



Cabinet

Notice of a Meeting, to be held in the Council Chamber, Civic Centre, Tannery Lane,
Ashford, Kent TN23 1PL on Thursday, 9th March 2017 at 7.00 pm.

The Members of the Cabinet are:-

Cllr Clarkson – Leader of the Council

Cllr N Bell – Deputy Leader and Portfolio Responsibility for Government Policy Interface & Democracy

Cllr Mrs Bell – Portfolio Responsibility for Public Interaction and Borough Presentation

Cllr Bennett – Portfolio Responsibility for Planning, Development and Enforcement

Cllr Mrs Blanford – Portfolio Responsibility for Culture, Leisure, Environment and Heritage

Cllr Bradford – Portfolio Responsibility for Highways, Wellbeing and Safety

Cllr Clokie – Portfolio Responsibility for Housing and Home Ownership

Cllr Galpin – Portfolio Responsibility for Town Centres Focus and Business Dynamics

Cllr Knowles – Portfolio Responsibility for Information Technology and Communications

Cllr Shorter – Portfolio Responsibility for Finance, Budget and Resource Management

NB: Under the Council's Public Participation Scheme, members of the public can submit a petition to the Cabinet if the issue is within its terms of reference or ask a question or speak concerning any item contained on this Agenda (Procedure Rule 9 refers)

Agenda

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Nos. |
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| 1. Apologies | |
| 2. Declarations of Interest:- To declare any interests which fall under the following categories, as explained on the attached document: | 1 |
| a) Disclosable Pecuniary Interests (DPI) | |
| b) Other Significant Interests (OSI) | |
| c) Voluntary Announcements of Other Interests | |
| See Agenda Item 2 for further details | |
| 3. Minutes – To approve the Minutes of the Meeting of the Cabinet held on the 9th February 2017 | |
| 4. To receive any Petitions | |
| 5. Leader's Announcements | |

Part I – Matters Referred to the Cabinet

None for this Meeting

Part II – Consideration of Reports from the Overview and Scrutiny Committee

None for this Meeting

Part III – Ordinary Decision Items - Key Decisions Annotated*

6. Renewing existing Housing Assistance Policy and adopting Fuel Poverty Strategy
7. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 – Statement of Principles
8. Appointment of the Chief Executive

Part IV – Information/Monitoring Items

9. Ashford Strategic Delivery Board - Notes of the Meeting held on 27th January 2017
10. Schedule of Key Decisions
11. Items for Future Meetings

Part V – Cabinet Member Reports

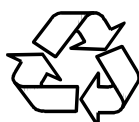
None for this Meeting

Part VI – Ordinary Decision Items

None for this Meeting

KRF/AEH
1st March 2017

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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Published 14th February 2017

Decisions effective from the 22nd February 2017 unless they are called in or are recommended to the Council for approval

Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **9th February 2017**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bennett, Mrs Blanford, Bradford, Clokie, Galpin, Knowles, Shorter.

Apologies:

Cllrs. Michael, Ovenden, Smith.

Also Present:

Cllrs. Bartlett, Buchanan, Burgess, Chilton, Heyes, Hicks, Link, Wedgbury.

Chief Executive, Deputy Chief Executive, Corporate Director (Law and Governance), Head of Finance, Head of Planning Policy and Economic Development, Cultural Projects Manager, Facility Development Manager, Corporate Scrutiny and Overview Officer, Domestic Abuse Co-ordinator, Accountancy Manager, Head of Housing, Head of Health, Parking and Community Safety, Health, Parking and Community Safety Manager (JH), Senior Policy Performance and Scrutiny Officer, Senior Communications Officer, Member Services Manager.

283 Declarations of Interest

Councillor	Interest	Minute No.
Bartlett	Made a "Voluntary Announcement" as he lived near Junction 10 of the M20 and	290
	Made a "Voluntary Announcement" as he was a Governor on the East Kent Hospitals University NHS Trust; a member of the Kent Community Health NHS Foundation Trust and a member of the SECAMB NHS Foundation Trust.	293
Clarkson	Made a "Voluntary Announcement" as Chairman and Director of a Better Choice for Property Company.	286

Councillor	Interest	Minute No.
Wedgbury	Made a "Voluntary Announcement" as a member of Kingsnorth Parish Council.	288

284 Minutes

Resolved:

That the Minutes of the meeting of the Cabinet held on the 12th January 2017 be approved and confirmed as a correct record.

285 Overview and Scrutiny Committee - Report of the Budget Scrutiny Task Group

The report presented the findings of the Budget Scrutiny Task Group following scrutiny of the Council's Draft Budget for 2017/18. The Overview and Scrutiny Committee had debated the report and was satisfied that the Budget was legal and achievable. The Committee had brought forward eight recommendations for the Cabinet to consider.

The Chairman of the Overview and Scrutiny Committee advised that the current year's Budget Scrutiny process had been very intense but he believed it had worked well. He advised that the key issue which had been raised during the process was the increasing pressure on staff and staff resources. He thanked Members of the Task Group and Officers who had supported the Task Group and he also thanked the Portfolio Holder for Finance, Budget and Resource Management who had attended all of the Task Group meetings.

The Portfolio Holder said that he would also wish to thank members of the Overview and Scrutiny Task Group and Officers for their support on the process undertaken this year.

Resolved:

- That**
- (i) it be noted that the Overview and Scrutiny Committee regards the Council's Draft 2017/18 Budget as legal and achievable.**
 - (ii) the Service Plans and Registers for each Service be endorsed.**
 - (iii) Services be requested to include staff resource as a separate and individual risk within the Risk Register for each Service.**
 - (iv) the consideration of staffing within the Strategic Risk Register be enhanced.**
 - (v) the PID process be endorsed as a compulsory first step for determining the viability of all new and proposed Council projects.**

- (vi) **an overview of progress made in delivering the Council's project programme be added as a regular item to the Cabinet and the Overview and Scrutiny Committees' agendas.**
- (vii) **the need for further consideration of cross service and strategic interdependencies to be taken forward by Management Team in liaison with the Overview and Scrutiny Committee be agreed.**
- (viii) **the existing apprenticeship and graduate schemes in place across the Council be continued and extended where these were possible.**

286 Budget 2017/18

The report presented the final Draft 2017/18 Budget which would be recommended to the Full Council for approval. The Budget supported the Corporate Plan's key themes reported to Council in October 2015.

The Portfolio Holder for Finance, Budget and Resource Management drew attention to the tabled paper which set out details of a response to the budget consultation exercise with the general public. The Portfolio Holder also drew attention to Table 1 in the report which showed that Ashford was still the lowest Council Tax in Kent and he also referred to the fact that in 2021/22 there would be a budget pressure due to the loss of formula grant and therefore there was a need for the Borough to continue with its investment policy.

The Chairman said that the Budget demonstrated the prudent management of the Council and whilst delivering the lowest Council Tax level in Kent, the Authority also strove to improve services. He referred to the Council's initiatives at Park Mall which was now virtually fully occupied and to a recent MORI survey which indicated that footfall in Ashford was up 1.6%. He also referred to work undertaken by Aspire in terms of grounds maintenance and landscaping work.

A Member referred to paragraph 88 of the report regarding the ratio of financing costs and said he had concerns about the overall level of debt the Council was accruing.

The Chairman confirmed that the Cabinet were content with the level of debt and advised that the borrowing was for the purpose of investing in property which increased in value. The Head of Finance advised that he was comfortable with the information set out within the report and explained that it was based on a forecast as decisions over future funding of projects had yet to be taken by the Cabinet.

Resolved:

- That**
- (i) **the Budget context and MTFP position be noted.**
 - (ii) **it be noted that the Council Tax Support Scheme adopted is as reported to Cabinet in December 2016.**

- (iii) the Chief Finance Officer be delegated powers to establish local discounts in Business Rates in accordance with Government policy.
- (iv) the reserve summary as set out in paragraphs 54 – 58 of the report – Table 6 (Appendix C refers) be noted.
- (v) the Equality Impact Assessment as set out in Appendix E to the report be noted.
- (vi) the Housing Revenue Account Budget for 2017/18 be approved.
- (vii) the estimated average rent decrease of 1% in accordance with Government guidelines be approved and that the rent setting for the future continues to follow movements in the “limit rent” set by the Government (paragraphs 67 – 70 of the report refer).

Recommended:

- That
- (i) the Revenue Budget 2017/18 including the net Budget requirement of £15,248,991 (excluding Parish Precepts) be approved.
 - (ii) the level of Discretionary Fees to be levied from 1st April 2017 (as set out in Appendix D to the report) be approved.
 - (iii) Band D Council Tax be set at £154.
 - (iv) the Capital Budget for 2017/18 (as set out in Appendix G to the report) be approved.
 - (v) the Prudential Indicators and MRP policy as set out in Appendix H to the report and the Treasury Management Strategy Statement at Appendix I to the report be approved.
 - (vi) the Accountancy Manager be appointed as the Deputy Section 151 Officer in addition to the Deputy Chief Executive.
 - (vii) the Risk Based Verification Policy as outlined in Appendix J to the report be approved.

287 An Independent Business Case to Examine the Feasibility of Establishing a New Single Council in East Kent

The report advised that in July 2016 the Cabinet had approved a Statement of Intent to explore a potential merger of the five East Kent District Councils. A Business Case was jointly commissioned to examine the advantages, disadvantages and feasibility of forming a single East Kent District Council. A full copy of the Business Case was appended to the report.

The Chairman advised that the Council had approached the potential merger with an open mind, however, it had become apparent that the rise in Council Tax for Ashford would be substantial and therefore it was more beneficial for the other four Authorities if Ashford decided not to proceed. The Chairman said, however, that this would not prohibit the Council working with the other Authorities if opportunities arose.

A Member said that he supported the recommendations in the report and commented that any rise in the Council Tax would be unacceptable. In his view the Council should work better with the Kent County Council. The Chairman advised that Ashford was the only District in Kent with a district deal with the Kent County Council.

Recommended:

- That**
- (i) the potential implications of the Business Case, as measured against the Council's current financial position, and its long term vision to become more commercially minded and self-sufficient from Central Government funding be noted.**
 - (ii) based on the content of the Business Case, the Council does not pursue a merger with the other four East Kent District Councils.**
 - (iii) sufficient flexibility be retained to enable ABC to work with other authorities and partners throughout Kent and outside the County.**
 - (iv) the Chief Executive, in consultation with the Leader of the Council and Directors be authorised to agree a Memorandum of Understanding as a basis for Ashford's future working relationship with a new single Council.**

288 Kingsnorth Recreation Centre: Section 106 Expenditure

The report sought approval for the release of Section 106 Contributions from Park Farm South and East Developments to be used for the enhancement of Kingsnorth Recreation Centre as detailed in the plans attached to the report.

The Portfolio Holder for Culture, Leisure, Environment and Heritage said the initiative reflected one of the overall aims of the Borough Council to improve and support leisure facilities in the Borough. She explained that the scheme had been developed in conjunction with the Kingsnorth Parish Council and she advised that she understood that the Ward Member supported the proposal.

A Member (who was also the Ward Member) said that the current facility was starting to look a little dated and therefore the proposed scheme would help to improve it. There was also an option in the future for the Ashford Bowling Club to relocate next to the site. Another Member said he had concerns in terms of the effect of the Section 106 funds allocated to this project and the potential development of the proposed Bridgefield Park. He asked whether after taking this scheme into account together with the money already spent on the MUGA, would

there be sufficient funds to progress the park? He sought an assurance that this scheme would not affect the funding for the park.

The Portfolio Holder advised that the planning application for the proposed Bridgefield Park would be considered at the next Planning Committee and subject to planning approval, the scheme would then progress. The Chairman also advised that if there was indeed a shortfall in funding for Bridgefield, steps would be taken to identify funding to meet that shortfall.

Resolved:

- That (i) **the release of Section 106 Contributions of £128,574.84 be approved, subject to indexation, for the enhancement of Kingsnorth Recreation Centre to Kingsnorth Parish Council subject to signing of a S106 Funding Agreement between the Council and the Parish Council.**
- (ii) **the Head of Culture and the Director of Law and Governance in consultation with the Portfolio Holder for Culture, Leisure, Environment and Heritage be authorised to take any further actions required to give effect to the recommendations.**
- (iii) **the approach by the Parish Council to support the development of the site be welcomed including the entrance park, as a leisure and community hub.**

289 Conningbrook Lakes Country Park – Water Quality

The report presented a case for introducing a range of measures to improve the quality of the water at Conningbrook Lakes Country Park to enable the ongoing establishment of the lake as a key water sport facility for the Borough.

The Portfolio Holder drew attention to the report and in particular to the steps identified by Laguna Science which would help improve the quality of the water at the Country Park.

Resolved:

- That (i) **the introduction of a range of measures aimed at reducing the levels of active blue green algae and invasive aquatic weed in the lake be approved.**
- (ii) **forward funding of up to £150,000, to be drawn down on a phased approach over the next two years, be approved.**
- (iii) **the Head of Culture and the Head of Finance be delegated authority, in consultation with the Portfolio Holder for Culture, Leisure, Environment and Heritage to take any further actions required to deliver the recommendations.**

290 M20 Junction 10A – Allocation of Capital Spend

The report advised that in order to assist in the delivery of Highways England's proposal for the new M20 Junction 10A, the Department of Communities and Local Government had agreed to provide the Council with a fund of £16 million to spend in 2016/17 on capital projects subject to the Council agreeing to repay the money from developer contributions to the Homes and Communities Agency. The report asked the Cabinet to make such a recommendation to full Council.

The Portfolio Holder for Planning, Development and Enforcement explained the strategic importance of the provision of the Junction 10A scheme.

In response to a question from a Member, the Chairman advised that paragraph 8 of the report explained that the Funding Agreement with the HCA did not require the Council to underwrite any of the sum or place the Council at any financial risk in the event that the development did not come forward. The Head of Planning Policy and Economic Development said that the Agreement required that the amount be repaid by 2030 by developer contributions although it was considered that the sum would be repaid before that date. He confirmed that the developer contributions being used to fund the Junction were proportionate in relation to the overall level of contributions being sought from the various developments from which the funds were to be drawn down from.

Recommended:

That the £16m capital spend made available by the DCLG on the proposed scheme for M20 Junction 10A be approved.

291 Revenues and Benefits Recommended Write-Offs Schedule

The report proposed the formal write-off of 446 debts totalling £332,469.31. The proposals were in line with the Council's Revenues and Benefits Service Write-Off Policy and existing bad debt provisions already more than covered the sums involved.

The Portfolio Holder explained that if the Council became aware of the location of any of the persons identified as untraceable, the debts set out within the report would be pursued. He also advised that an issue associated with a housing benefit payment write-off had been raised with the relevant Government Minister.

Resolved:

- That**
- (i) accounts totalling £56,216.86 that had been written-off under delegated powers (Financial Regulations 11.1) be noted.**
 - (ii) the write-offs listed in the Exempt Appendices to the report totalling £276,252.45 be approved.**

292 Domestic Abuse Annual Report

The report highlighted the key achievements the Council and its partners had made on projects relating to domestic abuse over the past 12 months.

The Portfolio Holder for Highways, Wellbeing and Safety said he believed that the £50,000 of funding provided annually by the Council towards domestic abuse work had proved a success and he referred to the increasing referral rates to the One Stop Shop as evidence of confidence in the systems put in place.

The Committee also considered it would be appropriate to send a letter of thanks to the Chairman of the Ashford Domestic Abuse Forum thanking her and the Forum for their work on the issue.

In response to a suggestion from a Member as to whether the Borough Council should consider setting up refuge facilities for male victims of domestic abuse, the Chairman said that he was sure that Officers would look into this matter.

Resolved:

- That**
- (i) the work of the Independent Domestic Violence Advisers and Domestic Abuse Co-ordinator be noted.**
 - (ii) the work of partners in tackling domestic abuse be endorsed.**
 - (iii) the partnership approach in working with domestic abuse charities and neighbouring local authorities to apply for additional resources to tackle domestic abuse be supported.**
 - (iv) the continued funding for domestic abuse work in the Borough and the making permanent of the post of Domestic Abuse Co-ordinator be agreed.**
 - (v) the Chairman of the Ashford Domestic Abuse Forum be thanked for her work, and for the work of the Forum on domestic abuse.**

293 Transforming Health and Social Care in Kent and Medway

The report provided additional information to that provided by the CCG in the Kent and Medway Health and Social Care Sustainable Transformation Plan. Prior to the meeting a presentation had been given to Council Members by Matthew Kershaw of East Kent Hospitals Trust and Navin Kumta, Chairman of the CCG.

The report also encouraged Members to participate and influence the ongoing process of transforming the local health and social care service.

The Portfolio Holder for Highways, Wellbeing and Safety referred to the presentation held prior to the meeting and highlighted the report's recommendation that encouraged Members to engage with the Community Networks.

A Member said he wished to draw attention to the listening event planned to be held at the Julie Rose Stadium on Friday 17th February at 1.00 pm which all Members were welcome to attend. He also promoted membership of the hospital trust as well as the Community Networks.

Resolved:

- That**
- (i) the information provided on the Health and Social Care Sustainable Transformation Plan (STP) for Kent and Medway be noted.**
 - (ii) Members be encouraged to participate and influence the ongoing process of transforming the local health and social care service.**
 - (iii) Members be encouraged to engage with their local community networks.**
 - (iv) support be given for the direction of travel proposed within the STP and the aspiration to provide support for better health and wellbeing, better standards of care and better use of staff and funds.**

294 Budget Monitoring – Quarter 3, 2016/17

The report presented an assessment of the outturn position for the financial year based on the first three quarters of the year for the General Fund, the Housing Revenue Account and the Collection Fund. Current forecasting on the General Fund showed an overall favourable variance of £121,000, however, it needed to be noted that Quarter 1 underspends had been transferred to reserves. The Housing Revenue Account was projecting an overall deficit of £444,000 which was lower than the budgeted position.

Resolved:

That the Budget Monitoring position as at 31st December 2016 be noted.

295 Ashford Borough Council's Performance – Quarter 3, 2016/17

The report provided an update on the performance of the Council against its Corporate Plan during Quarter 3, 2016/17. This included information on what the Cabinet had achieved through its decision-making, key performance data and consideration of the wider Borough picture which impacted upon the Council's work.

Resolved:

That the Council's performance against the Corporate Plan in Quarter 3 of 2016/17 be noted.

296 Member Training Panel – 6th December 2016

The Chairman of the Member Training Panel explained that he had been the driver behind the recommendations set out within the report and said that he believed that training increased public confidence in how Members undertook their roles. In terms of future training, be advised that Officers were looking at working with the Kent Association of Local Councils and Kent County Council in terms of the joint provision of training courses.

Resolved:

That the notes of the meeting of the Member Training Panel held on the 6th December 2016 be received and noted.

297 Local Plan and Planning Policy Task Group – 22nd December 2016

Resolved:

That the notes of the meeting of the Local Plan and Planning Policy Task Group held on the 22nd December 2016 be received and noted.

298 Economic Regeneration and Investment Board – 21st December 2016

Resolved:

That the notes of the meeting of the Economic Regeneration and Investment Board held on the 21st December 2016 be received and noted.

299 Schedule of Key Decisions to be Taken

Resolved:

That the latest Schedule of Key Decisions as set out within the report be received and noted.

(KRF/AEH)

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Agenda Item No:

Report To: Cabinet

Date of Meeting: 9th March 2017

Report Title: Renewing existing Housing Assistance Policy and adopting Fuel Poverty Strategy.

Report Author & Job Title: Julian Watts
Senior Environmental Health Officer – Private Sector
Housing

Portfolio Holder Cllr. Clokie

Portfolio Holder for: Housing



Summary:

The Council is required to set out its policy on grant assistance for home owners and tenants in a 'Housing Renewal Policy'

This report provides an updated policy which removes obsolete clauses and clarifies the grant funding available.

In addition the Council is required to have a fuel poverty strategy. This report also recommends adopting the Kent Wide strategy called - Delivering Affordable Warmth – A fuel poverty strategy for Kent.

Key Decision: NO

Significantly Affected Wards: All

Recommendations: **The Cabinet is recommended to:-**

- I. Approve the renewed Housing Assistance Policy – Appendix 1**
- II. Agree to adopt the – Kent Wide Fuel Poverty Strategy A Fuel Poverty Strategy for Kent at Appendix 2**
- III. Agree to include an option for Relocation Grants within the Housing Assistance Policy, set at a maximum of £7,000 per case as an alternative to a disabled facilities grant where it provides a more appropriate solution for a disabled applicant.**

Policy Overview:

Financial Implications:

- The Housing Assistance Policy will be funded from existing resources.
- No financial implications envisaged by adopting the fuel poverty strategy.

Legal Implications

- Offering relocation grants would be funded out of existing grant funding.

Both the policy and adopting the fuel poverty strategy will allow us to continue to offer assistance to residents in our community and address fuel poverty.

A housing assistance policy has to be agreed and implemented if the Council choses to continue to offer assistance to improve people’s lives.

The Council is required to have a fuel poverty strategy setting out their intentions to address the matter.

Equalities Impact Assessment

An Equalities Impact Assessment has been completed and is attached at **Appendix 3** to the report.

Other Material Implications:

There are no other material implications.

Exempt from Publication:

NO

Background Papers:

Contact:

Julian.watts@ashford.gov.uk – Tel: (01233 339330)

Report Title:

Introduction and Background

1. The Council set out its policy on grant assistance for home owners and tenants in the 'Housing Renewal Policy' in 2006. This policy contains details of the mandatory Disabled Facilities grant process but it also contains reference to many obsolete grant streams and therefore requires updating. In view of this the Council need to update and publish a new policy document.
2. Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (SI 2002/1860) (2002 Order) introduced a new general power to provide assistance for housing renewal. It repealed much of the previous prescriptive legislation relating to the provision of renewal grants to homeowners and effectively gives local authorities extended powers. This includes consideration of issuing loans to disabled facilities grant (DFG) applicants without having to conduct a means test as an alternative to a mandatory grant application. Often if disabled applicants are assisted to move rather than adapt their current home they may be able to find a more satisfactory solution to meet their needs more swiftly than applying for a disabled facilities grant.
3. Assistance may be provided under the 2002 Order for a wide range of reasons such as improvement, repair and adaptation of housing. Help may also be given for the demolition of a dwelling and to help with rebuilding costs or to provide assistance with moving as an alternative to applying for a mandatory grant. However local authorities cannot use these discretionary powers unless they have first published a policy setting out how they intend to use them.
4. In addition Ashford Borough Council currently does not have a Fuel Poverty Strategy, but is required to have one under the Warm Homes and Energy Conservation Act 2000 and in conjunction with the Government's "The New Fuel Poverty Strategy 2015. The Kent Energy Efficiency Partnership (KEEP) has worked with the members of Kent Housing Group to develop a Kent wide Fuel Poverty Strategy called '**Delivering Affordable Warmth**' and are inviting all local authorities in Kent to adopt it if they do not yet have their own.

Proposal/Current Position

Fuel Poverty Strategy

5. Recent research indicates that the number of households suffering from fuel poverty is rising. The average fuel expenditure has increased from £694 to £1,338 (between 2003 and 2010) due to a 90% increase in fuel prices over

7 years. This has challenged the government's target to reduce the number of households living in fuel poverty.

6. The most vulnerable to fuel poverty and the impacts of cold, damp homes include:-
 - Older people, particularly those living on their own and/ or in larger family homes
 - Lone parents with dependent children
 - Families who are unemployed or on low incomes
 - Children and young people
 - Disabled people
 - People with existing illness and long term conditions (physical and mental)
 - Single unemployed people
7. Fuel poor households are more likely to live in energy inefficient homes across all tenures (social housing, private rented and owner occupier) compared to non-fuel poor households.
8. These households are likely to either under-heat their home or fall into debt due to high bills. The large amounts of money needed to heat an energy inefficient home could otherwise be spent in the local economy.
9. Living in a cold home and being in fuel poverty:-
 - has a negative impact on the health of occupants and increases demand on the National Health Service (NHS);
 - has strong links to excess winter deaths;
 - can lead to social isolation of vulnerable groups;
 - may reduce children's educational attainment.
10. Tackling fuel poverty and cold home-related health problems is therefore an important factor in improving health outcomes and reducing inequalities in health in Kent.
11. A Kent Wide The Strategy has been developed in partnership with the Kent Energy Efficiency Partnership (KEEP), called Delivering Affordable Warmth- A fuel Poverty Strategy for Kent , at **Appendix 2** of the report
12. The strategy outlines the key issues and sets out a series of objectives with the aim of helping people in Kent out of fuel poverty and into affordable warmth. With input from a wide range of organisations it demonstrates a commitment to work in partnership to alleviate fuel poverty across Kent.
13. The Strategy and action plan aim to alleviate one of the challenges this District faces; and supports the Council's Five Year Corporate Plan, to improve the quality of housing and homes for all.
14. However, the Strategy demonstrates Kent is serious about its ambition to reduce fuel poverty and will strengthen funding bids and make the county more attractive to investors for future energy efficiency programmes (such as Energy Company Obligation and Public Health Winter Warmth funding). With a background of reduced resource, fuel poverty is a problem that can be best tackled by a multi -agency approach and partnership working.

15. The overall aims and objectives of the Strategy and Action Plan will be to provide warmer homes, lower energy bills, reducing fuel poverty across Kent by bringing in funding to the district and working with a wide range of partners.
16. It is therefore recommended that the Council adopts the Kent Wide Strategy.

