

SELECT COMMITTEE

Wednesday, 12th September 2018 at 6.30pm
Belle Vue Suite, Belle Vue Square, Broughton Road, Skipton

Committee Members: The Chairman (Councillor Staveley) and Councillors Brown, Graham, Mason, Mercer, Moorby, Pighills, Shuttleworth, Solloway, Sutcliffe, Thompson and Whitaker.

AGENDA

1. **Apologies for absence**
2. **Confirmation of Minutes** of the meeting held on 18th July 2018.
3. **Public Participation** – In the event that any questions / statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.

(Note: Where the participation relates to any particular item on the agenda, participation will usually be when that item is considered.)

4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Absence Management 2017-18** – Further to Minute OS.390/17-18 report of the Human Resources Manager. Attached

Purpose of item – To present Craven District Council’s sickness absence statistics for the period 1st April 2017 to 31st March 2018.

6. **Disabled Facilities Grants** – Further to Minute POL.867/17-18, at which members of the Policy Committee asked that this Committee review the new arrangements after six / twelve months to

consider whether the in-house scheme was operating satisfactorily, the Housing Adaptations Manager will be attending the meeting to discuss the experience to date in delivering the service. If minded to take a review forward at this time the Committee may wish to consider appointing a working group to conduct that review.

Background Information : A copy of the Director of Services' report "Disabled Facilities Grant : Delivery Options" presented to Policy Committee on 11th September 2017 and the related minute have been circulated for Members' information..

Purpose of item – To enable the Committee to review the new arrangements for delivery of disabled facilities grants as requested by Members of Policy Committee.

7. **Bereavement Services Review** – The Committee is asked to consider appointing and authorising the Bereavement Services Working Group to agree its final report for submission to Policy Committee. Subject to appointment, the Working Group will meet on conclusion of this meeting.

8. **Work Programme** – The Committee is asked to give further consideration to its work programme for the current year. Copy attached.

Purpose of Item – To enable the Committee to update its work programme.

9. **Date of Next Ordinary Meeting** – Wednesday, 17th October 2018 at 6.30pm.
10. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Agenda Contact Officer:

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- (i) the recording being conducted with the full knowledge of the Chair of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the agenda contact officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure

In case of an emergency, or if the alarm sounds, leave the meeting room and exit the building using the main doors onto the Square. If those doors are not available, please use the nearest available door.

The assembly point is in Belle Vue Square at the front of the building, nearest the main road. An officer will take a roll call once everyone is out of the building.

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SELECT COMMITTEE

18 July 2018

Present –Councillor Sutcliffe in the Chair, and Councillors Brown, Mason, Mercer, Pighills and Shuttleworth.

Officers – Solicitor to the Council, Democratic Services Manager and Community Safety Officer.

Apologies for absence were received from Councillors Graham, Moorby, Solloway, Staveley, Thompson and Whitaker.

Start: 6.30pm

Finish: 7.15pm

Minutes for Report

-Sitting as the Crime and Disorder Committee-

OS.395

POLICING IN NORTH YORKSHIRE AND LOCAL POLICING CRAVEN

The Chair welcomed to the meeting, Inspector Crossman-Smith, to present a breakdown of information and data in relation to policing in North Yorkshire and local policing in Craven.

The key areas of discussion were:

- There had been a significant increase in 999 calls across North Yorkshire. It was reported that one of the reasons for the increase was associated with a major sporting event that was taking place. The Community Safety Officer also reported an increase in misuse of 999 calls.
- Concern about an increase in theft offences. The Committee was advised about the development of cross border work that had taken place. Members were particularly concerned about theft of agricultural machinery, quad bikes, etc. It was advised that a Rural Task Force had been established to provide advice and support, particularly in terms of crime prevention.
- An update on cyber-crime and the role of trained ambassadors to support vulnerable communities. Inspector Crossman-Smith undertook to provide the Committee with further information and data in relation cyber-crime in Craven.
- An update on police training in relation to domestic violence, particularly arising from the murder of a local woman at a supermarket in Skipton in 2017. It was requested that details of the independent review be provided to the Committee once finalised.

Resolved –

- (1) That the update on policing in North Yorkshire and local policing in Craven, be noted.
- (2) That the Committee be provided with further information and data in relation to cyber-crime in Craven.
- (3) That details of an independent review arising from the murder of a local woman at a supermarket in Skipton in 2017, be provided to the Committee once finalised.

-Sitting as the Select Committee-

OS.396

CONFIRMATION OF MINUTES

The minutes of the meeting held on 11 April 2018 were confirmed and signed by the Chairman.

OS.397

WORK PROGRAMME

The Committee was asked to give consideration to its work programme for 2018/19. Details of items carried forward from the 2017/18 work programme together with a summary of the position in relation to the Bereavement Services Working Group and a proposed review of Disabled Facilities Grants was reported at the meeting.

Members were invited to suggest possible areas for review. Following a discussion, it was

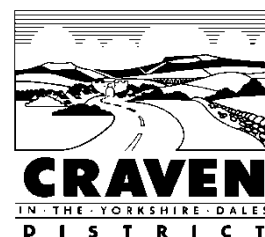
Resolved –

- (1) That a review of bereavement services and a proposed review of the new arrangements in relation to Disabled Facilities Grants, be added to the Committee's work programme for September 2018.
- (2) That, in addition to the standing items, the following areas of work are listed for possible inclusion in the Committee's 2018-19 work programme:
 - (October) – Vibrancy of Town Centres and Villages: What can be done to sustain town centres and villages across the District?
 - (November) – Skipton Town Hall Project: To understand the financing and delivery of the project, and the organisation and management of the Town Hall, particularly its aim of becoming a cultural hub.
- (3) That further consideration is given to the work programme at the Committee's meeting scheduled for 12 September 2018.

Chairman.

SELECT COMMITTEE

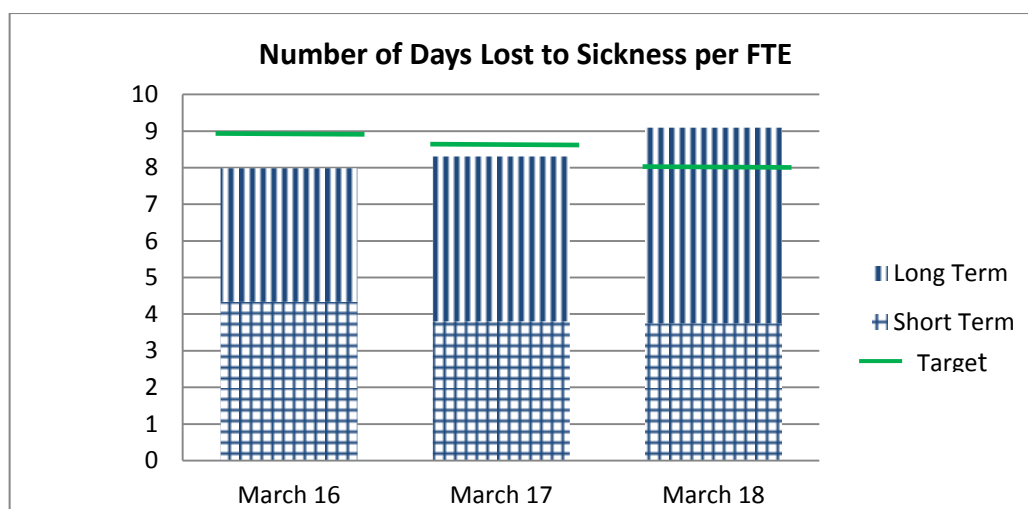
ABSENCE MANAGEMENT REPORT FROM APRIL 2017 TO MARCH 2018



Report of the HR Manager

1. **Purpose of Report** – To outline Craven District Council's sickness absence statistics from 1st April 2017 to 31st March 2018
2. **Recommendations** – Members are recommended to note the sickness absence statistics up to 31st March 2018
3. **Sickness Absence Statistics**
 - Information is given using the number of days lost to sickness absence per Full Time Equivalent as this gives a meaningful basis for comparison between different areas and time periods. Data on the number of working days lost is given in Appendix 1;
 - The annual target for 2017/18 for the number of days lost per FTE was 8 days;
 - The actual number of days lost per FTE was 9.1 days which is 13.8% above the target;
 - This is a 9.5% increase in days lost per FTE compared to the same period last year.

