

# Public Document Pack

Simon Young, Solicitor  
Head of Legal and Democratic Services



## COMMUNITY AND WELLBEING COMMITTEE

Tuesday 13 June 2017 at 7.30 pm

Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Community and Wellbeing Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Barry Nash (Chairman)  
Councillor Tony Axelrod (Vice-Chairman)  
Councillor Rekha Bansil  
Councillor Kate Chinn  
Councillor Hannah Dalton

Councillor Jane Race  
Councillor Humphrey Reynolds  
Councillor Jean Steer  
Councillor Clive Woodbridge  
Councillor Tella Wormington

Yours sincerely

A handwritten signature in black ink, appearing to read "S Young".

Head of Legal and Democratic Services

For further information, please contact Tim Richardson, 01372 732122 or [trichardson@epsom-ewell.gov.uk](mailto:trichardson@epsom-ewell.gov.uk)

### AGENDA

#### 1. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

#### 2. QUESTION TIME

To take any questions from members of the Public.

**Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.**

**3. MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 21 March 2017 (attached) and to authorise the Chairman to sign them.

**4. PRIVATE SECTOR HOUSING GRANTS ASSISTANCE POLICY** (Pages 9 - 36)

This report sets out the proposed private sector housing grants assistance policy. The policy relates to discretionary assistance that will be made available to vulnerable residents to enable them to remain healthy and safe within their own homes.

**5. USE OF ADVERTISING AROUND THE BOWLING GREENS** (Pages 37 - 44)

This report sets out proposals for the Home Ground Bowling Clubs to place advertising around the bowling greens during the bowling season as an extra source of income to the club.

**6. CORPORATE PLAN: YEAR-END PERFORMANCE REPORT 2016 TO 2017 AND PROVISIONAL TARGETS FOR 2017 TO 2018** (Pages 45 - 66)

This report provides a year-end update against our Key Priority Performance Targets for 2016 to 2017, under our new Corporate Plan and provisional targets for 2017 to 2018.

**7. OUTSTANDING REFERENCES** (Pages 67 - 70)

The references to Officers outstanding as at 13 June 2017.

**8. EXCLUSION OF PRESS AND PUBLIC** (Pages 71 - 72)

The Committee is asked to consider whether it wishes to pass a resolution to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**9. UPDATE ON CHARGING PROTOCOL - JUNE 2017** (Pages 73 - 78)

This report has not been published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. The report deals with information relating to the business affairs of the Council and the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

**Minutes of the Meeting of the COMMUNITY AND WELLBEING COMMITTEE held  
on 21 March 2017**

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**PRESENT -**

Councillor Barry Nash (Chairman); Councillor Tony Axelrod (Vice-Chairman);  
Councillors Rekha Bansil, Kate Chinn, Jane Race, Jean Steer, Peter Webb,  
Clive Woodbridge and Tella Wormington (as nominated substitute for Councillor Alan  
Sursham)

In Attendance:

Absent: Councillor Hannah Dalton and Councillor Alan Sursham

Officers present: Rod Brown (Head of Housing & Environmental Services), Ian Dyer  
(Head of Operational Services), Andrew Lunt (Head of Venues & Facilities), Brian  
Thompson (Interim Head of Financial Services), Simon Young (Head of Legal and  
Democratic Services), Russell Blackmur (Business Development Manager), Sarah Clift  
(Senior Countryside Officer) (Items 30 - 36 only), Stewart Cocker (Countryside  
Manager) (Items 30 - 36 only), Linda Scott (Community Services Manager), Samantha  
Whitehead (Streetcare Manager) and Tim Richardson (Democratic Services Officer)

**30 QUESTION TIME**

The Committee received one question from a member of the public with regard to the procedure for hiring facilities at Auriol Park, and noted that the Head of Operational Services would respond directly to the questioner with regard to this matter within one week.

**31 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors in items on this agenda.

**32 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 24 January 2017 were agreed as a true record and signed by the Chairman, subject to the following amendment:

That the word "Find" in Minute 23 be amended to read "Fund".

**33 HORTON COUNTRY PARK LOCAL NATURE RESERVE MANAGEMENT PLAN 2017-2117**

The Committee received a report requesting the approval and adoption of the updated management Plan 2017-2117 for Horton County Park Local Nature Reserve. It was noted that whilst the Plan was 100 years in scope, it would be reviewed every 10 years.

Following consideration, the Committee:

- (1) Adopted the updated 2017-2117 Horton Country Park Local Nature Reserve Management Plan as Council policy.
- (2) Agreed to receive an Annual Review of costs and funding associated with the Plan.

**34 THE HOGSMILL LOCAL NATURE RESERVE MANAGEMENT PLAN 2017-2117**

The Committee received a report requesting the approval and adoption of the updated management plan 2017-2117 for the Hogsmill Local Nature Reserve.

Following consideration, the Committee:

- (1) Adopted the updated 2017-2117 the Hogsmill Local Nature Reserve Management Plan as Council policy.
- (2) Agreed to receive an Annual Review of costs and funding associated with the Plan.

**35 LOCAL BIODIVERSITY ACTION PLAN - ANNUAL UP-DATE 2016**

The Committee receive a report providing an update on progress in implementing the Epsom and Ewell Local Biodiversity Action Plan 2010-2020.

The following matters were considered:

- a) Influence on planning policy. The Committee noted the success of the Biodiversity Action Plan in influencing planning policies within the Borough, and in particular with regard to housing density, and commended officers for their work to achieve this.
- b) Priest Hill Nature Reserve – impact of restructuring of Surrey Wildlife Trust. The Committee noted that following a reduction in funding provided by Surrey County Council, Surrey Wildlife Trust was being restructured. The Countryside Manager informed the Committee that whether this restructuring would affect the management of the Priest Hill site was not known, but that the Biodiversity Action Plan would continue to provide an annual update on it.

Following consideration, the Committee:

- (1) Noted progress during 2016 in implementing the Epsom and Ewell Local Biodiversity Plan.

### 36 PARK MANAGEMENT PLANS

The Committee received a report presenting five-year management plans for Auriol Park and Alexandra Recreation Ground, and the results of recent visitor surveys to both parks.

The following matters were considered:

- a) Toilet facilities in parks. The Committee was informed that officers viewed the reopening and provision of toilets in parks as being a matter which fitted closely with the operation of café facilities, and would discuss the matter with operators as appropriate. This would be the case in Auriol park, for which a café operator had recently been approved. In parks with no existing café/toilet facilities, the possibility of mobile units would be considered should a suitable application be received by the Council.
- b) Management plans for other parks. The Committee was informed that it was intended to produce management plans for all of the Borough's parks and recreation grounds, and that officers hoped to produce two per year. It was noted that a management plan for Poole Road Recreation Ground (King George V field) was anticipated to be amongst those produced next.
- c) Green flag status. The Committee was informed that it was not intended to apply for Green Flag status for all of the Borough's parks due to the cost of doing so. This was £400 for each application, and officer time to manage the process. Officers informed the Committee that through the introduction of management plans for all parks and recreation grounds, it was intended to bring all sites up to "Green Flag status", without formally applying for the award.
- d) Parking at Alexandra Recreation Ground at weekends. It was noted that officers would look into problems of congestion created by parking for sporting events at Alexandra Recreation Ground at weekends.
- e) Amendments to managements plans. The Committee was informed that a number of minor amendments to the Auriol Park and Alexandra Recreation Ground Management Plans had been received prior to the meeting and would be made to them, but that they were not detailed in the agenda documents. The Plans were intended to be 'live' documents and would receive future updates as relevant.

Following consideration, the Committee:

- (1) Approved the 2017 - 2021 park management plans for Auriol Park and Alexandra Recreation Ground.

**37 COMMUNITY TRANSPORT AND LONGMEAD CENTRE**

The Committee received a report updating it on changes to the Routecall service, and proposing the rebranding of the Council's Community Services operations and Longmead Centre.

The following matters were considered:

- a) Rebranding of the Longmead Centre. The Vice-Chairman proposed that the Longmead Centre be rebranded as the "Community and Wellbeing Centre" rather than the "Epsom and Ewell Community and Wellbeing Centre" as proposed in the report, to make it more simple to communicate.

The Committee noted that without reference to "Epsom" or "Ewell" in the name, it might be difficult to identify the Centre via an internet search. However, the Committee felt that most users would include either "Epsom" and/or "Ewell" as standard when carrying out an internet search, and that this would avoid the issue. Additionally, it was considered that the Epsom & Ewell Borough Council crest/logo could be included in branding to clearly identify it.

The Vice-Chairman informed the Committee that by rebranding the Centre, it would be more clearly identified with the services it provided. The Committee was also informed that the Centre's new name would assist in applications for wellbeing related external funding, and clearly communicate the support provided by the Council for the health and wellbeing of residents.

Following consideration, the Committee:

- (1) Noted the progress on implementing the recommendations of the Scrutiny Review of Routecall.
- (2) Agreed to the rebranding of the services within the Community Services operation, as detailed in section 4 of the report.
- (3) Requested the Audit, Crime & Disorder and Scrutiny Committee to undertake a review of the rebranded Community Services in April 2018.
- (4) Agreed to the changing the name of the Longmead Centre to the "Community and Wellbeing Centre".

**38 SUPPLEMENTARY FEES & CHARGES**

The Committee received a report requesting approval of supplementary fees for Epsom Playhouse, the Ebbisham Centre and Ewell Court House that were omitted from those agreed by the Committee in January 2017.

Following consideration, the Committee:

- (1) Agreed the fees and charges as set out at Annexe 1 and Annexe 2 to the report, effective from 1 April 2017.

#### 39 OUTSTANDING REFERENCES

The Committee received and noted the outstanding references to Officers. It was noted that the item titled "Business case for improvement works to Bourne Hall-internal configuration" would be removed from the outstanding references following this meeting, as it was a long-term objective, and unlikely to be presented to the Committee in the near future.

