



GREAT YARMOUTH
BOROUGH COUNCIL

Housing and Neighbourhoods Committee

Date: Thursday, 15 September 2016
Time: 18:30
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.

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|-----------|---|----------------|
| 3 | <u>MINUTES</u> | 5 - 10 |
| | To confirm the minutes of the meeting held on the 28 July 2016. | |
| 4 | <u>FORWARD PLAN</u> | 11 - 12 |
| | Plan Attached | |
| 5 | <u>PRESENTATION BY GY NORSE ON HOUSING ASSET MANAGEMENT</u> | |
| | A Powerpoint presentation by G Hollingdale. | |
| 6 | <u>GYBC SOCIAL HOUSING TENANCY FRAUD POLICY</u> | 13 - 18 |
| | Policy Attached | |
| 7 | <u>HRA BUDGET MONITORING REPORT PERIOD 4 2016-17</u> | 19 - 28 |
| | Report Attached | |
| 8 | <u>CAR ENTHUSIASTS - GREAT YARMOUTH SEAFRONT</u> | 29 - 36 |
| | Report Attached | |
| 9 | <u>VOLUNTARY AND COMMUNITY SECTOR SUPPORT SERVICES - COMMISSIONING PROCESS</u> | 37 - 42 |
| | Report Attached | |
| 10 | <u>NEIGHBOURHOODS THAT WORK - STUDY VISIT 2016</u> | 43 - 46 |
| | Report Attached | |

- 11 OVERVIEW OF PSPO'S - DOG FOULING 47 - 56**
- Report Attached
- 12 BETTER CARE 57 - 70**
- Report Attached
- 13 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.
- 14 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."
- 15 FOOTBALL CLUBS AND FACILITIES**
- Details

Housing and Neighbourhoods Committee

Minutes

Thursday, 28 July 2016 at 18:30

PRESENT:-

Councillor Carpenter (in the Chair); Councillors Borg, M Coleman, Flaxman-Taylor, Grant, Hacon, Robinson-Payne, Rodwell, Walch and Waters-Bunn.

Councillor Annison attended as as substitute for Councillor K Grey

Councillor Wainwright attended as a substitute for Councillor Williamson

Superintendent Wiltshire, Norfolk Police.

Mrs K Watts (Transformation Programme Manager), Mrs J Bowgen (Housing Business and Finance Manager) Mr T Chaplin(Group Manager - Housing Services), Mrs V George (Group Manager Housing Health and Wellbeing) , Mrs J Woods (Neighbourhoods Manager MESH), Mr R Gregory (Group Manager - Neighbourhoods and Communities), Mr C Rowland (Policy and Performance Officer), Mr J Williams (Community Protection Manager), Ms T Jones (Partnerships Officer), and Mrs C Webb (Member Services Officer).

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Grey & Williamson and Mr R Read (Director of Housing and Neighbourhoods)

2 DECLARATIONS OF INTEREST

It was noted that there were no Declarations of Interest declared at the meeting.

3 MINUTES

The minutes of the meeting held on 16 June 2016 were confirmed.

With regard to minute number 8, Housing Review Appeals Report, it was noted that the resolution should be amended as follows:-

(ii) That the Housing Appeals Committee will be reinstated after 6 months.

4 MATTERS ARISING

The Committee noted that in reference to minute number 6, Housing - Current Services and Issues that the Group Manager - Housing Services would circulate a copy of Community Housing's Empty Property List with the minutes.

The Group Manager - Housing Services reported that he was still awaiting further guidance in regard to Councillor Williamson's question regarding Fixed Term tenancies for tenants who had specific disabled adaptations carried out to their properties and were not classed as exempt.

5 ASSETS OF COMMUNITY VALUE

The Committee considered the report from the Corporate Policy and Performance Officer regarding a nomination which had been received from a community group asking the Council to list the Kings Head Public House, Filby as an Asset of Community Value.

The Corporate Policy and Performance Officer reported that under section 3, Financial Implications, where it had been marked as None, there was actually a financial implication that the Council could incur in that a private owner may claim compensation for loss and expense incurred through the asset being listed or previously listed. The Regulations state that a claim can be made by the owner:

- from a period of delay in entering into a binding agreement to sell which is wholly caused by the interim or full moratorium period;

- for legal expenses incurred in a successful appeal to the Tribunal.

A Member spoke in favour of the public house being listed as an asset of community value.

RESOLVED:

That the Committee agree that the Kings Head Public House, Filby should be listed as an Asset of Community Value and the building and associated land are considered to meet the statutory criteria as the current use furthers the social well-being or social interests of the local community and it is realistic to think that the use can continue and further (whether or not in the same way) the social well-being or social interests of the local community.

6 HOUSING REVENUE ACCOUNT OUTTURN REPORT 2015-16

The Committee considered the report from the Housing Business and Finance Manager which set out the outturn position of the Housing Revenue Account 2015/16, which was subject to audit review and would be completed in September 2016.

RESOLVED:

That the Committee note the report.

7 COMMUNITY SAFETY

The Committee received a presentation on Community Safety from the Partnerships Officer (Neighbourhoods and Communities) and Superintendent Wiltshire, Norfolk Police.

The Partnerships Officer asked the Committee to endorse the following five subject headings to be submitted as the Council's response to the Police and Crime Commissioner's Consultation. (The same five headings had been submitted to the Police's Strategic Assessment consultation which had closed in early July 2016) :-

- **Anti-Social Behaviour**
- **Mental Health**
- **Domestic Abuse**
- **Substance Misuse**
- **Child and Adult Exploitation/Abuse**

The Chairman thanked Superintendent Wiltshire and the Partnerships Officer for their informative presentation.

RESOLVED:

That the five headings listed above be submitted to the Police and Crime Commissioner Consultation.

8 BETTER CARE FUND - DISABLED FACILITIES GRANT

The Committee considered a report from the Group Manager, (Housing Health and Wellbeing) on the Better Care Fund/Disabled Facilities Grant Locality Plan.

A Member asked for clarification of the need for the Council agreed approved borrowing of £233,000. The Group Manager reported that the Council historically borrowed an amount based on last years outturn figure, to bolster the DFG grant, as the DFG had always been underfunded in the past. This year, the £233,000 would only be utilised if required, it will act as a safety blanket, although it is not anticipated that it will need to be used.

RESOLVED:

That the Committee endorse the Better Care Fund/Disabled Grant Locality Plan.

9 SHRUBLANDS COMMUNITY HUB

The Committee considered the report from the Neighbourhood Manager, MESH, which updated Members with regard to progress made at the Shrublands site on the integration of services to support the health and wellbeing of Gorleston residents.

RESOLVED:

That the Committee note the report.

10 ESTATES REGENERATION PROGRAMME

The Committee considered the report from the Director of Housing and Neighbourhoods regarding the application made to the DCLG to be included as part of the Estates Regeneration Programme.

A Member asked if housing estates in Gorleston had been overlooked in favour of housing estates near the Town Centre. The Group Manager (Housing Services) reported that no decisions had yet been taken, but that housing estates near the Town Centre would perhaps benefit more from a regeneration project as opposed to a refurbishment project.

RESOLVED:

(i) That the Committee agree to work with the Government to pilot the self-assessment tool and to follow through with any support offered in the preparation stage.

11 QUARTER 1 PERFORMANCE REPORT

The Committee received and considered the report from the Group Manager, (Housing Services).

The report gave an update on current performance of Housing & Neighbourhoods measures for the first quarter of 2016/17, April to June, where progress was assessed against targets which were set at the start of the financial year.

Progress against targets was assessed by Red/Amber/Green ratings and was also assessed in terms of Direction of Travel. The report highlighted performance measures which had not achieved the target for this period and measures that did not have a target but were moving in the wrong direction. The report also highlighted a number of measures that were showing exceptional performance against targets.

A Member requested a breakdown of Performance Indicator HN08, Number of Complaints of Anti-Social Behaviour received. The Group Manager agreed to ask Environmental Services to supply a breakdown of the data to Members.

RESOLVED:

That the Committee note that all measures be monitored during the next quarter.

12 FORWARD PLAN

The Committee received the Forward Plan.

RESOLVED:

That the Committee note Forward Plan.

13 ANY OTHER BUSINESS

The Chairman reported that there was no other business of sufficient urgency to warrant consideration.

14 EXCLUSION OF PUBLIC

The meeting ended at: 19:30

Forward Plan for Housing & Neighbourhoods Committee

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Housing & Neighbourhoods	Policy & Resources	Council
1	Car Enthusiasts PSPO	Group Manager (Neighbourhoods & Communities)	07/09/16	15/09/16		
2	2016/17 Period 4 HRA Budget Monitoring Report	Director of Housing & Neighbourhoods	07/09/16	15/09/16		
3	GYBC Social Housing Tenancy Fraud Policy	Group Manager (Housing Services)	07/09/16	15/09/16		
4	Football Clubs and Facilities	Group Manager (Neighbourhoods & Communities)	07/09/16	15/09/16		
5	Voluntary and Community Sector Support Services - Commissioning Problems	Group Manager (Neighbourhoods & Communities)	07/09/16	15/09/16		
6	Neighbourhoods that work - Study Visit 2016 briefing	Group Manager (Neighbourhoods & Communities)	07/09/16	15/09/16		
7	Overview of PSPO's - Dog fouling	Director of Housing & Neighbourhoods	07/09/16	15/09/16		
8	BCF - DFG Delivery	Group Manager (Housing Health and Well)	07/09/16	15/09/16		
9	Performance Data - Q2	Group Manager (Housing Services)	19/10/16	27/10/16	29/11/16	
10	Housing Revenue Account 2017/18 Budget & Capital Programme	Director of Housing & Neighbourhoods	30/11/16	08/12/16		
11	Housing Strategy - Demand/PRS	Group Manager (Housing Services)	30/11/16	08/12/16		
12	Neighbourhood That Work - 12 months outcomes data	Community Development Manager	30/11/16	08/12/16		
13	Housing Revenue Account Draft 2017/18 Budget & Capital Programme Approval	Director of Housing & Neighbourhoods	11/01/17	19/01/17		21/02/17
14	Housing Strategy - Homelessness	Group Manager (Housing Services)	11/01/17	19/01/17		
15	Performance Data - Q3	Group Manager (Housing Services)	22/02/17	02/03/17	21/03/17	
16	Housing Strategy	Group Manager (Housing Services)	05/04/17	13/04/17		
17	Review of Council's Enforcement Powers	Director of Housing & Neighbourhoods	TBC	TBC		
18	ASB Policy	Group Manager (Neighbourhoods & Communities)	TBC	TBC		

Subject: **GYBC Social Housing Tenancy Fraud Policy**

Report to: EMT, 1st September 2016
Housing & Neighbourhoods Committee, 15th September 2016

Report by: Trevor Chaplin, Group Manager Housing Services

SUBJECT MATTER/RECOMMENDATIONS

This report details a Social Housing Tenancy Fraud Policy for GYBC

Housing & Neighbourhoods Committee is asked to approve this policy.

