



GREAT YARMOUTH
BOROUGH COUNCIL

Council

Date: Thursday, 03 November 2016
Time: 19:00
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

3 PUBLIC QUESTION TIME

a) Question from Mr P Davis :-

'Is the Leader of the Council aware of the adverse impact that the introduction of the full service of Universal Credit is having on tenants and landlords, social and private, in the Borough?'

b) Question from Mr L Sutton :-

'Norfolk and Waveney's Sustainable Transformation Plan (N&W STP) is discussed at Norfolk' Health and Wellbeing Board (HWB). Great Yarmouth Borough Council has a representative on this board. The HWB has a general duty to promote the integration of health and social care, a key element of underpinning the STP. Given the importance of the NHS' STP for health and social care provision in the borough of Great Yarmouth what engagement has GYBC had with residents, elected representatives and others in forming its position on the STP, what representations have been made by GYBC in to the plan and does the STP provide better or worse healthcare for the people of Great Yarmouth?'

4 COUNCIL MINUTES

5 - 10

To confirm the Council minutes of the 6 September 2016.

5 SERVICE COMMITTEE MINUTES - SEPTEMBER 2016

11 - 34

To receive the following minutes :-

- a) Policy and Resources Committee - 6 September 2016
- b) Economic Development Committee - 7 September 2016
- c) Environment Committee - 12 September 2016
- d) Housing and Neighbourhoods Committee - 15 September 2016

6 COUNCIL TAX REDUCTION SCHEME 2017

35 - 47

Council is recommended to agree that the 2017 scheme should be based on Option 1 - current scheme which has been running for 4 years and limits the maximum amount of award for working age customers to 91.5% of the Council Tax liability and that this should include any necessary alignment to the requirements under the Governments recent Welfare Reform proposals.

The Group Manager, Customer Service's report is attached.

7 COUNCIL TAX DISCRETIONARY DISCOUNT CHANGES

48 - 57

Report attached.

8 SAFE AT HOME AND BETTER CARE FUND - SCHEDULE OF FEES **58 - 71**

Report attached.

9 PSAA NATIONAL COLLECTIVE SCHEME

On reference from the Audit and Risk Committee of the 26 September 2016, Council is asked to agree to join the National Collective Scheme, led by the Public Sector Audit Appointment (PSAA), and that delegated authority be given to the Section 151 Officer (or Deputy) to communicate the willingness of the Council to join the scheme to PSAA and to enter into the scheme after a satisfactory examination/negotiation of the proposed terms and conditions is concluded.

10 APPOINTMENT OF MAYOR FOR 2017-18

Council will be asked to agree that Councillor Kerry Robinson-Payne be appointed as Mayor of the Borough of Great Yarmouth for the municipal year 2017-18.

11 APPOINTMENT TO OUTSIDE BODIES 2016-17

a) Great Yarmouth Cultural Heritage Partnership
To confirm the appointment of Councillors B Coleman, A Grey and Williamson as the Council's nominated representatives on the above Partnership.

12 YARMOUTH AREA COMMITTEE - CYCLE OF MEETINGS

On reference from the Policy and Resources Committee of the 18 October 2016, Council is asked to agree that the Yarmouth Area Committee meetings should now take place on a bi-monthly cycle.

13 MOTIONS ON NOTICE

In accordance with Paragraph 26.11 (Motions on Notice), Council is asked to consider the following motions :-

a) Notice on Motion from Councillors Connell, Myers, Stenhouse, Annison, Wainwright and Weymouth :-
' We the Council of Great Yarmouth call upon the Secretary of State for the DWP, Damion Green MP, to launch an urgent and immediate

enquiry into all the negative and detrimental consequences that the roll out of Universal Credit is having in Great Yarmouth. We further call upon Neil Couling, Civil Service Head of Universal Credit, to immediately suspend the housing benefit element of Universal Credit to allow those who are subject to this transfer to do so without the threat of them being evicted from their homes.'

b) Notice on Motion from Councillors Wainwright, Williamson, Wright, Fairhead and Walker :-

' We call upon this Council to write to Damion Green MP Secretary of State for Work and Pensions and Brandon Lewis MP, to ask why the Borough of Great Yarmouth was chosen as a pilot area for a full digital roll out of Universal Credit when it was quite clear that there was not capacity within the system to deal with this, especially in a place like Great Yarmouth which has high levels of deprivation.

With this full digital roll out we now have over 2000 residents applying for Universal Credit, many of these residents in private rented accommodation who are in receipt of a housing benefit facing eviction, and a huge increase in the number of people visiting our food banks which are struggling to meet demand because of the delay in receiving benefits'.

14 ANY OTHER BUSINESS

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

15 EXCLUSION OF PUBLIC

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

16 CONFIDENTIAL MINUTES - POLICY AND RESOURCES - 6 **SEPTEMBER 2016 / COUNCIL - 8 SEPTEMBER 2016**

Details

Council

Minutes

Thursday, 08 September 2016 at 19:00

Present:

His Worship the Mayor Councillor Bird (in the Chair), Councillors Andrews, Annison, Bensly, Borg , Carpenter, B Coleman, M Coleman, Connell, Cutting, Davis, Fairhead, Flaxman-Taylor, Grant, A Grey, K Grey, Hacon, Hammond, Hanton, Jeal , Jones, Lawn, Mavroudis, Myers, Plant, Pratt, Reynolds, Robinson-Payne, Smith, Stenhouse, Thirtle, Wainwright, Walch, Walker, Waters-Bunn, Weymouth, Williamson and Wright.

Also in attendance were Mrs S Oxtoby (Interim Chief Executive Officer), Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mr C Skinner (Monitoring Officer), Ms K Sly (Section 151 Officer) and Mr R Hodds (Corporate Governance Manager).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Rodwell.

2 DECLARATIONS OF INTEREST

Councillor B Walker declared a personal interest in the item relating to Site 12 A Beacon Park but in accordance with the provision of the Constitution was allowed to speak and vote on this item.

3 PUBLIC QUESTION TIME

a) Question from Mr T Crone

In the absence of Mr Crone the question was put by Councillor Wainwright:-

"I would like to know how the Council intends to ensure that the Clinical Commissioning Group looks after its patients to make the transition from one

GP practice to another easy and stress free, as well as making sure that patients choose who provides their care?"

In response, the Leader reported that several meetings had been held with representatives of the Clinical Commissioning Group (CCG) but to no avail. The Leader made the point that it was not the Council's responsibility to look after patients needs in the Borough but he assured members that the Council will be scrutinising the way in which the CCG is providing services to the public in the future.

The Leader reiterated that the Council was not happy with the way in which the CCG had dealt with the closure of the Greyfriars Way Walk In clinic.

The Leader confirmed that he would write further to the CCG to state that the Borough Council continued to be unhappy with their decision in respect of the Walk In Centre.

4 STANDARDS COMMITTEE - APPOINTMENT OF INDEPENDENT PERSON / PARISH COUNCIL REPRESENTATIVE

The Monitoring Officer reported that the Standards Committee at its meeting on the 10 August 2016 agreed to re-appoint Mr Alex Oram for a further 3 year period as the Independent person.

The Standards Committee had also agreed to appoint Mrs I Eyre as a Parish Council representative to serve on the Standards Committee.

Members were advised that there is one outstanding Parish Council vacancy which the Standards Committee would consider at a future meeting.

Proposer: Councillor Plant

Seconder: Councillor Carpenter

That the Standards Committee decision to re-appoint Mr Alex Oram as the Independent Person and to appoint Mrs I Eyre as a Parish Council representative on the Standards Committee be approved.

CARRIED

5 TRANSFER OF RESPONSIBILITIES BETWEEN COMMITTEES - AMENDMENT TO THE CONSTITUTION

The Monitoring Officer reminded Council that at its last meeting there was a suggestion that Sports and Leisure matters should be moved from Housing and Neighbourhoods to the Environment Committee. The Monitoring Officer had reviewed the Constitution and reminded members that the Housing and Neighbourhoods committee has currently a range of sport related responsibilities which are:-

- Health and Wellbeing
- Social Inclusion
- Sports Development
- Parks and Open Spaces
- Formulation of the Sport, Plan and Leisure Strategy (for recommendation to Council for adoption)
- Indoor sports and fitness

The Monitoring Officer reported that the Environment Committee on the other hand does not have any specific sport functions although it does have responsibility for Grounds Maintenance. In the circumstances the Monitoring Officer was recommending that there should be no change to the current constitution. There may be the odd occasion where as sports relating matters impinges on Grounds Maintenance issues and in such a case the matter would likely be considered by the two committees.

Proposer: Councillor Plant

Seconder: Councillor Jeal

That no amendment be made to the Council's Constitution and that Sports and Leisure Matters remain with the Housing and Neighbourhoods Committee.

CARRIED

6 COUNCIL MINUTES

The Mayor presented the Council Minutes of the 19 July 2016.

Proposer: Councillor Grant

Seconder: Councillor Lawn

That the Council Minutes of the 19 July 2016 be approved.

CARRIED

7 SERVICE COMMITTEE MINUTES - JUNE 2016

Council received for information the minutes for the June 2016 meetings of the Economic Development, Environment, Policy and Recourse and Housing and Neighbourhoods Committees.

The Leader reminded Council that the minutes of the service committees are as stated in the constitution purely for Members to receive for information and that no amendments could be made to the detail of those minutes by the Council. Bearing in mind that as the minutes of these service committees are required to be signed off by the committee prior to coming to Council for information, these minutes will always be for meetings that have taken place

two months prior to Council meetings. Any queries on the minutes are and should be raised at the relevant service committees. The Leader asked Council to consider the validity and purpose of including the minutes of service committees on future council agendas to allow the council to concentrate on the strategic and corporate items it considers under the provisions of the Constitution.

Councillor Wainwright commented that he completely disagreed with the Leaders comments and in fact would wish for minutes of service committees to be presented for discussion at Council meetings without the need for the minutes to be signed off by the relevant service committees. Councillor K Grey made the point that any member of council could raise questions on any issues that have been discussed by Service Committees through the Members Questions item on the Council Agenda's. The Monitoring Officer commented that the Constitution currently requires Service Committee minutes to be received by Council following confirmation by the relevant service committee. The Interim Chief Executive Officer suggested that this issue should be considered by the Constitutional Working party as part of the overall review into the committee structure as previously agreed by Council.

Proposer: Councillor Plant

Seconder: Councillor B Coleman

That the minutes of Service Committees be not included on future Council agendas and that the Constitution be amended accordingly.

LOST

Proposer: Councillor Wainwright

Seconder: Councillor Jeal

That the minutes of the Service Committees be included on future Council agenda without the requirements that the minutes should be signed off by the relevant service committees.

LOST

Proposer: Council K Grey

Seconder: Councillor A Grey

That the Service Committee minutes be not included on the agenda but that Members be given the option at Council meetings to ask any questions on the details of the service committee minutes.

LOST

The Monitoring Officer advised Council that as a consequence of the above decisions the current requirements of the constitution would continue in that minutes of service committees would be received by Council following sign off by the relevant service committees.

