

29 September 2020 at 5.00 pm

This meeting will be held virtually via Zoom,  
And will be livestreamed here:

[https://www.youtube.com/channel/UCIT1f\\_F5OfvTzxjZk6Zqn6g](https://www.youtube.com/channel/UCIT1f_F5OfvTzxjZk6Zqn6g)

Despatched: 21.09.20



# Housing & Health Advisory Committee

## Membership:

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

## Agenda

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 9 June 2020, as a correct record.	(Pages 1 - 4)	
2. <b>Declarations of Interest</b> Any interests not already registered.		
3. <b>Actions from Previous Meetings (if any)</b>		
4. <b>Update from Portfolio Holder</b>		
5. <b>Referrals from Cabinet or the Audit Committee (if any)</b>		
6. <b>Budget 2021/22: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)</b>	(Pages 5 - 28)	Alan Mitchell Tel: 01732227483
7. <b>Caravan Site Licensing Fees</b>	(Pages 29 - 60)	Daniel Shaw Tel: 01732227155
8. <b>The Future of the 'Sevenoaks Switch and Save' Scheme</b>	(Pages 61 - 66)	Daniel Shaw Tel: 01732227155
9. <b>Rough Sleepers Covid-19 Update report</b>	(Pages 67 - 74)	Hayley Brooks Tel: 01732 227272

10. **To note minutes of the Health Liaison Board** (Pages 75 - 80)  
To note the Minutes of the meeting of the Health Liaison Board held on 9 September 2020.
11. **Work Plan** (Pages 81 - 82)

#### 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](mailto:democratic.services@sevenoaks.gov.uk).

**HOUSING & HEALTH ADVISORY COMMITTEE**

Minutes of the meeting held on 9 June 2020 commencing at 3.00 pm

Present: Cllr. Maskell (Chairman)

Cllr. Coleman (Vice Chairman)

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

Apologies for absence were received from Cllrs. Perry Cole and Piper

Cllrs. Dyball and Parkin were also present.

30. Minutes

Resolved: That the Minutes of the meeting of the Housing and Health Advisory Committee held on 26 November 2019 be approved and signed by the Chairman as a correct record.

31. Declarations of Interest

There were none.

32. Actions from Previous Meetings

The action was noted. The Housing Policy Manager advised that due to the pandemic a visit would now take place later in the year.

33. Update from Portfolio Holder

A Portfolio update would be given to the next meeting.

34. Referrals from Cabinet or the Audit Committee

There were none.

35. West Kent Housing Association Presentation

The Chairman welcomed Tracy Allinson West Kent Housing Association's Chief Executive (WKHA) and Cathy McCarthy, Housing Director WKHA, to the meeting. Members received a presentation from them highlighting their vision, updates to their strategic plan and the importance of partnership working going forward. Members welcomed the messages within the presentation and took the opportunity

to ask questions which included concern about the condition of empty properties and lettings.

Resolved: That the presentation be noted.

36. Housing Options - Voluntary Housing Relocation Schemes

The Head of Housing and Health presented the report which sought Members' approval of pursuing the opportunity to work with organisations offering voluntary housing relocation schemes. The scheme could be added to the range of housing options for suitable customers at risk of homelessness, which would help to reduce the pressure on temporary accommodation and affordable housing locally. The Chief Officer People and Places was able to offer her own experience of the relocation scheme and how it was working elsewhere in the County, and Members were reassured of the hand-holding service offered on any relocation scheme. It was made clear that it did not prevent a customer returning to the District and receiving housing advice and support.

A concern was expressed that this should only be offered as a voluntary option and that suitable customers should not feel obliged to choose it. The Head of Housing and Health advised that it was not a quick option and could be investigated in tandem with other housing options, it was merely an opportunity should a customer wish to make a fresh start and the Council would help them to explore it. Members would receive feedback on its operation, and any scheme closely monitored.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that the Council work with voluntary housing relocation schemes in other locations.

37. Draft Tenancy Statement (2020)

The Housing Policy Manager presented the report which set out the changes to the draft document following a recent review in line with the District Council's Housing Strategy. Recommendations broadly followed those of the previous document with additions to cover pet-friendly policies, Community Land Trusts (CLT) and Quercus Housing.

It was noted that these were recommendations only and there was no legal requirement for social housing providers to adhere to them. However, there was evidence that they were broadly followed and they were also beneficial in enhancing the District Council's partnership working with local Registered Providers. Key social housing providers had been consulted with no objections raised.

Members raised some issues regarding the pet-friendly policies and the potential to alienate residents already in a tenancy, which was counter balanced with the need

to be able to downsize an older resident with a pet. It was considered that this should be something looked at by Providers' on a case by case basis.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that the Draft Tenancy Statement 2020 be adopted as District Council policy, with a proviso that the pet-friendly scheme be exercised with appropriate controls.

38. Review of Homelessness Out of Hours Service

The Head of Housing & Health presented the report which updated Members on the current pilot, with Centra, to provide the Council's homelessness out of hours service.

The pilot with Centra had commenced on 17 October 2019 initially as 6 months, but which had been extended for a further two months with a review due on 17 April 2020. However, as a result of the response to Covid-19, which has placed additional pressures on the housing advice service, in consultation with the Cabinet Member for Housing and Health, it was agreed to allow the pilot to be extended for a full year period to 16 October 2020.

As part of the pilot, the Head of Housing and Health had met regularly with Centra and monitored performance and any concerns.

The report also set out customer feedback received, and based on this to date, officers were satisfied that the Council and its customers were receiving a good-value, efficient service from Centra during the pilot period. A final 12-month review of the pilot would be presented to the Housing and Health Advisory Committee and Cabinet in September and October 2020 respectively, to decide on the way forward.

The Chairman advised that it would be worth identifying other options/providers as part of the full review, in case the pilot did not go as well as hoped and an alternative was required. He also advised that he was aware that Councillor Osborne-Jackson would like to be part of supporting the Committee's oversight of how the project was developed over the next four months, working alongside the Portfolio Holder.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the customer feedback supplied to date, regarding the pilot with Centra to provide the Council's homelessness Out-Of-Hours service, be noted.

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Housing & Health Advisory Committee - 9 June 2020

39. To note minutes of the Health Liaison Board

The minutes were noted.

40. Work Plan

The work plan was noted. An update on the COVID 19 recovery response for rough sleepers was added to the work plan for the next meeting along with an update from West Kent Housing in February 2021.

THE MEETING WAS CONCLUDED AT 5.12 PM

CHAIRMAN

**BUDGET 2021/22: SERVICE DASHBOARDS AND SERVICE CHANGE IMPACT ASSESSMENTS (SCIAS)**

**Housing and Health Advisory Committee - 29 September 2020**

Report of	Deputy Chief Executive and Chief Officer - Finance & Trading
Status	For comment
Also considered by	People and Places Advisory Committee - 6 October 2020 Improvement and Innovation Advisory Committee - 8 October 2020 Cleaner and Greener Advisory Committee - 13 October 2020 Development and Conservation Advisory Committee - 20 October 2020 Finance and Investment Advisory Committee - 21 October 2020
Key Decision	No

**Executive Summary:**

This report sets out updates to the 2021/22 budget within the existing framework of the 10-year budget and savings plan. The report presents growth and savings/additional income 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 2021/22.

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 will be more challenging this year due to the financial impact of the Covid-19 pandemic.

The budget process will be shorter this year so that the Council's budget is set at the November Council meeting instead of the February Council meeting. This should enable any changes to be implemented with effect from 1 April 2021 and the period of uncertainty for staff minimised.

The annual budget gap included in this report is £826,000 which is largely due to Covid-19. The Advisory Committees will comment on the growth and

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savings/additional income proposals included in the reports, and their recommendations will be considered by Cabinet as part of the process to remove this gap.