The graph below shows the levels of long term and short term absence in the 12 months to March 2016, March 2017 and March 2018:



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This shows that:

- Total levels of absence have increased annually since March 2016;
- Short term absence has fallen each year from 4.3 days per FTE in March 2016 to 3.8 days in March 2017 and 3.75 days in March 2018;
- Long term absence has increased each year from 3.6 days per FTE in 2015/16 to 4.5 days in 2016/17 and 5.3 days in 2017/18.

4. **Long Term Absence**

- Absence is classed as long term if it lasts for more than 4 continuous weeks;
- The number of days per FTE lost to long term absence has increased by 18% in the last 12 months;
- 19 members of staff had a period of long term absence between April 2017 and March 2018;
- 53% of long term absence was due to stress / depression / anxiety related illnesses;
- There were 9 members of staff with stress related illness of which 5 were work related;
- 2 members of staff have since been granted ill health retirement;
- Of the 19 taking long term absence 2 are still absent;
- 24% of the long term absence in this period was due to one member of staff being absent for the full year;
- The average length of long term absence was 55 working days;
- More information on the reasons for long term absence is given in Appendix 2.

It is interesting to note that if we were to take out the staff members that have exhausted their sickness pay during 2017/2018, then the numbers of days lost per FTE would be 8.45.

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5. Oasis Counselling

- The Council encourages all staff to contact the Oasis Counselling service when they are experiencing difficulties;
- The table below shows how many members of staff have used this service;

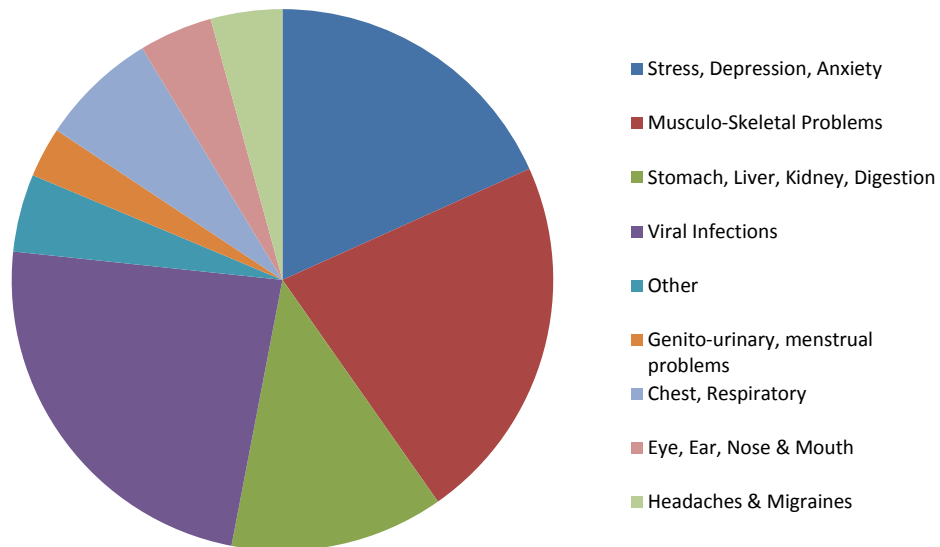
Month	No of referrals	Status	Credits Required	Extra Sessions	Credit used	Credits Left
May 17	2	closed	7	0	7	0
July 17	1	closed	4	1	5	0
Sept 17	1	closed	4	4	8	0
Oct 17	1	Open	4	8	9	5
TOTAL	5		19	13	29	3

- 4 of the referrals related to work related issues around depression, anxiety, stress, work pressure and relationships. The other sought support for relational issues in the home.
- Feedback from staff who take this option comment that the service provided by OASIS was easy to access and found the support provided to be very useful.

6. Short Term Absence

- The number of days per FTE lost to short term absence has reduced from 4.34 in March 2016 to 3.8 in March 2017 and 3.75 days per FTE in the 12 months to March 2018.

The chart below shows the reasons for short term absence:



- Over half (56%) of short term absence is due to viral infections or musculo-skeletal problems;
- The other main causes of short term absence are stress/depression/anxiety and stomach disorders;
- Back to work interviews with all staff are carried out by Line Managers and this is recorded and placed on their personnel files for future reference;
- If there is more than 7 days absence in a rolling 12 month period this would trigger action in line with the Sickness Absence Management Policy;
- Where necessary Occupational Health Advice is sought if symptoms reoccur regularly;
- More information on the reasons for short term absence is given in Appendix 3.

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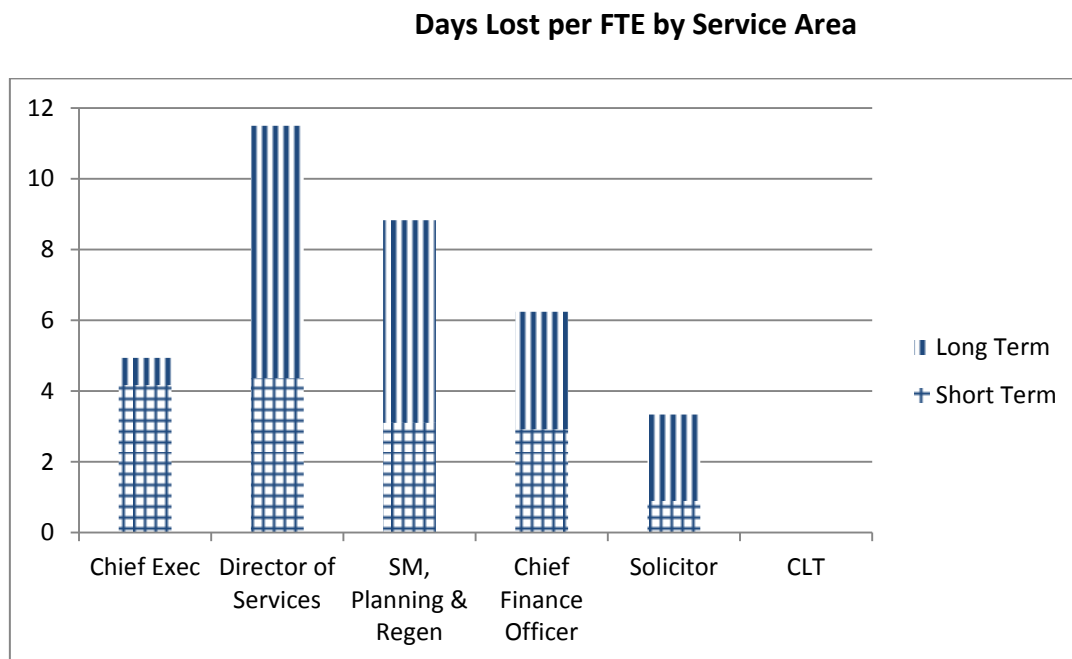
7. Staff with No Absence

In 2017/18 there was a total of 103 staff who had no sickness absence (49% of staff). The annual staff with no absence draw was carried out and 8 staff members received £25. The split across service areas was as follows:

