheme having been well-received by all.
- Licensing: the Taxi Policy Consultation has concluded, with the policy to be reviewed by the Licensing Committee on 5<sup>th</sup> October.

- Environmental Health:
  - After a year of hard work, the team has a successful prosecution award of £2.2million fine, with officers feeling that this could be used to aid publicity around Health and Safety fines.
  - Repeat complaints from previous years had been focussed on in order to minimise risk of further repeat complaints. Due to this work, repeat complaints at The Polish Club, Iver Sewage Works, Big Ben's (Burnham) and 85 High Street (Burnham)
  - The dog contractor was now patrolling green spaces, and increasing contact is being made with Town Councils over working in partnership to tackle dog fouling.
  - The Air Quality review is currently with DEFRA.

#### 60. **REPLACEMENT OF THEATRE FLOOR AT BEACON CENTRE**

Members were updated by the Head of Healthy Communities that this item was to be taken back to consultation phase in order to look at the different types of seating available for the Centre, which would aid the determination of the type of flooring to be used. Additionally, Members were informed that the existing seating would shortly be removed due to safety concerns.

#### 61. **APPLICATIONS FOR THE COMMUNITY DEVELOPMENT GRANTS**

The PAG received a report detailing applications which had been made from the following organisations for funding from the Community Development Grant budget 2016/17, of which a balance of £15k remained:

<b>Organisation</b>	<b>Amount Requested (£)</b>
Denham Cricket Club	1500
Butterfly Conservation Upper Thames Branch	549

During the discussion around Denham Cricket Club, the PAG noted that the Community Development Grant stated that funding is available for 50% of the project costs, up to a maximum of £1500 – the full cost of the ride-on second-hand mower would be circa £9k.

The PAG also discussed that in the case of the Butterfly Conservation Upper Thames Branch (BCUTB), Environment Grant conditions state that community groups can be awarded up to 100% the costs of the project, hence the request for £549, which comprises: 20 x Dutch Elm Disease Resistant Elm Trees; 20 x deer-proof tree-guards and; 20 x 1.2m stakes with tree ties.

After consultation with the PAG, the Portfolio Holder **RESOLVED** to award:

1. £1500 to Denham Cricket Club for the purchase of ride-on mower and;
2. £549 to Butterfly Conservation Upper Thames Branch for the planting of Elm trees, to replace those killed by Dutch Elm disease.

#### 62. **AWARD OF GRANT FUNDING TO RAPE CRISIS**

The Members of the PAG considered a report detailing a request to consider allocation of funding for Rape Crisis (Wycombe, Chiltern and South Buckinghamshire).

The report detailed that Rape Crisis (Wycombe, Chiltern and South Buckinghamshire) had written to all Buckinghamshire Councils to request revenue funding to enable service delivery following the loss of funding from the Police Crime Commissioner, asking for a non-specific contribution to the organisation's running costs.

Members discussed how far-reaching the voluntary organisation was in terms of its aid and impact, supporting non-abusing female and male partners, friends, relatives, and parents of victims, alongside the victims themselves. It was seen that the organisation also supports educational campaigns, counselling, befriending, advocacy, drop-in sessions, outreach, a helpline, emotional support and the ISVA service across South Bucks. Additionally, Members were informed that the Police had identified Rape Crisis as a key support service.

During the discussion, the Portfolio Holder and the Head of Healthy Communities clarified that Chiltern District Council would be looking to match SBDC's funding proposal of £4,000/annum.

After consultation with the PAG, the Portfolio Holder **RESOLVED** that:

1. South Bucks District Council supports the funding appeal from Rape Crisis (Wycombe, Chiltern and South Buckinghamshire) through the award of £4,000/annum on condition of a signed three year funded Service Level Agreement, with a 12-month review.

### 63. **SERVICE LEVEL AGREEMENTS**

The PAG received a report detailed plans to award three service level agreements with organisations that assist the Council in delivering its services.

Members of the PAG noted that the grants review had identified key organisations that the Council works in partnership with to provide services that directly impact on the Council's key objectives (attached as Appendix 1). It was discussed that organisations would be awarded three year service level agreement, to include breakout clauses to allow the SLAs to be reviewed if the organisations were no longer delivering in accordance with Council priorities.

The three organisations in question, and the annual funding required were:

- Citizen Advice Bureau £42,000
- Community Impact Bucks (via the Buckinghamshire Infrastructure Contract) £8,708
- Wycombe Women's Aid £7,000

All three organisations were seen to be key in delivering the Council's services, with Members noting that Three Rivers Citizen Advice Bureau currently operates out of the Council offices, and is funded via a SLA to deliver services in return for a grant of £42,000/pa; it is proposed to extend this SLA for a three year period, at the same rate.

Community Impact Bucks had been awarded the joint contract (Districts and County) to deliver voluntary sector infrastructure services – SBDC are now proposing funding of £8,708 via BCC in order to maintain service delivery (currently from the Subscriptions & Donations budget).

Wycombe Women's aid was seen by Members to provide support to women and children experiencing domestic violence: the organisation links directly to the community safety and housing responsibilities of the Council, with SBDC hoping to maintain the Council's contribution of £7,000 through a grant linked to a three year SLA.

In addition to this, the PAG considered the funding of Padstones, who supported an average of 525 young people each year.

After questions and answers, the Portfolio Holder, with the advice of the PAG **RESOLVED** that:

1. Annual funding be given to:

- Citizen Advice Bureau of £42,000;
- Community Impact Bucks (via the Buckinghamshire Infrastructure Contract) of £8,708;
- Wycombe Women's Aid of £7,000

following an agreed three year Service Level Agreement being signed (to include a 12 month break clause)

**AND**

further **RESOLVED** that:

2. Delegation be given to the Portfolio Holder to award funding to Padstones in return for an agreed three year Service Level Agreement being signed (to include a 12 month break clause).

64. **ANY OTHER BUSINESS**

None.

65. **EXEMPT INFORMATION**

66. **PART II MINUTES**

The Part II minutes of the PAG on 13 June were agreed.

The meeting terminated at 18:25.

<b>SUBJECT:</b>	Portfolio Budgets 2017/18
<b>REPORT OF:</b>	Councillor Paul Kelly – Healthy Communities Portfolio Holder
<b>RESPONSIBLE OFFICER</b>	Jim Burness – Director of Resources
<b>REPORT AUTHOR</b>	Victoria Green – Senior Accountant 01494 732707, vgreen@chiltern.gov.uk Martin Holt – Head of Healthy Communities
<b>WARD/S AFFECTED</b>	All

## 1. Purpose of Report

- 1.1. To provide Members with information on the draft revenue budget for 2017/18, including the context of the overall financial position facing the Council for the coming year.
- 1.2. This report provides summary information on the budgets and highlights issues for consideration. The accompanying booklet presents the detailed information to assist Members in their decision making.

## RECOMMENDATION

Members are requested to advise the Portfolio Holder on the approval of the following items for onward submission to Cabinet:

- the 2017/18 revenue budget
- the 2017/18 fees and charges

## 2. Context to the 2017/18 Budget

- 2.1. As a result of the Government's deficit reduction strategy, local authority funding is subject to continuing significant reductions particularly from 2018/19 onwards. Local authorities also face constraints on the level of council tax increases. For South Bucks DC the position is set out in detail in the recently updated Medium Term Financial Strategy<sup>1</sup>.
- 2.2. It would therefore be prudent at this stage not to include any funding for new recurring expenditure to improve or expand services. The Authority also needs to identify measures to compensate for the reductions in resources referred to. Part of these measures will be the benefits from joint working with Chiltern DC.

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<sup>1</sup> Cabinet October 2016

2.3. All the teams covered by this Portfolio area are now joint teams with Chiltern DC. In the coming years the teams will be looking at ways to improve efficiency and customer service by changing way of working as part of the Stronger in Partnership phase of joint working.

### 3. Budget Assumptions

3.1. The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation from April 2017 of 1%
- Contracts inflation 2% (unless different rate specified within contract)
- Business rates 2.5%
- Gas 4.0%, Electricity 4.0% and Water 4.0%
- Insurance 0.5%
- Other 0%

### 4. Summary Revenue Budgets

4.1. The draft budgets presented to Members at this stage represent the net direct running costs of services. They do not contain the apportionment of support services such as accommodation, IT, finance etc. These will be included in the final approved budgets, once the budgets for these support services have been set. The budgets reflected in this report are therefore the direct costs under the Portfolio Holder’s control.

4.2. The budgets have been reviewed by the appropriate service manager for any material volume changes or changes related to maintaining current service standards.

4.3. The net budget figures for the Portfolio are shown below. A more detailed breakdown by service is shown within the booklet.

<b>Actuals 2015/16 £'000</b>	<b>Budget 2016/17 £'000</b>	<b>Draft Budget 2017/18 £'000</b>
935	930	1,265

4.4. The increase from the current year’s approved budget to the 2017/18 draft budget is £334k (35.9%). The main changes are detailed below:

	<b>£'000</b>	<b>Comment</b>
<b>2016/17 Budget</b>	930	
<b>Change in Salaries</b>		
- Provision for pay increase	7	
<b>Inflation</b>		
- Beacon centre contract payment	-2	Increase in payment to SBDC

	£'000	Comment
<b>Unavoidable Increases</b>		
- Environmental Health	5	Air Quality Action Plan (reserve funded)
- Housing/Homelessness	10	Increase in budget for Homeless Prevention
- Beacon Centre	8	Increase in NNDR for Beacon Centre
<b>Transfers</b>		
- Health & Safety	4	Budget Transfer for Lone Devices
- Homelessness Housing Benefit	250	Loss on HB subsidy for homeless cases now shown in homelessness cost centre
<b>Savings / Income Increases</b>		
- Joint Emergency Planning	-1	Saving on Equipment and Training
- The Academy	-47	Redevelopment of the site for open space leisure use
<b>Other Changes</b>		
- Grants	15	Budget changed from Capital to Revenue
- Housing	53	Recharge to capital being phased out due to declining capital resources
- Housing	20	Increase to housing cost share arising from general cost pressures in housing
- Other minor changes	13	
<b>2017/18 Draft Budget</b>	<b>1,265</b>	

4.5. Further details of the budgets for each area are shown within the booklet.

## 5. Commentary on Budgets

### Main Elements of the Budget

5.1. The main elements of this budget are as follows.

- The provision of Corporate advice on Sustainability, Emergency Planning, Corporate Health & Safety, and Business Continuity enables the Council to meet its statutory obligations and to take opportunities to attract funding or invest to save where possible.
- Environmental Health (Food and Health & Safety, Nuisance and Public Health investigation and enforcement, Pollution Control including Air Quality and Contaminated Land interventions, and Dog and Pest Control, Climate Change and Carbon Management). Expenditure to third Party Contracts is mainly through the use of Agency Staff as required, equipment purchases, the provision of free pest control treatments and the collection of Stray Dogs by SDK Environmental. The shared service aims to reduce its costs and attract income from other authorities, businesses and through the delivery of projects funding from central Government.

- Enabling Affordable Housing provision, Homelessness and Housing Allocations, Housing Standards Enforcement and the provision of Disabled Adaptations. Third Party costs relate to the provision of Emergency Housing, the allocation of disabled adaptations, the prevention of homelessness and the operation of the housing allocation system 'Buck Home Choice'.
- Licensing undertakes the Council's licensing service to protect the public. The service enforces standards in relation to: Taxi and Private Hire; Premises; Animal Health; Scrap Metal; Caravan and Gambling licensing; and the authorisation of street and house to house collections. Through reducing operational costs and managing the licence application fees, the service aims to achieve a balanced budget.
- Community Safety works across the Community Safety Partnership to address crime and disorder, including ensuring the appropriate measures are in place to safeguard the community.
- Community and Leisure Provision including the administration of the Leisure contract with Greenwich Leisure Limited which will deliver a net income of £53,000 to the Council. This net income increases each year and is forecast to rise to £87,000 by 2020/21. The community team will work with partners to utilise Council grants and attract funding and support the delivery of services by the community and taking opportunities to celebrate the contribution of groups and individuals.

### **Budget Priorities**

5.2. The budget reflects the following Council priorities.

- Improve community safety
- Promote healthier communities
- Promote local communities
- Promote sustainability
- Conserve the environment.

### **Risks**

5.3. When considering the proposed budgets for the coming financial year it is important to be aware of the risks within the budgets. For this Portfolio the main risk areas are:

- Homelessness expenditure as this is demand driven, has increased significantly in recent years and there is a limited supply of temporary accommodation available. Furthermore new regulations currently being discussed by Government could require councils to offer temporary accommodation in more cases, and a future PAG report will discuss these issues as this legislation emerges.
- The cost of defending appeals and prosecutions arising from enforcement activity across the service, or from appeals arising from Licensing or Housing decisions. Those

appeals/prosecutions which result in court hearing can incur legal representation costs, court costs, and on occasions damages.

- Resourcing the necessary consultation and mitigation implications that are arising from the major infrastructure projects within South Bucks.

5.4 The actions taken to mitigate or monitor these risks are as follows.

- With a limited supply of emergency accommodation provision is managed through use of B&B, temporary tenancy arrangements in the General Needs housing stock and through innovative arrangements with Thames Valley Police, Paradigm Housing and L+Q to bring empty properties in to use. The Council also supports a range of initiatives to increase the affordable housing supply but with the impact of the Welfare Benefit changes Housing Providers have put a hold on investment. Requests for Homelessness advice and assistance have doubled since 2013 requiring additional resources in the Housing Team to meet demand and support families avoid becoming homeless. Weekly monitoring of the numbers in Temporary Accommodation and B&B is undertaken.
- In the medium term to address the increase in the cost of homelessness, an invest to save approach may be considered by building self-contained accommodation and the Council receiving an income via the rent paid.
- With an increased number of major transport infrastructure initiatives impacting on South Bucks, staff resources are being redeployed to support the consultation and mitigate the potential impact of the projects. Cabinet has also agreed to allocate £20,000 from the infrastructure projects budget to support some of this workload.
- Budget monitoring and regular meetings with the Portfolio Holder.

5.5. An overall review of the main risk issues for the 2017/18 budget will be undertaken once Cabinet has agreed a proposed budget. This review and proposed actions to mitigate the risks will be part of the final report to Cabinet on the budget in February.

### **Opportunities and Plans for Improvement**

5.6. The introduction of shared services has improved resilience, service quality and reduced costs. Additional service improvements will result from reviewing the processes and procedures and removing unwanted service demand. The mobile working, customer services and channel shift projects will enable the service areas to build on the work already embedded in the division. Opportunities are to be taken to maximise income through external funding or delivering services for others building on current success.

## **6. Fees and Charges**

6.1. The Budget Booklet also contains the list of proposed fees and charges. All of the proposed fee increases have been built into the draft revenue budgets.

6.2. The Portfolio Holder is asked to consider the list of fees and charges and consider whether to approve these. Income in some service areas may be an important factor in reducing net expenditure.

**7. Links to Council Policy Objectives**

7.1 One of the primary purposes of the Council’s budget process is to ensure that, as far as possible, resources are aligned to the corporate priorities of the Council and that any material risks are assessed.

**8. Next Step**

8.1 The Cabinet will consider the outcome of the PAG discussions at its February meeting when it will formulate a final draft of the overall 2017/18 budget for the Authority.

<b>Background</b>	None
<b>Papers:</b>	



**South Bucks**  
District Council

**HEALTHY COMMUNITIES PORTFOLIO  
2017/18 BUDGET PROPOSALS**

**HEALTHY COMMUNITIES  
POLICY ADVISORY GROUP  
5th DECEMBER 2016**

**REVENUE SUMMARY - SBDC HEALTHY COMMUNITIES**

2015/16 ACTUALS	Cost Code(s)	2016/17 BUDGET	2017/18 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>HC - CORPORATE (MH)</u>				
53,719	Joint HC Corporate 3700	42,930	62,881	20	46.5%
73,399	Grants 3556,1281	74,880	89,880	15	20.0%
	<u>HC - ENVIRONMENTAL HEALTH (BC)</u>				
332,347	Joint Environmental Health EH01	355,050	358,367	3	0.9%
430	Joint Health & Safety HS01	4,000	11,433	7	185.8%
27,990	Dog & Pest Control 3626	30,190	30,530	1	1.1%
19,068	Joint Emergency Planning EP01	3,470	2,332	(1)	-32.8%
	<u>HC - HOUSING (MV)</u>				
235,775	Joint Housing HO01	253,478	326,349	73	28.7%
(9,879)	Homelessness HO02	50,000	310,000	260	520.0%
3	Home Improvement Grants 3596				
	s106 Commuted Sums 361*	(38,450)	(38,450)		0.0%
	Green Deal HO03				
	<u>HC - LICENSING (NM)</u>				
(72,744)	Joint Licensing LI01	(120,856)	(120,217)	1	-0.5%
	<u>HC - Community Safety (KG)</u>				
42,499	Joint Community Safety CS01	76,719	81,095	4	5.7%
	<u>HC - Community &amp; Leisure (MH)</u>				
112,329	Joint Community & Leisure CL01	141,818	133,437	(8)	-5.9%
151,822	The Academy 3496	102,356	55,000	(47)	-46.3%
22,835	Evreham Centre 3536	23,490	24,100	1	2.6%
(54,721)	Beacon Centre 3545	(69,340)	(62,620)	7	-9.7%
419	Dial-A-Ride 4373	700	500	(0)	-28.6%
<b>935,291</b>	<b>Net Running Expenses</b>	<b>930,435</b>	<b>1,264,617</b>	334	35.9%

**SBDC HEALTHY COMMUNITIES PORTFOLIO**

2015/16 ACTUALS	<b>CIPFA CLASSIFICATION</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
477,136	Direct Employee Expenses	500,610	207,510
111,879	Indirect Employee Expenses	24,500	3,900
59,896	Premises Related Expenses	86,100	58,510
13,022	Transport Related Costs	10,200	1,000
2,084,176	Supplies & Services	381,642	274,750
312,396	Recharge from CDC	347,410	726,962
131,130	Third Party Payments	103,124	46,300
463,995	Transfer Payments	250,000	500,000
<b>3,653,630</b>	<b>Running Expenses</b>	<b>1,703,586</b>	<b>1,818,932</b>
(1,192,889)	Fees & Charges and Other Income	(529,990)	(356,730)
(1,234,518)	Grant Income	(64,340)	(64,340)
(185,932)	Cost Share - CDC	(126,321)	(133,245)
	Recharge to Crem		
	Recharge to Trust		
(105,000)	Recharge to Capital	(52,500)	
<b>935,291</b>	<b>Net Running Expenses</b>	<b>930,435</b>	<b>1,264,617</b>
263,816	Depreciation	299,100	114,100
531,072	Support Recharges In	517,494	
176,472	Office Recharge	126,391	
	Support Recharges Out		
<b>1,906,651</b>	<b>Net Expenditure</b>	<b>1,873,420</b>	<b>1,378,717</b>

2015/16 ACTUALS	<b>Joint HC Corporate</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
39,819	Direct Employee Expenses		
200	Indirect Employee Expenses		
	Premises Related Expenses		
1,645	Transport Related Costs		
689	Supplies & Services		
43,530	Recharge from CDC	42,930	62,881
	Third Party Payments		
	Transfer Payments		
85,883	Running Expenses	42,930	62,881
(32,164)	Fees & Charges and Other Income		
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>53,719</b>	<b>Net Running Expenses</b>	<b>42,930</b>	<b>62,881</b>
<b>53,719</b>	<b>Cost Share - CDC</b>	<b>42,930</b>	<b>62,881</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains joint corporate HC costs.

CDC is the host authority and thus the net recharge to SBDC is shown here.

The cost has increased in 17/18 as additional costs have been included into this area.

Other Income: The income in 15/16 was the Green Deal administration fee.

2015/16 ACTUALS	<b>Grants</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
73,399	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	74,880	89,880
73,399	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	74,880	89,880
<b>73,399</b>	<b>Net Running Expenses</b>	<b>74,880</b>	<b>89,880</b>
<b>73,399</b>	<b>Cost Share - CDC</b> <b>Cost Share - SBDC</b>	<b>74,880</b>	<b>89,880</b>

This cost centre contains the Council's budget for subscriptions and donations to Community Organisations, and the contribution to the CAB.

It also contains the Community Development Grants budget. In 15/16 and 16/17 these were capitalised.

The 17/18 budget has increased by £15,000 as the Capital Grants budgets has been incorporated into this area.

2015/16 ACTUALS	<b>Joint Environmental Health</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
230,091	Direct Employee Expenses	320,530	
93,097	Indirect Employee Expenses	4,160	
	Premises Related Expenses		
8,801	Transport Related Costs	7,200	
24,465	Supplies & Services	37,230	25,160
	Recharge from CDC		333,207
	Third Party Payments		
	Transfer Payments		
356,454	Running Expenses	369,120	358,367
(24,107)	Fees & Charges and Other Income	(14,070)	
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>332,347</b>	<b>Net Running Expenses</b>	<b>355,050</b>	<b>358,367</b>
<b>332,347</b>	<b>Cost Share - CDC</b>	<b>355,050</b>	<b>358,367</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains joint Environmental Health costs.

