

08 October 2019 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks

Despatched: 30.09.19



Housing & Health Advisory Committee

Membership:

Chairman, Cllr. Maskell; Vice-Chairman, Cllr. Coleman
Cllrs. Dr. Canet, Clack, Perry Cole, G. Darrington, Foster, Griffiths, Harrison, Osborne-Jackson, Piper and Roy

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 11 June 2019, as a correct record.	(Pages 1 - 2)	
2. Declarations of Interest Any interests not already registered.		
3. Actions from Previous Meetings (if any)		
4. Update from Portfolio Holder		
5. Referrals from Cabinet or the Audit Committee (if any)		
6. West Kent Housing Association Presentation Frank Czarnowski, Chief Executive West Kent Housing Association in attendance.	(Pages 3 - 4)	Hayley Brooks Tel: 01732 227272
7. Budget 2020/21: Service Dashboards and service Change Impact Assessments (SCIAs)	(Pages 5 - 28)	Adrian Rowbotham Tel: 01732 227153
8. Almshouses Project	(Pages 29 - 32)	Gavin Missons Tel: 01732 227332
9. Minutes of the Health Liaison Board To note the minutes of the meeting of the Health Liaison Board held on 4 September 2019.	(Pages 33 - 36)	

10. **Work Plan**

(Pages 37 - 38)

EXEMPT INFORMATION

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

HOUSING & HEALTH ADVISORY COMMITTEE

Minutes of the meeting held on 11 June 2019 commencing at 7.00 pm

Present: Cllr. Maskell (Chairman)

Cllrs. Dr. Canet, Clack, Perry Cole, G. Darrington, Foster, Griffiths, Harrison, Osborne-Jackson, Piper and Roy

An apology for absence was received from Cllr. Coleman

Cllrs. P. Darrington and Eyre were also present.

1. Appointment of Chairman

Resolved: That Cllr Maskell be appointed Chairman of the Advisory Committee for 2019/20.

(Cllr Maskell in the Chair)

2. Appointment of Vice Chairman

Resolved: That Cllr Coleman be appointed Vice Chairman of the Advisory Committee for 2019/20.

3. Minutes

Resolved: That the Minutes of the meeting of the Housing and Health Advisory Committee held on 27 February 2019 be approved and signed by the Chairman as a correct record, subject to Cllr. Dr Canet's attendance being recorded.

4. Declarations of Interest

No additional declarations of interest were made.

5. Actions from Previous Meetings

There were none.

6. Update from Portfolio Holder

The Housing and Health Portfolio Holder advised that he had chaired the first Health Liaison Board, which focused on Dementia and Mental Health. The Committee was advised that having taken legal advice the Council had formed its

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Housing & Health Advisory Committee - 11 June 2019

own Housing Company - Quercus Housing, to further contribute to meeting the District's housing need.

7. Referrals from Cabinet or the Audit Committee

There were none.

8. Role of the Advisory Committee and Key Challenges

Members received a [presentation](#) and report advising them as to the role of the Committee and the areas of responsibility including the key issues and challenges facing those areas, and took the opportunity to ask questions of clarification. Further to the presentation and report the Committee were asked to note the Committee's Terms of Reference and to seek clarification if necessary.

Resolved: That the report be noted.

9. To note minutes of the Health Liaison Board

Resolved: The Minutes were noted.

10. Work Plan

The work plan was noted with the inclusion of Primary Care Networks for the November 2019 meeting.

THE MEETING WAS CONCLUDED AT 8.45 PM

CHAIRMAN

WEST KENT HOUSING ASSOCIATION PRESENTATION

Housing & Health Advisory Committee - 8 October 2019

Report of Chief Officer People & Places

Status: For Information

Key Decision: No

Executive Summary: This report provides Members with an overview of the West Kent Housing Association's presentation on their work to deliver social housing in Sevenoaks District

This report supports the Key Aim of providing the right support at the right time, reducing health inequalities and improving health and wellbeing for all

Portfolio Holder Cllr Robert Piper

Contact Officer Hayley Brooks, Ext. 7272

Recommendation to Housing and Health Advisory Committee: That the information in the report be noted.

Introduction and Background

- 1 West Kent Housing Association is the largest social housing provider in Sevenoaks District. The social housing properties provided by West Kent Housing includes the social housing stock transfer from this Council in 1989.
- 2 West Kent Housing is one of the leading community providers of affordable housing in Kent. They aim to provide great places to live and space for people to grow, providing homes as a foundation for getting on in life and nurture communities.
- 3 West Kent Housing is part of the national Placeshapers initiative, an alliance of 100 housing associations who work together to strengthen communities of the future.

Presentation

- 4 Frank Czarnowski, Chief Executive at West Kent Housing Association will present information to Members on the work and commitment of their organisation in Sevenoaks District.