Service Area	No. staff with nil absence
Human Resources	2
Business Support	3
Customer Services	4
Partnerships and Comms	3
Electoral Services	1
Chief Exec Total	13
Environmental Health	3
Housing	1
Waste Management	26
Assets and Commercial Services	6
Craven Leisure	12
Bereavement Services	1
Information Services	5
Director of Services Total	54
Planning Services	11
Economic Development	2
Museum and TIC	6
Planning and Regeneration Total	19
Financial Services	6
Benefit Services	2
Chief Finance Officer Total	8
Legal Services	3
Licensing	2
Solicitor to the Council Total	5
Council Leadership Team	4

8. Absence by Service Area

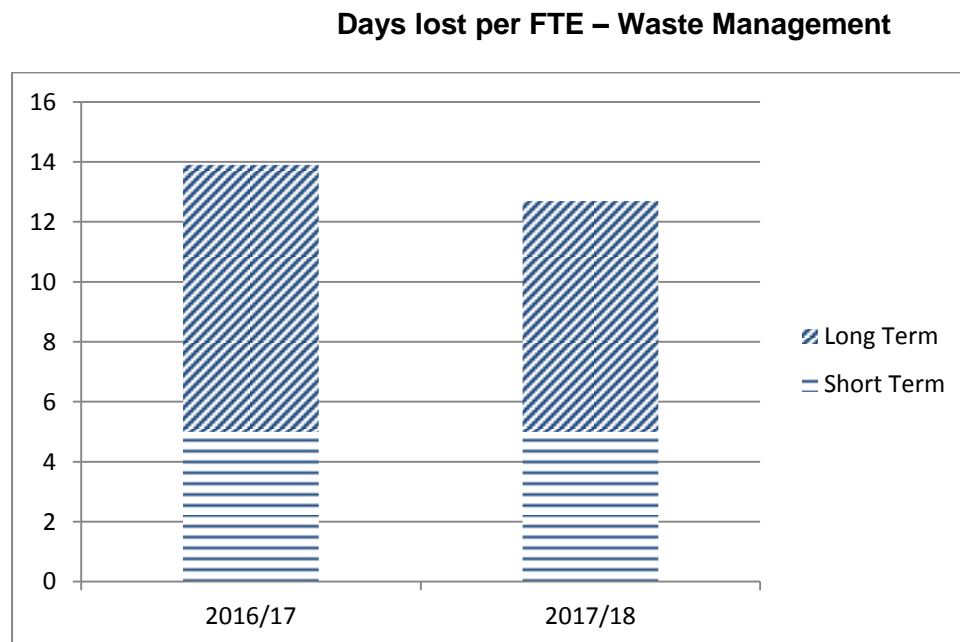
The chart below shows the number of days lost per FTE for each service area. More detail on the breakdown within each service area is shown in Appendix 4.



- Absence levels are highest in the Director of Services area. The long term proportion of absence includes one member of staff who has been absent for the full 12 months.
- The Director of Services area also includes Waste Management, more details of which are given below.
- HR continue to monitor and inform Line Managers on a monthly basis of the sickness levels in their services and ensure that sickness monitoring meetings are carried out and targets set for the individual.
- Where necessary staff are moved on to the next stage of the Absence Management Policy and Procedure which may lead to a hearing if none of the targets set are met.

9. Absence in Waste Management

The following chart shows levels of absence in Waste Management for the last 2 years:



- This shows that overall levels of absence in Waste Management have reduced by 9% over the last 12 months from 13.9 to 12.7 days per FTE;
- Short term absence has remained constant at 5 days per FTE;
- The most common reasons for short term absence in WM were musculo-skeletal problems (37%) - none of which were work related, and stress, depression and anxiety (26%) – the majority of which was due to 1 individual who had a number of periods of absence;
- Long term absence has reduced by 13% from 8.9 to 7.7 days per FTE;
- 41% of long term absence was caused by stomach problems, which was due to one member of staff with a specific medical issue who was waiting for treatment. He has recently returned to work.

Again it is interesting to note that if we were to take out Waste management sickness for the 2017/2018, then numbers of days per FTE would be 6.1

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10. Implications

10.1 Financial Implications – None

10.2 Legal Implications – None.

11. **Contribution to Corporate Priorities** – Have a more cost effective and efficient Council.

12. **Risk Management** – N/A

13. **Equality Impact Assessment** - The Council's Equality Impact Assessment procedure is not required for this update.

14. **Consultations with Others** – N/A.

15. **Access to Information : Background Documents** – None.

16. **Author of the Report** – Jacquie Hodgson – HR Manager
jhodgson@cravendc.gov.uk. – 01756 706209

17. **Appendix 1** – Sickness Absence Comparison of Last 3 Years
Appendix 2 – Reasons for Long Term Absence 2017/18
Appendix 3 – Reasons for Short Term Absence 2017/18
Appendix 4 – Absence by Service Area 2017/18
Appendix 5 – Reasons for Absence in Waste Management 2017/18

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Appendix 1 – Sickness Absence Comparison of Last 3 Years

Days Lost Per FTE

	March 16	March 17	March 18	% Change since March 16	% Change since March 17
Short Term	4.34	3.8	3.75	-14%	-1%
Long Term	3.64	4.51	5.34	47%	18%
TOTAL	7.98	8.31	9.1	14%	9%
Target	9	8.5	8		
ST as % of Total	54%	46%	41%		
LT as % of Total	46%	54%	59%		

Working Days Lost

	March 16	March 17	March 18	% Change since March 16	% Change since March 17
Short Term	833.2	720.5	733.9	-12%	2%
Long Term	699.4	854.6	1044.6	49%	22%
TOTAL	1532.6	1575.1	1778.5	16%	13%

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Appendix 2 – Reasons for Long Term Absence 2017/18

	Days Lost	%
Musculo-Skeletal Problems	46.5	4%
Stress, Depression, Anxiety	545.3	52%
Stomach, Liver, Kidney, Digestion	147	14%
Chest, Respiratory	88	8%
Eye, Ear, Nose & Mouth	89	9%
Other	128.8	12%
TOTAL	1044.6	100%

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Appendix 3 - Reasons for Short Term Absence 2017/18

	Days Lost	%
Stress, Depression, Anxiety	134.1	18%
Musculo-Skeletal Problems	161.4	22%
Stomach, Liver, Kidney, Digestion	93.6	13%
Viral Infections	173.6	24%
Other	34.1	5%
Genito-urinary, menstrual problems	22	3%
Chest, Respiratory	51.5	7%
Eye, Ear, Nose & Mouth	32.2	4%
Headaches & Migraines	31.4	4%
TOTAL	733.9	100%

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Appendix 4 - Absence by Service Area 2017/18

	Days Lost Per FTE	Working Days Lost
Human Resources	2.44	5
Business Support	2.13	13.6
Customer Services	9.28	97.4
Partnerships and Comms	0.56	1.8
Electoral Services	3.1	5.9
Community Safety	0	0
Chief Exec Total	4.94	123.7

Environmental Health	7.34	66.8
Housing	7.03	41.5
Waste Management	12.74	586
Assets and Commercial Services	6.52	74.3
Craven Leisure	8.76	183.5
Bereavement Services	56.44	254
Information Services	2.36	21
Director of Services Total	11.5	1227.1

Planning Services	13.09	251.9
Economic Development	2.5	14.5
Museum and Arts	0.73	9
SM, Planning & Regen Total	8.84	274.4

Financial Services	1.41	14
Revenues and Benefits	10.84	113.3
Chief Finance Officer Total	6.24	127.3

Legal Services	0.71	2
Democratic Services	10.91	24
Licensing	0	0
Solicitor to the Council Total	3.33	26