By addressing the issues this year, this Council will once again be in a strong financial position that other councils would aspire to.

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**Portfolio Holder**      Cllr. Matthew Dickins

**Contact Officers**      Adrian Rowbotham, Ext. 7153

Alan Mitchell, Ext. 7483

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### **Recommendation to each Advisory Committee:**

(a) Advise Cabinet with views on the growth and savings/additional income proposals identified in Appendix F applicable to this Advisory Committee.

(b) Advise Cabinet with further suggestions for growth and savings/additional income applicable to this Advisory Committee.

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**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.

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### **Introduction and Background**

- 1      The Council's financial strategy over the past sixteen 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.
- 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 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 immediate 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 financial strategy that is focused on local solutions. These solutions include:
  - continuing to deliver financial savings and service efficiencies;
  - growing the council tax 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/additional income items that could be included in the updated 10-year budget that will be presented to Council on 17 November 2020.
- 7 The 'Financial Prospects and Budget Strategy 2021/22 and Beyond' report has been presented to Cabinet to start the budget setting process for 2021/22.

### **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 was 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'.

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- 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 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 support for 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 0.6%) when not borrowing or internally borrowing, and 3%+ above the borrowing rate (currently 2.6% for 30 years) when externally borrowing, based on an average over ten 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 which has served the Council well and ensured it is one of the most financially stable local authorities in the country. Last year a new target was set to replace reliance on Business Rates income over the coming years. However, due to the impact of Covid-19 and the greater uncertainty as Government reviews have been deferred, this will not be addressed during this budget process but remains a future aim. This ambition 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/additional income 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/additional income 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 £7.7 million to be saved between 2011/12 and 2020/21 which is an average saving of £770,000 per annum.
- 19 **Appendix D** contains changes since the last 10-year Budget was agreed by Council on 4 February 2020. These changes are largely due to the ongoing impact of Covid-19 and the 2020/21 pay award being higher than previously

assumed. These changes were explained in the Financial Prospects report presented to FIAC and Cabinet in September.

- 20 These changes result in a budget gap of £826,000 per annum.
- 21 **Appendix E** contains an updated 10-year Budget to reflect these changes
- 22 In addition to the above budget gap, the 10-year budget attached shows a net saving or additional income requirement of £100,000 per annum in all years to deliver a long-term sustainable budget.
- 23 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 October.

### **Proposed Growth and Savings/Additional Income Items**

- 24 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 2021/22 and Beyond' report considered by Cabinet on 17 September 2020.
- 25 A number of growth and savings/additional income items will be proposed at the Advisory Committees with the aim of achieving the savings/additional income to bridge the £826,000 budget gap.
- 26 The proposed growth and savings/additional income items relating to this Advisory Committee are listed in **Appendix F** (if applicable).
- 27 Service Change Impact Assessments (SCIAs) contain further details for all proposed growth and savings/additional income items. SCIAs applicable to this Advisory Committee can be found in **Appendix G** (if applicable).

### **Financial Summary**

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

### **Role of the Advisory Committees**

- 30 A training session on the budget process was provided to Members last year. 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.

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- 31 Views of the Advisory Committees on the growth and savings/additional income items proposed together with any additional suggestions will be considered by Cabinet at its meeting on 5 November 2020.

### Process and Timetable

- 32 This report is the second stage of the budget process as shown in the Budget Setting Timetable (**Appendix H**).
- 33 The budget process has been shortened this year so that this Council's budget is set at the November Council meeting instead of the February Council meeting. This should enable any changes to be implemented with effect from 1 April 2021 and the period of uncertainty for staff being reduced.
- 34 A Budget Update report will be presented to Cabinet on 15 October 2020 to provide details of progress made before the Budget Setting report is presented to Cabinet on 5 November 2020.
- 35 There will still be a Council Tax Setting report presented to Cabinet and Council in February as that will confirm the full Council Tax for the district in 2021/22 incorporating the Council Tax requirements of the preceptors (i.e. Kent County Council, Kent Fire, Kent Police, Town and Parish Councils).

### 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.

A separate Risks and Assumptions report will be presented to the Finance and Investment Advisory Committee and Cabinet.

### 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 is aiming to 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 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/additional income proposals identified by the Advisory Committees and approved by Cabinet does not reach the £826,000 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 - 2020/21 Budget by Service relating to this Advisory Committee.

Appendix C - Summary of the Council's agreed

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savings plan and growth items.

Appendix D - Summary of changes to the 10-year Budget

Appendix E - 10-year budget

Appendix F - New growth and savings/additional income items proposed relating to this Advisory Committee (if applicable)

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

Appendix H - Budget Setting Timetable

### **Background Papers**

Financial Prospects and Budget Strategy 2021/22 and Beyond - Cabinet 17 September 2020

**Adrian Rowbotham**

**Deputy Chief Executive and Chief Officer - Finance & 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 ✓

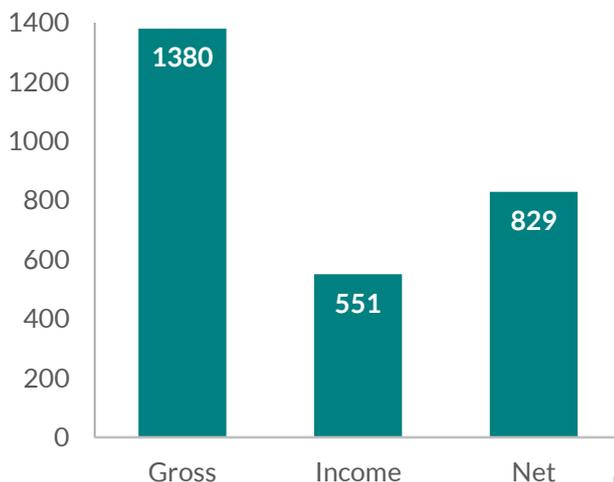
#### Performance



#### Achievements & Opportunities

- 206 affordable homes delivered in the district.
- 5-year rural housing programme introduced.
- Affordable Housing SPD included in emerging Local Plan.
- Supporting homeless families and rough sleepers
- Success of the One You & One You Your Home programmes
- Providing £1.1m of disabled facilities grants across the District

#### Portfolio Revenue Budget (£000)



#### Challenges & Risks

- New planning rules affecting delivery of affordable housing.
  - Land and property values.
  - Local Housing Allowance rates.
  - Challenging private rented sector.
  - Impact of Covid-19 on Housing Association business plans.
  - Continuing to support residents faced with homelessness, including increasing provision of temporary accommodation
- Supporting the Covid-19 recovery through the housing, HERO and health service

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Housing and Health Advisory Committee				Appendix B
Chief Officer		2020/21 Exp Budget	2020/21 Inc Budget	2020/21 Approved Net Budget
<b>Revenue</b>		£000	£000	£000
People & Places	Gypsy Sites	55	(56)	(1)
People & Places	Health Improvements	117	(65)	52
People & Places	Homeless	365	(132)	233
People & Places	Disabled Facilities Grant Administration	0	(50)	(50)
People & Places	Housing	219	(15)	204
People & Places	Housing Initiatives	49	0	49
People & Places	Housing Energy Retraining Options (HERO)	157	(109)	48
People & Places	Private Sector Housing	297	(3)	294
People & Places	Choosing Health WK PCT	121	(121)	0
		1,380	(551)	829

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Summary of the Council's Agreed Savings/Additional Income and Growth Items

