

Service		Service Area		Chief Officer		
Housing Policy		Housing		Pat Smith		
<p><b>Service Overview (Please include service responsibilities and staff nos. as an FTE):</b> FTE figure: 4.40</p> <p>Consulting and identifying the need for Affordable and Social housing and the type of accommodation needed in the district. Formulation of Housing Policies and strategies to be approved by Members. Liaison with all types of Agencies and Planning (particularly Policy) to enable development and maximisation of Section 106 funding for Housing initiatives. Working with RSLs particularly WKHA to maximise opportunities for development and liaison with DCLG (HCA) to maximise any funding for development .To consult and deliver rural exception sites where required and bring back to use Empty homes. To deliver the Council's Energy efficiency agenda, Green deal initiatives and Sevenoaks Switch and save scheme.</p>						
<p><b>Current and Future Pressures:</b></p> <ul style="list-style-type: none"> <li>Limited funding from HCA</li> <li>Limited opportunities to develop (93% green belt and AONB)</li> <li>CIL may have a negative impact on the section 106 funding</li> <li>High percentage of older people in the district and generally living longer</li> <li>Supporting people funding being absorbed in to the KCC Social Service teams and may not be so accessible.</li> </ul>						
2014/15 Budget (£'000)	Gross	Income	Net	Savings	Year	Amount (£'000)
Energy Efficiency	31	(8)	23	Climate Change	2011/12	(23)
				Efficiency Review- Housing Initiatives	2014/15	(15)
Housing Initiatives	6	-	6	Housing Share of Corporate Targets	2011/12 2012/13	(5) (4)
Leader Programme	10	-	10	Cost of Housing Surveys	2014/15	(12)

**Housing and Community Safety Advisory Committee: 2015/16 Budget Setting  
Service Overviews (SOs)**

**Appendix A**

Service		Service Area		Chief Officer		
Housing Advice and Standards		Housing		Pat Smith		
Service Overview (Please include service responsibilities and staff nos. as an FTE): FTE figure 12.70						
<p>Housing Advice covers Homelessness, Housing Advice, Private Sector Lettings scheme, Housing Register and Allocation Policy (managed by WKHA). Being proactive to avoid homelessness by liaising with Landlords in the private sector, maximising private lets to discharge duty. Providing debt counselling and mortgage arrears advice to avoid eviction with the CABs. HERO service provides very successfully holistic advice through an Outreach service to avoid evictions and maximise benefit entitlement and encouraging people into re training and employment.</p> <p>Housing Standards covers housing conditions in both sectors, HHSRS requirements, Disabled Facility grants, some discretionary grants, HMO licencing, accreditation of Private Landlords, licencing of mobile homes and filthy and verminous properties. Enforcement if properties are not habitable and a danger, gypsy traveller unauthorised encampments and management of a Council owned permanent gypsy/traveller site. Welfare funerals.</p>						
<b>Current and Future Pressures:</b>						
<ul style="list-style-type: none"> <li>Welfare reform and benefit capping</li> <li>Universal credit and centralisation of Benefit staff in the future</li> <li>Private Landlords withdrawing from the PSL scheme and needing more support packages</li> <li>Possible reduction or loss of external homeless funding in the future</li> <li>Reduction or removal of the DFG funding form DCLG or being managed by KCC</li> <li>Reduction of SDC funding for DFGs to make savings and a big increase in need</li> <li>Identification of the need for more gypsy/traveller plots which may need SDC management</li> <li>Managing the DFG service in house</li> </ul>						
2014/15 Budget	Gross	Income	Net (£'000)	Savings	Year	Amount (£'000)
Homeless	147	(25)	122	Social Housing – West Kent Housing Contract Saving	2012/13	(30)
Housing	225	(17)	208	Bed and Breakfast	2014/15	(10)
Private Sector Housing	258	(33)	225	Merge Private Sector and Social Housing	2011/12	(55)
				Disabled Facilities Grant Reduction	2011/12	(5)