CLT	0	0
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CDC TOTAL	9.1	1778.5
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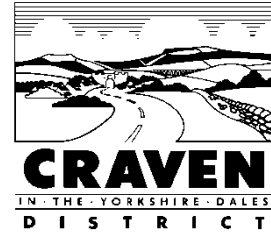
Appendix 5 – Reasons for Absence in Waste Management 2017/18

	Days Lost	%
Musculo-Skeletal Problems	102	17%
Stomach, Liver, Kidney, Digestion	163	28%
Stress, Depression, Anxiety, Mental Health & Fatigue	170	29%
Chest, Respiratory	67	11%
Other	84	14%
TOTAL	586	100%

Cost of Sickness 2017/2018

FTE's	Salary Total (incl. On Costs) £	Average Weekly (incl. On Costs) £	Average Hourly Rate (incl. On Costs) £	Average Daily Rate (incl. On Costs) £	Number of Days Lost per FTE	Cost of Days Lost, based on Average Daily Rate £
	6,844,710	2,370.8221	21.0553	152.4404	1,778.50	184,134.49

Policy Committee – 11th September 2017



DISABLED FACILITIES GRANT DELIVERY OPTIONS

Report of the Director of Services

Lead Member: Richard Foster

Ward(s) affected: ALL

1 **Purpose of Report**

To advise Members of changes to the current provision of the Disabled Facilities Grant Scheme;

To provide options for the future delivery of Disabled Facilities Grants from 1st April 2018;

To ensure that the preferred option is implemented by the required date in order to meet statutory obligations.

2 **Recommendations – Members are recommended to:**

- 2.1 Note the current arrangements for Disabled Facilities Grant delivery and the options available for future provision;
- 2.2 Approve the In – house Full Service option for future delivery from 1st April 2018;
- 2.3 Delegate authority to the Director of Services, in consultation with the Lead Member for Housing, to take timely decisions to facilitate implementation of the chosen option with effect from 1st April 2018.
- 2.4 Delegate authority to the Director of Services, in consultation with the Lead Member for Housing, to review its cost effectiveness and performance post implementation.
- 2.5 Note that with the increasing flexibility as to the use of discretionary grants¹, an in-house provision would enable the Council to take advantage of the growing increase in opportunities for the fund to be used to benefit more disabled households in Craven.

¹ Craven's Housing Renewal Policy 2017 includes provision of Discretionary Grants and greater flexibility to utilise Disabled Facilities Grant funding – This policy is to be considered by Policy Committee in September.

3 Current Disabled Facilities Grant Delivery

3.1 Delivery of Disabled Facilities Grants is a statutory requirement of every strategic housing authority and comprises two distinct roles:

1. **Administration:** Policy and decision making, and the processing of applications. For Craven, this role is undertaken by Craven District Council;
2. **Technical Support:** Giving advice and assistance to potential grant beneficiaries before and during the application process, collate evidence to support grant applications, design and document specifications for required works, tender for contractors and oversee the contracts to ensure all works are completed to the specification. For Craven, this role is undertaken by Yorkshire Housing.

Please refer to item 6 in the Appendix for more detail

3.2 In 2014/15 Craven, Harrogate, Hambleton, Richmondshire and Selby requested that the **technical support role** be included within a wider NYCC Supporting People Home Improvement Agency (HIA) contract. This contract delivered advice, support, repairs and minor adaptations to the same client groups of vulnerable, disabled and elderly persons that applied for DFGs. Scarborough & Ryedale excluded themselves from this process as they have an established in-house Adaptations service delivering both Administration and Technical Support roles.

3.3 The DFG Element of the contract was in 3 parts:

Lot (Area)	Commissioned Service Provider
1. Craven & Harrogate	Yorkshire Housing
2. Hambleton & Richmondshire	Yorkshire Housing
3. Selby	Yorkshire Housing

3.4 The HIA Contract ran from 1st April 2014 and ended on 31 March 2017, and on completion NYCC advised that the Supporting People Commissioning Body would not re-tender the contract due to the time and cost involved. However, the contract option to extend for one year was taken to enable NYCC and housing authorities to make alternative arrangements for the delivery of the statutory elements of the contract. (i.e. DFGs (CDC) and Minor Adaptations (NYCC)). The contract will now finish on 31st March 2018.

3.5 Yorkshire Housing has funded the cost of providing DFG Technical Support by making a charge to successful grant applicants, the charge being a percentage of the value of the works (currently 10%), **and** by obtaining a contribution from each local authority (currently £10,000 in Craven) – the authorities contributions being met from the Disabled Facilities Grant received annually from Central Government.

For Craven this has provided Yorkshire Housing with funding over the last three years of:

	Total
2014/15	£34,275
2015/16	£30,416
2016/17	£31,196
AVERAGE	£31,962

Note: Please refer to the Appendix for more detail in relation to Central Government Allocations, number of grants, types of works undertaken etc.

4 Future Disabled Facilities Grant Delivery

4.1 The options open to Craven District Council to ensure its statutory obligations for the provision of the DFG service are met are:

1. Provide a **basic in-house** grant application scheme with no technical support to applicants;
2. **Outsource** the technical support element by undergoing competitive tendering;
3. Establish a **partnership** with another local authority to deliver the scheme across both areas;
4. Provide a **full** administration and technical support **service in-house**.

(see section 5 for full descriptions)

4.2 In the event that the service comes in-house there will be TUPE implications with regard to current staff employed by Yorkshire Housing (YH), and YH have advised that 0.8fte of employees 1 and 2 is deployed on DFG work in the Craven district as follows:

	Post	Time	Eligible for Transfer of Undertaking Regulations (TUPE)	Terms & Conditions	Difference
Employee 1	Administration	0.3fte	YES	1.0fte	0.2fte
	Caseworker	0.5fte			
Employee 2	Technical Officer	0.8fte	YES	1.0fte	0.2fte
Employee 3	Manager	0.2fte	NO	n/a	n/a
SURPLUS RESOURCE					0.4fte

- 4.3 Under TUPE regulations we are required to transfer Employee 1 and 2 under their current terms and conditions at 1.0fte rather than at the estimated time required to carry out the Technical Support role for DFGs. This results in a surplus 0.4fte staffing resource which cannot be funded from DFG funding or Applicants Fees.
- 4.4 0.2fte of the Admin/Caseworker can be funded from other housing grant funds.
- 4.5 0.2fte of the Technical Officer would require additional revenue budget provision in the sum of £8,660.
- 4.6 In 2013/14 the £10,000 Local Authority contribution represented 5.2% of the grant allocation in that year. If this percentage was increased to 8% and applied to the increased DFG Allocation for 2017/18 of £474,664 (assuming this will not increase in 2018/19) this would generate a contribution of **£37,970** towards delivery costs.
- 4.7 Applicants fees could be increased by applying 15% to the cost of works to give an income stream in 2018/19 of approximately **£25,260** (based on an average achieved by Yorkshire Housing as listed in 3.5)

5 Options for Disabled Facilities Grant Delivery

The four options for delivery are summarised below:
(Further detail can be found at 7 in the Appendix)

5.1 In-House Basic Grant Service:

Proposal: To provide office-based advice to applicants only.