Housing Assistance Policy

17. The proposed updated Policy will detail how Ashford Borough Council intends to use its powers under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to improve the quality of privately owned homes for those most in need.
18. The Regulatory Reform Order (RRO) gives local authorities the power to adopt housing assistance policies to improve living conditions in their area.
19. The document sets out the assistance that is currently available in accordance with our Housing Assistance Policy. The policy, will take into account of the following key documents:
 - (a) Corporate Plan 2015 - 2020
 - (b) Housing – Framework 2013-2018
 - (c) Homelessness Strategy 2016
 - (d) Delivering Affordable Warmth - a fuel poverty strategy for Kent
20. The overall objectives of the policy will be to:
 - a) Target assistance to ensure homes are free from serious hazards under the Housing Act 2004
 - b) Ensure properties are suitable for the occupier's needs
 - c) Ensure properties are adequately heated and insulated
 - d) Promote the use of renewable energy
 - e) Bring empty properties back into use
 - f) Increase the supply of decent rented accommodation.
21. Currently the only form of grant assistance available includes disabled facilities grant funding (DFGs), which is allocated through the Better Care Fund (BCF) , and a small provision to improve energy efficiency in private rented homes where the landlord becomes accredited under the Council's accreditation scheme.

22. The funding allocated during 2016-17 for DFGs was £684,000. This enabled 60 vulnerable people to be helped by undertaking adaptations within their homes to improve their lives and able them to continue to stay at home and be more independent. Grants include works for stairlifts, flush floor showers and building extensions. The maximum grant is £30,000 available under a DFG, but the average grant is £12,000 (flush floor shower and a stairlift)
23. Since the allocation of funding from the BCF there has been a significant increase in funding provided to ABC to deliver DFGs. Unfortunately this increase has not been sufficient to address our needs. Currently we have a waiting time of over 18 months to undertake adaptations and a waiting list of approx. 80 referrals.
24. At the time of writing the allocation from the BCF for 2017/18 is not yet known and an announcement is expected in early March 2017.
25. In addition, Ashford Borough Council is currently participating in a Kent Wide research project in partnership with KCC to find better ways to deliver adaptations through a Kent wide DFG integration project. The purpose is to carry out a detailed review of current delivery of DFGs across Kent with the view to shape a new model of delivery. A report setting out the findings of this review is expected in May or June 2017, but any recommendations are not likely to be implemented until 2018/19.

NB – It is proposed that a full report be brought back to Members once the outcome of the research and the BCF 2017/18 allocation is known.
26. The Council continues to benefit from money which has been recycled from previous funding from the Regional Housing Board. This funding is currently used to improve heating in private rented properties of which landlords have signed up to our accreditation scheme. This allows them to apply for a grant for up to £2,000 for a new gas boiler, which is repaid on sale of the property.
27. Currently the funding available for the above scheme is £22,000.

Relocation grants

28. Currently Ashford Borough Council does not provide relocation grants to applicants as part of our disabled facility grant policy.

Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

29. Under the above Regulations the Council can offer Relocation grants as a means to address the needs of local residents. Such a grant would be discretionary and would only be considered in exceptional circumstances.
30. The funding to implement the Relocation Grants would come from the existing DFG budget and not from the revenue budget.

31. Offering a Relocation Grant would allow us more flexibility in assisting families in meeting their needs and would ensure the grant budget is spent wisely.
32. Being able to provide assistance in relocating to a more suitable property would reduce in most cases the overall grant funding to undertake adaptations, if works had been initially considered at the existing property.
33. In some cases properties may be totally inadequate due to design and layout and works would be considered not to be economically viable or totally unsuitable to meet the family's need. Therefore the only realistic option would be to find a more suitable property which would allow adaptations to be undertaken.
34. Cost savings could be significant if adaptations only required the provision of a stairlift or bathroom conversion in a relocated property over a rear extension in the existing property. For an example such works cost in the region of £11,000 + relocation grant (£7,000) would give a total grant figure of £18,000 in comparison to building an extension which is likely to cost in the region of £30,000 plus.
35. DFG Relocation Grants would be subject to a means test to determine the Clients ability to make a contribution.
36. The overall Relocation Grant maximum would be set at £7,000. This is figure was based on the average cost of moving home for a three bedroom property in the South East Region, which includes such costs as removal and legal fees.
37. Relocation grants above the maximum would be considered based on the individual circumstances, subject to approval from the Head of Housing.
38. The offer of a Relocation Grant would be subject to a report from an occupational therapist as to why the existing property was not suitable for adaptations and the suitability of the new property is considered to be the most viable option. An inspection and report will also be required as to the suitability of the prospective property. Both inspections will also require the grant officer to attend to decide in conjunction with the OTs as to whether relocation would be a viable option to meet the requirements of the applicant.
39. Any Grant awarded to assist in relocating will have to meet the reasonable costs associated with moving together with the costs of any lesser adaptation that may be appropriate to meet the clients' needs in the new property as identified by Social Services.
40. Reasonable costs of moving would include the following;
 - Legal fees
 - Estate agents fees
 - Stamp duty
 - Land registration fees

- Survey fees
 - Electrical and drainage inspection fees
 - Removal costs (lowest of at least two quotes)
 - Redirection of mail if necessary (for a period of 12 weeks maximum)
41. The above relate only to those reasonable costs incurred as a result of a relocation involving the sale and purchase of a property.
 42. The Council would consider all relocation cases on their own merits and will give consideration to the most cost effective options/solutions.
 43. The Council will not consider providing funding to meet any cost difference between the new and existing property price.
 44. The Council will only consider assistance in respect to relocation to a property deemed to be more appropriate to meet the client's needs.
 45. The Council would only provide a relocation grant if relocating within our district.
 46. The Relocation Grant would be added to the total cost of the adaptations required to the new property and would be placed as a land charge.

Implications and Risk Assessment

47. The Council is required to have policies for Housing Assistance and Affordable Warmth. Our existing housing assistance policy is outdated and requires updating as many of the grants mentioned are no longer available.
48. Adopting the fuel poverty strategy will ensure that the Council is meeting its legal obligations. Not having a strategy would put us at a disadvantage in being able to tackle fuel poverty. Working in partnership with other local authorities will in itself strengthen future funding bids to implement projects and schemes to tackle fuel poverty. Adopting would show we are serious about our commitments and the need to work with others to improve lives for all across Kent.

Equalities Impact Assessment

49. Members are referred to the attached Equality Impact attached **Appendix 3**. No significant issues have been identified.

Consultation Planned or Undertaken

Fuel Poverty Strategy

50. A public consultation on the fuel poverty strategy was undertaken **from 25 January 2016 until 4 March 2016**, as part of the development of the Kent Wide Strategy development work. The consultation received 33 responses. Respondents include Registered Housing Providers, Citizens Advice, District/ Borough Councils, Public Health, NHS England, Voluntary/Community Organisations and individuals. All respondents have

received feedback and their comments have been taken into account when finalizing the Strategy.

Housing Assistance Policy

51. The policy has been fully considered internally incorporating advice from the legal department and is supported by the Portfolio Holder for Housing and Home Ownership.

Other Options Considered

52. No other options were considered.

Reasons for Supporting Option Recommended

53. The Council is required to have a policy setting out grants assistance available.
54. The Council is also required to have a fuel poverty strategy and adopting the Kent Wide Fuel Poverty Strategy will allow us to meet this requirement.

Next Steps in Process

55. Once the policy and strategy has been agreed it will be made available on the Council's Website.
56. The Kent Wide Strategy will be reviewed every 3 years. The Housing Assistance Policy will be subject to a periodic review as required ensuring it is current and up to date.

Conclusion

57. Adopting the fuel poverty strategy will offer coordinated benefits for residents in Ashford in helping them to access information + assistance to address fuel poverty.
58. The updated Housing Assistance Policy will set out clearly what form of grant assistance is available to residents in the Borough.
59. As part of the policy offering relocation grants provides the Council with more options to address the needs of local residents who may live in properties which are uneconomical to adapt for a DFG and require alternative accommodation.

Portfolio Holder's Views

60. It is important that we ensure that disabled residents are assisted to be provided with adaptations they need to be able to remain at home. The

Housing Assistance Policy and the relocation grant seeks to use the available funding we have allocated to us in the most effective way.

The Kent Affordable Warmth Strategy maximises the opportunities for Ashford to work closely with colleagues across Kent to actively promote ways in which we can reduce fuel poverty.

Contact and Email

61. Julian Watts Senior EHO Private Sector Housing 01233 330339

Attached:

- Private Sector Housing Policy – **Appendix 1**
- Delivering Affordable Warmth – A Fuel Poverty Strategy For Kent - **Appendix 2**
- Equalities Impact Assessment – **Appendix 3**

Appendix 1

Private Sector Housing Assistance Policy



ASHFORD
BOROUGH COUNCIL

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Private Sector Housing Assistance Policy

1. Introduction

- 1.16. Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (SI 2002/1860) (2002 Order) (“RRO”) introduced a new general power to provide assistance for housing renewal. It repealed much of the prescriptive legislation relating to the provision of renewal grants to homeowners and effectively gives local authorities extended powers to issue loans to disabled facilities grant (“DFG”) applicants without having to conduct a means test.
- 1.17. Assistance may be provided under the 2002 Order for improvement, repair and adaptation of housing. Help may also be given for the demolition of a dwelling and to help with rebuilding costs. However local authorities cannot use these discretionary powers unless they have first published a policy setting out how they intend to use them.
- 1.18. This document details how Ashford Borough Council (“the Council”) intends to use its powers under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 to improve the quality of privately owned homes for those most in need.

Further, this document sets out the assistance that is currently available in accordance with our Housing Assistance Policy.

This policy, takes account of the following key documents:

- (e) Corporate Plan 2015 - 2020
 - (f) Housing – Framework 2013-2018
 - (g) Homelessness Strategy 2016
 - (h) Delivering Affordable Warmth - a fuel poverty strategy for Kent developed by The Kent Energy Efficiency Partnership (KEEP) available to all local authorities in Kent to adopt. The Council has adopted this.
- 1.19. Mandatory Disabled Facilities Grants are payable under the Housing Grants, Construction and Regeneration Act 1996. This policy details all other housing assistance that will be made available to help eligible applicants improve their homes.

Disabled Facilities Grant (DFG) Funding is used to help meet the costs of adaptations to a property to improve the quality of life for a disabled occupant in our borough.

The RRO also gives council’s the power to offer discretionary relocation grants to those seeking DFG assistance. The funding for such help would come from the DFG budget and would be used where relocation offered a better outcome for the applicant and value for the public purse. For example it is wholly impractical to adapt some properties, but if some DFG funding was also used to help an applicant in moving to a property that offered much better potential to adapt it could achieve significant savings.

Such grants would have to meet the full mean tested eligibility criteria for DFGs, but could be used on items such as legal fees, estate agent fees, stamp duty, land registration fees and survey fees.

The Head of Housing has authority to allow the use of some DFG funding to help with such costs where a clear case can be made for helping someone move to a more suitable property in order to save greater expense in adapting their current home.

2. Link to the Council's Strategic Aims, Objectives and Priorities

2.1 Corporate Plan

The priorities are to have a borough that:

- a) Promotes and delivers economic growth, including investment, jobs and skill levels
- b) Delivers on quality housing and planning
- c) Recognises the value of tourism and the benefits it brings to our towns, villages and the borough as a whole
- d) Supports our growing senior population to lead full and independent lives
- e) Provides healthy lifestyle choices and opportunities for all ages
- f) Maintains its environments attractively, responsibly and safely
- g) Is effective, efficient and sustainable in terms of finance, resources, service delivery and enforcement

2.2 Council's Housing Strategy

The Housing Framework 2013-2018 sets out priorities and actions to tackle identified housing needs in the borough. The strategic priorities are:

- a) Improve the supply of affordable housing to meet local housing needs in Ashford borough's urban and rural areas
- b) Improve environmental quality of homes and address fuel poverty in all tenures
- c) Increase availability and choice of accommodation including for vulnerable people
- d) Increase resident satisfaction with homes and neighbourhoods and increase opportunities for resident involvement

- e) Prevent and reduce homelessness and increase access to settled accommodation for homeless households and those at risk of homelessness

3. Key Priorities of the Policy

The overall objectives of the housing assistance detailed in this policy will be to:

- a) Target assistance to ensure homes are free from serious hazards under the Housing Act 2004
- b) Ensure properties are suitable for the occupier's needs
- c) Ensure properties are adequately heated and insulated
- d) Promote the use of renewable energy
- e) Bring empty properties back into use
- f) Increase the supply of decent rented accommodation.

4. Funding and Resources to Implement the Policy

4.1 Financial

The council continues to benefit from money which has been recycled from previous funding from the Regional Housing Board

Funding for our DFGs is now allocated through the Better Care Fund (BCF). The BCF is a programme spanning both the NHS and local government and seeks more joined up solutions to people's health issues.. It has been created to improve the lives of some of the most vulnerable people in our society, placing them at the centre of their care and support, and providing them with 'wraparound' fully integrated health and social care, resulting in an improved experience and better quality of life.

5. Types of assistance that may be considered, subject to approval and funding available.

- 5.1 Housing assistance may be offered by the council towards the cost of the improvement, repair or adaptation of living accommodation including mobile homes and houseboats.
- 5.2 The assistance may be in any form including, but not restricted to, advice, grant assistance and loan assistance via an intermediary party, for example the Home Improvement Agency.
- 5.3 Housing assistance grant where a means test is required will be determined using the means test under the Housing Grants, Construction and Regeneration Act 1996.

- 5.4 Other housing assistance will be in some cases by reference to whether the applicant is in receipt of an income or disability related benefit. The council will determine the eligible works.
- 5.5 Funding to bring empty properties back into use, by providing loans in conjunction with Kent County Council, on condition the property is sold or rented on completion of refurbishment works.

For details of current assistance available please contact Private Sector Housing on 01233 330624 or see link - <http://www.ashford.gov.uk/private-sector-renewal-grants>

- 5.6 Grant assistance is **not** available for the following:
- a) Those dwellings that fall outside the definition of residential premises in accordance with the Housing Act 2004 Chapter 1 paragraph 1 (4) or those that fall outside of the Housing Grants, Construction and Regeneration Act 1996.
 - b) Cosmetic repairs such as redecoration or cleaning
 - c) Replacement of windows and doors which are in reasonable repair as determined under criteria 2 of the Decent Homes Standard
 - d) Finishing DIY jobs started by the owner or others, unless there are extenuating circumstances
 - e) Refurbishment of existing bathrooms and kitchens which meet the decent home criteria of reasonably modern facilities (unless to meet a disabled person's needs)
 - f) Works which would normally be covered by a household insurance policy
 - g) Works which have already been completed.
- 5.7 The council retains the right to apply a maximum amount payable in respect of individual approvals for grant assistance. The council retains the right at any time to introduce a mechanism for further prioritisation of grant assistance under this policy to reflect budgetary requirements at the time.

6. DFG Relocation Grants

- 6.1 DFG Relocation Grants will be subject to a means test to determine the Clients ability to make a contribution.
- 6.2 The overall Relocation Grant maximum is set at £7,000
- 6.3 The offer of a Relocation Grant will be subject to a report from an occupational therapist as to why the existing property is not suitable for adaptations and the suitability of the new property is considered to be the most viable option. An inspection and report will also be required as to the suitability of the prospective property. Both inspections will also require the grant officer to attend to decide in conjunction with the OTs as to whether relocation will be a viable option to meet the requirements of the applicant.

- 6.4 Any Grant awarded to assist in relocating will have to meet the reasonable costs associated with moving together with the costs of any lesser adaptation that may be appropriate to meet the clients' needs in the new property as identified by Social Services.
- 6.5 Reasonable costs of moving would include the following;
- Legal fees
 - Estate agents fees
 - Stamp duty
 - Land registration fees
 - Survey fees
 - Electrical and drainage inspection fees
 - Removal costs (lowest of at least two quotes)
 - Redirection of mail if necessary (for a period of 12 weeks maximum)
- 6.6 The above relate only to those reasonable costs incurred as a result of a relocation involving the sale and purchase of a property.
- 6.7 The council will consider all relocation cases on their own merits and will give consideration to the most cost effective options/solutions.
- 6.8 The council will not consider providing funding to meet any cost difference between the new and existing property price.
- 6.9 The council will only consider assistance in respect to relocation to a property deemed to be more appropriate to meet the client's needs.
- The council will only provide a relocation grant if relocating within our district.
- 6.10 The Relocation Grant will be added to the total cost of the adaptations required to the new property and will be placed as a land charge.

7. Advice available under the policy

- 7.1 Advice on all aspects of our policy and assistance schemes will be available from Officers of the council. Advice will be available verbally, in writing and via home visits, as appropriate.
- 7.2 In addition, the council works with the Home Improvement Agency service which can provide advice and assistance on improving/adapting homes to people aged over 55 and/or who are disabled. For more information applicants can contact the Home Improvement Agency.
- 7.3 Officers will signpost to any other appropriate sources of funding available at the time of application.

8 Appeals and Complaints

- 8.1 Where housing assistance is refused the applicant can appeal against the decision, in writing, to the Housing Operations Manager responsible for private sector housing. Appeals should be received within 28 days of a decision being issued. Appeals will be determined within a further 28 working days.
- 8.2 Any complaints regarding any aspects of this policy should be directed in the first instance to the Housing Operations Manager responsible for private sector housing) within the Housing Service.
- 8.3 If a satisfactory response is not obtained the complaint should be referred to the Head of Housing.
- 8.4 In addition, if a satisfactory response is still not obtained following 7.1 to 7.3, a complaint can be made using the council's formal complaints procedure.

9. Prioritisation for Grant Assistance

- 9.1 Applicants will be prioritised under the following criteria:

Each application will be assessed taking into account the:

- Level of vulnerability of the applicant;
- Ability of the applicant to seek alternative assistance;
- Level of disrepair and consequent risks to occupiers' health and safety;
- Cost of work, which must be in line with the limits set out under this Policy;
- Long-term sustainability of the property and its occupation.

- 9.2 Where there are more applications than funding available, applications will be prioritised by:

- Most vulnerable applicants;
- Those likely to benefit most from assistance under this Policy;
- Date order of application received.

- 9.3 Where the applicant is a landlord, applications will be prioritised in the following way:

- Bringing long-term empty properties back into use;

- Where the repayable grant will result in 3-year nomination rights for Ashford Borough Council;
- Where works done under this Policy will address the terms of an Improvement Notice;
- In date order

10 Key Service Standards Related to the Policy

10.1 The following table outlines the key service standards that relate to this policy

Service Area	Target
Initial enquiry regarding housing assistance	To respond to applicants within 10 working days.
Calculation of initial Test of Resources	To advise applicants of any contribution they may have to make towards the cost of work (where appropriate) within 15 working days of receiving a completed enquiry form.
Provision of specifications with details of eligible works	To advise applicants of any eligible works with specifications within 10 working days of the first visit. Where plans are required the response will be within 20 working days.
Comments on proposals for work provided by agents	When an agent sends plans and specifications for comment a response will be provided within 10 working days either supporting the scheme or giving reasons for refusing it.
Approvals of housing assistance	When all the necessary information has been provided, to approve the application within 28 working days of receipt.
Payments	When the work has been satisfactorily completed and an appropriate invoice received payments will be processed within 28 working days.

10.2 Performance Indicators related to this Policy

Local Performance indicators for the targets mentioned above are monitored on a quarterly basis.

10.3 Policy and Implementation Plan

This policy will commence on annual three yearly basis.

2017 and the policy will be reviewed on

Appendix 3

Equality Impact Assessment

Lead officer:	Julian Watts Senior EHO
Decision maker:	Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<p>To update existing Housing Assistance Policy to reflect current objectives and policies.</p> <p>To adopt – Delivering Affordable Warmth, A Fuel Poverty Strategy for Kent</p>
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	9 th March 2017
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>The council sets out its policy on grant assistance for home owners and tenants in the “Housing Renewal Policy” in 2006. This policy contains details of the mandatory disabled facilities grant process, but also contains reference to many obsolete grant streams and therefore requires updating.</p> <p>ABC currently does not have a Fuel Poverty Strategy, but is required to have one. The Kent Energy Efficiency Partnership (KEEP) has worked with the members of Kent Housing Group to develop a Kent wide Fuel Poverty Strategy called “Delivering Affordable Warmth” and are inviting all local authorities in Kent to adopt it if they do not yet have their own.</p> <p>It is recommended that Cabinet approve the updated “Housing Renewal Policy” and adopt Kent wide Fuel Poverty Strategy.</p> <p>The decision to approve the Policy will detail how</p>

	<p>ABC intends to use its powers to improve the quality of homes including disabled facilities grant assistance.</p> <p>Adopting the Strategy will aim to help people out of fuel poverty and into affordable warmth with input from a wide range of organisations committed to work in partnership to alleviate fuel poverty across Kent.</p>
<p>Information and research:</p> <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	<p>Background research included the following legislation:</p> <ul style="list-style-type: none"> • The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 • Working in partnership with KEEP to draft a fuel poverty strategy, which included consultation with various organisations. • The Government's "The New Fuel Poverty Strategy 2015"
<p>Consultation:</p> <ul style="list-style-type: none"> • What specific consultation has occurred on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>Consultation process included relevant Managers within Housing, including the Portfolio Holder (Cllr. Clokie) and Legal Services (Samantha Clarke)</p> <p>A public consultation on the fuel poverty was undertaken which included Registered Housing Providers, Citizen Advice, Public Health, NHS England and district councils.</p>

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Protected characteristic	Relevance to Decision High/Medium/Low/None	Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral
<u>AGE</u> Elderly	Medium	Positive (Minor)
Middle age	Medium	Positive (Minor)
Young adult	Low	Positive (Minor)
Children	Medium	Positive (Minor)
<u>DISABILITY</u> Physical	Medium	Positive (Minor)
Mental	Low	Neutral
Sensory	Low	Neutral
<u>GENDER RE-ASSIGNMENT</u>	None	Neutral
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	None	Neutral
<u>PREGNANCY/MATERNITY</u>	None	Neutral
<u>RACE</u>	None	Neutral
<u>RELIGION OR BELIEF</u>	None	Neutral
<u>SEX</u> Men	None	Neutral
Women	None	Neutral
<u>SEXUAL ORIENTATION</u>	None	Neutral

Mitigating negative impact:	
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Where any negative impact has been identified, outline the measures taken to mitigate against it.	
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Is the decision relevant to the aims of the equality duty?
 Guidance on the aims can be found in the EHRC's Essential Guide, alongside fuller PSED Technical Guidance.

Aim	Yes / No / N/A
1) Eliminate discrimination, harassment and victimisation	N/A
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	N/A
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	N/A

<p>Conclusion:</p> <ul style="list-style-type: none"> • Consider how due regard has been had to the equality duty, from start to finish. • There should be no unlawful discrimination arising from the decision (see guidance above). • Advise on whether the proposal meets the aims of the equality duty or whether adjustments have been made or need to be made or whether any residual impacts are justified. • How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported? 	<p>Approving the policy and adopting the fuel poverty strategy will not have any potential for discrimination or adverse impact for people living within the borough.</p> <p>No unlawful discrimination will result from implementing both the policy and the strategy.</p> <p>Both proposals meet the aims of the equality duty and no adjustments were required.</p> <p>Monitoring of the policy will be undertaken every three years to ensure it meets current objectives. A review may be required in light of any new legislation or any changes in the council's policy.</p> <p>The Strategy will be reviewed every three years in conjunction with KEEP to continue to provide effective policy to reduce fuel poverty.</p>
EIA completion date:	6/2/2017

Delivering Affordable Warmth

A FUEL POVERTY STRATEGY FOR KENT

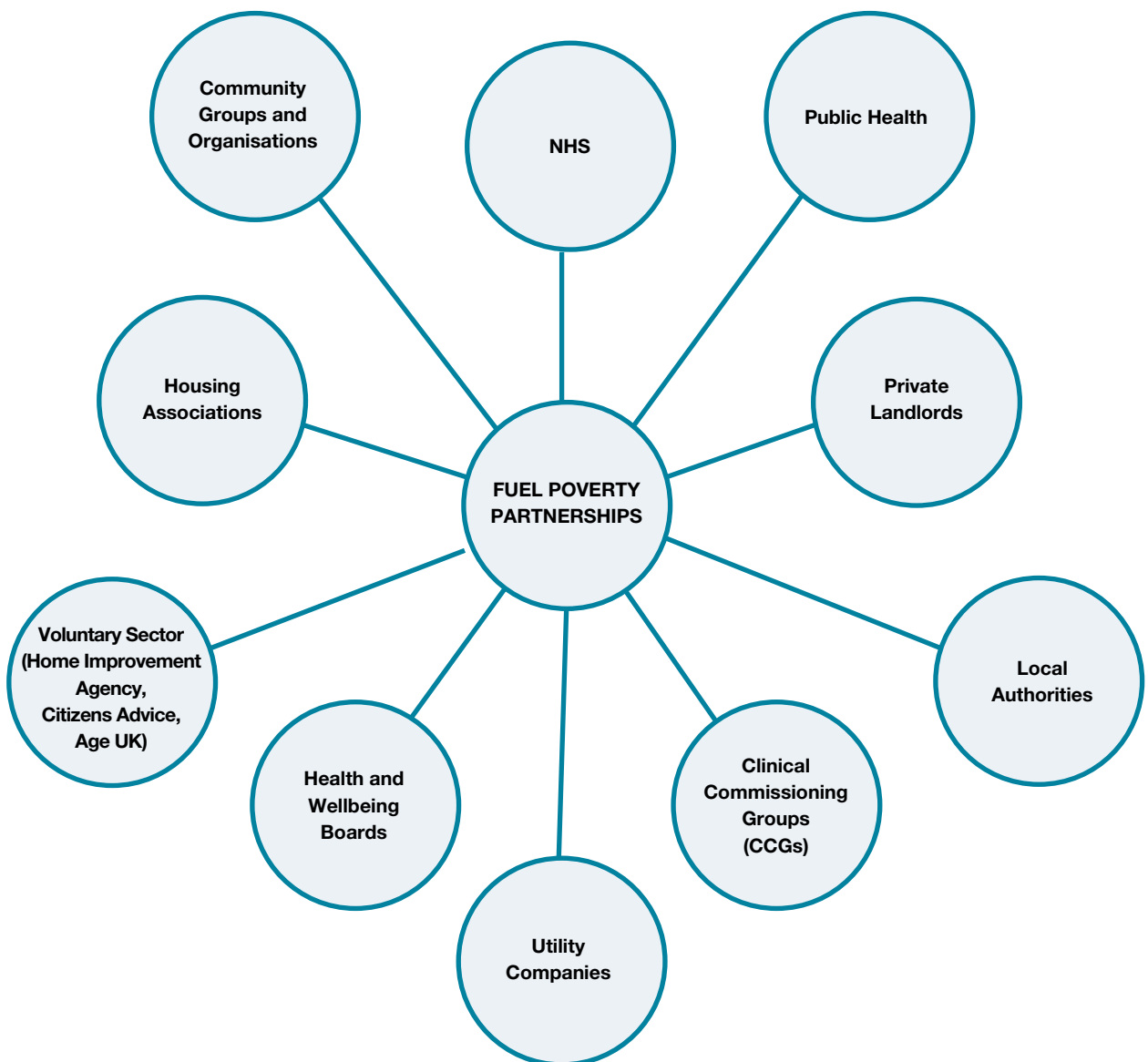


Developed by the
**Kent Energy Efficiency Partnership
(KEEP)**

For and on behalf of Kent Private Sector Housing Group and Kent and Medway Sustainable Energy Partnership

“Alone we can do so little:
Together we can do so much”

Helen Keller



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Foreword

The need to take effective action to reduce fuel poverty has never been more important. Fuel poverty and cold home-related health problems have been a long standing concern for national and local government. Fuel poverty is not just about poverty, but about the impact it has on health and the living environment.