1. INTRODUCTION/BACKGROUND

1.1 GYBC routinely investigate allegations of tenancy fraud. Prospective tenants are verified as part of the social housing allocation process and introductory tenants receive routine visits during their probationary period. Tenancy audits are carried out on all tenants on a routine basis or following a concern regarding a tenancy breach e.g. failure to allow access for a gas safety check, untidy garden etc.

2. SOCIAL HOUSING TENANCY FRAUD

2.1 On the 15th of October 2013 the new Prevention of Social Housing Fraud Act 2013 came into force. This means that subletting the whole of the property and/or parting with possession of the property has become a criminal offence.

2.2 GYBC has recognised procedures for investigating social housing tenancy fraud; however, we have not published a policy. The draft policy for consideration brings together current practice and provides a clear message to tenants and residents, as well as staff, of our approach to tenancy fraud.

2.3 Paragraphs 7 & 8 of the policy detail our approach to social housing tenancy fraud and how we will investigate reports from the public. The aim is to provide a balance between the rights and confidentiality of the tenants and the need to ensure the fair allocation of social housing to those in greatest need.

3. FINANCIAL IMPLICATIONS

None

4. **RISK IMPLICATIONS**

None

5. **CONCLUSIONS**

- 5.1 A social housing tenancy fraud policy will provide a clear message to tenants and residents, as well as staff, of our approach to tenancy fraud.

6. **RECOMMENDATIONS**

- 6.1 That the Housing & Neighbourhoods Committee approve the Social Housing Tenancy Fraud policy

7. **BACKGROUND PAPERS**

None

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:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	GYBC Tenancy policy, GYBC Housing Allocation scheme
Financial Implications:	N/A
Legal Implications (including human rights):	Yes. Draft policy reviewed by Nplaw, no amendments have been recommended.
Risk Implications:	N/A
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	Yes. Potential prosecutions in cases of proven fraud. Existing procedures in place.
Every Child Matters:	N/A

GYBC Social Housing Tenancy Fraud Policy

September 2016

1. Purpose of Policy

1.1 The purpose of the policy is to set out Great Yarmouth Borough Council (GYBC)'s approach to tackling social housing tenancy fraud.

1.2 When framing this policy we had regard to the GYBC Tenancy Policy & The GYBC Allocation Scheme.

2. Definition

2.1 GYBC defines social housing tenancy fraud as "unauthorised occupation that describes any kind of possession by an occupier which is either prohibited or requires consent by the landlord which has not been granted. It will include situations where an existing tenant continues in possession although the property is no longer their only or principal home". Examples of tenancy fraud include;

- Suspected unlawful sub-letting, including; subletting the whole property to a single household or multiple sublets within one property.
- Non occupation by the tenant as their principal home
- Wrongly claimed succession - retention of a tenancy following the death or vacation of the tenant following a previous succession, or of a non qualifying person
- Unauthorised assignment of the tenancy
- "Key selling" - where the tenant leaves the property and passes on the keys in return for a one off lump sum payment or favour
- Fraudulently obtaining a social housing tenancy by misrepresentation of identity or personal circumstances
- Unauthorised mutual exchanges

The list above is not exclusive.

3. Prevention of Social Housing Fraud Act 2013.

3.1 On the 15th of October 2013 the new Prevention of Social Housing Fraud Act 2013 came into force. This means that subletting the whole of the property and/or parting with possession of the property has become a criminal offence. For parting with possession someone has to remain in the property when the tenant is not.

3.2 The main objectives of the Act are to:

- deter tenants from committing social housing fraud

- incentivise those already committing social housing fraud to stop
- increase the powers of local authorities to investigate social housing fraud
- increase the number of recoveries of fraudulently used socially rented homes

4. Scope

4.1 The policy will provide the framework for the Council to identify and address social housing tenancy fraud within the local authority stock (Great Yarmouth Community Housing). It does not extend to dealing with housing fraud in the private sector.

4.2 The policy can be utilised by other Registered Social Landlords to support them in identifying and tackling fraud in their own stock.

5. Aim

5.1 The overall aim of the policy is to ensure the fair allocation of social housing to those in greatest need.

6. Objectives

6.1 To prevent abuse of the housing allocation system through robust, effective and timely housing management processes.

6.2 To raise awareness of the issue of social housing tenancy fraud and its impact on communities in Great Yarmouth.

6.3 To maximise the availability of council properties by seeking recovery of unlawfully occupied homes wherever possible.

7. GYBC's Approach to Social Housing Tenancy Fraud

7.1 We will take a balanced and proportionate approach to tackling social housing tenancy fraud. We will consider a range of factors in deciding the most appropriate action to take in each instance.

Each assessment will take account of the following factors;

- The estimated costs to the Council of taking court action balanced against the likelihood of success
- The evidence of intent of the individual(s) to commit tenancy fraud
- The public interest
- The potential for adverse impact on households or unintended consequences of enforcement action

7.2 We will take a risk based approach to identifying and tackling social housing tenancy fraud.

7.3 Our approach will focus on preventing fraud occurring. The Council will use a range of publicity methods to raise awareness of tenancy fraud amongst customers, the public and partner agencies.

7.4 We will work in partnership with other service areas where other types of fraud are suspected or identified.

8. Reports from the public

8.1 GYBC routinely investigate allegations of tenancy fraud. Prospective tenants are verified as part of the social housing allocation process and introductory tenants receive routine visits during their probationary period. Tenancy audits are carried out on all tenants on a 5 year cycle or a concern regarding a tenancy breach e.g. failure to allow access for a gas safety check, untidy garden etc. In addition, audits are carried following a request to transfer or exchange a tenancy.

8.2 Local residents are in a good position to notice changes in activities within their communities, which may lead to suspicions of tenancy fraud. This is because local residents develop day-to-day relationships with their neighbours so they are well placed to notice if new neighbours arrive or the previous resident moves away.

8.3. Public reports of suspected tenancy fraud are a very important source of intelligence for GYBC. We will take all reports seriously, whether anonymous or not, and act upon them promptly. Requests for anonymity will be respected.

8.4 We will provide feedback to members of the public on the outcome of any allegation of social housing tenancy fraud, if required. The feedback will have regard to sensitive data handling as described in paragraph 10 below.

9. Expected Benefits

9.1 Tackling tenancy fraud will enable the recovery of properties that are unlawfully occupied, therefore maximising appropriate use of the limited housing stock.

9.2 Implementing the policy will build public trust and community confidence in the fairness of the Council's housing allocation system.

10. Sensitive Data Handling

10.1 In the course of investigating suspected social housing tenancy fraud we will abide by the requirements of the Data Protection Act 1998 and article 8 of the European Convention on Human Rights (respect for private and family life).

Subject: 2016/17 Period 4 Housing Revenue Account Budget Monitoring Report

Report to: Policy & Resources Committee, 6th September 2016

Housing Neighbourhoods Committee, 15th September 2016

Report by: Housing Business & Finance Manager

SUBJECT MATTER/RECOMMENDATIONS

To consider the 2016/17 Housing revenue budget monitoring position

To agree an increase to the existing 2016/17 HRA capital programme, as detailed in Table 5.

To agree a virement from HRA reserves to revenue contribution to capital, as detailed in Table 3, subject to approval from the GYBC Section 151 Officer.

To agree a virement from HRA revenue repairs & maintenance budget to the HRA capital programme, as detailed in Table 5, subject to approval from the GYBC Section 151 Officer.

1. Introduction

- 1.1. There is a statutory requirement to maintain a Housing Revenue Account (HRA) and that account must not show a deficit. The HRA is a separate (ring fenced) account of the Council covering income and expenditure relating to its role as landlord. Under the self-financing arrangements for local authorities, the HRA records the costs of management and maintenance of the Council's dwellings and the related income from rents and other charges. The Government provides guidance on what should be included in the HRA to protect Council tenants.
- 1.2. Although there is not a requirement for a similar separation of capital expenditure, the capital programme as it relates to the HRA is separately monitored. This report outlines the estimated forecasts for the full financial year 2016/17 as well as showing the position of the HRA as at the end of Quarter 1.

- 1.3. The Quarterly review and monthly monitoring of the HRA budgets provides a sound basis for the preparation of estimates for 2017/18 and of the 30 year Business Plan.

2. Budget Monitoring at Quarter 1 (April – July 2016)

- 2.1. For budget monitoring purposes the actual expenditure and income to the end of quarter 1 is compared to the budgeted amounts. Key variations are identified and explained below. Table 1 shows the HRA (where budgets and actual figures are shown in £) and Table 2 the capital programme (where budgets and actual expenditure are shown in £000).

Table 1 - HRA Income and Expenditure 2016-17

	Profiled Budget to Qtr. 1	Expenditure to Qtr. 1	Variance	Comments
	£000	£000	£000	
Dwelling Rents	(6,839)	(6,850)	(11)	
Other non-dwelling rents	(71)	(105)	(35)	Garage & Stores Rents Income.
Charges for services and facilities	(460)	(507)	(47)	
Contribution Towards Expenditure	(46)	(58)	(12)	
Interest & investment income	(2)	(2)	0	Income from interest on HRA Cash Balances
Income Total	(7,418)	(7,522)	(105)	
Repairs & Maintenance	2,757	2,681	(70)	£43k surplus from Responsive Repairs 1516 Work in progress (to reviewed 1617 yearend) and other minor surpluses on individual planned maintenance work to date.
Supervision and Management	1,551	1,473	(79)	Savings from Staff Vacancies & Associated Costs in quarter 1.
Rents Rates & Taxes	61	64	3	Council Tax, Utility charges on HRA Property
Depreciation Non-Dwelling	40	40	0	Annual Depreciation of garages and other HRA owned property
Capital expenditure funded by the HRA	844	844	0	Revenue contribution to Capital Expenditure
Depreciation	973	973	0	Annual Depreciation charge of Council Dwellings
HRA Interest Payable	967	967	0	Interest on HRA loans
Provision for bad and doubtful debts	50	50	0	Provision for non- recovery of debt
Expenditure Total	7,243	7,092	(146)	

Table 2. Capital Expenditure 2016-17

Capital Programme	Profiled Budget	Expenditure to Quarter 1	Variance	Comment
	£000	£000	£000	
Improvement Programme Kitchen & Bathroom	198	286	88	GYN have completed void Kitchens & Bathrooms in period 1-4. 21 Planned Kitchens have been completed in quarter 1.
Improvement Programme Windows & Doors	0	0	0	
Planned Maintenance	190	293	103	2016/17 30 Electrical Rewires have been completed in properties. Tenders to be received for other planned maintenance capital programmes in Sept 2016.
Energy & Efficiency Improvements	253	234	(19)	28 new Vokera Heating boilers have been replaced to date. 10 further properties have had inefficient or partial heating systems replaced. Communal Boiler replacement works to commence later in the year, following detailed design of communal heating proposal and extensive subterranean works.
Specific Planned Projects	79	76	(3)	Stock condition survey has rolled into 2016/17 financial year; the unspent budget has been carried forward from 15/16. 821 surveys have been completed in Quarter 1. Tenders for Whole house works to rural properties, will be returned at the end of August.
Estate Improvements	100	109	9	Neighbourhood plans works have begun across multiple estates and neighbourhoods. Budgets to be revised as necessary as the year goes on between the revenue and capital expenditure split of works.
Empty Properties	217	216	(1)	The full year budget has been increased to include the asbestos budget from revenue – as the asbestos expenditure is being spent in conjunction with Capital Major void works.
New Affordable Housing	700	714	14	5 new properties have been purchased in 2016/17; these properties will be added to our portfolio of housing stock.
Total	1,737	1,928	191	

- 2.2. There have been some changes to the detail of the current programmes but the latest monitoring indicates that the budget will be fully spent and there will be some additional spending on some projects. In the light of the latest monitoring analysis at quarter 1, the forecasts for 2016-2017 have been updated as set out in the following section.