CDC is the host authority and thus the net recharge to SBDC is shown here.

The budgets have been fully jointed up for 17/18.

Supplies & Services: This budget is for insurance £10k and air quality monitoring £15k.

2015/16 ACTUALS	<b>Joint Health &amp; Safety</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
270	Direct Employee Expenses		
	Indirect Employee Expenses	1,000	
	Premises Related Expenses		
	Transport Related Costs		
160	Supplies & Services	3,000	
	Recharge from CDC		11,433
	Third Party Payments		
	Transfer Payments		
430	Running Expenses	4,000	11,433
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>430</b>	<b>Net Running Expenses</b>	<b>4,000</b>	<b>11,433</b>
<b>430</b>	<b>Cost Share - CDC</b>		
<b>430</b>	<b>Cost Share - SBDC</b>	<b>4,000</b>	<b>11,433</b>

This cost centre contains joint Health & Safety costs ie training, flu jabs etc. CDC is the host authority and thus the net recharge to SBDC is shown here. The cost has increased in 17/18 as additional costs have been included into this area (ie loan working devises).

2015/16 ACTUALS	<b>Pest &amp; Dog Control</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
3,777	Supplies & Services	11,560	11,900
	Recharge from CDC		
25,979	Third Party Payments	19,730	19,730
	Transfer Payments		
29,756	Running Expenses	31,290	31,630
(1,766)	Fees & Charges and Other Income	(1,100)	(1,100)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>27,990</b>	<b>Net Running Expenses</b>	<b>30,190</b>	<b>30,530</b>
<b>27,990</b>	<b>Cost Share - CDC</b>	<b>30,190</b>	<b>30,530</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains costs relating to the operation of the SBDC pest & dog control function.

Supplies & Services: This budget is for printing and stationery, and vet / kennel fees.

Third Party Payments: This budget is for the contract costs.

Income: This is the recovery of costs from dog owners.

2015/16 ACTUALS	<b>Joint Emergency Planning</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
19,068	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	3,470	2,332
19,068	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	3,470	2,332
<b>19,068</b>	<b>Net Running Expenses</b>	<b>3,470</b>	<b>2,332</b>
<b>19,068</b>	<b>Cost Share - CDC</b> <b>Cost Share - SBDC</b>	<b>3,470</b>	<b>2,332</b>

This cost centre contains joint emergency planning costs ie training, equipment, printing & stationery  
CDC is the host authority and thus the net recharge to SBDC is shown here.

2015/16 ACTUALS	<b>Joint Housing</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
(835)	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
341,610	Supplies & Services		
	Recharge from CDC	306,708	327,079
	Third Party Payments		
	Transfer Payments		
340,775	Running Expenses	306,708	327,079
	Fees & Charges and Other Income	(730)	(730)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
(105,000)	Recharge to Capital	(52,500)	
<b>235,775</b>	<b>Net Running Expenses</b>	<b>253,478</b>	<b>326,349</b>
<b>235,775</b>	<b>Cost Share - CDC</b>	<b>253,478</b>	<b>326,349</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains joint Housing team costs.

CDC is the host authority and thus the net recharge to SBDC is shown here.

2015/16 ACTUALS	<b>Homelessness</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
28,359	Supplies & Services	70,000	80,000
	Recharge from CDC		
	Third Party Payments		
463,995	Transfer Payments	250,000	500,000
492,354	Running Expenses	320,000	580,000
(502,233)	Fees & Charges and Other Income	(270,000)	(270,000)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>(9,879)</b>	<b>Net Running Expenses</b>	<b>50,000</b>	<b>310,000</b>
<b>(9,879)</b>	<b>Cost Share - CDC</b>		
	<b>Cost Share - SBDC</b>	<b>50,000</b>	<b>310,000</b>

Costs associated with homeless placements are borne by the relevant authority.

Supplies & Services:	Homeless prevention budget	10,000	20,000
	Bad debt provision for B&B costs	40,000	40,000
	Rent deposit spend	20,000	20,000
		<u>70,000</u>	<u>80,000</u>

Transfer Payments: These are the homelessness accommodation charges. The budget for 17/18 has been increased to reflect current levels of demand.

Income:	Rent deposit recharge	(20,000)	(20,000)
	Rent and HB contributions towards B&B	(250,000)	(250,000)
	Multiple Occupation Licenses	(730)	(730)
		<u>(270,730)</u>	<u>(270,730)</u>

2015/16 ACTUALS	<b>Home Improvement Grants</b>	2016/17 BUDGET	2017/18 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs 3 Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
3	Running Expenses Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital		
<b>3</b>	<b>Net Running Expenses</b>		
<b>3</b>	<b>Cost Share - CDC</b>		
<b>3</b>	<b>Cost Share - SBDC</b>		

This cost centre contains costs relating to the awarding of home improvement grants. The award of the grants is capital expenditure and thus shows up as a capital financing cost. However capital financing costs are not directly controllable by the Service Manager and thus are not shown above.

2015/16 ACTUALS	<b>s106 Commuted Sums</b>	2016/17 BUDGET	2017/18 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	£	£
397,885			
397,885	Running Expenses		
(397,885)	Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	(38,450)	(38,450)
	<b>Net Running Expenses</b>	<b>(38,450)</b>	<b>(38,450)</b>
	<b>Cost Share - CDC</b> <b>Cost Share - SBDC</b>	<b>(38,450)</b>	<b>(38,450)</b>

This cost centre contains costs relating to the provision of affordable housing, which are funded from the S106 commuted sums.

Income: The income is the use of s106 monies to cover recharged salary costs.

2015/16 ACTUALS	<b>Green Deal</b>	2016/17 BUDGET	2017/18 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs	£	£
1,233,153	Supplies & Services		
2,680	Recharge from CDC Third Party Payments Transfer Payments		
1,235,833	Running Expenses		
(31,210)	Fees & Charges and Other Income		
(1,204,623)	Grant Income Recharge to Crem Recharge to Trust Recharge to Capital		
	<b>Net Running Expenses</b>		
	<b>Cost Share - CDC</b>		
	<b>Cost Share - SBDC</b>		

2015/16 ACTUALS	<b>Joint Licensing</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
(72,744)	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	(120,856)	(120,217)
(72,744)	Running Expenses  Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	(120,856)	(120,217)
<b>(72,744)</b>	<b>Net Running Expenses</b>	<b>(120,856)</b>	<b>(120,217)</b>
<b>(72,744)</b>	<b>Cost Share - CDC</b> <b>Cost Share - SBDC</b>	<b>(120,856)</b>	<b>(120,217)</b>

This cost centre contains the operating costs of running the joint licensing section. CDC is the host authority and thus only the net recharge to SBDC is shown here.

2015/16 ACTUALS	<b>Joint Community Safety</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
144,909	Direct Employee Expenses	180,080	207,510
2,067	Indirect Employee Expenses	1,000	3,900
	Premises Related Expenses		
747	Transport Related Costs	3,000	1,000
147,870	Supplies & Services	83,300	66,270
	Recharge from CDC		
	Third Party Payments		
	Transfer Payments		
295,593	Running Expenses	267,380	278,680
(37,267)	Fees & Charges and Other Income		
(29,895)	Grant Income	(64,340)	(64,340)
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>228,431</b>	<b>Net Running Expenses</b>	<b>203,040</b>	<b>214,340</b>
<b>185,932</b>	<b>Cost Share - CDC</b>	<b>126,321</b>	<b>133,245</b>
<b>42,499</b>	<b>Cost Share - SBDC</b>	<b>76,719</b>	<b>81,095</b>

This cost centre contains the cost of running the joint Community Safety team. And the cost of supporting the Police Crime Scrutiny Panel (fully grant funded).

Direct Emp Expenses: This is the estimated cost of the joint community safety team. Plus the Police Crime Scrutiny Panel Support officer. 17/18 Budgeted FTE 5.6 (16/17 Budgeted FTE 5.1).

Indirect Emp Expenses: Training costs.

Transport: This budget is for mileage claims.

Supplies & Services: This budget is for the costs of various community safety initiatives including diversionary projects and awareness campaigns.

Fees & Charges: Contribution from TVP for community safety initiatives. Now ended.

Grant Income: Government grant for supporting the Police Crime Scrutiny Panel.

2015/16 ACTUALS	<b>Joint Community &amp; Leisure</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
62,317	Direct Employee Expenses		
16,245	Indirect Employee Expenses		
	Premises Related Expenses		
1,829	Transport Related Costs		
33,878	Supplies & Services	23,540	23,540
	Recharge from CDC	118,628	110,247
	Third Party Payments		
	Transfer Payments		
114,269	Running Expenses	142,168	133,787
(1,940)	Fees & Charges and Other Income	(350)	(350)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>112,329</b>	<b>Net Running Expenses</b>	<b>141,818</b>	<b>133,437</b>
<b>112,329</b>	<b>Cost Share - CDC</b>	<b>141,818</b>	<b>133,437</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains the operating costs of running the joint C&L section.  
CDC is the accounting authority and thus the net recharge to SBDC is shown here.

Supplies & Services:	BSVAB and BSCB contributions	11,000	11,000
	County sports	6,740	6,740
	Diversionary programme	4,800	4,800
	Simply Walks	1,000	1,000
		<u>23,540</u>	<u>23,540</u>

2015/16 ACTUALS	<b>The Academy</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses	18,340	
38,300	Premises Related Expenses	41,000	5,000
	Transport Related Costs		
122,305	Supplies & Services	96,662	
	Recharge from CDC		
110,750	Third Party Payments	106,154	50,000
	Transfer Payments		
271,355	Running Expenses	262,156	55,000
(119,533)	Fees & Charges and Other Income	(159,800)	
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>151,822</b>	<b>Net Running Expenses</b>	<b>102,356</b>	<b>55,000</b>
<b>151,822</b>	<b>Cost Share - CDC</b>	<b>102,356</b>	<b>55,000</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains the cost of running the Academy site.  
The golf course is now closed and is to be redeveloped.

Supplies & Services: Some NDR costs will remain.

Third Party Payments: This budget is for ongoing maintenance costs.

2015/16 ACTUALS	<b>Evreham Centre</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
4,735	Premises Related Expenses	33,050	33,110
	Transport Related Costs		
	Supplies & Services	(22,000)	(22,000)
	Recharge from CDC		
62,884	Third Party Payments	57,930	59,090
	Transfer Payments		
67,619	Running Expenses	68,980	70,200
(44,784)	Fees & Charges and Other Income	(45,490)	(46,100)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>22,835</b>	<b>Net Running Expenses</b>	<b>23,490</b>	<b>24,100</b>
<b>22,835</b>	<b>Cost Share - CDC</b>	<b>23,490</b>	<b>24,100</b>
	<b>Cost Share - SBDC</b>		

This cost centre contains the cost of running the Everham Centre.

Premises: This budget is for repairs, NNDR and premises insurance.

Supplies & Services: All capital works to the Everham Centre are funded from capital resources. There is therefore a -£22,000 adjustment to reflect this.

Third Party Payments: This is the contract cost.

Income: This budget is for the contribution from Bucks County Council.

2015/16 ACTUALS	<b>Beacon Centre</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
16,861	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC	12,050	20,400
(71,582)	Third Party Payments Transfer Payments	(81,390)	(83,020)
(54,721)	Running Expenses	(69,340)	(62,620)
	Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital		
<b>(54,721)</b>	<b>Net Running Expenses</b>	<b>(69,340)</b>	<b>(62,620)</b>
<b>(54,721)</b>	<b>Cost Share - CDC</b> <b>Cost Share - SBDC</b>	<b>(69,340)</b>	<b>(62,620)</b>

This cost centre contains the cost of running the Beacon Centre.

Premises: This budget is for repairs, NNDR and premises insurance.

Third Party Payments: This is the contract cost (net income to SBDC).

2015/16 ACTUALS	<b>Dial-A-Ride</b>	2016/17 BUDGET	2017/18 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
	Premises Related Expenses		
	Transport Related Costs		
	Supplies & Services		
	Recharge from CDC		
419	Third Party Payments	700	500
	Transfer Payments		
419	Running Expenses	700	500
	Fees & Charges and Other Income		
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
<b>419</b>	<b>Net Running Expenses</b>	<b>700</b>	<b>500</b>
<b>419</b>	<b>Cost Share - CDC</b>		
<b>419</b>	<b>Cost Share - SBDC</b>	<b>700</b>	<b>500</b>

This cost centre contains costs relating to the operation of the Dial-a-Ride scheme.

Third Party Payments: This is the budget for the support provided to the Slough Dial-A-Ride service.

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2016/17 £	2017/18 £
<b><u>Hackney Carriages/Private Hire Vehicle Licences (3)</u></b>			
One year Hackney Carriage Vehicle Licence Grant	LI01-0886	399.00	399.00
One year Hackney Carriage Vehicle Licence Renewal	LI01-0886	300.00	300.00
Returnable plate deposit	9681-9402	55.00	55.00
One year Private Hire Vehicle Licence Grant	LI01-0914	329.00	329.00
One year Private Hire Vehicle Licence Renewal	LI01-0914	250.00	250.00
Returnable plate deposit	9681-9402	55.00	55.00
One year Dispensation Certificate (per vehicle)	LI01-0914	65.00	65.00
Replacement internal licence	LI01-0914	15.00	15.00
Replacement plate	LI01-0914	25.00	25.00
Transfer of Vehicle (from one owner to another)	LI01-0914	90.00	90.00
Change of Vehicle	LI01-0914	67.00	67.00
<b><u>Drivers' Licences (3)</u></b>			
One Year Hackney Carriage Drivers Licence Grant	LI01-0885	161.00	161.00
One Year Hackney Carriage Drivers Licence Renewal	LI01-0885	95.00	95.00
Three Year Hackney Carriage Drivers Licence Grant	LI01-0885	435.00	435.00
Three Year Hackney Carriage Drivers Licence Renewal	LI01-0885	256.00	256.00
Returnable badge deposit	9681-9402	20.00	20.00
One Year Private Hire Vehicle Drivers Licence Grant	LI01-0913	161.00	161.00
Three Year Private Hire Vehicle Drivers Licence Grant	LI01-0913	435.00	435.00
Three Year Private Hire Vehicle Drivers Licence Renewal	LI01-0913	256.00	256.00
Returnable badge deposit	LI01-0913	20.00	20.00
Replacement badge	LI01-0913	15.00	15.00
<b><u>Operators Licence (3)</u></b>			
One year Private Hire Vehicle Operator's Licence (One vehicle only) Five years	LI01-0910	663.00	663.00
(One vehicle only) One year	LI01-0910	155.00	155.00
(Two to four vehicles) Five Years	LI01-0910	913.00	913.00
(Two to four vehicles) One Year	LI01-0910	205.00	205.00
(Five to ten vehicles) Five Years	LI01-0910	1,163.00	1,163.00
(Five to ten vehicles) One Year	LI01-0910	255.00	255.00
(Over ten vehicles) Five Years	LI01-0910	1,413.00	1,413.00
(Over ten vehicles) One Year	LI01-0910	305.00	305.00
Knowledge Test Fee (1st test free)	LI01-0910	25.00	25.00
<b>Disclosure and Barring Scheme cost of DBS plus £7 handling</b>	LI01-0910	52.50	52.50
<b><u>Animal Boarding (3) (includes 1 vets fee) (New)</u></b>			
Renewal Animal Boarding (3) (includes 1 vets fee)	LI01-0896	496.00	496.00
Small animal boarding establishment (includes vet		243.00	243.00
		369.00	369.00
<b><u>Dog Breeding (3) new (includes vets fee)</u></b>			
Renewal dog breeding includes 1 vet fee)	LI01-0882	525.00	525.00
		329.00	329.00
<b><u>Combination of above 2 (3)</u></b>			
	LI01-0882	329.00	329.00
<b><u>New Dangerous wild animals</u></b>			
		350.00	350.00
		Plus Vet fees	Plus Vet fees
<b><u>Dangerous Wild Animals (3)</u></b>			
	LI01-0940	150.00	150.00
		Plus Vet fees	Plus Vet fees
<b><u>Pet Shops (3)</u></b>			
New pet shop		477.00	477.00
Fish only (renewal) or	LI01-0893	278.00	278.00
If licensed for sale of mammals (renewal)	LI01-0893	278.00	278.00
		Plus Vet fees	Plus Vet fees
<b><u>Riding Establishments (3) (new)</u></b>			
	LI01-0883	192.00	192.00
		Plus Vet fees	Plus Vet fees
Renewal of Riding establishments		150.00	150.00
		Plus Vet fees	Plus Vet fees