Advantages:

- Limited additional staffing resource funded from DFG Allocation

Disadvantages:

- Lack of support for vulnerable applicants potentially delaying completion of the adaptation
- Use of non-approved contractors putting client's at risk and potential for the Council to become involved in protracted client/contractor disputes with a negative impact on value for money
- Redundancy costs which could not be funded from DFG or other housing funds
- Risk of wider public criticism for lack of support for vulnerable customers

5.2 Contracting out

Proposal: To undertake a procurement process to select a service provider

Advantages:

- Test the market to provide and demonstrate value for money

- Disadvantages:
- NYCC have recently undertaken a Market Engagement exercise (Via YORTENDER and Foundations²) to test the market's interest to deliver a similar service - Minor Adaptations Service³. Only 1 organisation responded. Potentially this is due to the small scale nature of the work to be delivered at a local level which makes it not viable for organisations.
- Yorkshire Housing have indicated an initial interest in providing the service but this would be subject to negotiated contract terms which may not be economically favourable to this Council.
- Team not integrated within Belle Vue Square limiting efficiencies through rationalisation of process and improved communication
 - Potential to be the least responsive to meeting wider council objectives and adding resilience to existing services and teams due to the restrictive nature of contractual arrangements.
 - This is potentially the most expensive option

5.3 Partnership working with another Local Authority

Proposal: To work in partnership with another Local Authority to deliver the Technical Support element of DFG work

Harrogate Borough Council have indicated that they would be prepared to carry out the Technical Support role at "open book" plus 8% and take on the TUPE responsibilities for the Technical Officer post.

- Advantages:
- Additional resilience of Technical Support to cover absence as working within a larger team
 - Improved communication pathways due to Caseworker/ Administrator post located within the Environmental Services & Housing team creating efficiencies.
- Disadvantages:
- Team not integrated within Belle Vue Square limiting efficiencies through rationalisation of process and improved communication
 - Joint procurement of Approved contractors may preclude locally based small contractors who currently undertake DFG works
 - This option would be more expensive than in-house provision

² Foundations are the national professional body for Home Improvement Agencies

³ Market Engagement carried out June 2017 to deliver NYCC's statutory responsibility to provide minor adaptations (grab / bannister rails, half steps etc.) with effect from 1 April 2018 – CDC registered interest and a n other organisation responded

5.4 In-house Full Service

Proposal: To integrate the DFG administration and support within the Environmental Services & Housing Team. To review the new Adaptations service following a period of 6 months to maximise its economic efficiency and effectiveness.

- Advantages:**
- An integrated “Adaptations” team would reduce administrative burdens and aid communication with the benefit of speeding up the process for the applicant and creating efficiencies.
 - As employees based within the Council we will have the flexibility (not restricted by Contract Agreements) to respond to local challenges and make effective use of the staffing resource available.
 - Delivery of the Technical Support in house will make best and full use of the new IDOX-Uniform software to deliver a more efficient service – freeing up time for the Technical Officer and Administrative posts to direct their skills to improving and expanding service delivery.
 - Capacity to deliver additional services would potentially enable the new Adaptations Service to draw in funding to offset the budget requirement such as:
 - a) Homelessness Prevention Grant⁴, Flexible Homelessness Grant⁵ or Homelessness Reduction Grant⁶ funding to deliver older/disabled specialist housing advice in line with Best Practice⁷.
 - b) Private works: Contract management and technical support for private works charged to the customer
 - c) Bidding for the NYCC Minor Adaptations contract due Autumn 2017 to deliver Minor Adaptations⁸

- Disadvantages:**
- Potential for the surplus resource to be under-utilised
 - Rationalisation of the staffing resource would likely incur redundancy and recruitment costs
 - Additional management costs could result from future service reviews

⁴ Annual Non-ring-fenced grant from Department of Communities & Local Government

⁵ Ring-fenced grant from Department of Communities & Local Government paid 2017/18 and 2018/19 @ £40,000 per annum

⁶ Ring-fenced grant from Department of Communities & Local Government – 2017/18 and 2018/19

⁷ Promoting Best Practice in the Commissioning of Disabled Facilities Grants Through the Better Care Fund – Association of Directors of Adult Social Services, County Councils Network and the District Councils Network – Draft 2017

⁸ Procurement process commenced June 2017 – CDC has registered interest and specification for full tender is due September 2017. Clarification required as to whether Local Authority would be exempt from being required to go through full tender process.

6 Conclusion and Cost implications:

The following table shows cost comparisons for each option:

	1 BASIC	2 OUTSOURCE	3 PARTNERSHIP	4 IN HOUSE
Salary Costs	15,090		79,330	73,450
Travel			4,710	2,720
IT/Telephone	1,110		2,710	2,620
Redundancy	11,120			
External Services		85,980		
TOTAL	27,320	85,980	86,750	78,790
Funded by:				
Applicant fees (see 4.7)⁹		25,260	25,260	25,260
DFG ALLOCATION (see 4.6)	16,200	37,970	37,970	37,970
Other Housing Grant			6,030	6,030
Revenue Budget Requirement	11,120	22,750	17,490	9,530
TOTAL	27,320	85,980	86,750	78,790

Option 1 is the cost after rationalisation of staffing resource

Option 2 is the forecast contract cost based on 2017/18 staff cost and original contracted overheads uplifted for current inflation.

Option 3 is the cost indicated by Harrogate Borough Council based on current staff costs and overheads plus 8%

Option 4 is the full estimated costs based on the transfer of current terms and conditions (i.e. 35 hour week, 30 days holidays, matched +0.45% pension contribution) and level of staffing (i.e. 2.0fte) required to be TUPEd. Following the 6-month review of the transferred service and the employment contracts being harmonised with Craven District Council terms and conditions, it is envisaged that this cost would reduce.

Also, Option 4 is the cheapest for delivering a full service on the assumption that a basic grant service without technical support is not acceptable. It also provides the greatest flexibility to tailor the service to future needs and to rationalise costs as the service evolves.

⁹ Applicant Fees based on 15% cost of works – see 7.1.2

7 Implications

7.1 Financial and Value for Money (vfm) Implications

7.1.1 As indicated in the report, the cost of providing a full in-house service for 2018/19 is £78,790 (maximum) which will be funded by:

- Grant and fees £63,230
- Additional revenue budget £15,560

7.1.2 A supplementary revenue bid will be submitted to Members following approval of the recommendations in paragraph 2.

7.1.3 Value for money would be best achieved by adopting an in-house provision as the Council would be in the best position to procure cost efficient local contractors and to tailor future service provision to meet future needs.

7.2 **Legal Implications** – The identified legal implications in relation to this report are:

- a) Housing Grants, Construction and Regeneration Act: Local Authorities are under a statutory duty to provide grant aid to disabled people, including Disabled Facilities Grants;
- b) Regulatory Reform (Housing Assistance) (England and Wales) Order 2002: Provides general powers for the local authority to give discretionary assistance and removed the ring-fence from the DFG budget enabling the flexible use of DFG to deliver adaptations to meet the assessed needs of disabled people;
- c) If Members are minded to approve the recommendations set out at paragraph 2, it will be necessary to comply with the relevant TUPE Regulations;
- d) The Council's Contract Procedure Rules will be applied to the subsequent procurement of Packages of Work¹⁰ and the Approved Contractor Listing¹¹.

8 Contribution to Council Priorities –

a) Craven District Council – Council Plan 2017 - 2020

Priority: Resilient Communities.

Contribution: Reducing health and wellbeing inequalities through the provision of adaptations enabling older and disabled people maintain their independence within their homes.

b) Craven's Housing & Homelessness Integrated Action Plan 2017/18

Priority: Maintain and improve the quality of existing housing.

Contribution: Improving health outcomes and the wellbeing of residents by investing in and improving housing. As a statutory function, the Disabled Facilities Grant is an important Housing Renewal Policy intervention enabling residents to live independently in their own homes.

¹⁰ Packages of Work are where certain regular jobs (i.e. installation of a stair lift, installation of a level access shower, etc) can be 'packaged' and put out to procurement so a fixed price can be agreed. Successful tenders are then drawn upon on a rotational basis to deliver these 'packages' without further tendering thus significantly speeding up the DFG process.

¹¹ Approved Contractor List includes contractors which have met the requirements of a Pre-Qualification Questionnaire

9 Risk Management

Delivery of Disabled Facilities Grants is a statutory function. Reduced efficiency would seriously compromise the Council's reputation and importantly affect the health and wellbeing of elderly and vulnerable households.