3. Forecasts for 2016-17

- 3.1. To prepare updated forecasts detailed analysis has been undertaken of actual figures, known variations (as indicated in the budget monitoring analysis) and planned changes identified by the review work. The latest forecasts are set out below; table 3 shows the HRA Income and Expenditure forecast and table 4 shows the Capital Programme and planned resourcing of that programme.

3.2. **Table 3 - HRA Income and Expenditure Forecast 2016/17**

	Original Budget 2016-17	Forecast Budget 2016-17	Variance
	£000	£000	
Dwelling Rents	(22,228)	(22,228)	0
Other non-dwelling rents	(227)	(227)	0
Charges for services and facilities	(1,262)	(1,262)	0
Contribution Towards Expenditure	(149)	(149)	0
Interest & investment income	(5)	(5)	0
Income Total	(23,871)	(23,871)	0
Repairs & Maintenance	11,434	11,000	(434)
Supervision and Management	4,682	4,704	22
Rents Rates & Taxes	147	147	0
Depreciation Non-Dwelling	119	119	0
Capital expenditure funded by the HRA	2,532	3,291	759
Depreciation	2,920	2,920	0
HRA Interest Payable	2,901	2,901	0
Provision for bad and doubtful debts	150	150	0
Expenditure Total	24,885	25,232	347
Contb. to Pension Reserves	130	130	0
Deficit/(Surplus) for the year	1,146	1,493	347
Bfwd HRA Reserves Balance 01/04/16 (Subject to Audit)	9,337	9,337	0
Deficit/(Surplus) for the year	1,146	1,493	347
Cfwd HRA Reserves Balance 31/03/17	8,191	7,844	347

- 3.3. Capital expenditure funded from the HRA, has increased by £759k, due to the increase in the capital Forecast budget in quarter 1. Further details are explained

below within table 5.

- 3.4. The repairs & maintenance budget is showing an underspend, due to the asbestos budget being incorporated into individual Capital programmes instead of being a stand-alone budget with revenue.

- 3.5. **Table 4 – Summary of Capital Expenditure and Resourcing Forecast 16/17.**

	Original 2016/17	Forecast 2016/17	Variance
	£000	£000	£000
Improvement Programme Kitchen & Bathroom	1,734	2,132	398
Improvement Programme Windows & Doors	185	185	0
Planned Maintenance	1,543	1,543	0
Energy Efficiency Improvements	1,390	1,573	183
Specific Capital Projects	489	589	100
Empty Properties	500	653	153
Estate Improvements	620	545	(75)
New Affordable Housing	2,100	2,100	0
Total Expenditure	8,561	9,320	759
Borrowing	2,100	2,100	0
Capital Receipts	890	890	0
Major Repairs Reserve	3,039	3,039	0
Revenue	2,532	3,291	759
Total Financing	8,561	9,320	759

- 3.6. Qtr. 1 monitoring has highlighted a number of changes to be made to the capital programme for the full year. Some changes incorporate carried over unspent budgets from 2015/16; other new/increased budgets have been added and funded by other sources. A summary of the changes can be found in the table below:

3.7. **Table 5 – Changes to HRA Capital Programme Qtr 1.**

Project	Forecast budget	Budget Change	Reason for change:	Financing from:
	£000	£000		
Kitchen & Bathroom programme	2,132	398	The revenue asbestos budget has been incorporated directly within the Capital replacement works. An additional £96k has been added to Bathroom programme to incorporate further bathroom replacements in the current year.	Revenue budget transferred to Capital. HRA Revenue reserves to cover extra bathroom works.
Vokera Heating programme	300	100	Bring forward the programme from 17/18 into 16/17 to benefit from the contractor being on site now, which will save set up costs etc.	Bfwd programme works from 2017/18.
Stock condition Survey	250	100	As there was no spend in 2015/16, the budget has been rolled forward and added to the 16/17 budget.	2015/16 Programme rolled over into 2016/17.
Sewerage connection works	5	(75)	Works now due to commence in 17/18	Budget to be cfwd into 17/18
Communal Heating works	160	43	Due to extensive subterranean works and detailed designs of communal heating proposals further budget is needed.	Underspent budget in 1516 on communal heating programme.
Air source Heat pumps	40	40	Additional programme to be added in 16/17 to install Air source heat pumps. Installations to properties bfwd from 17/18 programme.	Bfwd programme works from 2017/18.
Empty Properties	653	153	The revenue asbestos budget has been incorporated directly within the Capital replacement works.	Revenue budget transferred to Capital.
Total	3,540	759		

4. Conclusion

- 4.1. The majority of the HRA revenue income & expenditure budgets are on track with the budget, with only changes to the repairs and maintenance budget & revenue funding for Capital works. The forecast deficit for the year has increased slightly to £1.4m from an original £1.1m. The extra deficit will be financed from the HRA revenue reserves.
- 4.2. The capital budget has increased overall by £759k. This has increased the overall

Capital programme for 2016/17 to £9.3m (originally £8.6m).

5. Financial implications and Risks.

- 5.1. The detail within the report highlights the significant variances for the year to date, including a full year impact to the HRA revenue and Capital budgets.
- 5.2. The income and expenditure will continue to be monitored in detail during the year, including additional reviews of the HRA 30 year business plan throughout the year.
- 5.3. The HRA is dependent mainly on the rental income stream of the social housing rents, and we have a dedicated team monitoring tenant arrears on a regular basis.

6. Right To Buy (RTB) Summary 2016-17

- 6.1. Table 6 provides shows the number of the RTB sales made in Qtr. 1 against our anticipated budgeted sales.
- 6.2. Further analysis will be undertaken in Quarter 2 to review the projected sales anticipated for the full year.

Table 6 – RTB Sales 2016-17

	Estimated Sales	Actual Sales
Qtr. 1	5	10
Qtr. 2	5	0
Qtr. 3	5	0
Qtr. 4	5	0
Total	20	10

7. RECOMMENDATIONS

- 7.1. To consider the 2016/17 Housing revenue budget monitoring position – Period 1 to 4 (April – July 2016) and the full forecast budgets for 2016/17.
- 7.2. To agree an increase to the existing HRA capital programme of £759k in order to increase volumes of improvement works.
- 7.3. To approve a virement of £347k from HRA reserves to revenue contribution to capital (Table 3).
- 7.4. To approve a virement of £455k from revenue repairs & maintenance budget to the HRA capital programme (Table 5).

8. BACKGROUND PAPERS

[G:\HRA\2016-2017\Budget Quarterly Monitoring 1617\201617 Period 4 HRA Budget Monitoring Report 240816 v4.docx](#)

[G:\HRA\2016-2017\GYN Capital and Revenue Monitoring 1617\Capital Expenditure 1617 P4.xls](#)

[G:\HRA\2016-2017\Budget Quarterly Monitoring 1617\Qtr 1 - P1-P4 \(Autosaved\).xlsx](#)

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:	Sent for information
Section 151 Officer Consultation:	Sent awaiting approval
Existing Council Policies:	N/A
Financial Implications:	Included within detail of the report
Legal Implications (including human rights):	N/A
Risk Implications:	Included within detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

Subject: Car Enthusiasts - Great Yarmouth Seafront

Report to: Housing and Neighbourhoods Committee 14th September 2016

Report by: Group Manager – Neighbourhoods & Communities

SUBJECT MATTER/RECOMMENDATIONS

To report 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 by the Council.

1. INTRODUCTION/BACKGROUND

- 1.1 Car and motorbike rallies, advertised and organised via social media during 2016 have created a significant increase in the amount of car and motorbike enthusiasts arriving in Great Yarmouth for unauthorised 'events' along Great Yarmouth seafront, particularly on Sunday evenings. The Council and the Police have received a number of complaints from businesses, residents and tourists about the 'events'. This has been due to noise (sound systems, people shouting as well as engine noise, etc), fumes, obstruction on pavements and roadways, speeding, littering, wheel spins / stunts, feeling intimidated by both the vehicles/drivers and by the spectators who gather to spur the drivers to perform stunts and the fear of accidents – both between vehicles and between pedestrians and vehicles.
- 1.2 The above issues have existed for a number of years, but have now escalated given the increase in activity over the course of 2016. This has been fuelled through social media and the rise in 'unofficial events' resulting in enthusiasts travelling across the eastern region to attend. The Council has been leading problem solving efforts with the Police and Norfolk County Council to attempt to tackle the issues both in the short-term and long-term.

2. CURRENT ISSUES

- 2.1 The 'events' traditionally take place on a Sunday, with some starting at midday and others starting in the early evening. Car enthusiasts gather at the Pleasure Beach end of the seafront whilst motorbikes gather along the esplanade outside the Marina Centre.
- 2.2 The largest event so far was made up of over 1,500 cars in March at the Pleasure Beach end of the Seafront which gridlocked the seafront and

generated complaints about anti-social behaviour from the local businesses and residents about lack of access to their businesses (cars parking on the pavements), fumes, noise and people blocking the pavements. However, the Police reported that it was generally good natured with no arrests or fines issued on the day.