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Key Implications

Financial

5 There are no financial implications for the Council associated to this report.

Legal Implications and Risk Assessment Statement.

6 There are no legal implications for the Council associated to this report.

Equality Assessment

7 No decision is required as part of this paper and therefore no perceived impact on end users.

Conclusions

8 For Members to note the work of West Kent Housing Association.

Appendices None

Background documents None

Lesley Bowles

Chief Officer People & Places

BUDGET 2020/21: SERVICE DASHBOARDS AND SERVICE CHANGE IMPACT ASSESSMENTS (SCIAS)

Housing and Health Advisory Committee - 8 October 2019

Report of	Chief Officer Finance and Trading
Status	For comment
Also considered by	<p>People and Places Advisory Committee - 1 October 2019</p> <p>Improvement and Innovation Advisory Committee - 3 October 2019</p> <p>Development and Conservation Advisory Committee - 15 October 2019</p> <p>Cleaner and Greener Advisory Committee - 29 October 2019</p> <p>Finance and Investment Advisory Committee - 21 November 2019</p>
Key Decision	No

Executive Summary:

This report sets out updates to the 2020/21 budget within the existing framework of the 10-year budget and savings plan. The report presents growth and savings proposals that have been identified which need to be considered (if applicable to this Committee), and requests further suggestions from the Advisory Committees, before finalising the budget for 2020/21.

Informed by the latest information from Government and discussions with Cabinet, it is proposed that the Council continues to set a revenue budget that assumes no direct funding from Government through the Revenue Support Grant or New Homes Bonus. This will result in the Council continuing to be financially self-sufficient.

To achieve this aim and to ensure a balanced budget position over the next 10-year period, whilst also increasing the Council's ability to be sustainable beyond that time, a net savings requirement of £93,000 in 2020/21 and £100,000 per annum in later years is included.

Other pressures may result in a requirement for further savings. Officers will continue to monitor these pressures and report the latest position to Cabinet in December.

Portfolio Holder Cllr. Matthew Dickins

Contact Officer(s) Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

Recommendation to each Advisory Committee:

- (a) Advise Cabinet with views on the growth and savings proposals identified in Appendix D applicable to this Advisory Committee.
 - (b) Advise Cabinet with further suggestions for growth and savings applicable to this Advisory Committee.
-

Reason for recommendation: It is important that the views of the Advisory Committees are taken into account in the budget process to ensure that the Council's resources are used in the most suitable manner.

Introduction and Background

- 1 The Council's financial strategy over the past fifteen years has worked towards increasing financial sustainability and it has been successful through the use of a number of strategies including:
 - implementing efficiency initiatives;
 - significantly reducing the back-office function;
 - improved value for money;
 - maximising external income;
 - the movement of resources away from low priority services; and
 - an emphasis on statutory rather than non-statutory services.
- 2 Over this period, the Council has focused on delivering high quality services based on Members' priorities and consultation with residents and stakeholders. In financial terms, the adoption of this strategy has to date allowed the Council to move away from its reliance on general fund reserves.
- 3 Using the data sources available to the Council, this report sets out a budget over the 10-year period but recognises that it is likely that more accurate data will become available in future months and current assumptions may need to be updated.
- 4 In setting its budget for 2011/12 onwards, the Council recognised the need to address both the short-term reduction in Government funding as well as the longer-term need to reduce its reliance on reserves. The outcome was a 10-year budget, together with a four-year savings plan, that ensured the

Council's finances were placed on a stable footing but that also allowed for flexibility between budget years.

- 5 With the Revenue Support Grant provided by Government ceasing from 2017/18 it is important that the council remains financially self-sufficient by having a balanced economy and a financial strategy that is focused on local solutions. These solutions include:
 - continuing to deliver financial savings and service efficiencies;
 - growing the council tax and business rate base; and
 - generating more income.
- 6 The intention of this report is to provide Members of each Advisory Committee an opportunity to give their views on potential growth and savings items that could be included in the updated 10-year budget that will be presented to Council on 25 February 2020.
- 7 The 'Financial Prospects and Budget Strategy 2020/21 and Beyond' report has been presented to Cabinet to start the budget setting process for 2020/21.