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2016/17 £	2017/18 £
<b><u>Mobile Homes</u></b>			
New Licence	LI01-0937	434.00	434.00
Annual Renewal fee	LI01-0937	351.00	351.00
Deposit/Change of Site Rules	LI01-0937	47.00	47.00
Transfer of Site Licence	LI01-0937	117.00	117.00
<b><u>Licensing Act 2003 Fees – Statutory Fees</u></b>			
<b><u>New Premises/Club Premises/Variation</u></b>			
Band A 0 - £4, 300	LI01-0970/1	100.00	100.00
Band B £4,300 - £33,000	LI01-0970/1	190.00	190.00
Band C £33,000 - £87,000	LI01-0970/1	315.00	315.00
Band D £87,000 - £125,000	LI01-0970/1	450.00	450.00
Band D* £87,000 - £125,000	LI01-0970/1	900.00	900.00
Band E £125,001 – and above	LI01-0970/1	635.00	635.00
Band E* £125,001 – and above	LI01-0970/1	1,905.00	1,905.00
<b><u>New Premises /Club Premises Applications / Variation applications – Additional Fees</u></b>			
Where 5000 or more people will be on the premises			
5,000 – 9,999	LI01-0970/1	1,000.00	1,000.00
10,000 – 14,999	LI01-0970/1	2,000.00	2,000.00
15,000 – 19,999	LI01-0970/1	4,000.00	4,000.00
20,000 – 29,999	LI01-0970/1	8,000.00	8,000.00
30,000 – 39,999	LI01-0970/1	16,000.00	16,000.00
40,000 – 49,999	LI01-0970/1	24,000.00	24,000.00
50,000 – 59,999	LI01-0970/1	32,000.00	32,000.00
60,000 – 69,999	LI01-0970/1	40,000.00	40,000.00
70,000 – 79,999	LI01-0970/1	48,000.00	48,000.00
80,000 – 89,999	LI01-0970/1	56,000.00	56,000.00
90,000 and over	LI01-0970/1	64,000.00	64,000.00
<b><u>Annual Maintenance Fees - Premises /Club</u></b>			
Band A 0 - £4, 300	LI01-0970/1	70.00	70.00
Band B £4,300 - £33,000	LI01-0970/1	180.00	180.00
Band C £33,000 - £87,000	LI01-0970/1	295.00	295.00
Band D £87,000 - £125,000	LI01-0970/1	320.00	320.00
Band D* £87,000 - £125,000	LI01-0970/1	640.00	640.00
Band E £125,001 – and above	LI01-0970/1	350.00	350.00
Band E* £125,001 – and above	LI01-0970/1	1,050.00	1,050.00
<b><u>Additional Annual Maintenance Fees</u></b>			
Where 5000 or more people will be on the premises			
5,000 – 9,999	LI01-0970/1	500.00	500.00
10,000 – 14,999	LI01-0970/1	1,000.00	1,000.00
15,000 – 19,999	LI01-0970/1	2,000.00	2,000.00
20,000 – 29,999	LI01-0970/1	4,000.00	4,000.00
30,000 – 39,999	LI01-0970/1	8,000.00	8,000.00
40,000 – 49,999	LI01-0970/1	12,000.00	12,000.00
50,000 – 59,999	LI01-0970/1	16,000.00	16,000.00
60,000 – 69,999	LI01-0970/1	20,000.00	20,000.00
70,000 – 79,999	LI01-0970/1	24,000.00	24,000.00
80,000 – 89,999	LI01-0970/1	28,000.00	28,000.00
90,000 and over	LI01-0970/1	32,000.00	32,000.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2016/17 £	2017/18 £
<b><u>Personal Licence - Statutory Fees</u></b>			
Grant of Licence	LI01-0972	37.00	37.00
Renewal of Licence	LI01-0972	37.00	37.00
<b><u>Other Fees Payable</u></b>			
Provisional Statement Applications	LI01-0970/1	315.00	315.00
Replacement Licence after loss/theft	LI01-0970/1	10.50	10.50
Notification of change of name or address	LI01-0970/1	10.50	10.50
Application to vary a Designated Premises Supervisor	LI01-0970/1	23.00	23.00
Transfer of a premises licence/club premises	LI01-0970/1	23.00	23.00
Interim Authority Notice	LI01-0970/1	23.00	23.00
Notification of Interest by Freeholder	LI01-0970/1	21.00	21.00
Temporary Event Notices	3627-0973	21.00	21.00
<b><u>Gambling Act 2005 - Statutory Fees</u></b>			
<b><u>Licensed Premises Gaming Machine Permit</u></b>			
Grant	LI01-0990	150.00	150.00
Existing operator Grant	LI01-0990	100.00	100.00
Variation	LI01-0990	100.00	100.00
Transfer	LI01-0990	25.00	25.00
Annual Fee	LI01-0990	50.00	50.00
Change of name	LI01-0990	25.00	25.00
Copy of Permit	LI01-0990	15.00	15.00
<b><u>Licensed Premises Automatic Notification Process</u></b>			
On notification	LI01-0990	50.00	50.00
<b><u>Club Gaming Permits</u></b>			
Grant	LI01-0990	200.00	200.00
Grant (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Existing operator Grant	LI01-0990	100.00	100.00
Variation	LI01-0990	100.00	100.00
Renewal	LI01-0990	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Annual Fee	LI01-0990	50.00	50.00
Copy of Permit	LI01-0990	15.00	15.00
<b><u>Club Machine Permits</u></b>			
Grant	LI01-0990	200.00	200.00
Grant (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Existing operator Grant	LI01-0990	100.00	100.00
Variation	LI01-0990	100.00	100.00
Renewal	LI01-0990	200.00	200.00
Renewal (Club Premises Certificate holder)	LI01-0990	100.00	100.00
Annual Fee	LI01-0990	50.00	50.00
Copy of Permit	LI01-0990	15.00	15.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2016/17 £	2017/18 £
<b><u>Family Entertainment Centre Gaming Machine</u></b>			
Grant	LI01-0975	300.00	300.00
Renewal	LI01-0975	300.00	300.00
Existing operator Grant	LI01-0975	100.00	100.00
Change of name	LI01-0975	25.00	25.00
Copy of Permit	LI01-0975	15.00	15.00
<b><u>Prize Gaming Permits</u></b>			
Grant	LI01-0975	300.00	300.00
Renewal	LI01-0975	300.00	300.00
Existing operator Grant	LI01-0975	100.00	100.00
Change of name	LI01-0975	25.00	25.00
Copy of Permit	LI01-0975	15.00	15.00
<b><u>Small Lotteries &amp; Amusement for Raffles (3)</u></b>			
Registration	LI01-0894	40.00	40.00
Annual Fee	LI01-0894	20.00	20.00
<b><u>Gambling Act Premises Licence Fees</u></b>			
<b><u>Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	15,000.00	15,000.00
Large Casino Premises Licence	LI01-0975	10,000.00	10,000.00
Small Casino Premises Licence	LI01-0975	8,000.00	8,000.00
Bingo Premises Licence	LI01-0975	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01-0975	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01-0974	3,000.00	3,000.00
<b><u>Application Fee for Premises with a Provisional</u></b>			
Regional Casino Premises Licence	LI01-0975	8,000.00	8,000.00
Large Casino Premises Licence	LI01-0975	5,000.00	5,000.00
Small Casino Premises Licence	LI01-0975	3,000.00	3,000.00
Bingo Premises Licence	LI01-0975	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01-0975	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01-0975	950.00	950.00
Family Entertainment Centre Premises Licence	LI01-0975	950.00	950.00
Betting Premises (Other) Licence	LI01-0974	1,200.00	1,200.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2016/17 £	2017/18 £
<b><u>Annual Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	15,000.00	15,000.00
Large Casino Premises Licence	LI01-0975	10,000.00	10,000.00
Small Casino Premises Licence	LI01-0975	5,000.00	5,000.00
Converted Casino Premises Licence	LI01-0975	3,000.00	3,000.00
Bingo Premises Licence	LI01-0975	1,000.00	1,000.00
Adult Gaming Centre Premises Licence	LI01-0975	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01-0975	1,000.00	1,000.00
Family Entertainment Centre Premises Licence	LI01-0975	750.00	750.00
Betting Premises (Other) Licence	LI01-0974	600.00	600.00
<b><u>Transfer Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	6,500.00	6,500.00
Large Casino Premises Licence	LI01-0975	2,150.00	2,150.00
Small Casino Premises Licence	LI01-0975	1,800.00	1,800.00
Converted Casino Premises Licence	LI01-0975	1,350.00	1,350.00
Bingo Premises Licence	LI01-0975	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01-0975	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01-0975	950.00	950.00
Family Entertainment Centre Premises Licence	LI01-0975	950.00	950.00
Betting Premises (Other) Licence	LI01-0974	1,200.00	1,200.00
<b><u>Variation Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	7,500.00	7,500.00
Large Casino Premises Licence	LI01-0975	5,000.00	5,000.00
Small Casino Premises Licence	LI01-0975	4,000.00	4,000.00
Converted Casino Premises Licence	LI01-0975	2,000.00	2,000.00
Bingo Premises Licence	LI01-0975	1,750.00	1,750.00
Adult Gaming Centre Premises Licence	LI01-0975	1,000.00	1,000.00
Betting Premises (Track) Licence	LI01-0975	1,250.00	1,250.00
Family Entertainment Centre Premises Licence	LI01-0975	1,000.00	1,000.00
Betting Premises (Other) Licence	LI01-0974	1,500.00	1,500.00
<b><u>Provisional Statement Application Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	15,000.00	15,000.00
Large Casino Premises Licence	LI01-0975	10,000.00	10,000.00
Small Casino Premises Licence	LI01-0975	8,000.00	8,000.00
Bingo Premises Licence	LI01-0975	3,500.00	3,500.00
Adult Gaming Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Track) Licence	LI01-0975	2,500.00	2,500.00
Family Entertainment Centre Premises Licence	LI01-0975	2,000.00	2,000.00
Betting Premises (Other) Licence	LI01-0974	3,000.00	3,000.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

LICENCES	General ledger code	2016/17 £	2017/18 £
<b><u>Application for Reinstatement Fee</u></b>			
Regional Casino Premises Licence	LI01-0975	6,500.00	6,500.00
Large Casino Premises Licence	LI01-0975	2,150.00	2,150.00
Small Casino Premises Licence	LI01-0975	1,800.00	1,800.00
Converted Casino Premises Licence	LI01-0975	1,350.00	1,350.00
Bingo Premises Licence	LI01-0975	1,200.00	1,200.00
Adult Gaming Centre Premises Licence	LI01-0975	1,200.00	1,200.00
Betting Premises (Track) Licence	LI01-0975	950.00	950.00
Family Entertainment Centre Premises Licence	LI01-0975	950.00	950.00
Betting Premises (Other) Licence	LI01-0974	1,200.00	1,200.00
Change of Circumstances Fee	LI01-0975	50.00	50.00
Duplicate Licence Fee	LI01-0975	25.00	25.00
<b><u>Sex Establishments/Sexual Entertainment Venues</u></b>			
Grant of Licence	LI01-0976	3,277.00	3,500.00
Annual Renewal of Licence	LI01-0976	3,277.00	3,500.00
Transfers	LI01-0976	3,277.00	3,500.00
Variations	LI01-0976	3,277.00	3,500.00
<b><u>Scrap Metal Dealers</u></b>			
Site licence	LI01-0889	500.00	500.00
Mobile licence	LI01-0889	250.00	250.00
Variation	LI01-0889	50.00	50.00
Badge/vehicle	LI01-0889	25.00	25.00
<b><u>Miscellaneous</u></b>			
Registration of:- Acupuncturists Tattooists, Ear Piercing and Electrolysis Premises (3)	LI01-0937	185.00	185.00
New personal licences for;			
Acupuncturist (3)	LI01-0937	169.00	169.00
Tattooists (3)	LI01-0937	169.00	169.00
Electrolysis (3)	LI01-0937	169.00	169.00
Ear Piercing (3)	LI01-0937	169.00	169.00
<b><u>ENVIRONMENTAL HEALTH SERVICES</u></b>			
ENVIRONMENTAL HEALTH SERVICES	General ledger code	2016/17 £	2017/18 £
Food Certificates Export / Condemnation (3)	EH01-0937	137.00 + officer time (£47p/h) & collection/ disposal	137.00 + officer time (£47p/h) & collection/ disposal
Pre application work - associated with S61 Control of Pollution Act (Prior consent for work on construction sites) (1b)	EH01-0937	£50 per hour	£50 per hour
Expedited processing of applications made for prior consent for work on construction sites (noise) (1b)	EH01-0937	£50 per hour	£50 per hour
<b><u>Stray Dog Fees</u></b>			
Statutory Fee (3)	3630-0875	25.00	25.00
Administration Fee (1b)	3630-0875	20.00	20.00
Kennelling fees per day (1b)	3630-0875	15.50	15.50
Collection of fees charge by SBDC (1b)	3630-0875	15.00	40.00
Stray Dog Collection Charge (1b)	3630-0875	95.00	98.00
Discretionary Stray dog returned to owner from Kennels (1b)	3630-0875	70.00	75.00
Discretionary Stray dog returned to owner not gone to kennel or in transit to kennel (1b)	3630-0875	70.00	70.00
Stray Dogs Out of Hours (1b)	3630-0875	145.00	145.00

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

ENVIRONMENTAL HEALTH SERVICES	General ledger code	2016/17 £	2017/18 £
<b>Food Hygiene Courses:</b>			
In-house group Hygiene Awareness Courses (4)	EH01-0937		308.00
Improving your food hygiene rating (1/2 day) Minimum 7 delegates (4)	EH01-0937		51.00
Health and Safety (for manual handling techniques) (1/2 day) in-house group courses (max 16 delegates) (4)	EH01-0936		31.00
Introduction to HACCP (Hazard Analysis Critical Control Point) for Food Safety (1/2 Day). Minimum 4 delegates (4)	EH01-0937		112.00
Level 2 Courses: Online e-learning course Food Hygiene courses per candidate (4)	EH01-0936		25.00
Level 2 Courses: 1 day Food Hygiene courses per candidate (includes lunch) (4)	EH01-0937		86.00
BII Level 2 Personal License Holder course (4)	EH01-0937		620.00
Level 2 Courses: 1 day Food and Health and Safety private in-house group courses (max 16 delegates) (4)	EH01-0937		311.00
Level 2 Manual Handling per candidate (4)	EH01-0937		86.00
Level 2 COSHH Course (1/2 day course) per candidate (4)	EH01-0937		51.00
Level 3 Risk Assessment Course per candidate (4)	EH01-0937		178.00
<b>Miscellaneous:</b>			
Food Hygiene Rating Scheme re-inspection (4)	EH01-0937		cost recovery
Pre-inspection advisory visit up to 6 hours consultancy (4)	EH01-0937		306.00 Additional hours at £47/hour
SFBB packs for existing businesses (4)	EH01-0937		15.00
Investigating High Hedges complaints (3)	EH01-0937	420.00	450.00
Other Services	EH01-0937	At cost (officers recharge rate) + 15%	At cost (officers recharge rate £47 p/h)

# HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

## Appendix

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

MISCELLANEOUS SERVICES	General ledger code	2016/17 £	2017/18 £
Public health funerals (3)	EH01-0937	cost of recovery of funeral and crematorium charges plus £47/hour officer charge	cost of recovery of funeral and crematorium charges plus £47/hour officer charge
Formulation of professional opinion on subject requested (3)	EH01-0937	64.00 (minimum charge 64.00)	64.00 (minimum charge 64.00)
Charge for provision of witness statements under Acts of Parliament (3)	EH01-0937	64.00 (minimum charge 62.00)	64.00 (minimum charge 64.00)
Photographs in connection with the above (1a)	EH01-0937	5.70	5.70
Application for loudspeaker in street consent (3)	EH01-0937	43.00	43.00
Application for consent to unload vehicles before 9.00 9 a.m. on Sunday (3)	EH01-0937	155.00	155.00
Water Sampling at Private Supplies:			
Revised charges from Private Water Supply			
PWS Risk assessment	EH01-0937	500.00	500.00
PWS risk based sampling	EH01-0937	100.00	100.00
PWS Investigation	EH01-0937	100.00	100.00
PWS Granting authorisation	EH01-0937	100.00	100.00
Analysing Samples Reg 10	EH01-0937	25.00	25.00
Analysing Samples Check monitoring	EH01-0937	100.00	100.00
Analysing Samples Audit monitoring	EH01-0937	500.00	500.00
(No fee is payable where samples are taken and			
Photocopy Charge (1a)	EH01-0937	10p per sheet	10 p per sheet
Return of Non Statutory and Governmental Questionnaires	EH01-0937	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of Non Statutory professional services in reply to commercial organisations	EH01-0937	Cost to be advised based on officers recharge rate and discretion to waive or adjust	
Provision of CIEH accredited training courses	EH01-0937	Cost of training provision and examination + administration and accommodation.	

## HEALTHY COMMUNITIES PORTFOLIO REVISED CHARGES FROM 1 APRIL 2017

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

PEST CONTROL	General ledger code	2016/17 £	2017/18 £
Charges payable direct to contractor			
Rats (1a)	n/a	39.50	39.50
Mice (1a)	n/a	39.50	39.50
Wasps (1a)	n/a	39.00	39.00
Glis (1a)	n/a	84.00 plus returnable deposit for cage	84.00 plus returnable deposit for cage
Other public health insects (1a)	n/a	68.00	68.00

Free pest control services available in relation to Public Health pests to those in receipt of an income related benefits at the discretion of the Head of Healthy Communities or Environmental Health Manager.

Note: These prices are set by the contractor and may change during the life of the contract.

<b>SUBJECT:</b>	<i>Review of the Council's Community Development, Subs and Donations and Chairman's Community Fund Grants</i>
<b>REPORT OF:</b>	<i>Community Portfolio – Councillor Paul Kelly</i>
<b>RESPONSIBLE OFFICER</b>	<i>Head of Healthy Communities - Martin Holt</i>
<b>REPORT AUTHOR</b>	<i>Leisure Client and Community Officer – Claire Speirs. 01895 837306 claire.speirs@southbucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

### 1. Purpose of Report

- 1.1. The review of the Chairman's Fund, Community Development grants, and the Subs and Donations fund, seeks to revise the Council's approach to its community funding and enable organisations to access a wider range of funding opportunities.

### 2. RECOMMENDATION

- 2.1. To merge the Community Development grants and the Subs and Donations fund to promote a grant scheme with a single application process. The criteria and scheme management to be the subject of a further report, but to follow the principles detailed in Appendix 3.
- 2.2. To continue to promote the Chairman's Fund, the criteria and scheme management to be the subject of a further report.
- 2.3. To promote a range of funding opportunities to enable voluntary and community organisations access funding for their services, including; Crowd Funding, Trust Funding, and local authority lottery funding.

### 3. Reasons for Recommendations

- 3.1. Grant funding is a vital part of the funding mix within a local economy as it enables the Council to work with voluntary and community organisations to respond to the needs of the community and to tackle health inequalities.
- 3.2. Grant funding may include small items such as rent, insurance, or funding projects and community initiatives. Grant funding may be part of the mix of funding being sought by the community
- 3.3. Grant funding assists in building capacity within the community and supports the delivery of services that are no longer being delivered by statutory agencies.
- 3.4. With increasing budget pressures the Council needs to find significant savings by 2019

- 3.5. The council currently has several different approaches to grant funding, through operating three grant funding streams and through the award of Service Level Agreements. This report seeks to rationalise the approach, reducing administration and management of the schemes and widening the opportunities for organisations to access other forms of funding.
- 3.6. The current grant schemes are confusing in that they offer funds with overlapping criteria at different times of the year. Introducing a Community Grants fund for grants up to £1,500 and retaining the Chairman's Fund for small grants up to £250 would reduce duplication of the schemes.
- 3.7. On occasion the council may choose to award grants in excess of £1,500, in future these would be through a Service Level Agreements for organisations delivering services closely linked to the Council priorities and that the Council wishes to support.
- 3.8. The introduction of a Local Authority lottery scheme, promoting the crowd funding initiatives and promoting community trust funding will diversify the funding opportunities for local community groups and encourage local community organisations to self-promote themselves more effectively and raise awareness of their group locally.

#### **4. Content of Report**

##### ***Current Situation***

- 4.1. The Council currently supports a range of voluntary and community organisations that deliver services or enable community involvement and participation through grant funding of £89,110/annum. The mid-term financial strategy identifies the opportunity to deliver £18,000 savings from community funding.
- 4.2. South Bucks District Council currently operates three grant schemes; Community Development Grants, Subscriptions and Donations and the Chairman's Community Fund.
- 4.3. To ensure continued funding to organisations that have historically received Service Level Agreement funding from the Council, awards of funding have been agreed for the current financial year, until 2019/20 for; Three Rivers CAB, Padstones, and Wycombe Women's Aid subject to an annual review. Rape Crisis has also been awarded funding from the Council and Mediation Buckinghamshire is funded through an SLA with the joint Community Safety service.
- 4.4. It is envisaged that other partner organisations closely linked to shared services may apply for funding for 2017/18 onwards; any funding agreed would be through those joint funding streams. Applications would be considered following submission of a business plan and consideration by the Policy Advisory Group.
- 4.5. **Community Development Grants** are open year round and applicants can apply to 1 of the 4 different programmes: Community Development Grants, Community Environment Grants, Playground Grants and Village Hall Grants. The total money available for the current financial year is £15,000 across all four of the programmes. Groups can apply for capital purchases across the four grant programmes, all projects must be open and accessible to the public and located in South Bucks. Funding is available for the purchase of equipment or materials and

building and refurbishment works. Guidance on community development grants can be found here: <http://www.southbucks.gov.uk/CommunityGrants>

- 4.6. The '**Subscriptions and Donations**' scheme is designed to help organisations continue to provide important local services for residents. This grant is to help towards the general running costs but cannot be used to purchase equipment. The grant is open to organisations located within the district and/or to organisations that benefit local residents. Guidance on Subscriptions and Donations can be found here: <http://www.southbucks.gov.uk/Subsanddonations> . The funding available through the Subs and Donations scheme is £31680/annum
- 4.7. The **Chairman's Community Fund** provides funding to voluntary groups and smaller charities. Funding has been allocated to; artistic, cultural, sporting and leisure time activities, which improve the quality of life for participating residents. Local charities can apply for funding throughout the year and grants typically average £250 per application. Currently there is not a separate budget for this fund instead monies are externally raised throughout the year to enable grants to be made. Over the years funds have been raised through charity golf days, the Chairman's marathon, staff donations, the sale of London 2012 Olympic badges.
- 4.8. Since 2013/14 South Bucks District Council has awarded ninety three grants to sixty three different organisations. **Appendix 1** details the various organisations that have been awarded funding, how many times a grant has been given and how much funding has been awarded. This demonstrates the need for funding and range and diversity of organisations operating in South Bucks.
- 4.9. Since 2013/14, the ninety three projects have been awarded £119,409 in grant funding with the cumulative value of total project cost being £4,171,392 producing a return of 34 times greater than the Councils initial investment demonstrating excellent value.
- 4.10. Grants awarded range from £100 to £7,000 with the average being £1,280. Of the sixty three organisations, forty seven received a one off grant, eight have received a grant twice, four have received a grant 3 times, three have received a grant 4 times and one has received a grant for each of the last 5 years.

### Proposal

- 4.11. Applicants have advised that the three current grant streams are confusing and time consuming to apply for funding. The Council also has to manage the three schemes undertaking activities to market, promote and administer the schemes. Amalgamating the grants in to two schemes would reduce costs and free up resources for other community development tasks.
- 4.12. It is recommended to develop a grant programme that is about meeting needs of the community, as identified by the community that the grant fund is targeted at. This could mean funding projects, or it might be funding core costs. Covering costs such as rent or insurances for organisations can enable them to continue to provide services and facilities for communities. There is a commitment to collective action to bring about change in communities.

In taking forward this approach for 2017/18 onwards it is proposed that Council operates;

**A) The Chairman’s Fund**

4.13. Allowing access to funding for voluntary groups and smaller charities and individuals of up to £250 per application to support community led initiatives. The grant criteria to be clearly defined and a simple application and decision making process adopted. Funding would continue to be raised by the Chairman for this Fund.

**B) Community Development Grants**

4.14. Allowing access to funding of up to £1500 per application for projects, core funding and community initiatives. This to include small items such as rent, insurance, or funding projects and community initiatives. The grant criteria to be clearly defined and a simple application and decision making process adopted.

4.15. Administration of this Fund could be retained in house or consideration given to being matched funded by the ‘Heart of Bucks’ (formally Bucks Community Foundation) the countywide community foundation. As well as being match funded, any specific grant funds managed by the foundation e.g. Slough Fund could enable the COMPACT principle of applying once and accessing alternative fund raising streams, run by the community foundation.

4.16. The foundation would promote and manage the Community Development fund locally inviting the Chairman or other Council member to participate in the decision making process or the awards of funding, enabling the Council profile to be maintained. In return for managing the grants applications the foundation would normally charge 10% of the funding stream.

4.17. Through partnership delivery with ‘Heart of Bucks’ there may be options to develop the fund as a recognised charity enabling ‘Just Donate’ or ‘Just Giving’ to be promoted as a mechanism to enable charitable donations to top the fund and be tax efficient.

4.18. It is proposed that £10,000 is initially allocated to the Community Development Fund to be managed by Heart of Bucks which if matched would enable £20,000 to be available for local organisations.

4.19. Another report also proposes that the Council operates a local authority lottery, through which the Council could top up the Community Fund. Experience from other authorities operating such a lottery is that the Community Fund could be increased by £10,000/annum.