Appendix C

SCIA Year	No.	Description	2011/12 - 2020/21 £000	2021/22 £000	Later Years £000	Total £000
		<b>Cleaner and Greener Advisory Committee</b>				
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	7	Car Parking: Enforcement for Tandridge DC (reversal of temporary saving item)		30		
2020/21	8	Postal costs: changes to postal arrangements		(20)		
		<b>Development and Conservation Advisory Committee</b>				
2020/21	3	Development Management: additional income and cost recovery in Strategic Planning		(25)		
		<b>Finance and Investment Advisory Committee</b>				
2020/21	9	Finance Team restructure (reversal of temporary savings item)			87	
		<b>Housing and Health Advisory Committee</b>				
		No savings or growth agreed from 2021/22 onwards				
		<b>Improvement and Innovation Advisory Committee</b>				
2020/21	1	Apprenticeship Levy (reversal of temporary growth item)			(50)	
2020/21	13	Electric Car Project (reversal of temporary growth item)		(5)		
		<b>People and Places Advisory Committee</b>				
		No savings or growth agreed from 2021/22 onwards				
		Minor movements between years		(1)		
		<b>Total Savings/additional income</b>	<b>(7,706)</b>	<b>(1)</b>	<b>87</b>	<b>(7,620)</b>
		<b>Total Growth</b>	<b>2,200</b>	<b>(5)</b>	<b>(50)</b>	<b>2,145</b>
		<b>Net Savings</b>	<b>(5,506)</b>	<b>(6)</b>	<b>37</b>	<b>(5,475)</b>

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Summary of Changes to the 10-year Budget

Appendix D

Description	Year	Ongoing	2021/22 Impact £000	10-year Budget Impact £000
<b>2021/22 savings target included in 10-year budget (savings not yet identified)</b>			<b>100</b>	<b>1,000</b>
<b>Covid-19 Impacts:</b>				
Council Tax Collection Fund deficit in 20/21 spread over 21/22-23/24	2021/22		121	363
Council Tax Collection rate reductions: 21/22 from 99.4% to 97.9%, 22/23 from 99.4% to 98.4%, later years remain at 99.4%	2021/22		175	296
Reduced income - Car Parking: assumed 25% reduction in 21/22, 20% in 22/23, 15% in 23/24, 10% in 24/25, 5% in 25/26	2021/22		1,027	3,080
Reduced income - Licensing: 21/22 only	2021/22		15	15
Interest Receipts: 37.5% reduction as lower balances to invest due to use of reserves to fund Covid-19 deficit	2021/22		112	1,120
Increased expenditure - FM: cleaning and PPE for staff	2021/22		18	180
Increased expenditure - IT: costs relating to working from home	2021/22		5	35
<b>Sub Total</b>			<b>1,473</b>	<b>5,089</b>
<b>Other Service Area Changes:</b>				
<b>Sub Total</b>			<b>0</b>	<b>0</b>
<b>Base Changes:</b>				
Rolled on to 2030/31 and base figures updated to 2020/21 budget			12	711
<b>Sub Total</b>			<b>12</b>	<b>711</b>
<b>Assumption Changes:</b>				
Pay Award: 20/21 increased from 2% to 2.75%, later years remain at 2%			132	1,455
<b>Sub Total</b>			<b>132</b>	<b>1,455</b>
<b>Total 10-year Budget change gap/(surplus)</b>			<b>1,717</b>	<b>8,255</b>

i.e: £826,000 per annum

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Ten Year Budget - Revenue

Appendix E

	Budget 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	Plan 2030/31
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Expenditure</b>											
Net Service Expenditure c/f	15,251	15,581	17,156	17,332	17,666	17,870	18,079	18,342	18,872	19,411	19,957
Inflation	666	616	496	503	509	515	522	529	539	547	556
Superannuation Fund deficit	0	0	0	100	0	0	50	0	0	0	0
Net savings (approved in previous years)	(358)	(6)	0	37	0	(1)	0	1	0	(1)	(1)
<b>New growth</b>	<b>160</b>	<b>1,065</b>	<b>(220)</b>	<b>(206)</b>	<b>(206)</b>	<b>(205)</b>	<b>(209)</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>New savings/Income</b>	<b>(138)</b>	<b>(100)</b>									
<b>Net Service Expenditure b/f</b>	<b>15,581</b>	<b>17,156</b>	<b>17,332</b>	<b>17,666</b>	<b>17,870</b>	<b>18,079</b>	<b>18,342</b>	<b>18,872</b>	<b>19,411</b>	<b>19,957</b>	<b>20,512</b>
<b>Financing Sources</b>											
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	(11,264)	(11,443)	(11,862)	(12,357)	(12,741)	(13,136)	(13,542)	(13,933)	(14,335)	(14,747)	(15,170)
Business Rates Retention	(2,139)	(2,182)	(2,226)	(2,271)	(2,316)	(2,362)	(2,409)	(2,457)	(2,506)	(2,556)	(2,607)
Collection Fund Deficit/(Surplus)	0	121	121	121	0	0	0	0	0	0	0
Interest Receipts	(300)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)	(188)
Property Investment Strategy Income	(1,428)	(1,468)	(1,508)	(1,558)	(1,558)	(1,558)	(1,655)	(1,655)	(1,655)	(1,696)	(1,696)
Contributions to/(from) Reserves	(378)	(365)	(175)	(161)	(604)	194	208	221	236	249	148
<b>Total Financing</b>	<b>(15,509)</b>	<b>(15,525)</b>	<b>(15,838)</b>	<b>(16,414)</b>	<b>(17,407)</b>	<b>(17,050)</b>	<b>(17,586)</b>	<b>(18,012)</b>	<b>(18,448)</b>	<b>(18,938)</b>	<b>(19,513)</b>
<b>Budget Gap (surplus)/deficit</b>	<b>72</b>	<b>1,631</b>	<b>1,494</b>	<b>1,252</b>	<b>463</b>	<b>1,029</b>	<b>756</b>	<b>860</b>	<b>963</b>	<b>1,019</b>	<b>999</b>
<b>Contribution to/(from) Stabilisation Reserve</b>	<b>(72)</b>	<b>(1,631)</b>	<b>(1,494)</b>	<b>(1,252)</b>	<b>(463)</b>	<b>(1,029)</b>	<b>(756)</b>	<b>(860)</b>	<b>(963)</b>	<b>(1,019)</b>	<b>(999)</b>
<b>Unfunded Budget Gap (surplus)/deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Assumptions**

Revenue Support Grant:	nil all years
Business Rates Retention:	Business Rates Retention safety-net in 20/21 plus 2% in later years
Council Tax:	2% in 21/22 onwards
Council Tax Base:	Increase of 580 Band D equivalent properties from 21/22, 480 from 27/28
Interest Receipts:	£188,000 in 21/22 onwards
Property Investment Strategy:	£1.468m in 21/22, £1.508m in 22/23, £1.558m from 23/24, £1.655m from 26/27, £1.696m from 29/30
Pay award:	2% in 21/22 onwards
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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## New Growth and Savings/Additional Income Proposals: Housing and Health Advisory Committee

SCIA Year	No.	Description	Year	Ongoing	2021/22 Impact £000	Budget Impact £000
<b>Growth</b>						
2021/22	20	Homelessness	2021/22	Y	100	1,000
		Sub Total			100	1,000
<b>Savings/Additional Income</b>						
		none				
		Sub Total			0	0
		Net (Savings)/Growth Total			100	1,000

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**SERVICE CHANGE IMPACT ASSESSMENT**

SCIA 20 (21/22)

<b>Chief Officer:</b>	Sarah Robson	<b>Service:</b>	People and Places
<b>Activity</b>	Housing Advice	<b>No. of Staff:</b>	5.5 FTE

<b>Activity Budget Change</b>	<b>Year: 2021/22 Growth / (Saving) £000</b>	<b>Later Years Comments (ongoing, one-off, etc.)</b>
Homelessness	100	Ongoing

**Reasons for and explanation of proposed change in service**

Since the introduction of the Homelessness Reduction Act, all councils have seen an increase in the number of households presenting as homeless or threatened with homelessness. As a result, this Council has seen an increase in the use and cost of temporary accommodation. The length of time customers stay in temporary accommodation is often longer due to lack of suitable move-on accommodation.