Health inequalities have considerable detrimental effects on health and wellbeing, especially in those households that are most vulnerable. These include forced choices between heating or eating and not having a warm place to live, work and study.

Fuel poor households are more likely to live in energy inefficient homes and this is not tenure specific, it's a problem across all tenures that include social housing, private rented and owner occupied properties.

In 2013, just over 64,000 households in Kent/Medway were affected by fuel poverty. A fuel poverty strategy can offer a number of benefits to Kent residents with positive outcomes including better living standards and conditions for those people on low incomes; improved and more energy efficient housing stock; fewer winter deaths and reduced costs for the NHS.

All statutory organisations and partner agencies in Kent are committed to reduce the negative impact of fuel poverty and cold homes upon the health and well-being of the County's residents. By focusing targets based on evidence, a partnership working and effective interventions between all the relevant organisations, we will adopt clear policies from national and local fuel poverty frameworks and indicators. The actions that flow from these policies will ensure that unscheduled admissions and re-admissions to hospitals can be reduced and improve the lives of the County's residents.

This Strategy has been developed in line with Kent's first adopted strategy, Kent Health and Affordable Warmth Strategy in 2001, which was followed several years later by the 2nd edition of the strategy covering the period 2005 – 2008.

We would like to thank the Kent Energy Efficiency Partnership members in the development of this Strategy and to all those partner agencies who have contributed during the consultation and completion stage. We would like to thank National Energy Action for supporting the consultation on this document via a small amount of funding.



Graham Harris
Chair, Kent and Medway Sustainable Energy Partnership



Eileen Martin
Chair, Kent Housing Group

Executive Summary

Living in fuel poverty is defined as being on a lower income and living in a home which cannot be kept warm at reasonable cost. The number of households suffering from fuel poverty is rising and with the average fuel expenditure having increased from £694 to £1,338 (between 2003 and 2010), an increase of 90%, government targets to reduce the number of households living in fuel poverty are being challenged. At its worst fuel poverty means households are faced with a decision of whether to 'heat or eat'.

There are approximately 64,596 households in Kent and Medway (DECC Fuel Poverty Statistics, 2013) currently affected by fuel poverty. The average fuel poverty level in Kent is 8.6% and in Medway is 9.8%. These values compare favourably with the national average and with northern regions, but are high in comparison to the South East average. There are also a significant number of pockets of high levels of deprivation and high fuel poverty in Kent.

Living in a cold home has significant negative impacts on the health of the occupants and increases demand on the National Health Service (NHS). Fuel poverty can lead to social isolation of vulnerable groups and may reduce children's educational attainment. Tackling fuel poverty and cold home-related health problems is important for improving health outcomes and reducing inequalities in health in Kent.

The Home Energy Conservation Act (1995) (HECA), Warm Home Energy Conservation Act (2000) (WHECA) and 'Cutting the cost of keeping warm; A fuel poverty strategy for England' (published in March 2015) place both a statutory duty upon Local Authorities and the expectation that they will act to reduce fuel poverty levels.

Kent Energy Efficiency Partnership (KEEP) was tasked by the Kent Housing Group (via the Private Sector Housing sub-group) with developing a fuel poverty strategy for Kent. This strategy outlines the key issues and sets out a series of objectives with the aim of helping people in Kent out of fuel poverty and into affordable warmth. With input from a wide range of organisations it demonstrates a commitment to work in partnership to alleviate fuel poverty across Kent.

The Strategy highlights national targets and identifies local targets as set out in the revised Kent Environment Strategy and Climate Local Kent, which partners will work towards achieving. The Strategy and Action Plan aim to build on and increase partnership working across Kent, to broaden the evidence base and increase current levels of understanding of fuel poverty in Kent and to prioritise interventions, monitor and evaluate the effect of the strategy.

The Strategy demonstrates Kent is serious about its ambition to address fuel poverty which in itself will strengthen funding bids and make the county more attractive for future energy efficiency programmes/funding.

The Strategy has identified four key priorities for Kent:

- Priority 1: Information gathering and sharing**
- Priority 2: Improving energy efficiency**
- Priority 3: Reducing fuel costs**
- Priority 4: Increase income – support vulnerable households to maximise income**

The associated Action Plan outlines the activities we will deliver to start to address these priorities.



1. Introduction to Fuel Poverty

Every year, millions of households throughout England will struggle to keep warm at home. This situation, known as ‘fuel poverty’, damages people’s quality of life and imposes wider costs on the community.

This strategy outlines the key issues and sets out a series of objectives with the aim of helping people in Kent out of fuel poverty and into affordable warmth. With input from a wide range of organisations it demonstrates a commitment to work in partnership to alleviate fuel poverty across Kent.

New Definition of Fuel Poverty

In 2013, the government introduced a new definition of fuel poverty following recommendations made by John Hills in the Hills Fuel Poverty Review¹.

Fuel Poverty Definition

The 2012 Hills Report provided a new definition of fuel poverty. This model considers a household to be in fuel poverty if:

- They have required fuel costs that are above average (the national median level).
- Were they to spend that amount they would be left with a residual income below the official poverty line.

This is known as the Low Income High Cost (LIHC) model and is referred to as fuel poverty (LIHC) in many documents.

Fuel poverty had previously been defined as when a household needed to spend 10% of their household income to heat their home adequately. This is now referred to as fuel poverty (10%) in many documents.

A key feature of the LIHC definition of fuel poverty is that it focuses on energy requirements, rather than actual energy spending. This is important because many low income households do not spend what is needed to provide adequate lighting, heating, hot water and household appliance use. Utilising this model enables us to ensure these vulnerable households are still considered to be in fuel poverty and are eligible for support.

The Hills Report definition of fuel poverty (LIHC) is less responsive to changes in fuel prices affecting the number of households in fuel poverty. Where fuel prices have a significant influence on fuel poverty there is a danger of it overshadowing the positive effect of energy efficiency programmes. The LIHC model allows government to assess how much money must be spent on the problem. It also enables government to work out how much lower a household’s fuel bill would need to be or how much higher their income would need to be to no longer be fuel poor, this is known as the fuel poverty gap.

Household composition has an impact on the likelihood of a household being in fuel poverty. The Hills Fuel Poverty Review provides useful figures that show the likely composition of a fuel poor household under this definition:

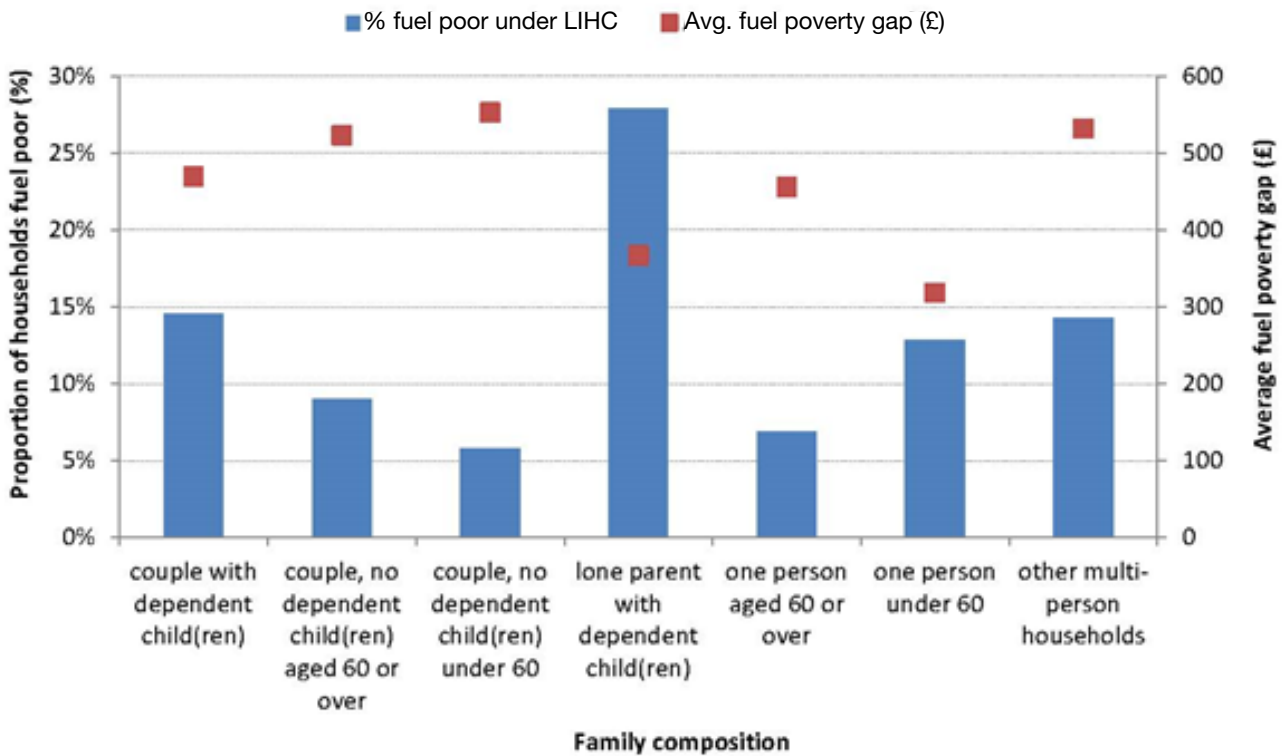
- 76% of fuel poor households live in a home which is not energy efficient and has an Energy Performance Certificate (EPC) rating of E to G (see Glossary for explanation).
- 20% of fuel poor households live in rural areas.
- 82% of fuel poor households live in houses not flats or bungalows.
- A third of fuel poor households are found in a fifth of the most deprived households.
- Fuel poverty is spread fairly evenly between regions including London.
- 34% of fuel poor households contain a person with a long term illness or disability.
- 10% of fuel poor households contain a person over the age of 75.
- 20% of fuel poor households contain a person under the age of five.

Source: Hills Fuel Poverty Review – Getting the measure of fuel poverty, 2012 (various pages), available at: <https://www.gov.uk/government/publications/final-report-of-the-fuel-poverty-review>

The national average percentage of households in fuel poverty for England is 10.4%. But as we see from the figures above, some households are at a higher risk of being in fuel poverty than others. Figures 1.1, 1.2 and 1.3 below shows how percentage of households in fuel poverty (and the fuel poverty gap) changes for different household compositions, tenure and age groups.

¹ The final report of the Hills Review available at: <https://www.gov.uk/government/publications/final-report-of-the-fuel-poverty-review>

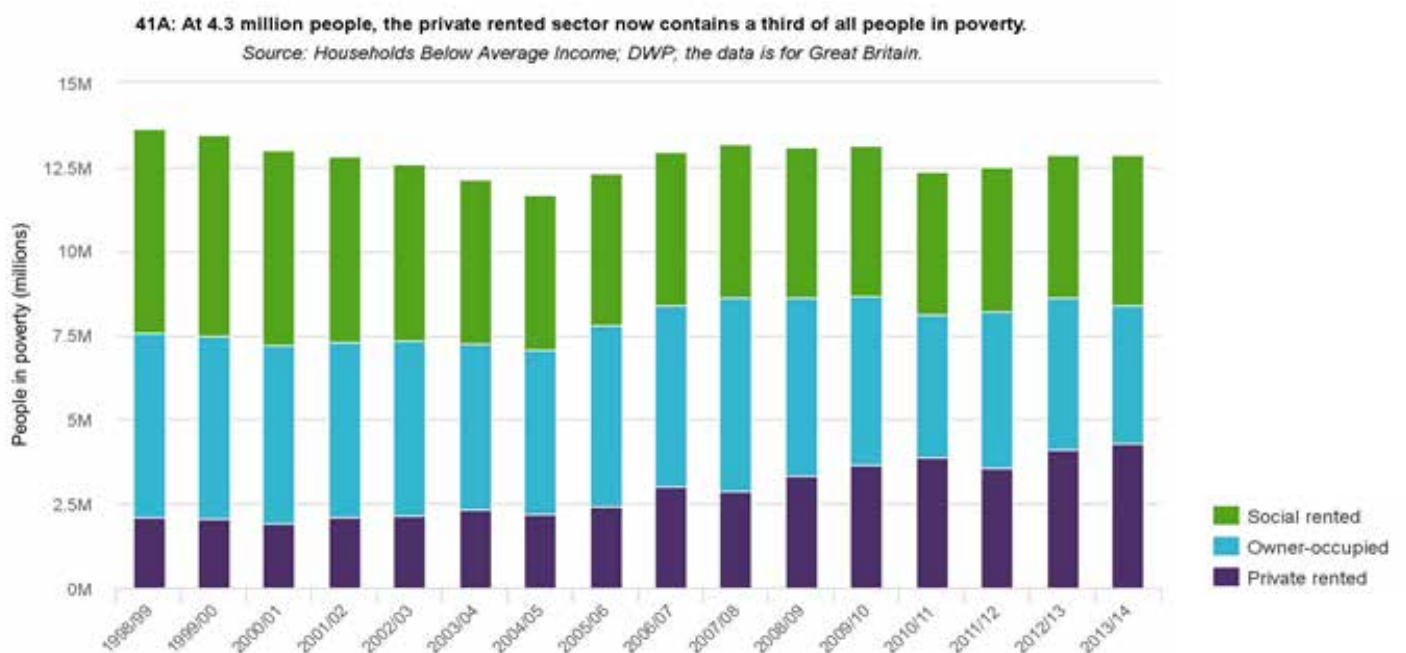
Figure 1.1 - Fuel poverty and associated average fuel poverty gap by household composition, 2011.



Source: Fuel poverty report 2013, DECC (p, 48) available at: <https://www.gov.uk/government/collections/fuel-poverty-statistics#2013-statistics>

The figure above shows that quarter of all lone parent households are in fuel poverty under the LIHC measure, 2011. The average fuel poverty gap for lone parent households is however one of the lowest (£367), and is slightly above that for young, single person households who generally tend to occupy smaller, more energy efficient properties.

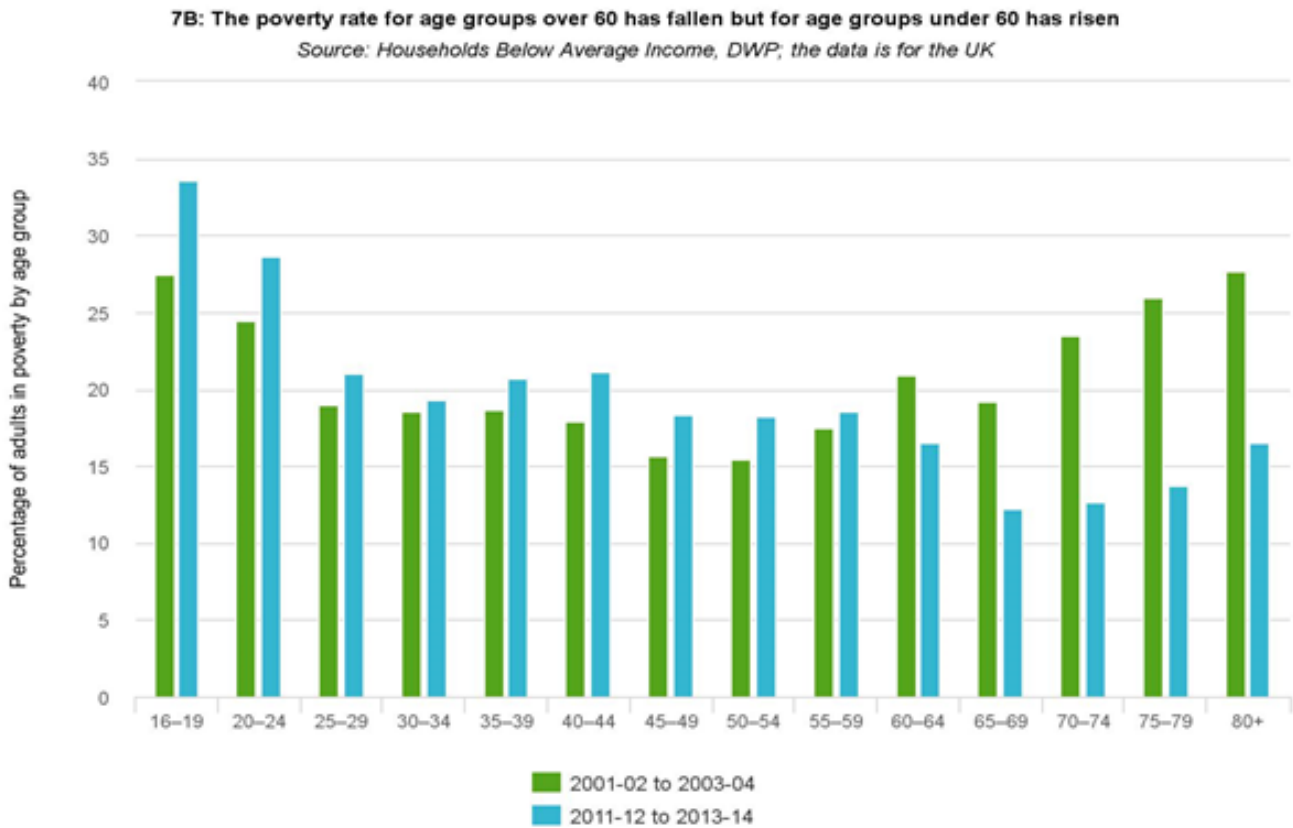
Figure 1.2 – Number of people in poverty by tenure from 1998 to 2014.



Source: Joseph Rowntree Foundation available at: <http://www.jrf.org.uk/data/people-poverty-tenure>

The level of poverty in the private rented sector has increased while it has decreased in the socially rented sector.

Figure 1.3 – Percentage of adult population in poverty by age group in 2001-2004 compared with 2011-2014.



Source: Joseph Rowntree Foundation available at: <http://www.jrf.org.uk/data>

The green bars show that young adults and people over 70 were more likely to be in poverty between 2001-02 and 2003-04. However, the blue bars show that by 2013-14 the level of poverty has increased significantly in young adults and decreased significantly in adults aged 60 or more.

Principle Causes of Fuel Poverty

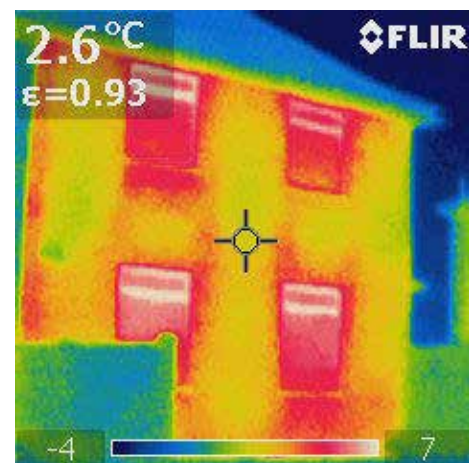
Fuel poverty is linked to general poverty but has further characteristics and causes.

Main causes of fuel poverty are:

- Poor energy efficiency of dwellings.
- Low household incomes.
- High cost of fuel.

Fuel poverty is also influenced by factors such as:

- Households in special circumstances (e.g. households with young children, elderly/retired may need heating for longer periods).
- Occupancy levels related to the size of property.
- Housing tenure.
- Attitudes to heating related expenditure.
- Cold related behaviours in the home.
- Access to mains gas.
- The external environment.



As poor housing is a major contributing factor to fuel poverty, energy efficiency has a clear role to play in assisting these households, insulating them from the cold as well helping to offset the effects of rising energy prices.

Energy Inefficient Dwellings

The energy efficiency of the home is based on its original construction and, any measures to increase the insulation and the heating systems and its controls. Modern homes are built to be energy efficient but a large number of older homes are significantly less energy efficient. The UK has notoriously poor housing in terms of state of repair and energy efficiency. The Association for the Conservation of Energy's (ACE) briefing report, The Cold Man of Europe² compares the state of the UK housing stock and fuel poverty levels with 15 other European countries. It concludes that no other country of the 16 assessed performed as poorly overall as the UK across the range of indicators. Despite the fact that the UK is amongst the lowest for energy prices, it has among the highest rates of fuel poverty and one of the most energy inefficient housing stocks in Europe.

Thermal regulations were only introduced in the UK in 1965 and were only really effective from 1974. According to the English Housing Survey Headline report (2013 – 2014) 56.2% of English homes were built prior to the introduction of the first thermal regulations in 1965, with a fifth of the total English housing stock having been built before 1919. Kent has a high proportion of older properties.



Table 1.1: Age of Kent housing stock by district.

	Pre 1900- 1918	1919- 1939	1945- 1972	1973- 1999	2000- 2014	Age unknown	Total
Ashford	9340	4120	13720	14790	8670	710	51350
Canterbury	13030	9890	19590	14600	8190	500	65800
Dartford	6830	8510	12470	8060	5840	120	41830
Dover	16160	7490	13600	9520	2990	910	50670
Gravesham	8500	7310	16210	6520	3430	190	42160
Maidstone	12850	7910	20880	15460	9150	690	66940
Sevenoaks	9540	6770	16220	12330	3700	340	48900
Shepway	14560	6950	12900	10360	4110	650	49530
Swale	13040	6370	18880	13710	7880	800	60680
Thanet	22180	10420	17520	10630	4650	520	65920
Tonbridge and Malling	9510	4160	16820	12730	7300	410	50930
Tunbridge Wells	17340	4090	13080	9280	3450	600	47840
Kent	152880	83990	191890	137990	69360	6440	642550
Medway UA	23470	16280	37810	24700	9780	470	112510
South East	686730	490490	1163460	986980	390470	38970	3757100
England	5070910	3822090	6603640	5321660	2336430	232950	23387680

Source: Available at: http://www.kent.gov.uk/_data/assets/pdf_file/0018/7353/Housing-stock-by-age-of-property.pdf

² The ACE report The Cold Man of Europe available at: <http://www.ukace.org/wp-content/uploads/2013/03/ACE-and-EBR-fact-file-2013-03-Cold-man-of-Europe.pdf>

Many older homes can be altered to become much more energy efficient by adding insulation to the structure and fitting more efficient heating systems. These alterations can significantly reduce the amount of energy needed to heat the home and so improve the energy rating of the home. The energy efficiency of a home is assessed through an Energy Performance Certificate (EPC) which provides an energy rating from A (most efficient) to G (least efficient). A minimum EPC rating of Band C is required to bring the majority (95%) of households out of fuel poverty and is the government's target for all fuel poor homes by 2030.

The ACE Cold Man of Europe report states that there are 26 million households in the UK and 21 million with a poor level of energy efficiency (Band D, E, F and G on an Energy Performance Certificate). The South East has a higher number of Band F or G properties than any other region. The average energy efficiency of a UK home is Band D which is not high enough to protect households from fuel poverty. The Fuel Poverty Strategy for England³ shows that the average fuel poverty gap in a G rated home is £1,700, compared to £450 for an E rated home.

Low Income

Low income households are less likely to have access to enough income to pay for adequate heating or capital to improve the energy efficiency. They include:

- Those relying on benefits.
- Those on low wages.
- Pensioner households.