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**Appendix A**

					Social Housing – Joint Assessment Referrals- stop contribution	2012/13	(8)
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<b>Service</b>	<b>Service Area</b>	<b>Chief Officer</b>
<b>Community Safety</b>	<b>Communities &amp; Business</b>	<b>Lesley Bowles</b>

**Service Overview (Please include service responsibilities and staff nos. as an FTE):** FTE figure 3.72

The Community Safety team analyses community safety priorities for the District and co-ordinates work that tackles those priorities. Current priorities include anti-social behaviour, domestic abuse, speeding in local communities, substance misuse and reducing burglary and vehicle crime. The team works with local residents and community groups to tackle the issues that they raise, both with individual residents and with groups of residents and others to solve community safety problems in local areas. The Community Safety Unit deals with approximately 1500 one off cases per year. The Anti-Social Behaviour Officer deals with approximately 150 longer term cases of anti-social behaviour reported to the Council each year.

**Current and Future Pressures:**

Implementation of the new Anti-Social Behaviour Crime & Policing Act 2014 which gives the Council new powers to deal with anti-social behaviour including a Community Trigger which enables local residents to request a review of their case, Criminal Behaviour Orders, Community Protection Notices, Civil Injunctions.

<b>2014/15 Budget</b>	<b>Gross</b>	<b>Income</b>	<b>Net (£'000)</b>	<b>Savings</b>	<b>Year</b>	<b>Amount (£'000)</b>
Community Safety	309	-	309	Reduce Community Safety Budget	2011/12	(2)

**Housing and Community Safety Advisory Committee: 2015/16 Budget Setting  
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**Appendix A**

Service	Service Area			Chief Officer		
Housing Benefits & Benefit Fraud	Finance			Adrian Rowbotham		
<p><b>Service Overview (Please include service responsibilities and staff nos. as an FTE):</b> FTE figure: 28.49</p> <p>The Benefits Service has operated in partnership with Dartford BC since December 2010 and is based at Sevenoaks. The service employs 41 fte of which 25 FTE are employed by Sevenoaks DC. The service administers Housing Benefit on behalf of the Department for Work and Pensions (DWP) and the Local Council Tax Support Scheme.</p> <p>The Anti-Fraud Service has operated in partnership with Dartford BC since September 2010 and is based in Dartford. The service employs 4 fte of which 3 FTE are employed by Sevenoaks DC. The service is responsible for identifying and carrying out investigations into Benefit Fraud, Council Tax Fraud and Council Tax Single Person Discount Fraud.</p>						
<p><b>Current and Future Pressures:</b> Uncertainty regarding the change to Universal Credit continues as the Government is currently carrying out pilot schemes that only deal with the most simple cases.</p> <p>The Welfare Reform changes implemented by the Government since 2014 have impacted on the work of the team and the claimants.</p> <p>It is now known that the Benefit Fraud function will transfer to the Single Fraud Investigation Service (SFIS) as part of the DWP in February 2016. The remaining fraud functions will remain within the Council.</p>						
2014/15 Budget	Gross	Income	Net (£'000)	Savings	Year	Amount (£'000)
Benefits Admin	1,347	(164)	1,019	Benefit Admin Grant Reduction – fund from Housing Benefit Subsidy Reserve	2014/15	(46)

Service	Service Area	Chief Officer
<b>CCTV</b>	<b>Environmental &amp; Operational Services</b>	<b>Richard Wilson</b>

**Service Overview (Please include service responsibilities and staff nos. as an FTE):** FTE figure: 7.00

The CCTV service provides public realm overt surveillance, utilising 96 cameras, covering public areas in Sevenoaks, Swanley, Edenbridge, Westerham and New Ash Green, as well as Council owned property such as the office, the depot, car parks and leisure facilities. All images are transmitted to, and digitally recorded, at the control room at the Argyle Road offices and are available for evidential purposes. The control room is manned 24 hours on Mondays, weekends and bank holidays and 13.00 hours to 9.00 Tuesdays to Fridays.