**Key Stakeholders Affected**

Homelessness households

**Likely impacts and implications of the change in service (include Risk Analysis)**

The cost of expensive temporary accommodation, including nightly paid accommodation places a budget growth pressure on the Council.

The Council currently receives Government funding to support homelessness via the Flexible Homelessness Support Grant. 2021/22 funding allocation has still to be confirmed. The funding is used to support homelessness prevention staffing costs but is also used to support temporary accommodation costs for homeless households.

**Risk to Service Objectives (High / Medium / Low)**

Medium

SERVICE CHANGE IMPACT ASSESSMENT

2020/21 Budget	£'000	Performance Indicators		
Operational Cost	365	Code & Description	Actual	Target
Income	(132)	LPI_HS A 03 - No. of households in All type of Emergency and Temporary Accommodation	86	80
Net Cost	233			

**Equality Impacts**

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. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. Regardless of different groups of people, all customers have to be consistently supported in line with Housing legislation.

**2021/22 Budget Setting Timetable**

<b>Stage 1: Financial Prospects and Budget Strategy 2021/22 and Beyond</b>	
8 September	Finance & Investment AC
17 September	Cabinet

<b>Stage 2a: Review of Service Dashboards and Service change Impact Assessments (SCIAs)</b>	
29 September	Housing & Health AC
6 October	People & Places AC
8 October	Improvement & Innovation AC
13 October	Cleaner & Greener AC
20 October	Development & Conservation AC
21 October	Finance & Investment AC

<b>Stage 2b: Budget Update</b>	
15 October	Cabinet

<b>Stage 3: Budget Setting Meeting (Recommendations to Council)</b>	
5 November	Cabinet

<b>Stage 4: Budget Setting Meeting</b>	
17 November	Council

<b>Stage 5: Council Tax Setting</b>	
11 February	Cabinet

<b>Stage 6: Council Tax Setting</b>	
23 February	Council

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

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**CARAVAN SITE LICENSING FEES**

**Housing & Health Advisory Committee - 29 September 2020**

Report of Chief Officer People & Places

Status For Decision

Also considered by Cabinet - 15 October 2020

Key Decision No

**Executive Summary:**

To date, the Council has not been able to charge for the licensing of caravan sites. However, with the introduction of the Mobile Homes Act 2013 the Council is now able to charge a fee to license residential caravan sites. Charging a fee will enable the Council to monitor site license compliance more effectively which will ensure residents' health and safety are better protected and the value of their homes safeguarded. The Council is now also able to take enforcement action where site owners are not managing and maintaining their sites and services adequately.

This report outlines the background behind the Mobile Homes Act 2013, explains the types of sites that the fees can be applied to, how many relevant sites there are in the Sevenoaks district and the expected income if the recommendations below are approved.

**Portfolio Holder** Cllr Kevin Maskell

**Contact Officer** Daniel Shaw, Ext.7155

**Recommendation to Housing and Health Advisory Committee:**

That members comment and recommend to cabinet the adoption of:

- (a) the Fees Policy for Relevant Protected Sites (see Appendix to apply from 1 September 2020); and
- (b) a charge for licensing fees for Relevant Protected Sites in accordance with the Mobile Homes Act 2013 to apply as from 1 September 2020.

**Recommendation to Cabinet:**

That subject to comments from the Housing and Health Advisory Committee, Members:

(a) Adopt the Fees Policy for Relevant Protected Sites (see Appendix to apply from 1 September 2020); and

(b) Adopt a charge for licensing fees for Relevant Protected Sites in accordance with the Mobile Homes Act 2013 to apply as from 1 September 2020.

---

### **Reason for recommendation:**

Charging a fee will enable the Council to monitor site license compliance more effectively which will ensure residents' health and safety are better protected and the value of their homes safeguarded. The Council is now also able to take enforcement action where site owners are not managing and maintaining their sites and services adequately.

---

### **Introduction and Background**

- 1 The Mobile Homes Act 2013, which came into force on 1 April 2014, was introduced as an addendum to the Caravan Sites and Control of Development Act 1960, and is intended to provide greater protection to occupiers of static residential caravans. The Act has enabled local authorities to charge for licensing functions in respect of "relevant protected sites". These include caravan sites typically known as residential parks or mobile home parks. Caravans are separated into 3 main types of caravan sites; Touring, Static Holiday and Static Residential (also known as Park Homes and Relevant Protected Sites). However, it does not extend to holiday or other non-permanent caravan sites.
- 2 Under the legislation, site owners can be charged for new site licence applications, for transfers and amendments to site licences, and for depositing site rules with the local authority. Local authorities may also charge an annual fee for administration and monitoring existing site licences. Fees can only be levied after first preparing and publishing a fair and transparent charging policy.
- 3 Under section 10A (2) of the Act the local authority must prepare and publish a fees policy before charging any fee in relation to a new application, an application to amend, an application to transfer or an annual licence fee. If a local authority revises its fees policy, it must publish the revised policy and act in accordance with that policy.
- 4 A static residential site, or 'relevant protected site' is defined in the Act as any land to be used as a caravan site *other* than one where a licence is:
  - granted for holiday use only
  - in any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the

year (such as planning conditions), for example seasonal use of Touring sites.

- 5 The new licensing scheme enables local authorities to monitor site license compliance more effectively whilst providing better rights and protection for park homeowners. Authorities now have the tools to take enforcement action where owners are not managing and maintaining their sites and its services. This will ensure residents' health and safety are better protected and the value of their homes safeguarded as well accessing other services the Council offers such as disabled facilities grants. Therefore this Policy will support Housing and wider Health outcomes for the resident's of the park homes.
- 6 Sites which are in mixed use i.e. partly holiday with some permanent residential fall within the definition of relevant protected site and fees can, therefore, be charged. The only exception is if the residential use is by the site owner or an employee working on the site, their permanent occupation does not make the site a relevant protected site.
- 7 A local authority can consider exempting sites based on a minimum size - this may be single unit sites or sites of a size less than a given figure e.g. 3 or 5. The rationale for exempting such sites being that they are low risk, they tend to be family run sites which are not run as a business, they are rarely, if ever, the subject of complaints and the cost of inspection is outweighed by the cost of administering any charges.
- 8 In setting its fees policy, a Council can decide to exempt certain types or categories of site. Importantly, the legislation allows the site owner to pass on any charge imposed on him/her by the Council to home owners through their pitch fees. Understandably this could prove unpopular with site residents but it is something beyond the Council's control unless a decision is made to not to make charges and instead for the Council to entirely absorb its expenses for administering this licensing system.
- 9 A local authority cannot make a profit. The fees can only cover the licensing function. Income from fees cannot compensate for expenses incurred when dealing with complaints or taking enforcement action.
- 10 Where an annual fee due to a local authority under this section has become overdue, the local authority may apply to a residential property tribunal for an order requiring the licence holder to pay the local authority the amount due by the date specified in the order; and the order may make provision about the manner in which the payment is to be made.
- 11 Where a licence holder fails to comply with an order under subsection (3) of the Mobile Homes Act 2013, within the period of three months beginning with the date specified in the order for the purposes of that subsection, the local authority may apply to a residential property tribunal for an order revoking the site licence.

### PROPOSAL

12 From 1 April 2014 local authorities are able to charge fees for:

- considering applications for the issue or transfer of a site licence
- considering applications for altering conditions in a site licence
- administration and monitoring of site licences
- depositing of Site Rules

It is proposed that Sevenoaks District Council charge these fees from 1 January 2021.

13 The fee for administration and monitoring is levied as an annual fee.

14 Where a local authority decides to charge fees these must be published in its Fees Policy document. Fees must be transparent and reasonable, they should fairly cover the costs (or part of the costs) incurred by a local authority under its functions in Part 1 of the Act, other than the costs of any enforcement action (which may be charged separately).