Furthermore, evidence suggests that low income householders tend to occupy the least efficient dwellings, which cost more to heat. Residents on low income who rent in the private sector are increasingly at risk of being in fuel poverty. While residents in social housing may be on a low income, in general social housing stock is in a better state of repair as it must meet the Decent Homes Standard.

High Cost of Fuel

Currently mains gas is the cheapest household fuel followed by oil, off peak electricity, LPG and on peak electricity⁴. Households using expensive fuels for heating, such as on oil or peak electricity, for heating find it harder to achieve affordable warmth. Fuel purchased through a pre-payment meter is usually more expensive than fuel bought on credit especially where a direct debit budget payment system is used. This can exacerbate incidents of fuel poverty as residents in fuel debt are often compulsorily

transferred to a pre-payment meter by their energy supplier or landlord which means that those on the lowest income are often forced to pay the highest prices per unit of energy.

Fuel prices can also vary widely between different providers. The government estimates that residents who have not switched their supplier for more than three years may be able to save up to £200 on their total energy bill if they switch to a cheaper provider.

Approximately 90% of residents have not switched suppliers/or tariff with their existing supplier in the last three years and so may be paying more than they need for their energy. Again those in fuel debt, and not using pre-payment meters, are often penalised by being unable to switch suppliers until their existing debt is repaid meaning they remain trapped on high tariffs.

According to recent government figures, the average fuel expenditure has increased from £694 to £1,338, an increase of 90% (between 2003 and 2010) (see Table 10.1 in Appendix 1 for more information on average fuel prices changes). With average income only rising by 24% in the same time period this means that households have needed to spend more on their fuel bills to achieve the same levels of thermal comfort.

Households in Special Circumstances

In some households there may be specific reasons for energy bills to be higher, for example the heating may need to be on for longer because residents are at home longer, or be maintained at a higher temperature because residents are more susceptible to the cold.

Some groups that encounter these special circumstances are:

- Residents with a disability or long term illness may demand heating for longer hours or at a higher temperature.
- Households with pre-school age children may need heating for longer hours.
- Households where occupants are unemployed, elderly/retired and may be at home for longer may require additional heating.
- Sickness may demand higher levels of heating.

Occupancy Levels Related to Size of Property/ Under Occupancy

Under occupancy occurs when the size of a dwelling is unnecessarily large for the inhabitants. Under occupiers are often low income single householders or couples living in a large family sized property. For

³ A copy of Cutting the cost of keeping Warm: a new fuel poverty strategy for England available at: <https://www.gov.uk/government/publications/cutting-the-cost-of-keeping-warm>

⁴ Fuel bill calculations available at: <http://www.energysavingtrust.org.uk/content/our-calculations>

example elderly couples who remain in the family home after children have left to live in homes of their own. Often the property is larger than is required and residents may only be on a small pension.

Housing Tenure

Householders living in social housing will be helped by specific local authority/housing association home improvement programmes. However, there are still dwellings in this sector that cannot be adequately insulated because of their construction type. Many of the fuel poor are found in private rented and owner occupied sectors where improving standards of energy measures are more difficult. Achieving the implementation of measures will need the interest, acceptance, approval and often the cash investment of the owner occupier or landlord of the property.

Lower cost insulation measures such as cavity wall insulation and loft insulation provide an excellent return on investment and have been implemented in the large majority of British housing stock where they are relevant. There are however, many unfilled cavity walls and many properties do not have current levels of loft insulation. There are solutions for solid wall properties, but these are more costly and far fewer solid wall homes have been adequately insulated.

Attitudes to Heating Related Expenditure and Cold Related Behaviours in the Home

Whilst making homes more energy efficient through insulation measures and more efficient heating systems is clearly a priority, significant reductions in the amount of energy a household uses can also be achieved through the behaviour change of residents. Providing residents with a greater understanding around efficient energy use can help them to save money and also to understand how to maintain a healthy environment at home.

Access to Mains Gas

Households not connected to mains gas are more likely to experience fuel poverty. The Department of Energy and Climate Change (DECC) fuel poverty statistics for 2013 show that rates of fuel poverty for households without a connection to the gas grid are 15% compared with 10% for houses with a connection. This can be a significant issue for households in rural areas, where connection to the grid is difficult, but can also be an issue in blocks of flats in urban areas which are not connected to a gas supply.



Photo: courtesy of Family Mosaic



Table 1.2: Number of households in Kent by heating type.

	No central heating	Gas central heating	Electric (including storage heaters) central heating	Oil central heating	Solid fuel (for example wood, coal) central heating	Two or more types of central heating and other	Total
Ashford	874	34647	3272	5401	493	3100	47787
Canterbury	1329	50083	4827	1306	313	2913	60771
Dartford	1010	33655	3478	206	62	1670	40081
Dover	1171	39670	3036	1669	454	2310	48310
Gravesham	1003	33910	2551	857	129	1981	40431
Maidstone	1403	50584	4874	3094	362	3130	63447
Medway	3376	90959	6219	648	236	4771	106209
Sevenoaks	852	36269	3532	3685	312	2370	47020
Shepway	1574	36113	4293	2641	313	2445	47379
Swale	1598	46236	3331	1445	343	2632	55585
Thanet	1762	49895	5266	203	94	2293	59513
Tonbridge & Malling	982	40254	2895	1732	214	2063	48140
Tunbridge Wells	1201	34057	5109	4088	286	2433	47174
Kent	18,135	576,332	52,683	26,975	3,611	34,111	711,847

Source: 2011 Census (27 March) available at: <http://www.ons.gov.uk/ons/guide-method/census/2011/index.html>

The Effects of Fuel Poverty

The number of households suffering from fuel poverty is rising and with energy prices increasing at more than the rate of inflation, government targets to reduce the number of households living in fuel poverty are being challenged.

According to a report by the Marmot Review Team⁵ living in fuel poverty has a negative impact on health. The risk and effects of ill health are increased by cold homes, with illnesses such as influenza, heart disease and strokes all exacerbated by the cold. Cold, badly ventilated homes, can also promote the growth of mould and numbers of house dust mites. The latter have been linked to conditions such as asthma and other allergic diseases and children are particularly prone to these conditions.

Fuel poverty and cold homes can contribute to excess winter deaths (EWD). Studies from the Marmot Review examined mortality trends that showed the frequency of death is higher in winter months than at other times of the year. Currently, cold homes can be one of the factors that contribute to 43,900 excess winter deaths in England (ONS, 2014/2015)⁶. This represented a significant increase in all age groups

compared with 2013/2014 and the highest since 1999/2000. After a mild winter in 2013/2014, the winter of 2014/2015 was colder in comparison. The South East has one of the highest levels in England. It is accepted that the figures for England, are poor in comparison with European nations which experience more severe winters than those in the UK. A major factor contributing to this is the inability of our housing stock and heating systems to maintain comfortable, affordable heating levels inside homes when outside temperatures fall.

For those living in fuel poverty, the consequences can also have wider impacts on health, such as stress or social isolation and affects their quality of life. Studies indicate that cold conditions can exacerbate existing medical conditions including diabetes, certain types of ulcers and musculoskeletal pain. They have also found an association between cold homes and the increased likelihood of developing symptoms of asthma and bronchitis which can develop into long term conditions. In addition, cold homes may slow down recovery, particularly following discharge from hospital.

Who is in Fuel Poverty?

According to a report by the UK Health Forum (2014)⁷ large numbers of people in the UK are living in conditions which are very cold in winter. Those most vulnerable to fuel poverty and the impacts of cold, damp homes are:

- Older people; particularly those living on their own and/or in larger family homes. Older people may be particularly vulnerable during cold periods.
- Lone parents with dependent children.
- Families who are unemployed or on low incomes.
- Children and young people; cold homes and poor housing conditions have been linked with a range of health problems in children.
- Disabled people.
- People with existing illness and long term conditions (physical and mental).
- Single unemployed people.



⁵ The report on The Health Impacts of Cold Homes and Fuel Poverty available at: <http://www.instituteofhealthequity.org/projects/the-health-impacts-of-cold-homes-and-fuel-poverty>

⁶ ONS Excess Winter mortality (EWM) in 2014/2015 by underlying cause of death available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/bulletins/excesswintermortalityinenglandandwales/201415provisionaland201314final#excess-winter-mortality-ewm-in-201415-byunderlying-cause-of-death>

⁷ How to improve health and wellbeing through action on affordable warmth available at: http://www.fph.org.uk/uploads/UKHF-HP_fuel%20poverty_report.pdf

2. The Effects of Fuel Poverty and Cold Homes on Health and Well-Being

Living in a cold home can lead to or worsen a large number of health problems including heart disease, stroke, respiratory illness, falls, asthma and mental health problems. Although these health risks apply to all people, the old, children and those who are disabled or have a long term illness are especially vulnerable. In 2010, the British Research Establishment (BRE) estimated that the cost to the NHS from addressing poor housing would save £1.4bn in the first year in treatment costs alone and further savings in years to follow (The Cost of Poor Housing to the NHS⁸).

The NHS would save an estimated £3,000 per year, through less GP and hospital visits per household by properly heating a home (BRE Housing Cost Calculator estimate).

If investments were applied to the 3.5 million poor homes in England, then the cost and benefits to the NHS from reducing Housing Health and Safety Rating System Category 1 hazards, in particular, excess cold, would pay for itself in just seven years and continue to accrue benefit into the future.

The South East region has a higher number of F and G rated properties than any other region and represents a higher cost to the NHS according to BRE figures.

Table 2.1: Estimated number of dwellings with an energy efficiency rating of an F or G and associated health costs.

Region	Total number of dwellings with an EER band F or G	Estimated costs to NHS using CIEH HHSRS Calculator
North East	115,027	£6,170,700
Yorkshire and The Humber	345,871	£18,493,700
North West	390,000	£20,814,600
East Midlands	379,351	£20,282,600
West Midlands	442,474	£23,634,000
South West	509,520	£27,190,400
East of England	437,767	£23,358,900
South East	580,537	£30,971,700
London	393,382	£20,988,000
Total	3,593,929	£191,887,600
Privately rented dwellings	655,810	£35,028,200

Source: *The Health cost of Cold Dwellings available at: http://www.foe.co.uk/sites/default/files/downloads/warm_homes_nhs_costs.pdf*

Households in fuel poverty must choose between living in a cold home or spending more than they can afford to heat their home to a healthy temperature. This can result in reduced spending on other necessities such as diet, hygiene or clothing. Every occupant of the household is affected by living in a cold home.

The temperature in the home does not need to drop very far before adverse impacts on health arise. Temperatures of lower than 16°C impair breathing and a little colder than this impairs the heart and circulatory systems. Cases of hypothermia are rare in people living in a home but do create the headlines.

In November 2008, Professor Sir Michael Marmot was asked by the then Secretary of State for Health to chair an independent review to propose the most effective evidence-based strategies for reducing health inequalities in England from 2010 (The Marmot Review – Fair Society, Healthy Lives⁹). In May 2011 the same team published a report on The Health Impacts of Cold Homes and Fuel Poverty¹⁰.

This report made associated links between cold homes and excess winter deaths from conditions such as cardio-vascular and respiratory diseases. It also linked cold homes with respiratory diseases in children and with a negative impact on mental health. It highlighted a link with cold homes and fuel poverty on indirect health impacts through children's poor educational attainment and increased risk of falls. It determines that living in a cold home can impact on infants' weight gain, the severity and frequency of asthmatic symptoms in children, the mental health of adolescents and adults, and circulatory and breathing difficulties in adults.

Levels of mortality and morbidity increase in the winter months and particularly in cold weather. The Marmot Review states that countries with more energy efficient housing have lower levels of excess winter deaths and that low indoor temperatures and low SAP (Standard Assessment Procedure) ratings are linked to higher levels of excess winter deaths. SAP is the methodology used to assess and compare the energy and environmental performance of dwellings. Its purpose is to provide accurate and reliable assessments of the energy performance of dwellings needed to underpin energy and environmental policy initiatives.

As well as the direct health impacts there are indirect impacts on the whole household from caring for a person with poor health. Children living in cold homes tend to have higher levels of absence from school and adults have more sick-leave from work. Children living in cold homes tend to have lower educational attainment which may be related to the lack of a warm room to study in. Living in a cold

⁸ The Cost of Poor Housing to the NHS available at: <http://www.bre.co.uk/filelibrary/pdf/87741-Cost-of-Poor-Housing-Briefing-Paper-v3.pdf>

home can contribute to a cycle of health inequalities linked to lower educational attainment leading to lower and less reliable employment and so fewer housing choices.

Table 2.2: The effect of living room temperatures on comfort and health:

Indoor temperature	Effect
21°C	Comfortable temperature for all, including older people, in living rooms during the day
18°C	Minimum recommended night time temperature for those with no health risk, although older and sedentary people may feel cold
Under 16°C	Resistance to respiratory diseases may be diminished
9 – 12°C	Exposure to temperatures between 9 c and 12 c for more than two hours causes core body temperature to drop, blood pressure to rise and increased risk of cardiovascular disease
5°C	Significant increase in the risk of hypothermia

There is a substantial and growing body of evidence of the impact of fuel poverty and cold homes on the physical, mental health and wellbeing of young and older people. The physical health impacts most commonly experienced across the age range by those living in cold homes are circulatory diseases and respiratory illnesses. Blood pressure rises in older people when they are exposed to temperatures below 120C increasing their risk of heart attacks and strokes

The cold also reduces lung function which is a risk factor in triggering asthma attacks and chronic obstructive pulmonary diseases (COPD) such as emphysema and chronic bronchitis. It was estimated in 2004 that the direct healthcare costs related to asthma were around £1billion per annum. In 2002, the costs of GP prescriptions on cold related diseases on their own were estimated to be £600 million a year (Hall J and Mindell J (2011) Health Survey for England 2010¹¹).

Source: Press V (2003) *Fuel Poverty and Health – a guide for primary care organisations and public health and primary care professionals*. London. National Heart Forum (former name of the UK Health Forum) available at: http://www.fph.org.uk/uploads/UKHF-HP_fuel%20poverty_report.pdf



⁹ The Marmot Review report Fair Society, Health Lives available at: <http://www.instituteofhealthequity.org/projects/fair-society-healthy-lives-the-marmot-review>

¹⁰ The report on The Health Impacts of Cold Homes and Fuel Poverty available at: <http://www.instituteofhealthequity.org/projects/the-health-impacts-of-cold-homes-and-fuel-poverty>

¹¹ The Health survey for England available at: <http://digital.nhs.uk/pubs/hse10report>

3. The National Context

This chapter looks at a number of key pieces of legislation and policy documents that have had a direct or indirect impact on the approach that is taken towards tackling fuel poverty at the national level.

Home Energy Conservation Act (1995) (HECA)¹²

The Department of Energy and Climate Change (DECC) replaced existing statutory guidance on HECA 1995. All English authorities with housing responsibility are asked to prepare a report setting out “the local energy conservation measures that the authority – or group of authorities – consider practical, cost effective, and likely to significantly improve the energy efficiency of residential accommodation in its area.”

The guidance asked authorities to publish their first report by 31 March 2013 on their websites and to send a copy to the Secretary of State. Authorities were then requested to prepare a report on progress against their action plan for the Secretary of State every two years.

Warm Homes and Energy Conservation Act (2000) (WHECA)¹³

WHECA 2000 forms the current statutory basis for tackling fuel poverty at the national and local levels. It places a duty on authorities to prepare and publish a strategy for ensuring that as far as reasonably practicable persons do not live in fuel poverty.

Decent Homes Standard

In 2001 the Decent Homes Standard was introduced. It requires that all social housing should meet the minimum fitness standards as defined by the Housing Act 1985 (as amended); must be in a reasonable state of repair, have reasonably modern facilities and services, and provide a reasonable degree of thermal comfort. The standard was subsequently extended to the private rented sector where homes contained a vulnerable household.

Housing Health and Safety Rating System (HHSRS)

The Housing Act (2004) introduced the Housing Health and Safety Rating System (HHSRS), a risk based evaluation tool to help local authorities identify and protect against potential risks and hazards to

health and safety from any deficiencies identified in dwellings. Although tackling fuel poverty is not the primary role of HHSRS it can be used indirectly in relation for fuel poverty since ‘Excess Cold’ is one of the 29 hazards assessed for under the system.

Local Authorities are required to complete an annual Housing Statistics dataset which covers a wide range of housing related issues. Of particular relevance is Section F: Condition of dwelling stock which amongst other things requests: Total number of dwelling and number of private sector dwellings with category 1 HHSRS hazards. For Kent statistics, see Table 10.1 in Appendix 1.

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

From 2016 these regulations will be amended to state that a landlord will not be able to refuse reasonable energy efficiency improvements to their properties, where financial support is available, such as the Energy Company Obligation (as explained below). From April 2018, any property that is let must reach a minimum energy efficiency rating of ‘E’. It will be unlawful to rent out a house that does not reach this minimum standard.

The Health Impacts of Cold Homes and Fuel Poverty (published by the Marmot Review Team)

The Marmot Review Team looked at the existing evidence of the direct and indirect health impacts suffered by those living in fuel poverty and cold housing. Published in 2011, it makes a strong case for aligning the environmental and health benefits of reducing fuel poverty and improving the thermal efficiency of the existing housing stock and emphasises improving the energy efficiency of housing stock which brings multiple health and environmental gains.

Cold Weather Plans

The Department of Health Cold Weather Plans for England published annually since 2011 raises both public and professional awareness of the effects of cold weather on health. The purpose of the plans is to enhance resilience in the event of severe cold weather. It is an important component of overall winter and emergency planning (and wider health promotion activity) and is closely linked to fuel poverty.

¹² The Home Energy Conservation Act 1995 available at: <http://www.legislation.gov.uk/ukpga/1995/10/contents>

¹³ Warm Homes and Energy Conservation Act 2000 available at: <http://www.legislation.gov.uk/ukpga/2000/31/contents>

National Institute For Health and Care Excellence (NICE).¹⁴

The National Institute For Health and Care Excellence (NICE) published guidelines in March 2015 “Excess Winter Deaths and Illness and the health risks associated with Cold Homes”. The guidelines are aimed at those with an interest in health and housing and make recommendations on how to reduce the risk of death and ill health associated with living in a cold home. It provides detailed information and advice based around the following 12 recommendations:

1. Develop a strategy.
2. Ensure there is a single point of contact health and housing referral service for people living in cold homes.
3. Provide tailored solutions via the single point of contact health and housing referral service for people living in cold homes.
4. Identify people at risk of ill health from living in a cold home.
5. Make every contact count by assessing the heating needs of people who use primary health and home care services.
6. Non-health and social care workers who visit people at home should assess their heating needs.
7. Discharge vulnerable people from health or social care settings to a warm home.
8. Train health and social care practitioners to help people whose homes may be too cold.
9. Train housing professionals and faith and voluntary sector workers to help people whose homes may be too cold for their health and wellbeing.
10. Train heating engineers, meter installers and those providing building insulation to help vulnerable people at home.
11. Raise awareness among practitioners and the public about how to keep warm at home.
12. Ensure buildings meet ventilation and other building and trading standards.

As a thorough response to these guidelines will require a multi-agency response the Kent Joint Policy and Planning Board for Health, Housing and Social Care will explore the options for responding.

Integrated Care

It has been recognised by central government that to fully address the health needs of the population services need to become more integrated and there needs to be better communication between different providers. Housing is a key aspect of this.

It is therefore essential that departments providing or regulating housing work with other council departments and health organisations are integrated and take full account of the needs of the individual.

Joint Strategic Needs Assessment (JSNA) and Joint Health and Wellbeing Strategies

The JSNA and joint health and wellbeing strategies allow health and wellbeing boards to analyse the health needs of their local populations and to decide how to make best use of collective resources to achieve the priorities that are formed from these.

Public Health Outcomes Framework

The Public Health Outcomes Framework “Healthy, lives, healthy people: Improving outcomes and supporting transparency” sets out desired outcomes for public health and how they will be measured. Many of the measurements have links to housing, some of the more relevant being:

- Falls and injuries in over 65’s.
- Fuel Poverty.
- Excess Winter Deaths.

Cutting the Cost of Keeping warm: A Fuel Poverty Strategy for England

In March 2015, the government launched its new Fuel Poverty Strategy “Cutting the cost of keeping warm; a new fuel poverty strategy for England.” This strategy document is a requirement of the Warm Homes and Energy Conservation Act (2000) and is the first new national strategy for 13 years. Their new Fuel Poverty Strategy outlines the challenges and actions for the next 15 years to tackle fuel poverty and get help to those who need it most. It sets out the approach that will be taken in order to meet the government’s aim that all homes should be warm and comfortable and provide a healthy and welcoming environment that fosters well-being.

The strategy sets a new target for fuel poverty:

- To ensure that as many fuel poor homes as is reasonably practicable achieve a minimum standard of energy efficiency (Band C), by 2030.

¹⁴ NICE Guidelines available at: <https://www.nice.org.uk/guidance/ng6>

The Energy Company Obligation (ECO)

The Energy Company Obligation (ECO) was originally designed to sit alongside the Green Deal in situations where additional financial support was required for householders. Whilst funding for the Green Deal and the Home Improvement Fund has recently been withdrawn (July 2015), the ECO will continue to run in its current form until March 2017. ECO requires energy companies to assist in the installation of energy efficiency measures in the UK to low income and vulnerable households. Under ECO, energy companies are obliged to meet targets (from 1 January 2013 – 31 March 2015 and recently extended to March 2017). The three ECO obligations are:

- Carbon Emissions Reduction obligation (CERO).
- Carbon Saving Community Obligation (CSCO).
- Home Heating Cost Reduction Obligation (HHCRO) or Affordable Warmth.

Understanding the ECO criteria is key to building a local authority strategy for levering in finance to improve the energy efficiency of the housing stock. Of particular interest are properties with Hard To Treat (HTT) cavities and their role in the Carbon Emissions Reduction Obligation. This type of cavity is a particular focus of energy companies due to their relatively low cost to install improvements compared to solid wall insulation which is the other key criteria for CERO eligibility.

The Energy Company Obligation is the latest scheme to provide an obligation on energy suppliers to support energy efficiency schemes. It replaces previous schemes such as CERT (Carbon Emissions

Reduction Target) and CESP (Community Energy Saving Programme) and sits alongside other programmes that support vulnerable residents to afford heating such as winter fuel payments and the Warm Homes Discount. ECO net spending on energy efficiency and fuel poverty schemes reduced from £4billion in 2010-11 to just under £3.2billion in 2013-14 (UK Fuel Poverty Monitor 2013/2015, NEA – further data is available in Table 10.2 in Appendix 1). This is a net drop of £865million, which raises a concern on just how successful the delivery of future programmes will be to alleviate fuel poverty. Local authorities are well placed to effectively utilise both funding and data to identify and target the most vulnerable residents, this should be remembered when delivering any programme to reduce fuel poverty.

In 2015 the government announced plans to release data in its new fuel poverty strategy. This data will show the location of homes that are not on the mains gas line and layering maps with other data sets to include:

- Index of multiple Deprivation (IMD) data at Lower Super Output Area (LSOA) level.
- Carbon saving community obligations (CSCO) at LSOA level.
- Energy efficiency measures.
- Rural urban classification census data.
- Main heating type.
- Benefit claimants.

When released, this information will enable organisations to effectively target those residents in need and to plan effective interventions. The government also plans to carry out research on the 'drivers' of fuel poverty for park home residents.



4. The Local Context in Kent

The need to take effective action to reduce fuel poverty has never been more important. This Strategy sets out the key priorities for Kent driven by national policy and also by local strategies and identification of need.

In Kent, the County Council has developed a set of commitments under Climate Local Kent, and many of the district and borough councils have adopted these commitments or developed their own ones based on localised issues. Kent County Council has reviewed the Kent Environment Strategy (KES) with the support of all local districts. Within the KES there are key priorities to reduce energy consumption and to work to alleviate fuel poverty that link directly to this Strategy.

Kent currently works in partnership through the Kent and Medway Sustainable Energy Partnership (KMSEP) and the Kent Energy Efficiency Partnership (KEEP) on a number of projects to deliver fuel poverty and carbon reduction programmes. We support the public health agenda on excess winter mortality rates, some of which can be prevented from cold/inefficient homes. By achieving affordable warmth through low/no cost measures and preventing and targeting cold homes, the aim is to create a healthier and better environment for residents.

It is important to raise an understanding of the links between fuel poverty and health outcomes, especially during cold weather. Public Health England has recently published its The Cold Weather Plan for England. Within this Plan are key positive recommendations from the NICE Guidance, associated with Excess Winter Deaths (EWD) and illnesses associated with cold homes.

This Strategy will link to outcomes and priorities in the Cold Weather Plan and will also link to the local Health and Wellbeing strategy and the refreshed Joint Strategic Needs Assessment (JSNA) chapter on Sustainability.

The Kent Housing Group's "Better Homes: localism, aspiration and choice" and the Joint Planning and Policy Board (JPPB) plan, Think Housing First, are currently under review and will link into the development of this Strategy.

Linking to our key local strategies/policies will improve partnership working across Kent, the evidence base and increase current levels of understanding, meet county wide and national targets on alleviating fuel poverty and improving health outcomes as well as lowering carbon emissions.

Kent's strong history of partnership working around this issue puts us in a good position to understand health inequalities and make a real difference to fuel poverty levels. Working with strategic partners and communities, we are able to prioritise interventions and demonstrate a commitment to monitor and evaluate the effects of the policies and our actions over time.