- 2.3 A multi-agency meeting was held in May to come up with an operational action plan ready for the next advertised event on Bank Holiday Monday (29th May). Strong police presence and council officer attendance was provided on the evening. The policing of the event was largely seen as a success, although residents continued to complain about noise and anti-social behaviour. The bank holiday was highly resource intensive from a staffing perspective across organisations and was not deemed sustainable on a weekly basis.
- 2.5 Alongside this operational approach, work around a long-term solution was taken forward by the Council working with the Police and NCC Highways team. This centred around the creation of a Public Space Protection Order (PSPO) led by Great Yarmouth Borough Council for the entire seafront and a new Traffic Regulation Order (TRO) led by Norfolk County Council to tackle both the vehicle and person related anti-social behaviour happening during the events. It was decided to split the issues across the two different types of Order because of the powers available under each type of order and who is delegated to enforce under each type of order. This is explained in more detail later in the report.
- 2.6 As part of these discussions, Highways informed partners that a new TRO to cover the slow lane/landau lane was already in progress, which would prohibit parking or stopping anywhere along the slow lane. This TRO went live on 26th August 2016 and enforcement will be carried out by Civil Parking Enforcement Officers (CPEO's), however CPEO's do not currently work late into the evening when many of these incidents occur.
- 2.7 No major 'events' have taken place since 29th May to date although smaller car enthusiast groups have visited and used the Seafront but not on the scale seen between February to May. Issues have however persisted escalating in a road traffic accident on Sunday 31st July. A significant number of complaints were received from businesses, residents and tourists relating to the anti-social behaviour that evening.
- 2.8 An emergency multi-agency meeting was called on 11th August involving agencies, the chairman of the Housing and Neighbourhoods Committee and ward councillors to discuss immediate and long-term proposals. The meeting

resolved that:

- Police presence increased on Sunday nights in the lead up to the August bank holiday weekend.
- Current issues with the barrier closure times of St Nicholas Car Park would be rectified.
- Norfolk County Council would seek to implement the agreed TRO for the slow lane by 26th August in time for the forthcoming bank holiday weekend.
- Great Yarmouth Borough Council would finalise a draft PSPO to tackle the ongoing ASB and launch a 28 day public consultation.
- A separate meeting be undertaken to look at the consistency of parking times along the seafront, to avoid exploitation of particular anomalies.
- The council would lead a communications strategy around providing public reassurance to local residents and businesses.

3. LEGAL POWERS TO ADDRESS CURRENT ISSUES

3.1 Traffic Regulation Orders (TRO's)

A TRO is the more appropriate legal tool to tackle parking and vehicle obstruction than including these issues in a PSPO as it is the primary legal tool for parking and motoring enforcement. A TRO is also thought to be the more cost effective long-term solution to the parking issues in the Pleasure Beach area. Only CPEO's are empowered to enforce under any TRO, including the new slow lane TRO. An infringement of regulations is dealt with by the issue of a Penalty Charge Notice in the first instance.

3.2 Other traffic offences

The Police are only empowered to deal with moving traffic offences on the highway or obstruction in very specific circumstances and not TRO infringements.

3.3 Public Spaces Protection Orders (PSPO's)

A PSPO is the most appropriate tool for tackling anti-social behaviour in this instance. CPEO's are not however currently delegated through the council to enforce against PSPO breaches.

The Police, Environmental Services, Housing, Planning and Licensing are empowered to enforce against breaches of a PSPO.

Breaches of PSPO's can be dealt with in two ways:

- Issue of a Fixed Penalty Notice (FPN)

- Issue of a breach notice which is then sent to GYBC for action / decision

A person breaching a PSPO can be issued with an on-the-spot FPN by the delegated council officers listed above.

The Council is the prosecuting authority for PSPO's, regardless of whether the Police or council officers deal with the breach.

4. A PROPOSED PUBLIC SPACE PROTECTION ORDER FOR VEHICLE RELATED ANTI-SOCIAL BEHAVIOUR

- 4.1 Based on examples of similar PSPOs implemented in other local authority areas and the particular circumstances relating to the anti-social behaviour associated with these activities in Great Yarmouth NP Law have drafted a Public Space Protection Order for consultation.

The order will cover the following behaviours:

- a) Driving a motor vehicle at excessive speed causing or being likely to cause a nuisance in the locality of the proposed PSPO area.
- b) When driving, causing repeated sudden and rapid acceleration of the motor vehicle causing or likely to cause a nuisance in the locality of the proposed PSPO area.
- c) Racing other motor vehicles.
- d) Performing stunts, including (but not limited to): wheel spins, doughnutting, drifts, handbrake turns.
- e) Sound vehicle horns for reasons not listed in the Highway Code.
- f) Playing amplified music from a motor vehicle likely to cause a nuisance.
- g) Using loud, threatening, abusive or other intimidating language or behavior.
- h) Dropping litter.

The proposed area will cover the entire length of Great Yarmouth sea front from the Seashore Holiday Park in the north to the entrance to the Port in the south and anticipated displacement routes within the immediate vicinity (map attached).

- 4.2 The consultation launched on 24th August and will run until 21st September. The council will need to give due consideration over a 2 week period to the consultation responses. The earliest therefore an order could come into place would be late October 2016. In order for the order to have maximum impact an initial enforcement phase over 6 consecutive weekends has been recommended to send a very clear message about the council's tolerance of

this kind of ASB. This will have immediate resource implications for both the council and the police.

5. FINANCIAL IMPLICATIONS

- 5.1 The establishment of a PSPO will have immediate financial implications for the council.

The council will have an obligation to provide appropriate signage within the designated area of a PSPO. The cost of doing this will approximately be in the region of £5,000-£7,000.

If the council chooses to delegate powers to enforce a PSPO to CPEOs there is an over-time staffing cost of £450 per Sunday evening for staff time (2 officers). This will not necessarily be recouped through the issuing of FPNs. If the council chooses to ask Environmental Services officers to undertake enforcement of this PSPO, there will be also overtime staffing costs for Sunday night working. There is also additional staff time for preparing paperwork should cases progress to court.

- 5.2 The establishment of a further TRO to address parking issues will cost approximately £5,000. NCC are exploring how they might be able to resource this work. A TRO will take approximately 8 to 9 months to implement.

6. RISK IMPLICATIONS

- 6.1 There are a number of risks for the council relating to the issues relating to seafront car enthusiasts. There is a clear risk to the safety of the public should these unauthorised events continue and further incidents occur.

- 6.2 Whilst it is clear that there is multi-agency responsibility for the range of issues presented by car enthusiasts on a reputational level the council is seen as the place-leader for the borough as noted by the number of complaints the council has received to date.

- 6.3 The implementation of a PSPO will also carry risk implications for the council should it not be executed correctly. Central to this will be ensuring the staff that enforce the PSPO have the appropriate training, resources and support. There are a number of issues relating to safety that have been raised by relevant service areas in relation to this.

- 6.4 All of the above risks will need to be considered and mitigated against before a PSPO comes into effect. This is currently being explored through the

council's Enforcement Board.

7. CONCLUSIONS

- 7.1 Several projects and operations have been attempted in the past to deal with this issue and have 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 2016 has seen an escalation in the size of 'events' unlike anything seen for a number of years.
- 7.2 Existing powers and byelaws/legal orders available to agencies do not allow enforcement of all of the issues in the affected area and along the rest of the seafront.
- 7.3 The introduction of a PSPO presents an opportunity to tackle the anti-social behaviour associated with unofficial vehicle events. This will not prevent organised tourism events from occurring on the seafront. Enforcement of the order will be at the discretion of the council. A further Traffic Regulation Order around parking times will help to assist in enforcing issues relating to parked vehicles causing a nuisance for residents and local businesses.

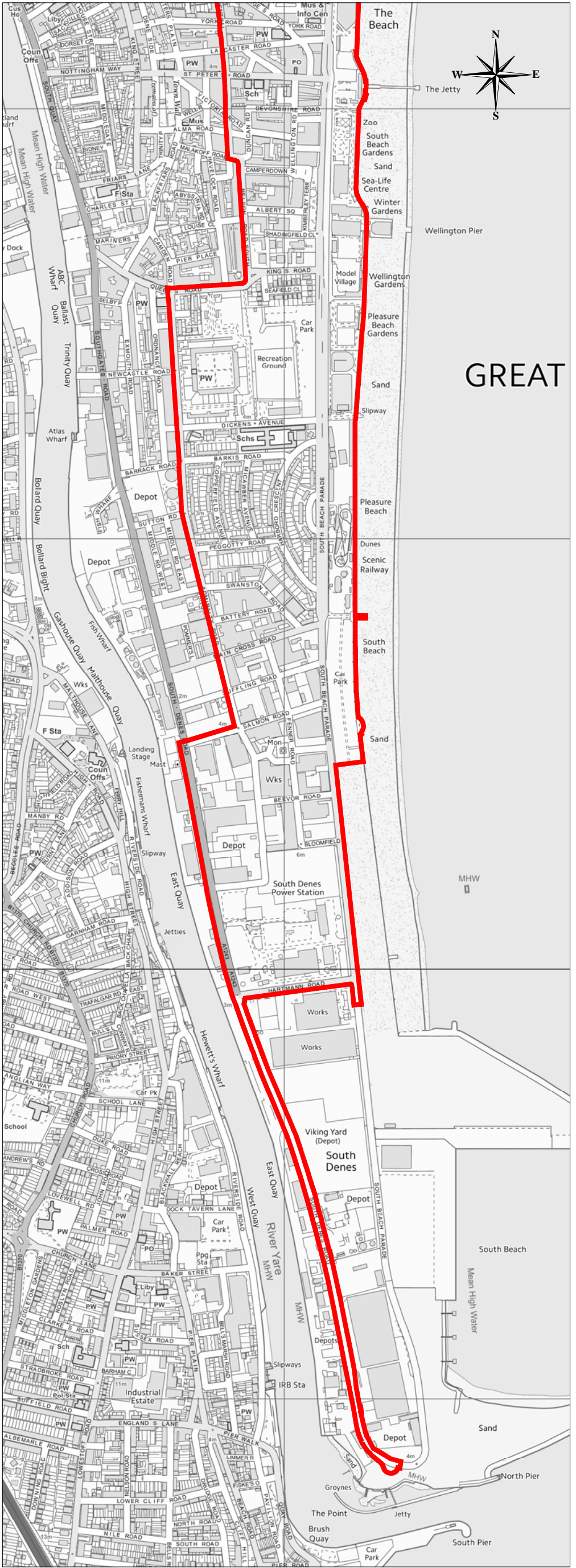
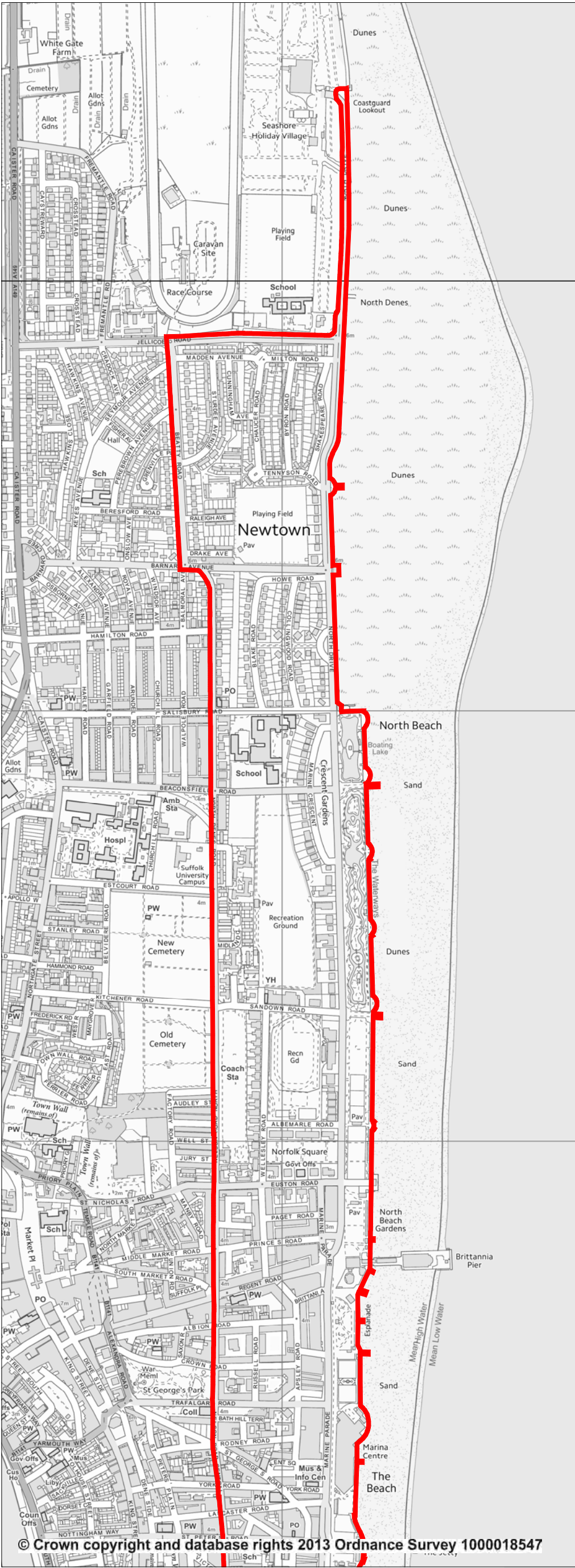
8. RECOMMENDATIONS