15 All time taken in establishing the information required to make an informed decision will be allowed to be included in the licence fee, whether or not the transfer or new licence is allowed.

16 The following can be considered in terms of officer time in setting fees;

- a) For a first **new licence application**-
  - An inspection of the site, at planning stage or on immediate planning approval, to discuss requirements with site owner;
  - A second visit, following the issue of a new licence, to check conditions and occupation of site.
- b) In the case of an **annual licence fee** -
  - A pre-programmed full site inspection;
  - A follow-up inspection to check compliance following programmed inspection.
- c) In the case of an **application to amend a licence** -
  - a site visit to assess the specifics of the application, any implications for the licence or its conditions and to assess whether undertakings need to be given.
- d) In the case of an **application to transfer a licence** -
  - generally, no site visit is required as the application is a desk top exercise only.

- e) In the case of **depositing Site Rules** -
- only Officer time can be considered as this is a desk top exercise.
- 17 Travel time to and from the site, including fuel costs can be taken into account. Time spent consulting with the site owner and third parties such as Planning, Fire & Rescue, Health & Safety can also be taken into account when setting fees.
- 18 Within Kent, 7 borough/district councils are charging fees, 2 plan to introduce fees shortly, 4 are not charging with no imminent plans to change, 1 has no relevant sites (See Table D).
- 19 3 borough/district councils are charging a per pitch fee for new applications and 3 borough/district councils are charging a banding fee and 1 borough/district council is charging a one-off fee.
- 20 4 borough/district councils are charging a per pitch fee for annual monitoring, whilst 2 are charging a banded fee based on the size of the site.
- 21 It is felt that a banded scale which fairly reflects the Officer time required to inspect the site would be the best way to charge fees fairly.
- 22 The fees charged need to be based on the number of Officer hours required to complete the tasks associated with issuing/amending/transferring the licence plus associated costs such as mileage and postage.
- 23 Based on Officer time at £55.64 per hour the charges (as calculated by the Private Sector Housing department) would be as per Table A (see below) for each Band, using an average of site pitches for the band.
- 24 Guidance has been taken from the Local Government Association document by the Planning Advisory Service - The Pre-Application Suite. 'The true cost of staff time is a product of the salaries of the people involved, their on costs and non-productive time (e.g. annual leave)'.

This gives a suggested calculation of using the hourly rate for the Officer plus total on-costs of 135%. The total on-costs include accommodation, corporate costs, annual leave, training and sickness.

- a) A **new application** has been worked out with the charges made up of 4hrs Officer Time for consultation with third parties such as Planning, Fire & Rescue, Health & Safety and the Site Owner, a Site Inspection (see **Table C\*** for an example of the breakdown of charges) followed by ½ hr Officer Time to issue the licence and a visit to the site to check conditions and occupation (allowing 2 hours).
- b) The Annual Fee has been worked out on a price per unit based on the total cost of carrying out our licencing functions for our sites divided equally by the total number of units over all our relevant protected sites, see Table C for breakdown of officer time.

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- c) A **Transfer of Licence** has been worked out on 1½ hrs Officer time only as no visit should be required.
- d) An **Amendment of Licence** has been worked out based on a 1hr Site Visit, average travel time, 1hr Officer time in the office plus associated costs (mileage, post etc).
- e) **Depositing Site Rules** has been worked out on the basis of a total of 1hr Officer time.
- 25 The first years' fees would be in-line with the values below, however, the guidance states that a degree of flexibility can be considered. If some sites are more time-consuming, or we realise that we have underestimated, or over-estimated the time required for tasks, we can amend the fees annually as required to ensure that they are an accurate reflection of the Officer time taken.
- 26 All future ratings would be in line with the Council's annual fees and changes review.

**TABLE A - based on calculations above**

Charge based on Officer time (£)	Band A Single pitch	Band B (2-10 pitches)	Band C (11-25 pitches)	Band D (26-50 pitches)	Band E (51-100 pitches)	Band F (101-200 pitches)	Band G (201-400 pitches)	Band H (401-800 pitches)
New application	£0	£542	£584	£653	£792	£1,071	£2,086	£3,199
Transfer	£84	£84	£84	£84	£84	£84	£84	£84
Amendment	£167	£167	£167	£167	£167	£167	£167	£167
Site Rules	£55	£55	£55	£55	£55	£55	£55	£55

Based on the residential sites that we have listed in the Sevenoaks district the regular annual income would be as per **Table B**. It is likely that some sites will also require an amendment/ transfer of their licence or depositing of Site Rules during the year.

**TABLE B**

Sevenoak's residential sites						
Site name	Pitches	Band	Annual Fee	Transfer	Amendment	Site Rules
Clearways	118	F	£1155	£84	£172	£55
East Hill Farm	42	D	£411	£84	£172	£55
East Hill Park	42	D	£411	£84	£172	£55
Florence Park	23	C	£225	£84	£172	£55
Hedge Barton	80	E	£783	£84	£172	£55

Kaysland	61	E	£597	£84	£172	£55
Kingsmeadow	40	D	£391	£84	£172	£55
Millview	24	C	£234	£84	£172	£55
Pasadena	40	D	£391	£84	£172	£55
St Brelades	50	D	£489	£84	£172	£55
Stanwell House	14	C	£137	£84	£172	£55
Wickens Meadow	40	D	£391	£84	£172	£55
			<b>£5,615</b>			

**TABLE C**

Inspection time and calculations used in formula to calculate annual licence fee (* cost associated with new application only)								
Process (Minutes)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Contact site owner to notify them of the time and date of inspection, enter action on Uniform, print off site licence and plan, prepare and organise for inspection*	N/A	50	50	50	50	50	50	50
Travel Time*	N/A	60	60	60	60	60	60	60
Inspect notices/certificate/site plan*	N/A	15	15	15	15	15	15	15
Inspect road and fire fighting equipment/Signage*	N/A	30	30	30	30	30	30	30
Inspect pitches and spacing approx. 3 mins per pitch using a laser tape and noting distances*	N/A	30	75	150	300	600	1695	2895
Follow up Paperwork and correspondence, attach inspection report to case management system etc.	N/A	60	60	60	60	60	60	60
Contingency to deal with unforeseen	N/A	30	30	30	30	30	30	30

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issues etc								
Annual admin of licence paperwork	N/A	55	55	55	55	55	55	55
Postage and printing. Larger sites require additional visits so higher mileage costs	N/A	10	10	10	15	15	15	15
<b>TOTAL (MINS)</b>	N/A	340	385	460	615	915	2010	3210
Number of Sites in each Band	N/A	0	3 x 385	6 x 460	2 x 615	1 x 915	0	0
<b>TOTAL</b>			<b>1155</b>	<b>2760</b>	<b>1230</b>	<b>915</b>	<b>0</b>	<b>0</b>

Formula  $A \div 60 \times B \div D = \underline{\pounds 9.79}$  per pitch

A = Total Minutes (All pitches on all sites 6060)

B = Officer Hourly Rate (£55.64)

D = Number of mobile homes in district (574)