Financial Self-Sufficiency

- 8 The Council's Corporate Plan 2013-2018 set out an ambition for the Council to become financially self-sufficient which was achieved in 2016/17. The current Council Plan aims to continue with this approach. This means that the Council no longer requires direct funding from Government, through Revenue Support Grant or New Homes Bonus, to deliver its services.
- 9 This approach was adopted in response to the financial challenges the Country was faced with in bringing its public spending down to ensure it is able to live within its means. In practice this has seen Government funding to local authorities dramatically reduced since 2010/11 with Sevenoaks District Council receiving no Revenue Support Grant from 2017/18.
- 10 The decision to become financially self-sufficient is intended to give the Council greater control over its services, reducing the potential for decision making to be influenced by the level of funding provided by government to local authorities.
- 11 The Council's decision to seek to become financially self-sufficient was subject to scrutiny by the Local Government Associations Peer Challenge of the District Council during December 2013. In their closing letter to the Council they concluded that they 'fully support that aspiration and given the existing and anticipated squeeze upon public finances this makes much sense'.
- 12 With the Council receiving no Revenue Support Grant from 2017/18 and New Homes Bonus reducing from 2018/19, this approach remains appropriate. The attached 10-year budget assumes no Revenue Support Grant or New

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Homes Bonus. Any funding received from these sources will be put into the Financial Plan Reserve which can be used to support the 10-year budget by funding invest to save initiatives and supporting the Property Investment Strategy. One of the aims of the Property Investment Strategy is to achieve an income yield of 3%+ above the Council's average treasury management return (currently 0.9%) when not borrowing or internally borrowing, and 3%+ above the borrowing rate (currently 1.9% for 30 years). Therefore, using funding for this purpose will result in additional year on year income that is not impacted by Government decisions.

- 13 Cabinet are keen to remain financially self-sufficient and be ahead of the game. This will include a new target to replace reliance on Business Rates income over the coming years. This will allow this Council to move ahead in the knowledge that this council has the financial resources to provide the services that the district's residents need into the future.

Service Dashboards

- 14 The intention of service dashboards is to provide Members with improved information during the budget setting process to provide context and inform any growth and savings ideas that Members may put forward.
- 15 The Service Dashboards cover a summary of the services provided, objectives, achievements and opportunities, challenges and risks and performance.
- 16 **Appendix A** contains the Service Dashboard for this Advisory Committee and **Appendix B** contains the budget for those services.

Savings Plan

- 17 **Appendix C** to this report sets out a summary of the savings and growth items approved by Council since the 10-year budget strategy was first used in 2011/12, which have allowed the Council to deliver a 10-year balanced budget.
- 18 The savings plan requires a total of over £7 million to be saved between 2011/12 and 2019/20 which is an average saving of over £800,000 per annum.
- 19 The 10-year budget attached shows a net saving or additional income requirement of £93,000 in 2020/21 and £100,000 per annum in later years to deliver a long-term sustainable budget.
- 20 Other pressures may result in a requirement for further savings. Officers will continue to monitor these pressures and report the latest position to Cabinet in December.

Proposed Growth and Savings Items

- 21 Growth items are items that are in addition to non-service issues and risks, such as grant settlements, impacts of economic change and other pressures highlighted in the 'Financial Prospects and Budget Strategy 2020/21 and Beyond' report considered by Cabinet on 12 September 2019.
- 22 A number of growth and savings items will be proposed at the Advisory Committees with the aim of achieving the £93,000 net savings mentioned above. The £93,000 does not necessarily have to all be achieved in 2020/21 but the impact is required to be £930,000 (i.e. £93,000 x 10 years) over the 10-year budget period.
- 23 The proposed growth and savings items relating to this Advisory Committee are listed in **Appendix D** (if applicable).
- 24 Service Change Impact Assessments (SCIAs) contain further details for all proposed growth and savings items. SCIAs applicable to this Advisory Committee can be found in **Appendix E** (if applicable).
- 25 During the budget process last year, each Advisory Committee was asked to provide further growth and savings suggestions to Cabinet. Some suggestions were approved as part of the 2019/20 budget, but Cabinet indicated that some other suggestions would be worth keeping on a list for future investigation. The suggestions for future investigation relating to this Advisory Committee are included in **Appendix F** and Members may wish to consider these ideas when proposing growth and savings suggestions.

Financial Summary

- 26 The assumptions currently included take into account the latest information available, but a number of assumptions may change before the final budget meeting in February 2019.
- 27 The 10-year budget attached at **Appendix G** includes the changes that were included in the 'Financial Prospects and Budget Strategy 2020/21 and Beyond' report.

Role of the Advisory Committees

- 28 A training session on the budget process have been provided to Members on 24 September 2019. If Members require any further training or require any additional details on the content of this report and appendices, please contact Adrian Rowbotham or Alan Mitchell prior to the meeting.
- 29 Views of the Advisory Committees on the growth and savings items proposed together with any additional suggestions will be considered by Cabinet at its meeting on 5 December 2019.

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Process and Timetable

- 30 This report is the second stage of the budget process as shown in the Budget Setting Timetable (**Appendix H**).
- 31 It is possible that Advisory Committees may have to re-address service budgets in January if significant changes have taken place leading to a large and unmanageable deficit.

Key Implications

Financial

All financial implications are covered elsewhere in this report.

Legal Implications and Risk Assessment Statement.

There are no legal implications.

For the effective management of our resources and in order to achieve a sustainable budget it is essential that all service cost changes and risks are identified and considered.