- 8.1 The Housing and Neighbourhoods Committee is asked to note the content of the report and the current issues and:
- a) approve additional set-up costs for signage associated with the implementation of a Vehicle- Related PSPO and approve upto £7,000 for associated signage.
 - b) noting the implications relating to resourcing the enforcement of a Vehicle-Related PSPO and the implications relating to enforcement of the current TRO.
 - c) The NCC position with regard to the implementation of further TROs.
- 8.2 It is recommended that the consultation findings and a further report on the implementation of the PSPO be brought to the next committee in October.

Area for consideration	Comment
Monitoring Officer Consultation:	Through EMT

Section 151 Officer Consultation:	Through EMT
Existing Council Policies:	
Financial Implications:	Costs relating to implementation of a PSPO.
Legal Implications (including human rights):	Public Consultation relating to the creation of a PSPO underway. NP Law leading creation of order.
Risk Implications:	Considered in the report.
Equality Issues/EQIA assessment:	Equality issues considered as part of the creation of a PSPO.
Crime & Disorder:	Relates to the conventions of the 2014 Policing, Crime and ASB Act.
Every Child Matters:	Not applicable.

Public Spaces Protection Order No 2, 2016
Great Yarmouth Seafront – Vehicle Related Anti-Social Behaviour



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GREAT YARMOUTH
BOROUGH COUNCIL

**Strategic Planning, Housing and
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Subject: Voluntary and Community Sector support services- commissioning process
Report to: Housing and Neighbourhoods Committee

Report by: Holly Notcutt, Community Development Manager
Date: 14th September 2016

SUBJECT MATTER/RECOMMENDATIONS

To update EMT and Policy and Resources committee on the plan to replace the previous GYBC VCS support services grants scheme with a commissioning process.

1. INTRODUCTION/BACKGROUND

- 1.1 For more than ten years the council has 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.
- 1.2 In 2013 the council implemented performance management processes, in the form of signed agreements, liaison meeting, project visits, and end of year monitoring forms, to better understand and monitor the impact of the spend.

2. THE COMMISSIONING APPROACH- RATIONALE

- 2.1 The Internal Audit, undertaken during July and August 2015 to look at grant processes, recommended both a review and re-commissioning. 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
- 2.2 At full council in November 2015 a commissioning process was proposed for Voluntary and Community Sector led support services, to replace the existing grant system and to complement the Corporate Plan, relevant Group Plans, and to add value to the Neighbourhoods that Work Big Lottery investment. The proposal was agreed by full council, in light of the following rationale;
- **The needs of communities have changed** requiring re-shaped services, with reference to benefits changes, complex needs, and the 2015 Index of

Multiple Deprivation ranking the borough at 20th most deprived in England, with 5 LSOAs in the bottom 1%

- **The Voluntary and Community sector is transforming**, with organisations delivering public services through range of new and innovative approaches.
- **Aligning all GYBC activity with GYBC's corporate plan for 2015-2020**, including support provided to VCS organisations, will enable the council to ensure wider service delivery undertaken by partners and the subsequent outcomes are complementary to the council's strategic vision for the borough.
- **The Neighbourhoods that Work programme** alignment, adding value to the delivery and strengthening the transformational agenda, creating more sustainable outcomes for residents of the borough.
- **Alignment with Group Plans and GYBC service delivery** will ensure complementary service delivery and subsequently impact, alleviating demands placed on services, providing added value, and streamlining or combining complementary commissioned work with VCS partners.
- **There is a need to align work with our partners**, to ensure commissioned delivery does not duplicate wider plans in the borough and across the county, e.g. community transport provision, Citizens Advice Bureau delivery, and Children's Services and Early Help.
- **To deliver efficiencies**, a three year commissioning model reduces administrative burdens on both the council and applicants, allowing for commissioned organisations to undertake longer term service delivery plans in alignment with the council's own longer term vision.

2.3 Additionally, a one year (2016-17) extension to existing funding arrangements with grant recipients was proposed by councillors, and agreed, at the November 2015 full council meeting. This resulted in the original proposed start date for the VCS commissioning process being revised from April 2016 to a delivery start date of April 2017.

2.4. The proposed delivery themes to frame the VCS support services specifications were identified in consultation with relevant service groups.

VCS support service grants: delivery themes	
Advice and Guidance	Providing quality advice on debt and budgeting, housing and wellbeing
Housing and crisis support	Direct support helping people in crisis situations
Employability	Direct support to help people to develop skills and access employment
Total £50,000	
The Plan: NEIGHBOURHOODS, COMMUNITIES AND THE ENVIRONMENT Residents will form strong, safe communities that are resilient and work together. While we will provide a range of services which everyone requires, our aim is to support people and communities to get involved in making the most of	

their lives and opportunities. The Council will support communities to become more resilient and self-supporting by fostering and encouraging voluntary and community activity.

Applicants will be able to apply for one or more of the lots, individually or in partnership, from a total budget of £50,000.

2.5 A cross party member's working group was established following the council meeting to set assessment criteria. These were agreed as the following;

- Experience and track record
- Capabilities and skills
- Capacity and resources
- Partnership working
- Sustainable community development
- General approach
- Delivery model
- Collaboration
- Equality and Diversity
- Code of Conduct

3. TIMETABLE

3.1 The following timetable outlines the plan for launching the application process, the appraisal, delivery preparation and commencement of delivery.

	Nov 2016	Dec	Jan 2017	Feb	March	April
3.1 EoI launched						
ITT issued						
Deadline for applications						
Appraisal of applications						
Notice on existing grants						
Notification of successful tenders						
Award of contracts						
Delivery starts						

4. COMMUNICATIONS AND APPLICATION PROCESS

4.1 A 'grants page' has been set up on the council website. This opportunity will be featured there, outlining application procedures, procurement cycles and timelines, assessment criteria and delivery specifications. The opportunity will also be

promoted through local VCS distribution networks, local social media channels, and other appropriate advertisement routes as per the council's procurement strategy.

Steps in the process include;

- Registration of interest will be online, via the council's online procurement portal
- Applications will be made online through the portal, allowing organisations to openly bid for designated funds. Whilst the portal is simple to use, support and guidance will be made available to organisations.
- Scoring criteria will be made available within the ITT, allowing organisations to shape their applications accordingly.
- A Panel, consisting of council officers and a partner commissioner for the voluntary sector from Norfolk County Council in order to facilitate integration and avoid duplication, will appraise applications. Interviews will be conducted as necessary, depending on the quality of applications and competition levels.
- Notifications on awards will be made by December 2016/January 2017
- Notice on current programmes will be issued by December 2016
- Delivery commences April 2017 for a 3-year period, subject to annual review

- 4.2 On-going work will 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.

5. JOINT COMMISSIONING TO SUPPORT WIDER VOLUNTARY SECTOR ACTIVITY

- 5.1 Additional development support, previously delivered through a service agreement with a VCS infrastructure organisation to provide support (including funding and governance advice) to VCS organisations in Great Yarmouth, was decommissioned in March 2016. This was funded through an integrated tripartite funding arrangement established in 2009 between the Great Yarmouth Borough Council, Adult Social Care (NCC) and Health East - Great Yarmouth and Waveney Clinical Commissioning Group (CCG). The delivery was paused to both rationalise and refocus the support provided to VCS organisations in the borough.
- 5.2 Since March 2016 there have been in depth consultations, surveys, a voluntary sector workshop and dialogue opportunities developed across the sector to better determine trends, opportunities and support requirements, e.g. joined up delivery models, sharing back office functions and co-locating, income generation through social enterprise structures, payment by results models, etc.
- 5.3 The council has been leading discussions with other public sector partners, including adult social services, children's services, public health and the CCG to join up approaches to working with the voluntary sector across Great Yarmouth. There is real risk of overlap and duplication of effort, given that the public sector is relying on

the voluntary sector more heavily for front-line service delivery. There is now a clear commitment from these partners that the pooling of budgets to support the development of the local voluntary sector is the most effective approach. It is therefore proposed that the council will also manage a pooled budget to support the development of the sector as a whole, this will including funding advice, training and guidance on new operating models and will benefit local voluntary organisations that may not be directly commissioned through the council's proposed arrangements, given finite council resources available.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications beyond the budgeted annual £50,000 to support voluntary sector organisations from 2017 onwards.