**TABLE D**

District Council	Initial Licence Fee	Transfer Fee	Amend Licence	Annual Monitoring	Other
Ashford	£385.50 (1-10 pitches), £450.49 (11-50 pitches), £627 (51-99), £756.99 (100-199 pitches), £936.99 (200+ pitches)	£77.10 (1-10), £90.10 (11-50 pitches), £125.40 (51-99 pitches), £151.40 (100-199 pitches), £187.40 (200+)	£128.50 (1-10), £150.16 (11-50 pitches), £209 (51-99 pitches), £252.33 (100-199 pitches), £312.33 (100-200+)	£40 per pitch annually, charge to site owner	£60 to deposit/amend/delete Site Rules
Bexley	No licensed sites, only their own traveller site				
Bromley	Free				
Canterbury	From 2016 - £50 per pitch	£200	£50 plus £10 per pitch	£10 per pitch	Service of compliance notices £375, £100 to deposit

					site licence
Dartford	Free for 1-5 pitches, £439 for 6-25 pitches, £565 for 26-99 pitches	Free for 1-5 pitches, £149 (no visit)/£235 (visit) for 6-25 pitches, £149 (no visit)/£235 (visit) for 26-99 pitches	Free for 1-5 pitches, £149 (no visit)/£235 (visit) for 6-25 pitches, £149 (no visit)/£235 (visit) for 26-99 pitches	Free for 1-5 pitches, £164 6-25 pitches, £290 26-99 pitches	Free to deposit Site Rules 1-5 pitches, £50 for 6-99 pitches
Dover	£50 per pitch	£200	£200	£10 per pitch	£30 to deposit Site Rules, charge for Notices: £250 plus additional costs for specialist reports
Folkestone & Hythe	Free for a single pitch, 2-10 pitches £538, 11-25 pitches £626, 26-50 pitches £772, 51-100 pitches £1041, 101-200 pitches £1596, 201-400 £2690, 401-800 pitches £4878.	£59	£82.60	Free for a single Pitch, 2-10 pitches £319, 11-15 pitches £407, 26-50 £552.90, 51-100 £823.20, 101-200 pitches £1377, 201-400 pitches £2471.60, 401-800 pitches £4660.40	Deposit of site rules £39.50
Gravesham	£100 (1-5 pitches), £460 (6-24 pitches), £580 (25-99 pitches)	£25 1-5 pitches, £60 6-24 pitches, £60 25-99 pitches	£50 1-5 pitches, £130 6-24 pitches, £150 25-99 pitches	Free for 1-5 pitches, £180 6-24 pitches, £240 25-99 pitches	Free to deposit Site Rules 1-5 pitches, £50 for 6-99 pitches
Maidstone	Currently no fees but plan to introduce				
Medway	No fees				

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	mentioned				
Sevenoaks	Currently no fees but plan to introduce				
Swale	No fees mentioned				
Thanet	Free				
Tonbridge & Malling	£335	£110	£60 to deposit/am end/delete Site Rules		
Tunbridge Wells	£10.50 per pitch	£166	£166	£7.10 per pitch	£38 to deposit/am end/delete Site Rules, Site Expansion Fee £166 + £7.10 per pitch

### PROCEDURE

- 27 The operational implications of the proposal are low impact. The number of residential sites in the Sevenoaks district means that the additional work to invoice the site owners and chase any non-payment would be minimal. We would need to invoice the sites once a year in April, and chase up any non-payments, if payment is not made within the required timeframe enforcement action can be considered. We would also invoice the site owners if they want to make an amendment to their licence, transfer it or list their site rules on our website.
- 28 It is not thought likely that we would receive many applications annually for new residential caravan sites in the District.
- 29 The Private Sector Housing Team would be responsible for carrying out annual site inspections and ensuring that site owners have a fair sales policy in place for caravan owners.

### COMMUNICATIONS

- 30 All Residential Sites should already be aware of the introduction of the Mobile Homes Act 2013 and the implications it has on the way they need to be running their sites. The Private Sector Housing Manager has already contacted these sites and arranged a Site Meeting with the Manager and/or Owner of the park. At these meetings the introduction of a Fees Policy will be discussed to ensure that all Site Owners are aware of the likely

introduction of these fees in January 2021.

## CONCLUSIONS

- 31 The recommended licensing of residential caravan sites will ensure better safety and fairer sales processes for residents, hence improving the quality of life for those living on residential caravan sites.
- 32 Charging a fee for licensing residential caravan sites will raise the income of the Private Sector Housing team in-line with the officer time that will be spent licensing and monitoring the sites.

## Other Options Considered and/or Rejected

The options considered as follows:

- a) To agree the proposal to adopt the Fees Policy and charge fees for the licensing of residential caravan sites;
- b) To reject the proposal and not charge for the licensing of residential caravan sites.

The option (a) proposal will enable the Council to better monitor residential caravan sites in the District and provide a better service to residents, ensuring that the standard of our residential caravan sites is as high as possible.

## Key Implications

### Resource (non financial)

The report will draw upon staffing resources from the Private Sector Housing team to help support the administration of caravan site fees.

### Financial

The fees and charges in this report are discretionary. They are based on the full recovery of costs. Any income generated should be considered as part of the Budget Strategy for future years.

### Legal Implications and Risk Assessment Statement

The Mobile Homes Act 2013 which came into force on 1 April 2014 amends a number of provisions contained within the Caravan Sites and Control of Development Act 1960. One of the main objectives is to enable local authorities to monitor site licence compliance more effectively and to provide the tools to take enforcement action where owners are not adequately managing and maintaining their sites and services.

The changes included powers for local authorities to recoup some of their costs by charging fees for their licensing functions. Section 10A of the 1960 Act (as amended) stipulates that the local authority must first prepare and publish a fees policy. When fixing a fee the local authority must act in accordance with its fees policy; may fix different fees in different cases; and may determine that no fee is

## Agenda Item 7

required in some cases. The Department for Communities and Local Government has issued guidance on setting licence fees and this advice has been followed in forming these proposals.

It should be noted that the fees charged must result in the Council 'charging' (therefore only recovering costs) as opposed to 'trading' (under which the Council is making a net profit). If the Council anticipates doing the latter, it is possible we may have to trade through a limited company in accordance with the Local Government Act 2003.

There are not considered to be any risks associated with charging fees for residential caravan sites.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

As the introduction of Fees is only relevant to Residential Sites there is not likely to be any diversity or equality implications. There is one Gypsy Traveller site that is owned and managed by Sevenoaks District Council. All residents should already be paying Council Tax as these caravans are their Main Home Address. The Fees will be paid by the Site Owners but these fees can legally be passed to residents so consideration should be taken as to whether charging fees will have a negative impact on those living on relevant protected sites as they tend to be primarily for the Over 50's age bracket.

**Appendices**      Appendix A: Relevant Protected Sites Fees Policy

**Background Papers**      Mobile Homes Act 2013

<https://www.legislation.gov.uk/ukpga/2013/14/contents/enacted>

**Sarah Robson**

**Deputy Chief Executive & Chief Officer - People and Places**



## Fees Policy for Relevant Protected Sites

September 2020

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## Introduction

Following the introduction of the Caravan Sites and Control of Development Act 1960, Sevenoaks District Council is required by law to license caravan sites and mobile homes, unless they fall into the category of exempted sites (see First Schedule of the Act). The Mobile Homes Act 2013, which came into force on 1 April 2014, was introduced as an addendum to the Caravan Sites and Control of Development Act 1960, and is intended to provide greater protection to occupiers of Static Residential caravans.

Caravans are separated into 3 main types of caravan sites, Touring, Static Holiday and Static Residential. Following the introduction of the Mobile Homes Act 2013, the Council can now charge fees to licence Static Residential sites (also known as Park Homes and Relevant Protected Sites).

Before a local authority can charge a fee, it must prepare and publish a fees policy. (See section 10A of the Mobile Homes Act 2013). When fixing a fee the local authority:

- must act in accordance with their fees policy
- may fix different fees in different cases
- may determine that no fee is required in some cases.

Local authorities must have a policy setting out how it will set and charge fees in order to comply with legislative and central government requirements. The policy should also state when the fees are due.

The new licensing scheme enables local authorities to monitor site licence compliance more effectively. Authorities now have the tools to take enforcement action where owners are not managing and maintaining their sites and its services. This will ensure residents' health and safety are better protected and the value of their homes safeguarded. The Mobile Homes Act 2013 introduced the ability for Local Authorities to serve enforcement notices and to carry out works in default to remedy breaches of site licence conditions from 1 April 2014. The fees and charges are included in this Fees Policy.