8 MEMBERS QUESTIONS

In accordance with Article 26 (Rules and Procedure) Paragraph 26.10.2, Council was asked to consider the following questions from Councillor A Grey:- "Can the Leader confirm that he is looking into the Councils relationship with GYB Services in view of residents and Councillors (especially in the UKIP Group) concerns about the state of the Borough on the length of time it takes to get problems rectified? Also for Full Council can there not be a leaders question time as at County Council which lasts for 15 minutes."

In response , the Leader reported that the Council aimed to continually monitor all Council contracts and services to ensure best value in customer satisfaction, the GYB Services joint venture is no exception. The GYBS Liaison Board which is a meeting including Councillors and Officers from both GYBC and Norse meets quarterly to review business performance budgets and customer satisfaction. This shows the importance the Council places on this service and how we work together in the joint venture. It is necessary on occasions to meet more frequently to deal with challenges and this summer has been one of those times. In response to customer and member feedback an additional project was initiated in July 2016 to increase the people on the streets dealing with the grass cutting, weeds on both Council and County footpaths and verges and street cleansing. Due to weather conditions this summer it has been an exceptional growing season for grass and weed growth and this has been seen not only across the county but across the country. On this occasion the additional resource for the project has been funded by our partner NORSE but over the coming months this will be an area for action by the Liaison Board to identify how resource may be flexed to deal with unanticipated seasonal peaks in the future.

In accordance with the Constitution, Councillor A Grey was then entitled to ask a supplementary question. Councillor A Grey asked the Leader whether he felt that the Joint Venture was properly funded and are any cutbacks giving rise to problems?

In response the Leader reported that meetings had been held with NORSE to discuss the current situation within the Borough and that NORSE had put in extra funding to alleviate the problems.

Councillor Wainwright expressed the view that all Councillors have concerns about this particular problem of grounds maintenance in the Borough .

In relation to the question in respect of the Leaders Question time Council agreed that this matter should be considered by the Constitutional Working Party.

9 EXCLUSION OF PUBLIC

RESOLVED:

That under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12(A) of the said Act.

10 PROPOSED DEVELOPMENT ON SITE 12A BEACON PARK

(Confidential Minute on this Item)

11 OPTIONS FOR FILLING CURRENTLY SHARED POSTS

(Confidential Minute on this Item)

The meeting ended at: 20:30

Policy and Resources Committee

Minutes

Tuesday, 06 September 2016 at 18:30

Present:

Councillor Plant (in the Chair), Councillors Annison, Carpenter, B Coleman, A Grey, K Grey, Jeal, Thirtle, Wainwright, Walker and Williamson.

Councillor Flaxman-Taylor attended as a substitute for Councillor Smith.

Mrs S Oxtoby (Chief Executive), Mrs J Beck (Director of Customer Services), Mrs K Watts (Transformation Programme Manager), Ms K Sly (Interim Section 151 Officer), Mr T Chaplin (Group Manager Housing Services), Mrs M Lee (Group Manager Customer Services), Mrs D Summers (Group Manager Resources), Mr R Hodds (Corporate Governance Manager), Mr C Rowland (Corporate Policy and Performance Officer) and Mrs L Snow (Capital Projects and senior Accountant).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hacon and Smith.

2 DECLARATIONS OF INTEREST

Councillor Walker declared a non pecuniary interest in relation to the item in respect to site 12a Beacon Park and was allowed to speak and vote on the item.

3 MINUTES

The minutes of the meeting held on 26 July 2016 were confirmed, subject to

the inclusion of a declaration of interest by Councillor Carpenter in relation to the item concerning the Community Governance Review.

4 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Policy and Resources Committee. The Corporate Governance Manager reported that there would be a special meeting of the Policy and Resources Committee on the 27th September 2016 to consider the ERDF - ESF Bids.

5 QUARTER 1 PERFORMANCE REPORT

The Committee considered the Transformation Manager's report which gave an update on the current performance for the first Quarter 2016/2017 (April - June) where progress was assessed against targets which had been set at the start of the financial year. The summary report highlighted performance measures that had not achieved the target for this period and measures that do not have a target but are moving in the wrong direction. The report also highlighted a number of measures that are showing exceptional performance against targets.

With regard to the performance indicator HN08 (Number of complaints of ASB's received), Councillor Wainwright asked for further information as to where these complaints had been received from to determine if there was a pattern for these complaints. The Group Manager (Housing Services) reported that these figures would be reported to the Housing and Neighbourhoods Committee and that details of these would be sent to Councillor Wainwright.

The Interim Chief Executive Officer also referred to the performance indicators relating to planning performance which would be subject of a report to the next Policy and Resources Committee and also on outstanding audit recommendations which would be the subject of consideration by the Audit and Risk Committee at its next meeting.

RESOLVED:

- (i) That all measures be monitored during the next quarter.
- (ii) That EMT review the number of internal audit recommendations outstanding (past agreed implementation date, all priority levels (PR26) with the aim to reduce the number of outstanding recommendations during 2016/17 and set a target of 0 from April 2017.

6 BUSINESS RATES - WRITE OFFS

The Committee considered the Revenue Manager's report which gave details of Business Rates that are currently considered uncollectable.

Councillor Jeal asked whether there was any action that could be taken to improve the procedure for the collection of outstanding rates and the Group Manager (Customer Services) reported that the Council was bound by legislation on the procedure to seek payments. The Interim Chief Executive Officer reported that a schedule could be prepared for consideration by members showing all the outstanding debts owed to the Council.

RESOLVED:

That the schedule of business rates arrears totally £35,652.13 as detailed in the Revenue Manager's report be written off for accountancy purposes.

7 2016/17 PERIOD 4 HOUSING REVENUE ACCOUNT BUDGET MONITORING REPORT

The Committee considered the Housing Business and Finance Manager's HRA budget monitoring report for period 4.

RESOLVED:

- (i) To agree an increase in existing 2016/17 HRA capital programme as detailed in table 5 of the Housing Business and Finance Manager's report.
- (ii) To agree a virement from HRA reserves to revenue contribution to capital, as detailed in table 3 of the Housing Business and Finance manager's report, subject to approval from the Section 151 Officer.
- (iii) To agree a virement on the HRA Revenue, Repairs and Maintenance Budget to the HRA Capital Programme, as detailed in table 5 of the Housing Business and Finance Manager's report, subject to approval of the Section 151 Officer.

8 2016/17 PERIOD 4 BUDGET MONITORING REPORT

The Committee considered the Group Manager (Resources), period 4 budget monitoring report.

RESOLVED:

- (i) That the 2016/17 budget monitoring position to the end of period 4 (31 July 2016) be noted.
- (ii) That approval be given to the criteria as outlined at paragraph 3.4 of the Group Manager Resources report for the allocation of funds from the Invest To Save earmarked reserve.

9 EXCLUSION OF PUBLIC

RESOLVED:

That under Section 100 (A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12(A) of the said Act.

10 PROPOSED DEVELOPMENT ON SITE 12A BEACON PARK
(Confidential Minute on this Item)

11 ANY OTHER BUSINESS

There was no other business.

The meeting ended at: 19:13

Economic Development Committee

Minutes

Wednesday, 07 September 2016 at 18:30

PRESENT: Councillor B Coleman (in the Chair), M Coleman, Grant, Hammond, Jeal, Thurtle, A Grey, K Grey, Pratt, Reynolds, Wainwright, Walch, Walker.

Councillor A Grey substituted for Councillor Stenhouse, Councillor M Coleman substituted for Councillor Hanton.

Mr A Carr (Group Manager - Tourism & Communications), Mr D Glason (Group Manager - Growth), Mr R Gregory (Group Manager - Neighbourhoods and Communities), Mr R Read (Director of Neighbourhoods and Communities), Mr G Jones (Information Manager), Mrs K Watts (Transformation Programme Manager).

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Stenhouse and Hanton.

2 DECLARATIONS OF INTEREST

Councillors B Coleman, Wainwright and Walch declared a personal interest in St Georges Trust.

In line with the Constitution they were allowed to speak and vote on this matter.

3 MINUTES

Councillor Hammond's name was added to the Minutes.

The Minute on Item 6 regarding appeals was clarified. Members agreed with the Monitoring Officers advice to keep the status quo.

4 MATTERS ARISING

There were no matters arising that are not covered by the agenda.

5 FORWARD PLAN

The Forward Plan was agreed.

6 CULTURE STRATEGY

A briefing on the new Culture Strategy was presented.

The Committee received the report from the Group Manager Neighbourhoods and Communities.

A Member asked if the cost of the Strategic Project Manager would be met from existing budgets. It was reported that there would not be an additional cost as the Borough Council would be putting in a bid for additional funding.

A Member asked how many responses had been received to the consultation. It was reported that 47 of the responses were confirmed to be from residents.

A Member asked if we received funding would it be on-going. It was reported that there would be no on-going liability.

RESOLVED:

The Cultural Strategy be approved.

7 GREAT PLACE SCHEME

The Committee received the report from the Group Manager Neighbourhoods and Communities.

It was noted that the Council as a Non Profit Organisation is eligible to bid for funding but will do so as part of a wider partnership of cultural organisations, it was also reported that an approach had been made by Waveney Council with

regard to a joint submission.

A Member asked if the Committee could make the recommendation or if it needed to go to Policy and Resources. The Committee were advised that under the Constitution they were able to make the recommendation.

A expression of interest needs to be submitted in October with the full submission in January 2017.

RESOLVED:

That an Expression of Interest to the Great Place Scheme be made.

8 WINTER GARDENS RESTORATION PROGRAMME

The Committee received the report from the Group Manager Neighbourhoods and Communities.

It was noted that a press release had been issued due to public interest.

The Committee were advised that this would be a 2 stage submission. Stage 1 would be the initial application that needed to be submitted in November 2016, if this was successful a robust plan would need to be submitted with a decision expected by September 2017. The second stage would be looked at nationally not regionally.

Following discussions with Heritage Lottery Fund the Council would need to fund some initial feasibility work ahead of stage 1.

It was noted that the stage 2 submission must contain a substantial business plan and the end use must be sustainable.

A Member asked if the Borough Council had the skills to put the plans together and if not successful can the Borough Council be assisted to de-list the building. It was reported that the Principal Conservation Officer and his team had the skills and this would be supplemented by buying in services of experts. It was not likely that we would be able to de-list the building due to its national importance. it was also noted that its final use does not have to be heritage based.

A Member asked who would decide if the end use was sustainable. It was reported that this Committee would make that determination in the first instance.

A Member asked for clarification on the timescale and was advised that Stage 1 would be submitted in November 2016 and the result would be known by December 2016, stage 2 would be known by September 2017.

RESOLVED:

That approval for the initial funding be agreed and that a robust submission be prepared and submitted.

9 EVENTS

The Committee received the report from the Group Manager Tourism and Communications.

RESOLVED:

The Committee voted to endorse the progression with the events programme and to agree the events detailed for 2017.

10 EASTER FAIR

The Committee considered the report presented by the Transformation Programme Manager.

The Chairman reminded members that there was a caveat on the Financial Breakdown.

A member asked why the Showmans Guild had not attended all the meetings. It was reported that no explanation had been given by the Guild.