7. RISK IMPLICATIONS

- 7.1 Risks will be managed accordingly. All existing recipients have engaged in an ongoing dialogue with council officers about the plans, and are aware that the new process will be competitive. Commissioned delivery will be agreed through specific SLAs, subject to annual review. Delivery will be monitored through scheduled liaison meetings, plus annual reports.
- 7.2 If existing grant recipients are unsuccessful in new commissioned arrangements and they have not been able to secure other core funding for their work there is a potential risk to their own organisational viability, particularly as other public sector funders may have already withdrawn support. There will be some support for these organisations through additional advice and guidance and support with external funding applications.

8. CONCLUSIONS

- 8.1 The refreshed approach to resourcing the VCS to deliver services in line with corporate priorities will allow the council to have an improved strategic approach to working with the sector, ensuring the process is open, accessible and transparent. The model complements existing delivery and will allow for collaborative forward planning regarding support services and changing needs within communities. The outcomes from the first complete year of delivery will be presented to the relevant GYBC committee.

9. RECOMMENDATIONS

- 9.1 The committee are asked to note the contents of this report and approve the commissioning process.
- 9.2 The committee is asked to also consider nominating a sub-group to ratify decisions.

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:	Through EMT
Existing Council Policies:	Corporate Plan
Financial Implications:	As above
Legal Implications (including human rights):	None identified
Risk Implications:	As above
Equality Issues/EQIA assessment:	Development support will be offered to all current providers via Neighbourhoods and Communities commissioned development work, e.g. through the NTW provision and CCG/NCC/GYBC joint commissioning arrangements, to source and bid for external funds.
Crime & Disorder:	The scheme is designed to have a positive effect on crime and disorder through creating stronger communities.
Every Child Matters:	The scheme is designed to have a positive effect on the life chances of priority households, including families

Subject: Neighbourhoods that Work- Study Visit 2016 briefing
Report to: Housing and Neighbourhoods Committee

Report by: Holly Notcutt, Community Development Manager
Date: 14th September 2016

SUBJECT MATTER/RECOMMENDATIONS

To brief EMT on the forthcoming study visit for the Neighbourhoods that Work programme

1. INTRODUCTION/BACKGROUND

- 1.1 The 'Neighbourhoods that Work' initiative has been funded through £3.1m from the Big Lottery fund for a 3-5 year period. The programme is focused on the borough's urban wards, correlating with national deprivation statistics and therefore complying with Lottery priorities to fund work in communities with the greatest need.
- 1.2 NTW launched in October 2015, coinciding with the first study visit. There is a commitment to delivering annual study visits, in partnership with the Big Lottery Fund, to ensure NTW learning is shared and to provide space to identify any explore opportunities for investment, joint commissioning and progressive alliances. There was an early indication that this year's study visit would coincide with a ministerial visit, although we understand that this is now unlikely due to scheduling.

2. STUDY VISIT 2016

- 2.1 **The 2016 study visit will take place** on Friday 21st October, at St.George's Theatre, Great Yarmouth. Timings have not been finalised, but the day is expected to run from 9am until 2pm.
- 2.2 **The agenda** is being developed by a delegation of the NTW partnership and NTW practitioners. The format will include introductions to the NTW programme philosophy and operations, year one outputs and outcomes, progress on overarching aims, case studies and practice insights across the delivery areas, presentation on wider GY linked delivery, and a Keynote speaker connecting delivery to the broader Stronger Communities agenda and the UN Sustainable Development Goals. There will also be the opportunity to go on project visits.
- 2.3 **The study visit has been aligned**, in content and in timing, with the 2016 Cultural Heritage Conference. Scheduled for Thursday 20th October, this national conference (also being held at St. George's) will pay reference to the importance of connecting conservation and heritage initiatives to tangible opportunities within communities, place based regeneration, and ultimately stronger communities. The BLF locality manager will be presenting at both the conference and the study visit to consolidate understanding of the connection between the agendas. A community groups networking event has also been scheduled for the evening of 20th, coinciding with the launch of the Arts and Cultural strategy, providing an additional bridge between the events plus an opportunity for delegates from either event to gain insight into grass

roots activity.

- 2.4 **Wider alignment** has been considered, to reflect and draw links to the strategic objectives of key public sector partners, including those of the GY&WCCG, Public Health, Early Help, etc.
- 2.5 **Registration and promotion**, for either or both events, is through 'Eventbrite' online event promotion site. This provides an easy way for delegates to register, and for us to promote the event and manage requests. Further publicity and promotion will be achieved through established networks and through re-engagement of previous delegates. A 'save the date' notice has been circulated amongst networks, and following interest and previous attendances, the delegation is expected to have regional and national representation, including the Chairperson of the Big Lottery Fund.
- 2.6 **Recommended attendance from GYBC** includes both councillors, it is suggested that this includes the Chair and Vice-Chair of the Housing and Neighbourhoods Committee and the appropriate member of EMT, who will be encouraged to give a welcome address, to participate in leading discussion on strategic areas (such as future investment, or resource alignment), and to provide closing remarks.

3. **FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications as the budget for the study visit is set within the overall budget for NTW, provided through the Big Lottery Fund.

4. **RISK IMPLICATIONS**

- 4.1 The visit will be of minimal risk as, to date, all delivery objectives for year one have either been met or are on track to being met. The information shared at the study visit will therefore be positive, and be very likely to be received positively.

5. **CONCLUSIONS**

- 5.1 The study visit will provide the key opportunity to promote and share the developments and outcomes of the high profile NTW programme in Great Yarmouth. It also provides a significant opportunity to explore and progress place based leadership for the borough. The outcomes from the first complete year of NTW delivery will also be presented to the relevant GYBC committee.

6. **RECOMMENDATIONS**

- 6.1 The Housing and Neighbourhoods Committee is asked to note the contents of this briefing.

7. BACKGROUND PAPERS

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:	Through EMT
Existing Council Policies:	Corporate Plan
Financial Implications:	As above
Legal Implications (including human rights):	None identified
Risk Implications:	As above
Equality Issues/EQIA assessment:	None identified
Crime & Disorder:	None identified
Every Child Matters:	None identified



OVERVIEW OF PUBLIC SPACE PROTECTION ORDERS

WHAT ARE PUBLIC SPACE PROTECTION ORDERS?

Public Space Protection Orders (PSPO's) have been introduced as part of the reforms made under the Anti-social Behaviour, Crime and Policing Act 2014. They are designed to replace and streamline a range of powers such as byelaws and Orders which have historically been available to local authorities to deal with anti-social behaviour.

PSPO's are designed to target a range of anti-social behaviour that adversely affects other people using the same public space including dog control. Historically Byelaws and more recently Dog Control Orders were made to cover a number of offences including dog fouling, banning dogs from sites and requiring dogs to be kept leashed.

In 2005 The Clean Neighbourhoods Act was enacted which included Dog Control Orders and as a result no new Byelaws relating to these offences could be made – although any existing Byelaws could still be enforced.

Unlike a Byelaw which had to be confirmed by the Secretary of State, Public Space Protection Orders can be made locally but consultation must be carried out with the Chief Officer of Police and appropriate community representation. Unlike Dog Control Orders which could also be implemented by secondary authorities PSPO's can only be implemented by primary authorities. PSPO's last for duration of three years at which time they must be reviewed and renewed if they are still required.

WHY ARE WE CHANGING?

The Borough Council began a review of its dog control measures in 2013. At this time legislation for dog control came under The Clean Neighbourhoods Act 2005 through powers called Dog Control Orders. It was during this review that the Government announced that these Dog Control Orders were to be repealed and

replaced with the Public Space Protection Orders. As a result of this the Borough Council halted the review until the implementation of the new legislation.

Prior to this the last review of dog law within the Borough took place in 1996 and most Byelaws pre-date this. Many of the Byelaws still in place were made over a period of many years and as a result there is inconsistency between them, for example the maximum penalty taking a dog onto a site covered by a dog ban ranges from £50 through to £500 dependent on the location and when the Byelaw covering the site was made. As a review has not taken place for a number of years, many sites requiring some form of dog control on it are not covered and other sites have control measures no longer appropriate or needed.

PUBLIC SPACE PROTECTION ORDER TYPES AND OFFENCES

Public Space Protection Orders are designed to address a range of anti-social behaviour that affect people whilst in the public domain. The test for the local authority to make a PSPO is that it must be satisfied on reasonable grounds that two conditions are met-

1. Activities carried out in the public place are having, have had or will have a detrimental effect on the quality of life of those in the locality

and

2. Activities are or are likely to be persistent, unreasonable and justify the restrictions imposed by the order

PSPO's can only apply to public place i.e any place to which the public, with or without payment, have access to as of right or by permission.

Specifically relating to dog control individual measures available to Local Authorities under PSPO's are the similar restrictions as what could previously be made as Dog Control Orders.

These are:-

- Failing to Remove Dog Faeces – Similar to the designation order made under The Dogs (Fouling of Land Act) 1996 which currently covers the Great Yarmouth Borough. An offence is committed where the person responsible for a dog fails to clear up forthwith after a dog has fouled on most public land and private land to which the public have access and is open to the air. Land types

previously exempt from being designated can now be covered – including agricultural land, woodland, marshland, moorland, common and heath land and roads with a speed limit of 50mph or above.

- Dogs on Lead Requirement – Makes it a requirement that when using a location with such an order on that all dogs must be kept leashed.
- Dogs on Lead Request – Enables authorised officers, on land which such an Order covers, to require that a dog is leashed and kept leashed. This is designed to be used where a dog is causing a nuisance or a hazard to itself or other users.
- Dog Bans – Bans dogs from entering a site covered by such an Order. This is most likely to be used in connection with children's playgrounds.
- Specifying Maximum Number of Dogs – Puts a limit on how many dogs can be walked by one person on land covered by the Order. This was mainly introduced for inner city parks where professional dog walkers are more prevalent. DEFRA suggest that when considering such an Order expert advice is that the maximum number of dogs that a person can control is six.

Additionally, as PSPO's are more flexible than the previous Dog Control Orders a PSPO can also be used:-

- To put in place other restrictions or requirements to prevent any other activity that is considered to have a detrimental effect on the quality of life of those in the area or locality, or is likely to have such an effect.

This does mean that other dog control restrictions can be introduced which are outside of the usual prescribed measures such as bans or leash requirements. However, any other restrictions which are introduced must be reasonable and not arbitrary.

There are exemptions that should be considered when making a PSPO such as those people with disabilities who make use of trained assistance dogs. Guidance would suggest that anyone using any type of assistance dog is not subject to a Banning Order in respect of their assistance dog, and anyone other than a registered deaf person (whose disability will not prevent him or her from being aware of and removing dog foul) is exempt from any Dog Fouling Control Order. Additionally PSPO's should not restrict the normal activities of working dogs.

Penalties for a breach of a PSPO is a fine of up to £1,000 upon prosecution or, as an option, a Fixed Penalty Notice can be offered – for Great Yarmouth this is currently set as £80 or reduced to £60 if paid within ten days.