The Mobile Homes Act 2013 also introduced changes relating to site rules. Site owners will be able to replace existing site rules with new ones that should be deposited with the Local Authority who must publish an up-to-date register of these rules and can charge a fee for their deposit. The fee is included in this Fees Policy.

The Council may require a fee to register site owners who wish to be “fit and proper persons” for managing relevant protected sites.

## Requirements of this Fees Policy

This fees policy should set out -

1. the fees payable for:
  - a. applications for the grant of a site licence;
  - b. applications for the transfer of a site licence;
  - c. applications for alteration to the conditions of an existing licence; and
  - d. annual fee payable for an existing licence.
2. the matters and appropriate costs taken into account in setting each type of fee;
3. the method of apportionment of those costs in setting those fees;
4. if an annual fee is payable, when it is to be paid;
5. how surpluses and deficits are to be treated; and
6. such other matters as the local authority consider to be relevant.

## Definition of a Static Residential Site

A static residential site, Park Home or ‘relevant protected site’ is defined in the Act as any land to be used as a caravan site *other* than one where a licence is:

- granted for holiday use only
- in any other way subject to conditions which restrict the usage of the site for the stationing of caravans for human habitation at certain times of the year (such as planning conditions), for example seasonal use of Touring sites.

Any licensable caravan site will be a “relevant protected site” unless it is specifically exempted from being so. A site is exempted if it has planning permission or a site licence for exclusive holiday use or there is a restriction on use as permanent residential.

A site’s exemption will depend on what use the planning permission permits, or if the permission is silent on what the site licence permits. The actual use of the site in those circumstances is irrelevant. For example, if the land has planning permission for use as a holiday site and the residents live there full time, the site will *not* be a relevant protected site.

There are some sites where the planning permission and/ or site licence permits both use for holiday and permanent residential purposes. Such sites *are* relevant protected sites, because the relevant consent is not exclusively for holiday purpose.

However, there is an important exemption to this rule, which is that if a holiday site has permission for residential use too, and that use is only by the owner of the site (including family members) or employees working on the site their permanent occupation does not make the site a relevant protected site. The caveat to this is that if the residential occupier/employee occupies the home under an agreement to which the Mobile Homes Act 1983 applies, the site will be a relevant protected site.

For more detail and example sites, see Annexes A, B & C

### What the Council can charge for

In summary, from 1 April 2014 local authorities are able to charge fees for:

- considering applications for the issue or transfer of a site licence
- considering applications for altering conditions in a site licence
- administration and monitoring of site licences
- depositing of Site Rules

The fee for administration and monitoring is levied as an annual fee. Fees must be transparent and reasonable. Both the level of fees and how they are charged are, subject to legal restrictions, at the discretion of the local authority. They should fairly cover the costs (or part of the costs) incurred by a local authority under its functions in Part 1 of the Act, other than the costs of any enforcement action (which may be charged separately).

All time taken in establishing the information required to make an informed decision will be allowed to be included in the licence fee, whether or not the transfer or new licence is allowed. The following can be considered in terms of officer time in setting fees;

For a first **new licence application**-

- An inspection of the site, at planning stage or on immediate planning approval, to discuss requirements with site owner;
- A second visit, following the issue of a new licence, to check conditions and occupation of site.

In the case of an **annual licence fee** -

- A pre-programmed full site inspection;
- A follow-up inspection to check compliance following programmed inspection.

In the case of an **application to amend a licence** -

- a site visit to assess the specifics of the application, any implications for the licence or its conditions and to assess whether undertakings need to be given.

In the case of an **application to transfer a licence** -

- generally, no site visit is required as the application is a desk top exercise only.

In the case of **depositing Site Rules** -

- only Officer time can be considered as this is a desk top exercise.

Travel time to and from the site, including fuel costs can be taken into account. Time spent consulting with the site owner and third parties such as Planning, Fire & Rescue, Environmental Health and Health & Safety can also be taken into account when setting fees.

## Factors that cannot be included in licensing fees

A local authority cannot take into account when setting fees costs incurred in exercising their functions under:

Section 9A-9I Caravan Sites and Control of Development Act 1960 (the Act) (relating to enforcement due to breach of licence conditions);  
Section 23 of the Act (prohibiting the siting of caravans on common land);  
or Section 24 of the Act (the provision of caravan sites by local authorities).

In addition, section 10A (4) (b) of the Act prohibits a local authority from taking into account when setting fees costs it incurs under the Act, other than those relating to a relevant protected site. Thus costs incurred in relation to holiday sites, for example, cannot be considered when setting fees.

No fees can be charged for holiday or other non permanent residential sites. Sites which are in mixed use i.e. partly holiday with some permanent Mobile Homes Act protected residential fall within the definition of relevant protected site and fees can, therefore, be charged. Equally functions relating to such sites can be taken into account in setting fees.

Care should be taken not to include costs that have already been charged for by other service areas, e.g. in the case of a new licence application check what the planning application fee covers.

A local authority cannot make a profit. Any charges must be limited to recovering the costs of exercising their licensing function as it relates to relevant protected sites.

## How and when the Council will charge Fees

Invoices will be sent to the registered address (as per Sevenoaks District Council's Caravan Site Register) of the Site Owner for applicable sites.

The period covered will be the financial year 1 April to 31 March, paid in advance. Invoices will be sent out during the month of April requiring payment within 30 days.

Licensing of a site part way through the year will be invoiced on a pro rata basis.

The calculation and methodology relating to the calculation of fees was developed by consultation with the Technical Working group of Kent Environmental Health Officers, and guidance from the Department for Communities and Local Government (DCLG) on setting site licence fees.

## Charges for Enforcement Notices

The Mobile Homes Act 2013 amends the 1960 Act to include provision for charging for enforcement, which will include the cost to the local authority of taking formal action leading up to and including any enforcement. This is one reason why the cost of enforcement action against site owners cannot be taken into account when setting licence fees. It would also be unfair to include such costs when many Site Owners are not likely to require enforcement action.

Under section 9C of the 1960 Act the local authority is entitled to recover it's (as called in the Act) "expenses" in deciding to and in the service of a compliance notice. This includes costs incurred in inspections, preparing the notice and obtaining expert advice on it (including legal costs) and any interest the authority intends to charge. The demand for recovery is served with the compliance notice and that demand must breakdown the costs- so the site owner knows what he is being asked to pay for and why.

The charges will be in accordance with our existing Housing Act Notices, which uses time, and officer cost calculation. This is increased annually in accordance with the Council's Fees and Charges.

A site owner may not pass on costs of enforcement action to residents through the pitch fee.

### Surpluses and Deficits

Section 5A (2) of the 1960 Act provides that the local authority in setting annual fees must advise the site owner of the extent to which they have had regard to deficits and surpluses from the previous year.

A local authority must not make a profit and can only pass on to the site owner, their costs incurred in carrying out the licensing function. Equally, a local authority is not expected to make a loss in carrying out its licensing functions. Overall licensing can be a self-financing function which local taxpayers are not required to subsidise.

Each year the LA must assess their previous costs to determine if they were accurate. Where they spent less than predicted for that year, there will be a deficit of expenditure and the excess monies need to be reflected in the fee charged to the site owner in the next year.