4.20. If £6,000 from the lottery was match by Heart of Bucks then up to £32,000 would be available for community organisations through the Community Development Fund which matches the current subs and donations programme (£31,680). Such an approach would enable £15,187 savings to be delivered in 2017/18 and as the lottery funding increases the contribution the council makes to the Community Development Fund could be reduced enabling the delivery of £18,000 savings by 2018/19.

CAB	42,430
Subs and donations	31,680

Community Dev grants	15,000
<b>Total</b>	<b>89,110</b>
Minus the SLAs	-63,923
<b>Balance</b>	<b>25,187</b>
Transfer to Heart of Bucks*	-10,000
<b>Potential savings</b>	<b>15,187</b>

\* the top up allocation may reduce to zero as the lottery funding takes off enabling savings to be delivered.

### Service Level Agreements

4.21. The review also identified that there are a limited number of key organisations that the Council grant aids to support their services being delivered in the area, that directly impact on the Council's key objectives as detailed in Appendix 2.

4.22. It is recommended to focus the Council's grant funding to support service delivery that assists the Council's objectives. Organisations receiving funding would be subject to outcome performance monitoring and awarded a three year service level agreement, reviewable annually, should the organisation no longer deliver in accordance with Council priorities.

4.23. Applications for funding from new organisations would be subject to a business plan meeting the Council's Objectives and subject to the Council's financial constraints.

### Other Funding opportunities

4.24. A number of organisations have an indirect impact on the Council through their work in supporting volunteering and reducing isolation and delivering activities for young people or providing care services at home or in a hospice.

4.25. These organisations along with community groups, sports clubs, and charities would be encouraged to access other funding streams such as;

- Community Funding Trusts
- National Lottery Awards for All <https://www.biglotteryfund.org.uk/global-content/programmes/england/awards-for-all-england>
- Other National Lottery funding programmes e.g. active People
- Crowd funding designed to promote Community and Voluntary organisations to fund projects and specific causes e.g. Crowdfunder which offers communities a share in projects they are delivering <http://www.crowdfunder.co.uk/community-shares-page?gclid=CNjvi8aC3c4CFYaVGwodifQEJA> . projects that could benefit include community buildings, community transports initiatives and community services being delivered by not for profit organisations e.g. village shops and pubs.

### Community Benefit of these changes to grant funding

4.26. These recommended changes would build capacity within community organisations and reduce reliance on Council funding streams as well as;

- Increasing the profile of the Community Development Grants

- Reduced management of the Councils grant processes
- Providing matched funding mechanisms enabling the Councils community funding assistance to be maintained at current levels whilst enabling savings to be delivered
- Enable a link between the community organisations, their service delivery, supporters and funding streams such as; the crowd funding and lottery initiatives.
- Widen the access to funding streams to deliver community projects
- Potential of delivering £18k savings in SBDC or to reinvest funds in another organisation supporting the Councils aims and objectives in service delivery.

## 5. Consultation

To inform this report's recommendations previous recipients of Community Development Grants and Subscriptions & Donations Grants dating back over the previous 4 years were contacted and their views sought. 53% of recipients responded and were asked to comment on the following:

- Total cost of projects
- Number of beneficiaries
- Number of volunteers and paid staff
- Type of service provided
- Key groups benefiting from support
- Value (£) of your service outcomes
- Case studies
- Additional funding secured to deliver the service?
- What support would organisations require from the Council if funding was reduced or organisations were to be unsuccessful in a future application?

## 6. Options

### Option 1

- Amalgamate the Community Development Grants and Subs and donations Awards in to a single grant scheme.
- Manage the new Community Development Grant scheme via the Heart of Bucks Community Funding Trust with the Councils contribution match funded
- Develop a local authority lottery
- Subsidise the new Community Development Grant via the local authority lottery.
- Support community groups to crowd fund projects
- Direct applicants to funding support and advice to access other grants

### Option 2

- Continue operating three separate grant schemes but reduce the overall funding by £18K

### Option 3

- To consider other options as discussed by members.

## 7. Corporate Implications

*Reports must include specific comments addressing the following implications;*

- 3.1 *Financial – Savings of £15,000 can be offered with this proposal in 2017/18 with the potential of further savings if the lottery performance is greater than anticipated.*
- 3.2 *Legal – Lottery will be fully licenced and the Council has powers to operate a local authority lottery.*

## 8. Links to Council Policy Objectives

- Sustain and Grow a Thriving Voluntary and Community Sector
- Help All Communities Get On Well Together

## 9. Next Step

*Following agreement, to recommend to Cabinet the introduction of the Local Authority Lottery and a new grants scheme and its administration with Heart of Bucks.*

<b>Background Papers:</b>	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )
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## Appendix 1

Organisations in receipt of funding from SBDC since 2013/14

<b>Organisation/recipient</b>	<b>Number of grants received</b>	<b>Total funding given</b>
Adam Peters	1	£200.00
Amelie Morgan	1	£250.00
Adviza (time to talk)	1	£2,000.00
Age Concern, Bucks	1	£2,300.00
Anna Carter-Roberts	1	£200.00
Alexandra Kaye	1	£250.00
Alexander Devine Children's Hospice	1	£1,200.00
Alzheimer's Society	2	£1,500.00
Beaconsfield Advisory Group	1	£550.00
Beaconsfield Parish Council	1	£300.00
Berkshire East and South Bucks Women's Aid	1	£1,000.00
Bucks Army Cadets	1	£1,150.00
Bucks best kept village	1	£100.00
Bucks Mind	1	£1,200.00
Bucks County Council	1	£150.00
Bucks Vision	4	£2,550.00
Burnham Lighthouse	1	£500.00
Burnham Parish Council	1	£300.00
Burnham Youth Club – Sound Studio	3	£2,250.00
Careers Springboard (Gerrards Cross)	1	£300.00
Careers Springboard	1	£100.00
Carers Bucks	3	£3,600.00
Child Bereavement Trust	1	£500.00
Chiltern Citizen Advice Bureau	2	£2,000.00
Chiltern MS Centre	2	£2,000.00
Contact the Elderly	2	£340.00
Denham Bowls Club	1	£1,500.00
Dorney Village Hall	1	£5,580.00
Dorney Youth Club	3	£1,541.00
Farnham Common Village Hall	1	£6,170.00
Francesca Well	1	£200.00
Friends of Holtspur Park	1	£400.00
Gap & synergy	1	£500.00
Garvin Avenue Over 65's Club	3	£300.00
Gerrards Cross Fun Run	2	£1,673.74
Girlguiding Beaconsfield	1	£2,000.00
Headway South Bucks	1	£500.00
Hedgerly Historical Society	1	£300.00
Helen Carter-Roberts	1	£200.00
Iver Heath Bowls Club	1	£1,500.00
Iver Parish Council	1	£5,000.00
Kate Bannister	1	£200.00
Localgiving.com	1	£200.00
Madelene Paton Luncheon Club (Denham)	2	£200.00
Mona Lisa Arts & Media	1	£500.00
Mr G Taplin	1	£250.00
Naylor Ball	1	£328.00
Odds Farm Residents Association	1	£100.00
One Can Trust	1	£500.00
Padstones (Burnham)	6	£25,220.00
Paul Jeffreys	1	£250.00
Rape crisis	1	£500.00
Relate (Mid Thames and Buckinghamshire)	4	£2,250.00
Rennie Grove Hospice	2	£1,220.00
South Bucks Hospice	1	£1,000.00
South Bucks Riding for the Disabled	1	£500.00
Stoke Poges Parish Council	1	£300.00
Stoke Poges Society	1	£200.00
Stoke Poges Village Hall	1	£485.00
Thames valley adventure playground	1	£500.00
The Curzon Centre	2	£3,500.00
V A Parry & A Parry	1	£52.00
Wycombe Women's Aid	4	£27,000.00
	93	£119,409.74



Appendix 2

Organisations in receipt of Subs and Donations funding from SBDC 2016/17

<b>Organisation</b>	<b>No's of grants received</b>	<b>Total funding given</b>	<b>Description of service delivery</b>	<b>Link to Key objectives</b>	<b>Links to service delivery</b>	<b>Impact on service delivery</b>	<b>Recommendation</b>
Adviza (time to talk)	1	£2,000	Delivers the Connexions contract for Buckinghamshire and National Careers Service contract. Supports young people and adults obtain careers guidance and development sessions to enable people in to work.	Partially links to ' <i>Support activities for Young People which build capacity and prevent crime and disorder</i> '	Not a core District Council service.	No direct impact on the Councils key service delivery	Promote via Lottery Good Cause
Alexander Devine Children's Hospice	1	£1,200	Supports approx. 10 children with a terminal illness in SBDC	<i>Address the need of the elderly and those who are vulnerable</i>	Not a core District Council service.	No impact on the Councils key service delivery	Promote via Lottery Good Cause
Bucks Mind	1	£1,200	Address the needs of those with mental health problems including dementia, who are isolated because of their issues.	<i>Address the need of the elderly and those who are vulnerable</i>  <i>Reducing isolation in the</i>	Assisting the Council in delivering a dementia friendly community and reduce social isolation	No direct impact on the Councils key service delivery	Alternative funding via <ul style="list-style-type: none"> <li>• Lottery Good Cause</li> <li>• Lottery Community Fund</li> <li>• Trust and Community Funds</li> </ul>

				<p><i>community through engagement with older people and action groups</i></p> <p><i>Building capacity through supporting opportunities for volunteering and community participation</i></p>			
Bucks Vision	4	£2,550	<p>Address the needs of those with sight and vision problems who can become isolated in the community because of their issues.</p> <p>Supports the delivery of the Stoke Poges club run a monthly musical and entertainment event</p>	<p><i>Address the need of the elderly and those who are vulnerable</i></p> <p><i>Reducing isolation in the community through engagement with older people and action groups</i></p>	Assisting the Council in reducing social isolation	No direct impact on the Councils key service delivery	<p>Alternative funding via</p> <ul style="list-style-type: none"> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> <li>•Chairman's Lottery</li> <li>•Awards for All</li> </ul>

				<i>Building capacity through supporting opportunities for volunteering and community participation</i>			
Burnham Youth Club	3	£2,250	Supports activities for young people	<i>Support activities for Young People which build capacity and prevent crime and disorder' Building capacity through supporting opportunities for volunteering and community participation</i>	Assists the Council in delivering diversionary activities	Potential impact on ASB and fear of crime	Alternative funding via <ul style="list-style-type: none"> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> <li>•Chairman's funds</li> <li>•Awards for All</li> </ul>
Carers Bucks	3	£3,600	Supports carers groups in the community and provides advice and assistance.	<i>Address the need of the elderly and those who are vulnerable</i>	Assisting the Council in delivering a dementia friendly	No direct impact on the Councils key service delivery	Alternative funding via <ul style="list-style-type: none"> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> </ul>

			Funding assists support clubs in Denham and Iver	<p><i>Reducing isolation in the community through engagement with older people and action groups</i></p> <p><i>Building capacity through supporting opportunities for volunteering and community participation</i></p>	community		<ul style="list-style-type: none"> <li>•Trust and Community Funds</li> <li>•Chairman's funds</li> <li>•Awards for All</li> </ul>
Dorney Youth Club	3	£1,541	Delivers a children and young people youth club aged 5yrs to 17yrs. Funding provided for Insurance, training and trips	<p><i>Support activities for Young People which build capacity and prevent crime and disorder'</i></p> <p><i>Building capacity through supporting opportunities</i></p>	Assists the Council in delivering diversionary activities	Potential impact on ASB and fear of crime	<p>Alternative funding via</p> <ul style="list-style-type: none"> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> <li>•Chairman's funds</li> <li>•Awards for All</li> </ul>

				<i>for volunteering and community participation</i>			
Garvin Avenue Over 65's Club	3	£300	Supports older people access social activities at the Curzon Centre reducing social isolation	<i>Address the need of the elderly and those who are vulnerable</i>  <i>Reducing isolation in the community through engagement with older people and action groups</i>	Assisting the Council in reducing social isolation	No direct impact on the Councils key service delivery	Funding via Chairman's Fund Or lottery Community Fund
Padstones (Burnham)	6	£25,220	Padstones delivers accommodation support for young people aged 16-20 who are homeless, vulnerable and at risk	<i>Building capacity through supporting opportunities for volunteering and community participation</i>  <i>Prevention of homelessness</i>	Not currently a core District Council service.	Indirect impact on the Councils key service delivery of Homelessness as the activity provided may assist in the prevention of homelessness.	Funding via <ul style="list-style-type: none"> <li>•SLA</li> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> </ul>

				<i>Support voluntary sector organisations with advice, assistance, funding and other non-financial support</i>			
Relate (Mid Thames and Buckinghamshire)	4	£2,250	Supports partner and family with breakups, arguments, affairs, sexual problems, domestic violence and abuse, post-divorce and separation parenting, step-families, retirement, new baby, anything that has an effect on relationships.	<i>Building capacity through supporting opportunities for volunteering and community participation</i>  <i>Prevention of homelessness</i>  <i>Support voluntary sector organisations with advice, assistance, funding and</i>	Not a core District Council service.	Indirect impact on the Councils key service of Homelessness as the activity provided may assist in the prevention of homelessness.	Alternative funding via <ul style="list-style-type: none"> <li>• Lottery Good Cause</li> <li>• Lottery Community Fund Trust and Community Funds</li> </ul>

				<i>other non-financial support</i>			
Rennie Grove Hospice	2	£1,220	Supports those with a terminal illness	<i>Address the need of the elderly and those who are vulnerable</i>	Not a core District Council service.	No direct impact on the Councils key service delivery	Promote via Lottery Good Cause
South Bucks Hospice	1	£1,000	Supports those with a terminal illness	<i>Address the need of the elderly and those who are vulnerable</i>	Not a core District Council service.	No direct impact on the Councils key service delivery	Promote via Lottery Good Cause
Three Rivers Citizens Advice Bureau		£42,000	Citizens Advice provide advice and assistance including; employment advice, housing advice and assistance, prevention of homelessness, debt advice, benefit and council tax advice and assistance	<i>Building capacity through supporting opportunities for volunteering and community participation</i>  <i>Prevention of homelessness</i>  <i>Support voluntary sector organisations with advice,</i>	Delivering cost-effective, customer-focused services by providing accessible, quality assured advice to residents at a very low cost.  working towards safe and healthier local communities by alleviating stress and improving mental health by helping	Citizens Advice contributes to a number of the Council's services including; employment advice, prevention of homelessness, debt advice, benefit and council tax advice and assistance	Funding via <ul style="list-style-type: none"> <li>•SLA</li> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> </ul>

				<i>assistance, funding and other non-financial support</i>	residents solve their problems		
Wycombe Women's Aid	4	£27,000					Funding via <ul style="list-style-type: none"> <li>•SLA</li> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> </ul>
<b>Organisations that did not receive funding in 2016/17 but deliver services in the District</b>							
Chiltern Citizens Advice Bureau	2	No application received	Citizens Advice provide advice and assistance including; employment advice, housing advice and assistance, prevention of homelessness, debt advice, benefit and council tax advice and assistance	<i>Building capacity through supporting opportunities for volunteering and community participation</i>  <i>Prevention of homelessness</i>  <i>Support voluntary sector organisations with advice,</i>	Delivering cost-effective, customer-focused services by providing accessible, quality assured advice to residents at a very low cost.  working towards safe and healthier local communities by alleviating stress and improving mental health by helping	Citizens Advice contributes to a number of the Council's services including; employment advice, prevention of homelessness, debt advice, benefit and council tax advice and assistance	Funding via <ul style="list-style-type: none"> <li>•Possible future SLA on receipt of a business case or consideration of competitive process to merge service delivery with Three rivers from 2018/19</li> <li>•Lottery Good Cause</li> <li>•Lottery Community Fund</li> <li>•Trust and Community Funds</li> </ul>

				<i>assistance, funding and other non- financial support</i>	residents solve their problems		
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**Draft Grants Criteria**

- Only projects designed to meet purely local needs or which demonstrably provide significant benefit to the local community will be considered. Organisations must operate on a non-profit distributing basis.
- The Council will target its support to those organisations that contribute towards the achievement of its general priorities and objectives and, more specifically, those set out in the Community Wellbeing Plan.
- Grants will not normally be awarded for projects designed purely for places of worship. Consideration will, however, be given to applications for assistance towards Church Halls and other Community Halls where use and/or hiring is open to all.
- In considering any application, the Council will have regard to existing facilities/projects of a similar nature designed to meet the same needs.
- In deciding upon the appropriate level of support, the Council will have regard to other sources of income available to your Organisation.
- In submitting an application, the Organisation must provide evidence that it has adopted a Constitution and that a properly constituted committee of management has been appointed.
- The Council must be satisfied that the applicant has the necessary expertise and resources to see the project through to successful completion.
- Grants will not be made in respect of projects on which work has already started, or in lieu of expenditure to which applicants are already committed.
- Grants will be paid in arrears. Clear evidence of expenditure incurred must be provided, before payments are made.
- Any grant approved will be subject to certain conditions which must be satisfied before payment is made. The applicant must indicate acceptance of such conditions when any offer of a grant is made.
- Applicants must submit the organisations latest accounts, constitution and safeguarding policies where necessary
- All Organisations will be required to submit accounts for any year in which a grant has been paid. The accounts should be independently examined.
- Organisations will be required to provide details of performance against targets set.
- Membership of the Organisation making the application should be open to all, with no application for membership being refused on anything other than reasonable grounds.
- Applicants who have received a grant in the past are advised that this does not guarantee any future commitment by the Council
- South Bucks District Council must be recognised as supporter of the project. This could include installation of a plaque at the site or inclusion on any publicity material relating to the project.
- All successful applications must complete an evaluation form and where necessary submit proof of purchase(s). Failure to submit the evaluation form will disqualify the organisation from any future applications.
- Grant awarded must be spent in full as per application, there must be no changes as to how the funds are spent.
- The applicant is responsible for any insurances, maintenance, or other associated costs of the project.
- Project must be completed by end of financial year.

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<b>SUBJECT:</b>	<i>Local Authority Lottery</i>
<b>REPORT OF:</b>	<i>Healthy Communities Portfolio Holder – Councillor Paul Kelly</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt – 01895 837354 – Martin.Holt@SouthBucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

To propose that the South Bucks District and Chiltern District Councils run a local authority lottery and both councils commission Gatherwell to operate the local authority lottery on behalf of both Councils

### RECOMMENDATION

The PAG is asked to advise the Portfolio holder to recommend to Cabinet:

- a. To establish a local authority lottery in partnership with Chiltern District Council.
- b. To appoint Gatherwell as the external lottery manager (ELM) to run all or part of the lottery for a period of up to 5 years, subject to annual review.
- c. That the set up costs are taken from savings in the joint Community budget for 2016/17.

## 2. Reasons for Recommendations

Many voluntary and community organisations are funded by local charity donations and or grants from public bodies; in a period of austerity such public funding is reducing and organisations are finding it more difficult to access.

A review of community funding has identified the need to widen the opportunities for funding for community organisations, such as; Charitable giving e.g. 'Just Donate' or 'Just Giving'; Crowd funding for projects, GLL has just launched <https://www.spacehive.com/> a sports crowd funding site which allows GLL to allocate £2,500 to successful projects; Charitable trust funding and/or Local authority lottery funding.

A local authority lottery delivered on line, which can become a valuable source of additional fund raising for local community and voluntary organisations and be used as an exemplar fund raising platform. The Vale Lottery run by Aylesbury Vale District Council has raised over £60,000 in 'Good Causes' funding in less than 9 months.

A comparison of the two lottery providers is detailed in Appendix 1, which identifies the difference in set up cost between the two potential lottery providers. This report seeks Cabinet approval to appoint Gatherwell to run and operate the local authority lottery for the following reason;

- a. Whilst other lottery providers exist Gatherwell are the only provider of a dedicated local authority on line lottery, which has been piloted in Aylesbury and consequently

Gatherwell have the specialist knowledge and experience to establish the lottery by 1st April 2017.

- b. The initial contract cost payable from the Council to Gatherwell would be £3,516 thereafter the lottery itself funds the providers costs. The alternative provider would charge £199 set up fee, but the additional promotional costs required by this provider would be in excess of £10,000 to the Council.
- c. All administration of the scheme including payments and prizes would be undertaken by Gatherwell requiring minimal administration by the Council.
- d. The local authority lottery operated by Gatherwell directly benefits Good Causes and directly reflects the effort these organisations undertake in promoting their site on the lottery.
- e. The local authority is not required to promote the lottery or the lottery be branded by the Council as the promotion is undertaken by the Good Causes and the lottery provider. This breaks the perceived link between supporters and opinions that the council is raising funds through a lottery to deliver its services.
- f. 80% of the lottery ticket goes to prizes and 'Good Causes and the Community Fund' as opposed to 50% from other lottery providers
- g. The lottery payments and prizes are administered by Gatherwell and not via the Council
- h. It is anticipated that a maximum of 10,000 supporters (average of 2,000 weekly ticket sales) would play the weekly lottery over a five year period resulting in ticket sales of £520,000 and an effective contract price of £88,400 (over the 5 years)
- i. With 10,000 weekly supporters £312,000 (£62,400/annum) would be raised over a 5 year period for the voluntary and community sector, which in the longer term could provide alternative funding to the sector than the use of Council funds.
- j. The proposal by the alternative provider detailed in Appendix 1 is not considered to provide best value and would involve the Council in more administrative costs and risks.
- k. The Council would vet and approve 'Good Causes' before they can create their own page and advertise on the lottery
- l. The award of funding from the Community Fund would be administered by the Council whilst Good Causes would receive funding directly from the lottery provider.