A member asked why the Fair was costing the Council money and should not the full cost be charged to the Guild. It was reported that this was part of the discussion to be held with the Guild along with safety following the incident at Kings Lynn.

A member asked if the loss of revenue from parking had been taken into account. It was confirmed that the figures included losses from parking.

A number of members indicated that they wanted the event to be cost neutral for the Council.

RESOLVED:

1. Ask officers to further investigate alternative management options
2. Request officers to work up increased fees and charges proposals for 17/18 budget setting process.

11 GO TRADE INTERREG FUNDING APPLICATION

The Committee received the report from the Transformation Programme

Manager.

It was noted that the initial bid failed at phase 2 but feedback from this highlighted the areas that needed further development.

RESOLVED:

That officers resubmit the application following the advice for further development.

12 ICE RINK

The Committee received the report from the Group Manager - Tourism and Communications which provided a final update on the work undertaken in scoping the running of an Ice Rink in the Town Centre for the second year..

A member noted that it encouraged people to visit the town centre but traders needed to adjust their opening times to take advantage of this increased footfall.

A member noted that this would cost the Council over £100,000 per year for the next three years to run.

A member asked if other avenues had been explored as we needed to look at more cost effective options.

A member stated that the figures as presented were misleading.

It was reported that other avenues had been explored but the cost differences were minimal.

A member stated that it was not always possible for traders to change their opening hours. they also expressed concern that advertising would not be taken up as this was in addition to other projects being considered.

A member noted that we subsidise other events and we do this for the benefit of the area. We need to create the appropriate atmosphere and project like this one will do that.

A number of members asked how the cost to the council could be reduced.

it was reported that this could be achieved by increasing the hire costs.

RESOLVED:

That the proposal to hold a Ice Rink over the next three years be not approved.

13 TOWN CENTRE SHOP FRONT IMPROVEMENT SCHEME

The Committee received the report from the Transformation Programme Manager.

Members were reminded that this was an outline proposal and that they were being asked to endorse the scheme.

A member asked why owners were not being required to keep their shop fronts up to standard. it was reported that a list of shops that didn't keep up to standard would be drawn up and enforcement action would be taken.

RESOLVED:

That the report be approved.

14 TOWN CENTRE HERITAGE MAP DEVELOPMENT. pdf

The committee received the report from the Transformation Programme Manager.

RESOLVED:

That approval be given to fund a Town Centre map project, to be delivered through the Preservation Trust as part of the Town Centre Initiative, totaling £5,000.

15 QUARTER 1 PERFORMANCE REPORT

The committee received the report from the Group Manager - Growth.

RESOLVED:

That all measures be monitored during the next quarter.

16 THIRD RIVER CROSSING

The Group Manager - Growth gave a verbal update to the Committee .

It was noted that a bid for £1M was successful and that the business case would be progressed.

A member requested a breakdown of traffic movement from the original figures and it was agreed that this would be supplied.

17 ANY OTHER BUSINESS

No items had been referred to the Chairman for consideration.

The meeting ended at: 20:30

Environment Committee

Minutes

Monday, 12 September 2016 at 18:30

PRESENT :

Councillor Smith (in the Chair); Councillors Annison, Fairhead, Hacon, Hanton, Grant, Pratt, Walch, Waters-Bunn and Wright

Councillor K Grey attended as a substitute for Councillor Jones

Mrs J Beck (Director of Customer Services), Mr G Buck (Group Manager, Environmental Services), Mr R Hodds (Corporate Governance Manager), Mr P Shucksmith (Senior Environmental Ranger) and Mrs N Holden (Director GYB Services).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jones and Weymouth.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES

The minutes of the meeting held on the 20 July 2016 were confirmed.

4 MATTERS ARISING

With regard to the item in respect of the Air Quality Status Report, the Group Manager, Environmental Services reported that the diffusion tubes as discussed at the last meeting would be located when the tubes are next changed which should be in about two weeks time.

5 DOG CONTROLS

The Committee considered the Senior Environmental Ranger's report which provided Members with details about a review being carried out of dog control measures within the Borough with a view to consolidating existing bylaws and designation orders along with any new requirements under a single Public Space Protection Order (PSPO).

The Senior Environmental Ranger reported that a review of dog control measures across the Borough had been undertaken with a view to updates bylaws and controls many of which were created in the 1980's. The new controls will be regulated under the recently introduced Anti Social Behaviour, Crime And Policing Act 2014. Initial consultation has been carried out internally with Officers, Management and Councillors and externally with Parish Councils and a number of land owners as to what control measures are felt are required on publicly accessible land across the Borough. These proposals had been collated into a draft PSPO, and as part of the legal process to implement a PSPO public consultation must be carried out to provide the opportunity for comment and views on the proposals. Furthermore, the Senior Environmental Ranger had recently attended a workshop at Barking and Dagenham Council who had carried out a trial of using DNA sampling to help address the issue of dog fouling.

In discussing the report Members raised queries on the sites that had been identified which currently have no Borough Council control measures in place but for which Environmental Services had received a proposal. A Member commented that there was a need to advise the public as well as where dogs should be kept on a lead where dogs can be exercised off the lead. A Member also commented that the Council should not take on the responsibility for enforcement of the provisions on privately owned land.

The Committee recorded their thanks and appreciation to the work carried out by the Environmental Rangers throughout the Borough.

RESOLVED :

(1) That approval be given to the consolidation of dog control legislation within the Borough into a new PSPO as detailed in the Senior Environmental Ranger's report.

(2) To agree to the methodology of the public consultation as detailed in the Senior Environmental Ranger's report.

(3) To agree that following the public consultation the final draft version of the PSPO will be brought back to the Environment Committee for ratification.

(4) To agree that for the present time the Council will not pursue the issue around DNA testing on dog faeces.

6 QUARTER 1 PERFORMANCE REPORT

The Committee considered the Director of Customer Services report which gave Members an update on the current performance of Environment Committee measures for the first quarter of 2016 / 17 (April to June) where progress has been assessed against targets which had been set at the start of the financial year.

RESOLVED :

That all measures be monitored during the next quarter.

7 GARDEN WASTE COLLECTION SERVICE

The Committee considered the Group Manager, Environmental Services report which advised Members of the proposed arrangements to improve the system of collection of the annual renewal of residents subscriptions to the Council's garden waste collection service. The report requested Committee to endorse Executive Management Team's recommendation for the release of £17,400 from the Council's Spend To Save budget to enable the purchase of a software system to handle the proposed arrangements.

RESOLVED :

That the Group Manager Environmental Services report be noted, and that the Committee endorse the decision made by Executive Management Team that £17,400 be used from the Spend To Save for the initial up front cost to purchase the Bartec System.

8 MAINTENANCE OF A12 ROUNDABOUTS

The Committee considered the Director of Customer Services report which informed Members of the current position with the A12 Highway England roundabouts and asked Members to consider possible options for their future maintenance provision.

The Director of Customer Services reminded the Committee that Highways England currently maintains the roundabouts at Hopton, Gorleston Beacon Park, Middleton Road, Victoria Road and Harfreys industrial Estate. The roundabouts at Gapton Hall Industrial Estate and Vauxhall roundabout are maintained through the joint venture contract with GYB Services. Highways

England had acknowledged in September 2015 that the condition of the roundabouts was poor and had agreed a range of works to improve the locations bringing them back up to the Highway England defined standard. This work originally due to be undertaken in November 2015 did not take place until February 2016. Since the work in February minimal works have been undertaken on the five Highway England roundabouts the result being that again all are in poor condition and confirmation has been received that no further work is anticipated to be undertaken on any of these roundabouts until September / October 2016.

The Director of Customer Services reported that Highways England had outlined an option for the Council to take over the management and maintenance of the five roundabouts which would be based on a Section 142 Licence Agreement. The Director of Customer Services referred to the work that needed to be undertaken to the roundabouts and on the issue of equipment being able to access the roundabouts to carry out the necessary works.

RESOLVED :

(1) That approval be given to progress negotiations with Highways England towards a Section 142 Agreement.

(2) To identify options to mitigate additional costs through Private Sector funding.

9 EXTRA WORKS UPDATE

The Director of Customer Services reminded the Committee that Norse had agreed to provide extra funding for a 4 week period to undertake extra works throughout the Borough. The Director of GYB Services reported that this 4 week period had been extended for a further 2 weeks.

The Committee also considered a power point presentation from the Senior Environmental Ranger which identified the monitoring that had been undertaken to the extra works that had been carried out throughout the Borough.

The Director of GYB Services reported that the 4 week operation known as "Sparkle" had finished and that GYB Services had now caught up as to where they should be with the level of work to be carried out, and all issues had been brought up to the required standard.

A Member stated that there were still some areas in the Borough that required attention and the Chairman suggested that individual Councillors should approach GYB Services direct with any current issues they may have.

RESOLVED :

That the report with regard to the extra works update be received and that any individual Councillors who have particular issues in their wards should contact GYB Services direct with their issues.

10 VISIT TO RECYCLING FACILITY IN NORWICH

The Group Manager, Environmental Services reported that he had arranged for up to nine Members to visit the recycling facility in Norwich on Tuesday 29 November. The Group Manager would be writing to Members to indicate whether they wished to attend this visit.

The meeting ended at: 19:45

Housing and Neighbourhoods Committee

Minutes

Thursday, 15 September 2016 at 18:30

PRESENT:-

Councillor Carpenter (in the Chair); Councillors Borg, Grant, K Grey, Mavroudis, Robinson-Payne, Walch, Waters-Bunn & Williamson.

Councillor Annison attended as a substitute for Councillor Hacon.

Councillor Bensly attended as a substitute for Councillor M Coleman.

Councillor Smith attended as a substitute for Councillor Flaxman-Taylor.

Councillor Jeal attended as an observer.

Mr R Read (Director of Housing & Neighbourhoods), Mr T Chaplin (Group Manager Housing Services), Mrs V George (Group Manager Housing Health & Well-being), Mr R Gregory (Group Manager Neighbourhoods & Communities) and Mr P Shucksmith (Senior Environmental Ranger).

Mr G Hollingdale (Managing Director - GYN), Mr S Baker (Property Services Manager - GYN) & Mr R Oliver (Asset Manager - GYN).

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors M Coleman, Flaxman-Taylor & Hacon.

2 DECLARATIONS OF INTEREST

Councillors K Grey & Smith declared a personal interest in agenda item 15, but in accordance with the Council's Constitution were allowed to speak and vote on the matter.

3 MINUTES

The minutes of the meeting held on 28 July 2016 were confirmed.

4 FORWARD PLAN

The Committee received and considered the Forward Plan.

RESOLVED:

That the Committee note the Forward Plan.

5 PRESENTATION BY GY NORSE ON HOUSING ASSET MANAGEMENT

Mr Oliver, Assets Manager, GY NORSE, gave a presentation to the Committee on Housing Asset Management.

The Chairman thanked Mr Oliver for his informative presentation.

6 GYBC SOCIAL HOUSING TENANCY FRAUD POLICY

The Group Manager Housing Services reported that the Council had recognised procedures for investigating social housing tenancy fraud but did not have a published policy. The draft policy presented to the Committee for consideration brought together current practice and provided a clear message to tenants, residents and staff, of the Council's approach to tenancy fraud.