Close monitoring of the financial implications to the Council would be required and appropriate action taken if the service exceeds budget.

10 Equality Analysis

The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

11 Consultations with Others –

North Yorkshire County Council – Health & Adult Services
Yorkshire Housing
Personnel Services
Corporate Leadership Team

12 Access to Information: Background Documents – None**13 Author of the Report – *Nina Pinder, Housing Policy & Contracts Officer*
Tel: 01756 706392 npinder@cravendc.gov.uk**

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

14 Appendix

Supporting information.

APPENDIX

SUPPORTING INFORMATION:

1. COMMUNITIES AND LOCAL GOVERNMENT DFG BUDGET ALLOCATIONS

	National Budget	Craven Budget	% Increase
2014/15		£197,526	
2015/16	£220m	£238,818	
2016/17		£433,307	
2017/18		£474,664	
Projected Budget			
2018/19		£ 508,365	
2019/20	£500m	£ 542,117	127%

2. NUMBER OF GRANTS RECEIVED AND COMPLETED

	Number of Enquiries received	Number of Applications received	Number of Grants Completed	Average Value of Grant
2014/15	42	41	38	£6,878
2015/16	36	31	33	£7,246
2016/17	41	36	40	£7,445
Q1 2017/18	5	9	7	£4,779

3. TYPES OF WORKS UNDERTAKEN:

	2014/15	2015/16	2016/17	
Large Extension			1	1%
Bathroom extension/Downstairs WC	3	4	4	7%
Level Access Shower/low level tray/wet floor showers	23	18	21	41%
Lifts: Stair lifts, Through Floor and Step	17	12	7	24%
Internal alterations to doors/walls	2	2	2	4%
Access in/out property including ramps	12	2	3	11%
Other: Fencing, outdoor play area, door entry systems and safety measures, Bath installations	7	4	7	12%

4. GEOGRAPHICAL SPLIT OF DFG WORKS 2016/17

AREA	NUMBER	PERCENTAGE
NORTH CRAVEN	20	24%
CENTRAL	43	52%
SOUTH CRAVEN	20	24%

5. DISABLED FACILITIES GRANT ROLES

1.1 Decision Making (Currently delivered by Craven District Council)

- 1.1.1 As the local authority with the statutory duty to deliver Disabled Facilities Grant this aspect is the responsibility of Craven District Council. Upon receipt of a request for an adaptation from North Yorkshire County Council's (NYCC) Health & Adult Services Occupational Therapist – we have a duty to consider whether this request is reasonable and practicable. Once this decision is made we then arrange for the applicant to be contacted, a means test carried out to see if they are required to make a contribution to the work and then the application is processed.
- 1.1.2 This function is currently carried out by Environmental Services and Housing with administrative support from Business Support.

1.2 Case working & Administration (Delivered by Craven Home Improvement Agency until 31 March 2018):

- 1.2.1 The caseworker will contact the applicant, carry out home visits and support them through the process – helping them to complete necessary forms and collate supporting evidence. They also provide a general administration role for the process including obtaining Land Registry Titles and Landlord approvals. On average the caseworker would receive 1 new referral per week.

1.3 Technical Support: (Delivered by Craven Home Improvement Agency until 31 March 2018):

- 1.3.1 The Technical Officer will work with the applicant and the Occupational Therapist to design a scheme of works that meets the applicants assessed need. This may include drawings and obtaining the necessary building regulation approval and in the case of major adaptations (i.e. extensions) – planning approval. They will draw up a specification of work and issue a request for tender to selected contractors on the Yorkshire Housing Approved Contractors List. Once received, these are assessed, contracts drawn, works undertaken, inspected and requests for payment submitted to Craven District Council.

1.4 Caseload

As at 22/8/2017 the current caseload for the Caseworker/Admin and Technical Officer is as follows:

STAGE	Caseworker/Admin Role	Technical Officer Role	Caseload
1. Occupational Therapist Referrals	To carry out 1 st Visit to complete explain process and complete Provisional Test of Resources forms	To carry out visit to pre-design scheme	2
2. Pre-Application cases	To carry out 2 nd visit to complete Full Application forms and collate information and permissions	To carry out visit to agree design; draw up specification of works, tender.	21
3. Approved cases	Obtain invoices and collate for submission to CDC for payment	Draw up contract of works; oversee works and sign off	14
TOTAL CASELOAD			36

As at 22/08/2017 12 cases had completed through this process

6. DELIVERY OPTIONS

Option 1: IN-HOUSE BASIC GRANT SERVICE

Proposal: To deliver statutory duty DFGs without additional assistance:

Craven District Council to provide web-based documentation and advice for applicants to access. Completed applications to be determined upon receipt of satisfactory and complete documentation. Applicants are responsible for all aspects of arranging and carrying out the work. A site visit will be made by CDC when works are to complete to check that works are satisfactory before the final payment is made to the applicant.

Advantages	Disadvantages
<p>Maximise DFG Budget: No Service Fee added to grant so 100% of DFG funding for physical works</p> <p>Limited additional staffing requirements¹: 0.5fte Administrator/Caseworker</p> <p>Value for Money: Presents best value for money</p> <p>Team integration: Both CDC and NYCC Occupational Therapists located at Belle Vue Square</p> <p>Cost: £26,600</p> <p>NOTE: Would require additional workspace requirement at BVS – hot-desking within Environmental Services & Housing</p>	<p>Contractor Disputes CDC embroiled into disputes between applicant and contractor – especially if works are not satisfactory.</p> <p>Public funds – unsatisfactory works Non-approved contractors exploiting vulnerable applicants with inflated prices and unsatisfactory works</p> <p>Lack of Support No support for vulnerable applicant through complex process</p> <p>TUPE Costs: Would be liable for Redundancy costs</p>
<p>Comment: Consultation with Northern Adaptations Group members has evidenced that this approach results in disputes between contractors/applicants and none-payment of grant due to unsatisfactory works. They spend more time negotiation/mediating with cases that they are not being paid to manage.</p>	
<p>Opportunities: Deliver of NYCC & Better Care Plan objective: High risk of underspend of budget (due to no Agency Fees or very low additional administration/support charges) – possibility for more money to be utilised to meet other NYCC priorities - potential to use underspend for other Better Care Fund Projects or other e.g. Extra Care in Craven (in discussion with NYCC)</p>	
<p>Not Recommended: This is not an appropriate option for Craven District Council - whilst the cheapest option as only limited additional staffing resources are required – there is no capacity to support the vulnerable applicant and ultimately CDC will be spending more time dealing with contractor/client disputes. This option puts the Council at risk of criticism from the public and partners.</p>	

¹ Current staffing requirements: Environmental Services & Housing – 0.4fte Senior Officer and Business Support Admin - 0.4fte

Option 2: CONTRACTING OUT

Proposal: To contract out the Casework and Technical Officer functions

Craven District Council to procure the services of a home improvement agency to provide the Caseworker/Admin and Technical Support roles as is currently provided by Yorkshire Housing

Advantages

No additional staffing requirements

Continuation of existing procedures

No additional workspace requirements at BVS

TUPE Costs

None – transferred implication to new provider.

NOTE: Local contractor arrangements would be included within the Contract benefiting local economy and employment

Disadvantages

Geography:

Service reliant on “home visits” therefore most effective and customer focussed if located within district otherwise delays in time taken to complete adaptation

Viability:

Unlikely to be an “attractive” contract and this would be reflected in the cost of providing this service in isolation. A small contract for very little gain.

Cost: £85,980

Lack of flexibility:

Role defined by partnership agreement – not responsive to change or ability to add resilience to Environmental Services & Housing team

Integration and Streamlining:

Communication challenges (especially if “joint” services based out of district), reduced opportunities to remove duplication of files, computer systems etc. No team integration.