#### 40 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

#### 41 HIGHER NEEDS DAY CARE WITHIN WELLBEING CENTRE

The Committee received a report setting out a model for the future provision of higher needs day care at the Longmead Centre (to be renamed the Community and Wellbeing Centre – see minute number 37 above).

Following consideration, the Committee agreed:

- (1) To continue to provide higher needs day care within the Wellbeing Centre.
- (2) To a daily attendance fee for higher needs day care of £40 excluding travel and meals.
- (3) To continue to provide wellbeing support by 'appointment only' within the Wellbeing Centre.

*The meeting began at 7.30 pm and ended at 9.07 pm*

COUNCILLOR BARRY NASH (CHAIRMAN)

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**PRIVATE SECTOR HOUSING GRANTS ASSISTANCE POLICY**

Report of the: Head of Housing & Community  
Contact: Debbie Firmo  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required:  
Annexes/Appendices (attached): Annexe 1 - Private sector housing grants assistance policy document  
Other available papers (not attached):

**REPORT SUMMARY**

**This report sets out the proposed private sector housing grants assistance policy. The policy relates to discretionary assistance that will be made available to vulnerable residents to enable them to remain healthy and safe within their own homes.**

**RECOMMENDATION (S)**

**(1) That the Committee approves the private sector housing grants assistance policy.**

**1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

1.1 Establishing this policy would support the key priority of supporting our community by maintaining and improving the health and well-being of vulnerable residents. Improving housing conditions will have a positive impact on those residents who are vulnerable and may not be able to carry out necessary repairs or adaptations to their home to keep them safe, warm and independent.

**2 Background**

2.1 The Council operates mandatory Disabled Facilities Grants (DFGs) which is a statutory function contained within the Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

- 2.2 The Regulatory Reform Order 2002 (RRO) gives the Council a general power to introduce a policy for assisting individuals with renewal, repairs and adaptations in their home. The Council is required to set out and adopt a Housing Assistance Policy, outlining any discretionary grant assistance to be made available to residents.
- 2.3 Capital funding for DFGs is now included in the Surrey Better Care Fund (BCF) allocation. Unlike previous years, the DFG budget is now at a level where additional grants can be offered and the proposed discretionary policy costs will be met from this budget alone. It is therefore proposed that the committee agrees to adopt a housing grants assistance policy (attached at Annexe 1).
- 2.4 The provision of grant assistance to vulnerable households will strengthen and improve partnership working with internal and external partners, such as Surrey Police, Social Services, Citizen Advice Bureau, Age Concern (Epsom & Ewell) and our community services. It will enable us to assist residents most in need and to help them remain in their own homes without risk to their health and safety.
- 2.5 Although we have had the power to provide discretionary grants since 2008, we have not had the resources to develop the DFG programme and expand grant delivery. Now that the mandatory grant programme has been considerably expanded nationally from £220m in 2015/16 to £421m in 2017/18, we are in a position to assist those vulnerable residents in need of help who do not fall within the mandatory DFG criteria, whilst maintaining our statutory requirement to provide a DFG.

### **3 Proposals**

- 3.1 This policy sets out in greater detail our priorities and how we intend to accomplish them. It outlines a summary setting out four priorities for providing financial assistance to residents across the borough. Appendix D of Annexe 1 outlines the existing mandatory DFG and the five new proposed discretionary grants that the Council intends to offer and sets out specific eligibility criteria and conditions relating to each grant.
- 3.2 The policy's starting point is that, in relation to discretionary assistance, responsibility for maintaining private property rests initially with the owner. The Council's resources will be targeted at vulnerable occupiers where it can be demonstrated that other financial options are not available.
- 3.3 A full definition of vulnerable households is set out in Appendix A of Annexe 1.
- 3.4 All applications will be considered on their merits and there will be discretion by the Licensing, Grants and HIA Manager, in exceptional circumstances to provide assistance to those who fall outside the prescribed criteria.

#### **4 Financial and Manpower Implications**

- 4.1 The discretionary grants will be run at no capital cost to the Council. The funds will be met from the DFG budget which is now met from the Surrey Better Care Fund allocation.
- 4.2 The DFG budget for 17/18 is £729,709.00 which includes this year's allocation of DFG grant of £588,304 plus any amounts carried forward from last year as the grant is not restricted by financial year. The Council's Capital Programme will be adjusted for the 2017/18 allocation to reflect the underspend from 2016/17. For information the actual expenditure in 2016/17 was £458,000. Where works under the programme are subject to fees being levied from the Home Improvement Agency (HIA) then the revenue will be recycled to future grant programmes.
- 4.3 Chief Finance Officer's comments: Funding for these grants will be provided externally via the Surrey Better Care Fund allocation. There are no resource implications for the Council apart from officer support which is from existing approved Council budgets.

#### **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 The Council has a general duty under the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- 5.2 Having 'due regard' means consciously thinking about all three aims of the general duty as part of the decision making process at all levels. This means that equality issues must influence the decisions the Council takes both as an employer and as a deliverer or commissioner of services.
- 5.3 **Monitoring Officer's comments:** The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 ("RRO") give local authorities powers to provide assistance to any person in order to adapt, improve and repair living accommodation. Assistance can be provided in any form and may be either unconditional or subject to conditions. Before exercising this power, the Council must adopt and publicise a policy. The policy must be followed when exercising the Council's powers under the RRO. If officers use any discretionary powers, these should be clearly documented. Where assistance is provided under the RRO, a legal charge can be registered at the Land Registry to secure repayment of the assistance given if the property is sold within a set period. All owners will need to sign a legal charge document and the charge should be registered at the Land Registry prior to any assistance being provided in order to protect recovery of the grant. A legal charge document will need to be drawn up by Legal Services prior to any assistance being granted in excess of £1,000 as per the proposed policy.

#### **6 Sustainability Policy and Community Safety Implications**

- 6.1 None directly related to this report.

## **7 Partnerships**

7.1 Existing partnership arrangements would not be impacted.

## **8 Risk Assessment**

8.1 Enhanced funding under the BCF will run into 2019/20. From April 2020 the situation is not known, however budgets will be consistently monitored throughout to ensure financial constraints are adhered to and policy reviewed as appropriate.

## **9 Conclusion and Recommendations**

9.1 It is recommended that the Committee agree to establish a private sector housing grants assistance policy, as detailed within this report.

**WARD(S) AFFECTED: (All Wards);**



# **Epsom & Ewell Borough Council**

# **Private sector housing grants assistance policy 2017**

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## 1. Introduction

Housing is a key determinant of health and poor housing is directly linked to poor health. This policy sets out how Epsom & Ewell Borough Council (“the council”) will provide financial assistance to support the provision of decent, healthy and safe housing within the borough.

These plans set out the council’s vision, priorities and values, which include commitments to:

- supporting our community
- customer focus
- forward thinking

The policy will support working with partners to provide the right services to our residents to reflect an integrated approach to health, social care and housing,

The council’s obligations, powers and duties in relation to the financial assistance for repair and adaptations are contained within the Housing Grants, Construction and Regeneration Act 1996 and The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

Capital funding for the Disabled Facilities Grant is now included in Surrey Better Care Fund (BCF) allocation. Home adaptations provision can contribute to meeting BCF conditions and targets. There is good evidence on the cost effectiveness of aid and adaptations to improve quality of life.

The policy’s starting point is that, in relation to discretionary assistance, responsibility for maintaining private properties rests firmly with the owner in the first instance. It is important that the council’s resources are targeted effectively at vulnerable occupiers where it can be demonstrated that other financial options are not available. At the same time, the council will seek to provide information and advice to households and owners as to other ways in which to fund improvements where appropriate, such as tapping into equity tied into the property, leveraging in other investment or taking up nationally-run schemes.

Discretionary financial assistance will be targeted at vulnerable households. A full definition of vulnerable households is set out in Appendix A; essentially assistance will be targeted at those who may be particularly at risk of suffering health and

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safety problems as a result of poor housing conditions in situations where they do not have the resources or support to undertake remedial action themselves and who meet the eligibility criteria.

All applications will be considered on their merits and there will be discretion in exceptional circumstances, to provide assistance to those who fall outside the prescribed criteria, for example their savings have been earmarked for imminent care needs.

This policy will be available via the council website and at the council offices and will be reviewed periodically.

## **2. Conditions**

To deliver the aims and priorities detailed within this policy, the council will implement the housing assistance schemes as set out in point three during the life of this policy.

The availability of any discretionary scheme is dependent on the council's funding being available and schemes may be withdrawn at any time and without notice.

Where assistance is provided the council will, where possible, seek to recycle funding so that it may be re-used for the benefit of residents in the future. For discretionary grants, where applicants are home-owners, the grant amount will be registered as a legal charge against the property and will be repayable on the sale of the property. This will again ensure that the council's funding is recycled for the benefit of future residents.

Where the Home Improvement Agency services are engaged, an agreed fee will be applied and payable within the grant sum.

Where time bound limits have been referred to in the policy, in exceptional circumstances, these may be waived.

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### **3. Summary of grant assistance available**

Hardship fund – this scheme approved by the Community and Wellbeing Committee on 7 April 2017 will run alongside the grant assistance in this policy.

The following outlines the forms of assistance available and appendix D provides the details of each scheme.

#### **Priority 1 - To assist disabled and vulnerable residents to remain in their homes through the provision of aids and adaptations.**

##### **Mandatory disabled facilities grant:**

To assist disabled and vulnerable residents to remain in their homes through the provision of aids and adaptations

The health and well-being of disabled and vulnerable residents is often compromised due to their homes not meeting their specific needs, and this can impact on their ability to live with dignity within their homes.