A Member asked if Community Housing had a dedicated Housing Fraud Officer as fraud was riddled with technicalities and officers needed to be trained correctly to deal with cases of fraud with tact and sensitivity. The Group Manager Tenancy Services reported that most cases of housing fraud were investigated by Estate Manager's and all housing staff were trained to operate with tact and sensitivity at all times.

RESOLVED:

That the Housing & Neighbourhoods Committee approve the Social Housing Tenancy Fraud Policy.

7 HRA BUDGET MONITORING REPORT PERIOD 4 2016-17

The Director of Housing & Neighbourhoods reported that the majority of the HRA revenue income and expenditure budgets were on track with the budget, with only changes to the repairs and maintenance budget and revenue funding for capital works. The forecast deficit for the year had increased to £1.4m from an original £1.1m. The deficit would be financed from the HRA revenue reserves. The capital budget had increased by £759k, which was good news, as this would result in higher volumes of delivery.

The Director of Housing & Neighbourhoods reported that it was planned to introduce a solid 5 year Capital Programme.

A Member requested that the loss of parking spaces for tenants and residents on Daphne Way which resulted from the Council disposing of the Shrublands Community Centre and associated car park without any consultation with Ward Members needed to be addressed, as lack of parking was a real issue for the residents. The Director of Housing & Neighbourhoods reported that it could be considered for inclusion in the Capital Programme.

RESOLVED:

(i) That the Committee note the 2016/17 Housing Revenue Budget Monitoring Position,

(ii) That the Committee agree an increase to the existing 2016/17 HRA Capital Programme, as detailed in Table 5 of the report,

(iii) That the Committee agree a virement from HRA reserves to revenue contribution to capital, as detailed in Table 3 of the report, subject to approval from the GYBC Section 151 Officer; and

(iv) That the Committee agree a virement from HRA reserves repairs & maintenance budget to the HRA Capital Programme, as detailed in Table 5 of the report, subject to approval from the GYBC Section 151 Officer.

8 CAR ENTHUSIASTS - GREAT YARMOUTH SEAFRONT

The Group Manager Neighbourhoods & Communities reported on the current and ongoing issues around the escalation of unauthorised car and motorbike enthusiast events on Great Yarmouth seafront and proposed multi-agency response, including the implementation of a Public Space Protection Order (PSPO) by the Council.

The Group Manager Neighbourhoods & Communities reported that several projects and operations had been attempted in the past to deal with this issue and had had varying levels of success. In late 2015, complaints had fallen to the lowest ever, due to a decrease in numbers of enthusiasts on the seafront. However, in 2016 there had been an escalation in the size of these events, unlike anything that had been witnessed for a number of years.

The Group Manager Neighbourhoods & Communities reported that existing powers and byelaws/legal orders available to agencies did not allow enforcement of all the issues in the affected area and along the remainder of the seafront. The proposed area for the PSPO would cover the entire length of Great Yarmouth Seafront from the Seashore Holiday Park in the north to the entrance to the Port in the south together with anticipated displacement routes within the immediate vicinity.

The Group Manager Neighbourhoods & Communities reported that the introduction of a PSPO presented an opportunity to tackle the anti-social behaviour associated with unofficial vehicle events. This would not prevent organised tourism events from happening on the seafront. Enforcement of the PSPO would be at the discretion of the Council. A further Traffic Regulation Order around parking times would help to assist the Council in enforcing issues relating to parked vehicles causing a nuisance for residents and local businesses.

The Group Manager Neighbourhoods & Communities reported that the establishment of a PSPO would have immediate financial implications for the Council. The Council would have an obligation to provide appropriate signage within the designated area of a PSPO. The cost would be approximately £5k to £7k. If the Council decided to delegate powers to enforce a PSPO to Civil Enforcement Officers or Environmental Services Officers this would incur overtime staffing levels on a Sunday evening. There would also be a requirement for additional staff time to prepare paperwork should cases progress to court.

The Group Manager Neighbourhoods & Communities reported that an establishment of a further Traffic Regulation Order (TRO) to address parking issues would cost approximately £5k. Norfolk County Council were exploring how they might be able to resource this work. A TRO would take approximately 8 to 9 months to implement.

The Group Manager Neighbourhoods & Communities reported that a consultation had been launched on 24 August and would run until 21 September 2016. To date, 92 responses had been received.

A Member requested that the proposed area for the PSPO be extended to include Jellicoe Road/Fremantle Road/North Denes Bridge as the car enthusiasts used these roads as a warm up track. A Member requested that the PSPO include no defecating or urinating. The Group Manager Housing & Communities agreed to include these requests in the consultation.

The Group Manager Neighbourhoods & Communities reported that he would bring the consultation findings and a further report on the implementation of the PSPO to the next Committee meeting in October.

RESOLVED:

(i) That the Committee note the report,

(ii) That the Committee approve additional set-up costs for signage associated with the implementation of a Vehicle-Related Public Space Protection Order and approve up to £7,000 for associated signage,

(iii) The Committee note the implications relating to resourcing the enforcement of a Vehicle-Related Public Space Protection Order and the implications relating to enforcement of the current Traffic Regulation Order; and

(iv) The Committee note the Norfolk County Council position with the regard to the implementation of further Traffic Regulation Orders.

9 VOLUNTARY AND COMMUNITY SECTOR SUPPORT SERVICES - COMMISSIONING PROCESS

Councillor Jeal declared a Disclosable Pecuniary Interest in this item and left the room whilst the matter was dealt with.

The Group Manager Housing & Communities reported that for more than ten years the Council had provided financial assistance in the form of core grants to a range of Voluntary and Community Sector (VCS) organisations to contribute to the delivery of their support services. Annual grants were awarded to the same organisations for several years without the need to re-apply, without definite criteria linked to the Council's corporate priorities and with limited monitoring and performance management.

The Group Manager Housing & Communities reported that Internal Audit had examined grant processes during July/August 2015 and had recommended a review and re-commissioning be undertaken. The review recommended :

- Establishment of a clear, open process for commissioning (replacing the current closed group of annual grant recipients)
- Establishment of a Grants Allocation Panel or a Strategic Commissioning Panel, to approve all funding applications based on clear and agreed eligibility criteria, explicitly linked to the current Council's corporate priorities;
- The initiation of Service Level Agreements with successful applicants for

longer periods (up to three years) with claw back conditions.

The Group Manager Housing & Communities reported that a one year extension (2016-17) to existing funding arrangements with grant recipients was proposed by Councillors, and agreed at Full Council in November 2015. Applicants would be able to apply for one or more of the lots, individually or in partnership, from a total budget of £50,000.

The Group Manager Housing & Communities reported that a "Grants Page" had been set up on the Council's website outlining application procedures, procurement cycles and timelines, assessment criteria and delivery specifications. on-going work would continue in order to develop partnerships with VCS organisations in the Borough to better support local residents. This includes working to build stronger communities, increasing capacity at the neighbourhood level and reducing demand across frontline services. There were no financial implications beyond the budgeted annual £50,000 to support voluntary sector organisations from 2017 onwards.

The Group Manager Housing & Communities reported that the refreshed approach to resourcing the VCS to deliver services in line with corporate priorities would allow the Council to have an improved strategic approach to working with the voluntary sector, ensuring the process was open, accessible and transparent. The new model complemented existing delivery and would allow for collaborative forward planning regarding support services and changing needs within communities. The outcomes from the first year of delivery would be presented to the relevant Council committee.

A Member queried why the funding pot for this year had been reduced. The Group Manager Housing & Communities reported that the funding pot was still largely the same, for the award of commissioning grants, discretionary rate relief and the Centre 81 grant (which had been rolled into one amount).

A Member asked for clarification as to whether this new funding arrangement would encompass new charities and enable them to apply for funding from the Council. The Group Manager Housing & Communities reported that this would be an open and transparent process which would be fair to all charities both new and old.

RESOLVED:

- (i) That the Committee note the report and approve the commissioning process; and
- (ii) That the Committee nominate Councillors Carpenter, Robinson-Payne & Walch as a sub-group to ratify decisions.

10 NEIGHBOURHOODS THAT WORK - STUDY VISIT 2016

The Group Manager Housing & Communities briefed the Committee on the forthcoming study visit for the Neighbourhoods that Work programme. The

Study Visit would provide a key opportunity to promote and share the developments and outcomes of the high profile Neighbourhoods that Work (NTW) programme in Great Yarmouth. It also provided a significant opportunity to explore and progress place based leadership for the Borough. The outcomes from the first complete year of NTW delivery would also be presented to the relevant Council committee.

The Chairman congratulated the team on their successful delivery of the NTW programme to date.

RESOLVED:

That the Committee note the report.

11 OVERVIEW OF PSPO'S - DOG FOULING

The Senior Environmental Ranger reported that it was intended to have an overarching Boroughwide Dog Fouling Public Space Protection Order (PSPO) which would cover all land which could be designated. In addition, a Boroughwide Dog on Lead Request Public Space protection Order had been proposed, allowing officers to deal with accompanied dogs causing nuisance across the Borough. There were more site specific proposals for PSPO's relating to dog bans or lead requirements to be placed on fenced play areas, the main tourist beaches and adjoining promenade and cemeteries.

A Parish Council consultation had been undertaken and the Council had received a number of other suggestions and proposals from members of the public and private land owners. The next step would be an Internal Consultation to seek Member's and departmental views on any orders that might be required in addition to those proposed. Once these had been collated, a final draft report would be presented to the Environmental Committee together with a proposed Public Consultation which will be required to be undertaken.

The Senior Environmental Ranger reported that once the consultation process had taken place, consideration would be given to each suggestion and the proposals would then be finalised. They would then be presented for a decision as to whether the Council wished to proceed with the Orders. These would also need to be considered and agreed by the Police.

A Member proposed that the PSPO should include that dogs must be put on a lead when games were taking place on all playing fields in the Borough. The Chairman seconded this proposal.

RESOLVED:

That the Public Space Protection Order to include the proviso that dogs must be put on a lead when games were in progress on all playing fields in the Borough.

12 BETTER CARE

The Group Manager Housing Health & Wellbeing reported the next steps in making the Better Care Fund Locality Plan operational.

The Group Manager Housing Health & Wellbeing reported on the recruitment process required to engage two officers who would be crucial to the delivery of the plan and achieving the capital spend.

The Group Manager Housing Health & Wellbeing reported a proposed new fee structure which would be applied to this project and the works undertaken by the Safe at Home, Home Improvement Agency.

RESOLVED:

(i) That the Committee approve recruitment to the two new posts; and

(ii) That the Committee recommend to Full Council that they approve the schedule of fees for both Better Care Fund and Disabled Facilities Grant elements of work.

13 ANY OTHER BUSINESS

(i) Sport, Play & Leisure Strategy

The Chairman reported that the Council's Sports Strategy now came under the remit of the Committee.

The Director of Housing & Neighbourhoods reported that he would forward a copy of the summary document of the Sport, Play & Leisure Strategy to all Committee members.

14 EXCLUSION OF PUBLIC

The Committee moved the following resolution:

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12(A) of the said Act.