Challenges and risks are included in the Service Dashboards and each Service Change Impact Assessment (SCIA) includes the likely impacts including a risk analysis.

Financial risks will be reviewed again when the Cabinet publishes its proposals for the annual budget.

Equality Assessment

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups.

Individual equality impact assessments have been completed for all Service Change Impact Assessments (SCIAs) to ensure the decision making process is fair and transparent.

Conclusions

The Strategic Financial and Business Planning process has ensured that the Council follows a logical and well considered process and approach in dealing with the many difficult financial challenges that it has faced. The 10-year budget has further improved this process and helped to ensure that the Council is well placed in dealing with more immediate and longer-term financial challenges.

By becoming financially self-sufficient at an early stage, this Council has become much more in control of its own destiny.

The attached 10-year budget shows that this Council can continue to be financially stable going into the future with a level of assurance that any council would aspire to.

This budget process will once again be a major financial challenge for a Council that already provides value for money services to a high standard. In making any budget proposals, Members will need to consider the impact on service quality and staff well-being, to ensure that these proposals lead to an achievable 10-year budget that supports the Council's aspirations for customer-focused services.

Members' consideration and scrutiny of the relevant services is an essential and key element in the business and financial planning process. If the net total of growth and savings proposals identified by the Advisory Committees and approved by Cabinet does not reach the £93,000 savings target, additional savings will be required that may result in service changes, to ensure a balanced budget position.

Appendices

Appendix A - Service Dashboards relating to this Advisory Committee.

Appendix B - 2019/20 Budget by Service relating to this Advisory Committee.

Appendix C - Summary of the Council's agreed savings plan and growth items.

Appendix D - New growth and savings items proposed relating to this Advisory Committee (if applicable).

Appendix E - Service Change Impact Assessment forms (SCIAs) for the new growth and savings items relating to this Advisory Committee (if applicable).

Appendix F - Growth and savings suggestions made last year that were agreed by Cabinet to be kept on the list for possible future investigation - relating to this Advisory

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Committee (if applicable)

Appendix G - 10-year budget

Appendix H - Budget Setting Timetable

Background Papers

[Financial Prospects and Budget Strategy 2020/21 and Beyond - Cabinet 12 September 2019](#)

Adrian Rowbotham

Chief Officer Finance and Trading

Service Dashboard Portfolio for Housing & Health

The services we provide

Housing strategy & policy, housing standards, housing needs, homelessness, empty homes, gypsy and traveller, disabled facilities grants, health, energy efficiency, fuel poverty, HERO, wellbeing

Service contribution

Statutory service



Income generating



Working in partnership



Council Plan

Wellbeing ✓

Environment ✓

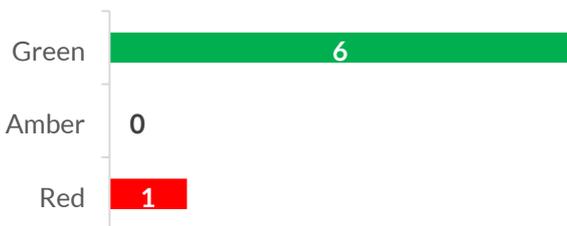
Economy ✓

Housing ✓

Community Safety ✓

Health ✓

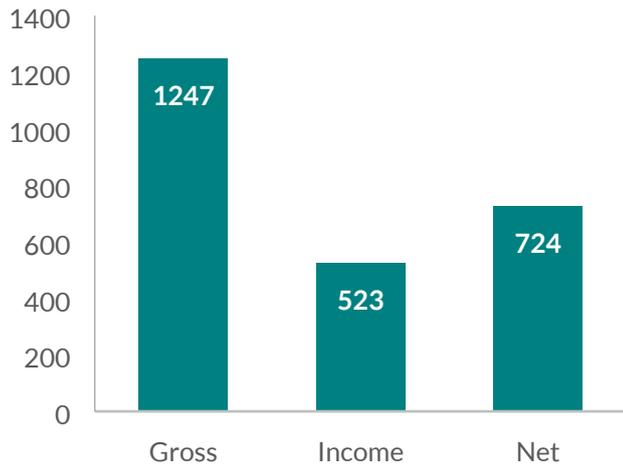
Performance



Achievements & Opportunities

- Success of the One You & One You Your Home programmes
- Successful use of the Better Care Fund to provide improvements to the health of residents across the District
- Providing £1.1m of disabled facilities grants across the District
- Investment by Quercus Housing to provide new housing opportunities for residents

Portfolio Budget (£000)



Challenges & Risks

- Continuing to work to improve health & wellbeing across the District
- Providing genuinely affordable homes across the District
- Successful delivery of the Housing Strategy
- Bringing the housing register service back in-house
- Continuing to support residents faced with homelessness