### 3. Content of Report

This report seeks approval to develop a Local Authority Lottery in partnership with Chiltern District Council targeting supporters across both districts and outside the area to raise funds for Good Causes and a Community Fund.

Officers have explored with lottery operators advertised on the charity commission website regarding the opportunity to deliver a scheme across both districts. Only two have made proposals, one of which does not currently operate a local authority lottery. A comparison of the two lottery operators offers is detailed in Appendix 1. The preferred choice is to deliver a weekly online lottery across both South Bucks District Council and Chiltern District Council in partnership with Gatherwell, the operator of the Vale Lottery.

Subject to agreement, it is proposed to launch a community lottery similar to the Vale Lottery operating in Aylesbury Vale, from 1<sup>st</sup> April 2017.

The lottery as designed by Gatherwell, seeks the commitment of local community and voluntary organisations to promote the lottery to their supporters and provides the opportunity to win £25,000.

Community groups are given their own page on the community lottery website with bespoke marketing. There is no cost to community groups to join the lottery. Groups apply to join, once approved by Council officers they can start to promote and sell tickets.

When signing up to play the lottery, players can chose to support either a specific cause/group or support the general good causes pot, the breakdown of how the £1 lottery ticket money is split is below:

£1 lottery ticket money split – players can choose to support a specific good cause or the central fund.

Proceeds Apportionment				
	Specific Good Cause		Central Fund	
	% allocation	£ allocation	% allocation	£ allocation
Prizes	20	£0.20	20	£0.20
Specific good cause	50	£0.50	0	£0.00
Central fund	10	£0.08	60	£0.58
Gatherwell service charge	17	£0.18	17	£0.18
VAT (can claim back)	3	£0.04	3	£0.04
Total	100	£1.00	100	£1.00

How does the lottery work?

- Tickets cost £1 per week.
- Draws are conducted every Saturday at 8pm and results are posted online.
- 60p in every £1 goes to good causes, more than double the percentage that the National Lottery gives to good causes.
- Players sign up via direct debit or payment card; payments are taken on a monthly plan or a 3, 6, or 12 month one off payment.
- Players can buy multiple tickets for multiple causes
- Winners are notified by email and received prize directly into nominated account or to their chosen good cause.
- Good causes are paid their income automatically on a monthly basis.
- Good Causes promote the lottery to their supporters.
- The Community Fund would be administered by the Council
- Good Causes would be vetted by the Council before they can advertise on the lottery

It is proposed that the lottery would deliver;

- A weekly draw at a cost of £1/ticket
- 80% of ticket sales goes to causes and prizes
- On line platform that assist causes across the UK
- A prize fund with 1 in 50 odds of winning a prize
- A maximum prize of £25,000
- Other prizes of £1,000, £250, £25, and 3 free tickets
- Supporters would be able to choose a Good Cause or the central Community Fund
- Marketing and advertising delivered by Good Causes and Gatherwell
- Minimal administration costs following initial set up and promotion.
- Prizes are paid by direct debit
- Operational lottery by 1<sup>st</sup> April 2017

Based on the experience of Vale Lottery, a target Fund of £60k would be deliverable in the first year providing alternative funding opportunities for local organisations

The lottery enables community organisations and sports clubs that do not traditionally receive Council funding to access other sources of funding.

### Costs

In order to set up the lottery both Councils would need to apply for a Local Authority Lottery Licence from the Gambling Commission; licence fee of £348 per year with a one off set up fee of £168.

There is a one off set-up fee to administrator cost of £3,000 which together with the 20% of lottery payments funds the running costs of the lottery: receiving and making direct debit payments, website development, support, payment, and player retention and player engagement.

In the case of the Vale Lottery an additional budget of £3,000 was allocated to market and launch the scheme, it is intended to do the same at Chiltern and South Bucks.

#### Total costs to set up lottery – year 1

Set up costs year 1	
Gambling Commission Annual Fee	£348(per authority)
Gambling Commission Set up fee	£168(per authority)
Gatherwell set up costs	£3,000
Marketing	£3,000
Total	£6,516*
Costs year 2 onwards	
Gambling commission annual fee	£348
Marketing	£2,000
Total	£2,692

\*It is proposed that the set up costs are taken from savings in the Community budget for 2016/17. If both authorities joined the costs in 2016/17 would be £7032.

#### 4. Consultation

*Following agreement officers would discuss the operational arrangements and promotion with voluntary sector organisations ahead of the launch*

#### 5. Options

- a. *To establish a Local Authority Lottery enabling the Council to diversify the funding streams available to community groups at a time that community resources are reducing. The lottery provides additional fund raising opportunities at a time that other funding streams are diminishing.*
- b. *To establish a Local authority Lottery operating across South Bucks and Chiltern*
- c. *To not proceed with this option*

#### 7. Corporate Implications

*Reports must include specific comments addressing the following implications;*

- 3.1 Financial – the long term costs for the Council are within current budget estimates and enable future alternative funding streams for the voluntary and community sector at a time of diminishing resources.*
- 3.2 The potential for community funding is only limited by the maximum value of tickets that can be sold in a single lottery, currently £4 million and the maximum aggregate value of lottery tickets that can be sold in any calendar year, currently £10 million. However it is very unlikely that this level of ticket sales would occur, as the population of the two districts is insufficient to reach these figures.*
- 3.3 However it is not anticipated that in the first 5 years of the lottery that more than 10000 weekly supporters would be using the lottery enabling £312,000 to be awarded to Good Causes.*

*It is proposed that the set up costs are taken from savings in the joint Community budget for 2016/17.*

- 3.4 Legal - Local authorities may run 'local authority lotteries' to raise funds to cover anything for which they have the power to incur expenditure.*
- 3.5 Risks – adverse publicity arising from the Council operating a lottery to deliver its services. The approach by Gatherwell mitigates these risks were as Stirling operating the Unity lottery does not.*

- The branding of the lottery with a neutral identity will avoid accusations that the council is raising funding through a lottery for its service delivery. By ensuring the majority of the funding raised goes directly to Good Causes and not directly to the Council reduces the risk further.*
- A ring fenced Community fund reduces acquisitions of using funding for service delivery.*
- Linking a lottery to local good cases and communities enables the efforts of the good causes in advertising the lottery to their supporters to be reflected in lottery ticket sales and income to the good cause.*
- The lottery is promoted to supporters of local organisations such as sports clubs, many supporters have donated prizes back to the organisations they support increasing the funds to organisations*
- Reduced community funding opportunities – this approach offered by Gatherwell assists organisations to extend their fund raising activities whilst enabling greater support and publicity for their activities.*
- The Council is not involved in the award of prizes, administration of the scheme or the management of direct debits reducing its liabilities, which is not the case for Stirling*

- *Both operators would be responsible for all day to day operations of the lottery, with the Council controlling oversight and governance limiting its liabilities*
- *Both operators are backed by an insurance provider which guarantees any prize payments should this be required*
- *As a start-up company Gatherwell does not have a significant trading history and as with all companies has a risk of failure. The company has however brought an innovative approach to local authority lottery provision and has successfully operated the Vale lottery for the last year and following promotion through the LGA is starting lotteries in Portsmouth, Mendip, Melton Borough, and Gloucester increasing the resilience of the company. Should the Council wish to withdraw from the scheme following its launch a break clause would be incorporated in to the contract allowing provision. Similarly if the company was to fail arrangements would be made to return unallocated ticket sales*
- *Any lottery runs the risk of tempting vulnerable persons in to a gambling addiction. The Council would be a member of Gambling Aware a national help line to assist people who may become addicted.*

**8. Links to Council Policy Objectives**

Delivering cost- effective, customer- focused services

Working towards safe and healthier local communities

**9. Next Step**

Following agreement, it will be recommended to Cabinet to implement the Local Authority Lottery.

<b>Background Papers:</b>	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )
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**Comparison between the two lottery providers**

	<b>Gatherwell</b>	<b>Sterling</b>
Local authority Lottery provider	Yes	No but extensive charity lottery experience
Ticket costs	£1 per week	£1 per week
Draws	Conducted every Saturday at 8pm and results are posted online	Weekly draws
Prize fund	80% of ticket sales goes to causes and prizes  A maximum prize of £25,000 Other prizes of £1,000, £250, £25, and 3 free tickets	50% of ticket sales goes to the Unity for administration and prize fund  £25,000 jackpot prize and smaller prizes to attract players of £1,000, £25 and £5  Should one of your winners win the £25,000 we will also donate £2,500 to your cause
	60p in every £1 goes directly to good causes, (more than double the percentage that the National Lottery gives to good causes).	50p from every £1 entry comes back to the Council who would administer the payments to community groups
Odds	A prize fund with 1 in 50 odds of winning a prize	A prize fund with 1 in 63 odds of winning a prize
Ticket sales	Players sign up via direct debit or payment card; payments are taken on a monthly plan or a 3, 6, or 12 month one off payment.	direct debit, card or cheque payments
	Players can buy multiple tickets for multiple causes	Players can buy multiple tickets but the lottery is not linked to local good causes
Payments	Winners are notified by email and received prize directly into nominated account or to their chosen good cause	Prizes paid by cheque
	Good causes are paid their income automatically on a monthly basis.	The council would administer grant payments to organisations
Other benefits	Good Causes promote the lottery to their supporters	No link to local good causes and supporters to play the lottery. Organisations would have to promote the local authority branded lottery which may create adverse reaction.

	Supporters would be able to choose a Good Cause or the central Community Fund	Supporters would not be able to choose a good cause; the decision to award funding would be via the council exposing the risk of allegation that the council is raising funds to deliver services.
	On line platform that assist causes across the UK but operating locally	On line platform that promotes the Council lottery across the UK but no link to local good causes
	Marketing and advertising delivered by Good Causes and Gatherwell	All promotion would be by the Council through bespoke promotional leaflets for your launch, and after that our experts will always be on hand to give you professional advice on the most effective ways to promote your lottery.  Leaflet starter pack or you can use your own branded leaflet
Costs	Initial set up cost of £3,516  Gambling commission annual fee £348	Set-up fee of £199, and no administration of the lottery however the Council would be responsible for lottery promotion and award of funding to good causes.  It is estimated that with promotional and award of funding the costs to the council would be in excess of £10,000 per annum (staff time and administration)

<b>SUBJECT:</b>	<i>Extension to the GLL Contract to manage the Evreham Centre</i>
<b>REPORT OF:</b>	<i>Healthy Communities Portfolio Holder – Councillor Paul Kelly</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt – Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Martin Holt – 01895 837354 – Martin.Holt@SouthBucks.gov.uk</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

To update Members on the review of the Evreham centre and to consider an extension to the GLL contract in relation to the operation of the Evreham Centre

## RECOMMENDATION

Subject to the advice of the Policy Advisory Group the Portfolio Holder is recommended to recommend to the Cabinet:

1. To continue to operate the Evreham Centre until 2021, in accordance with the terms of the joint User Agreement.
2. To extend the current contract with GLL to operate the centre until 2021
3. To undertake the mechanical, electrical and structural survey funded from the joint maintenance budget.
4. To establish a joint project group to deliver replacement leisure and community facilities and meet the affordable and supported housing needs as identified in the local plan.

## 2. Content of Report

- 2.1 The Council is responsible for the operation of the Evreham Centre to provide leisure facilities for use by the community until 2021 on behalf of both Buckinghamshire County Council, and South Bucks District Council. The Joint User Agreement between with both parties also requires that the direct operating costs are shared jointly. The Council and BCC jointly contribute to the direct costs of the operation of centre which for 2017/18 is a forecast budget of £103,942 (£51,971 per authority). The User Agreement may be terminated early subject to both parties being in agreement.
- 2.2 The Centre is managed by Greenwich Leisure Ltd (GLL) on behalf of South Bucks District Council in accordance with the current contract, which ends 1<sup>st</sup> April 2017 or may be extended to October 2021. The facility is in good condition with fitness, dance, sports hall, and all weather pitch facilities. However due to its location and proximity to alternative facilities the current membership is low with limited throughput. GLL has advised the centre is being subsidised by the company circa £30,000/annum. The current user figures are detailed in Appendix 1
- 2.3 There is no significant capital expenditure required at the centre however if the contract was extended a mechanical, electrical and structural survey would be required to ensure the planned preventative programme was maintained.

2.4 GLL have advised that whilst the centre is currently costing the company £30,000 they would be prepared to continue to operate the centre until the end of the extended contract term in 2021 or earlier, but would require a variation to the annual management fee, which for 2017/18 would be £58,331.71 per annum – to be inflated by RPI as per existing contract. Any decision to extend the contract with GLL would have to be notified to GLL before 1st January.

2.5 The budget options appraisal 2015/16 identified the possibility of delivering savings in 2017/18 should the User Agreement be ended and the building transferred to BCC. This would coincide with the end of the current GLL contract for the centre. Officers were asked to identify if it was possible to end the joint User Agreement in April 2017 releasing savings to the Council a position supported by the Evreham Management Committee.

2.6 Following discussions with BCC it was agreed the following actions be undertaken to inform future decision making.

- **To undertake a leisure facilities study to identify the needs in SBDC without Evreham Centre.** This study has now been commissioned and Strategic Leisure has reported that without the Evreham Centre to meet future leisure needs there would be a requirement to re-provide the fitness facilities, badminton courts (sports hall provision), and the all-weather pitch within the district. The report further advises that a phased approach to the redevelopment of these facilities should occur with the Evreham Centre recommended to remain in use until the re-provision of facilities is provided
- **To undertake an open spaces strategy to identify the needs in SBDC without the Evreham Centre.** Strategic Leisure has concluded that there would be a need to re-provide the all-weather pitch elsewhere in the district and that the Council should make provision for alternative facilities before closing the centre. Strategic Leisure has yet to report on Playing Field quality and provision within the district, as the inspection process has to be with National Governing Body requirements which for football pitches mean that pitch inspections cannot occur until February.
- **To seek to remove the Evreham Centre and adjoining fields from the Green Belt, as part of the Local Plan review, enabling potential development.** Advice from Planning is that it is not currently proposed to remove the site from the Green Belt. *The National Planning Framework (NPPF) allows for partial or complete redevelopment of previously developed sites whether redundant or in continuing use which would not have a greater impact on the openness of the Green Belt. This means that the existing buildings can be replaced providing the footprint remains broadly similar and the height remains broadly similar. In terms of South Bucks Planning Policy we would need to be assured that replacing a community building with housing would not involve the loss of that facility. It is suggested that if there was an overall community strategy which suggests replacing the centre with an enhanced facility elsewhere within the District, that would overcome any policy objections.*

*On the land in public ownership (off Martindale) which is in the Green Belt with no redevelopment possibility I would suggest that it has potential as a rural exception site. These are small sites used for affordable housing in perpetuity on land which would not normally be*

*used for housing. These sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection with the local area. A survey carried out within the Parish would determine what the need is locally together with identifying people with a local connection from the housing waiting list. The NPPF states that small numbers of market housing may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.*

- **To identify development options for the site through the study that BCC was commissioning with Carter Jonas.** Following planning advice BCC are now able to identify options for the current adult education and leisure centre site.
- Further discussions would occur between August –October as to the opportunities to close the centre, ending the User Agreement early or to keep the centre open till 2021.

## 2.7 Conclusion of the Leisure Facilities Study

- *Evreham Sports Centre is not used to capacity, but the all-weather pitch on site is well-used. Although the existing sports hall could be closed, population growth increases demand for sports hall provision, so the badminton courts at Evreham cannot be lost, but will need to be replaced. It therefore makes sense to retain existing provision to 2021, and start to plan now for the replacement of the facility through the known development opportunities and sites in the District.*
- *The replacement of the Evreham facility will require capital investment. The development opportunity at Farnham Park offers significant potential both to replace the all-weather pitch, and at least 2 badminton courts, and a further 2 courts could be replaced at Wilton Park in any proposed community hall*
- *To mitigate the demand for additional badminton courts there is potential to negotiate pay and play provision at Beaconsfield High School Sports Facilities which currently utilises only 46% of its potential capacity similarly there is scope to explore similar arrangements for pay and play access with Davenies School, Teikyo School and the Beaconsfield School*
- *There is insufficient provision of community accessible fitness facilities to meet current and future demand, and therefore a need to consider how best to address the current under supply of 41 fitness stations and the future under supply of 80 fitness stations. The priority should be to develop new provision as part of any new leisure developments in the District, funded through S106/CIL.*
- *The development of any new provision should include fitness facilities to provide a revenue stream and support sustainability of the site; it will also be important to ensure accessibility for those without private transport, and who may find membership fees a barrier to participation. A new fitness suite at Farnham Park could address both these issues.*

**Discussion**

2.8 Both the County and District Portfolio Holders have met with officers 20<sup>th</sup> October 2016 and agreed that delaying the closure of the Evreham Centre until 2021 would enable a joint approach to be considered in relation to the site, whilst at the same time enabling partnership working to deliver a One Public Estate approach to any re-provision of facilities.

2.9 The risk associated with the early closure of the facility would include;

- Poor PR resulting from the closure of the facility without any re-provision or plan to re-provide
- Whilst savings may be achieved by both Councils arising from not operating the leisure centre there would be continued financial expenditure by BCC arising from Business Rates and maintaining an empty site.
- Unauthorised access to the site and buildings, leading to environmental concerns or damage to facilities

2.10 Portfolio Holders recommended that a managed exit from the Evreham Centre would be the preferred option and that the Centre should continue in use until the end of the joint User Agreement in 2021.

2.11 It was further recommended that a joint Project Group be established undertake a project to consider a phased approach to the re-provision of leisure and community facilities by 2021, and to deliver the enabling development on site.

**3. Options**

3.1 To jointly agree to end the Joint User agreement in 2017 and manage the demobilisation of the Evreham Centre

3.2 To continue to operate the Evreham Centre until 2021 and manage the closure of facilities at that time taking in to account the local plan requirements for replacement leisure facilities. The management costs would be continued to be shared 50/50 basis with BCC, which would be estimate at £103,942 (£51,971 per authority). this option would require an extension of the current contract with GLL until 2021. GLL would require a variation to the annual management fee, which for 2017/18 would be £58,331.71 per annum – to be inflated by RPI as per existing contract.

**4. Corporate Implications**

*Reports must include specific comments addressing the following implications;*

*4.1 Financial - The management costs would be continued to be shared 50/50 basis with BCC, which would be estimate at £103,942 (£51,971 per authority)*

*4.2 Legal – the User agreement would require both parties to terminate the agreement before 2021. The contract with GLL would require to be extended until 31<sup>st</sup> October 2017.*

**5 Links to Council Policy Objectives**

Sustainable Community Strategy:

- Promote Healthy Lifestyles
- Reduce Health Inequalities

- Improve the Quality of Life for an Ageing Population
- Improve the Quality of Life for Children and Young People
- Well Connected Communities

**6 Next Step**

- a. To recommend to Healthy Communities PAG and Cabinet to continue to operate the Evreham Centre until 2021
- b. To agree an extension of the contract with GLL until 2021
- c. To establish a project group to consider how facilities may be re-provided in 2021.

<b>Background Papers:</b>	
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**Appendix 1: Draft Project Plan**

1. Identify the rural housing exception scheme development opportunities on the land off Swallow Street and Martindale, previously school playing fields owned by BCC,
2. Identify the re-development opportunities on the current leisure centre and adult education site to deliver market housing and release enabling funding for the re-provision of the existing community facilities.
3. Submit a single planning application for the demolition of the current facilities and the development of market housing on the current footprint
4. Identify the opportunities to deliver a community hub including replacement leisure facilities elsewhere in the district
5. Access additional funding for the re-provision of leisure facilities to meet the needs identified by the Facilities strategy
6. Undertake the development required to deliver replacement facilities by 2021

## Draft Project Board:

Project Sponsor  
Project Manager  
Project Members  
– BCC Assets  
– SBDC Estates  
– SBDC Housing

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<b>SUBJECT:</b>	<i>Joint Private Sector Housing Strategy and Financial Assistance Policy</i>
<b>REPORT OF:</b>	<i>Cllr Paul Kelly - Healthy Communities Portfolio Holder</i>
<b>RESPONSIBLE OFFICER</b>	<i>Martin Holt - Head of Healthy Communities</i>
<b>REPORT AUTHOR</b>	<i>Louise Quinn, Senior Housing Standards Officer</i> <a href="mailto:lquinn@chiltern.gov.uk">lquinn@chiltern.gov.uk</a> 01494 732209
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

To update the Chairman and members of the Healthy Communities Policy Advisory Group following the consultation on a draft joint Private Sector Housing Strategy and associated policies covering financial assistance, Houses in Multiple Occupation and housing enforcement across South Bucks District Council and Chiltern District Council and seek comments on the amended draft strategy.