The council has a statutory obligation to administer mandatory Disabled Facilities Grants (DFGs) to provide aids and adaptations to enable disabled residents to live independently within their own homes.

The eligibility requirements, scope of works, and the general requirements governing mandatory DFGs are prescribed and the council is unable to deviate from these requirements.

The council is required to administer DFG's to all eligible applicants irrespective of their tenure, and the council aims to work collaboratively with housing associations to fund aids and adaptations within social housing.

In some cases the use of DFG's is able to assist with reducing the length of stay in hospital and facilitating a quick return to home. This also reduces the demand for residential care placements

##### **Disabled facilities support grant – discretionary financial assistance**

In some cases, the extent of the aids and adaptation required is extensive; the total cost may exceed the statutory maximum amount available under the DFG regime. Where the additional funding cannot be found via other relevant sources such as

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SCC, housing associations or the disabled resident, this grant will be available to ensure that the DFG is completed wherever possible. This grant will also apply where some means tested contributions cannot be found.

Assistance will also be available to offer the ability for a disabled resident to move home to reduce the level of aids and adaptations required to support their continued independence, for example by moving from a house to a level access bungalow.

### **Disabled facilities support grant – discretionary works**

To provide discretionary assistance to residents who are in receipt of a DFG to improve well-being through the provision of aids and adaptations that are not eligible for assistance through the DFG.

The mandatory DFG regime sets out the specific works that are eligible for grant assistance. In some cases the mandatory scheme does not provide the full range of adaptations that enable disabled residents to live their lives to the full. For example where a disabled person works from home and need wheelchair accessible office space or to facilitate full access to gardens to improve well-being.

### **Priority 2 – to assist vulnerable residents to feel safe and secure in their homes.**

#### **Safe and secure grants**

To assist vulnerable households to carry out a wide range of minor adaptations, small repairs and security measures to reduce risks and accidents around the home and promote independent living and assist with hospital discharge or prevent hospital admission. Works can include small building repairs, minor adaptations, general home safety checks and remedial actions, falls and accident prevention checks and remedial actions such as repairing floor coverings, security checks, installing locks, chains and spyholes.

### **Priority 3 - To improve the health and well-being of residents by removing unnecessary health and safety hazards in their home**

#### **Major works grant**

To provide discretionary assistance to remedy unacceptable health and safety hazards, ie a category 1 or significant category 2 health and safety hazard, within

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the homes of eligible residents to improve their health and well-being and reduce the negative impact on health services that result from poor housing conditions. Examples of work would be to remedy dampness and mould, defective/faulty wiring or heating.

#### **Priority 4 – To improve the health and well-being of residents by promoting affordable warmth.**

##### **Warm at home**

To improve the health and well-being of residents by promoting affordable warmth through home energy efficiency. Examples of work would include cavity wall insulation, loft insulation, condensing boilers and heating systems.

Each year in excess of 20,000 people die unnecessarily as a result of living in cold homes. In extreme cases the inability to afford to heat the home results in cold temperatures that creates hypothermic conditions, however for many individuals (particularly older persons) cold homes result in trips, slips and falls and other injuries resulting from cardiovascular, circulatory diseases and respiratory disease. Aside from the personal impact that this causes, there is a significant cost to the public purse, for example a hip fracture costs the health service on average £26,000.

The energy efficiency of private sector homes is therefore a key determinant of health inequalities, and this policy promotes the improvement of home energy efficiency and affordable warmth.

#### **4. Enquiries, applications and processes**

Enquiries about financial assistance can be made to the Housing Grants team/HIA via e-mail [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk).

Formal applications for grants must be made on the forms prescribed by and available from the council. Applicants will be required to provide satisfactory documentary evidence of qualifying status in respect of any claim for assistance.

All grant approvals will be issued in writing and the qualifying works must not be commenced prior to grant approval being issued. Failure to comply with this requirement could result in the application being refused.

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Where required, two itemised and individually priced quotations from suitably qualified contractors must be submitted to ensure that best value can be demonstrated. Where the value of works exceeds, or is likely to exceed £20,000, three quotations will normally be required.

Once grant approval has been issued and works have been satisfactorily completed payment of the grant will be made direct to the contractor(s) undertaking the works.

With the exception of mandatory DFG's the award of a grant will be subject to the provision and availability of necessary funding.

Grants may be repayable if the property is sold or otherwise disposed of within the grant period

Repayment may be waived or reduced if there are exceptional circumstances requiring the sale or disposal and repayment would cause exceptional hardship.

## **5. Complaints and redress**

Information is available by contacting the Customer Services Centre by e-mail [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk) or online at [www.epsom-ewell.gov.uk](http://www.epsom-ewell.gov.uk).

## References

Sue Adams (2015) Cost benefits of adapting homes to reduce falls by older people: Applying the findings of international studies to the UK, Nottingham: Care & Repair England.

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## Appendices section

### Appendix A - Definition of vulnerable households

Vulnerable groups targeted for assistance are those who may be particularly at risk of suffering health and safety problems as a result of poor housing conditions in situations where they do not have the resources or support to undertake remedial action themselves. Married couples and partners are treated as a single person when living at the same property and both sets of finances are taken into account.

Applicants must be:

- In receipt of a means tested benefit (as set out below) which will mean no contribution to make towards the cost of works, subject to the grant maximums. In addition to the income related benefits that are 'passporting benefits' for a DFG, the council will not expect a contribution from applicants in receipt of local council tax relief, **or**;
- Have the state retirement pension as their main source of income with savings of less than £15,000, **or**;
- Be subject to a means test which closely follows the statutory test for DFG's. The test looks at an applicant's income and capital and their ability to meet the cost of the works from their own resources.

### Eligible benefits

- Income support
- Income-based employment & support allowance (not contribution based ESA)
- Income based jobseeker's allowance (not contribution based JSA)
- Working tax credit and/or child tax credit (where your annual income is below the income threshold to attract the maximum tax credit amount)
- Housing benefit
- Guaranteed pension credit (not savings pension credit alone)
- Universal credit

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## **Appendix B - Test of resources guidance**

### **Means test for disabled facilities grant**

All DFG applications are subject to a statutory financial means assessment. This assessment looks at the resources of the disabled person and their spouse or partner and is used to determine how much, if anything, they must contribute towards the cost of the works. Any contribution is then deducted from the grant awarded.

Where the applicant (the owner or tenant of the property) is not the disabled person, it is the disabled person who will be means tested and who will be required to declare, and provide documentary evidence of, all income, savings and capital.

The income, savings and capital figures will be used in conjunction with a table of fixed allowances, set by the government, to calculate the amount of contribution required.

The maximum amount of grant that the council is required to pay is £30,000 per application less any assessed contribution from the applicant. In exceptional circumstances, if the cost of the eligible works is more, the council can use discretionary powers to increase the amount.

The grant is sometimes paid in instalments, and sometimes in full on completion of the work. The council will normally pay the contractor directly, when the council is satisfied that the work (or phase of work) has been completed to their satisfaction and in accordance with the grant approval.

The grant is not means tested if the adaptations are necessary for meeting the needs of a child with disabilities.

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## **Appendix C - Category 1&2 hazards under the health & safety rating system**

The Housing Health and Safety Rating System (HHSRS). The HHSRS) is a risk assessment tool used to assess potential risks to the health and safety of occupants in residential properties in England and Wales.

Under this system, any housing defects have to be considered in relation to 29 separate hazards and a process undertaken to determine how likely the hazards result in harm. A score is allocated and action may be taken depending upon which category the hazard falls into.

The assessment method therefore focuses on the hazards that are most likely to be present in housing. Tackling these hazards will make more homes healthier and safer.

The assessment will show the presence of any serious (Category 1) hazards and other less serious (Category 2) hazards. The full list of potential hazards are as follows:

### **Physiological requirements**

Damp and mould growth etc.  
Excessive cold  
Excessive heat  
Asbestos etc.  
Biocides  
CO and fuel combustion productions  
Lead  
Radiation  
Un-combusted fuel gas  
Volatile organic compounds

### **Psychological requirements**

Crowding and space  
Entry by intruders  
Lighting  
Noise

### **Protection against infection**

Domestic hygiene, pests and refuse  
Food safety  
Personal hygiene, sanitation and drainage

**Effective from XXX**

Water supply

**Protection against accidents**

Falls associated with baths etc.

Falling on level surfaces

Falling on stairs etc.

Falling between levels

Electrical hazards

Fire

Flames, hot surfaces etc.

Collision and entrapment

Explosions

Position and operability of amenities etc.

Structural collapse and falling element

**Effective from XXX**



## Appendix D - Table of grant assistance

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
Mandatory disabled facilities grant	<p>All works that are necessary for one or more of the following purposes: -</p> <ul style="list-style-type: none"> <li>• to make it easier to get into and out of the dwelling by, for example, widening doors and installing ramps;</li> <li>• ensuring the safety of the disabled person and other occupants by, for example, providing a specially adapted room in which it would be safe to leave a disabled person unattended or improved lighting to ensure better visibility;</li> <li>• to make access easier to the living room;</li> <li>• by providing or improving access to the bedroom ,and kitchen, toilet, washbasin and bath (and/or shower) facilities; for example,</li> </ul>	<p>a) The applicant must be either an owner-occupier or a tenant and the applicant or a member of their household must be a disabled person within the household.</p> <p>b) The disabled person must be registered or registerable with Social Services.</p>	<p>a) There is a limit of £30,000 for these grants per application. The disabled person and any partner are means tested to determine the amount of any contribution towards the cost of the works. (See Appendix B)</p> <p>b) If the disabled person is a child, the parents or legal guardian are not means</p>	<p>a) For owner applications, the DFG repayment condition will be declared as a land charge against the adapted dwelling for 10 Years. If the property is sold within 10 year period, starting on the date of completion of work, the council will, at its discretion, seek to reclaim the funding that exceeds £5,000, but will not seek to recover more than £10,000.</p> <p>The council will give consideration to the reasons for the disposal of the dwelling. Disposals for reasons of changes in employment, financial circumstances, physical or mental health, or to provide care for another person will be dealt</p>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
Page 26	<p>by installing a stair lift or providing a downstairs bathroom;</p> <ul style="list-style-type: none"> <li>• to improve or provide a heating system in your home which is suitable to the needs of the disabled person;</li> <li>• to adapt heating or lighting controls to make them easier to use;</li> <li>• to improve access and movement around the home to enable the disabled person to care for another person who lives in the property, such as a spouse, child or another person for whom the disabled person cares; and</li> <li>• to improve access to and from the garden of your home where feasible. An application is only approved if it is considered reasonable and</li> </ul>		tested)	with sympathetically. Monies are not expected to be recovered where significant reasons are present in this respect or where financial hardship will be caused.