Housing and Health Advisory Committee				Appendix B
Chief Officer		2019/20 Exp Budget	2019/20 Inc Budget	2019/20 Approved Net Budget
Revenue				
People & Places	Choosing Health WK PCT	113	(113)	0
People & Places	Health Improvements	53		53
People & Places	Homeless	382	(129)	253
People & Places	Homelessness Funding	109	(109)	0
People & Places	Housing	132	(14)	118
People & Places	Housing Energy Retraining Options (HERO)	83	(38)	45
People & Places	Housing Initiatives	48		48
People & Places	One You - Your Health Project	0		0
People & Places	PCT Initiatives	0		0
People & Places	Troubled Families Project	0		0
People & Places	Disabled Facilities Grant Administration	0	(20)	(20)
People & Places	Energy Efficiency	27	(1)	26
People & Places	Gypsy Sites	50	(56)	(6)
People & Places	Private Sector Housing	250	(43)	207
		1,247	(523)	724
Capital				
People & Places	Disabled Facilities Grants			1,100
				1,100

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SCIA Year	No.	Description	2011/12 - 2019/20 £000	2020/21 £000	Later Years £000	Total £000
		Cleaner and Greener Advisory Committee				
2016/17	8	Playgrounds: reduction in asset maintenance (reversal of temporary saving item)			7	
2016/17	9	Public Conveniences: reduction in asset maintenance (reversal of temporary saving item)			8	
2019/20	3	Bradbourne Lakes - Consultancy (reversal of temporary growth item)		(60)		
2019/20	7	Car Parking - Enforcement for Tandridge DC (reversal of temporary saving item)			30	
		Development and Conservation Advisory Committee				
		No savings or growth agreed from 2020/21 onwards				
		Finance and Investment Advisory Committee				
2011/12	62,63	Staff terms and conditions - savings agreed by Council 18/10/11		(187)		
		Housing and Health Advisory Committee				
		No savings or growth agreed from 2020/21 onwards				
		Improvement and Innovation Advisory Committee				
2017/18	10	Apprenticeship Levy (reversal of temporary growth item)		(45)		
2018/19	3	Swanley Local Office contract		(15)		
2018/19	13	IT Developers: funding for two years (reversal of temporary growth item)		(51)		
		People and Places Advisory Committee				
		No savings or growth agreed from 2020/21 onwards				
		Minor movements between years			(1)	
		Total Savings	(7,366)	(202)	44	(7,524)
		Total Growth	2,201	(156)	0	2,045
		Net Savings	(5,165)	(358)	44	(5,479)

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New Growth and Savings Proposals: Housing and Health Advisory Committee

SCIA Year	No.	Description	Year	Ongoing	2020/21 Impact £000	Budget Impact £000
Growth						
		none				
		Sub Total			0	0
Savings						
		none				
		Sub Total			0	0
		Net (Savings)/Growth Total			0	0

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SERVICE CHANGE IMPACT ASSESSMENT

Not applicable for this Advisory Committee as there are no new growth and savings proposals.

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Growth and Savings Suggestions made last year that were agreed by Cabinet to be kept on the list for possible future investigation

Cabinet 06/12/18:

Cabinet discussed the further growth and savings items suggested by Advisory Committees and indicated that the following items be kept on the list for possible future investigation.

Housing and Health Advisory Committee

Growth
Consideration be given to investigate whether there was an increased need which outweighed the current provision of the HERO service.
Savings
none

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Ten Year Budget - Revenue

Appendix G

	Budget 2019/20	Plan 2020/21	Plan 2021/22	Plan 2022/23	Plan 2023/24	Plan 2024/25	Plan 2025/26	Plan 2026/27	Plan 2027/28	Plan 2028/29	Plan 2029/30
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Expenditure											
Net Service Expenditure c/f	14,687	15,251	15,556	15,972	16,353	16,740	17,133	17,531	17,936	18,450	18,971
Inflation	608	656	472	481	487	493	499	505	513	521	530
Superannuation Fund deficit and staff recruitment & retention	0	100	0	0	0	0	0	0	0	0	0
Net savings (approved in previous years)	(181)	(298)	44	0	0	0	(1)	0	1	0	(1)
New growth	256	(60)	0								
New savings/Income	(119)	(93)	(100)	(100)	(100)	(100)	(100)	(100)	0	0	0
Net Service Expenditure b/f	15,251	15,556	15,972	16,353	16,740	17,133	17,531	17,936	18,450	18,971	19,500
Financing Sources											
Govt Support: Revenue Support Grant	0	0	0	0	0	0	0	0	0	0	0
New Homes Bonus	0	0	0	0	0	0	0	0	0	0	0
Council Tax	(10,917)	(11,261)	(11,616)	(11,979)	(12,353)	(12,737)	(13,131)	(13,536)	(13,927)	(14,328)	(14,740)
Business Rates Retention	(2,132)	(2,139)	(2,182)	(2,226)	(2,271)	(2,316)	(2,362)	(2,409)	(2,457)	(2,506)	(2,556)
Collection Fund Surplus	0	0	0	0	0	0	0	0	0	0	0
Interest Receipts	(200)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)	(250)
Property Investment Strategy Income	(1,258)	(1,311)	(1,311)	(1,311)	(1,411)	(1,455)	(1,455)	(1,655)	(1,655)	(1,655)	(1,696)
Contributions to/(from) Reserves	(353)	(353)	(353)	(179)	(179)	(635)	148	148	148	148	148
Total Financing	(14,860)	(15,314)	(15,712)	(15,945)	(16,464)	(17,393)	(17,050)	(17,702)	(18,141)	(18,591)	(19,094)
Budget Gap (surplus)/deficit	391	242	260	408	276	(260)	481	234	309	380	406
Contribution to/(from) Stabilisation Reserve	(391)	(242)	(260)	(408)	(276)	260	(481)	(234)	(309)	(380)	(406)
Unfunded Budget Gap (surplus)/deficit	0	0	0	0	0	0	0	0	0	0	0