15 FOOTBALL CLUBS AND FACILITIES

(Confidential Minute on this Item)

The meeting ended at: 20:30

Subject: Council Tax Reduction Scheme 2017

Report to: EMT 29/09/16
Policy & Resources Committee 18/10/16
Council 03/11/16

Report by: Miranda Lee Group Manager Customer Services

SUBJECT MATTER/RECOMMENDATIONS

This report seeks decision and approval of the 2017 Local Council Tax Support/Reduction Scheme

1. INTRODUCTION/BACKGROUND

- 1.1 The Committee Report of the 14th June 2016 requested permission to commence consultation in relation to the 2017 Local Council Tax Support/Reduction Scheme.
- 1.2 In April 2013 Council Tax Benefit was replaced with a new Local Council Tax Support/Reduction Scheme. This followed the Government announcement in the Spending Review 2010 that financial support for council tax would now be localised.
- 1.3 Initially the amount of funding provided to local authorities to run the scheme was approximately 10% less than what was previously spent on the Council Tax Benefit scheme. For the first 2 years funding had been specifically ring-fenced for allocation towards the scheme.
- 1.4 In 2014, the Government announced that future funding towards the Council Tax Support/Reduction Scheme would be included within the overall Revenue Support Grant and would not be separately identified or ring-fenced from within the grant.
- 1.5 In designing a local scheme for 2017 the council has to consider:
 - The amount of funding the Council wants to allocate towards the scheme
 - Support for pensioners must be protected and would not be affected by the local scheme meaning that the rules around a localised scheme would only apply to those customers of working age.

2. CURRENT POSITION

- 2.1 Consultation in relation to the 2017 scheme closed on the 21st September 2016.
- 2.2 Consultation was based on options for a working age scheme with pensioners being protected.
- 2.3 The consultation ran for a 12 week period and covered a number of questions, results are shown in Appendix 3.

- 2.4 A total of 75 surveys were completed.

3. REQUIREMENTS FOR CHANGE

- 3.1 Each year it is a legal requirement for councils to decide what the following years Local Council Tax Support/Reduction scheme will be even if there are no changes to it from the existing previous year.
- 3.2 Part of the funding for Great Yarmouth Borough Council for the 2017 Scheme will be partially met again from the Revenue Support Grant. Norfolk County Council and the Police are being funded by the DCLG directly.
- 3.4 Appendix 1 gives the options for consideration and also the costs of both schemes. Option 1 is to continue with the current scheme. Option 2 looks to reduce the maximum amount of award to customers to 87.5%.

Both options should mirror the forthcoming changes to Housing Benefit and Universal Credit legislation and continue to support the main welfare reform principles that you should not be better off out of work than in work.

- 3.5 The options apply only to those of working age and protects pensioners at their previous Council Tax Benefit calculation.
- 3.6 Each Local Authority must decide what type of scheme they are going to have each year. This means that other nearby Local Authorities can have different types of schemes with varying financial implications for customers. Please refer to Appendix 2 which gives information on the schemes currently in place locally for 2015-16.

4 FINANCIAL IMPLICATIONS

- 4.1 For illustrative purposes the following gives the financial breakdown of the cost for the recommended Option 2 (87.5% maximum award against liability)

4.2	£
Estimated Cost of Scheme	9,061,458
Precept Split	
Norfolk County Council	6,901,507
Police	1,234,175
GYBC	848,981
Parish	76,795

The Revenue Support Grant continues to reduce significantly.

- 2016-17 RSG was set at £3,739,667
- 2017-18 RSG is due to reduce further to £3,006,673

Included within this continues to be an element of baseline funding to offset the costs of the local scheme but as this continues to decline the shortfall in funding will continue to widen.

Applying the same percentage (11.6%) of the Revenue Support Grant in the final year that funding had been specifically ring-fenced, we can apply this to the 2017-18 RSG which means £348,774 can be allocated to offset the cost of the 2017 scheme.

The burden of the shortfall is consumed by the collection fund but this could result in larger deficits. Where this is the case, Great Yarmouth Borough Council would pick up approximately 10% of the deficit, which in 2015-16 amounted to £13,000.

5 RISK IMPLICATIONS

5.1 Council Tax Collection

Collection rates of council tax have been impacted with the introduction of the localised scheme especially in more deprived areas, but it is worth noting that they have not been as low as first anticipated.

6 RECOMMENDATIONS

6.1 To decide the 2017 scheme based on Option 2.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Yes – Financial impact as outlined
Existing Council Policies:	Yes – Council Tax Reduction Scheme/Council Tax Legislation
Financial Implications:	Yes as outlined
Legal Implications (including human rights):	Yes – 2017 Council Tax Reduction Scheme must be agreed by Council by 31 st January 2017
Risk Implications:	Yes as outlined
Equality Issues/EQIA assessment:	Yes
Crime & Disorder:	
Every Child Matters:	Yes

Appendix 1

Council Tax Reduction Scheme Options 2017

Option 1 – Current Scheme

The current Scheme has been running for 4 years and limits the maximum amount of award for working age customers to 91.5% of the Council Tax Liability.

The anticipated cost for this scheme for 2017 based on forecasting would be **£9,249,296 (GYBC Cost £866,563)**

Option 2

This scheme limits the maximum amount of award for working age customers to 87.5% of the Council Tax Liability.

The anticipated cost for this scheme for 2017 based on forecasting would be **£9,061,458 (GYBC Cost £848,981)**

Please refer to **Annex A** for the impact on caseload groups.

Taking into account results of the consultation both options would look to include the following:

- A flat rate of non-dependant deduction at £5
- Retain 2nd Adult Rebate
- Implement a minimum level of income for self-employed earners
- Removal of family premium to align with Housing Benefit changes
- Reduce backdating to 1 month to align with Housing Benefit changes
- Reduce temporary absence to 4 weeks to align with Housing Benefit changes
- To remove Employment Support Allowance components to align with Housing Benefit changes
- To limit the number of children calculated within the applicable amount to 2 to align with Housing Benefit changes
- To remove the Severe Disability Premium to align with Housing Benefit changes

Some of these changes would align the scheme to Housing Benefit and Universal Credit legislative changes keeping the scheme easier to administer and easier for customer to understand.

This table below gives an example of the impact for Council Tax Band A groups of customers

Impact on Band A for Option 2

Couples and Families

Option	Maximum Percentage	Annual Liability	Support with current scheme	Support after	Annual reduction	Weekly reduction
2	87.5%	1,033.47	945.63	904.29	41.34	0.80

Lone Parents and Singles

Option	Maximum Percentage	Liability	Support with current scheme	Support after	Annual reduction	Weekly reduction
2	87.5%	775.10	709.22	678.21	31.01	0.60

Option 2

87.5% Max Award

Overall

- 51% affected by less than **60p** per week
- 33% affected by less than **80p** per week
- 12% affected by less than **£1** per week
- 3.97% affected by less than **£12** per week
- 0.03% no longer qualify for help under the new scheme

Couples

- 64% affected by less than **80p** per week
- 29% affected by less than **£1** per week
- 7% affected by less than **£1.50** per week

Families

- 55% affected by less than **80p** per week
- 34% affected by less than **£1** per week
- 10.12% affected by less than **£1.50** per week
- 0.69% affected by less than **£5** per week
- 0.19% affected by less than **£12** per week

Lone Parents

- 59% affected by less than **60p** per week
- 33% affected by less than **80p** per week
- 6% affected by less than **£1** per week
- 1% affected by less than **£2** per week
- 0.89% affected by less than **£10** per week
- 0.11% no longer qualify for help under the new scheme

Singles

- 73% affected by less than **60p** per week
- 20% affected by less than **80p** per week
- 6% affected by less than **£1** per week
- 0.83% affected by less than **£1.50** per week
- 0.17% affected by less than **£5** per week

Appendix 2

Local Authority	Max Award of Liability	Savings limit	Other benefits counted as income?	Second adult rebate reduced or abolished?	Changes made to non-dependent deductions?	Support restricted to a particular council tax band?	Changes made to backdating rules?	Changes made to conditions around starting work?
Great Yarmouth	91.5%	16000	No	No	No	No	No	No
ARP	91.5%	16000	No	Yes	No	No	No	No
Broadland	83.00%	16000	No	Yes	No	No	No	No
North Norfolk	91.5%	16000	No	No	No	No	No	No
Norwich	100%	16000	No	No	No	No	No	No
South Norfolk	85%	16000	Yes	Yes	Yes	Yes D	Yes	No
King's Lynn and West Norfolk	75%	16000	No	Yes	No	No	No	Yes

Appendix 3

Results of the Council Tax Reduction Scheme Consultation

Q1. I have read the background information about the Council Tax Reduction Scheme?

Yes	97.3 %
No	2.7 %

Q2. Should the Council keep the current Council Tax Reduction Scheme?

Yes	78.7 %
No	10.7 %
Don't Know	10.7 %

Q3. The current scheme requires all working age customers to make a minimum payment of 8.5% towards their Council Tax. An option to consider is to increase this minimum payment up to 20% of their Council Tax.

The benefits of this are:- It is a simple alteration to the scheme which is easy to understand.- It is fair because everyone will share the increase.

The drawback of doing this is:- All working age households receiving Council Tax Reduction will be required to pay more.

Do you agree with this proposed change to the scheme?

Yes	18.7 %
No	77.3 %
Don't Know	4.0 %

- Q4. An option to consider would be to introduce a standard level of non dependant deduction of £7.00 for all customers claiming Council Tax Reduction who have non dependant residents with them.

The benefits of doing this are:- It is simple to understand compared to current rules (At present the deduction can range from £0.00 to £11.45 per week).- Some households may see an increase in awards.

The drawback of this is: - The household may receive less Council Tax Reduction than at present.

Do you think we should introduce a standard Non Dependant deduction of £7.00 per week?

Yes	36.0 %
No	32.0 %
Don't know	32.0 %

- Q5. An option to consider would be to remove Second Adult Reduction from the Council Tax Reduction Scheme. The current Council Tax Reduction Scheme can grant a reduction up to 25% in certain cases where the income of a 'second adult' (not the applicant's partner) who resides with the applicant is unemployed or has a low income.

The benefit of this is:- It removes an element of the current scheme where the reduction bears no relationship to the income of the claimant.

The drawback of this is:- A small number of people who currently receive Second Adult Reduction will receive less.

Do you agree with the removal of Second Adult Reduction?

Yes	4.0 %
No	38.7 %
Don't Know	17.3 %

- Q6. In order to align Council Tax Reduction with Universal Credit, the Council is considering an option to use a minimum level of income for those who are self-employed. This would be in line with the National Living Wage (or National Minimum wage if you are under 25) for 35 hours worked per week. Any income above this amount will be based on the actual amount earned. This would not apply until 1 year from the start of the business.

The benefits of this are:- The treatment of income for self-employed customers for Council Tax Reduction will be broadly in line with Universal Credit.- It should encourage self-employed working age customers to expand their business.

The drawback of this is:- Where a working age customer declares no income or a very low income, the council will assume a minimum income level based on the National Living or Minimum Wage.

Do you agree with the proposal to set income for self-employed earners with a minimum earned income for their claim?