BOROUGH COUNCIL PROPOSALS

It is intended to have an overarching Borough-wide 'Dog Fouling PSPO' which will cover all land that can be designated. Additionally, a Borough-wide 'Dog on Lead Request PSPO' has been proposed allowing officers to deal with accompanied dogs causing nuisance across the borough – this is an expansion on current Byelaws which only allows officers to do this on specific sites. The Borough Council then has more site specific proposals for Orders relating to dog bans or lead requirements to be placed on fenced play areas, the main tourist beaches and adjoining promenade and cemeteries. There are no current proposals by the Borough Council to implement an Order relating to the maximum number of dogs that can be walked on a specific site. The Borough Council's proposals are listed in Appendix 1.

PARISH AND PRIVATE LAND PROPOSALS

Consultation on dog control was sent out to Parish Councils in 2015 and provided them the opportunity to propose dog control measures they feel would be appropriate on land they own or on publically accessible privately owned land within their area, where they have received the landowners consent to make the proposal. Parishes were given the option to propose Orders relating to a 'Dogs on Lead Requirement', a 'Dog Ban', 'Specifying the Maximum Number of Dogs' or proposing another form of dog control measure which is considered reasonable. The proposals received from the Parishes are listed in Appendix 2. At the very early stages of the review we also received a request to implement a dogs on lead requirement from English Heritage on the Caister Roman Fort site also listed in Appendix 2.

OTHER PROPOSALS

Since the Parish Consultation took place we have received a number of other suggestions and proposals from members of the public and private land owners. These proposals will be fed into comments and information obtained during the other consultations we are undertaking and any which are considered viable will be put forward with our own proposals for consideration.

THE PROPOSAL PROCESS

To implement a Public Space Protection Order consideration must first be given to balance the needs of dog owners against the interests of those affected by the activities of dogs, and that the Order is necessary and proportionate. Failure to do this can leave the Order vulnerable to challenge in the Courts. For example, introducing a banning order on the only local open public space may not be appropriate if this is the only area available for dog walkers to exercise their pets. Consideration must also be given to how the Order will be enforced – whilst the Borough Council will take action where evidence is provided of an offence, it does not have the resources to provide regular patrols of sites identified for Orders by Parish Councils. Parishes needed to show that they are able to carry out their own monitoring of sites whether through a community or parish warden or another appropriate person. The design of the site must also need to be considered as to how easy an Order will be enforced – fenced or enclosed land makes enforcing dog bans a lot easier and sites with natural or gated entrances can easily be signposted with the requirements of the Order.

Now that the Borough Council's main proposals have been collated the next step is the internal consultation to seek Departmental and Councillor views on any orders that may be felt additionally required. Once these have been collated a final 'draft' list of proposals will be presented to Environmental Committee along with a proposed Public Consultation that will be required to be carried out. If agreed by the Committee we will then carry out the Public Consultation. Once this consultation has taken place and consideration given to anything which comes out of it the list of proposals will be finalised and presented for a decision as to whether the Authority wishes to proceed with the Orders. Those measures that are deemed appropriate will also need to be considered and agreed by the Police.

The timetable for implementing PSPO's is as follows-

MONTH	ACTION
June/July	Member and Department Consultation
August	Draft PSPO and Public Consultation taken to Environmental Committee
September/October	Public Consultation
November	Final PSPO taken to Environmental Committee
December	Final PSPO taken to Council

April 2017	PSPO introduced
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APPENDIX 1

**GREAT YARMOUTH BOROUGH COUNCIL
PSPO PROPOSALS**

Dog FOULING

LOCATION	COMMENTARY
Boroughwide	Requirement to pick up after a dog has fouled

DOGS ON LEAD REQUEST

LOCATION	COMMENTARY
Boroughwide	Requirement upon request to leash a dog which is causing a nuisance

Dog BAN

LOCATION	COMMENTARY
GYBC owned or managed fenced Playsites, fenced Skateparks and Multi Use Games Area (MUGA)	Excludes a small number which are sited in communal areas which provide access to rear of properties. These sites will be covered by a dog on lead requirement
Runham Play Area	Whilst not fenced site is contained
Great Yarmouth Central Beach (between two piers)	Ban to be in place from 1 st April to 30 th September
Gorleston Beach (from breakwater to ravine)	Ban to be in place from 1 st April to 30 th September
Gorleston New Cemetery, Oriel Avenue	
Gorleston Old Cemetery, Magdalen Way	

DOGS ON LEAD REQUIREMENT

LOCATION	COMMENTARY
Elder Green Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Herford Way Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Pine Green Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Clarendon Close North Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Clarendon Close South Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Dorset Close Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Howard Street South Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
King Street Multi Use Games Area (MUGA)	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Sidney Close Play Area	Sited in communal areas which provides a rear access to properties so ban would not be appropriate
Promenade adjacent to Great Yarmouth Central Beach (between two piers)	Leash requirement to be in place from 1 st April to 30 th September
Promenade adjacent to Gorleston Beach (from breakwater to ravine)	Leash requirement to be in place from 1 st April to 30 th September
Great Yarmouth Cemetery Old	
Great Yarmouth Cemetery New	



APPENDIX 2

PARISH PSPO PROPOSALS

PARISH	PROPOSAL
Belton with Browston	Dog Ban - Bland Corner
	Dog Ban - New Road Playing Field
Bradwell	Dogs on Lead Requirement - Green Lane
	Dogs on Lead Requirement - Generation Wood
Burgh Castle	Dogs on Lead Requirement - Roman Fort
	Maximum Number of Dogs being Walked - Roman Fort
	Dogs on Lead Requirement- Porters Loke
	Dogs Ban - Church Lane Playing Field
Hemsby	Dog Ban - Waters Lane Playing Field
	Dog Ban - Hemsby Burial Ground
	Dog Ban - Amenity Area Pit Road
Hopton	Dog Ban - St Margarets Ruins
Martham	Dog Ban - Martham Playing Field
Ormesby St Margaret	Dog Ban - Edgar Playing Field
	Dogs on Lead Requirement - Burial Ground
Repps with Bastwick	Dog Ban - Repps Playing Field
	Dog Ban - Allotment Garden
Thurne	Dog Ban - St Edmund Church Parish Graveyard
	Dog Ban - Thurne Playing Field
Winterton	Dogs on Lead Requirement - Allotments Black Street
	Dogs on Lead Requirement – Land next to Village Hall
	Dogs on Lead Requirement - Somerton Road Playing Field

PRIVATE LAND OWNER PSPO PROPOSALS

LANDOWNER	PROPOSAL
English Heritage	Dogs on Lead Requirement – Caister Roman Fort

Subject: Better Care Fund Locality Plan – Making the Plan Operational

Report to: Housing & Neighbourhoods Committee 15th September 2016

Report by: Vicky George Group Manager Housing Health & Wellbeing

SUBJECT MATTER/RECOMMENDATIONS

This report details the next steps in making operational the Better Care Fund locality plan. It seeks approval to commence the recruitment process to engage two officers who will be crucial to the delivery of the plan and achieving the capital spend. In addition it outlines a new fee structure to be applied to both this project and the works undertaken by the Safe at Home, Home Improvement Agency and requests that Housing & Neighbourhoods Committee recommend to full Council approval of the schedule of fees.

1. INTRODUCTION/BACKGROUND

This report follows on from the report to EMT and Housing & Neighbourhoods Committee in July, which endorsed the Better Care Fund/Disabled Facilities Grant Locality Plan.

This report sets out the next steps to making the plan operational and seeks approval to commence recruitment and to recommend that full council approve the schedule of fees.

2. MAKING THE BCF PLAN OPERATIONAL

A small strategic working group has been established to oversee the initial set-up. The working group has met and considered the additional staff resource required to deliver the plan and also schedule of fees, which will be charged to pay for the service delivered.

Staffing

Two additional temporary posts will be required to deliver the plan, a Project Officer (full-time) and an Administrative Officer (25 hours p/w). The posts will initially be recruited for one year.

Job descriptions and person specifications for these posts are attached to this report. The grades of the posts are still subject to job evaluation but for the purposes of establishing a base revenue budget, grades seven and five have been used.

Schedule of Fees

The working group has agreed a schedule of fees, which have been calculated to ensure the cost of the service, can be met by attributing eligible revenue costs to capital

A schedule of fees has been calculated based on time spent to get a job on site. This has been shared with the Capital Accountant to ensure that it complies with the guidance concerning revenue costs that can be attributed to capital

The resulting fees are a combination of a flat fee plus 12.5% of the cost of works. The table below sets out the schedule of fees

	Base Fee
BCF works to the value of £1,000	£200
BCF works to the £5,000	£250
DFG works (average cost £5,300)	£350

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. As a result of this work Safe at Homes fees will rise from 10% of the value of the works or 12.5% if plans are required; to a base fee of £350 plus 12.5% of the value of the works or if plans are required £350 plus 15% . Stair-lifts costing less than £1,500 will remain at the flat fee of £150.

There is a difference in the flat rate fee for BCF works and DFG works because we have made the assumption 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

A draft revenue budget for the BCF scheme is attached, which shows that the revenue cost would be in the region of £75,028 per annum. A fee structure would provide an income stream to offset against the revenue expenditure. The fee structure calculated for the purpose of BCF would apply to Safe at Home, which result in a net increase to income of approximately £50,000 based on 2015/16 figures for works completed.

Capital

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

The BCF/DFG Locality Plan set out the issues with achieving this level of spend on DFG alone, owing to the particular circumstances surrounding staff resource at this time. 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 are some financial risks and these are listed below together with the mitigation:

Risk	Mitigation
Failure to realise demand for this project resulting in reduced fee base to offset the revenue costs of service delivery.	<ul style="list-style-type: none">• Optimising demand by taking referrals from a cross-section of front-line services• There is more than enough work within the DFG arena at present so while the service is getting off the ground the Project Officer will be able to assist with this work and earn fees.• Additional staff resource is temporary and the contracts can

	be terminated with a month's notice should the demand not be realised.
Failure to spend the higher BCF DFG allocation could lead to reduced allocation in future years. This in turn will impact on the Councils ability to deliver the statutory function of DFG and may result in the need to undertake additional borrowing to fund the service in future.	<ul style="list-style-type: none"> • The agreed BCF locality plan setting out different approaches to maximise potential spend • Additional staff resource to ensure demand is more swiftly dealt with and fees are realised.

5. **CONCLUSIONS**

The Council has the statutory responsibility for delivering DFG and has always spent the grant from central government and used permitted borrowing to ensure the statutory obligation can be met. The increased allocation for 16/17 is welcomed but brings with it challenges because there is no additional revenue resource. By establishing a fee base the revenue costs for delivering both DFG and the BCF scheme can be met. Although there may be a shortfall initially it is envisaged that once the BCF scheme is established the service will become self-funding via fees and potentially could return a surplus.