Assumptions

Revenue Support Grant:	nil all years
Business Rates Retention:	Business Rates Retention safety-net in 19/20 plus 2% in later years
Council Tax:	2% in all years
Council Tax Base:	Increase of 580 Band D equivalent properties from 20/21, 480 from 27/28
Interest Receipts:	£250,000 in all years
Property Investment Strategy:	£1.311m from 20/21, £1.411m from 23/24, £1.455m from 24/25, £1.655m from 26/27, £1.696m from 29/30
Pay award:	2% in all years
Other costs:	2.25% in all years
Income:	2.5% in all years except for off-street car parks which are an average of 3.5% per annum from 19/20 - 23/24

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2020/21 Budget Setting Timetable

	Date	Committee
Stage 1		
Financial Prospects and Budget Strategy 2020/21 and Beyond	3 September	Finance & Investment AC
	12 September	Cabinet
↓		
Stage 2		
Review of Service Dashboards and Service Change Impact Assessments (SCIAs)	1 October	People & Places AC
	3 October	Improvement & Innovation AC
	8 October	Housing & Health AC
	15 October	Development & Conservation AC
	29 October	Cleaner & Greener AC
	21 November	Finance & Investment AC
↓		
Stage 3		
Budget Update (incl. Service Change Impact Assessments (SCIAs), feedback from Advisory Committees)	5 December	Cabinet
↓		
Stage 4		
Budget Update (incl. Government Settlement information)	9 January	Cabinet
↓		
Stage 5		
<i>Budget Update and further review of Service Change Impact Assessments (if required)</i>	<i>January - February</i>	<i>Advisory Committees</i>
↓		
Stage 6		
Budget Setting Meeting (Recommendations to Council)	6 February	Cabinet
↓		
Stage 7		
Budget Setting Meeting (incl. Council Tax setting)	25 February	Council

Note: The Scrutiny Committee may 'call in' items concerning the budget setting process.

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ALMSHOUSES PROJECT

Housing and Health Advisory Committee - 8 October 2019

Report of Chief Officer People & Places

Status For Information

Key Decision No

This report supports the Key Aim of delivering the District Council’s Housing Strategy 2017.

Portfolio Holder Cllr. Robert Piper

Contact Officer Gavin Missons, Ext. 7332

Recommendation to the Housing and Health Advisory Committee: That Members note the report setting out progress made against Priorities 2.20 and 2.21 of the District Council’s Housing Strategy 2017.

Reason for recommendation: To update Members on key activity being undertaken and which supports the District Council’s Housing Strategy 2017 as well as key themes in the Community Plan 2013-2028 (including: Caring Communities; Green Environment; Healthy Environment; Sustainable Economy).

Introduction and Background

- 1 The District Council’s Housing Strategy was adopted back in 2017 and includes a wide-range of objectives contained under the following three themes: 1) To provide a good mix of decent and affordable housing across tenures; 2) To improve the quality and use of the existing housing stock; and 3) To meet the needs of vulnerable and low-income households.
- 2 Under Theme 2, Priority 2.20 (p30), the District Council has committed to: *‘Expand its support to almshouses charities and other small providers through a variety of means in order to improve the housing stock condition and create more effective business operations’.*
- 3 There are several reasons for this objective, including: 1) Some almshouses charities have, historically, kept accommodation fees to a minimum and not in line with inflation - the result being that revenue is insufficient to enable maintenance and repairs of properties; and 2) Many properties are old, inaccessible and in sub-standard condition (when gauged against the national Decent Homes Standard), thermally-inefficient and off the mains gas-network.