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
	<p>practicable to carry out the relevant works having regard to the age and condition of the dwelling or building.</p> <p>A recommendation is required from a registered Occupational Therapist that works are necessary appropriate</p>			
<p>Disabled facilities            Support grant-            discretionary financial assistance</p>	<p>To support the mandatory DFG, to allow for the continued welfare and quality of life of the disabled person.</p>	<p>As for mandatory DFG</p>	<p>a) Provide top-up funding to meet the reasonable costs of aids and adaptations where the DFG applicant has a means tested contribution of under £2000 and has insufficient funds to meet</p>	<p>a) Subject to budgetary availability            b) Assistance linked to mandatory DFG application            c) For owner applications, for grants above £1000, the full amount will be registered as a legal charge against the adapted property and repayable, if the property is sold within 10 years of the completed work date. The council will give</p>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
Page 28			<p>the contribution.</p> <p>b) Provide top up funding to a maximum of 15k to meet the costs above the £30k mandatory DFG where all other funding options have been explored.</p>	<p>consideration to the reasons for the disposal of the dwelling. Disposals for reasons of changes in employment, financial circumstances, physical or mental health, or to provide care for another person will be dealt with sympathetically. Monies are not expected to be recovered where significant reasons are present in this respect or where financial hardship will be caused.</p> <p>Note: It is proposed that a maximum sum of £60,000 is ring fenced from this whole budget for this grant assistance package.</p>
Disabled facilities support grant –	To support the mandatory DFG to meet the reasonable costs of aids and adaptations that fall outside the mandatory DFG	Applicants who are applying for a mandatory disabled facilities grant and	Grant limit of £10,000 on any one application.	As for mandatory DFG plus a) Subject to Budgetary availability b) Assistance linked to

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
discretionary works	programme, to assist a disabled resident to live independently in their home.	<p>works are:</p> <p>a) ineligible for assistance under the mandatory Disabled Facilities Grant regime;</p> <p>b) be recommended by the council's Housing Occupational Therapist;</p> <p>c) provide a significant health and/or well-being benefit to the disabled occupant, for example by:</p> <ul style="list-style-type: none"> <li>➤ providing additional access into and around the property;</li> <li>➤ extending access into external areas</li> </ul>	,	<p>mandatory DFG application</p> <p>c) For owner applications, for grants above £1000, the full amount will be registered as a legal charge against the adapted property and repayable, if the property is sold within 10 years of the completed work date. The council will give consideration to the reasons for the disposal of the dwelling. Disposals for reasons of changes in employment, financial circumstances, physical or mental health, or to provide care for another person will be dealt with sympathetically. Monies are not expected to be recovered where significant reasons are</p>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
		<p>of the home</p> <ul style="list-style-type: none"> <li>➤ Facilitating relocation to more suitable accommodation requiring significantly reduced aids and adaptations</li> </ul>		<p>present in this respect or where financial hardship will be caused.</p> <p>d) There can be no further grant within 3 years of completion of previous grant.</p>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
Safe and Secure Grant	To assist vulnerable households to carry out a wide range of minor adaptations, small repairs and security measures to reduce risks and accidents around the home and promote independent living.	As per appendix A – definition of vulnerable households.	Grant Limit of £5000 on any one application.	<ul style="list-style-type: none"> <li>a) Subject to budgetary availability.</li> <li>b) For owner applications, for grants above £1000, the full amount will be registered as a legal charge against the adapted property and repayable, if the property is sold within 10 years of the completed work date. The council will give consideration to the reasons for the disposal of the dwelling. Disposals for reasons of changes in employment, financial circumstances, physical or mental health, or to provide care for another person will be dealt with sympathetically.</li> </ul>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
Page 32				<p>Monies are not expected to be recovered where significant reasons are present in this respect or where financial hardship will be caused.</p> <p>c) There can be no further grant within 2 years of completion of previous grant.</p>
Major works grant	<p>Works to a property which are necessary to remedy a category:</p> <p>1 Hazard or significant category 2 Health and Safety hazard.</p>	<p>An applicant must be (a) an owner-occupier or a private tenant with repairing</p>	<p>Grant limit of £15000 on any one application.</p>	<p>a) Subject to budgetary availability b) For owner applications, for grants above £1000, the full amount will be registered as a legal</p>

Effective from XXX



Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
Page 33	<p>As set out in the Housing Health and Safety rating system. (See appendix C)</p> <p>Examples of the type of items that can be grant aided include:            Works to keep the property wind and weather tight, defective electrical wiring and heating systems, structural defects, defective windows and doors, treatment of dampness, timber infestation and rot.            Other works supported by the Environmental Health Team.</p>	<p>obligations relating to the eligible works, and</p> <p>(b) be aged 18 or over; and meet the definition of a vulnerable household as set out in appendix A.</p> <p>(c) intend to occupy the property for a minimum of 5 years following completion of works</p> <p>(d) been main residence for a minimum of 3 years.</p>		<p>charge against the adapted property and repayable, if the property is sold within 10 years of the completed work date. The council will give consideration to the reasons for the disposal of the dwelling. Disposals for reasons of changes in employment, financial circumstances, physical or mental health, or to provide care for another person will be dealt with sympathetically. Monies are not expected to be recovered where significant reasons are present in this respect or where financial hardship will be caused.</p> <p>c) There can be no further grant within 3 years of completion of the</p>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
				previous grant.
Warm at home grant	<p>To improve the energy efficiency of the home to provide affordable warmth and as a result improve the health and well-being of the occupiers. Measures will aim to provide adequate thermal insulation, tackle excess cold and address fuel poverty. Examples of work may include:</p> <ul style="list-style-type: none"> <li>• Cavity wall insulation</li> <li>• Loft insulation</li> <li>• Condensing boilers</li> </ul> <p>Grants will compliment national or local programmes. The council works in partnership with Action Surrey who provide advice and information about home energy efficiency and will act as a referral route for</p>	<p>An applicant must be</p> <ol style="list-style-type: none"> <li>a) an owner-occupier or a private tenant with repairing obligations relating to the eligible works.</li> <li>b) be aged 18 or over;</li> <li>c) meet the definition of a vulnerable household as set out in appendix A</li> <li>d) Intend to occupy the property for a minimum of 5 years following</li> </ol>	Grant limit of £10,000 on any one application	<ol style="list-style-type: none"> <li>a) Subject to budgetary availability.</li> <li>b) For owner applications, for grants above £1000, the full amount will be registered as a legal charge against the adapted property and repayable, if the property is sold within 10 years of the completed work date. The council will give consideration to the reasons for the disposal of the dwelling. Disposals for reasons of changes in employment, financial circumstances, physical or mental health, or to provide care for another person will be dealt with</li> </ol>

Effective from XXX

Form of assistance	Description – eligible works	Client eligibility	Amounts	Other conditions
	qualifying householders to access grant aid through all schemes available.	completion of works. e) been main residence for a minimum of 3 years.		<p>sympathetically. Monies are not expected to be recovered where significant reasons are present in this respect or where financial hardship will be caused.</p> <p>c) There can be no further grant within 3 years of completion of previous grant.</p>

Effective from XXX

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## **USE OF ADVERTISING AROUND THE BOWLING GREENS**

Report of the: Head of Operational Services

Contact: Danielle Brown

Urgent Decision?(No)

If yes, reason urgent decision  
required:

Annexes/Appendices (attached): Annexe 1 - Item 29 of Bowling Licence  
Annexe 2 - Location of proposed advertising

Other available papers (not  
attached):

### **REPORT SUMMARY**

**This report sets out proposals for the Home Ground Bowling Clubs to place advertising around the bowling greens during the bowling season as an extra source of income to the club.**

### **RECOMMENDATION (S)**

**(1) That the Community & Wellbeing Committee gives permission for advertising around bowling facilities, which are directly managed by the Council.**

#### **1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy**

- 1.1 The Council's Key Priorities include supporting our community. Bowling clubs help to address this priority.
- 1.2 The continuing existence of the bowls clubs and bowling greens contributes to the key priority of supporting the community by promoting healthy and active lifestyles for the young and elderly, both physically and psychologically.
- 1.3 The Sustainable Community Strategy (2010-22) has community safety, health, housing, well-being, environment, and sustainability as priority themes.