Yes	40.0 %
No	41.3 %
Don't Know	18.7 %

- Q7. The removal of family premium from 1st April 2017 for new claims will bring the Council Tax Reduction Scheme in line with Housing Benefit. The family premium is part of how we assess the 'needs' of any applicant. Family premium is normally awarded when there is at least one dependant child residing with them. Removing the family premium will mean that when we assess the applicant's needs it would not include the current family premium of £17.45 per week. This change will not affect those on Universal Credit, Income Support, Income Related Employment Support Allowance or Income Based Job Seekers Allowance.

The benefit of this is:- It brings the working age Council Tax Reduction Scheme in line with Housing benefit changes made by Central Government.

The drawbacks of doing this are:- New working age residents may see a reduction in the amount of support they receive.- Some households with children will pay more.

Do you agree with this change to the scheme?

Yes	45.3 %
No	37.3 %
Don't know	17.3 %

Q8. An option to consider would be to reduce backdating of a new claim for Council Tax Reduction to 1 month. This is in alignment with Housing Benefit. Currently subject to circumstance we can backdate a claim by 3 months.

The benefit of this is:- It is a simple alteration to the scheme which is easy to understand .

The drawback of this is:- New working age residents may see a reduction in the amount of support they receive if they are unable to claim on time.

Do you agree with this change to the scheme?

Yes	56.0 %
No	36.0 %
Don't know	8.0 %

Q10. The period for which a person can be absent from Great Britain and still receive Council Tax Reduction is currently 13 weeks. To align with Housing Benefit it is proposed to reduce this time to 4 weeks when if exceeded would result in the Council Tax Reduction being ceased. There are certain exceptions which may still apply.

The benefits of this are:- The treatment of Temporary Absence will be in line with Housing Benefit.- It is seen as fair.- There are exceptions for certain occupations including armed forces and mariners.

The drawback of this is: - If a person is absent from Great Britain for a period which exceeds 4 weeks, their Council Tax Reduction would cease from when they leave the country and they would need to re-apply on their return.

Do you agree with the change to the Temporary Absence rule?

Yes	88.0 %
No	9.3 %
Don't know	2.7 %

- Q11. From April 2017 all new applicants of Employment & Support Allowance (ESA) who fall within the Work Related Activity Group will no longer receive the component from either their ESA or within their calculation of Housing Benefit. It is proposed that the Council Tax Reduction scheme is amended to reflect these changes.

The benefits of doing this are:- The treatment of ESA will be in line with Housing Benefit.- It avoids additional costs to the Council Tax Reduction Scheme.- Persons receiving ESA will not experience any reduction in Council Tax Reduction.

There is no drawback

Do you agree with this proposed change to the scheme?

Yes	68.0 %
No	17.3 %
Don't Know	14.7 %

- Q12. To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two. Within the current scheme, customers who have children are awarded a dependant's addition of £66.90 per child within their applicable amount and there is no limit to the dependant additions that can be awarded. From April 2017 Central Government will be limiting dependant's additions to some other benefits to a maximum of two. This will only affect households who have a third child or subsequent child on or after 1st April 2017. There will be some exceptions around a multiple birth, adopted children or where households merge.

The benefits of doing this are:-Council Tax Reduction will be brought in line with Housing Benefit, Universal Credit and Tax Credits.- It is simple and easy to administer.

The drawbacks of doing this are:-Customers who have a third or subsequent child after 1st April 2017 may receive less Council Tax Reduction than a customer who has more children born before 1st April 2017.

Do you agree with this proposed change to the scheme?

Yes	69.3 %
No	21.3 %
Don't Know	9.3 %

- Q13. An option to consider would be to remove the Severe Disability Premium where another person is paid Universal Credit (Carers Element) to look after them. Currently when another person is paid Carers Allowance to look after a Council Tax Reduction applicant, then the Severe Disability Premium is not included when working out their needs. The proposed change will align the scheme with Housing Benefit by treating persons who received the Universal Credit (Carers Element) in the same way as anyone receiving Carers Allowance.

The benefit of doing this is:- Council Tax Reduction will be brought in line with Housing Benefit.- It is simple and easy to administer.

Do you agree with the proposed change to the scheme?

Yes	45.3 %
No	30.7 %
Don't Know	24.0 %

- Q14. If the Council keeps the current scheme, we will need to find savings from other services to help meet the expected reduction in Government. The proposals set out in this consultation could deliver savings.

Do you think we should increase the level of Council Tax?

Yes	20.0 %
No	65.3 %
Don't Know	14.7 %

- Q15. Do you think the Council should find savings from cutting other Council Services?

Yes	52.0 %
No	33.3 %
Don't Know	14.7 %

Q16. Do you think the Council should use Council savings?

Yes	60.3 %
No	24.7 %
Don't Know	15.1 %

Q17. If the Council were to choose these other options to make savings, what would be your order of preference? Please rank in order of preference by writing a number from 1-3, where 1 is the option that you would most prefer and 3 is the least.

Preference (1-3)	1	2	3	Rating Average
Increase the level of Council Tax	16	13	36	2.31
Reduce funding available for other Council Services	17	26	24	2.1
Use the Council's savings	33	28	11	1.69

Subject: Council Tax Discretionary Discount Changes

Report to: EMT 29/9/2016 Policy & Resources Committee 18/10/2016
Council 3/11/16

Report by: Miranda Lee Group Manager Customer Services

SUBJECT MATTER/RECOMMENDATIONS

This report seeks to agree the amendment of Council Tax Discounts below in accordance with current legislation

1. BACKGROUND

1.1 In 2013 the Government has put forward a number of changes to the legislation in relation to Council Tax discounts in the following areas:

- Second Homes
- Vacant dwellings undergoing major repairs
- Vacant dwellings
- Empty Homes Premium

1.2 The changes in legislation enabled Local Authorities to exercise a discretion to;

- Increase the charge on second homes to 100%
- Have the option to charge up to 100% for the whole of the 12 month period for empty properties undergoing major repairs
- Set a discount of between 0% and 100% for 6 months and that period of the discount could be varied between 0 to 6 months.
- Allow a 50% premium to be charged for any properties empty for over 2 years.

2. CURRENT POSITION

2.1 In 2013 the Council resolved to change the above discounts in the following ways;

- The Second Home charge was changed to a 5% discount. It is was considered beneficial to the borough to be able to identify second homes so it is proposed that a charge of 95% be levied in order to be able to still identify which dwellings are second homes.
- Empty Dwellings Undergoing Major Repairs had a discount set of 50% for up to 12 months. This was to ensure an incentive remained to undertake renovation and restoration works on properties.

- Short-Term Vacant Dwellings were changed to a 100% discount for a period of 3 months. The decision was based upon the need to alleviate the problem of small bills and to allow time to refurbish or re-let properties.
- Empty Homes Premium was introduced which put a 50% premium on any properties empty for over 2 years to provide an incentive to bring long term empty properties back into use.

2.2 Major preceptors (Norfolk County Council and Police) were in agreement with the proposals for the new discounts and exemptions.

3. **PROPOSALS FOR CHANGE**

3.1 Since these came into force in April 2013 there has not been a formal review of these discounts. Reviews are now being carried out by other Councils within Norfolk to revisit these discounts to increase the tax base. Appendix 2 outlines the current and potential changes under review to these discounts across Norfolk.

3.2 The following outlines the proposals in relation to each discount. Appendix 1 details potential savings based on options to change these discounts.

Empty Dwelling Restricted Periods of Occupancy (Class A)

It is proposed to reduce this discount to 10%.

Empty Furnished Dwelling/Second Home (Class B)

It is proposed to remove this discount.

Vacant Dwelling (Class C)

It is proposed that this discount changes from 100% discount for a period of 3 months to a 100% discount for 1 month. This change will bring about a significant increase in the tax base.

Long Term Empty Properties (Class C)

There is currently no discount awarded on these properties and therefore there is no scope to increase the tax base here.

Empty Homes Premium (Class C)

The Council currently charges the maximum 50% premium for properties empty for over 2 years and there is no more scope to increase the tax base here.

Empty Dwelling Undergoing Major Repair (Class D)

It is proposed to remove this discount.

4. FINANCIAL IMPLICATIONS

4.1 Potential savings to reduce the Class A discount

Preceptors

Reduce Discount to	Saving	NCC	PCC	GYBC
10%	364,697.60	280,087.80	49,963.57	34,646.27

4.2 Potential savings to reduce the Class B Discount

Preceptors

Reduce Discount to	Saving	NCC	PCC	GYBC
0%	23,128.77	17,762.89	3,168.64	2,197.23

4.3 Potential savings to reduce the Class C Discount

Preceptors

Reduce Discount to	Saving	NCC	PCC	GYBC
30 days	232,717.80	178,727.30	31,882.34	22,108.19

4.4 Potential savings to reduce the Class D Discount

Preceptors

Reduce Discount to	Saving	NCC	PCC	GYBC
0%	38,017.30	29,197.28	5,208.37	3,611.64

5. RISK IMPLICATIONS

- 5.1 Any reductions or removal of discounts could result in collection of Council Tax in some cases being problematic and could increase the cost of collection.

6. RECOMMENDATIONS

- 6.1 To proceed with the reduction in discount to Class A to 10%
- 6.2 To proceed with the removal of discount for Class B
- 6.3 To proceed with the reduction in awarding the discount of 100% from 3 months to 1 month for Class C
- 6.4 To proceed with the removal of discount for Class D

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	Yes
Existing Council Policies:	Yes
Financial Implications:	Yes as outlined
Legal Implications (including human rights):	Council Tax Legislation
Risk Implications:	Yes as outlined
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

Appendix 1

Class A - unoccupied and furnished with planning restriction on periods of occupancy Currently 50% discount)

50% discount = 569849.72, therefore 10% discount = 113969

So if charged the following discounts we would increase the revenue by the following amounts

Options

Reduce Discount to	Saving	Less 20% for prudent estimate	Preceptor split			
			NCC	PCC	GYBC	Total
40%	113968	91174.4	70021.94	12490.89	8661.57	91174.4
30%	227936	182348.8	140043.9	24981.79	17323.14	182348.8
20%	341904	273523.2	210065.8	37472.68	25984.70	273523.2
10%	455872	364697.6	280087.8	49963.57	34646.27	364697.6
0%	569840	455872	350109.7	62454.46	43307.84	455872

Considerations

Based on an average of 1700 properties

This discount could be reduced although it is not recommended to remove. A significant number of properties would be affected.