### ITEMS TO NOTE:

- That Members note the outcome of the consultation on the joint draft strategy and associated policies

### ITEMS FOR RECOMMENDATION:

- That Members consider the subsequent minor amendments to Strategy and Action Plan and make comments for final consideration by Cabinet
- That Members also agree to give delegated authority to the Head of Healthy Communities to make future minor amendments to the policies in consultation with the Portfolio Holder

## 2. Reasons for Recommendations

- 2.1 The Private Sector Housing Strategy forms part of the Council's Policy and Budget Framework. Council Procedure Rules provide for the Chairman of Overview and Scrutiny Committee to be notified of proposed revisions to policy framework documents to enable the Committee to make any comments as part of the consultation process. The Consultation process has now been completed and a number of minor amendments have been made to the draft policy as a result.
- 2.2 New regulations regarding additional enforcement tools and penalties are expected to be published during 2017 under the Housing and Planning Act 2016, and an extension to mandatory licensing of Houses in Multiple Occupation is also anticipated, though timescales are unknown. Accordingly, the HMO and Enforcement Policies may require amendment in the short term future to reflect these. It will be expedient if the Head of Healthy Communities is able to agree any such amendments to policy in consultation with the Portfolio Holder, provided they are not a major departure to existing policy.

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### 3. Content of Report

- 3.1 On 13 June 2016, members considered a report on the draft joint Private Sector Housing Strategy and associated policies which has been prepared to replace the current Private Sector Renewal Strategy which is now out of date. The strategy reflected changes to national policy and reflected comments and ideas discussed at the member workshop held on 3 February 2016.
- 3.2 Amendments were also recommended to the financial assistance policy to provide more flexibility to assist occupants of mobile homes, disabled people requiring adaptations, and help to improve conditions in HMOs.
- 3.3 Detailed draft joint policies on Houses in Multiple Occupation and Enforcement have also been prepared to provide greater clarity around areas of practice where there is an element of discretion, for example how the Council deals with non-licensable HMOs and Category 2 hazards.
- 3.4 Following consideration by Overview and Scrutiny Committee on 30 June 2016 and approval by Cabinet on 4 July 2016, the strategy and supporting documents were subject to a 6 week consultation via the council's website. Partner agencies, representatives of the Councils Landlord Forum and the voluntary sector were consulted. Only one response was received to the consultation and a number of minor amendments and additions to the Strategy and Action Plan were suggested.
- 3.5 The comments suggested making reference to health and social care savings and to related targets in respect of fuel poverty and affordable warmth and removing the reference to AgeUK, who are no longer pursuing their campaign for energy efficiency in mobile homes. No comments were received on the Financial Assistance, HMO and Enforcement policies.
- 3.6 The Strategy and Action Plan have been amended to reflect the comments received are contained in Appendix 1, with the amendments shown in red.
- 3.7 The Housing and Planning Act 2016 introduces a range of new powers to help to tackle bad landlords which include:
- Banning Orders
  - Database of rogue landlords
  - Extension to rent repayment order
  - Additional requirements to meet 'fit and proper person' test
  - Ability to impose financial penalties as an alternative to prosecution

Regulations and further guidance is expected but has not yet been published. Furthermore, the government has stated its intention to extend mandatory licencing of houses in multiple occupation and is currently consulting on the detail.

- 3.9 It is anticipated that amendments will be required to the proposed Enforcement Policy and the House in Multiple Occupation Policy during 2017 as a consequence of these changes to the law. Consequently, delegated authority is sought for the Head of Healthy Communities to make changes to the policies in consultation with the Portfolio Holder, provided these are not a major departure to existing policy.

#### **4. Consultation**

- 4.1 On 3 December 2015, the Healthy Communities Policy Advisory Group received a presentation on the current Financial Assistance policy for comment and discussion. Two of the key local housing standards issues (Disabled Facilities Grants and Houses in Multiple Occupation) were also discussed at the joint Member workshop held in February 2016. Comments and ideas from both of these consultation events have been reflected in the strategy.
- 4.2 The Healthy Communities Policy Advisory Group reviewed these documents 13 June 2016 and supported the approach being taken.
- 4.3 Following consideration by Overview and Scrutiny Committee on 30 June 2016 and approval by Cabinet on 4 July, the strategy and supporting documents were subject to a 6 week consultation via the council's website. Partner agencies, representatives of the Councils Landlord Forum and the voluntary sector were consulted. The response to the consultation is outlined in Paragraphs 3.4 and 3.5 above.

#### **5 Options**

- 5.1 Given the lack of response to the consultation and the minor nature of the suggested amendments, the Council could proceed to adopt the original version of the strategy. However, as the comments are sensible, it is recommended that the minor amendments are included in the final version.
- 5.2 The Council could wait for the publication of the new regulations under the Housing and Planning Act 2016 and for further details to be provided about the changes to mandatory licensing of Houses in Multiple Occupation before adopting the strategy. However, as timescales are unknown and the anticipated amendments to the policies are not expected to be major, it is considered expedient to continue to implement the current version of the policies.

#### **6. Corporate Implications**

- 6.1 Finance: The proposed amendments to the draft strategy do not have any financial implications.
- 6.2 Legal: The Council has a statutory duty to regularly review housing conditions in its area and to take action to tackle serious health hazards in housing. The proposed strategy and associated documents address this obligation. The Council's Policy and Budget Framework Procedure rules requires Cabinet to publicise a timetable for making proposals to the Council for the adoption of any plan, strategy or budget that forms part of the budget and policy framework, together with arrangements for consultation after publication of those initial proposals. The consultation has been completed in accordance with these rules.

#### **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 Steps**

If Members are in agreement with the suggested amendments to the draft policy and associated documents and have no further comments, officers will submit to Cabinet for further consideration and then onto Council for adoption.

<b>Background Papers:</b>	None except as referred to in this report
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## Chiltern District Council

## South Bucks District Council

### D R A F T Joint Private Sector Housing Strategy 2016 - 2021

#### Background

Poor housing conditions can have a major impact on health and wellbeing. For example:

- Disrepair and deficiencies such as inadequate fire safety measures, uneven floor surfaces, dangerous electrical wiring can lead to accident or injury.
- Cold and damp housing can have a major impact on illnesses such as heart disease, stroke and respiratory conditions and can also increase the risk of falls.
- People are up to 2.8 times more likely to fall if they are living in unsuitable housing which needs adaptation, for example, where ramps, a stairlift or level access bathing facilities are needed (Source: Housing Health and Safety Rating System Operating Guidance).

Local authorities have a statutory duty to:

- Assess and keep housing conditions under review
- Take enforcement action to address the most serious health and safety hazards
- Licence large Houses in Multiple Occupation (HMO)
- Administer and approve Disabled Facilities Grants
- Prepare plans to improve home energy efficiency

They also have powers to:

- provide financial and other assistance to tackle poor house conditions
- deal with empty homes and
- deal with poor management in HMOs.

Preventative and responsive housing interventions which reduce accidents and poor health provide financial savings to the NHS and Clinical Commissioning Groups as well as wider benefits to society such as fewer lost working days/school days, reduced family breakdown etc.

## 1.0 Introduction

Chiltern District Council and South Bucks District Council are two sovereign authorities with separate budgets and separate decision making processes. The two authorities have operated a shared housing service since April 2014. Both districts share broadly the same issues and challenges in improving housing standards. In order to improve efficiency of the service and ensure a consistent approach across the two areas, a joint Private Sector Housing Strategy has been prepared.

The purpose of this document is to set out Chiltern District Council's and South Bucks District Council's broad strategy to improve housing conditions in the private sector and more specifically to outline its policies in respect of giving Housing Assistance under the Regulatory Reform (Housing Assistance) Order 2002, undertaking enforcement activity and licensing of HMOs under the Housing Act 2004.

This document is one of a number of detailed local strategies which delivers the wider strategic housing role of the Councils as set out in the annual Housing Strategy Framework.

This Strategy, as a component of the framework, reflects and helps to deliver the broader strategic aims set down in the Joint Sustainable Community Strategy for Chiltern and South Bucks and the Councils' key objectives, principally by seeking to improve health and wellbeing of residents.

## 2.0 Local Context

### House Conditions

The [English Housing Survey](#) (insert link) has identified that nationally, house conditions and energy efficiency in privately owned homes is improving year on year. However, in 2013,

- 12% dwellings had 'Category 1' hazards (the most serious defects)
- Private rented sector was noted as being more likely to have poor energy efficiency
- 4% dwellings (8% in private rented sector) have a problem with damp
- Overcrowding is more prevalent in the rented sectors than the owner-occupier sector

Previous local House Condition Surveys have shown that house conditions in the Chiltern and South Bucks Districts are generally better than average nationally, although the general trends are mirrored. For example, excess cold and falls are the most common hazards and the private rented sector tends to exhibit the poorest conditions.

Anecdotal evidence of local house conditions from recent housing inspections for grants, loans and housing complaints indicate the most common concerns locally relate to:

- old and defective central heating boilers
- damp and mould from condensation
- dated electrical installations
- lack of fire precautions in houses in multiple occupation

### Demographic/Socio-Economic

The [Joint Sustainable Community Strategy for Chiltern and South Bucks 2013 - 2026](#) (insert link) provides a summary of the local demographic and socio-economic make up of the districts.

Headline figures include:

- Over 19% of the population are aged over 65 and this is projected to increase to more than 27% by 2026.
- Average earnings are higher than the national average and there are no Lower Super Output Areas in either district which fall within the bottom 30% most deprived areas in the UK.
- Average house prices and rents are high, and in the case of South Bucks rents are the highest outside of greater London.
- Around 10% of the population is likely to be living in fuel poverty.
- The residents of Chiltern and South Bucks are generally in good health, though there are significant inequalities in terms of life expectancy between the least and most deprived areas.

National wealth indicators confirm that the Chiltern and South Bucks District are affluent areas, and the nature of the local housing market means that poorer quality housing is likely to be repaired over time, as those who buy property as an investment will inevitably carry out repairs. However, there are pockets of deprivation and more vulnerable groups, especially older people, families on low incomes or people with disabilities, may require greater levels of assistance in undertaking repairs and adaptations.

Furthermore, high house prices mean that access to affordable housing is a concern for local people, particularly key workers, young people and first time buyers. The private rented sector is the main option to those who cannot afford to buy in the area but do not qualify for social housing.

### Tenure

The English Housing Survey has noted a significant growth in the private rented sector from around 10% of housing stock as a whole in 2002 to almost 20% in 2014-15. While owner-occupation has tended to be higher in Chiltern and South Bucks than nationally, the trend for an increase in the private rented sector has also been noted locally.

In particular, there is local evidence to indicate that the number of HMOs in the district is growing. In the 2015-16 financial year, twenty-five new HMOs were identified across Chiltern and South Bucks, the majority of these (20) being in the South Bucks district.

Houses in Multiple Occupation offer the lowest cost housing option and are often used to provide accommodation for staff as part of an employee package for low paid jobs such as carers or catering staff, or an affordable option for people under the age of 35 who are not eligible to receive housing benefit for self contained accommodation.

Both Councils are keen to ensure that this accommodation is retained to meet housing needs, however, the provision of fire precautions to ensure the house is safe for the number of occupants can be expensive and landlords will often choose to revert to single occupancy rather than do the necessary works, following inspection by the Council.

### 3.0 Priorities for Action

The Joint Sustainable Community Strategy for Chiltern and South Bucks identifies the following housing related outcomes to support the five its five broad themes:

- Support the delivery of more affordable housing of a type that meets the needs of local people entering the housing market, families with specialist needs and an ageing population
- Reduce energy use and carbon emissions across the Districts, including promoting the use of alternative fuels and forms of transport, improving the energy efficiency of buildings and reducing consumption.
- Improve health outcomes for people in the lowest 20% of household incomes, by promoting ill-health prevention and self-care
- Reduce fuel poverty, particularly for the elderly
- Help older people stay in their homes for longer

With these outcomes in mind, Chiltern District Council and South Bucks District Council have identified four key objectives for the shared Private Sector Housing Strategy:

- 1. To ensure the housing stock is free from significant hazards in order to reduce accidents and ill health.**
- 2. To ensure the housing stock is suitable to meet the needs of disabled and older residents.**
- 3. To promote and encourage the provision of good quality private rented accommodation and to maximise the use of existing accommodation, including empty properties.**
- 4. To improve energy efficiency of dwellings in the district, and ensure affordable warmth is available to all residents.**

To achieve the objectives, the Councils will seek to undertake the actions set out in the Action Plan in Appendix 1.

### 4.0 Monitoring and Review

The strategy will be reviewed annually to consider the extent to which planned actions have been achieved, whether any amendments are required for the coming year.

Progress in meeting the stated objectives will be assessed with reference to the Action Plan in Appendix 1 and the following Performance Indicators and targets:

Indicator	Annual Target CDC	Annual Target SBDC
Completed adaptations for disabled people	70	50
Grant customers rating the grant service as good/excellent	95%	95%
Category 1 hazards addressed	10	10
Financial savings to NHS (assessed using BRE Housing Health Cost calculator)	Baseline to be set 16/17	Baseline to be set 16/17
Residents and landlords receiving energy efficiency advice or financial assistance for measures	75	75
Empty properties brought back into use	40	10

The Home Energy Conservation Act Report and the Bucks Affordable Warmth Strategy also set out detailed targets in relation to work to improve energy efficiency and reduce fuel poverty.

Grant applications and housing service requests are subject to performance monitoring criteria and citizen's charter targets which are monitored and reviewed annually.

Any significant revisions to the strategy and associated policies shall be agreed by the Council and published in advance of any such revisions coming into force. The Council shall utilise feedback from service users to identify needs and expectations for future services.

Future stock condition and housing needs surveys, in addition to ongoing research into the circumstances of local housing markets, demographic trends and socio-economic factors, may be necessary to effectively monitor the outcomes of the policy.

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**Chiltern District Council and South Bucks District Council**

**Joint Private Sector Housing Strategy 2016 – 2021: Action Plan 2016-17**

<b>Actions</b>	<b>Related Priorities</b>	<b>Progress/Update</b>
<p><b>Provide advice and information to landlords and tenants on standards in private rented dwellings and landlord/tenant responsibilities.</b></p> <p>We will provide up to date advice and information about standards in the private rented sector on the councils’ websites, for both landlords and tenants.</p> <p>We will publicise the powers of local authorities to investigate and enforce unsatisfactory conditions in private rented housing on the websites and through partner agencies such as CAB.</p> <p>The Council will endeavour to hold a joint Landlord Forum at least once year to provide advice and information to private landlords and letting agents on legal requirements and good practice.</p> <p>We will circulate information to private landlords and letting agents where there are changes in the law or new good practice guidance.</p> <p>Investigate the development of a landlord training package and associated certification process.</p> <p>Investigate the development of a local scoring system for Houses in Multiple Occupation (similar to food hygiene approach) and consider how this may be publicised.</p> <p>Investigate the feasibility of setting up a ‘trip advisor’ type scheme for tenants to feedback on conditions in the private rented sector.</p>	<p>1, 3 and 4</p>	

<p><b>Provide financial assistance to priority groups, in the form of grants and loans for essential repairs, adaptations and energy efficiency improvements.</b></p> <p>The full policy for giving financial assistance is contained in the Housing Financial Assistance Policy. Grants and loans will only be approved where financial resources permit.</p> <p>Investigate introduction of ‘preferred contractors’ list or bulk contractors to reduce costs.</p> <p>Explore alternative sources of funding such as charities and Credit Unions and advice services which can assist residents in making applications for funding.</p>	1, 2, 3 and 4	
<p><b>Use its enforcement and licensing powers where appropriate to ensure that minimum standards are met.</b></p> <p>The Councils have adopted a Housing Enforcement Policy and a House in Multiple Occupation Policy. Inspections and enforcement decisions will be taken in accordance with these policies.</p> <p>We will also abide by the government’s concordat of Good Enforcement.</p> <p>We will consider actions necessary to identify unlicensed HMO accommodation and ‘beds in sheds’ and how these may best be tackled.</p>	1 and 3	
<p><b>We will investigate options and actions to increase the supply of accommodation, particularly affordable private rented accommodation and homes suitable for the needs of people with disabilities.</b></p> <p>We will provide advice and assistance to owner of long term empty homes to help them return them to use. Chiltern District Council has an Empty Homes Strategy which sets out how it aims to work with owners of empty dwellings to bring them back into use. This approach will be considered in South Bucks,</p>	1 and 3	

<p>subject to available resources.</p> <p>We will offer a Flexible Home Improvement Loan for owners of empty homes in both the Chiltern and South Bucks Districts (in addition to the loan for homeowners aged 60+).</p> <p>We will investigate whether local Registered Providers are interested in developing and managing good quality HMO accommodation.</p> <p>We will investigate opportunities for ensuring conversions and developments of residential property meet the needs of people with disabilities.</p>		
<p><b>Support services and schemes which seek to tackle fuel poverty</b></p> <p>We will continue to be members of the Bucks Affordable Warmth Network, which operates a free telephone helpline for residents, provides outreach events and training to front line workers.</p> <p>We will publicise the Affordable Warmth Helpline.</p> <p>We will publicise and support schemes which offer grants for energy efficiency improvements and other assistance for people at risk of fuel poverty.</p> <p>We will contribute to the preparation and implementation of a Bucks wide Affordable Warmth Strategy and Action Plan.</p> <p>We will seek to work with partners to develop a pilot scheme to improve the energy efficiency of mobile homes.</p> <p>We will consider offering an 'Energy Efficiency Grant' to provide financial assistance to target groups, in conjunction with wider projects and where resources permit.</p>	1, 2 and 4	

<p><b>Provide advice and information to all residents on home maintenance and home energy efficiency.</b></p> <p>The Councils have prepared a joint Action Plan under the Home Energy Conservation Act 1996, which sets out how we will seek to improve home energy efficiency across the districts. This plan will be reviewed and updated in line with statutory requirements.</p> <p>We will promote the Trading Standards ‘Buy With Confidence’ scheme and also update the websites with general advice on choosing a builder and undertaking home maintenance tasks.</p> <p>We will work with Age UK Bucks to promote its Handy Person and local builder schemes.</p>		

<b>SUBJECT:</b>	Chiltern District Council and South Bucks District Council Temporary Accommodation Framework
<b>REPORT OF:</b>	Councillor Paul Kelly – Portfolio Holder for Healthy Communities
<b>RESPONSIBLE OFFICER</b>	Martin Holt – Head of Healthy Communities
<b>REPORT AUTHOR</b>	Michael Veryard – Housing Manager
<b>WARD/S AFFECTED</b>	All

**1. Purpose of Report**

To put forward a draft framework document setting down the principles and process for identifying, securing and allocating temporary accommodation to meet the Council's statutory duties under Part 7 of the Housing Act 1996.

**RECOMMENDATION**

1. That Members consider the draft Temporary Accommodation Framework Document and provide comments as appropriate.
2. The Cabinet authorises the Head of Healthy Communities to publish and implement a finalised Temporary Accommodation Framework Document in consultation with the Portfolio Holder for Healthy Communities

**2. Reasons for Recommendations**

The recommended actions will ensure that the Council is compliant with the advice of the Supreme Court and has a clear framework for fulfilling its temporary accommodation duties at a time of high demand.

**3. Content of Report**

- 3.1 Under Part 7 (Homelessness) of the Housing Act 1996, the Council has a statutory duty to secure temporary accommodation for homeless households in a range of circumstances. In 2015, the Supreme Court in the case of *Nzolameso v Westminster City Council* advised that each local housing authority should have a clear statement on how it secures and allocates temporary accommodation. As part of the development of the joint Chiltern District Council and South Bucks District Council Homelessness Strategy, the framework document in the Appendix has been drafted to provide a clear statement to Members, officers, clients and partner agencies on how the Council delivers temporary accommodation to fulfil its Part 7 duties.
- 3.2 The Council's duties under Part 7 (Homelessness) of the Housing Act 1996 are delivered by the shared housing service. The Framework document has been drafted as a joint document to be shared by Chiltern District Council and South Bucks District Council. Each Council retains its own separate statutory responsibility to fulfil its duties under Part 7. The draft document is also being presented to Members at Chiltern District Council for consideration.
- 3.3 The adoption of this Framework Document will ensure that the Council has a transparent and consistent approach to delivering temporary accommodation (at a time of high demand) and

that it is compliant with the Supreme Court advice. The document will be incorporated into the wider joint Homelessness Strategy that is currently under development.

3.4 The document will be reviewed on an annual basis and will be reported back to Members if significant changes are identified as being required.

#### **4. Consultation**

Not applicable

#### **5. Options**

##### **5.1 Option 1 – Agree and adopt the Temporary Accommodation Framework document**

The reasons and benefits of this are set down in the report above and in the draft document in the Appendix.