## **2 Background**

- 2.1 Bowling is a sport with the capacity to engage participants of all ages and abilities. In meetings with bowling clubs this year, feedback from representatives was that the sport gives members the opportunity to enjoy a vibrant social life whilst participating in a gentle, but competitive outdoor activity. Participating in the sport also provides members with a range of health benefits and is particularly well suited to the older generation.
- 2.2 Epsom & Ewell Borough Council has four bowling greens, located in: Auriol Park, Alexandra Park, Gibraltar Recreation Ground and Court Recreation Ground. Each green is licensed to a bowling club and each club has an associated facility/pavilion, which are maintained by the council.
- 2.3 All four bowling clubs have been existence for many years and participation in bowls has declined over recent years due to various reasons (such as people looking after grandchildren, people working longer etc.) which has resulted in clubs competing for members. These clubs have a steady membership that has remained static over the past number of years with no marked increase in numbers. The clubs are now in a position where they are looking at alternative sources of income to fund the gap between club subscriptions and the Council's licence fees.
- 2.4 Officers have been working with the bowling clubs to explore strategies to increase membership levels. However, if the clubs relied on their subscription fees alone they would be likely to lose players to the bigger privately owned clubs. This report sets out a proposal to assist the clubs to become more financially self-sustaining by looking at advertising as a means to raising extra revenue. The extra revenue acquired by advertising would be put towards club advertising and promotion to increase membership.

## **3 Proposals**

- 3.1 From conversations with the clubs, it has been agreed that they would greatly benefit from some support in ways in which to capitalise advertising opportunities from local businesses.
- 3.2 Approval of such advertising will be on the condition that the nature of the advertisements and the erection of the signs is approved by a Council Officer (the Head of Operational Services) in advance, along with regular inspections to ensure that the specified conditions are in accordance with section 29 of their current licences. (See [Annexe 1](#))
- 3.3 It is proposed that the Committee gives permission for a trial to take place at Ewell Village Bowling Club, which is located in Gibraltar Recreation Ground.

- 3.4 The club will connect with local business to gauge interest. Once agreed with the business, the club will send a copy of the proposed layout of a vinyl banner, which will be 7ft. by 2 ft. for prior approval to the Council's Head of Operational Services.
- 3.5 Once approved the club will arrange for the banner to be made and the cost of the banner will be borne by the club and no cost incurred by the Council.
- 3.6 The club will then attach the banner to the fence with cable ties so that the banner is facing inwards towards the green. (see Annexe 2 for proposed location of banner)
- 3.7 The club will charge the sponsor an annual fee for their banner to be displayed during the bowling season, which runs from April until October.

#### **4 Financial and Manpower Implications**

- 4.1 The commitment to help the clubs increase their current income through advertising will be provided from within current resources at no extra cost to the Council.
- 4.2 The income from the advertising will provide an income stream for the bowling clubs which will help them protect their ongoing availability to residents.
- 4.3 **Chief Finance Officer's comments:** Income generation schemes are welcomed by the Council to help local clubs. There are no direct costs to the Council as a result of this proposal.

#### **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 The sport of bowling can be played and enjoyed by participants of all ages and abilities. Due to its gentle physical and competitive nature, it is ideal for the over 55s and/or those with limited mobility, and therefore an inclusive sport for all.
- 5.2 **Monitoring Officer's comments:** The Council must approve any advertising before it is displayed by any of the bowls clubs in accordance with the licence agreement. In addition to obtaining the Council's consent, the clubs must also ensure that all advertising has permission to be displayed in accordance with the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

#### **6 Sustainability Policy and Community Safety Implications**

- 6.1 A degree of community safety is derived from having the on-site presence of each bowling club, all of whom play an active and integral part within the park community and its safety.

**7 Partnerships**

- 7.1 The proposal put forward in this report is centred upon working with the Borough's bowling clubs to promote the sport and increase financial sustainability. In order to achieve this, a greater level of work between the Council, the bowling clubs, and local businesses will be needed and in turn, enhance the level of Partnership working.

**8 Risk Assessment**

- 8.1 There is a risk that clubs could be unable to meet their licence fees unless they increase extra income over the future years.

**9 Conclusion and Recommendations**

- 9.1 That the Committee agrees that clubs can display advertising on around the bowling green.
- 9.2 That the Committee agrees to officers working with bowling clubs to help increase the clubs' financial sustainability.

**WARD(S) AFFECTED: Auriol Ward; College Ward; Court Ward; Ewell Ward;**



**29 Advertising / sponsorship and fly posting**

The Club must ensure that no advertising or sponsorship material used by the Club causes offence or embarrassment to the Authority or its customers. The Club must seek approval from the Authority prior to completion of negotiations with potential sponsors or the placement of any advertisement. If it is felt that any advertising / sponsorship may be inappropriate, the Authority retains the right to refuse to allow it to proceed.

Fly posting is strictly prohibited and must not occur for even short periods and offenders will be prosecuted.

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**CORPORATE PLAN: YEAR-END PERFORMANCE REPORT 2016 TO 2017 AND PROVISIONAL TARGETS FOR 2017 TO 2018**

<u>Report of the:</u>	Head of Corporate Governance
<u>Contact:</u>	Adama Roberts
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Year-end Performance Report 2016 to 2017 <u>Annexe 2</u> – Provisional Targets for 2017 to 2018
<u>Other available papers</u> (not attached):	Corporate Plan 2016 to 2020

**REPORT SUMMARY**

**This report provides a year-end update against our Key Priority Performance Targets for 2016 to 2017, under our new Corporate Plan and provisional targets for 2017 to 2018.**

**RECOMMENDATION (S)**

- (1) That the Committee considers the performance reported in Annexe 1 and identifies any areas of concern.**
- (2) Reviews and agrees targets for 2017 to 2018 as detailed in Annexe 2 of this report and outlined in paragraph 4.1.**

**1 Background**

- 1.1 The Council has a four-year Corporate Plan for the period 2016 to 2020.
- 1.2 The Corporate Plan sets out the Council's vision together with its four Key Priorities. The four Key Priorities are underpinned by 19 Key Priority Objectives and measured against 57 Key Priority Performance Targets.

- 1.3 The delivery of the Corporate Plan will be captured in the performance reports, which are based around Committee cycles and detail what will be done, what the Key Priority Performance Targets are and how these will be measured. The desired key outcomes have also been outlined in the Corporate Plan. An annual year-end report will be produced to highlight delivery against the Corporate Plan.

## 2 Corporate Plan: Delivery against Key Priority Performance Targets set

- 2.1 This report tracks the progress against the Key Priority Performance Targets previously agreed by the Committee. Consideration should be given to the Key Priority Performance Targets that have not been achieved for 2016/17 as shown in 3.1.

<b>Performance status</b>	
<b>Key to reporting status</b>	<b>Number</b>
Achieved	12
Not achieved	4
<b>Total</b>	<b>16</b>

## 3 Actions identified for the Key Priority Performance Target that have not been achieved for 2016 to 2017

- 3.1 Key Priority Performance Targets that have not been achieved and remedial actions identified were applicable

<b>Not achieved</b>	<b>Actions identified</b>
<b>Supporting our Community</b> Round the Borough Hike – to have 70 participants (5% increase)	124 people registered for the event however, only 55 took part due to bad weather on the day.
Members to consider a review of the new Routecall arrangements	The system has not been implemented and could not be reviewed but the new FlexiRoute system will be implemented by December 2017 which is a new target for 2017/18 as shown in Annexe 2.
Bring back at least three long term empty properties into use	The Empty Property Group have attempted to engage with 56 long-term empty properties owners by contacting them this has not been fruitful. However, the nine empty properties in Blenheim Road have been refurbished and are now being used for temporary accommodation. The Group will continue to explore ways of engaging with property owners.
At least five households accommodated through the private sector leasing scheme by March 2017	We successfully recruited to the post of Private Sector Leasing Officer but not until March 2017. Since then significant progress has been made.

Not achieved	Actions identified
	A new target has been included for 2017/18 to achieve at least 15 households accommodated through the private sector leasing scheme by March 2018 <sup>1</sup> .

#### 4 Provisional Targets for 2017/18

- 4.1 Our provisional targets have been reviewed, taking into account lessons learnt as part of year one of our Corporate Plan. The targets for 2017 to 2018 have been developed in consultation with the Leadership Team and Committee Chairmen. The provisional targets are focused around our key priorities for 2017 to 2018 and are not reliant upon third parties to deliver. Our performance management arrangements have been implemented and year one of our Corporate Plan has been successfully completed. Feedback received as part of year one has been fed into the target setting process for year two. We will continue to review our performance management processes to ensure performance information submitted facilitates decision making and is fit for purpose. The Community & Wellbeing Committee is asked to review and agree its targets for 2017 to 2018 as outlined in Annexe 2.

#### 5 Financial and Manpower Implications

- 5.1 **Chief Finance Officer's comments:** None for the purposes of this report.

#### 6 Legal Implications (including implications for matters relating to equality)

- 6.1 **Monitoring Officer's comments:** There are no legal issues arising from this report.

#### 7 Sustainability Policy and Community Safety Implications

- 7.1 There are no particular community safety implications for the purpose of this report.

#### 8 Risk Assessment

- 8.1 Actions have been identified for those Key Priority Performance that have not been achieved for 2016 to 2017.