Agenda Item 8

- 4 The District Council has, so far, offered its support to two almshouses charities in order to rebase accommodation fees to more appropriate levels with a view to increasing revenue for maintenance and repairs programmes etc. This was coupled with financial support through Section 106 affordable housing developer contributions to undertake essential repairs and other improvements to place those charities on a firm footing going forward. As a result, the charities are better able to build up funds for maintenance and repair programmes through increased revenue.
- 5 Members also requested that investigations were undertaken to identify any almshouses schemes with surplus land and which could potentially accommodate additional dwellings - the idea being to provide further much-needed housing for older and vulnerable people (almshouses providing for a particular need) whilst also helping to generate additional revenue to help protect and preserve the existing housing.

Progress to date

- 6 Officers have subsequently undertaken early investigations on several sites and worked with local charities, board members and local Members to explore the idea further.
- 7 This work has also been factored into the District Council's rural housing work programme whereby local housing needs studies are carried out with a view to developing new rural housing exceptions sites for households in need and with a defined local connection to the relevant parish. This can provide sufficient evidence for any subsequent planning applications.
- 8 This is all work in progress, therefore, and investigations are likely to continue for some time as this form of new provision is typically complex and untested here in the Sevenoaks District. Therefore, it is proposed to provide HHAC with a further update on this project in early 2020.
- 9 Through this work, it is also worth noting that the District Council has been able to offer other bespoke housing and other wider advice/support for older residents of almshouses schemes - all of which was outside the scope of the main project and supports several housing and health-related outcomes.

Almshouses forum

- 10 Under Theme 2, Priority 2.21 (p30), the District Council has also committed to: *'Hold a forum for almshouses and other small affordable housing providers to create a support network and to share good practice'*.
- 11 The aim of this priority is to support local almshouses charities on a range of issues, such as: 1) rebasing accommodation fees to more appropriate levels; 2) investigating any potential for new provision (as per priority 2.20); 3) exploring the benefits of mergers; 4) offering technical advice on maintenance and repairs; 5) providing advice on housing support services and welfare benefits; 6) and to provide updates on housing-related guidance and legislation etc.

- 12 This will be a new forum in the District and one which, assuming well-received and successful, the District Council would look to hold annually. A forum is to be planned for early 2020, therefore, and Housing and Health Advisory Committee (HHAC) Members will also be invited to participate. In order to maximise attendance, the forum will be held in the evening.
- 13 If another forum were then not considered as necessary, the next step would be to produce a newsletter created and distributed by the District Council. Again, the aim of this approach would be to provide information on housing standards, guidance and legislation, welfare support and wider health advice etc.

Key Implications

Financial

Any new-build projects would require funding and this would be dependent on the development model adopted. It is impossible to say at this point the level of funding required, therefore, but this could range from initial investigatory and preparatory works to land and development costs, through to ongoing repairs and maintenance programmes. Any funding required would likely come via Section 106 (S106) affordable housing developer contributions, however, and with no impact on District Council budgets. Any joint venture opportunities would be unlikely.

Legal Implications and Risk Assessment Statement.

Again, at this stage it is impossible to say - though, this would all be assessed and a summary provided in any follow-up report to HHAC.

Equality Assessment

An equality impact assessment would be carried out on any subsequent project and again provided in any follow-up report to HHAC. Generally, however, the aim of this project is to provide additional housing for older low-income households and to improve, protect and preserve the existing housing. There would be generally positive impacts on end users, therefore.

Appendices None

Background Papers *Housing Strategy: Wellbeing Starts at Home*
https://www.sevenoaks.gov.uk/downloads/file/1028/housing_strategy_2017
Community Plan 2013-2028
https://www.sevenoaks.gov.uk/site_search/results/?q=community+plan&jadu-search-type=1
Decent Homes Standard
<https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>

Lesley Bowles

Chief Officer People & Places

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HEALTH LIAISON BOARD

Minutes of the meeting held on 4 September 2019 commencing at 12.00 pm

Present: Cllr. Piper (Chairman)

Cllrs. Dr. Canet, Perry Cole, G. Darrington, Harrison and Hunter

Apologies for absence were received from Cllrs. Foster and Parkin

Cllrs. Cheeseman, Penny Cole, Coleman, Collins and P. Darrington were also present.

9. Minutes

Resolved: That the Minutes of the Health Liaison Board held on 5 June 2019 be approved and signed by the Chairman as a correct record.

10. Declarations of Interest

No additional declarations of interest were made.

11. Actions from the previous meeting (if any)

The Head of Housing and Health advised that information would be circulated regarding the Dementia Forum visit, and healthy living projects.

12. Establishing a Single NHS Clinical Commissioning Group for Kent and Medway

The Board welcomed Dr Bob Bowes, NHS Clinical Lead for West Kent Clinical Commissioning Group (CCG), Sue Braysher, Director of System Transformation and Bob Cook Integrated Care Partnership Development Board who delivered a [presentation](#) on establishing a single NHS CCG for Kent and Medway.