The Council's CCTV Manager also manages the control room for Tunbridge Wells Borough Council, which also receives images for the Tonbridge & Malling Borough Council's CCTV system. The CCTV staff provide the out of hours contact for the Council and also for Tonbridge & Malling Borough Council. There is a direct radio link to Kent Police, and the service is also an integral part of the Shopsafe and Pubwatch schemes. CCTV provides a key role in the Council fulfilling its statutory duties in relation to crime and disorder and community safety. There are six full time staff providing the monitoring plus the CCTV Manager.

**Current and Future Pressures:**

A report was presented to the Housing and Community Safety Advisory Committee by the Members working group on 15th October 2013. The committee agreed to continue the service, as existing, in the short to medium term, but requested further investigation into looking for further cost effectiveness; alternative methods to meet statutory obligations; operating at a reduced scale; funding contributions from businesses and other key stakeholders and increasing the CCTV control room capacity.

A report is being considered by the Advisory Committee on 8th October 2014.

2014/15 Budget	Gross	Income	Net (£'000)	Savings	Year	Amount (£'000)
CCTV	451	(104)	347	CCTV	2011/12	(45)
				CCTV – Partnership Work/ Other arrangements (with Contact Centre)	2014/15	(50)

<b>Service</b>	<b>Service Area</b>	<b>Chief Officer</b>
<b>Environmental Health</b>	<b>Environmental &amp; Operational Services</b>	<b>Richard Wilson</b>

**Service Overview (Please include service responsibilities and staff nos. as an FTE):** FTE figure: 12.57

Environmental Health is now in its third year as a shared service with Dartford Borough Council. The main office base is in Dartford with a satellite office available in the Sevenoaks' office. The service covers food hygiene and safety; health and safety at work; food and water sampling; food poisoning investigations; nuisance from noise, fumes, dust, pests etc.; local air quality; contaminated land; drainage; private water supplies; animal welfare licensing; licensing of skin piercing premises; permitting of polluting processes and the dog warden service.

**Current and Future Pressures:**

Changes to legislation, review of local air quality responsibilities by DEFRA; greater involvement in community safety and anti social behaviour issues and an increase in stray dogs not being reclaimed by owners. Introduction of new food legislation, changes to guidance, codes of practise and information that must be given to businesses. Increasing number of new food businesses starting up that require provision of guidance and advice plus assessment.

<b>2014/15 Budget</b>	<b>Gross</b>	<b>Income</b>	<b>Net (£'000)</b>	<b>Savings</b>	<b>Year</b>	<b>Amount (£'000)</b>
EH Commercial	261	(5)	256	Shared Working	2011/12	(150)
EH Animal Control	15	(14)	1	Environmental Health Partnership – further savings	2014/15	(30)
EH Environmental Protection	425	(20)	405			

Service	Service Area			Chief Officer		
Licensing	Environmental & Operational Services			Richard Wilson		
<p><b>Service Overview (Please include service responsibilities and staff nos. as an FTE):</b> FTE figure: 9.61</p> <p>The Licensing Partnership, with Tunbridge Wells Borough Council and Maidstone Borough Council has now been established for 5 years. The administration for all three Authorities is undertaken at the Sevenoaks' office. The Council's Licensing Manager is the Licensing Partnership Manager for all three Authorities.</p> <p>The Service covers licensing of premises and persons under the Licensing Act 2003; Hackney carriage and private hire taxi operations; temporary event notices; Gambling establishments; sex establishments; charity collections; scrap metal dealers; animal welfare establishments and enforcement.</p> <p><b>Current and Future Pressures:</b></p> <p>On line applications; greater harmonisation of Licensing Policies across the three authorities; local fee setting where currently set by central Government, to fully cover costs; recruiting another willing partner or partners to join the existing partnership, creating even greater resilience and efficiencies.</p>						
2014/15 Budget	Gross	Income	Net (£'000)	Savings	Year	Amount (£'000):
Licensing Regime	146	(126)	20	Enlarge Partnership	2011/12	(15)
					2012/13	(15)
				Licensing - Efficiency Review	2014/15	(10)