Fuel Poverty Levels in Kent

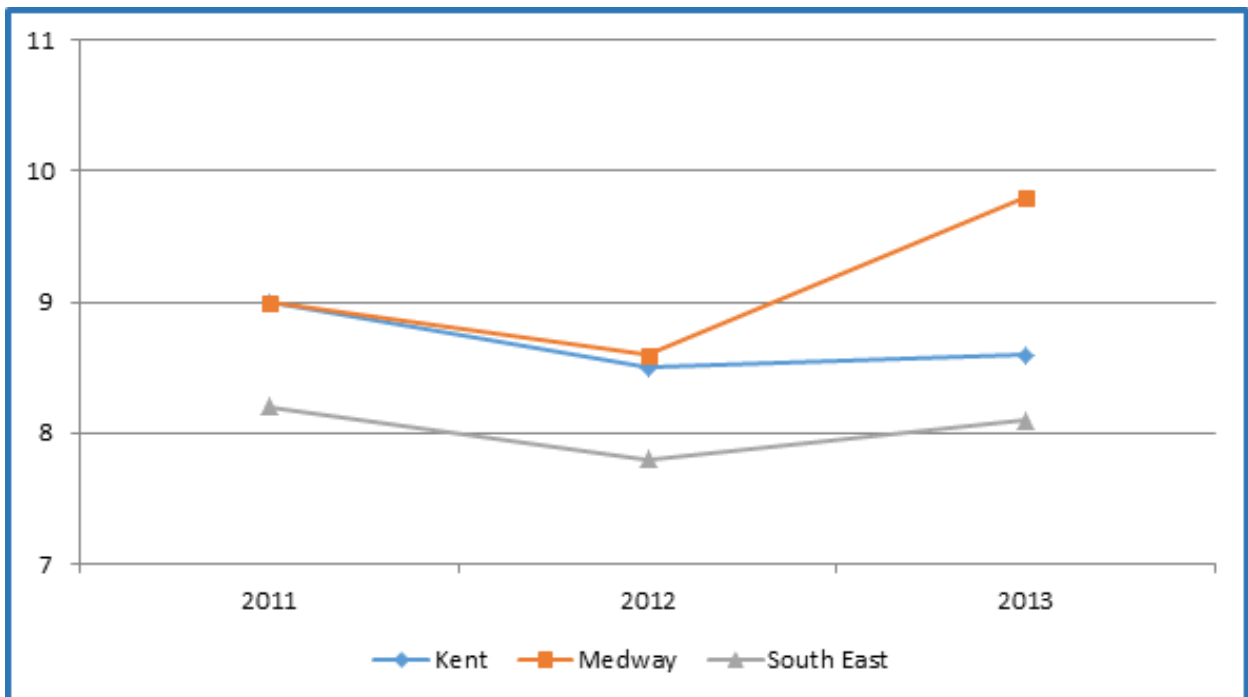
Under the LIHC definition seven million people are living in fuel poverty in England. In the South East 8.1% of households (297,153 properties) are in fuel poverty, lower than the national average of 10.4% (2.3 million households). The average fuel poverty level in Kent is 8.6% and in Medway is 9.8%. These values compare favourably with the national average and with northern regions, but are high in comparison to the South East average.

Table 4.1: Fuel Poverty by Region in number of households and % of households.

Region	Number of Households	Number of households in fuel poverty	Proportion of households fuel poverty %
East	2487000	217850	8.8
East Midlands	1933861	201405	10.4
London	3329846	326114	9.8
North East	1141717	134895	11.8
North West	3073362	334752	10.9
South East	3659355	297153	8.1
Kent	623097	53895	8.6
Medway	109312	10701	9.8
South West	2382480	274888	11.5
West Midlands	2303943	319997	13.9
Yorkshire and the Humber	2271181	239661	10.6
	22582745	2346715	10.4

Source: DECC Fuel Poverty Statistic 2013 (Low Income High Cost model indicator) available at: <https://www.gov.uk/government/collections/fuelpoverty-statistics#2013-statistics>

Figure 4.2: The percentage of properties in fuel poverty in Kent, Medway and the South East from 2011 to 2013, using the LIHC model.

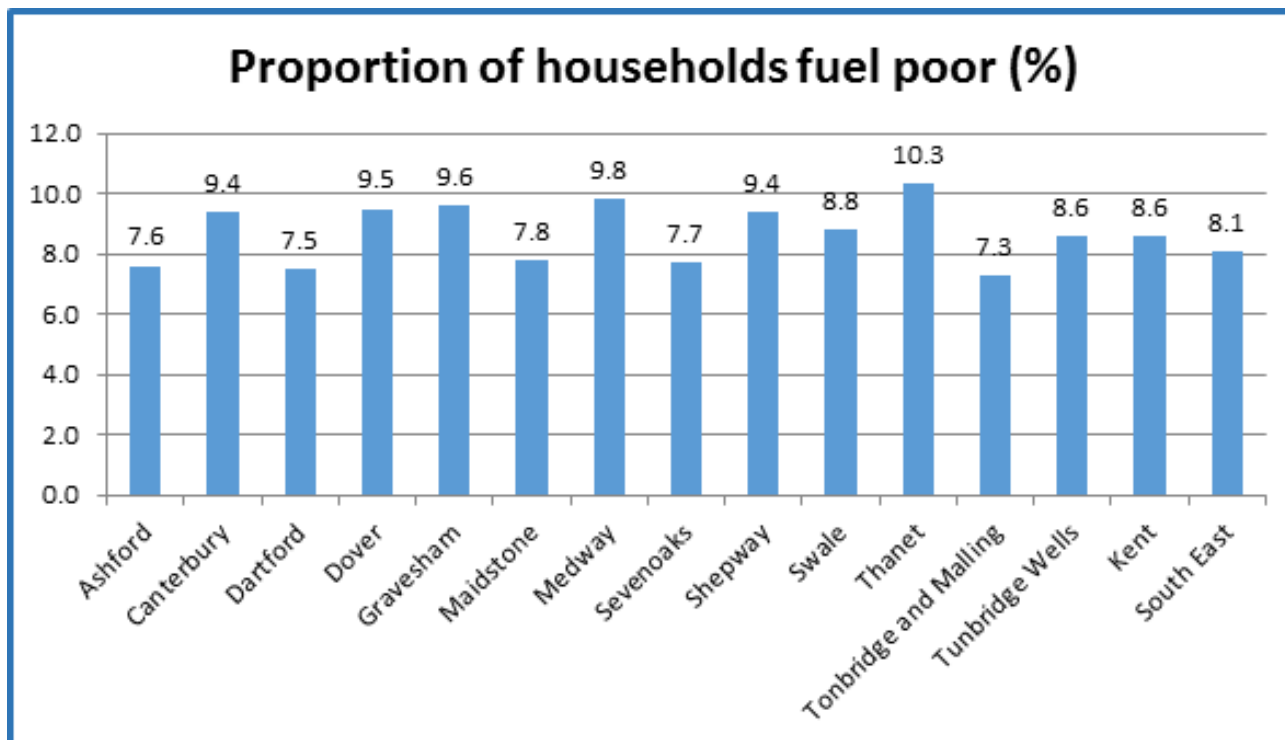


Source: DECC Fuel Poverty Statistic 2013 (Low Income High Cost model indicator) available at: <https://www.gov.uk/government/collections/fuel-poverty-statistics#2013-statistics>

Although the level of households living in fuel poverty in Kent is not as high as the national average there are some pockets of high levels of deprivation and fuel poverty. Fuel poverty across the districts in Kent ranges from 7.3% to 10.3% (2013) and there are 60 local super output areas (LSOAs) with fuel poverty levels of greater than 15% (See Table 10.3 in Appendix 1) for district level data on fuel poverty). There are 64,596 households across Kent and Medway where residents are living in fuel poverty.



Figure 4.3: **Proportion of fuel poor households (%)**



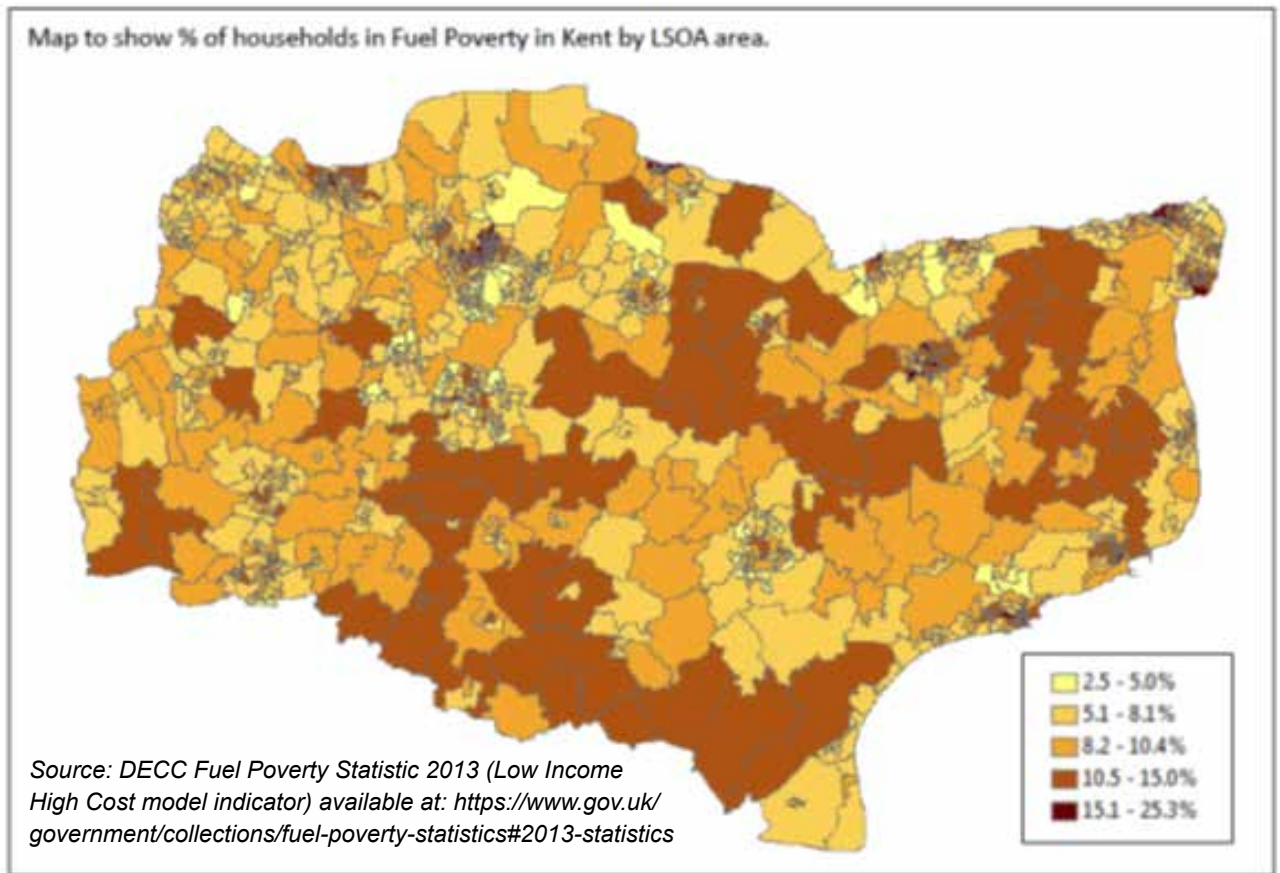
Source: DECC Fuel Poverty Statistic 2013 (Low Income High Cost model indicator) available at: <https://www.gov.uk/government/statistics/2013-sub-regional-fuel-poverty-data-low-income-high-costs-indicator>

The level of fuel poverty varies between districts for a number of different reasons. In some areas with high fuel poverty, such as Thanet, Medway, Gravesham and Dover, there is a link with areas of high deprivation and low income. In other areas the link with income and deprivation may not be as obvious and high rates of fuel poverty could be due a high proportion of older housing or more homes off the mains gas network. Rural properties may be older and more difficult to insulate and so have a lower EPC rating. For example Canterbury and Tunbridge Wells are generally more affluent areas than some of the other districts with high fuel poverty, but an analysis of SAP ratings shows they have a relatively high proportion of energy inefficient homes with EPC ratings of D-G.

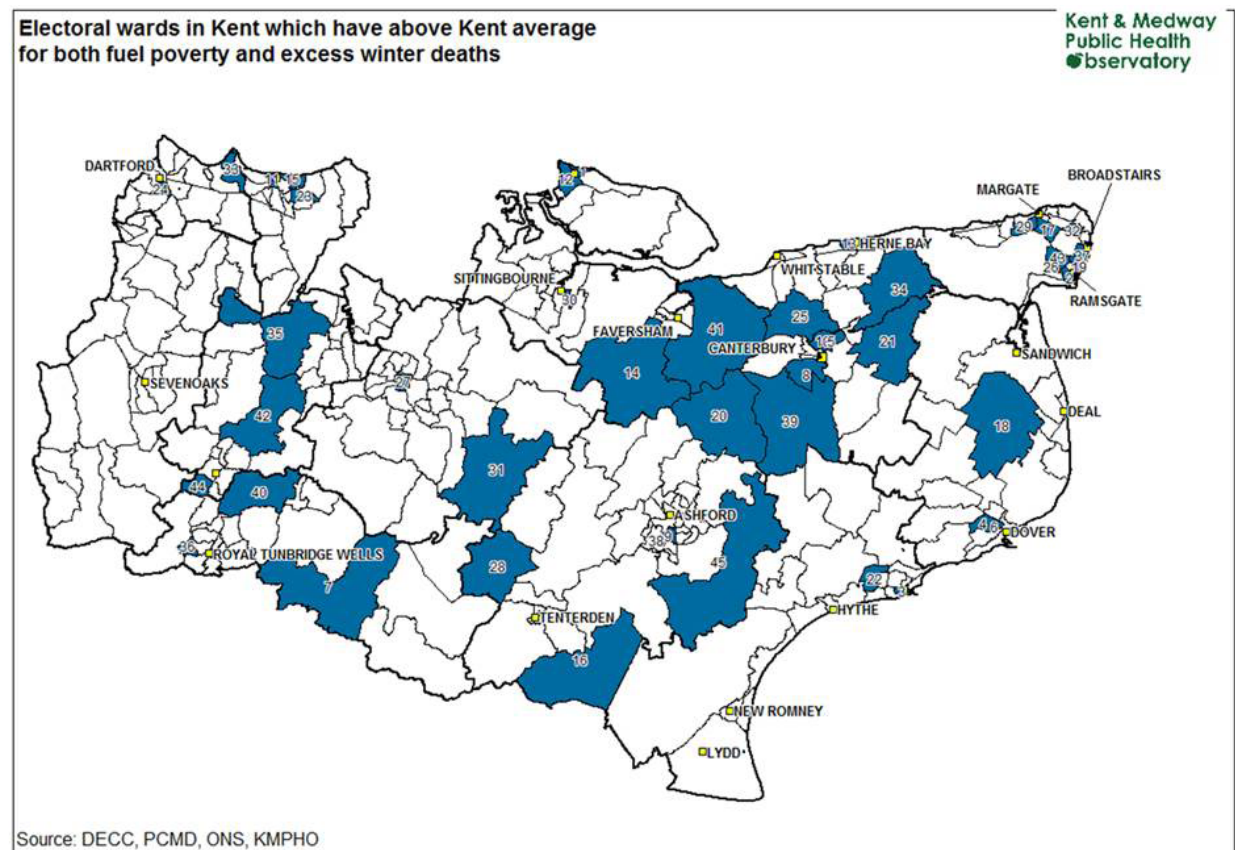
The English Indices of Multiple Deprivation (IMD) measures relative levels of deprivation in small areas of England called Lower Super Output Areas (LSOAs). This data is widely used by central government to focus programmes on the most deprived areas. An example of this is through the Energy Company Obligation (ECO). The Carbon Savings Community Obligation (CSCO) part of ECO focuses on the LSOA with the highest levels of deprivation. Locally, it could be used as evidence to develop strategies, to target interventions and in bids for funding, including ECO.

There are 283 electoral wards within Kent. Those ranked in positions 1 to 57 are based in the 20% most deprived wards and those ranked in positions 227 to 283 are based in the 20% least deprived wards. Within these wards there are 1065 LSOA areas. See Figure 4.4 overleaf.

Figure 4.4: Percentage of households in fuel poor by LSOA areas.



We will monitor health and fuel poverty trends and work with colleagues in health to ascertain whether links between these can be established. See illustration below.



Figures 4.5 and 4.6 below demonstrate the emergency admission rates due to circulatory and respiratory disease at LSOA level.

Figure 4.5: Emergency admission rates due to circulatory disease.

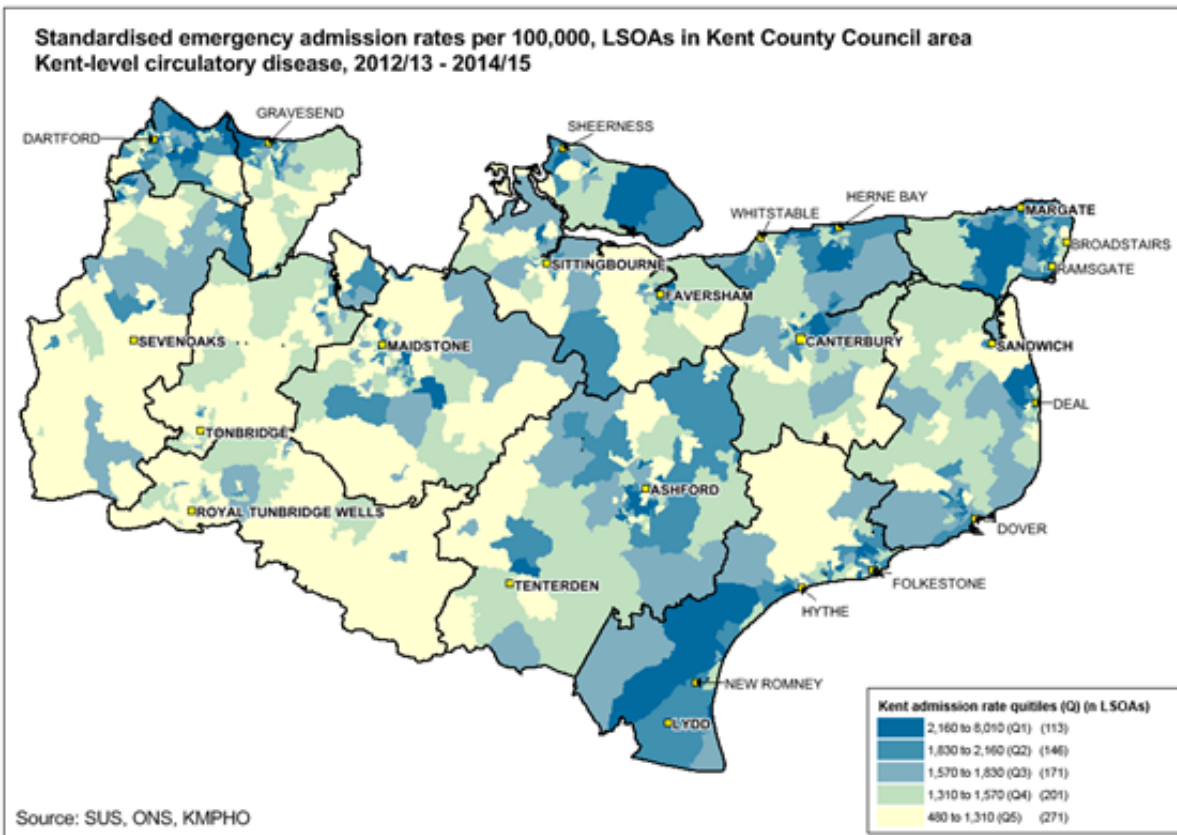
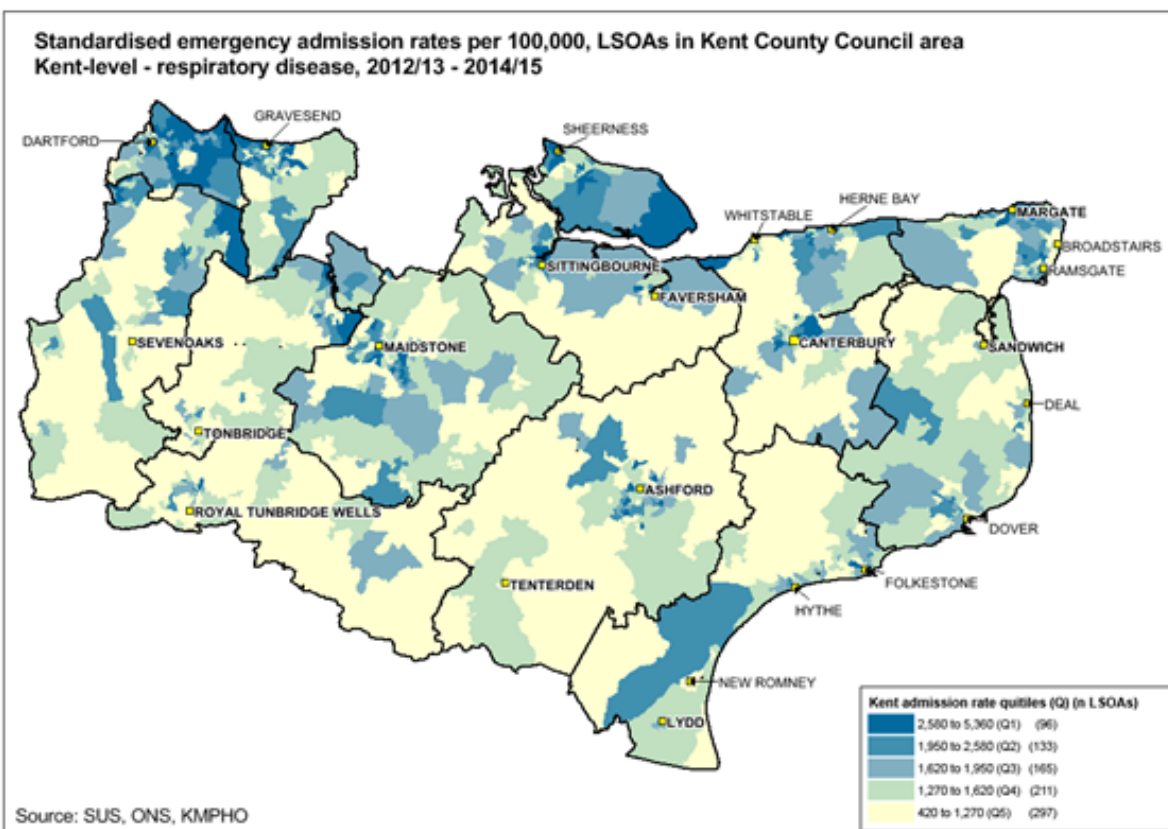


Figure 4.6: Emergency admission rates due to respiratory disease.



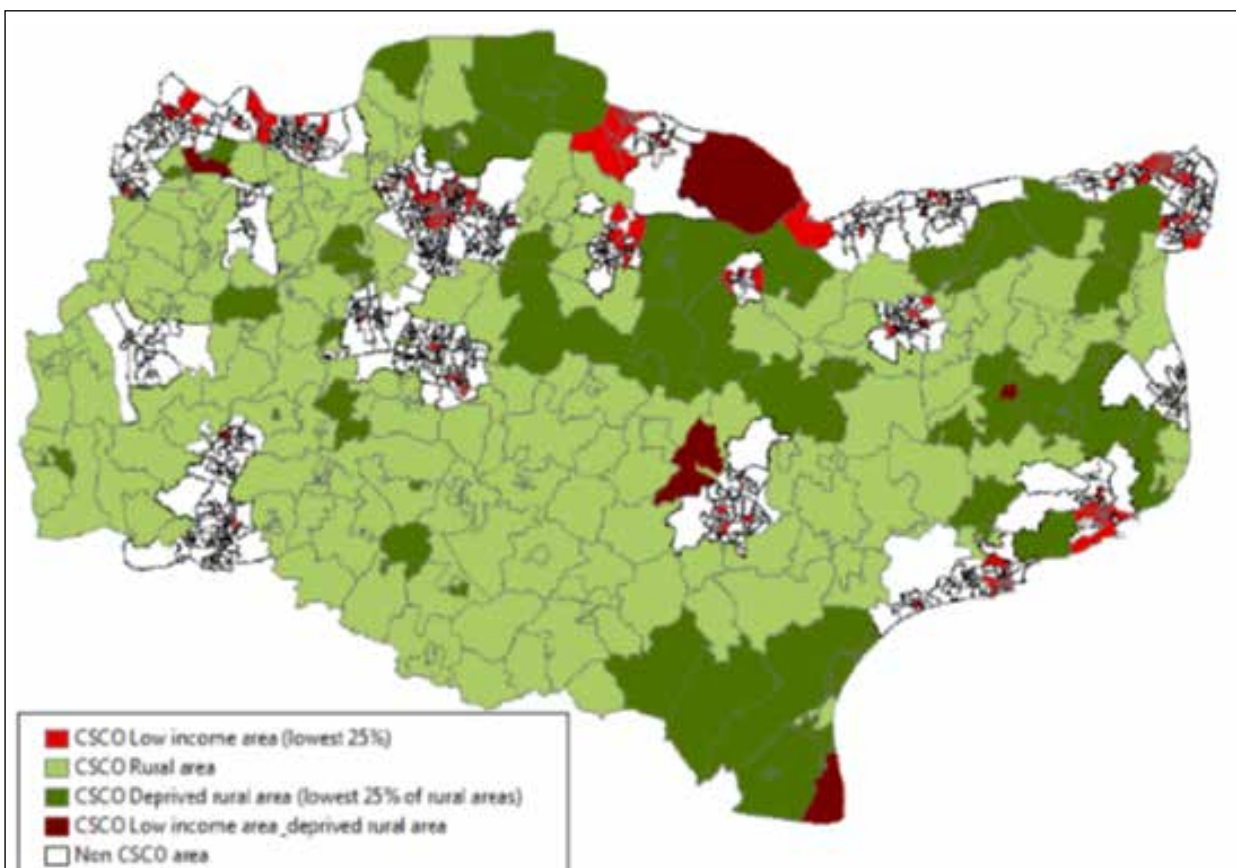
Source: NHS Secondary uses system (SUS), Office for National Statistics (ONS) and Kent and Medway Public Health Observatory (KMPHO).