To reduce the discount to 10% would provide a saving of approximately £34K for GYBC

It is possible we may still benefit should some of these properties move into Business Rates where the ratepayer chooses to make it available to let for over 120 days

Class B - unoccupied and furnished or second homes (currently 5% discount)

5% discount = £28,910

Option

Remove discount to 0% discount

Reduce Discount to	Saving	Less 20% for prudent estimate	Preceptor split			
			NCC	PCC	GYBC	Total
0%	28910.96	23128.77	17762.89	3168.641	2197.233	23128.77

Considerations

Based on an average of 834 properties during the course of 2015/16

Recommend to remove discount

Class C3 - Unoccupied and unfurnished properties (currently 100% discount for three months)

Options

100% Discount period	Saving, please see note		Preceptor split			
			NCC	PCC	GYBC	Total
60 days	96012.03	88011.03	67592.47	12057.51	8361.05	88011.03
30 days	253874.00	232717.83	178727.30	31882.34	22108.19	232717.83
7 days	461236.00	422799.67	324710.14	57923.55	40165.97	422799.67
no days	548575.23	502860.63	386196.96	68891.91	47771.76	502860.63

Note - some may be occupied single residents (SPD) and not be full charge. A third of the data base is SPD. So the calculation is 2/3 at full charge and one third at 75%

Considerations

Based on an average of 5460 properties during the course of 2015/16

To remove this discount all together would be a significant change. It is recommended to reduce this discount to 1 month which would still provide a saving of £22K for GYBC with the option to remove the discount in future years.

Class D - unoccupied and unfurnished and major repairs required (Currently 50% for 12 months)

50% discount =47521.62

Options

Reduce Discount to	Saving	Less 20% prudent estimate	Preceptor split			
			NCC	PCC	GYBC	Total
25% discount	23760.81	19008.64	14598.64	2604.18	1805.82	19008.65
0% discount	47521.62	38017.29	29197.28	5208.37	3611.64	38017.30

Considerations

Based on an average of 228 properties during the course of 2015/16

Recommend to remove this discount

Appendix 2

Norfolk Districts – Current

District	Class A	Class B	Class C	Class D
Breckland	No discount	No discount	100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty
Broadland	No discount	No discount	No discount	No discount
Great Yarmouth	50%	5%	100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty
King's Lynn and West Norfolk	No discount	No discount	100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty
North Norfolk	50%	5%	100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty
Norwich	5%	5%	No discount	50% discount for up to 12 months
South Norfolk	5%	5%	100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty

Norfolk Districts – Proposed or Under Review

District	Class A	Class B	Class C	Class D
Breckland	No discount	No discount	Under Review - 100% discount for 3 months from the date they became empty	Under Review - 50% discount for a maximum of 12 months from the date they became empty
Broadland	No discount	No discount	No discount	No discount
Great Yarmouth	10%	No discount	100% discount for 1 month	No discount
King's Lynn and West Norfolk	No discount	No discount	No discount subject to approval	No discount subject to approval
North Norfolk	50% under review	5% under review	Under review - 100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty
Norwich	5%	5%	No discount	50% discount for up to 12 months
South Norfolk	5%	5%	Under Review - 100% discount for 3 months from the date they became empty	50% discount for a maximum of 12 months from the date they became empty

Subject: Safe at Home & Better Care Fund: Schedule of Fees

Report to: Council 3rd November 2016

Report by: Vicky George Group Manager Housing Health & Wellbeing

SUBJECT MATTER/RECOMMENDATIONS

This report seeks approval to increase the fees applied to adaptation and renewal works undertaken by Safe at Home & Private Sector Housing Services
--

1. **INTRODUCTION/BACKGROUND**

This report follows on from the report to EMT and Housing & Neighbourhoods Committee September which agreed to recommend to Council an increase in fee

This report sets out the current fee structure and the rationale behind the proposed fee increase.

2. **Safe at Home**

The Safe at Home, Home Improvement Agency was established in 1999 as a not for profit organisation dedicated to helping older people, people with disabilities, and vulnerable people live in safety and with dignity in their own homes. It does this by acting as an agent to facilitate adaptations and essential home improvements.

Following a restructure of the Private Sector Housing and Renewals team in 2008, Safe at Home became the Council's agent for the delivery of the statutory service of Disabled Facilities Grant.

Safe at Home's revenue funding is derived from a mixture of fee's and external funding from Norfolk County Council Supporting People and the Great Yarmouth Clinical Commissioning Group. The Council also contributes revenue funding to support the service.

Safe at Homes current fees are 10% of the value of the works or 12.5% if full plans are required. The fees were last increased in 2004.

Better Care Fund

The Better Care Fund (BCF) is the mechanism through which the Disabled Facilities Grant (DFG) allocation is paid to District Councils. This is a pooled budget that enables the NHS and local authorities to jointly commission health and social care services, to drive development of integration locally.

For 2016/17 the DFG capital allocation was increased as a consequence of the Department of Health adding the Social Care Capital Grant to it. The Council received an allocation of £941,786, which is a 66% increase on the allocation of £567,000 in 2015/16.

With the increased allocation came the requirement that district councils, county councils and clinical commissioning groups must develop jointly agree locality plans for the allocation.

The locality plan for the Borough set out that the key priority remained the delivery of DFG but took a pragmatic view that underspend could be used to support works to homes where there was a direct health benefit to the individual.

As the current staff resource in Safe at Home had no capacity to take on the additional work associated with the increase in the capital pot a decision was taken to recruit additional staff and capitalise the revenue cost of doing so by charging fees. This resulted in a piece of work undertaken in conjunction with the Capital Accountant to determine a schedule of fees based on technical officer time spent to get a job of works on site. In determining the schedule of fee's for BCF it has been necessary to review the current schedule of fees

used by Safe at Home to ensure the fees are consistent across both the DFG and BCF works.

Safe at Home Revenue Budget

At present the revenue budget for Safe at Home has the following income streams.

Funding Stream	2016/17 Budgeted Income
Fee's	£80,000
Norfolk County Council Supporting People	£34,000
Great Yarmouth & Waveney CCG	£28,500
Total	£142,000

This is set against budgeted expenditure of £213,000 (excluding recharges)

Rationale for Increasing Fees

The Safe at Home fees have been overdue a review for some time having last been increased in 2004.

The Council is looking at income generation and savings in order to achieve a balanced budget and the service was given a saving target of £20,000

The Council has received notification from Norfolk County Council Supporting People that it will be withdrawing funding from Home Improvement Agencies across Norfolk from 30th December 2016. This will leave a shortfall in the current year's budget of £8,500 and a shortfall of £34,000 per annum thereafter.

Schedule of Fees

Description of Works	Current Fee		Proposed Fee	
	Base Fee	% based on value of works	Base Fee	% based on value of works
Stair lifts straight	£150	Zero	£150	Zero
Direct Disabled Facilities Grants	Zero	10%	£350	12.5%
Tendered work	Zero	12.5%	£350	15%
Better Care Fund <£1,000	(New works not previously delivered)		£200	12.5%
Better Care Fund <=£5,000			£250	12.5%

The proposed schedule of fees will take effect from 1st December 2016.

There is a difference in the flat rate fee for BCF works and DFG works because an assumption has been that BCF works are likely to be less complex and will have a lower average value. This assumption will be tested and can be reviewed if necessary once the scheme is running.

3. FINANCIAL IMPLICATIONS

Revenue

The proposed schedule of fees more accurately reflects the cost of the technical officer's time in delivering these works and in addition starts to reduce the financial commitment the Council puts into the service.

Based on outturn to date, Safe at Home will generate £67,000 in fees this financial year. If fees increase from 1st December 2016 this rise's to £87,000, and for 2017/18 again using outturn figures to date; fees would be in the region of £128,000. This represents an annual increase in income of £61,000. However this needs to be set against the withdrawal of £34,000 of funding by Norfolk County Council. Leaving a net increase in income of £27,000

Capital

Capitalising revenue costs enables the Council to derive an income for the service. This reduces the capital available but without sufficient revenue to appropriately fund the service the Council would struggle to meet its statutory duty to deliver DFGs within the timeframe prescribed in the legislation.

The BCF/DFG allocation for 2016/2017 is £941,786. In addition the Council agreed approved borrowing of £233,000 making a total pot of £1,174,786.

It is important that the grant is fully spent or at least committed to protect future year's allocations particularly as there is unmet demand.

4. RISK IMPLICATIONS

There is a risk that using capital to pay fees reduces the amount of DFG capital works that can be delivered. However this risk needs to be set against the Council's statutory responsibility to deliver DFGs within a prescribed time frame. The fee's essentially pay for the technical officer to support the applicant through the DFG process which includes, surveying the property, providing plans, specifying the works , tendering, contractor liaison, site supervision, inspections, snagging and agreeing final accounts. The technical officer's intervention ensures adaptations are delivered in a timely manner with minimum disruption to the client.

5. CONCLUSIONS

The current schedule of fees has not changed since 2004 and as such a review of fees is well overdue.

The Council contribution to the Safe at Home Service has steadily increased annually while fees and external funding from partners has remained relatively static.

The service has been tasked with finding £20,000 of savings per annum for the next 4 years and in addition now has to deal with be a shortfall in income of £8,500 in 2016/17 and £34,000 per annum thereafter as a result of the withdrawal of Norfolk County Council Supporting People funding.

The proposed schedule of fees will enable the service to achieve the savings target set and will go some way to tempering the impact of the withdrawal of Supporting People funding.

6. RECOMMENDATIONS

Recommend that Council approve the schedule of fees and that the increase is applied from 1st December 2016.

7. BACKGROUND PAPERS

Better Care Fund Locality Plan

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	None
Section 151 Officer Consultation:	8th September 2016
Existing Council Policies:	Private Sector Housing Adaptation and Improvement Policy 2015
Financial Implications:	Addresses use of approved capital budget. Sets fees for recovering revenue costs associated with delivery of capital works
Legal Implications (including human rights):	Ensures delivery of statutory obligations to enable residents to continue to live in their own homes
Risk Implications:	As above
Equality Issues/EQIA assessment:	As above
Crime & Disorder:	None
Every Child Matters:	Ensures delivery of statutory obligations to enable residents, including children to continue to live in their own homes

Better Care Fund & Disabled Facilities Grant Locality Plan 2016/17			
Area covered:	Great Yarmouth		
DFG Funding:	£941,786		
Overview			
<p>This locality plan has been jointly developed by Great Yarmouth Borough Council, Norfolk County Council and Great Yarmouth and Waveney CCG in response to the BCF/DFG allocation for 2016/17 and in accordance with the BCF guidance which states:</p> <p><i>The Disabled Facilities Grant (DFG) will again be allocated through the Better Care Fund. Local housing authority representatives are required to be involved in developing and agreeing the plan, in order to ensure a joined-up approach to improving outcomes across health, social care and housing.</i></p> <p>The locality plan details how the BCF/DFG allocation will be spent. The first call on the allocation is to maximise the delivery of DFG’s, which are a statutory duty of the district councils by enhancing the resource needed to complete assessments and reduce waiting times for adaptations. The other key area of work acknowledges that there will be an underspend as explained more fully in the plan and that this presents an opportunity to target people whose health is being adversely impacted by their housing and where physical works including those identified under DFG can support a person to return and /or remain at home.</p> <p>This plan has been jointly developed and agreed to ensure the allocation is spent and that the outcome of keeping at home is delivered through this funding</p>			
Disabled Facilities Grant – Demand Trends, Expected Demand in 2016/17 and Planned Delivery:			
<p>The table below details the level of activity for Disabled Facilities Grant and spend since 2010. The number of completions, total spend and the average spend year on year is influenced by factors including number of recommendations received and the type & complexity of the work needed.</p>			
Year	Completions	Total Spend	Average Cost
2010/2011	158	£1,051,132	£6,653
2011/2012	196	£960,174	£4,899
2012/2013	130	£724,177	£5,570
2013/2014	151	£755,989	£4,295
2014/2015	118	£606,497	£5,139
2015/2016	118	£687,974	£5,830

Commentary

Using the data in the table it is calculated there will need to be 165 completions in 2016/17 to spend the allocation of £941,786. In order to achieve that number of completion the system will need over 200 recommendations based on last year's attrition rate of 40 cases. In order to reach over 200 recommendations for work there will need to be in the region of 230 assessments owing to approximately 1/3 of all assessments not resulting in a recommendation. Therefore without a significant increase in throughput starting with the number of recommendations for DFG work, Great Yarmouth will not be able to spend the BCF / DFG allocation for 2016/ 17 of £941,786

There is no shortage of potential demand for DFG with 208¹ people currently on a waiting list for assessment either by an Occupational Therapist (OT) or an Assistant Practitioner (AP). The main issue is the availability of OT/AP resource both with the Integrated Housing Adaptation Team and Locality to complete an assessment of need so that a recommendation can be completed for a DFG.