Procurement:

Will have to go through the procurement process

Comment:

There are no “DFG only” contracted services that I could find. Research concluded that 80% of services are in-house and contracted services are part of a wider Home Improvement Agency – carrying out a range of services for the local authority. This is supported by NYCC’s market testing for Minor Adaptations delivery where only one organisation responded.

Yorkshire Housing has been contacted and have indicated that they would only be interested in tendering to deliver just the DFG element if it is sustainable and viable.

Opportunities

Delivery of NYCC & Better Care Plan objectives:

DFGs and discretionary grants/loans only with lower risk of underspend of budget (additional administration/support charges) – possibility for reduced amount of funding to transfer to NYCC

Minor Adaptations Contract:

Would be no incentive for CDC to bid for this contract unless other than to re-contract out delivery.

Delivery of CDC emerging Health & Wellbeing Action Plan:

Additional partner to assist/contribute towards this emerging plan.

Recommendation:

This is a *possible* option for Craven District Council – but limiting in terms of opportunities to flex the service to meet arising needs and shape the service as the NYCC/LA debate regarding allocations and pay-back develops. Cost is also an important factor as only reasonable costs can be funded from DFG allocation.

This option is potentially the most expensive and with a limited market interest.

Option 3: PARTNERSHIP WORKING WITH ANOTHER LOCAL AUTHORITY

Proposal: To enter into Partnership – Harrogate Borough Council

For Craven District Council to continue to administer the DFGs and to take on the “hand holding” role of visiting clients in their own homes and completing/collating all necessary paperwork. The Technical Officer role would be carried out by Harrogate Borough Council – who would be responsible for the works element – from design to completion for a fixed fee of “open book” plus 8%.

Advantages

Additional staffing requirements

0.8fte Administrator and visiting Caseworker

Resilience:

CDC would benefit from Harrogate Borough Council’s expertise in relation to delivery of Adaptations and “piggy back” contractor procurement arrangements thus reducing administrative burden.

Approved Contractor List:

NOTE: Partnership arrangement would NOT include capacity to engage with local contractors to carry out works – resulting in a loss to the local economy and employment.

NOTE: Would require additional workspace requirement at BVS – hot-desking within Environmental Services & Housing

Disadvantages

Geography:

Service reliant on “home visits” therefore most effective and customer focussed if located within district otherwise delays in time taken to complete adaptation.
Caseworker to be located within Craven.

Cost: £86,750

Lack of flexibility:

Technical Support Role defined by partnership agreement – not responsive to change or ability to recharge services to Property Services or undertake private works to minimise funding gap.

Integration and Streamlining:

Communication challenges and reduced opportunities to remove duplication of files, computer systems etc

Lack of control/influence?:

As one of a partnership with the smallest number of DFGs delivered – potential for our concerns/area to be overlooked.

TUPE Costs

Although Technical Support role TUPEd to Harrogate – full cost recovery + 8% would be re-charged to Craven

Team integration:

Only CDC, Caseworker/Admin and NYCC Occupational Therapists located at Belle Vue Square. Technical support based in Harrogate.

Comment:

Richmondshire and Hambleton (possibly Selby) are looking into procuring a DFG service and potentially we could “join” the proposed contract. None of these LAs have their own stock and therefore have not experience of delivering the Technical Officer and contractor management roles.

It is currently unknown how this model will look – the “group” may decide to procure the service or set up an “in-house” delivery arm.

Harrogate has already indicated that they are interested in providing the Technical Support and works management role for us at a cost of “Open Book” (i.e. actual costs) + 8%.

Harrogate is a stock holding authority and already has an established Adaptions team delivering adaptation works to vulnerable tenants within their own properties. It is their intention to “expand” the scope of the team to include carrying out DFG Funded adaptations for social and private tenants and homeowners. They are revising their Procurement Framework and intend to combine Harrogate and Craven’s works/budget and tender for invite contractors as well as larger contractors operating within the Harrogate area to tender for specific packages of works (i.e. Installation of Level Access Showers, Installation of Stair Lifts) under a Fixed Term Competitive Contract **and** also to register on an Standing List (Approved contractor list).

Opportunities

Deliver of NYCC & Better Care Plan objectives:

DFGs and discretionary grants/loans only with risk of underspend of budget (additional administration/support charges) – possibility for reduced amount of funding to transfer to NYCC

Minor Adaptations Contract:

CDC could include delivery of Minor Adaptations – requiring additional administrative resources and “handyman” service to supply/fix handrails and other minor adaptations) – however would have to be independent of the DFG Major works delivered by Harrogate who have already indicated their preferred option **not** to provide Minor Adaptations on behalf of NYCC.

Delivery of CDC emerging Health & Wellbeing Action Plan:

DFGs and discretionary grants/loans contributing to H&W Action Plan.

Improved Housing Options Services:

Opportunity to extend the scope of the Caseworker to provide specialist housing options advice (funded by Homelessness Grant or other), include Energy Efficiency advice and promotion of CDC/Better Homes Yorkshire grants/loans and an Accessible Housing Register and improved “matching” of adapted social housing.

RECOMMENDATION:

This was an option for Craven District Council – with retention of local presence of Caseworker carrying out Home Visits but has been discounted due to a) inability to utilise the spare capacity of the Technical Officer post to obtain funding (through private works, work for Property Services etc) and b) their procurement will not include small local contractors within the tendering for packages of work

Option 4: IN-HOUSE OPTION -

Proposal: To deliver statutory duty DFGs with additional assistance

To employ/utilise existing staffing resources to deliver the service in house. Craven District Council to provide web-based documentation, a visiting Caseworker and Technical Officer support

Advantages	Disadvantages
<p>Additional staffing requirements²:</p> <ul style="list-style-type: none">• 0.5fte Technical Officer• 1.0fte Administrator & Caseworker <p>Value for Money:</p> <ul style="list-style-type: none">• Presents value for money – limited on-costs (management fee/accommodation costs etc) <p>Integration and Streamlining:</p> <ul style="list-style-type: none">• All parties to the DFG process within an integrated team – based within Environmental Services & Housing aiding communication, opportunities to reduce duplication of files, reduced monitoring requirements, effective use of IDOX-Uniform computer system. <p>Team integration:</p> <ul style="list-style-type: none">• Both CDC and NYCC Occupational Therapists located at Belle Vue Square	<p>Steep learning curve!</p> <p>Required to develop own specification packages, procure local Contractors for Standing List (approved contractor list) and Fixed priced tendering for work packages – limited support available from Scarborough.</p> <p>TUPE Costs:</p> <p>Risk of TUPE cost liability HIGH due to 100% of Element 4 of NYCC Contract brought in-house</p> <p>Cost: £78,790</p>

Comment:

This option would require the allocation of office resources within the Environmental Services and Housing area, but it also affords the opportunity for the surplus staff time to be utilised on other projects.

Opportunities:

Delivery of NYCC & Better Care Plan objective:

Medium risk of underspend of budget – possibility for money to be “repaid” to NYCC. Potential to use underspend for other Better Care Fund Projects or other e.g. Extra Care in Craven (in discussion with NYCC)

Minor Adaptations Contract:

CDC could tender to deliver Minor Adaptations – requiring additional administrative resources (housing) and in partnership with Property Services.

Delivery of CDC emerging Health & Wellbeing Action Plan:

DFGs and discretionary grants/loans contributing to H&W Action Plan.

Improved Housing Options Services:

Opportunity to extend the scope of the Caseworker to provide specialist housing options advice (funded by Homelessness Grant or other), include Energy Efficiency advice and promotion of CDC/Better Homes Yorkshire grants/loans and develop an Accessible Housing Register and improved “matching” of adapted social housing.