Whilst there is no comparable data analysis to link hospital admission rates with cold related illnesses and fuel poverty, there is for example, evidence of high emergency admissions in older people who live in areas of deprivation, where life expectancy is relatively low. It is important that Kent partners recognise areas of work to prevent such admissions and to help those vulnerable residents in the community. The proportion of people living with long term conditions is expected to increase as the population ages. The focus long term, for both partners and the residents, is to ensure the indoor environment is healthy and to reduce the financial burden on the health service.

People living in rural areas can often struggle to heat their homes because their properties tend to be more exposed to weather and are more expensive to heat. Often they are solid walled properties with a poorer thermal efficiency than cavity walls, are more expensive to insulate and are unlikely to be connected to the mains gas supplies. To ensure that rural areas of fuel poverty are able to benefit, we are committed to making sure that everyone has access to affordable warmth.

Rural initiatives could include actions for oil or non mains gas. They may include oil clubs and the Southern Gas Network scheme to heat homes. Public Health and the Health and Wellbeing Boards will need to play a key role in policy and delivery mechanisms. The map in Figure 4.7 below shows areas of Kent which are Carbon Saving Communities Obligation (CSCO) and CSCO rural areas. CSCOs are areas of Kent which are in the most deprived 15% of areas nationally when ranked by index of multiple deprivation (IMD). A high proportion of residents will be on low income or unemployed and so these areas are eligible for the Energy Company Obligation funding stream CSCO, which provides funding towards energy efficiency measures. CSCO rural areas have a population of less than 10,000 and CSCO rural deprived areas are areas classed as rural and deprived (in the top 15% of most deprived rural areas) and are also eligible for funding. Understanding where deprived areas are and where rural deprived areas are can support targeting rural specific programmes or ECO funded schemes.

Figure 4.7: Map to show CSCO and CSCO Rural eligible LSOAs in Kent



Source: DECC Fuel Poverty Statistic 2013 (Low Income High Cost model indicator) available at: <https://www.gov.uk/government/collections/fuel-poverty-statistics#2013-statistics>

5. Partners in Affordable Warmth and Fuel Poverty

Fuel poverty is a problem for all in society and a multi-agency approach is needed to address this issue. Helping those on low incomes who face the highest energy bills and live in the hardest to heat homes will require a more focused approach at local level by local authorities, housing and public health professionals.

Community groups also play a key role to effective partnership working to reach those vulnerable households who are hard to reach. Key partners and community groups that we will engage with:

- Government bodies/departments
- Local authority departments (Housing, Environmental Health)
- NHS, Public Health and CCGs
- Health and Wellbeing Boards (local authority and NHS)
- Clinical Commissioning Groups
- Housing Associations
- Voluntary sector (Home Improvement Agency, Citizen Advice, Age UK)
- Community groups/organisations
- Community energy champions
- Utility companies
- Businesses (contractors who install energy measures)
- Private Landlord Associations/Letting Agents
- Credit Unions/other regulated financial bodies

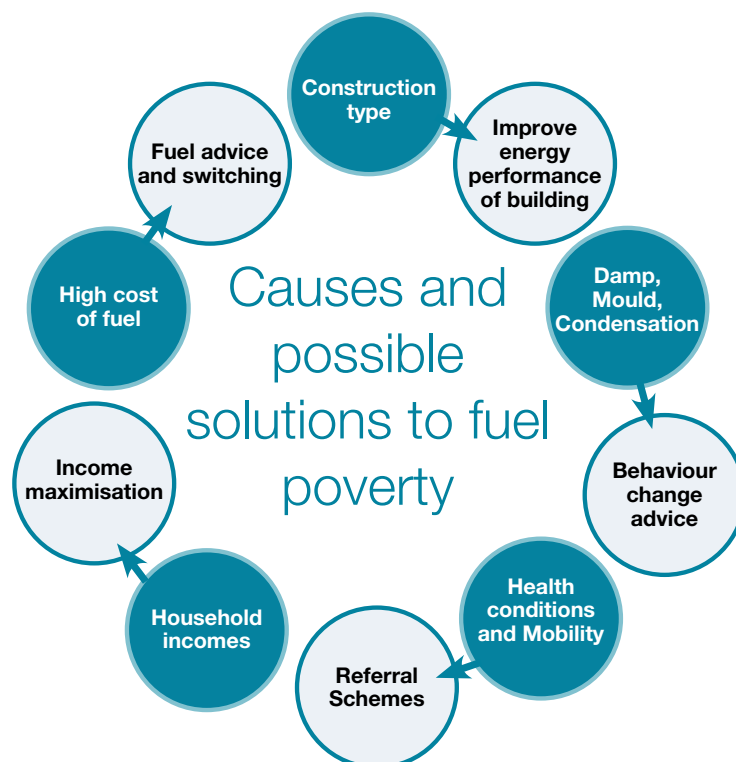
Kent authorities recognise that much can be achieved through resident participation to eliminate an unhealthy home environment. We already provide advice to residents on how they can reduce moisture within the home, thus lowering the risk of condensation, damp and mould occurrences. Behaviour change plays a key role to most interventions in energy efficiency. We will seek to increase opportunities for communities to get more involved in delivery of energy efficiency and will work with health professionals and other frontline staff to raise awareness of fuel poverty and how they can support the client groups they work with.

The rising cost of energy is a concern for all; the government is working with the energy regulator Ofgem on a range of measures to give householders simpler choices, clearer information and fair treatment. Advice on securing the most appropriate fuel tariff and billing system is high on its agenda. Kent authorities and other voluntary and public sector organisations are helping residents through switching schemes. One scheme – “collective switching” works by getting as many residents as possible to register their interest in taking part. The more households that register, the stronger our bargaining power with the energy suppliers and the more competitive our ‘energy auction’ will be.

In addition to information and advice, long term sustainable improvements can be made by developing interventions to improve the fabric of buildings and to maximise the income of residents.

We will work with our network of partners across different public and private sector organisations and particularly within health professions to identify resources to enable us to develop a range of effective interventions and create opportunities to improve health outcomes. Closer working with health and other partners to develop effective data sets along with a data sharing protocol is essential and will enable us to improve targeting and engagement of the most vulnerable.

Across all districts in Kent we have already jointly procured a Warm Homes call centre to provide a single point of contact for all Warm Homes referrals and for residents seeking energy efficiency advice. We will work in partnership to ensure this principle is expanded into a single-point-of-contact health and housing referral service for people living in cold homes (Cold Weather Plan/NICE guidance).



6. Priorities for Kent – Aims and Objectives

The overall aims and objectives will be to provide warmer homes, lower energy bills, reducing fuel poverty across Kent. We accept that this is a considerable task, but by working in a broad partnership to achieve a number of key aims and objects achievements can be made.

Our priorities are outlined below and are based on a need to fully understand who vulnerable residents in fuel poverty are and to effectively target them with meaningful interventions that address the three main causes of fuel poverty:

Priority 1: Information gathering and sharing

- To understand who and where our vulnerable residents are and how best to help them.
- To collate, map and share relevant data sets to enable us to clearly identify the most vulnerable residents who are at risk of fuel poverty and monitor progress.
- To work in partnership to identify resources to help us deliver programmes that tackle fuel poverty, starting with the most vulnerable residents (Resources include partners, staff time, funding etc.)
- To promote a better understanding of fuel poverty across partners and residents and the links to wider health outcomes.

Priority 2: Improving energy efficiency

- To work towards achieving the national target of ensuring that as many fuel poor homes as is reasonably practicable achieve a minimum energy efficiency rating of band C, by 2030.
- To maximise the uptake of current energy efficiency programmes in all sectors of the community.
- To investigate additional resources to support energy efficiency programmes.

Priority 3: Reducing fuel costs

- To develop and roll out existing collective switching schemes to maximise take up and the support they can offer to Kent residents.
- To promote the use of oil clubs to reduce costs for those residents that rely on tis source of fuel.
- To work with Southern Gas Network to help people get onto mains gas where practical
- To provide a programme of advice and guidance to enable residents to understand and implement effective energy management solutions in the home.

Priority 4: Increase income

- To support vulnerable households to maximise income by signposting to relevant services.
- To work with partners supporting people into employment.



7. Local Action Plan – Monitoring and Review

The successful implementation of this Strategy must rely on the efforts of a wide range of organisations and community groups outside the local authorities themselves. If these essential groups are present throughout the development process they will not only bring a wide range of expertise and experience to the process but also assist with partnership development.

The Action Plan has been developed by KEEP members (see Annex 1) and consists of key aims with their own objectives and tasks. This will be reviewed annually.

We will work in partnership, to identify where to target our fuel poverty activities by data analysis of existing poverty and health data, address matching and through developing pilot energy efficiency schemes.

Where feasible, we will adopt a whole-house approach to deliver a better outcome to those vulnerable households. Where possible, we will monitor a cross section of measures and household types to verify the actual outcomes.

An important area of work will involve monitoring and evaluation. We need to consider at a very early stage how projects and programmes will be monitored and evaluated and to gather the correct evidence in terms of energy measures, health well-being

and interventions, including those which are more complex. We will need to find better ways to obtain household information and improved reporting. Only then will we be able to evaluate fully and address the most vulnerable who are hard to reach.

Recognising health and well-being is forefront to indicators relating to fuel poor households. We will work with health partners and the health and well-being boards to identify and deliver better health outcomes for Kent residents.

Kent partners will continue to seek funding for Kent residents, to support work to reduce fuel poverty in Kent. Various schemes that have already been delivered have resulted from Kent wide bids to government and other funding sources, including the Department for Energy and Climate Change, National Energy Action, Southern Gas Network and energy companies.

CASE STUDIES

Please see Appendix 2 on the following examples delivered in Kent:

Keep Warm, Keep Well (Kent)

Winter Warmth (Dartford)



Annex 1 – Action plan

Priority 1 Information gathering and sharing

Aim	Action	Milestones/ Timescale	Resources	Organisations involved	Outputs
1	Identify, collate and map existing non household identifiable data sets on fuel poverty and investigate where to provide the links on a website accessible to all. Fuel poverty information to include: <ul style="list-style-type: none"> • Levels of fuel poverty • % of LSOA off and on mains gas • Indices Multiple Deprivation data • average property SAP data 	By October 2016		Local Authorities Kent County Council Public Health	Data provided by KEEP to LAs. LAs to provide link on their website Link to the data to be posted on the Public Health Bulletin (to help get it to a wider audience)
2	Identify, collate and map health information where people are vulnerable to the cold and investigate where to post the data. Information to include: <ul style="list-style-type: none"> • HHSRS Category 1 hazard – excess cold • Emergency admissions • Falls • Number of children claiming free school meals 	By October 2016		Public Health Kent County Council	Data provided by KEEP to LAs. LAs to provide link on their website Link to the data to be posted on the Public Health Bulletin (to help get it to a wider audience)
3	To work with relevant partners to identify and explore new schemes, funding and any other opportunities that will tackle fuel poverty. This will target vulnerable households and other inefficient properties wherever possible	As opportunities arise		LAs, KEEP, KMSEP	Bids and shared bids for relevant funds.
4.	Develop promotional and training materials that all partners can utilise to promote a better understanding of fuel poverty to front line staff, voluntary groups, councillors and home improvement agencies etc., This should include easy to read versions	October 2016	A presentation, a briefing note for Cllrs, etc	KEEP	The presentation, the briefing note, universal leaflet
5	Encourage use of local media, relevant newsletters and social media to promote Warm Homes, Community Switching etc., via the development of a communication plan to aid relevant partner agencies	Messages to be updated and shared at least once a year. Development of Communication Plan June to November 2016	A pack of draft press releases, tweets and facebook messages that partners can adapt and use	LAs, Health KEEP	Communications pack produced
6.	Map social prescribing activities being developed across Kent via the CCG's to ensure health and housing issues are considered at early stages of activity development.	As opportunity arises		LAs, Health, KEEP	
7.	Consider joint activities with Local Pharmacies	As opportunity arises		LA, Health, Local Pharmaceutical Committees	

Annex 1 – Action plan

Priority 2 Improving Energy Efficiency

Aim Action	Milestones/ Timescale	Resources	Organisations involved	Outputs
1 Utilise datasets to identify vulnerable groups and key target areas for improvement.			LA, KMSEP, KEEP, Health	
2. Continue to develop the Warm Homes scheme and promote it by including it on websites, social media, mailshots, leaflets in receptions etc.,	Now to March 2017 when it may be updated in line with governments new ECO plan	Call centre, leaflets, banners	LAs KMSEP, KEEP	Data on number of referrals received at the Warm Homes Call Centre. Number of measures installed
3. Encourage each organisation to signpost to national schemes and initiatives on websites etc.,	October 2016	A template of data and links that organisations can adapt to their website	LAs	Presence of useful signposting on each LAs website
4. Develop and maintain a database of local initiatives and services to support vulnerable residents	October 2016	Database with links to relevant organisations	KEEP, CCGs, Health, Kent Private Sector Housing Group	Database presence of useful signposting on each LA website
5. Maintain the funding for the Warm Homes Call Centre and keep the centre up to date with current initiatives across Kent	April 2016		LAs with possible contributions from referral fees from installers	Warm Homes Call Centre is Maintained
6. Councils to continue to investigate and take suitable action around excess cold category 1 and low EPCS rated properties	Ongoing	Private Sector Housing Teams	LAs	Provide information on Kent Homechoice website
7 Target F and G rated properties in the `private rented sector that will become illegal to let from 2018	By March 2018	Letter for Landlord, private rented sector energy efficiency measure offer, topic at Landlord Forums, Presentations Providers to be contacted about paying for postal costs.	Private Sector Housing Group, KEEP, KCC, Landlord Forums, Landlords	Reduction in F and G Rated properties. Number of measures installed. Monitor number of landlords taking up scheme. Change letter and process until take up occurs
8 Produce one common information source for able to pay residents including information around suitable top tips, myth busters, heating controls etc., building on the Energy Saving Pack currently available	To update yearly		KEEP, KCC	Information posted on each LAs website
9 Investigate other agencies to link with to promote schemes ie energy champions and transition towns	Ongoing			
10 Continue to Use Winter Warmth funding when available and investigate the use of the health cost calculator	April 2016	Funding from Public Health. Referral management from HIA	KMSEP, Private Sector Housing	Grant moneys are used by target audience
11 Explore the use of the Better Care Fund to improve health particularly to target cold homes	As opportunity arises		Project Group, KEEP	Improvement of health of residents
12 Develop links with the Making Every Contact Count	As opportunity arises		Health commissioning groups, KCC Public Health, LA's	Data of number of referrals made

Annex 1 – Action plan

Priority 3 Reducing Fuel Costs

Aim	Action	Milestones/ Timescale	Resources	Organisations involved	Outputs
1	To offer support to other Local Authorities wishing to participate in the Collective Switching or Switch and Save schemes	review prior to contracts being renewed		LAs but could also be Housing Associations	Invite any organisations interested in considering a scheme to contact those with one. Share key documents to help new organisations re-use rather than re-invent
2	Encourage Local Authorities to promote the use of fuel clubs for example oil clubs and encourage people to consider using regulated debt advice services	Ongoing and updated yearly		LAs Credit Unions Local Oil Clubs Citizens Advice Parish Councils	All LAs providing useful info online
3	Encourage Local Authorities to promote the SGN Help to Heat Scheme on their website and mailshot relevant Parish Council with details of the scheme	Current scheme available the lifetime of this action plan		LAs Parish Councils	LAs providing useful info and signposting online
4	Provide information or sign posting around energy efficiency initiatives on Council websites		KEEP provide draft info for LAs to amend to their needs	KEEP LAs	LAs providing useful info and signposting online
5	Provide information regarding reducing fuel costs by being on the right meter and right tariff	Ongoing and updated yearly	KEEP provide draft info for LAs to amend	KEEP LAs	LAs providing useful info and signposting online

Priority 4 Increasing household income

Aim	Action	Milestones/ Timescale	Resources	Organisations involved	Outputs
1	Signpost people towards information providing websites and benefit maximisation organisations	Ongoing as part of affordability advice and with discretionary housing payments	Well trained staff	Citizens Advice	Link to helpful websites on LA websites
2	Signpost people to Warm Homes Discount, Cold Weather Payment, Winter Warmth Payments and Priority Services Register etc., using LA websites and social media	Social media posts throughout year but clustered in October to December when info most relevant	A draft template LAs can use for website and social media messages to be adapted	LAs for all messages. Health may choose to signpost to some too	Information provided on the LAs websites

Appendix 1 – Additional Data

Table 10.1: Local Authority Housing Statistics data on HHSRS – Category 1 Hazards.

Local Authority Housing Statistics dataset, England 2013-14

DCLG code	Current ONS code	Authority Data	Total number of dwellings with category 1 hazards (HHSRS) owned by your Local Authority	Estimated cost (£ thousands) of removing category 1 hazards from all dwellings	Total number of dwellings in f5a, which are in your local authority area	Total number of ALL dwellings with category 1 hazards (HHSRS) in your Local Authority Area	Of which, owned by the private sector?	Estimated cost (£ thousands) of removing all category 1 hazards from the private sector dwellings	Total number of private sector dwellings in your Local Authority Area with Category 1 hazards which were made free from those hazards as a direct result of action by your Local Authority during 2013-14
England			8,039	23,502	8,141	2,382,634	2,511,049	9,245,181	32,202
Unitary Authorities			1,572	4,103	1,572	528,806	598,931	2,340,605	6,881
A2280	E06000035	Medway UA	0	0	0	0	0	0	285
Shire Districts			3,099	4,081	3,201	979,842	1,042,525	3,620,076	12,941
Kent	E10000016		56	260	56	86,420	94,045	211,870	598
E2205	E07000105	Ashford	0	0	0	4,496	4,496	7,000	7
J2210	E07000106	Canterbury	0	0	0	9,424	9,424	0	3
T2215	E07000107	Dartford	56	260	56	1,274	1,292	13,783	66
X2220	E07000108	Dover	0	0	0	0	10,500	37,000	142
K2230	E07000109	Gravesham	0	0	0	7,123	5,067	9,994	38
U2235	E07000110	Maidstone	0	0	0	8,642	8,642	20,498	20
G2245	E07000111	Sevenoaks	0	0	0	8,527	8,527	67,376	32
L2250	E07000112	Shepway	0	0	0	0	0	7,492	0
V2255	E07000113	Swale	0	0	0	9,739	9,739	20,410	48
Z2260	E07000114	Thanet	0	0	0	16,150	16,150	8,741	110
H2265	E07000115	Tonbridge and Malling	0	0	0	7,434	6,597	18,076	33
M2270	E07000116	Tunbridge Wells	0	0	0	13,611	13,611	1,500	99

These cells contain imputed data - this data should not be seen as an estimate for the individual authority but is given on an authority basis to allow custom totals to be constructed

These cells contain unfinalised data - local authorities have not signed off the figures, however they are the best estimate we have available.

Reference: Department for Communities and Local Government

<https://www.gov.uk/government/statistical-data-sets/local-authority-housing-statistics-data-returns-for-2013-to-2014>

Table 10.2: Spending on fuel poverty and energy efficiency programmes in 2010/11 and 2013/14.

Programme	2010-11	2013-14
Community Energy Savings Programme	£117 million	
Carbon Emissions Reduction Target – Priority Group	£654 million	
Energy Company Obligation – Affordable Warmth		£350 million
Energy Company Obligation – Carbon Saving Communities Obligation		£190 million
Winter Fuel Payments	£2.7 billion	£2.1 billion
Cold Weather Payments	£431 million	£265 million
Supplier voluntary agreement – Energy company	£150 million	
Warm Homes Discount		£282 million
TOTAL Expenditure	£4,052,000,000	£3,187,000,000
£865 million deficiency funding for this period		
<i>Source: UK Fuel Poverty Monitor 2013 by NEA http://www.nea.org.uk/wp-content/uploads/2015/07/Fuel-Poverty-Monitor-2013-FINAL.pdf</i>		

Table 10.3: Fuel Poverty by Kent District in number of households and % of households.

Region	Number of Households	Number of households in fuel poverty	Proportion of households fuel poverty %
Ashford	49197	3730	7.6
Canterbury	62533	5878	9.4
Dartford	41256	3111	7.5
Dover	49641	4702	9.5
Gravesham	41623	3984	9.6
Maidstone	65267	5109	7.8
Medway	109312	10701	9.8
Sevenoaks	48390	3705	7.7
Shepway	48711	4589	9.4
Swale	57215	5022	8.8
Thanet	61219	6279	10.3
Tonbridge and Malling	49542	3629	7.3
Tunbridge Wells	48503	4157	8.6
<i>Source: DECC Fuel Poverty Statistic 2013 (Low Income High Cost model indicator) (https://www.gov.uk/government/collections/fuel-poverty-statistics#2013-statistics)</i>			

Appendix 2 – Case Studies

KEEP WARM, KEEP WELL (KENT)



Lead organisation: Kent County Council

Scheme start date: Dec-13

Geographic scope: Local authority area

Locality: Part urban / part rural

Estimated annual target reach: 1000-4999 households

Proportion of annual target reach estimated to be households with health problems: 100 per cent

Services provided

Medium to high-cost energy efficiency	Low-cost energy efficiency measures	Energy- related advice	Referral to energy-related grants, support and advice	Referral to other services
✓	✓	✓	✓	✗

Other additional services provided: warm clothes, blankets, salt, etc.

Household profile

Types of households scheme targets are: health condition / disability, older person.

Health conditions scheme targets are: Circulatory disease: cardiovascular disease, heart disease, stroke, other
Mental health conditions

Disability: limited mobility, other Long-term illnesses

Respiratory disease: asthma, bronchitis, chronic obstructive pulmonary disease (COPD), pneumonia, other

Health sector involvement

HEALTHCARE BODY / PROFESSIONAL

- Healthcare professional - pharmacist
- Healthcare professional - practice nurse
- Healthcare professional - district nurse
- Healthcare professional - other
- Clinical Commissioning Group (CCG)
- Other (social care professionals and multidisciplinary teams)

NATURE OF THEIR INVOLVEMENT

- Identifying/referring/contacting target households
- Identifying/referring/contacting target households
- Identifying/referring/contacting target households
- Identifying/referring/contacting target households
- Contributing funding
- Identifying/referring/contacting target households

Health referrals

Scheme does not have a specific system to identify and target households with health problems

Other partners

ORGANISATION TYPE

- Service provider - local council

NATURE OF THEIR INVOLVEMENT

- Installing measures / Also tries to find match funding

Funding

ECO	Green Deal	ECO and Green Deal	Neither
✓	✗	✗	✗

FUNDING SOURCE

- Local authority - public health
- Health and/or social care body - Clinical Commissioning Group

FUNDING CONTRIBUTION

- Principal funder
- Contributor funder

Data sharing

Data sharing to identify, target and/or refer households? Have tried to share data but failed

Data sharing difficulties: NHS numbers and Social Care numbers do not match; NHS reluctant to share data; risk stratification groups not yet consistent across a very large county

Challenges and successes

Challenges to implementing scheme: inconsistent / changing ECO funding. In addition ECO funding targets deprivation but not necessarily health conditions.

Key successes of scheme: partnership working and joint commissioning.

Evaluation

Evaluated scheme? Yes

Outcomes measured and reported against:

Household: personal satisfaction (including with property, physical health and general wellbeing)

Details: would like to be able to evaluate impact on GP visits and hospital admissions but data sharing barriers makes this impossible.

Appendix 2 – Case Studies

WINTER WARMTH (DARTFORD)



Lead organisation: Dartford Borough Council

Scheme start date: Dec-13

Geographic scope: Local authority area

Locality: Part urban / part rural

Estimated annual target reach: Fewer than 100 households

Proportion of annual target reach estimated to be households with health problems: Unsure

Services provided

Medium to high-cost energy efficiency	Low-cost energy efficiency measures	Energy- related advice	Referral to energy-related grants, support and advice	Referral to other services
✓	✗	✗	✓	✗

Household profile

Types of households scheme targets are: health condition / disability, older person.