The proposal is split into two areas;

- First, to use the funding available to temporarily increase the capacity of OTs/ Aps to increase the number of assessments carried out.
- Secondly, to manage the identified surplus pot of funding which would be used to support people to remain at home, but targeted on key cohorts of people which positively contribute towards the health and wellbeing of the borough residents. Funding would be focused on activity that would deliver against the national metrics for the BCF, which include;
 - o Delayed Transfers of Care
 - o Non-elective admissions into hospital
 - o Admissions into Care Homes

Key considerations

It is important to note the following which has been part of the conversation to develop this joint plan;

- Capital contribution by Great Yarmouth Borough Council – currently the Borough has approved permission to borrow up to £233k, which can be used towards the delivery of DFG. Conversations have taken place about how this money may be used as part of the overall pot to keep people living in their own homes and that consideration is given to whether this is used to provide loans to people for home improvements (who would fall outside of the criteria for a DFG). This would also create an ongoing pot of funding for future years that could be used for this purpose
- The current funding of the Home Improvement Agency Service (Safe at Home) via Supporting People and the Clinical Commissioning Group. This funds the caseworker role which not only supports vulnerable applicant through the DFG process but also provides Information and Advice to people who contact the HIA. It is recognised that if this was withdrawn, it would significantly impact on the capacity of the HIA to support the delivery of the outcomes associated with BCF/ DFG.

¹ Source: Waiting Lists held in the Locality Team and IHAT

A BCF/DFG Locality Plan for *Great Yarmouth*

Proposal 1:

Temporarily Increase the Capacity to Undertake Assessments for Adaptation Works

The proposal is to temporarily increase the Eastern locality OT resource by capitalising the revenue cost of providing the Occupational Therapists assessment for a disabled facilities grant. The intention is to use OT's that are on NCC's Bank register or private OTs on a fee basis, to deal with the existing waiting list for assessment. This temporary arrangement will be reviewed as NCC make appointments to vacant posts within IHAT, recruit for maternity cover within locality and review OT resource across health and social care following the Most Capable Provider process.

This proposal Acknowledges the current levels of the waiting list both within Integrated Housing Adaptation Team (IHAT) and the Locality and the need to process that demand as quickly as possible to ensure that the first call on the funding pot is for disabled facilities grants to adapt properties.

Rationale/Evidence base

The evidence for this is the current combined waiting lists, in Locality and IHAT, of people waiting for an assessment along with current associated wait times. This stands at 208 people and the length of time people are having to wait is;

The oldest waiting time is currently	
Locality	IHAT
OT assessment: 16.12.2015 (21 weeks)	OT assessment: 18.01.2016 (17 weeks)
AP assessment: 06.11.2015 (27 weeks)	AP assessment: 24.11.2015 (25 weeks)

It is accepted that this needs to improve, especially as people who are waiting are at risk of a fall (due to requiring an adaptation) and subsequently could be admitted to hospital, impacting their health and wellbeing. DFG is seen as an important part of the prevention pathway and needs to be resourced adequately to ensure effectively delivery.

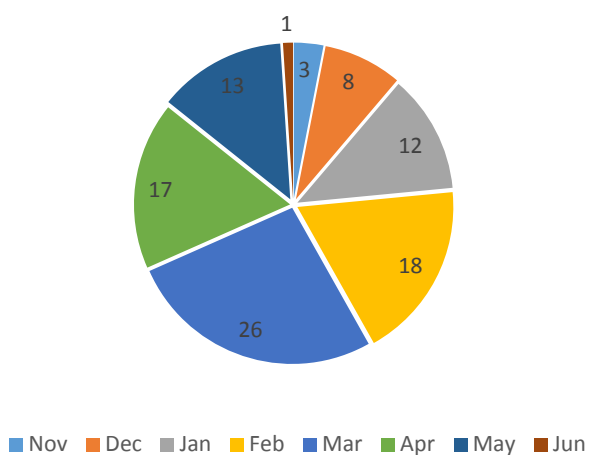
IHAT Waiting List

The pie charts below show a breakdown of the IHAT waiting list as of the 03/06/2016. The charts detail how many people are waiting assessment and what month they joined the waiting list for that assessment

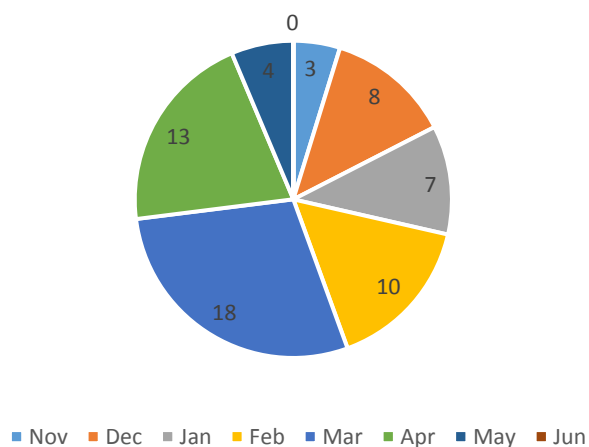
The first pie chart the total waiting list for IHAT and the second and third Pie charts are broken down by assessor. There are currently 63 people waiting for an Assistant Practitioner (AP) assessment and 35 waiting for an Occupational Therapist (OT) assessment. An AP will assess the more straight-forward cases

IHAT GY - Waiting list figures as of 03/06/2016

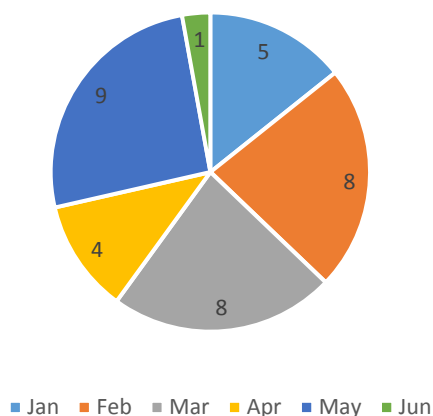
Combined waiting list - 98



AP waiting list - 63



OT waiting list - 35



A breakdown of cases on the waiting list in Locality is not available

Outcomes

By increasing the number of assessments and recommendation the outcomes that will be achieved are;

- More people remaining independent in their home by improving the time taken for an adaptation to be completed.
- More people getting their adaptations quickly thereby enhancing their health & wellbeing
- Reduced reliance on other services such a home care as people have accessible homes that allow them to live independently
- More people being able to remain in the home of their choice within their established communities.

Proposal 2:

Using Any Potential Surpluses to Target Funding to Help People to Remain Living Healthily at Home

The objective of this scheme is to ensure that any potential surplus funding is used and targeted at people to provide a proactive prevention service to support people to remain at home. This could be done through a mixture of grants for small works and loans secured against the property for larger works.

Every month the service needs to process on average 17 OT/AP recommendations which equates to £97,927. The average monthly spend in 2015/16 was £57,331 leaving a net difference of £40,596.

In April for Great Yarmouth, the number of cases completed was 7 at a value of £35,217, leaving a net difference of £62,710, with a further commitment of 38 live cases having a total value of £322,218.

This funding would be used to target cohorts of people where improvements made to their home would deliver a clear benefit to their health and wellbeing and subsequently a reduction in demand for services.

The cohorts identified at this stage are;

- Hospital discharge cases
- Dementia Friendly works
- Assistive technology
- Repair works to a property when the defect is having an impact on vulnerable clients health e.g cold, mould, damp or 'preventative measures' to reduce risk of falls
- Identification of people (through risk stratification) who are at high risk of admissions into hospital
- Carers

It is proposed that there is no means test for these people as the focus is prevention activity to reduced demand on services.

Previously Great Yarmouth Borough Council provided Home Repair Grants which allowed for minor repairs or adaptations to go ahead with a greatly reduced application process. The criteria was;

- Eligible applicants – over 60 or have children under school age.
- On income related benefit or disabled
- No means test
- Maximum value of works not to exceed £5k over a three year period, allowing for multiple minor works
- No repayment

The intention would be to develop a scheme based on the Home Repair Grant Model.

In order to deliver this aspect there is an acknowledgement and an agreement by the partners that some of the surplus BCF/DFG funding will need to be used to fund a project officer for an initial period of one year to work across the organisations to develop and support the work required.

Rationale/Evidence base

There is substantial national evidence of the impact of poor housing – ‘Building Better Lives’ states that improving housing can improve public health and children’s education and make communities more sustainable.

Every five years Councils are required undertake a stock condition survey of private sector housing. Great Yarmouth Borough Council last carried out an assessment in 2012 in conjunction with the Building Research Establishment (BRE). In addition the BRE were commissioned to undertake a Health Impact Assessment (HIA) using the stock condition survey data to consider the impact on health of the current housing conditions within the private sector. The

Some of the headline data is as follows:

- The annual cost to the NHS in Great Yarmouth of falling on stairs and steps etc. is estimated at £371,000 but the cost of carrying out works to an individual dwelling is less than £220 in over half the affected dwellings.
- Where excess cold is a category 1 hazard it is estimated that the potential annual saving to the NHS in Great Yarmouth is £338,000

The BRE report also references ‘The Real Cost of Poor Housing’ which makes the point that the costs to the NHS account for only 40% of the cost to society as a whole. The costs to society include, as the major items, the capital value of the dwelling, loss of future earnings, increased spending on benefit, the cost of moving and enforcement action by councils. Social Services costs following discharge from hospital may also feature.

The intention is to target the funding on cohorts of people identified from frontline interactions with the staff teams from across the organisations including the Community Outreach Team, Safe at Home, the Out of Hospital team, Swift Response and the discharge teams at the JPUH. Those people identified will have issues with their housing that are impacting on their health and are preventing them from safely remaining/returning home. Interventions will need to demonstrate that they deliver tangible benefits a person’s health and wellbeing as well as financial benefits to the public purse.

Outcomes

- Provide proactive prevention which support people to remain at home
- Reduced admissions (and/ or re-admissions) into hospital, care homes
- Improve the condition of the private sector housing stock
- Helping vulnerable people tackle issues of disrepair that impact on their health and wellbeing
- Ensuring housing is a key consideration when looking to improve a person’s health and wellbeing.