Recommendation:

This is a recommended option for Craven District Council - we will potentially be liable for TUPE anyway for the Caseworker and Technical Officer – although TUPE may be for full-time posts and there isn't the work for full-time employees – there are other ways their skills could be used – i.e. CAD drawing in Property Services; Advice and Support to assist Housing Options and Private Sector Housing (Energy Efficiency)

² Current staffing requirements: Environmental Services & Housing – 0.4fte Senior Officer and Business Support Admin - 0.4fte

POLICY COMMITTEE

11th September 2017

POL.867

DISABLED FACILITIES GRANT DELIVERY OPTIONS

The Director of Services submitted a report advising Members of the changes to the current provision of the Disabled Facilities Grant scheme (DFG). North Yorkshire County Council who were currently contracted to deliver the scheme including minor adaptations (Handy Person scheme) on behalf of North Yorkshire district councils (except Scarborough and Ryedale) had, for financial reasons, given notice for the termination of the contract on 31st March 2018.

The Council had to put in place alternative arrangements to deliver the DFG element and the report evaluated the various ways of delivering the service with a recommendation that the full in-house option was the preferred option. Whilst there would be revenue expenditure implications, the in-house option could procure cost efficient local contractors and tailor future service provision to meet need.

During the debate, Members asked that the Select Committee review the new arrangements after 6/12 months to consider whether the in-house scheme was operating satisfactorily.

RECOMMENDED – (1) That, the current arrangements for Disabled Facilities Grant delivery and the options available for future provision are noted.

(2) That, the in-house full service option for future delivery from 1st April 2018 is approved.

(3) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Housing, to take timely decisions to facilitate implementation of the chosen option with effect from 1st April 2018.

(4) That, delegated authority is given to the Director of Services, in consultation with the Lead Member for Housing, to review its cost effectiveness and performance post implementation.

(5) That, it is noted that with the increasing flexibility as to the use of discretionary grants an in-house provision would enable the Council to take advantage of the growing increase in opportunities for the fund to be used to benefit more disabled households in Craven.

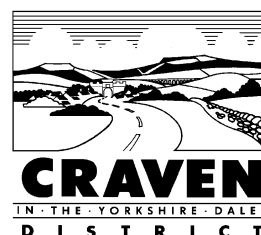
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SELECT COMMITTEE

WORK PROGRAMME 2018/19

September 2018



Note: In commencing each review the Committee or working group, if appointed, will be asked to scope, as necessary, the work to be undertaken, identify the issues to be considered, information required, who is to be asked to attend, etc.

Date	Committee	Agenda
Wed 18 July	Select Committee (Crime and Disorder) Select Committee	Crime and Disorder annual meeting <ul style="list-style-type: none"> Local Policing – local crime overview, priorities, standards and performance North Yorkshire Community Safety Partnership – Update Craven Community Safety Hub – Update Work Programme and Appointment of Working Groups (if any)
Wed 12 Sept	Select Committee	<ul style="list-style-type: none"> Absence Management (in depth figures for the waste management service, and the position for the remainder of the Authority if those figures are excluded, plus cost of absence.) Disabled Facilities Grants Bereavement Services Working Group
Wed 17 Oct	Select Committee	<ul style="list-style-type: none"> Provisional Item (July 2018 meeting refers) Vibrancy of Town Centres and Villages: What can be done to sustain town centres and villages across the District? Strategic Manager for Planning and Regeneration will attend. Customer Services Call Handling Performance?
Wed 21 Nov	Select Committee	<ul style="list-style-type: none"> Provisional Item Absence Management: Half Year Position. Provisional Item Skipton Town Hall Project: To

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		<p>understand the financing and delivery of the project, and the organisation and management of the Town Hall, particularly its aim of becoming a</p> <p>vibrant cultural community venue. The Strategic Manager for Planning and Regeneration and the Programming and Venue Manager Arts and Museum will attend.</p>
Wed 12 Dec	Select Committee (Crime and Disorder)	<p>Crime and Disorder mid-year meeting</p> <ul style="list-style-type: none"> • Local Policing – local crime situation, priorities, standards and performance • North Yorkshire Community Safety Partnership – Update • Craven Community Safety Hub – Update • Review the effectiveness of any public spaces protection orders
Wed 16 Jan	Select Committee	<ul style="list-style-type: none"> • ??? • ???
Wed 20 Feb	Select Committee	<ul style="list-style-type: none"> • ??? • ???
Wed 20 Mar	Select Committee (Crime and Disorder)	<ul style="list-style-type: none"> • North Yorkshire Police and Crime Panel: Annual Update • ???
Wed 17 Apr	Select Committee	<ul style="list-style-type: none"> • Consider draft work programme for 2019/20 • ???

Working Groups

The Select Committee may appoint up to two working groups at any one time to deal with specific issues in the Select Committee's work programme, or any other matter referred to it by the Council or the Policy Committee. Members of Policy Committee will not normally be appointed to Select Committee working groups. The working groups do not have delegated authority. Working groups should include Members from more than one political group. Working groups may only deal with business referred to them by the Select Committee.

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a) Waste Management Working Group – To date the Working Group has examined the following parts of the waste management service leaving the bulky waste element to be reviewed, the working group may also wish to receive an update on implementation of the revised collection (co-mingling / recycling) arrangements. In compiling their report in respect of commercial waste, Members indicated that they wished to receive a report back to either Select / or the working group regarding the proposed solution to the rural question on commercial waste collection changes.

- Collection Point Policy / Response to Health and Safety Executive concerns
- Garden Waste Subscription Service
- Recycling Policy (co-mingling)
- Commercial Waste

The Select Committee's briefing note (December 2016) to Policy Committee regarding the Garden Waste Subscription Fee indicated that it would be the Select Committee's intention to further review the service and implementation of the position on cost recovery within the next two year period. If this remains the Committee's wish a further review of the Garden Waste Subscription Service and the position on cost recovery will need to be carried out within the period ending December 2018.

b) Assets and Property Management – During the course of 2017-18 the Shared Ownership Working Group concluded and reported on its review of the Council's shared ownership proposals and the Bereavement Services Working Group is approaching conclusion of its examination of the new business model for Bereavement Services.

Other Matters

- 1. Partnerships Review** – Partnerships were to have been the subject of a light touch review during the course of 2017/18, that review did not taken place. Standards Committee has produced guidance (adopted by Council August 2017) for Members appointed to outside bodies, consideration of partnerships had been held in abeyance pending production of the guidance.
- 2. Member Ward Grants** – Annual report to be presented to Audit and Governance Committee. Member Ward Grants Scheme was retained within the 2017-18 work programme as a possible item for review, should a review be considered appropriate at some future point in 2018 or beyond

April 2018 : Subjects Listed for possible inclusion in the 2018-19 Programme

In April 2018 the Committee listed the following subject areas for possible inclusion in its 2018-19 work programme and in giving further consideration to the programme in July suggested Vibrancy of Town Centres and Villages Skipton Town Hall Project be listed for possible consideration in October and November respectively:

- Attracting Families to Craven.
- Green Theme : The Council's current position in relation to the "green agenda" and plans for taking forward green / environmentally friendly initiatives. Note : The Audit and

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Governance Committee has indicated an intention to include an audit of the Council's environmental impact in the 2019-20 internal audit plan.

- Building Control Service
- Development Control Service : potential use of fee increases for reinvestment in the service.
- Vibrancy of Town Centres and Villages : What can be done to sustain town centres and villages across the District.
- Skipton Town Hall Project : To understand the financing and delivery of the Project, and the organisation and management of the Town Hall in terms of delivery of the aim of the Hall becoming a cultural hub.

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