Health conditions scheme targets are:

Circulatory disease: cardiovascular disease, heart disease

Respiratory disease: asthma, bronchitis, chronic obstructive pulmonary disease (COPD),

Health sector involvement

HEALTHCARE BODY / PROFESSIONAL

- Healthcare professional - GP
- Healthcare professional - pharmacist
- Healthcare professional - practice nurse
- Healthcare professional - district nurse
- Public Health England

NATURE OF THEIR INVOLVEMENT

- Identifying/referring/contacting target households
- Identifying/referring/contacting target households
- Identifying/referring/contacting target households
- Identifying/referring/contacting target households
- Contributing funding

Health referrals

Scheme does not have a specific system to identify and target households with health problems

Other partners

ORGANISATION TYPE

- For-profit company - energy supplier
- For-profit company - installer
- Service provider - local council

NATURE OF THEIR INVOLVEMENT

- Contributing funding
- Installing measures
- Identifying/referring/contacting target households

Funding

ECO	Green Deal	ECO and Green Deal	Neither
✓	✗	✗	✗

FUNDING SOURCE

- For-profit company - energy company
- Local authority - public health

FUNDING CONTRIBUTION

- Principal funder
- Principal funder

Data sharing

Data sharing to identify, target and/or refer households? Have not tried to share data

Data sharing difficulties: specific data was removed by scheme partner; making monitoring progress difficult.

Challenges and successes

Challenges to implementing scheme: funding issues including withdrawal, long approval times and inadequate monitoring of usage; limited information sharing regarding progress on individual referrals.

Key successes of scheme: agreement for Public Health funding to be held by local authority; streamlining process for referrals so households don't get lost in system.

Evaluation

Evaluated scheme? No

Glossary of Terms and Abbreviations

ACE	Association for the Conservation of Energy – ACE aims to reduce overall energy demand and to ensure a safe and sustainable energy future.
Affordable Warmth	The ability to heat your home to an adequate level for household comfort and health, without developing a debt as a result.
BRE	British Research Establishment - BRE is a world leading multi-disciplinary building science centre with a mission to improve the built environment through research and knowledge generation.
Carbon Emission Reduction Target (CERT)	A five year obligation on gas and electricity suppliers to reduce carbon emissions in the household sector through energy efficiency improvements (April 2008 - December 2012).
Carbon Emissions Reduction Obligation (CERO)	One of the obligations under ECO. Under the Carbon Emissions Reduction Obligation, obligated suppliers must promote 'primary measures', including roof and wall insulation and connections to district heating systems. Other 'secondary measures', which improve the insulation of properties, can also be installed at the same premises as primary measures.
Carbon Saving Community Obligation (CSCO)	One of the obligations under ECO. Under the Carbon Saving Community Obligation, obligated suppliers must promote insulation measures and connections to district heating systems in areas of low income. The CSCO target has a sub-obligation, which requires that at least 15% of a supplier's CSCO must be achieved by promoting measures to low income and vulnerable households in rural areas or deprived rural areas.
Clinical Commissioning Groups (CCGs)	These are NHS organisations that deliver on health and social care and include General Practitioners.
Community Energy Savings Programme (CESP)	An obligation on large UK energy companies to deliver energy saving measures to low income households. The obligation came into force on 1 September 2009 and ran until 31 December 2012. CESP was designed as a pilot for an area based obligation.
Cold Weather Plan (CWP)	This document is focused around the impact of cold weather on health by Public Health England. The aim of the plan is to reduce excess winter deaths and address fuel poverty.
Department of Energy and Climate Change (DECC)	A government department that works to make sure the UK has secure, clean, affordable energy supplies and promote international action to mitigate climate change.
Energy Company Obligation (ECO)	A government scheme to obligate larger suppliers to deliver energy efficiency measures to domestic premises in Britain. Suppliers achieve their obligations by delivering through three obligations.
Energy Efficiency	Means using less energy to provide the same output of energy.
Energy Performance Certificate (EPC)	Provides a rating on the energy efficiency of households from A (most efficient) to G (least efficient) based on information about a property's energy use and typical energy costs. It also provides recommendations about how to reduce energy use and save money.
English Housing Survey (EHC)	The English housing survey is a national survey of people's housing circumstances and the condition and energy efficiency of housing in England.
Excess Winter Deaths (EWD)	The difference between the number of deaths which occurred in winter (December to March) and the average number of deaths during the preceding four months (August to November) and the subsequent four months (April to July). The data source is the General Registrar Office.
Fuel Debt	Residents who are unable to pay their fuel bills due to the high cost of energy, energy inefficient housing and reductions in household income, are classed as in fuel debt. More and more people are struggling to afford to keep their home warm and cannot pay their energy bills, therefore owe their energy suppliers money.
Fuel Poverty	The Warm Homes and Energy Conservation Act (2000) characterises fuel poverty as the problem of someone on a "lower income [living] in a home which cannot be kept warm at reasonable cost."
Fuel Poverty (LIHC)	The current model for assessing who is in fuel poverty based on household income and estimated energy costs for that dwelling type (Low Income, High Cost).

Fuel Poverty (10%)	A previous model for assessing who is in fuel poverty based on those spending more than 10% of their income to adequately heat and power their home.
Fuel Poverty Gap	A measure of how much lower a household's fuel bill would need to be or how much higher their income would need to be to no longer be fuel poor.
Home Heat Cost Reduction Obligation (HHCRO)	One of the obligations under ECO. Under the Home Heating Cost Reduction Obligation (also known as Affordable Warmth), obligated suppliers must promote measures which improve the ability of low income and vulnerable households (the 'affordable warmth group') to heat their homes. This includes actions that result in heating savings, such as the replacement or repair of a boiler.
Housing Health and Safety Rating System (HHSRS) - Category 1 Hazard	A risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. Excess cold, mould and damp are amongst the 29 Category 1 Hazards.
Joint Strategic Needs Assessment (JSNA)	Local authorities and health authorities produce a strategic assessment document of the health and wellbeing of the local community.
Joseph Rowntree Foundation (JRF)	An independent organisation working to inspire social change through research, policy and practice which includes poverty and social exclusion.
Kent Energy Efficiency Partnership (KEEP)	A group of local authority officers whose work has relevance to fuel poverty and carbon reduction. Local Authorities with housing stock have a statutory duty to report on the Home Energy Conservation Act and have regard to other energy and climate change legislation.
Lower Super Output Areas (LSOA)	Postcode specific areas of deprivation. Deprivation covers a broad range of issues and refers to unmet needs caused by a lack of resources of all kinds, not just financial. It is important to note that not every person in a highly deprived area will themselves be deprived.
Mains Gas	The supply of gas to a property through the main gas network (as opposed to a bottled gas supply).
Mortality	The condition of one day having to die.
Morbidity	Refers to the unhealthy state of an individual, while mortality refers to the state of being mortal.
National Institute for Health and Care Excellence (NICE)	An organisation that provides national guidance and advice to improve health and social care.
Office of National Statistics (ONS)	An independent national institution responsible for collating, producing and publishing official statistics related to economy, population and society at national, regional and local levels. The work also includes conducting census every ten years.
Owner Occupier	A householder that owns/ is in the process of buying the property they live in.
Pre-payment Meter	Payment made for energy use in advance and topped up when necessary dependent on use. It requires the presence of a specific meter within the property that can be topped up with payment directly with cash or via phone/website.
Private Rented Sector (PRS)	Refers to the property market where homes are owned by private landlords and rented privately to domestic tenants.
Standard Assessment Procedure (SAP)	The energy efficiency of a property is measured using a Standard Assessment Procedure (SAP) rating with a scale from 1 to 100 (the higher the rating, the more energy efficient a property). SAP values translate into band letters A – G on the Energy Performance Certificate. The most energy efficient homes are represented in band A (high SAP rating) and the least energy efficient in band G (low SAP rating). The energy efficiency of a home is a key driver of the likelihood of a household being in fuel poor, as it strongly determines amount of fuel needed to heat the home and the consequential costs incurred by the household. According to data published by DECC, 2013, less than 5% of fuel poor households in England have an energy efficiency rating of band C and above. This compares to around 18% across all households (4 million households in England). 14% of fuel poor homes are currently at very low energy efficiency rating band F or G. Nearly half of fuel poor homes are E-rated and 36% are D-rated.
Tenure	The financial arrangements under which someone has the right to live in a house or apartment. The most frequent forms are tenancy, tenant in which rent is paid to a landlord (social housing or private), and owner-occupancy.

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All data contained in this strategy is up-to-date as at 31 March 2016.

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Developed by the
**Kent Energy Efficiency Partnership
(KEEP)**

For and on behalf of Kent Private Sector Housing Group and Kent and Medway Sustainable Energy Partnership

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Agenda Item No: 7
Report To: Cabinet
Date of Meeting: 9th March 2017



Report Title: **The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 - Statement of Principles**

Report Author & Job Title: Julian Watts
Senior EHO – Private Sector Housing

Portfolio Holder Cllr. Clokie
Portfolio Holder for: Housing

Summary:

The council is required under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 to prepare and publish a statement of principles

This report seeks approval to implement a Statement of Principles to allow the council to address fire safety and prevent incidents of carbon monoxide poisoning within the private rented sector.

Implementing the Statement would allow the council to issue fixed penalty notices of up to £5,000 for landlords who fail to provide smoke and carbon monoxide alarms within their rented properties in accordance with the Regulations.

Key Decision: NO

Significantly Affected Wards: All wards

Recommendations: **The Cabinet is recommended to:-**

- To approve the Statement of Principles – attached **Appendix 2**

Policy Overview: The Statement of Principles stems from the Smoke and Carbon Monoxide Alarm Regulations 2015, which came into force on 1st October 2015. The Regulations allow the council to issue fixed penalty notices of up to £5,000 for landlords who fail to comply with a compliance notice.

Financial Implications: Setting a penalty charge should deter landlords from providing properties which do not have satisfactory provisions for smoke and carbon monoxide alarms.

Legal Implications Landlords are expected to be compliant with the Regulations from the 1st October 2015. .

Officers within Private Sector Housing will be delegated to issue the compliance notices and where necessary prepare cases for any appeals brought by landlords.

Successful penalty charges would be brought to the attention of our finance department to pursue for payment.

Equalities Impact Assessment An Equality Impact Assessment has been completed and is attached at **Appendix 1**

Other Material Implications: Adopting the statement would not affect staff terms and conditions, staff resources or structures.

Exempt from Publication: **YES**
The Statement of Principles once agreed will become a public document, and will be available to view on our Website.

Background Papers: **N/A**

Contact: Julian.watts@ashford.gov.uk – Tel: (01233 330339)

Report Title: Statement of Principles

Introduction and Background

1. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1st October 2015. Local Councils are responsible for enforcement of the regulations. Landlords who do not have smoke detectors and carbon monoxide detectors fitted and which are in full working order will be subject to remedial work by the Council and a penalty charge of up to £5000.
2. From 1st October 2015 landlords of privately rented homes are required to:
 - I. Fit at least one smoke alarm on each storey of their rental property , which is used as living accommodation, and
 - II. Fit a carbon monoxide alarm in any room used as living accommodation where solid fuel is used.
 - III. Check that all alarms are working at the start of each new tenancy starts

The above also applies to flats (living accommodation only), but not to the communal areas, as this is covered by separate legislation.

3. The council only require reasonable grounds to believe a breach has occurred to issue a remedial notice requiring the landlord to install and or test alarms (Smoke or Carbon Monoxide) within 28 days.
4. If a landlord fails to comply with a remedial notice the council can issue a civil penalty charge, which can be appealed at a Property Tribunal
5. The council is required under the above Regulations to prepare and publish a statement of principles and must follow this guide when deciding on the amount of penalty charge.
6. The council may revise its statement of principles at any time, but where it does so, it must publish a revised statement.
7. When deciding on the amount for a penalty charge, the council will need to have regard to the statement. Without a written statement the council will be unable to issue any penalty charges.
8. This report seeks approval for the Statement of Principles, attached at **Appendix 2.**

Proposal/Current Position

9. Currently the council does not have a written statement, which has been agreed by Cabinet and therefore we are unable to charge landlords who fail to undertake works to improve fire safety within their properties.
10. Implementing the Statement would be in accordance with the council's Five Year Corporate Plan: Priority 2 – Improving the quality of housing and homes for all.
11. Any penalty charge should be set at a level which is proportionate to the risk posed by non-compliance with the requirements of the legislation and which will deter non-compliance. It should also cover the costs incurred by the Council in administering and implementing the legislation.
12. The provision of smoke detectors and carbon monoxide alarms does not place an excessive burden on a landlord. The cost of the alarms is low and in many cases they can be self-installed without the need for a professional contractor. The impact on occupiers, damage to property and financial costs resulting from a fire or Carbon Monoxide poisoning event are far out of proportion to the cost of installing alarms. For these reasons, an effective incentive to comply with these Regulations is fully justified.
13. It is understood that the imposition of the maximum potential fixed penalty charge, being £5,000 under the regulations, can present an excessive financial burden but this is balanced against the risk, the low cost of compliance and the fact that all reasonable opportunity will have been given to comply prior to any penalty charge being levied. A recipient of a fixed penalty charge has a right of appeal.
14. A penalty charge of £5,000 is set for non-compliance with a Remedial Notice. A reduction of 50% will apply in respect of a person / company who has not previously received a penalty charge under this legislation and payment is received within 14 days of service of the penalty charge notice. There is no reduction for early payment offered to a person / company who has previously received a penalty charge under this legislation.
15. The Council may exercise discretion and reduce the penalty charge if there are extenuating circumstances following a representation made by the landlord.
 - I. This discretion will not apply when:
 - II. The person / company served on has obstructed the Authority in the carrying out of its duties; and / or
 - III. The person / company has previously received a penalty charge under this legislation;
 - IV. The sums received by the Council under the penalty charge will offset any remedial works undertaken by the Council and the balance may be used by the authority for any of its functions.

- V. Issuing penalty charges provides a potential source of income.

Implications and Risk Assessment

16. The primary aims of the financial penalties will be to:

- I. Ensure landlords take proper responsibilities for their properties
- II. Eliminate any financial gain or benefit from non-compliance with the regulations
- III. Be proportionate to the nature of the breach of the regulations and the potential harm outcomes
- IV. Aim to deter future non-compliance
- V. Reimburse the costs incurred by the council in undertaking works in default
- VI. Lower the risk to tenants' health and safety.

17. It is not expected that implementing penalty charges will generate much revenue for the council. However, most landlords are aware of their responsibilities with regard to providing alarms and maintaining them. And landlords will have up to 28 days to undertake works, which in most cases would only require installing a battery smoke alarm to be compliant. The cost of an average battery smoke alarm is £5, which is minimal cost in relation to a potential penalty charge for failing to comply with a notice.

18. To date no fixed penalty charges have been issued by any local authorities in Kent.

Equalities Impact Assessment

19. Members are referred to the attached Assessment, at **Appendix 1** No significant issues have been identified in relation to implementing the Statement of Principles. The Statement will not discriminate against any disadvantage or vulnerable people.

Consultation Planned or Undertaken

20. The Statement of Principles has been reviewed by legal and discussed and agreed by the Portfolio Holder and Head of Housing before submitting to Cabinet for approval.

Other Options Considered

21. The charges are deemed to be fair and transparent.

22. The Regulations allow for charges to be reviewed if necessary.

23. Currently the Smoke and Carbon Monoxide Regulations 2015 allow us to deal with properties that do not have any basic fire precautions. Prior to its introduction we had limited options to enforce landlords to act.

Reasons for Supporting Option Recommended

24. Without a Statement of Principles we are unable to issue any penalty charge notices on landlords who fail to provide the most basic safety requirements to improve fire safety within their properties. Having a statement which is a public document will hopefully deter landlords from renting properties in Ashford without any smoke alarms.

25. Fire and Carbon Monoxide are two of the 29 hazards prescribed by the Housing Health and Safety Rating System, which can result in death and serious injury. In the case of fire, the absence of working smoke alarms in residential premises is a significant factor in producing worse outcomes

26. It is proposed that the Statement of Principles is included on the council's website and will be promoted at the next landlord event.

Next Steps in Process

27. Approving the Statement of Principles will give the council additional powers to deal with landlords who do not provide working smoke alarms within their properties.

Conclusion

28. Implementing the Statement of Principles will provide a means to deal with properties that don't have any smoke alarms and would act as a deterrent for landlords who are failing to comply with the Regulations.

Portfolio Holder's View

29. I am supportive of the proposed implementation of the Statement of Principles. It is a small cost to landlords to comply, but could be an important factor in saving lives.

Contact and Email

30. Mr Julian Watts, Senior EHO, Private Sector Housing -
julian.watts@asford.gov.uk

Attached:

Appendix 1: Equalities Impact Assessment
Appendix 2: Statement of Principles

Appendix 1

Equality Impact Assessment

Lead officer:	Julian Watts Senior EHO Private Sector Housing
Decision maker:	Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<p>Cabinet to agree to implement a Statement of Principles to allow the council to consider issuing penalty charge notices to landlords who fail to comply with a compliance notice.</p> <p>Under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 such charges can be issued for landlords failing to provide smoke and in some cases carbon monoxide alarms in their rented properties.</p>
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	9 th March 2017
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>A Statement of Principles (SP) will act as deterrent for landlords who fail to take proper responsibilities for their properties regarding fire safety and carbon monoxide poisoning. Failing in meeting their duties could lead to significant penalty charges being issued of up to £5,000</p> <p>The council is required under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 to prepare and publish a statement of principles. Without one the council is unable to issue a penalty charge notice.</p> <p>The SP will apply to landlords/agents in the private rented sector.</p>
Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
Consultation: <ul style="list-style-type: none"> • What specific consultation has occurred on this 	The wording of the Statement of Principles has been discussed and agreed with by Housing

decision? <ul style="list-style-type: none"> • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	Managers, Portfolio Holder (Cllr Clokie) and Legal Services (Samantha Clarke)
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Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Protected characteristic	Relevance to Decision High/Medium/Low/None	Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral
<u>AGE</u>	Medium	Positive (Minor)
Elderly		
Middle age	Low	Positive (Minor)
Young adult	Low	Positive (Minor)
Children	Medium	Positive (Minor)
<u>DISABILITY</u>	Medium	Positive (Minor)
Physical		
Mental	Low	Neutral
Sensory	Low	Neutral
<u>GENDER RE-ASSIGNMENT</u>	Low	Neutral
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	Low	Neutral
<u>PREGNANCY/MATERNITY</u>	Low	Neutral
<u>RACE</u>	None	Neutral

<u>RELIGION OR BELIEF</u>	None	Neutral
<u>SEX</u>	None	Neutral
Men		
Women	None	Neutral
<u>SEXUAL ORIENTATION</u>	None	Neutral

<p>Mitigating negative impact:</p> <p>Where any negative impact has been identified, outline the measures taken to mitigate against it.</p>	
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<p>Is the decision relevant to the aims of the equality duty?</p> <p>Guidance on the aims can be found in the EHRC's <i>Essential Guide</i>, alongside fuller <i>PSED Technical Guidance</i>.</p>	
Aim	Yes / No / N/A
1) Eliminate discrimination, harassment and victimisation	N/A
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	N/A
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	N/A

<p>Conclusion:</p> <ul style="list-style-type: none"> • Consider how due regard has been had to the equality duty, from start to finish. • There should be no unlawful discrimination arising from the decision (see guidance above). • Advise on whether the proposal meets the aims of the equality duty 	<p>Implementing the Statement of Principles will not discriminate against any disadvantage or vulnerable people. The SP will provide the council with additional enforcement powers to deal with landlords who fail to keep their properties up to standard.</p>
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<p>or whether adjustments have been made or need to be made or whether any residual impacts are justified.</p> <ul style="list-style-type: none">• How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported?	
EIA completion date:	6/2/2017

Appendix 2

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Statement of principles for determining financial penalties

Date: 9 March 2017

Introduction

This statement sets out the principles that Ashford Borough Council (the Council) will apply in exercising its powers to require a relevant landlord (landlord) to pay a financial penalty.

Purpose of the Statement of Principles

The Council is required under these Regulations to prepare and publish a statement of principles and it must follow this guide when deciding on the amount of a penalty charge.

The Council may revise its statement of principles at any time, but where it does so, it must publish a revised statement

When deciding on the amount for the penalty charge, the Council will have regard to the statement of principles published at the time when the breach in question occurred.

The legal framework

The powers come from the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the Regulations), being a Statutory Instrument (2015 No 1693) which came into force on 1 October 2015.

The Regulations place a duty on landlords, which include freeholders or leaseholders who have created a tenancy, lease, licence, sub-lease or sub-licence. The Regulations exclude registered providers of social housing.

The duty requires that landlords ensure that:

- a smoke alarm is installed on each storey of premises where there is living accommodation

- a carbon monoxide alarm is installed in any room of premises used as living accommodation, which contained a solid fuel burning appliance.

AND for tenancies starting from 1 October 2015

- that checks are made by the landlord, or someone acting on his behalf, that the alarm (s) is/are in proper working order on the day the tenancy starts.

Where the Council has reasonable grounds to believe that a landlord is in breach of one or more of the above duties, the Council must serve a remedial notice on the landlord. The remedial notice is a notice served under Regulation 5 of these Regulations.

If the landlord, then fails to take the remedial action specified in the notice within specified timescale, the Council can require a landlord to pay a penalty charge. The power to charge a penalty arises from Regulation 8 of these Regulations

A landlord will not be considered to be in breach of their duty to comply with the remedial notice, if they can demonstrate they have taken all reasonable steps, other than legal proceedings to comply. This can be done by making written representations to the Council at the address given at the bottom of this document within 28 days of when the remedial notice is served.

Ashford Borough Council will impose a penalty charge where it is satisfied, on the balance of probabilities, that the landlord has not complied with the action specified in the remedial notice within the required timescale.

The purpose of imposing a financial penalty

The primary purpose of the Council's exercise of its regulatory powers is to protect the occupants' safety within a dwelling in the event of a fire.

The primary aims of financial penalties will be to:

- ensure landlords take proper responsibility for their properties
- eliminate any financial gain or benefit from non-compliance with the regulations.
- be proportionate to the nature of the breach of the regulations and the potential harm outcomes.
- aim to deter future non-compliance.
- reimburse the costs incurred by the Council in undertaking work in default.
- Lower the risk to tenant's health and safety

Criteria for the imposition of a financial penalty

A failure to comply with the requirements of a remedial notice allows the Council to require payment of a penalty charge.

In considering the imposition of a penalty, the authority will look at the evidence concerning the breach of the requirement of the notice. This could be obtained from a property inspection, or from information provided by the tenant or agent that no remedial action had been undertaken.

For example, landlords can demonstrate compliance with the Regulations by supplying dated photographs of alarms, together with installation records or confirmation by the tenant that a system is in proper working order.

Landlords need to take steps to demonstrate that they have met the testing at the start of the tenancy requirements. Examples of how this can be achieved are by

tenants signing an inventory form and that they were tested and were in working order at the start of the tenancy. Tenancy agreements can specify the frequency that a tenant should test the alarm to ensure it is in proper working order.

In deciding whether it would be appropriate to impose a penalty, the authority will take full account of the particular facts and circumstances of the breach under consideration.

A financial penalty charge will be considered appropriate if the Council is satisfied, on the balance of probabilities that the landlord who had been served with remedial notice under Regulation 5 had failed to take the remedial action specified in the notice within the time period specified.

Principles for determining the amount of a financial penalty

Any penalty charge should be set at a level which is proportionate to the risk posed by non-compliance with the requirements of the legislation and which will deter non-compliance. It should also cover the costs incurred by the Council in administering and implementing the legislation.

Fire and Carbon Monoxide are two of the 29 hazards prescribed by the Housing Health and Safety Rating System and often result in death and serious injury. In the case of fire, the absence of working smoke alarms in residential premises is a significant factor in producing worse outcomes.

This is particularly so at night, as without the early warning they provide, a small fire can develop unnoticed rapidly to the stage where smoke and fumes block escape routes or render a sleeping occupant unconscious. Working smoke alarms alert occupiers to a fire at an early stage before it prevents physical escape to safety.

The Department of Communities and Local Government estimate that 231 deaths and 5860 injuries could be prevented over ten years accruing a saving of almost £607.7 million by the provision of smoke alarms.

Carbon Monoxide is a colourless, odourless and extremely toxic gas. At high concentrations it can cause unconsciousness and death. At lower concentrations it causes a range of symptoms from headaches, dizziness, weakness, nausea, confusion, and disorientation, to fatigue, all symptoms which are sometimes confused with influenza and sometimes with depression. For all these reasons Carbon Monoxide is often dubbed “the silent killer”. Open fires and solid fuel appliances can be a significant source of Carbon Monoxide. Carbon Monoxide alarms alert occupiers to the presence of the gas at an early stage before its effects become serious.

The Department of Communities and Local Government estimate that six to nine deaths and 306 to 460 injuries could be prevented over ten years accruing a saving of almost £6.8 million by the provision of Carbon Monoxide alarms.

The provision of smoke detectors and carbon monoxide alarms does not place an excessive burden on a landlord. The cost of the alarms is low and in many cases they can be self-installed without the need for a professional contractor. The impact

on occupiers, damage to property and financial costs resulting from a fire or Carbon Monoxide poisoning event are far out of proportion to the cost of installing alarms.

For these reasons, an effective incentive to comply with these Regulations is fully justified.

It is understood that the imposition of the maximum potential fixed penalty charge, being £5,000 under the regulations, can present an excessive financial burden but this is balanced against the risk, the low cost of compliance and the fact that all reasonable opportunity will have been given to comply prior to any penalty charge being levied. A recipient of a fixed penalty charge has a right of appeal.