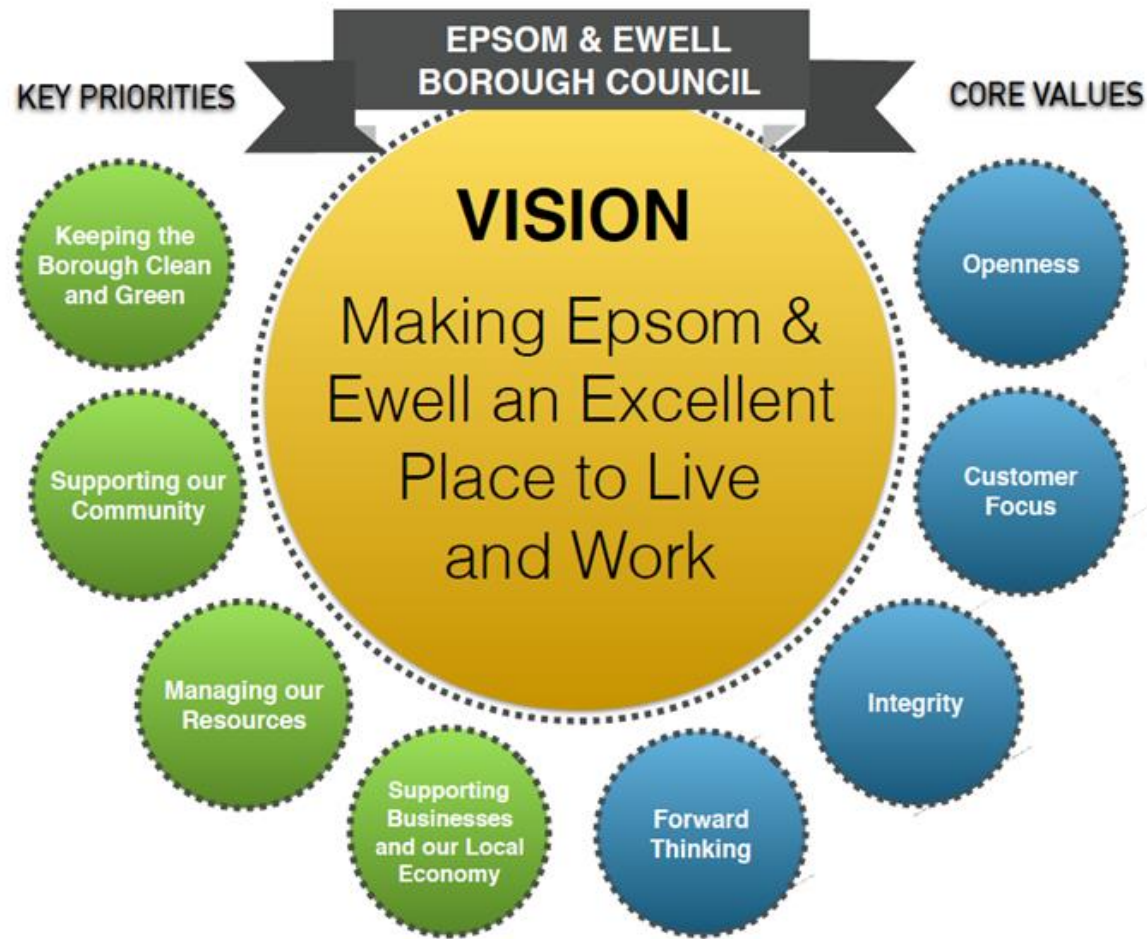
#### 9 Conclusion and Recommendations

- 9.1 The Committee is requested to consider the year-end performance reported for 2016 to 2017 and identify any areas of concern for those Key Priority Performance Targets that have not been achieved.
- 9.2 The Committee is requested to review and agree the provisional targets for 2017 to 2018.

**WARD(S) AFFECTED: N/A**

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**Corporate Plan: Key Priority Performance Targets**  
**Community & Wellbeing Committee – Year-end Performance Report 2016/2017**

**Keeping our Borough Clean and Green**

**We will do this by:**

- Providing quality parks, nature reserves and other public spaces that are safe, pleasant and well maintained
- Accommodating sustainable development whilst protecting the green belt in accordance with Policy
- Introducing a premium weekly waste and recycling service as standard for all residents and encourage more household waste to be recycled
- Keeping the streets and public spaces clean and tidy
- Taking action to reduce graffiti, littering, flytipping, flyposting illegal, advertising and dog fouling

<p><b>KEY OUTCOMES</b></p> <ul style="list-style-type: none"> <li>• Management plans for all major parks and public spaces</li> <li>• Premium weekly recycling and waste service as standard for all residents introduced from Spring 2017</li> <li>• Recycling clubs with local schools</li> </ul>	<p><b>KEY SUCCESS MEASURES</b></p> <ul style="list-style-type: none"> <li>• External accreditation for our major parks and public spaces</li> <li>• Delivery of the Biodiversity Action Plan</li> <li>• Increase in recycled household refuse</li> <li>• Street cleanliness assessment</li> </ul>
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<b>Performance status</b>	
<b>Key to reporting target status</b>	<b>Number</b>
<b>Achieved</b>	<b>12</b>
<b>Not achieved</b>	<b>4</b>
<b>Total</b>	<b>16</b>

## Achieved/on track...

### Keeping our borough clean and green:

- ✓ Obtain external accreditation to recognise the quality of:
  - Alexandra Recreation Grounds
  - Ewell Court Park
  - Rosebery Park
  - Epsom Common
- ✓ Produce an Operational Management Plan for:
  - Alexandra Recreational Ground
  - Auriol Park
- ✓ Continue to deliver:
  - The Local Biodiversity Action Plan (LBAP) and Management Plans for Horton Country Park and Hogsmill Local Nature Reserve

### Supporting our community:

- ✓ Round the Borough Bike – to have 135 participants (5% increase)
- ✓ Deliver Epsom & Ewell entry into the Surrey Youth Games (SYG)
- ✓ To deliver a programme of physical activities for older people
- ✓ Install community alarms within two days of the assessment
- ✓ Membership at the Epsom Centre to increase to at least 120 members (now known as the Community & Wellbeing Centre)
- ✓ Have no more than 60 households living in emergency temporary accommodation
- ✓ Hold one event each quarter to promote services available to assist residents to remain in their homes
- ✓ Housing allocation policy to be fully implemented
- ✓ Provide nine additional units of temporary accommodation at Blenheim Road for occupation

## Not achieved/off track...

### Keeping our borough clean and green:

- ✗ n/a

### Supporting our community:

- ✗ Round the Borough Hike – to have 70 participants (5% increase)
- ✗ Members to consider a review of the new Routecall arrangements
- ✗ At least five households accommodated through the private sector leasing scheme by March 2017
- ✗ Bring back at least three long term empty properties into use

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Providing quality parks, nature reserves and other open spaces that are safe, pleasant and well maintained	Obtain external accreditation to recognise the quality of: <ul style="list-style-type: none"> <li>Alexandra Recreation Grounds</li> <li>Ewell Court Park</li> <li>Rosebery Park</li> <li>Epsom Common</li> </ul>	Head of Operational Service Ian Dyer	31 March 2017	<b>April to Sept:</b> Green Flags have been awarded to all of our submitted parks and open spaces as detailed in this target. In addition Nonsuch Park submitted an entry and has been awarded a South & South East in Bloom (SSEIB) silver for the first time; it missed silver gilt by one mark. Target achieved.	<b>Achieved</b>
	Produce an Operational Management Plan for: <ul style="list-style-type: none"> <li>Alexandra Recreational Ground</li> <li>Auriol Park</li> </ul>	Head of Operational Service Ian Dyer	31 March 2017	<b>April to Sept:</b> Plans for both Auriol and Alexandra have been completed. Both plans will be reported to the January committee meeting for approval.	<b>Achieved</b>
				<b>Oct to Dec:</b> Plans for both Auriol and Alexandra have been completed and awaiting committee approval.	
<b>Jan to March:</b> This target has now been achieved as both plans and visitor surveys have been presented and approved by the Community and Wellbeing Committee and are now fully adopted.					

Keeping our borough clean and green – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Providing quality parks, nature reserves and other open spaces that are safe, pleasant and well maintained	Continue to deliver: <ul style="list-style-type: none"> <li>The Local Biodiversity Action Plan (LBAP) and Management Plans for Horton Country Park and Hogsmill Local Nature Reserve</li> </ul>	Mark Berry Head of Place Development	31 March 2017	<b>April to Sept:</b> The LBAP Working Group met on 31 August 2016 to assess progress on various actions. A detailed annual report will be prepared at the end of the calendar year as per previous years. The Horton Country Park Management Plan will be reported to the November meeting and the Hogsmill Local Nature Reserve Management Plan will be reported to the January meeting.	<b>Achieved</b>
				<b>Oct to Dec:</b> The LBAP Working Group met on 22 November 2016 to assess progress during 2016 and the annual report is due in January 2017. The Horton Country Park LNR management plan is now due to go to an early meeting in 2017 along with the Hogsmill LNR plan. They will include an assessment of the likely cost to the Council and the associated reliance on external funding sources to deliver the plans.	
				<b>Jan to March:</b> The Horton Country Park LNR Management Plan 2017 - 2117, the Hogsmill LNR Management Plan 2017 - 2117 and the Local Biodiversity Action Plan - Annual Up-date 2016 were all reported to the Community and Wellbeing Committee on 21 March 2017. The two Management Plans were approved and the LBAP annual up-date was noted.	

Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Round the Borough Bike – to have 135 participants (5% increase)</li> </ul>	Leisure Development Manager Sam Beak	31 May 2016	<p><b>April to Sept:</b> Round the Borough Bike took place on Sunday 15 May 2016. Overall, 278 people registered and 187 participants actually took part on the day. This is an increase of 46% compared to last year. Target achieved.</p>	Achieved
	<ul style="list-style-type: none"> <li>Deliver Epsom &amp; Ewell entry into the Surrey Youth Games (SYG)</li> </ul>	Leisure Development Manager Sam Beak	31 July 2016	<p><b>April to Sept:</b> There were 523 young people from Epsom &amp; Ewell registered for the SYG 2016. This compared to 494 in 2015. We had 20 volunteer coaches representing 15 local sports clubs and organisations who helped to deliver free taster sessions. Team Epsom &amp; Ewell came 2<sup>nd</sup> by one point and retained the Highest Team Entry Award for the 9<sup>th</sup> consecutive year. Target achieved</p>	Achieved
	<ul style="list-style-type: none"> <li>To deliver a programme of physical activities for older people</li> </ul>	Leisure Development Manager Sam Beak	31 March 2017	<p><b>April to Sept:</b> The Get Active 50+ programme has gone 'live' with the following activities available at subsidised rates for anyone over 50yrs: Bowls, Racketball, Dance &amp; Exercise classes, swimming, golf, Boccia and Community Golf.</p> <p><b>Oct to Dec:</b> The first year of the Get Active 50+ programme ended in December. There was a delay across the County with getting the programme up and running but once live participation has been steady. A total of 187 individual residents getting involved in the programme in year 1. Planning for Year 2 has already begun. Target achieved.</p>	Achieved

Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Round the Borough Hike – to have 70 participants (5% increase)</li> </ul>	Leisure Development Manager Sam Beak	30 Sept 2016	<p><b>April to Sept:</b> Round the Borough Hike took place on Saturday 3 September 2016. Overall, 124 people registered and 55 participants actually took part. The low numbers on the day were due primarily to the bad weather forecast that afternoon which put many of the participants off. Feedback from those that did complete the Hike was very positive. Target has not been achieved.</p>	Not Achieved
	<ul style="list-style-type: none"> <li>Membership at the Epsom Centre to increase to at least 120 members (now known as the Community &amp; Wellbeing Centre)</li> </ul>	Head of Venues & Facilities Andrew Lunt	31 March 2017	<p><b>April to Sept:</b> Membership of the centre now stands at 690 (a 237 increase; in December 2015 membership was 453). This rise is in part due to the closure of the Wells Centre. There have been 60 new members joining since April and numbers continue to rise, however the capacity of the building and the comfort of its users will place a natural limit on usage and membership levels.</p> <p><b>Oct to Dec:</b> Membership of the Longmead centre alone on March 31st 2016 was 436. Overall, 254 members were transferred from the Wells Centre. Year to date membership stands at 720. Since April, 90 new members have joined the centre.</p> <p><b>Jan to March:</b> Year to date 126 new members have joined the centre.</p>	Achieved

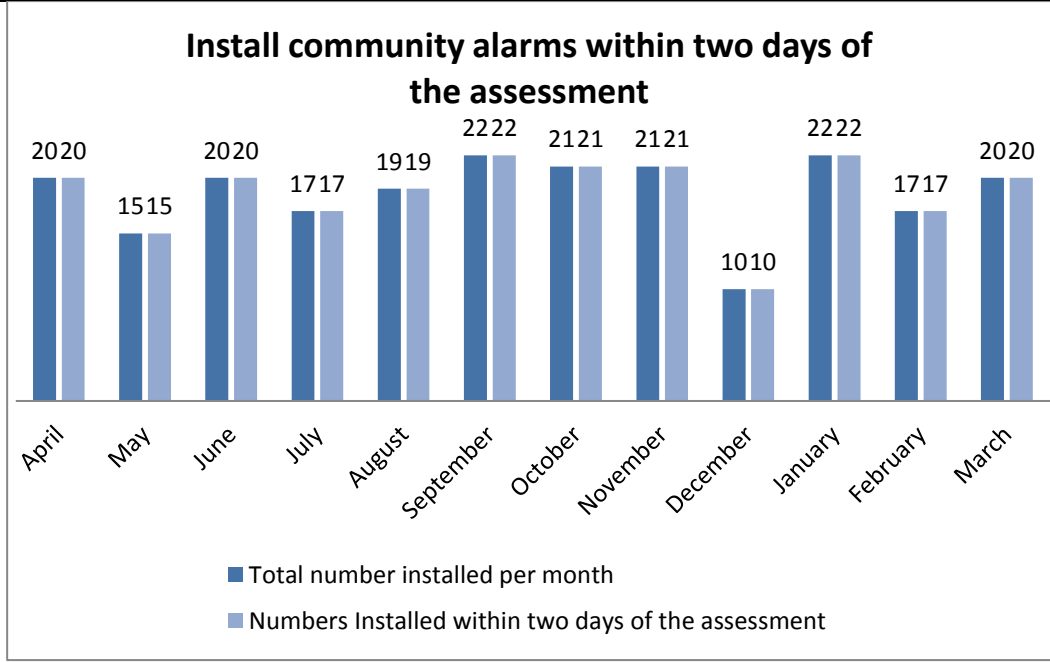


Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Members to consider a review of the new Routecall arrangements</li> </ul>	Head of Operational Services Ian Dyer	31 March 2017	<b>April to Sept:</b> The driver/technician post of multi skilled working has been in place and it is working efficiently and effectively within the new arrangements. Awaiting the outcome of the specification of the new vehicles within the transport project.	<b>Not Achieved</b>
				<b>Oct to Dec:</b> Flexiroute Scheduling system has been purchased and the migration of data and the implementation of the system will commence in January 2017. The Flexiroute system will include Meals on Wheels Route Call and Community Alarm. It will be fully implemented from April 2017. Once Flexiroute is implemented it will enable us to have a greater understanding of the Fleet required within Community Services and this will inform the outcome of the specifications of the new vehicles within the transport project.	
				<b>Jan to March:</b> All of the data has been cleansed and migrated. Training on the Flexiroute System to commence in May. The Meals on Wheels element will be the first to be implemented.	



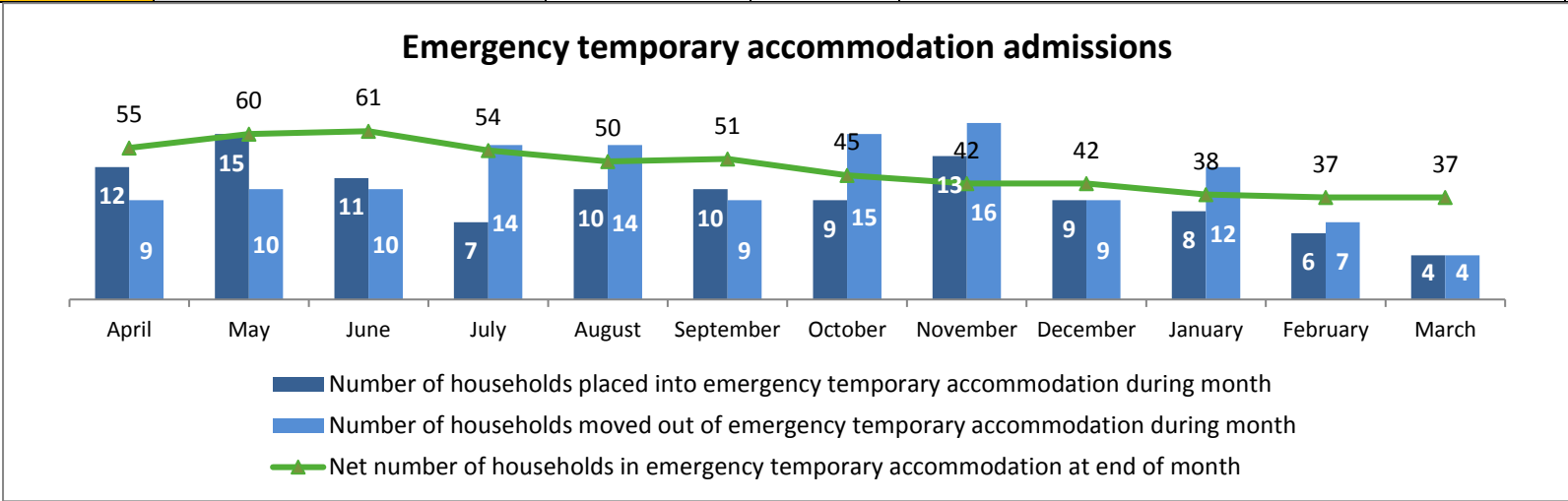
## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>Install community alarms within two days of the assessment</li> </ul>	Head of Operational Services Ian Dyer	31 March 2017	<b>April to Sept:</b> Overall, 99 new community alarms have been installed to date. September's figures are provisional. Membership now stands at 834.	<b>Achieved</b>
				<b>Oct to Dec:</b> Year to date, 155 community alarms have been installed within two days of the assessment. Membership now stands at 847.	
				<b>Jan to March:</b> Year-end total, 224 community alarms have been installed within two days of the assessment. Membership now stands at 837.	



## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable <b>homes</b>	<ul style="list-style-type: none"> <li>Have no more than 60 households living in emergency temporary accommodation</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<b>April to Sept:</b> As at August, the number of households living in emergency temporary accommodation is 53. Of the 53, one is by choice; they were offered shared but preferred to stay in current accommodation.	<b>Achieved</b>
				<b>Oct to Dec:</b> As at November 2016, the number of households living in emergency temporary accommodation is 45.	
				<b>Jan to March:</b> As at year-end, the number of households living in emergency temporary accommodation is 37.	



Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
	<ul style="list-style-type: none"> <li>Bring back at least three long term empty properties into use</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<p><b>April to Sept:</b> The nine flats in Blenheim Road have been empty since 2014. Refurbishment will in effect bring all nine long term empty properties into use before the target date. So far, 19 properties have been secured through the Rent Deposit Scheme.</p> <p><b>Oct to Dec:</b> The Officer for Empty Properties Group is contacting owners of all 56 long term empty properties trying to encourage owners to bring the houses back into use. The nine flats in Blenheim Road are also currently being refurbished and are due to be brought back into use before 31 March 2017.</p> <p><b>Jan to March:</b> The Rent Deposit Scheme has brought into use 34 privately rented properties during 2016/17 however, we were unable to achieve this target because property owners are reluctant to engage with the Council. We'll continue to explore ways of encouraging property owners to work with us to bring back long term empty properties into use.</p>	Not Achieved
	<ul style="list-style-type: none"> <li>Provide nine additional units of temporary accommodation at Blenheim Road for occupation</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<p><b>April to Sept:</b> Contractors have been appointed and work started on site. Transform Housing Association selected to manage properties and documentation agreed.</p> <p><b>Oct to Dec:</b> Work on site includes a new gas supply, new insulated roof fitted, cavity walls insulated and internal works are progressing well. Issues overcome include sighting of ventilation extractor units and provision for disabled access on the ground floor. This project will be completed by March 2017.</p> <p><b>Jan to March:</b> The refurbishment works have been completed. This target has been achieved.</p>	Achieved

## Supporting our Community – Key priority

Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>At least five households accommodated through the private sector leasing scheme by March 2017</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<p><b>April to Sept:</b> Private Sector Leasing scheme is in the process of being established. Recruitment process has commenced.</p> <p><b>Oct to Dec:</b> Recruitment is due to take place in early January. A meeting has be set up with Trowers and Hamlins law firm to seek legal advice on the landlord leases, non-secure licences and implications for Housing Revenue Account (HRA).</p> <p><b>Jan to March:</b> Private Sector Leasing officer was not in post until 27/03/2017. This delayed the project being set up and the target being met. Since the officer has been in post significant progress has been made in setting up the scheme and properties procurement should start in June 2017.</p>	Not Achieved
	<ul style="list-style-type: none"> <li>Housing allocation policy to be fully implemented</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	(see below)	
	<p><b>April to Sept:</b> Final stage of the Housing Allocation Policy is currently being implemented. The new housing register computer system, with on-line application form, went live on 01 September 2016. We are currently in the process of writing to 2220 applicants requesting that they reapply in order to be reassessed to check they meet the new qualification criteria and for banding. This will be completed by December 2016.</p> <p><b>Oct to Dec:</b> The reassessment of applications is still ongoing. The reason for the delay in sending out the reapplication letters is because the team were inundated with new housing to which they had to nominate homeless applicants to (NESCOT site, Teddington A, Bytes Building and Ethel Bailey Close) and this had to be prioritised, pushing back the reapplication process.</p> <p><b>Jan to March:</b> Over 583 households have now the completed on-line application form and signification progress has been made in reassessing these applications with over 200 applications being finalised. Alongside the reapplication process Housing Services have implemented an Electronic Document Records management System (EDRMS). The policy is now implemented and the East Surrey Homechoice system will go live with advertising properties again once the reassessment process is completed.</p>				

Supporting our Community – Key priority					
Key priority objective. We will do this by...	Key priority performance target for 2016/17	Responsible officer	Achieved by:	Latest progress:	Status:
Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>Hold one event each quarter to promote services available to assist residents to remain in their homes</li> </ul>	Head of Housing & Environmental Services Rod Brown	31 March 2017	<p><b>April to Sept:</b> A wide range of promotion and awareness campaigns were undertaken - giving advice and information on the Home Improvement Agency (HIA), including: Three events to date, they are the Hub, High Street, Epsom; Attendance at a Carers of Epsom meeting; Several attendances at St Barnabas Church's weekly evening drop-in sessions.</p>	<b>Achieved</b>
				<p><b>Oct to Dec:</b> Promotional activities continued in this quarter with three visits to The Hub, Epsom and weekly attendance at St Barnabas Church. <b>Please note:</b> Whilst The Hub is closed due to a recent fire other venues and groups will be explored such as The Meeting Room which supports the homeless, vulnerable and socially isolated.</p>	
				<p><b>Jan to March:</b> Continued attendance at St Barnabas Church and liaison with the Hub continued.</p>	

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Corporate Plan 2016 to 2020  
Community & Wellbeing Committee's Provisional Key Priority  
Performance Targets for 2017 to 2018

Key Priority	We will do this by...	Targets for 2017/18	Targets to be achieved by
<b>Keeping our Borough Clean and Green</b>	Providing quality parks, nature reserves and other public spaces that are safe, pleasant, and well maintained	<ul style="list-style-type: none"> <li>• Obtain external accreditation to recognise the quality of:               <ul style="list-style-type: none"> <li>○ Alexandra Recreation Ground</li> <li>○ Ewell Court Park</li> <li>○ Rosebery Park</li> </ul> </li> <li>• Produce an Operational Management Plan for Rosebery Park and Ewell Court</li> <li>• Local Biodiversity Action Plan (LBAP):               <ul style="list-style-type: none"> <li>○ Undertake the scoping exercise for a Borough-wide veteran tree survey</li> <li>○ Complete inspections and compile the data on veteran trees for two wards</li> </ul> </li> <li>• Complete refurbishment of:               <ul style="list-style-type: none"> <li>○ Rosebery Park pond</li> <li>○ Tennis courts in Alexandra Recreation Ground</li> <li>○ Basketball courts in Alexandra Recreation Ground</li> </ul> </li> </ul>	<p>31 March 2018</p> <p>31 March 2018</p> <p>31 October 2017</p> <p>31 March 2018</p> <p>31 March 2018</p> <p>30 September 2017</p> <p>30 September 2017</p>
<b>Supporting our community</b>	Supporting and enabling the delivery of affordable homes	<ul style="list-style-type: none"> <li>• Secure two additional residential properties to be used as temporary emergency accommodation and ensure occupation within one month of completion or after works completed</li> </ul>	31 March 2018



Key Priority	We will do this by...	Targets for 2017/18	Targets to be achieved by
Supporting our community	Helping those at risk of homelessness	<ul style="list-style-type: none"> <li>At least 15 households accommodated through the private sector leasing scheme</li> <li>Have no more than 50 households living in emergency nightly paid temporary accommodation per month</li> </ul>	<p>31 March 2018</p> <p>31 March 2018</p>
	Promoting healthy and active lifestyles, especially for the young and elderly	<ul style="list-style-type: none"> <li>Leisure development strategy: <ul style="list-style-type: none"> <li>Deliver Epsom &amp; Ewell entry into the Surrey Youth Games</li> </ul> </li> <li>Community &amp; Wellbeing Centre: <ul style="list-style-type: none"> <li>To obtain approval for a programme of refurbishment work at the Community &amp; Wellbeing Centre and carry out the works</li> <li>Increase membership by a further 55</li> <li>Promote increased use by under 55s by holding at least three taster sessions/activities</li> </ul> </li> <li>Implement new FlexiRoute system</li> <li>To establish a health and wellbeing officer group which will: <ul style="list-style-type: none"> <li>Conduct a workforce health and wellbeing gap analysis</li> <li>Health and well-being strategy with agreed targets reported and approved by the committee</li> <li>Implement the 2017/18 targets in our Health and Wellbeing Strategy</li> </ul> </li> <li>To adapt the Wellbeing Centre to accommodate a high-needs day care facility for eight clients</li> </ul>	<p>31 July 2017</p> <p>31 March 2018</p> <p>28 February 2017</p> <p>30 June 2017</p> <p>31 August 2017</p> <p>31 January 2018</p> <p>31 March 2018</p> <p>31 March 2018</p>

Key Priority	We will do this by...	Targets for 2017/18	Targets to be achieved by
<b>Managing our resources</b>	Delivering further efficiency savings and cost reductions	<ul style="list-style-type: none"> <li>• Playhouse: Complete a service review and submit report to               <ul style="list-style-type: none"> <li>○ Audit, Crime and Disorder and Scrutiny Committee and</li> <li>○ Community Wellbeing Committee</li> </ul> </li> </ul>	31 November 2017 31 January 2018
<b>Supporting businesses and our local economy</b>	Supporting a comprehensive retail, commercial and social offer	<ul style="list-style-type: none"> <li>• Completion of three storey Houses in Multiple Occupation (HMO) inspections due within the year</li> <li>• To complete the refurbishment of 24 South Street, including one retail unit</li> <li>• Produce and up to date marketing strategy and action plan for Ewell Court House and Bourne Hall</li> </ul>	31 March 2018  31 March 2018  31 October 2017

**OUTSTANDING REFERENCES**

Report of the: Head of Legal and Democratic Services  
Contact: Tim Richardson  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required: N/A  
Annexes/Appendices (attached): Annexe 1 – Outstanding References  
Other available papers (not attached):

**REPORT SUMMARY**

**This report lists the Committee's outstanding references as at 13 June 2017**

**RECOMMENDATION (S)**

**(1) That the outstanding references detailed in the Annexe be noted.**

*Notes*

**WARD(S) AFFECTED: All**

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The following references to Officers are outstanding as at 13 June 2017:-

Reference No.	Date of reference/item	Title and nature of report back	Officers	Report due	Position at last meeting	Current Position
1	Social Cttee 29/10/15 Min 19	Shopmobility (Consideration of a more detailed cost benefit analysis of this service)	Head of Customer Services & Business Support	November 2016	Report pending	Analysis of the costs is ongoing. A report will be brought to the October 2017.
2	Social Cttee 29/10/15 Min 24	Social Centres (Review of Mission Statement, re-launch and external funding)	Head of Venues & Facilities	November 2016	Report pending	Relaunch of the Community and Wellbeing Centre will be undertaken following the completion of a restructure of the staffing provision within the venues department. One of the aims of this will be to provide much needed additional support to the onsite team at the Centre. In addition, there is a need to stabilise and establish the new funding model of the Wellbeing Centre and Activity Co-ordinator provision (as approved at the March 2017 committee). It is therefore believed that the best time to relaunch the Centre would be after these two pieces of work have been completed. Whilst there is no confirmed date for this at present, the Committee will be updated as progress is made.

Annual reports

The Committee will receive the following reports annually:

<b>Date of Reference/item</b>	<b>Title and nature of annual report</b>	<b>Responsible Officer</b>	<b>Next report to be received</b>
26/03/12 Min 41	Pricing flexibility authorisation procedure – annual report	Head of Venues and Facilities	June 2017

Annual updates

Members of the Committee will receive the following information updates annually. These will be provided via email and Members Update.

<b>Title and nature of update</b>	<b>Responsible Officer</b>	<b>Month annual update will be provided each year</b>
Annual report on Allotments	Head of Operational Services	November
Annual report on Bourne Hall Museum	Head of Venues and Facilities	June

**EXCLUSION OF PRESS AND PUBLIC**

The Committee is asked to consider whether it wishes to pass a resolution to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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