The Presenters provided Members with background information for the proposed change and the NHS Long Term Plan. The approach would be known as the Kent and Medway Integrated Care System which included Primary Care Networks (PCNs - which are area clusters of GP's), Integrated Care Partnerships (ICPs - health and social care partner organisations) and a System Commissioner.

Members were advised that by combining the 8 separate Kent CCGs to one, it would overcome fragmentation and duplication, allowing faster decision making and savings; offer consistent and ongoing support to the new PCNs to develop their role, and provided authoritative leadership to the new ICPs and awarded contracts that would be both transformative and deliverable.

In response to questions, Members were advised that the proposed single CCG for Kent and Medway would continue to put patients' needs first. The Integrated Care System will also include centralised hubs for services at one location and enable GP's services to be linked to offer more choice to patients. In response to further questions, the Presenters advised that funds were allocated per patients registered at GPs. Waiting times were not currently monitored as GP Practices were privately managed and had different priorities.

The Chairman thanked Dr Bob Bowes, Sue Braysheer and Bob Cook for their attendance.

13. NHS Urgent Care Services in Dartford, Gravesham and Swanley

The Board welcomed Gerrie Adler, Director of Strategic Transformation for Dartford Gravesham and Swanley CCG, Angela Basoah - Head of Communication and Engagement and Mark Atkinson - Head of Commissioning West Kent CCG to the meeting, who gave a [presentation](#) on the NHS Urgent Care Services Consultation for Dartford, Gravesham and Swanley (DGS).

Members were advised that term 'Urgent Care' relates to care to treat illnesses or injuries that were not life-threatening, but that would require an urgent clinical assessment or treatment on the same day. Currently there were different services provided at various sites across DGS, which could be confusing for the public. With the increasing population it was important that the right services were provided in the right place to meet growing demand. By having an Urgent Treatment Centre, 27 national standards would need to be met offering treatment for minor injuries and illnesses in one place; led by GP's working with nurses and other health professionals. The services would be integrated with GP out-of-hour services.

In the public consultation, the two options for the proposed Urgent Treatment Centres were set out:

- Option one was to create an Urgent Treatment Centre at Gravesham Community Hospital. This includes moving services from the current Fleet Health Campus in Northfleet (White Horse Walk-in Centre) to join up the Minor Injuries Unit at Gravesham Community Hospital.
- Option two was to create an Urgent Treatment Centre at Darent Valley Hospital by moving services from the current Minor injuries Unit at Gravesham Community Hospital and the Fleet Health Campus in Northfleet (White Horse Walk-in) to Darent Valley Hospital.

Advantages and disadvantages of both options were briefly provided.

Members discussed the two options available. Concern was raised at the parking availability surrounding the Darent Valley Hospital and the accessibility problems via public transport. There were also pressures affecting the site from traffic to the local shopping centre. Members expressed the importance that whichever site was chosen for the Urgent Treatment Centres, access for patients was most

important, as most people would use the services that are closest to where they lived.

In response to questions, the Director of Strategic Transformation advised that it was anticipated 150 additional patients per day would be seen at the new Urgent Treatment Centre at either site. However, if the Urgent Treatment Centre was at Darent Valley Hospital, 90 of those additional patients per day, would be instead of them attending Darent Valley Hospital A&E. Members were advised that having two Treatment Centres was not an option due to the duplication of services within close proximity of each site and therefore additional pressures on staffing and resources. It was important that there was the right standards of care for patients.

Members discussed the two options available and were in general in support of option 2 at Darent Valley Hospital due to it being co-located with the A&E department. Concern was raised at the parking situation and how this may affect the services.

The Chairman thanked Gerrie Adler, Angela Basoah and Mark for their attendance.

Resolved: That Members' views be noted.

14. Updates from Members

The Chairman updated Members to advise that the waiting time for Cancer treatment at Tunbridge Wells Hospital had improved and was now at 65 days is compared with a target of 62 days, following the recent news article about issues with long waiting times.

15. Workplan

A Mental Health drop in update would be circulated, and District Nurses would be added to the work plan.

THE MEETING WAS CONCLUDED AT 2.24 PM

CHAIRMAN

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Housing and Health Advisory Committee Work Plan 2018/19 (as at 26/09/19)

8 October 2019	26 November 2019	11 February 2020	Summer 2020
Health Liaison Board minutes Almshouses Options Report Presentation form WKHA re investment in the District	Health Liaison Board minutes Housing Strategy Progress report including implications of the Local Plan Health and Wellbeing Action Plan Housing Civil penalties and charges Temporary Accommodation Policy	Health Liaison Board minutes Tenancy Statement Consultation Draft Shared Ownership Options Report Kent and Medway Housing Strategy	Health Liaison Board minutes

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