##### **5.2 Option 2- Do not adopt a Temporary Accommodation Framework**

If the Council does not adopt a Temporary Accommodation Framework, it will leave the authority vulnerable to challenge by the Ombudsman and the Courts if a client considers that the Council has not fulfilled its statutory homelessness duties correctly. The current Homelessness Reduction Bill is also likely to result in a wider temporary accommodation duty for the Council and will increase the importance of having a clear and consistent Temporary Accommodation framework.

#### **6. Corporate Implications**

##### **6.1 Financial**

The report has no additional financial implications with regard to current expenditure on temporary accommodation. Any proposals for securing additional temporary accommodation that have additional financial implications will be reported to Members separately for consideration.

##### **6.2 Legal**

The Framework Document will ensure that Council is seen to be complying with the advice of the Supreme Court and clearly demonstrating that it is meeting its temporary accommodation duties under Part 7 of the Housing Act 1996.

#### **7. Links to Council Policy Objectives**

"We will work towards safer and healthier local communities"

#### **8. Next Step**

Following agreement it will be recommended to Cabinet that the Framework Document is implemented. Officers will continue to progress the development of the joint Homelessness Strategy and will report this to Members for consideration. The Framework document will be incorporated in the joint Homelessness Strategy.

<b>Background Papers:</b>	It is a legal requirement that we make available any background papers relied on to prepare the report and should be listed at the end of the report (copies of Part 1 background papers for executive decisions must be provided to Democratic Services )
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**Chiltern District Council**  
**and**  
**South Bucks District Council**  
**TEMPORARY ACCOMMODATION FRAMEWORK**  
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**Chiltern District Council**  
**and**  
**South Bucks District Council**  
**TEMPORARY ACCOMMODATION FRAMEWORK**

**1. Purpose**

1.1 The purpose of this framework is to:

- 1.1.1 Ensure that each Council fulfils its statutory duties under Part 7 of the Housing Act 1996 to secure temporary accommodation and
- 1.1.2 Provide a clear and transparent framework for each Council for securing and allocating temporary accommodation

**2. Background**

- 2.1 Part 7 (Homelessness) of the Housing Act 1996 places a statutory duty on the Council to secure that temporary accommodation is available to homeless households in a range of circumstances. Details of the relevant statutory duties and related guidance are summarised in **Appendix A**.
- 2.2 The Council must secure sufficient temporary accommodation to meet its statutory duty. This accommodation must be utilised and allocated correctly.
- 2.3 The Supreme Court in the case of *Nzolameso v Westminster City Council* (2015) (UKSC 22, (2015) HLR 22) advised that each local authority should have a clear statement on how it procures and allocates temporary accommodation.
- 2.4 In light of the above, this framework has been drafted to provide a clear statement to Members, officers, clients and partner agencies on how the Council secures and allocates temporary accommodation.
- 2.5 Chiltern District Council and South Bucks District Council operate a shared housing service which includes a shared housing options and homelessness service. Therefore, this Framework has been drafted as joint document to be shared by both Councils. Any reference to "the Council" in this Framework document should be taken to mean both Chiltern District Council and South Bucks District Council and their respective duties.

### **3. Principles of the Framework**

**The Council will:**

**3.1 Secure temporary accommodation in compliance with its statutory duties under Part 7 of the Housing Act 1996**

**3.2 Secure self-contained temporary accommodation wherever possible and only secure B&B (Bed and Breakfast) accommodation when no other suitable self-contained temporary accommodation is available**

**3.3 Minimise the length of time that any household with family commitments has to spend in B&B accommodation**

**3.4 Aim to secure temporary accommodation provision within the district**

**3.5 Ensure that temporary accommodation meets appropriate standards of suitability and fitness**

**3.6 Minimise the cost of temporary accommodation provision to the Council and maximise income to offset costs where possible**

### **4. Temporary Accommodation – Current Provision**

4.1 Appendix B lists the temporary accommodation that is currently utilised by Chiltern District and South Bucks District Council.

### **5. Temporary Accommodation – Current and Future Demand**

5.1 Appendix C shows the demand for temporary accommodation in Chiltern District Council and South Bucks District Council since 1<sup>st</sup> April 2014. This demonstrates that the demand in both districts has increased significantly over this 30 month period. This reflects the national trend which has shown that local authorities generally have been making increasing numbers of temporary accommodation placements.

5.2 Looking ahead, we can consider what the day to day demand for temporary accommodation will be over the next 12 months. Specifically, how much temporary accommodation will the Councils need to be securing on a daily basis? Based on the figures set down in Appendix C for the last 4 quarters, it is estimated that the Councils will need to ensure that the following levels of temporary accommodation are available at any one time during the next 12 months:

Chiltern DC	=	34 units
South Bucks DC	=	64 units

These figures represent a snapshot of the total number of temporary accommodation units that each Council is likely to have to secure on any given day (e.g. Chiltern DC will be utilising an estimated 34 units on any given day over the next 12 months)

5.3 The estimated figures in paragraph 5.2 are based on the average level of provision over the 12 months up to 30<sup>th</sup> September 2016. As national trends are showing rising demands for temporary accommodation nationally, it is reasonable to assume that the high demand in both Chiltern District Council and South Bucks District Council will continue into 2017. The Councils also need to consider the potential impact of the Homelessness Reduction Bill if and when it becomes law. This Bill may result in the Council facing increased demands for temporary accommodation. Consequently, it is sensible to estimate a continued high level of demand as put forward in paragraph 5.2.

## **6. Use of Bed and Breakfast Accommodation**

6.1 The Council recognises that B&B (Bed and Breakfast) is not suitable as temporary accommodation for households with family commitments (i.e. households who have or are expecting dependent children). Where possible, it will avoid placing such a household in B&B. However, the high demand for temporary accommodation means that there will be occasions when the Council has no option other than to secure B&B in order to meet its statutory duty.

6.2 When the Council has to place a household with family commitments in B&B, it will take full account of the provisions in Statutory Instrument 2003/3326 that the period in B&B should not exceed 6 weeks. The Council will seek to move the household on to alternative self-contained accommodation as soon as possible. These households will be prioritised for a move from B&B as and when suitable self-contained temporary accommodation becomes available for occupation. The process for this is summarised in Appendix D.

## **7. Location of Accommodation**

7.1 The Council will aim to secure temporary accommodation within its district. However, the high demand for temporary accommodation means that it may be necessary for the Council to secure accommodation that is located in another district. In this event, the Council will aim to minimise the distance between the district and the location of

the temporary accommodation. The Council will also prioritise the household for a move to temporary accommodation within the district as and when a suitable vacancy comes available. Any move will be subject to demand from other applicants (see process summarised in Appendix D) and will take account of the wishes of the household concerned (e.g. if the household would prefer to continue being accommodated out of the district).

## **8. Allocation of Temporary Accommodation**

- 8.1 Self-contained temporary accommodation will normally be allocated on the day that it becomes available and using the process summarised in Appendix D
- 8.2 When self-contained temporary accommodation becomes available, existing households with family commitments in B&B will be prioritised over households who have not yet been placed in temporary accommodation.
- 8.3 If no self-contained temporary accommodation is available for a household on the date that the household becomes homeless then the Council will secure bed and breakfast accommodation (see 6.1 above) subject to availability. If no bed and breakfast accommodation is available on the date concerned then the Council may have to utilise hotel accommodation on a short term basis until bed and breakfast or other alternative temporary accommodation becomes available.
- 8.4 The Council will make every effort to secure temporary accommodation that is a suitable size, type and location for the household concerned. In doing so, the Council will have regard to the relevant statutory requirements and guidance (see Appendix A). However, this must be balanced against the demands on the Council's service for homelessness assistance and the pressures on temporary accommodation. The Council's primary focus is to secure accommodation that meets its duties under Part 7 of the Housing Act 1996 even if the household concerned considers that it may not be suitable.
- 8.5 A household may request a review of the suitability of the temporary accommodation secured by the Council if a review is permitted under Part 7 of the Housing Act 1996.
- 8.6 In exceptional circumstances, the Council may depart from the allocation process set down in this Framework. This may arise because of reasons such as:
- safeguarding issues,
  - personal safety concerns,
  - medical issues,
  - household size, or
  - the household has been deemed intentionally homeless and/or has a review or appeal pending into the Council's decision.

Any exceptional allocation will be subject to the agreement of the Senior Housing Options Officer (or the Housing Manager in the absence of the Senior Housing Options Officer).

## **9. Chiltern District Council and South Bucks District Council – Cross District Provision**

9.1 Chiltern District Council and South Bucks District Council operate a shared housing service. Each Council retains its own separate statutory responsibility to fulfil its duties under Part 7 of the Housing Act 1996.

9.2 There may be occasions where one of the Councils (Chiltern District Council or South Bucks District Council) has available capacity within its temporary accommodation while the other authority is facing significant pressures to secure sufficient accommodation. In this situation, the Council with available capacity may make its temporary accommodation available to the other authority to utilise in order to fulfil its Part 7 duties (i.e. Chiltern DC would make its temporary accommodation available too be utilised by South Bucks DC or vice versa).

9.3 The provisions in paragraph 9.2 would be subject to:

- consideration of current and future temporary accommodation demands for both Councils,
- confirmation that the Council which makes the temporary accommodation available will not suffer any detriment to its service delivery or budget as a result, and
- the placement being reviewed on a weekly basis and ending as and when the temporary accommodation is again required by the Council which has made it available.

## **10. Charging for Temporary Accommodation**

10.1 In accordance with the Housing Act 1996, the Council reserves the right to require a household to pay a reasonable charge in respect of the temporary accommodation that has been secured for them. In making any charge, the Council will have regard to the statutory requirement that the temporary accommodation must be affordable to the household concerned.

## **11. Maintaining and Increasing the Supply of Temporary Accommodation**

11.1 The Council will explore the following options over the next 12 months to help maintain and increase the supply of temporary accommodation to meet the current and future needs highlighted in Section 5.

### **11.1.1 Prevent Homelessness wherever possible to minimise the demand for temporary accommodation**

The Council continues to review its housing options service to ensure that all available options are explored to help prevent or relieve homelessness before a client becomes homeless. The Homelessness Reduction Bill will place increased emphasis on this if and when it becomes law.

#### 11.1.2 **Optimise current temporary accommodation provision**

The Council will ensure that it makes the best use of the available temporary accommodation by making appropriate allocations, minimising the time spent by households in B&B and ensuring that households are moved on in a timely and efficient manner to longer term accommodation when possible.

#### 11.1.3 **Secure temporary accommodation from Registered Provider stock**

The Council will continue to work with Registered Providers to maximise the use of temporary self-contained accommodation from within their existing housing stock and through other initiative and schemes (e.g. new build, private sector leasing etc.)

#### 11.1.4 **Explore options for new developments to incorporate new temporary accommodation provision.**

The Council will monitor development opportunities on its own land and elsewhere

#### 11.1.5 **Explore options for working with the private rental sector to secure temporary accommodation**

The Council will review its work with private landlords and letting agents and assess opportunities for partnership working to deliver temporary accommodation and tenancies to help prevent or relieve homelessness.

#### 11.1.6 **Explore options for Chiltern District Council and South Bucks District Council to work jointly to secure additional temporary accommodation provision**

The Council will assess opportunities for the shared housing service to deliver joint provision that can support both authorities.

#### 11.1.7 **Explore options to work with other statutory partners to deliver additional temporary accommodation**

The Council will assess opportunities for joint working with other partners including Wycombe District Council and Aylesbury Vale District Council to deliver additional temporary accommodation provision.

## **12. Review of Framework Document**

- 12.1 This document will be reviewed annually

**APPENDIX A****DUTY TO SECURE TEMPORARY ACCOMMODATION****1. SUMMARY OF STATUTORY DUTIES AND POWERS**

1.1 Under **Part 7 (Homelessness) of the Housing Act 1996** the Council has a statutory duty to secure that accommodation is available to homeless persons who meet certain criteria and requirements set down in the Act and associated Statutory Instruments and guidance.

1.2 The specific statutory duties set down in Part 7 are summarised below:

**(i) *Section 188 – Interim duty to accommodate in case of apparent priority need***

*When the Council receives an application for assistance under Part 7 then the Council will have a duty to secure interim temporary accommodation while it assesses the application if it considers that the applicant is homeless and may be in priority need (in accordance with the priority need categories set down in Section 189 of the Act)*

**(ii) *Section 190 – Duties to persons becoming homeless intentionally***

*When the Council has assessed an application and determined that the applicant is homeless and in priority need, but is homeless intentionally, then it will have a duty to secure that accommodation is available for a period to give the applicant a reasonable opportunity to find other housing.*

**(iii) *Section 193 – Duty to persons with priority need who are not homeless intentionally***

*When the Council has assessed an application and determined that the applicant is homeless and in priority need and not homeless intentionally, then it will have a duty to secure that accommodation for occupation by the applicant. There is no time limit on this duty. Section 193 sets down the specific circumstances in which this duty can come to an end.*

**(iv) *Section 195 – Duties in case of threatened homelessness***

*When the Council has assessed that the applicant is threatened with homeless and in priority need (and is not threatened with homelessness intentionally) then the Council shall have a duty to take reasonable steps to secure that accommodation does not cease to be available for his/her occupation.*

**(v) *Section 198 – Accommodation pending the outcome of a referral to another local authority***

*In some cases when the Council has assessed that the applicant is homeless and in priority need and not homeless intentionally, the Council may also decide that the applicant should be referred to another local authority. In this event, the Council will have a duty to secure that accommodation is available pending the outcome of the referral.*

- 1.3 In respect of (i) to (v) above, Section 208(1) of the Act states that so far as reasonably practicable the Council shall secure that suitable accommodation is available for occupation within its district.
- 1.4 In addition to the statutory duties summarised above, the Council also has the **power to secure accommodation pending a review or appeal**. Under Sections 188 and 204 of the Act, the Council has the power to secure accommodation for an applicant pending the outcome of a review or appeal on the Council's decision on a homelessness application. This is a power and not a duty and the Council will assess requests for accommodation in these circumstances on a case by case basis. In assessing whether or not to exercise its power to secure accommodation, the Council will have regard to the applicant's circumstances and the relevant guidance and case law.
- 1.5 Under Section 192 (3) of the Act, the Council also has **the power to secure accommodation for an applicant who is homeless, not homeless intentionally and is not in priority need**. Again, this is a power and not a duty. In considering whether or not to use this power, the Council must take into account the demands on local housing and the need to secure accommodation for homeless households who are subject to the statutory duties summarised in (i) to (v) above. The current demands on housing stock in Chiltern and South Bucks and the ongoing demands from homeless households who are subject to statutory accommodation duties means that the Councils are highly unlikely to exercise the power under Section 193(2) of the Act. However, any requests will be assessed on a case by case basis.

## **2. GUIDANCE ON EXERCISING STATUTORY DUTIES**

- 2.1 When exercising a statutory duty in accordance with (i) to (v) above, the Councils will have full regard to the relevant law, statutory instruments and guidance in assessing whether or not the accommodation concerned is suitable. This includes:

- a) **Homelessness Code of Guidance for Local Authorities (July 2006)**
- b) **SI 1996/3204 Homelessness (Suitability of Accommodation) Order 1996**

This requires that the accommodation must be affordable.

- c) **SI 2003/3326 Homelessness (Suitability of Accommodation)(England) Order 2003**

This highlights that B&B accommodation is not to be regarded as suitable accommodation for an applicant with family commitments and should only be used (i) where no other accommodation is available and (ii) for no more than 6 weeks in total.

d) **SI 2012/2601 Homelessness (Suitability of Accommodation)(England) Order 2012**

This highlights a range of factors that the Council must take into account including:

- distance from district (if placed out of area)
- significance of disruption to employment, caring responsibilities or education
- proximity and accessibility of medical facilities
- proximity and accessibility of local services, amenities and transport

e) **S. 11 of the Children Act 2004**

This requires that where the applicant's household includes children, then the Council's decision on suitability must identify the needs of the children (individually and collectively) and have regard to the need to safeguard and promote the children's needs. However, it is not required that the children's welfare should be given paramount or even primary consideration by the Council in making the decision on the suitability of accommodation.

f) **Equality Act 2010**

This requires that the Council assesses whether or not the applicant has a disability (or another relevant protected characteristic) and, if so, the extent of the disability and whether or not this impacts on suitability of the accommodation.

- 2.2 Overall, the Councils will always aim to minimise disruption to the applicant's household and have full regard to the relevant law and guidance when securing temporary accommodation. However, this will always need to be balanced against the overall demands on the housing and homelessness service and the availability of accommodation. This means that it may not always be possible to avoid disruption to the household concerned. The Council's primary focus will be to ensure that it secures accommodation for the applicant in accordance with its statutory duties under Part 7 of the Housing Act 1996.

**END**

**APPENDIX B****TEMPORARY ACCOMMODATION – CURRENT PROVISION**

This Appendix lists the temporary accommodation that is currently secured by each Council to fulfil its duties under Part 7 of the Housing Act 1996.

**CHILTERN DISTRICT COUNCIL**

<b>Current Provision – Self Contained Accommodation (No facilities shared with other households)</b>		
<b>Accommodation</b>	<b>Number of Units</b>	<b>Details</b>
Tom Scott House, Pearce Road, Chesham	12 x 1 br flats 8 x bedsits	Scheme owned and managed by Paradigm Housing
Paradigm Housing properties	No fixed number (6 x units in use as at 31/10/16)	Properties in general needs stock utilised as temporary accommodation as and when required

<b>Current Provision – Non-Self Contained Accommodation (Facilities shared with other households)</b>		
<b>Accommodation</b>	<b>Number of Units</b>	<b>Details</b>
Bed and Breakfast/Guest House	No fixed number (10 x placements as at 31/10/16)	Rooms are booked as and when required and charged on a nightly rate. The main providers are located in Slough, High Wycombe and Hemel Hempstead. (In limited cases, it may be possible to secure a self-contained annex or unit for a household via a B&B/Guest House)
Hotels	No fixed number	Hotel rooms are booked when no other options (including B&B) are available. They are generally used for short term emergency placements such as those arising out of hours.

**SOUTH BUCKS DISTRICT COUNCIL**

<b>Current Provision – Self Contained Accommodation (No facilities shared with other households)</b>		
<b>Accommodation</b>	<b>Number of Units</b>	<b>Details</b>
Oxford Road, Gerrards Cross (Former Police Houses)	8 x Houses	Properties leased by Bucks Housing Association from Thames Valley Police
Totteridge Road, High Wycombe	4 x flats	Former student accommodation owned and managed by L&Q
L&Q properties	No fixed number (9 x units in use as at 31/10/16)	Properties in general needs stock utilised as temporary accommodation as and when required
Other Registered Provider properties	No fixed number (2 x units in use as at 31/10/16)	Properties in general needs stock owned by other Registered Providers (e.g. Paradigm, Bucks HA) and made available to SBDC to use as temporary accommodation on an interim basis pending redevelopment etc.

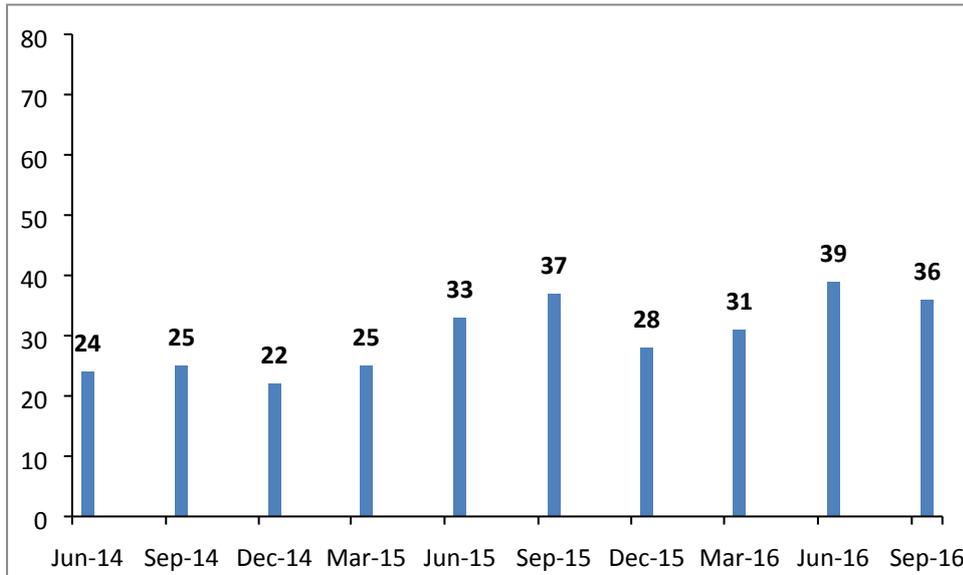
<b>Current Provision – Non-Self Contained Accommodation (Facilities shared with other households)</b>		
<b>Accommodation</b>	<b>Number of Units</b>	<b>Details</b>
Bed and Breakfast/Guest House	No fixed number (39 x placements as at 31/10/16)	Rooms are booked as and when required and charged on a nightly rate. The main providers are located in Slough, High Wycombe and Hemel Hempstead. (In limited cases, it may be possible to secure a self-contained annex or unit for a household via a B&B/Guest House)
Hotels	No fixed number	Hotel rooms are booked when no other options (including B&B) are available. They are generally used for short term emergency placements such as those arising out of hours.