It is important that the Council spends the allocation or gets as close to it as possible in order to protect future years allocations and in doing so minimise the need for additional borrowing to deliver this statutory service.

6. **RECOMMENDATIONS**

Approve recruitment to the new posts.

Recommend to full Council that they approve the schedule of fees for both BCF and DFG elements of work

7. **BACKGROUND PAPERS**

- Job Description - Better Care Fund Project Officer
- Job Description – Better Care Fund Administrative Officer
- Draft revenue budget for Better Care Fund Project

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

GREAT YARMOUTH BOROUGH COUNCIL

POST NO.

BETTER CARE FUND PROJECT OFFICER

JOB DESCRIPTION

GROUP:	Housing Health & Wellbeing
SECTION	Private Sector Housing
RESPONSIBLE TO:	POST NO 308 – Senior Projects Officer
GRADE:	Subject to JE (Fixed Term (casual car user))

The Better Care Fund (BCF) project is a proactive prevention service aimed at vulnerable people where works of improvement or repair made to their homes would deliver a clear benefit to their health and wellbeing and subsequently reduce demand for services in the Health and Social Care sectors.

The BCF Project Officer will be responsible for providing comprehensive technical advice and assistance to vulnerable householders seeking help to repair, improve or adapt their homes, from initial application for assistance through to completion of works. The key aims are to:

- provide an efficient, client-based service for vulnerable people who need assistance in establishing, retaining or regaining independence through repairs/modifications or adaptations to their homes;
- help vulnerable clients including older people and people with a disability remain in their own homes;
- to help reduce the number of vulnerable households living in non-decent homes;
- provide a fast-track service to implement works or adaptations needed as part of a hospital discharge package or to prevent hospitalisation or admission to care;
- ensure effective co-ordination between health, social services and housing staff to provide effective delivery of home repairs/improvements and adaptations for vulnerable individuals.

Duties of the Post

1. To visit clients to ascertain their needs and eligibility.
2. To undertake detailed property surveys for the purpose of provision of repair/renovation or adaptation works to meet the clients' needs.
3. To assess the building work required bearing in mind the needs and aspirations of the client. Investigate ways of meeting the needs identified and make decisions as to whether it is reasonable and practicable to carry out appropriate works to the property.

4. Decide upon a course of action, prepare schedules of work, develop specifications and design drawings as appropriate for each property- Where appropriate submit Building Regulation and Planning applications, liaise with appropriate Officers, and obtain approvals. Appoint external consultants, (e.g. Structural Engineers, Surveyors) where appropriate. Ensure all works comply with the standards/requirements.
5. To provide initial estimates and obtain tenders from approved contractors for work. Check the tenders for accuracy and completeness, checking quantities, costs, specifications and plans. Act as the 'Client' and 'Principle Designer' in relation to CDM2015. Ensure proper contractual arrangements are made between the client and the builder and appropriate contractual documentation used. Calculate financial assistance to be offered.
6. To inspect and monitor building works to ensure that all works are carried out to the approved standard within budget and act on the applicant's behalf including advising, instructing and directing contractors on site. To keep the client and other interested parties informed of progress and respond as appropriate to issues they may raise.
7. To evaluate works in progress and make interim payments to contractors, obtain approval for any variations to the works, agree costings and secure additional funding if necessary.
8. To carryout final inspections, check contractors, defects liability' and final accounts to ensure works are completed within approved budget. Review the approval for financial assistance, prepare and process certificates of payments and completions for signature.
9. To liaise effectively with other technical officers and professionals within the Council (e.g., Planning, Building Control) and with other agencies in order to ensure that cases are progressed according to the project targets and priority systems.
10. To liaise with Norfolk Social Services and the Great Yarmouth and Waveney Clinical Commissioning Group in respect of works undertaken for vulnerable people under the project and to attend joint meetings as necessary to advise on technical and practical issues regarding these works .
11. To monitor contractor performance and provide feedback to the Programme Officer.
12. To monitor spend and liaise with the Programme Officer on budget related matters.
13. To maintain case notes, progress forms and accurately update computerised financial records and to contribute to the effective collection of performance statistics and financial monitoring.
14. To be responsible for the production of performance information including outputs and outcomes relating to the project and to provide progress reports to the partner agencies.
15. To keep up to date with developments in the construction and maintenance of buildings, changes in relevant legislation and regulations and to attend relevant seminars, courses and conferences as necessary.
16. To work in close cooperation with the BCF administration assistant in order to progress cases and work effectively.
17. To promote the project and to attend board meetings as required

18. To assist in the development of jointly agreed procedures within the Borough Council and with Safe at Home, Norfolk Social Services, Great Yarmouth and Waveney CCG and other agencies, as appropriate, and to participate in their implementation.
19. To undertake any other duties consistent with these listed above and appropriate to the grade of the post.

Draft

Employee Person Specification

Designation: BCF Project Officer (Technical Officer)		
Post No:		
Date August 2016	ESSENTIAL	DESIRABLE
Physical characteristics	<ul style="list-style-type: none"> ▪ Physical ability to undertake key tasks of post; e.g. <ul style="list-style-type: none"> ▪ drive ▪ inspect properties internally and externally ▪ use ladders and other surveying equipment as needed 	
Educational attainment	<ul style="list-style-type: none"> ▪ BTEC/HNC or equivalent qualification in a building related subject, plus two years relevant work experience or extensive and relevant work experience without relevant qualifications. 	<ul style="list-style-type: none"> ▪ Member of CIOB or RICS
Work experience	<p>Worked in construction related sector for a minimum of two years and has:</p> <ul style="list-style-type: none"> ▪ Practical experience of preparing specifications and detailed schedules of work. ▪ Practical experience of letting of contracts for building works. ▪ Practical experience of site supervision including liaising with contractors and statutory bodies. ▪ Experience of working with vulnerable households and dealing directly with the general public. 	<ul style="list-style-type: none"> ▪ Proven track record on delivering construction projects.
Knowledge & skills required	<ul style="list-style-type: none"> ▪ Practical experience in and application of 	<ul style="list-style-type: none"> ▪ Knowledge of relevant housing and

	<p>planning and building regulations and processes.</p> <ul style="list-style-type: none"> ▪ Ability to produce, to a professional standard schedules of works, specifications and drawings. ▪ Computer literate. ▪ Good verbal and written communication skills in dealing with public and colleagues at all levels, to include the ability to write clear concise user friendly letters and reports. ▪ Holder of a current driving licence. ▪ Ability to manage own case load effectively and to meet required targets. ▪ Good interpersonal skills. 	<p>construction related legislation</p> <ul style="list-style-type: none"> ▪ Working knowledge of Auto CAD ▪ Working in a multi-agency environment.
Aptitudes & interests	<ul style="list-style-type: none"> ▪ Willingness to undertake further training as necessary. ▪ Commitment to continued professional development. ▪ Ability to work as part of a team. ▪ Ability to work under pressure. 	
Disposition	<ul style="list-style-type: none"> ▪ Client orientated. ▪ Discreet, caring and enabling approach ▪ Highly motivated, committed to achieving project goals and joint working principles. ▪ Calm under pressure. 	
Motivation	<ul style="list-style-type: none"> ▪ High level of commitment and enthusiasm. 	

**BOROUGH OF GREAT YARMOUTH
POST NO :
BETTER CARE FUND ADMINISTRATIVE ASSISTANT**

JOB DESCRIPTION

DEPARTMENT:	HOUSING HEALTH & WELLBEING
SERVICE AREA:	PRIVATE SECTOR HOUSING
RESPONSIBLE TO:	BETTER CARE FUND PROJECT OFFICER
GRADE:	Subject to JE
HOURS:	25 p/w over 5 days (flexible to meet service demands)
FIXED TERM	Initially 6 months but could be up to 1 year

This post provides administrative assistance to the Better Care Fund Project Officer and supports the effective delivery of the Better Care Locality Plan for Great Yarmouth.

DUTIES

1. Receiving and deal with enquiries from members of the public both in person and by telephone, and explaining the assistance that could be provided.
2. Receive, assess and process applications for BCF Renewal Assistance
3. Liaise with the colleagues from both the statutory and voluntary sector to give advice & information relating to the BCF scheme.
4. Answering queries in the absence of the BCF Project Officer and arranging appointments on their behalf.
5. Carry out Test of Financial Resources calculation where applicable to establish a clients' contribution towards the cost of their works and advise them in writing of the result.
6. Liaising with contractors on the client's behalf to arrange minor works.
7. Issuing works orders to contractors
8. Deal with all correspondence relating to the BCF Renewal Assistance Scheme

9. Produce standard correspondence templates
10. Receive review and process contractors invoices
11. Responsible for devising and developing information resources and databases to hold information including client details, nature of the works and outcomes
12. Responsible for the collection, collation and regular production of performance monitoring information
13. Assist with promoting the project through a variety of mediums including GYBC website, production of information leaflets and presentations to colleagues across a range of organisations.
14. Attend meetings as and when required by the BCF Project Officer
15. To undertake any other duties consistent with those listed above and appropriate to the title and grade of the post.

Pro-forma Employee/Person Specification

Designation: BCF Administrative Assistant		
Post No:		
Date: August 2016	ESSENTIAL	DESIRABLE
Educational Attainment	2 GCSEs at grade A-C or equivalent qualifications in Maths & English	Business administration qualification
Work Experience	Experience of working in a busy office. Experience of dealing with the public. Worked with Microsoft Office applications especially Word and Excel.	
Knowledge & Skills Required	Efficient self-starter Good communication skills, verbal and written. Literate and numerate Good organisational and inter-personal skills Good knowledge Microsoft Office applications including Word & Excel. Keyboard skills	Knowledge of benefits system
Aptitudes and Interests	Ability to work on own initiative, assess priorities and plan own workload. Able to keep accurate records. Able to deal tactfully and helpfully with people in difficult and sometimes emotional situations. Ability to communicate effectively, either by telephone or in person and to advise people about procedures.	
Disposition	Client orientated Discreet, caring and enabling approach Motivated to achieving the project goals and joint working principles Reliable and conscientious. Can work under pressure.	
Motivation	High level of commitment and enthusiasm.	
Circumstances	A flexible approach to working hours and duties.	

Draft Revenue Budget

BCF REVENUE BUDGET		
ACTIVITY	BUDGET	COMMENT
Staffing Costs		
Staff	56578	
Staff other	10,000	Based on current similar revenue budget
Total staff costs	66578	
Other Costs		
Training	500	
Empees Neg Ins	500	
Protect Cloth	50	
Servs Specialist	2500	Will be recoverable against the grant
Postages	1000	
P & S General	1000	
Mobile Phones	400	
Car Allowance	2500	
Total other costs	8450	
TOTAL	75028	