For these reasons a penalty charge of £5,000 is set for non-compliance with a Remedial Notice. A reduction of 50% will apply in respect of a person / company who has not previously received a penalty charge under this legislation and payment is received within 14 days of service of the penalty charge notice. There is no reduction for early payment offered to a person / company who has previously received a penalty charge under this legislation.

The Council may exercise discretion and reduce the penalty charge if there are extenuating circumstances following a request for a review made by the landlord in writing.

This discretion will not apply when:

1. The person / company served on has obstructed the Authority in the carrying out of its duties; and / or
2. The person / company has previously received a penalty charge under this legislation;

The regulations state that the period for payment of the penalty charge must not be less than 28 days.

The sums received by the Council under the penalty charge will offset any remedial works undertaken by the Council and the balance may be used by the authority for any of its functions.

Procedural matters

The Regulations impose a number of procedural steps which must be taken before the Council can impose a requirement on a landlord to pay a penalty charge

When the Council is satisfied that the landlord has failed to comply with the requirements of the remedial notice, all penalty charge notices will be served within 6 weeks.

Where a review is requested within 29 days from when the penalty charge notice is served, the council will consider any representations made by the landlord. All representations are to be sent to the address at the bottom of this document. The

Council will notify the landlord of its decision by notice, which will be either to confirm, vary or withdraw the penalty charge notice.

A landlord who has requested a review of a penalty charge notice and has been served with a notice confirming or varying the penalty charge notice, may appeal to the First-tier Tribunal against the Council's decision. Appeals should be made within 28 days from the notice served of the Council's decision on review.

If the penalty charge notice is not paid, then recovery of the penalty charge will be by an order of the court and proceedings for recovery will commence after 30 days from the date when the penalty charge notice is served.

However, in cases where a landlord has requested a review of the penalty charge notice, recovery will not commence until after 29 days from the date of the notice served giving the Council's decision to vary or confirm the penalty charge notice. Where landlords do make an appeal to the First-tier Tribunal, recovery will commence after 29 days from when the appeal is finally determined or withdrawn.

Remedial Action taken in default of the landlord.

Where the Council is satisfied that a landlord has not complied with a specification described in the remedial notice in the required timescale and consent is given by the occupier, the Council will arrange for remedial works to be undertaken in default of the landlord. This work in default will be undertaken within 28 days of the Council being satisfied of the breach. In these circumstances, battery operated alarms will be installed as a quick and immediate response.

Smoke Alarms – In order to comply with these Regulations, smoke alarms will be installed at every storey of residential accommodation. This may provide only a temporary solution as the property may be high risk because of:

- its mode of occupancy such as a house in multiple occupation or building converted into one or more flats,
- having an unsafe internal layout where fire escape routes pass through a living rooms or kitchens, or
- is 3 or more storeys high.

A full fire risk assessment will subsequently be undertaken, with regards to Leeds City Council Fire Safety Principles and LACORS Housing - fire safety guidance. This will consider the adequacy of the type and coverage of the smoke alarm system, fire escape routes including escape windows and fire separation measures such as fire doors and protected walls and ceilings. Any further works required to address serious fire safety hazards in residential property, that are not undertaken through informal agreement, will be enforced using the Housing Act 2004, in accordance with the Council's Enforcement Policy.

Carbon Monoxide Alarms – In order to comply with these Regulations, a carbon monoxide alarm will be installed in every room containing a solid fuel combusting appliance.

All communications for requests for review or representations made against the Remedial Notice (regulation 5) or the Penalty Charge Notice (regulation 8) are to be in writing and sent to:

Julian Watts
Senior EHO
Private Sector Housing
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL
Or by email to: Julian.watts@ashford.gov.uk

Agenda Item No: 8
Report To: Cabinet
Date: 9 March 2017
Report Title: Permanent appointment of Chief Executive/Head of Paid Service,
Portfolio Holder: Cllr Clarkson- Leader of the Council
Report Author: Michelle Pecci- Head of HR, Communications and Technology



Summary:

The Appointments Committee has recommended to Council that the Interim Chief Executive be made an offer of permanent appointment to the role of Chief Executive/Head of Paid Service. This will be considered at the Council meeting on 20 April 2017.

This report advises the Cabinet of the Appointments Committee recommendation and, in accordance with Regulations and the Council's Constitution, invites Cabinet members to consider the matter.

Key Decision:

Affected Wards:

Recommendations: That :-

- i) Members of Cabinet consider the recommendation of the Appointments Committee to Council that the current Interim Chief Executive be appointed permanently to the Chief Executive/Head of Paid Service role.**
- ii) The Leader of the Council consider whether he wishes to give notice that neither he nor any member of Cabinet has any objection to the making of the said offer.**
- iii) The Council is informed of any notification given by the Leader.**

Policy Overview:

Financial Implications:

The Chief Executive post is fully budgeted and so there is no budget pressure associated with this post.

In addition making an internal appointment saves recruitment and selection costs.

Risk Assessment

**Equalities Impact
Assessment**

**Other Material
Implications:**

**Exemption
Clauses:**

**Background
Papers:** None

Contacts: Michelle.pecci@ashford.gov.uk – Tel: (01233) 330602

Report Title: Appointment of Chief Executive/Head of Paid Service.

1. At its meeting on 9 February 2017, the Appointments Committee decided to recommend to full Council that an offer of permanent appointment be made to the current interim Chief Executive/Head of Paid Service, in accordance with a remuneration package and job description approved by them at that meeting, and now attached to this report at appendices 1 and 2.
2. The Council's Constitution and Regulations provide that such an offer cannot be made until every member of Cabinet has been notified of the proposed offer and a period for objection by the Leader (on behalf of the Cabinet) has been given.
3. This report provides an opportunity for members of Cabinet to consider the matter and they are invited to do so in order that any objection can be notified at the Cabinet meeting.
4. Members of Cabinet are therefore invited to consider the proposed offer of appointment and the Leader of the Council is invited to consider whether he wishes to give notice that neither he nor any member of the Cabinet has an objection to making the offer.
5. The full Council will be informed of any notification given by the Leader of the Council at its meeting on 20 April 2017.

Contact: Michelle Pecci

Email: michelle.pecci@ashford.gov.uk

ASHFORD BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE:	CHIEF EXECUTIVE
GRADE:	MG1
POST NUMBER:	0001
RESPONSIBLE TO	The Council through the Leader
JOB SUMMARY:	To provide strong managerial leadership, motivating and inspiring the Council's staff in ensuring that all Members of the Council are fully supported in their various roles and that Council policy is effectively implemented in order to achieve the authority's strategic and corporate objectives as efficiently and economically as possible.
ROLE REQUIREMENTS:	
	MEMBER RELATIONS:
1.	To advise the Council on all matters of general policy and corporate policy, supporting the development of a clear vision, appropriate strategies and robust policies.
2.	To develop and maintain excellent relations with Members, ensuring that they receive the advice and information they need to enable them to discharge their roles in policy making, performance management, representation and scrutiny.
3.	To deliver effective accountability of staff to Members and the public.
	STRATEGIC MANAGEMENT:
1.	To give the Management Team strategic leadership and direction, promoting a corporate approach in both forward planning and day-to-day management. Set clear objectives and goals for members of the Management Team.
2.	To lead the Management Team in setting the strategic agenda for the Borough. To update the Council's Corporate Strategy regularly, and ensure that this is delivered by the service plans within the organisation.
3.	To ensure that the interests of the Council and of Borough residents are fully protected in the operation of the county and

	regional agreements.
4.	To provide leadership on organisational, cultural and transformational change whilst maintaining quality, performance and a customer focused approach.
	SERVICE DELIVERY:
1.	To ensure that value for money, good quality services are provided in the most effective, economic and efficient way.
2.	Maintain and develop relationships with stakeholders and ensure that all stakeholders continue to be consulted.
3.	To exploit the Council's community leadership role by building on and developing partnership working in support of the Council's aims and objectives, ensuring that effective governance arrangements are in place for all key partnerships.
4.	To monitor and manage service and corporate performance to secure continuous improvements.
5.	To engender within the organisation a culture of valuing and celebrating the diversity of the Borough's communities, ensuring that equal opportunities policies and practices are in place to eliminate unfair discrimination whether as an employer or a provider of services.
	RESOURCE MANAGEMENT:
1.	To ensure that the Council is organised effectively and is able to respond to changing needs, that operational accountabilities are clearly defined and appropriately managed and that all services and staff have clear objectives that relate directly to the delivery of the Corporate Plan.
2.	To motivate and lead all staff to deliver good quality and value services in an innovative and flexible way. To ensure effort, skills and time are used productively to achieve high standards in relation to the quantity and quality of performance. To tackle areas of weakness within the organisation and manage poor performance in line with Council procedures.
3.	To support effective medium term financial planning and continued strong financial management and ensure that the Council's financial systems and affairs are properly managed to a high standard and its statutory obligations are met.
4.	To ensure that appropriate project management arrangements and resources are in place to support the delivery of major projects and that progress is reported

	regularly to Management Team and Members.
	COMMUNICATIONS:
1.	To develop, maintain and promote effective communication and liaison throughout the Council and between the Council, the public and other organisations.
2.	To act as an Ambassador promoting the interests of the Council and of the Borough.
	OTHER RESPONSIBILITIES:
1.	The post holder is the Head of Paid Service.
2.	To play a full part in the Council's Emergency Planning arrangements as required under the Civil Contingencies Act and attend training as necessary.
3.	To perform such other duties in connection with the work of the Council as may be required.
4.	To represent the Council as required on the board of local agencies.
	EQUAL OPPORTUNITIES:
1.	To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.
2.	To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.
	EMERGENCY PLANNING:
1.	To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed.
2.	To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.
3.	To participate in the recovery stage following the emergency.
	BUSINESS CONTINUITY:
1.	In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.

	DATA PROTECTION:
1.	To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.
	HEALTH & SAFETY:
1.	All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.
	ADDITIONAL DUTIES:
1.	To undertake any additional duties of a similar level of responsibility as may be required from time to time.
OTHER CONDITIONS:	
December 2015 MP	

KEY COMPETENCY AREAS

Ashford Borough Council uses a Competency Framework which describes the behaviours all staff are expected to display when performing their role. These behaviours are an important cornerstone of our recruitment and selection processes as well as our performance management processes.

LEADING BY EXAMPLE	WORKING WITH OTHERS
<ul style="list-style-type: none"> • Communicate simply and clearly when writing and speaking • Accept responsibility for own area of work and learn from mistakes • Be consistent when making decisions and dealing with others • Welcome ideas and feedback and encourage openness • Remain calm and composed at times of pressure • Be positive and enthusiastic with a 'can-do' approach and be proactive, with a willingness to get involved 	<ul style="list-style-type: none"> • Treat others with respect and dignity at all times, ensuring that there is no discrimination regardless of background • Take time in conversations and meetings to listen to other people and consider their opinions • Provide help willingly, and share own knowledge, time and skills to assist others • Understand the feelings of others and show tact and empathy • Be approachable and pleasant to interact with • Positively engage with others and keep any criticism constructive
MANAGING OURSELVES	ACHIEVING OUR GOALS
<ul style="list-style-type: none"> • Inspire trust by demonstrating honesty and integrity • Manage workloads effectively to prioritise demands and meet deadlines. Use clear and realistic goals broken down into smaller objectives • Be self motivated and work hard. Use own initiative and require minimal supervision • Challenge yourself to learn and encourage others to make changes to enhance performance and standards • Demonstrate self awareness by understanding the impact of our own behaviour on others • Complete work to the highest standard possible whilst balancing the need to deliver with good attention to detail. 	<ul style="list-style-type: none"> • Look at options before making a decision and promote acceptance of an appropriate level of risk • Be flexible and propose, accept and implement change where necessary • Be brave and use creativity and innovation to solve problems by doing things differently • Understand the direction of the council and where possible seek to replicate and develop good practice from all other sectors and apply their approach to the day to day role • Display loyalty and commitment to own role, team priorities and the council as an employer. Be fully focused on delivery • Be knowledgeable of own service area and have an awareness of the role of other council departments.

Remuneration Package

Salary	MG1.3 £110,376 MG1.2 £104,862 MG1.1 £ 99,357 1 st discretionary point 5% of top of grade 2 nd discretionary point 10% of top of grade
Annual Leave	29 days including local condition statutory days, plus public holidays.
Lease car subsidy or cash alternative	£4,280
Annual mileage allowance (to pay for first 3,000 miles travelled within Kent per year)	£450

**Notes of a meeting of the
Ashford Strategic Delivery Board
Friday 27 January 2017 at 10.00am**

Present:

Board Members

Cllr Gerry Clarkson (Chairman) – Leader, ABC
Rt Hon Damian Green MP
Cllr Graham Galpin – Portfolio Holder for Town Centres Focus & Business Dynamics, ABC
Cllr Mike Bennett – Portfolio Holder for Planning, Development & Enforcement, ABC
Mr Mark Dance, KCC Cabinet Member for Economic Development
Tracey Kerly, ABC
Paul Harwood – Highways Agency
Chris Moore, Development Director, HCA
Barbara Cooper, KCC
Mark Lumsdon-Taylor – Hadlow Group

Non Board Members

Simon Cole, ABC
Paul McKenner, ABC
Andrew Osborne, ABC
Kirsty Hogarth, ABC
Roland Mills, ABC
Kate North, ABC
Patrick Brown, ABC
Stephen Gasche, KCC
David Smith, KCC
Matt Hogben, KCC
Joanne Davies, KCC
Keith Fearon, ABC

Apologies

Mr Matthew Balfour, KCC Cabinet Member for Transport and Environment,
Richard Alderton, ABC, Lois Jarrett, ABC, Christina Fuller, ABC

Item	Notes	Action
1.	Welcome The Chairman welcomed all those present at the meeting.	

2.	<p>Ashford Station/Spurs</p> <p>Stephen Gasche (SG) gave a presentation on the current status of the project. He explained that he was confident that the funding of £10.5m would be in place following the announcement of LGF Round 3 in the near future, and took the Board through the project timeline which had been agreed with Network Rail and which anticipated completion by Spring 2018. SG also advised of a future meeting with Eurostar to continue to develop the positive relationship, and the importance of Ashford International Station.</p> <p>Andrew Osborne (AO) also advised that a communications group had been set up with representatives of all partners to develop a communications plan for this project, and to promote the International services from Ashford International Station.</p>	<p>KCC/ABC/ Network Rail</p>
3.	<p>S278 Works: Co-ordination of Works.</p> <p>Matt Hogben (MH) circulated a report which set out details of the various highway works which were proposed arising from the various development sites coming forward, together with the likely timetable of the construction works.</p> <p>In terms of the roadworks for the Designer Outlet Extension, it was noted that Lois Jarrett would be talking to the centre on the timing of works.</p> <p>The Chairman said that he was pleased to note the proposed works at the 'pinch point' on the Willesborough Road. He also asked about whether there had been any progress on consideration of box markings at the J9 Drovers Roundabout. MH agreed to look at this issue.</p> <p>In terms of the dualling of the A28 at Chilmington, it was requested that KCC should liaise with the Corporate Property and Projects Team.</p>	<p>KCC</p>
4.	<p>Project Updates</p> <p>(a) <u>Ashford College</u></p> <p>Andrew Osborne (AO) displayed a photograph of the Phase 1 College building which had been taken that morning. Mark Lumsdon-Taylor (MLT) said that he believed that the new college building clearly demonstrated the progress Ashford was making and he stressed the importance of having a vibrant town to attract and retain students. MLT also said that Phase 1 would be fully constructed by the end of April</p>	<p>ABC/ Hadlow</p>

	<p>and would open in September this year. The construction and engineering related courses would remain at the Jemmett Road site for the time being, and would relocate to Elwick Road with the completion of the Phase 1a building.</p>	
(b)	<p><u>Junction 10A</u></p> <p>Simon Cole (SC) said that the forward funding agreement would be considered by the Cabinet on 9 February 2017. The Public Examination was currently underway and hopefully the outcome would be known by the end of the year. Paul Harwood (PH) also advised that following a meeting with residents and businesses the Highways Agency was looking at options to help improve the situation at Barrey Road.</p> <p>Chris Moore said that he was very grateful for all of the work undertaken by partners in progressing this scheme.</p>	<p>ABC/ KCC/HA</p>
(c)	<p><u>Elwick Place</u></p> <p>Paul McKenner (PMcK) advised that the agreement with Stanhope had now been signed and he hoped that construction on site would start in March 2017 with a view to completion in November 2018. A Visualisation model was being produced which would enable viewers to 'walk through' the development.</p>	<p>ABC/KCC</p>
(d)	<p><u>Commercial Quarter</u></p> <p>PMcK advised that work had commenced on site and was due for completion in May 2018. Work was also to be undertaken in terms of enhancing the public realm around this site and to the front of the station.</p>	<p>ABC/KCC</p>
(e)	<p><u>Designer Outlet Extension</u></p> <p>Roland Mills (RM) advised that BA McArthur Glen wished to make minor changes to the approved scheme and an application was expected in early to mid-February.</p> <p>RM agreed to obtain a build programme to inform the highway works.</p>	<p>ABC/KCC</p>

<p>(f)</p>	<p><u>Chilmington Green</u></p> <p>SC reported that the S106 agreement had been signed and the planning permission issued. The developers were keen to submit reserved matters applications to the Council.</p> <p>Barbara Cooper (BC) said that the unlocking of this scheme was largely due to the HCA, ABC and KCC working together and taking elements of the risk. The Board considered that this successful way of working was something that should be highlighted to the government and that consideration should be given perhaps extending an invitation to the relevant Minister to visit Ashford and to see the progress on the Big 8.</p>	<p>ABC/KCC</p>
<p>(g)</p>	<p><u>Jasmin Vardimon</u></p> <p>David Smith (DS) advised on the work KCC was undertaking with Jasmin Vardimon in terms of a KCC owned site on Henwood Industrial estate.</p>	<p>KCC/ABC</p>
<p>5.</p>	<p>Next Meeting</p> <p>Friday 28 April 2017</p> <p>Future Board Meetings</p> <p>Friday 28 July 2017 Friday 27 October 2017 Friday 26 January 2018</p>	

Queries concerning these minutes? Please contact Keith Fearon: Telephone: 01233 330564 Email: keith.fearon@ashford.gov.uk. Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees

Agenda Item No: 10

Report To: CABINET

Date: 9TH MARCH 2017

Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN

Report Author: Corporate Director (Law and Governance)



Summary:	To set out the latest Schedule of Key Decisions to be taken by the Cabinet of Ashford Borough Council.
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Key Decision: NO

Affected Wards: Where appropriate, individual Wards are indicated.

Recommendations : **That the Cabinet receive and note the latest Schedule of Key Decisions.**

Policy Overview: Under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, there is no longer a legal requirement to publish a Forward Plan of Key Decisions, however there is still a requirement to publish details of Key Decisions 28 clear days before the meeting they are to be considered at. The Council maintains a live, up to date rolling list of decision items on the Council's website, and that list will be presented to the Cabinet each month, in its current state, for Members' information.

Financial Implications: Nil

Other Material Implications: Nil

Exemption Clauses: Nil

Background Papers: None

Contacts: danny.sheppard@ashford.gov.uk – Tel: 01233 330349

**CABINET
SCHEDULE OF KEY DECISIONS TO BE TAKEN**

The following Key Decisions will be taken by Ashford Borough Council's Cabinet on the dates stated.

Ashford Borough Council's Cabinet is made up of: - Councillors Gerry Clarkson; Neil Bell; Clair Bell; Mike Bennett; Jessamy Blanford; Gareth Bradford; Paul Clokie; Graham Galpin; Callum Knowles; Neil Shorter.

Copies of the reports and any other relevant documents that are submitted to the Cabinet in connection with a proposed decision will be available for inspection, or on screen, five clear days before the decision date at the Civic Centre, Tannery Lane, Ashford and at The Town Hall, 24 High Street, Tenterden, during opening hours, or at www.ashford.gov.uk/councillors_and_committees.aspx

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
9th March 2017					
Private Sector Housing Assistance Policy	<i>To seek agreement to the approval of the policy document and adoption of the Fuel Poverty Strategy developed by (KEEP).</i>	Cllr Clokie	Julian Watts	Open	11/7/16
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	<i>To seek agreement to prepare and publish a statement of principles which the Council will apply in exercising its powers to require a relevant landlord to pay a financial penalty for non-compliance</i>	Cllr. Clokie	Julian Watts	Open	13/1/17
6th April 2017					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i>	Cllr Knowles	Michelle Pecci	Open	11/3/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Senior Management Restructure	<i>To put forward a proposed new organisational structure that is intended to create additional vital capacity at senior level and realign services in a way to support the corporate plan delivery.</i>	Cllr Clarkson	Michelle Pecci	Open	19/1/17
Pluckley Neighbourhood Plan	<i>To seek the Cabinet's endorsement of the Pluckley Neighbourhood Plan and recommend it is formally 'made' by Full Council.</i>	Cllr Bennett	Ashley Taylor	Open	25/1/17
Purchase of Light Industrial Estate	<i>To seek authority to undertake the necessary due diligence and enter into agreement to purchase the proposed new industrial estate.</i>	Cllr Shorter	Phil Bond	Exempt	27/1/17
Street Naming and Numbering - 17/0019/SNN: High Halden	<i>To seek agreement for naming a road after a family who have connections with and remain local to High Halden</i>	Cllr Bennett	Louise Lambourn	Open	9/2/17
Delivery Programme	<i>To provide an update on project delivery and review intentions for the next two years to inform the work programme of the Strategic Delivery Board.</i>	Cllr Shorter	Charlotte Hammersley/ Richard Alderton	Open	23/12/16
11th May 2017					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/5/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Royal Military Canal, Proposed Shared Pathway Progress Update.	<i>To provide an update on progress against the agreed project measures and on support from external agencies and very early indications of potential funding sources. The main focus of the Report will be to discuss the land acquisition options available for the project and identify the most appropriate agreement for ABC to enter into. Formal approval of the preferred acquisition option will be required. The Report will also provide a position statement on potential capital and revenue costs for the delivery phase.</i>	Cllr Mrs Blanford	Len Mayatt	Open (Exempt Appendix)	29/9/16
Planning Restructure		Cllr Bennett	Richard Alderton	Open	19/1/17
Review of Electric Vehicle Charing Points – Three Years On		Cllr Bradford	Jo Fox	Open	6/2/17
Housing Delivery Programme Update		Cllr Clokie	Sharon Williams	Open	20/2/17
Commercial Quarter – Public Realm	<i>To seek authority to proceed with the Commercial Quarter Enabling Works</i>	Cllr Shorter	Stewart Smith/ Steve Parish	Open	3/2/17
Local Development Scheme		Cllr Bennett	Ashley Taylor	Open	22/2/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
8th June 2017					
Final Outturn 2016/17	<i>Final budget outturn for previous financial year</i>	Cllr Shorter	Ben Lockwood	Open	10/6/16
Annual Report 2016/17	<i>The Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i>	Cllr Knowles	Nicholas Clayton-Peck	Open	10/6/16
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding.</i>	Cllr Bennett	Lois Jarrett	Open	10/6/16
13th July 2017					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	18/7/16
10th August 2017					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance ‘snapshot’.</i>	Cllr Shorter	Nicholas Clayton-Peck	Open	11/8/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Corporate Commercial Property – Annual Report	<i>To advise of the revenue performance of the Council's corporate property portfolio during the last financial period and to advise of proposals to increase profitability in the coming financial period.</i>	Cllr Shorter	Stewart Smith	Open	11/8/16
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/8/16
14th September 2017					
12th October 2017					
Cemetery Memorial Safety Policy	<i>Report back on adoption of policy and set of operational guidelines to manage the forward process relating to the safe management of memorials in Ashford.</i>	Cllr Mrs Bell	Tracey Butler	Open	26/2/16
9th November 2017					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot'.</i>	Cllr Shorter	Nicholas Clayton-Peck	Open	11/11/16
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/11/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
7th December 2017					
Draft Budget 2018/19	<i>To present the preliminary draft service budget and outline MTFP for the purposes of subsequent formal scrutiny by the O&S Task Group and public consultation.</i>	Cllr Shorter	Ben Lockwood	Open	9/12/16
Council Tax Base	<i>To present for approval the estimated 2018/19 Council tax base calculation for the Borough and each parished area, on which the major preceptors and local Parish Councils will base their requirements.</i>	Cllr Shorter	Ben Lockwood	Open	9/12/16
Housing Revenue Account (HRA) Business Plan 2016 - 2046	<i>An annual update of the HRA Business Plan financial projections. This report updates the position for the period 2016-46.</i>	Cllr Clokie	Sharon Williams	Open	9/12/16
11th January 2018					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	13/1/17
8th February 2018					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	10/2/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Revenue Budget 2018/19	<i>To present the draft revenue budget for 2018/19 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Ben Lockwood	Open	10/2/17
Corporate Performance Report	<i>The report seeks to give members and the Borough's residents an overview of how the Council is performing. It seeks to do this in a transparent and easily-accessible manner, giving a key performance 'snapshot'.</i>	Cllr Shorter	Nicholas Clayton-Peck	Open	10/2/17
Annual Report of Work Undertaken on Domestic Abuse and to Support Victims of Domestic Abuse	<i>Sets out for comment the progress the Council and its partners are making on projects focusing on domestic abuse over the past 12 months.</i>	Cllr Bradford	James Hann/Elizabeth Mannington	Open	10/2/17

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28/2/17