**APPENDIX C**

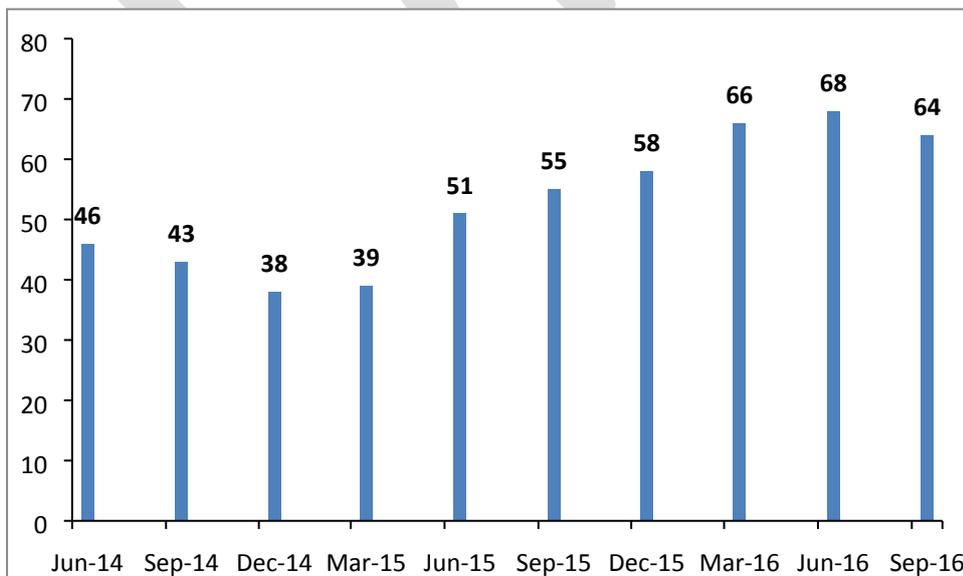
**NUMBER OF HOUSEHOLDS IN TEMPORARY ACCOMMODATION**

**QUARTERLY FIGURES SINCE APRIL 2014**

**Chiltern District Council**

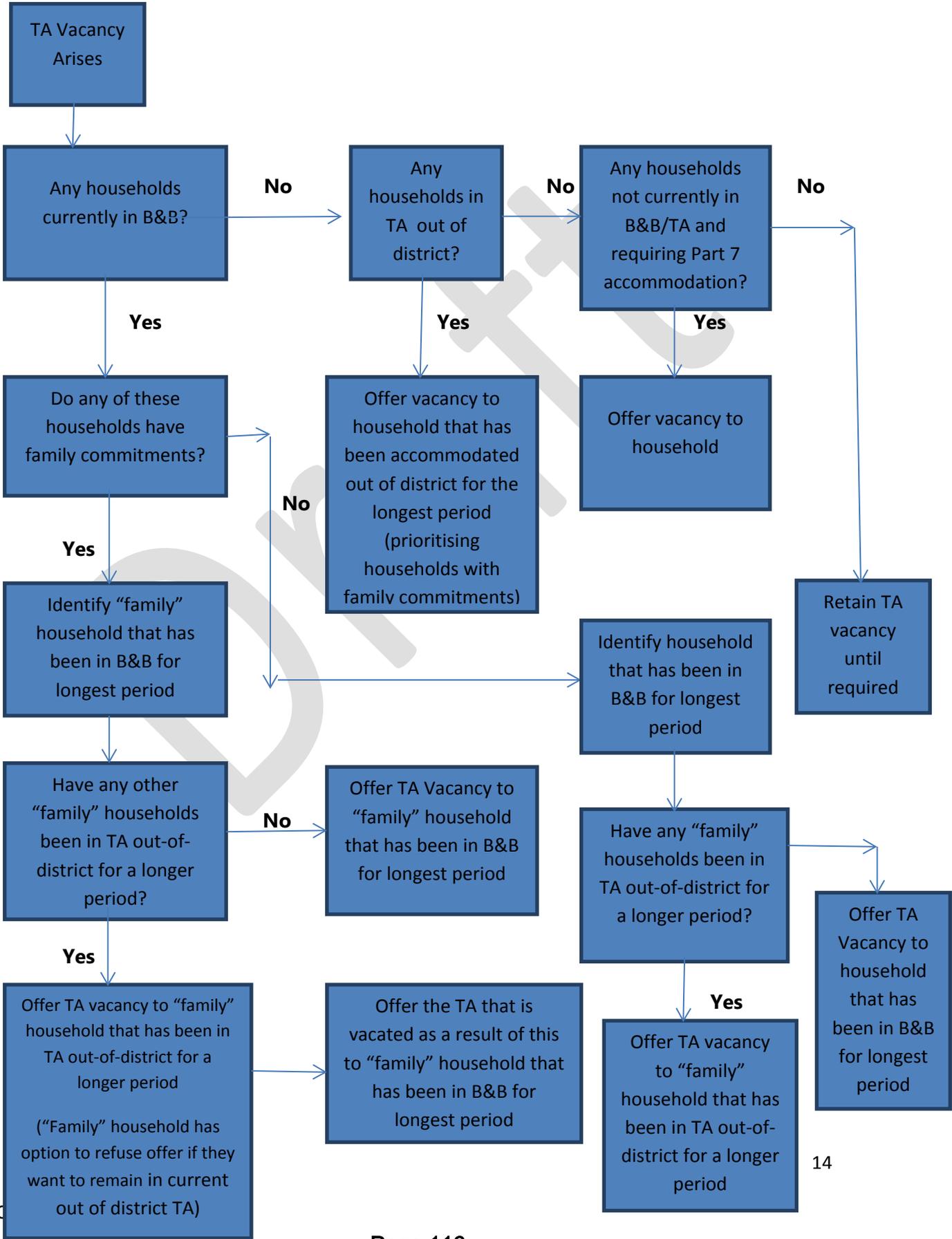


**South Bucks District Council**



**APPENDIX D**

**PROCESS FOR ALLOCATING SELF-CONTAINED TA VACANCY LOCATED WITHIN DISTRICT**



Draft

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**BUCKS HEALTH AND ADULT CARE SELECT COMMITTEE,**

**Update September 2016**

**1. Community pharmacy funding.**

The cut that was being imposed by the Dept of Health, which would have resulted in the loss of some smaller pharmacies with a consequent loss of service to the communities they serve, has been withdrawn.

**2. Maternity services at Wexham Park Hospital**

New facilities are being built and additional funding is being provided. A community hub model of provision is being considered. A staff retention programme is in place and the unit is almost fully staffed, unlike other many other units elsewhere. Bucks HCT community mid-wives are attached to each surgery who take care of pre- and post natal care, with patients being handed over to the hospital for the birth.

**3. CCG update**

Moving forward Chiltern and Aylesbury Vale CCGs are working closely together, with a view to merging. Louise Patten from Aylesbury is now leading the executive team for both CCGs and Dr Raj Bajwa has been appointed as the new Clinical Chair for Chiltern.

A joint AGM is being held on 15<sup>th</sup> September at Aylesbury.

**4. Vascular services**

A clear pathway for delivery of vascular services has been developed with all parts of the service provision fully on board. Most stroke/vascular services will be provided at Wycombe Hospital. Non- urgent specialist complex surgery will be carried out at the John Radcliffe Hospital in Oxford. Frimley and Harefield hospitals are still options available if patients wish to go to these.

Wendy Matthews  
September 2016

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**BUCKS HEALTH AND ADULT CARE SELECT COMMITTEE,**

**Update October 2016**

**1. Community pharmacy funding.**

The cut that was being imposed by the Dept of Health, which would have resulted in the loss of some smaller pharmacies with a consequent loss of service to the communities they serve, has now been confirmed.

**2. Over 75s Initiative**

This is a recent initiative by the clinical commissioning groups (CCGs) to focus on the needs of this age group of patients. This has had positive results in reducing the need for GP or hospital attendances.

**3. Bucks Health and Care Plan System**

The Government has asked all CCGs to speed up the implementation of their 5 year plans. As widely discussed, these set out a shift of focus of care from treatment to prevention. A funding gap is still apparent of around £200m over the next 5 years. A plan is being developed to address this and a survey of their estates is one part of this. There were questions raised about the cost of the various PFI schemes involved.

**4. Locality Working**

7 localities have been set up across Bucks. South Bucks is mainly within the Southern Locality, centred around Burham, Iver and Denham. Work is currently being carried out to map the needs in this area and integrated locality teams are being set up. It is envisaged that GP practices will be the hosts for community hubs and services. There will be a mechanism for self-referral to the community hubs. It is anticipated that this scheme will be in place in the next 6 months and there will be stakeholder/public meetings in the local area.

Wendy Matthews  
October 2016

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Report of The Meeting on 28<sup>th</sup> September 2016 of the Bucks Healthcare Trust

I attended this meeting which started with the Chief Executive's Report. It was expected that National Planning Guidance Concerning contracts for a 2year period would be signed before Christmas. Clear measures were being taken and a committee was checking that they were keeping to National Guidance and maintaining National Standards. He also reported that the Chief Nurse had been appointed to the National Steering Group.

A report was received which updated the board on the Trust's Operating Plan. The future was challenging with 600 stroke patients from Wexham Park Hospital coming into the Trust and all acute strokes from Wexham Park being treated at High Wycombe from 2017. A & E performance a recovery plan was in progress but they would be facing Winter pressures.

Following on from this was the Operational Performance report which set out a strategy for working with local authority partners such as Bucks County Council and other partners in a Health and Wellbeing Board which would deal with responsibilities to the public at large. It was indicated that cuts in grants to local authorities could affect public health.

The Operational Performance was then received which showed the areas where performance had either improved or deteriorated During the last financial year, they had been between 1 & 2% below target.

We then heard about improvements in the Outpatients Service Provision. Now on all referrals' the notes from the GPs were scanned into the Trust's computer system which was being modernised.

On the patient's Story a team from the Spinal unit at Stoke Mandeville gave a presentation. They described the history of the unit which is the only one of its nature in the Country. The ward called St Francis Ward has 9 beds and operates 24/7. It delivers safe and compassionate care to a range of ages and stages of Spinal Cord Injury rehabilitation and they have a current active case load of 135 Children and young people.

On infection Control there had been 7 cases of c difficile in August and over 5 months there had been 19 cases of which 15 were new and unrelated and one had spread from another patient. There had been 4 cases of MSSA in which 2 had been brought in from outside and 23 cases of E Coli. It was noted that no infections had resulted from surgery.

We then had a presentation by the Medical director on GIRFT i.e. Getting it right the first time. She said that the NHS does not have enough money to cover all that it offers and referred to the Carter Report which created a model hospital that illustrated where savings

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could be made that could be put into practise in the Trust.

The meeting received the Quality report This showed that the mortality rate was below the expected range and the Crude mortality rate remained stable with a downward trend. With regard to falls there had been a 10% reduction in September compared with the same month in 2015. The Quality Committee had received 14 excellence reports.

From the Safe Staffing report it was recommended that there should be annual reviews of establishments across several areas, they should participate in piloting the National Associate Role and to redesign the roles across the community services using key members of the multidisciplinary team to make up fundamental workforce delivering care to patients.

With the Financial Report a deficit plan had been produced and while agency spend had improved there were still many risks. A cash repayment plan to the NHS had been successfully renegotiated and this had made it more affordable but there was the continued problem of more demand and not enough money to meet it

The Workforce Report was received. On recruitment of nurses there was now a 7% vacancy rate but by March 2017 this should be reduced to 6%. The achievement of this has been delayed because owing to bureaucracy involved in engaging nurses from overseas. 87% of the non-medical appraisals had been carried out with the National norm being 92%.

David Pepler

17<sup>th</sup> October 2016

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**SOUTH BUCKS DISTRICT COUNCIL – COMMUNITY, HEALTH AND HOUSING SERVICES UPDATE**

**July to October 2016**

SUBJECT	UPDATE									
<b>Shared Housing Service</b>										
<b>Bucks Home Choice</b>	<p>As at 8th November 2016 a total of 448 applicants were registered with South Bucks District Council for Bucks Home Choice and were entitled to express interest in vacant social housing tenancies</p> <p>The availability of properties to let via Bucks Home Choice remains limited in comparison with the number of households registered with Bucks Home Choice. During the six month period 1.4.16 to 30.9.16, an average of just 2 properties per week have been let via the scheme (not including direct lettings of properties that were not advertised). Consequently, many applicants in South Bucks District continue to face a long wait for accommodation.</p> <p>During the first half of 2016/17 (1.4.16 to 30.9.16) a total of 55 properties were let in South Bucks via Bucks Home Choice (not including direct lettings that were not advertised). More specifically, the average waiting time for a 1 bedroom flat and 2 and 3 bedroom house were as follows:</p> <p style="padding-left: 40px;">1 bedroom flat = 13 (Average wait = 20 months)                  2 bedroom house = 15 (Average Wait = 15 months)                  3 bedroom house = 6 (Average Wait = 29 months)</p>									
<b>Homelessness</b>	<p>During the first half of 2016/17 (1/4/16 to 30/9/16) South Bucks DC determined a total of 52 homelessness applications of which 37 were deemed to be subject to the main homelessness duty (i.e. the duty to secure accommodation). Both figures are an increase on the same period in 2015/16 (when 36 applications were determined and 29 deemed to be subject to the main duty). This highlights an increasing demand from South Bucks DC for homelessness assistance.</p> <p>The demand for temporary accommodation for homeless households remains high. As at 07/11/16, CDC had a total of 62 homeless households in temporary accommodation including 34 in B &amp; B. Although the overall number of 62 is only a slight increase on the figure 12 months previously (57) the number of families in bed and breakfast is considerably higher than the corresponding figure in 2015:</p> <table border="1" data-bbox="504 1697 1401 1883"> <thead> <tr> <th data-bbox="504 1697 804 1809">Date</th> <th data-bbox="804 1697 1098 1809">Number of families with/expecting children in B&amp;B</th> <th data-bbox="1098 1697 1401 1809">Of which have been in B&amp;B for more than 6 weeks</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1809 804 1843">01/11/15</td> <td data-bbox="804 1809 1098 1843">16</td> <td data-bbox="1098 1809 1401 1843">9</td> </tr> <tr> <td data-bbox="504 1843 804 1883">01/11/16</td> <td data-bbox="804 1843 1098 1883">25</td> <td data-bbox="1098 1843 1401 1883">23</td> </tr> </tbody> </table> <p>This emphasises the continued high demand for temporary accommodation from homeless households and the challenge facing SBDC in securing suitable housing (including a lack of suitable social housing</p>	Date	Number of families with/expecting children in B&B	Of which have been in B&B for more than 6 weeks	01/11/15	16	9	01/11/16	25	23
Date	Number of families with/expecting children in B&B	Of which have been in B&B for more than 6 weeks								
01/11/15	16	9								
01/11/16	25	23								

	<p>vacancies to help move on households from temporary accommodation).</p> <p>October 2016 saw the publication of the Homelessness Reduction Bill in Parliament. The Government has confirmed its support for the Bill which suggests that it is likely to become law. The Bill as it stands will result in the SBDC having to make significant changes to the way in which it delivers its homelessness service to support clients. This includes potentially having to provide more advice, support and accommodation for clients with the associated increased demand on the SBDC's financial and staffing resources. Officers are currently assessing the implications of the proposals in the Bill and will be providing a full report to Members in due course.</p> <p>In October 2016, the Government also announced a £40 million Homelessness Prevention Trailblazer programme inviting local authorities to bid for funds to develop new and innovative schemes to prevent homelessness. SBDC is working in partnership with CDC, AVDC and WDC to develop a joint bid.</p>
<p><b>Private Sector Housing and DFGs</b></p>	<p>During the first half of 2016/17 (1/4/16 to 30/9/16) in the Council's DFG (Disabled Facilities Grant) Capital Programme:</p> <ul style="list-style-type: none"> <li>- 21 grants for adaptation works have been approved and</li> <li>- 19 grants have been completed (some of these grants were originally approved prior to 1/4/15)</li> </ul> <p>(Following discussions between Bucks CC and the four district councils earlier in 2016/17, SBDC received its full Better Care Fund allocation £360,000 earmarked to support the delivery of the DFG programme)</p> <p>The Housing Standards Team has continued its routine inspection programme for HMOs (Houses in Multiple Occupation) to ensure management standards are maintained.</p>
<p><b>Affordable Housing</b></p>	<p>During the first half of 2016/17 (1/4/16 to 30/9/16) SBDC secured 3 addition affordable rented properties via L&amp;Q acquisitions (supported by SBDC funding) and secure one move via the equity loan scheme operated by Catalyst Housing (again supported by SBDC funding)</p> <p>No new build affordable housing was delivered in South Bucks during the first half of 2016/17. Work is ongoing at the SGT site on Station Road in Taplow where SBDC has agreed funding support to Hightown to deliver 12 affordable flats for rent. The estimated completion date is April 2017.</p>
<p><b>Housing Related Support (Supporting People) contracts</b></p>	<p>Bucks County Council is still reviewing those prevention services which currently receive funding via the former Supporting People budgets. These include services that in South Bucks such as Padstones and Bucks Floating Support. Decision will be made in due course of funding for 2017/18 onwards.</p>

<p><b>Licensing</b></p>	<p>Taxi policy was adopted by Council on 8th November. The new Policy comes into effect as of 21st November. Licensing Staff have been briefed about key changes and trade will be contacted prior to 21st to advise of new policy.</p> <p>Enterprise work flow system now live, some housekeeping required with regards to old records.</p> <p>Recent evening compliance work has prevented complaints following an event at a local public house as officers attended event early on and agreed noise levels to be adjusted down as a result. Suspended taxi driver also being investigated for use of licensed vehicle.</p> <p>Work taking place with Gambling Commission with regards to Family Entertainment Centre at M40 Service station to ensure that this is laid out appropriately.</p>
<p><b>Environmental Health shared Service</b></p>	<p>The Safety Advisory Group procedures have been reviewed and streamlined and work is now commencing on the high hedge process. Work taking place on producing a new business continuity strategy and new joint emergency plan.</p>
<p><b>EH - Public Protection:</b></p>	<p>On-going work includes;</p> <ul style="list-style-type: none"> <li>• Continued assessment of compliance with abatement notice served on Thames Water and Big Bens, no breach currently observed</li> <li>• Progress towards 100% of food inspections completed within their risk based deadline and regulatory compliance remains at 96% for higher risk businesses</li> <li>• Harmonised procedures established for Food Safety, and Service requests.</li> <li>• Noise monitoring and community involvement being undertaken in relation to Kalsa school</li> <li>• Working with police and L+Q to address concerns raised in relation to Victoria Crescent</li> </ul>
<p><b>EH -Strategic Environment and Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Air Quality Officer submitting bids for external funding to tackle air pollution</li> <li>• Continued work on mitigation of major infrastructure projects and linking with BCC on highways issues in Iver</li> <li>• Developing options for undertaking external paid work for other local authorities</li> </ul>

<p><b>Community Safety</b></p>	<p>South Bucks has seen all crime increase by 20.4% compared to the previous year) with the majority of the increase showing in violent crime - current year to date figures for 1st April 16 to 31st September 16:-</p> <ul style="list-style-type: none"> <li>• 127 burglary dwelling crimes up 36.6% from 93 offences in the same period the previous year 2015-16.</li> <li>• 160 burglary non-dwelling crimes has remained stable with 160 in the same period the previous year 2015-16 (and interestingly 159 in 2014/15)</li> <li>• 239 thefts from vehicles up 24.5% from 192 in the same period the previous year 2015-16.</li> <li>• Continued low incidents of recorded ASB – we are working closely with the Neighbourhood teams to address local issues when they occur.</li> <li>• 399 violent crimes (including non-physical i.e. bullying, threats) up 36.2% from 293 in the same period of 2015-16. This is understood to be linked to the change in national recording standards and the increase has been seen across the Force.</li> <li>•</li> <li>• Following the recent murder in Gerrards Cross a Domestic Homicide Review is being led by the Community Safety Manager.</li> </ul> <p>Over the winter months the Community Safety team will support the Police with their wintertime burglary plans. The team will also be working on setting up a Hotel Watch, launching Street Associations and World Café events (community engagement).</p>
<p><b>Community and Leisure</b></p>	<p>Dementia Training undertaken for Burnham retailers to establish the village as being ‘Dementia Friendly’ ahead of the Small Business Saturday Christmas event on 3rd December.</p> <p>Indoor Leisure needs interim report presented to Members who agreed in principle to establish a working Members group to co-ordinate several key projects including the Academy site, Farnham Playing Fields, Evreham Leisure Centre and Wilton Park.</p> <p>Small Business Saturday events scheduled on the 3rd December in Burnham and Gerrards Cross.</p> <p>Active Bucks successfully delivered across the District in Iver, Burnham and Stoke Poges. Activities include walking football, gardening club, yoga and walking sessions.</p> <p>Community Wellbeing Plan – Final report to be presented at the January 2017 meeting</p> <p>Considering opportunities to develop the alternative funding streams for community organisations – Lottery, Heart of Bucks, Crowd Funding, Just Giving</p>