# Annexes

### Annex A - Examples of Static Residential Sites

The following are types of sites that *are* static residential/relevant protected sites and therefore subject to the new licensing regime:

- A single owner occupied or rented pitch on which a caravan is stationed with consent for residential use or where it has planning permission to station a caravan, but the consent is silent on type of use of the pitch it is occupied by a caravan used as a permanent residence<sup>1</sup>.
- A site comprising rented<sup>2</sup> caravans, which has consent for residential use.
- A site comprising owner-occupied caravans, which has consent for residential use.
- A site comprising both rented and owner occupied caravans, which has consent for residential use.
- A site, which has consent for both holiday and permanent residential use and is occupied under that arrangement.
- A site with consent for both holiday and permanent residential use but where the pitches for permanent residential use are;
  - (a) for the time being vacant or
  - (b) being used for holiday purposes or otherwise -whether in breach of the planning permission or site licence or otherwise.
- A site which has planning permission restricting permanent residential occupation of part of it but which also comprises pitches for permanent residential occupation (as permitted in the consent) and occupied under that arrangement
- A site which has planning permission restricting permanent residential occupation of part of it but which also comprises pitches for permanent residential occupation (as permitted in the consent) but where the pitches for permanent residential use are:
  - (a) for the time being vacant or
  - (b) being used for holiday purposes or otherwise -whether in breach of the planning permission or site licence or otherwise
- An owner occupied gypsy and traveller site with relevant consent
- A rented gypsy and traveller with relevant consent.

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<sup>1</sup> Subject to the exemption from licensing- in schedule 1 of the 1960 Act- see Annex C.

<sup>2</sup> Whether under a short hold tenancy or by a licence.

- A site with planning permission as a caravan site, but the consent is silent on type of use, but such use includes permanent residential use (notwithstanding any other usage).

### Annex B - Examples of what would not be classed as a Static Residential Site

The following are types of sites that are not static residential/“relevant protected site” and *are not*, therefore, subject to the new licensing regime:

- A site, which has consent for holiday use only - whether or not there are restrictions relating to occupation of caravans on the site.
- A site, which has consent for holiday use and ancillary residential use but that use is only by the owner and his employees<sup>3</sup>.
- A site on which caravans are not permitted to be stationed permanently by virtue of planning permission.
- A site where the planning permission requires caravans or pitches to be vacated at certain times of the year and/or prevents them being slept in during certain times.
- A site where the consent requires the site to close at certain times of the year.
- A site with planning permission as a caravan site but the consent is silent on type of use, but its actual use is as a holiday site (and not for any residential purpose).

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<sup>3</sup> However see caveat on page 3

## Annex C - Examples of sites that do not require licensing

The following are types of sites that are *not* required to be licensed at all under the 1960 Act:

- Land on which a caravan stationed which is attached and belongs to a dwelling (e.g. a parking space or front or back garden).
- Land on which a single caravan is stationed when travelling from one place to another for a maximum of two nights (and a caravan is not stationed on the land for more than 28 nights in total in a 12 month period).
- Land (not built on<sup>4</sup>) and comprising 5 or more acres and (a) has not been occupied by a caravan for more than 28 days in the last twelve months and (b) has been occupied in that period by no more than three caravans at any one time.
- Land used for recreation under the supervision of an exempted organisation<sup>5</sup> which occupies the land.
- Land which an exempted organisation has certified as approved for recreational use of its members for the period specified in the certificate (not exceeding one year) and which is not occupied by more than five caravans at any time during that period.
- Land used by an exempted organisation for meetings of not more than 5 days, of its members under the organisation's supervision.
- Land on which caravans are stationed which is agricultural or forestry land and are in occupation during the particular season by agricultural or forestry workers.
- Land on which caravans are stationed in connection with building or engineering works and are occupied by persons employed in those works.
- Land occupied by travelling showmen who are members of an organisation of travelling showmen<sup>6</sup> which holds a certificate of exemption and who is travelling in the course of business (e.g. fair grounds/ circuses).
- Land occupied as winter quarters by travelling showmen - between October and March.
- Land occupied by a county council for accommodating gypsies and travellers
- Land occupied by a local authority on which caravans are stationed.

<sup>4</sup> This means any type of building- for example a toilet or shower block.

<sup>5</sup> Exempted organisations are those approved of by the Minister and whose objectives include the encouragement and promotion of recreational activities. A list of exempted organisations is held for England by Natural England to whom applications can be made for exemption status.

<sup>6</sup> The main organisation is the Guild of Travelling Showmen of Great Britain

### Annex D

The fees charged need to be based on the number of Officer hours required to complete the tasks associated with issuing/amending/transferring the Licence plus associated costs such as mileage and postage.

Based on Officer time at £55.64 per hour the charges would be as per **Table A** (see below) for each Band, using an average of site pitches for the band. The true cost of staff time is a product of the salaries of the people involved, their on costs and non- productive time (e.g. annual leave).

#### How the task time has been calculated

1. A **new application** has been worked out with the charges made up of 4hrs Officer Time for consultation with third parties such as Planning, Fire & Rescue, Health & Safety and the Site Owner, a Site Inspection (See Table C\*) followed by ½ hr Officer Time to issue the licence and a visit to the site to check conditions and occupation (allowing 2hrs). See Table A.
2. The **Annual Fee** has been worked out on a price per unit based on the total cost of carrying out our licencing functions for our sites which is divided equally by the total number of units over all our relevant protected sites in the district, see Table C for breakdown of officer time and Table D for the banding of our sites and Officer time in minutes.
3. A **Transfer of Licence** has been worked out on 1 ½ hrs Officer time only as no visit should be required.
4. An **Amendment of Licence** has been worked out based on a 1hr Site Visit, average travel time, 1hr Officer time in the office plus associated costs (mileage, post etc).
5. **Depositing Site Rules** has been worked out on the basis of a total of 1hr Officer time.

**TABLE A**

Charge based on Officer time (£)	Band A Single pitch	Band B (2-10 pitches)	Band C (11-25 pitches)	Band D (26-50 pitches)	Band E (51-100 pitches)	Band F (101-200 pitches)	Band G (201-400 pitches)	Band H (401-800 pitches)
New application	£0.00	£542	£584	£653	£792	£1071	£2086	£3199

**TABLE B**

Sevenoaks District Council Sites						
Site Name	Pitches	Band	Annual Fee	Transfer	Amendment	Site Rules
Clearways	118	F	£1155	£84	£167	£55
East Hill Farm	42	D	£411	£84	£167	£55
East Hill Park	42	D	£411	£84	£167	£55
Florence Farm	23	C	£225	£84	£167	£55
Hedge Barton	80	E	£783	£84	£167	£55
Kaysland	61	E	£597	£84	£167	£55
Kingsmeadow	40	D	£391	£84	£167	£55
Millview	24	C	£234	£84	£167	£55
Pasadena	40	D	£391	£84	£167	£55
St Brelades	50	D	£489	£84	£167	£55
Stanwell House	14	C	£137	£84	£167	£55
Wickens Meadow	40	D	£391	£84	£167	£55
			£5615			

**TABLE C**

Inspection time and calculations used in formula to calculate annual licence fee (* cost associated with new application only)								
Process (Mins)	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Contact site owner to notify them of the time and date of inspection, enter action on Uniform, print off site licence and plan, prepare and organise for inspection*	N/A	50	50	50	50	50	50	50
Travel Time*	N/A	60	60	60	60	60	60	60
Inspect notices/certificate /site plan*	N/A	15	15	15	15	15	15	15
Inspect road and fire fighting equipment/Signage *	N/A	30	30	30	30	30	30	30
Inspect pitches and spacing approx. 3 mins per pitch using a laser tape and noting distances*	N/A	30	75	150	300	600	1695	2895
Follow up Paperwork and correspondence, attach inspection report to case management system etc.	N/A	60	60	60	60	60	60	60
Contingency to deal with unforeseen issues etc.	N/A	30	30	30	30	30	30	30
Annual admin of licence paperwork	N/A	55	55	55	55	55	55	55
Postage and printing. Larger sites require additional visits so higher mileage costs	N/A	10	10	10	15	15	15	15

<b>TOTAL (MINS)</b>	N/A	340	385	460	615	915	2010	3210
Number of Sites in each Band		0	3	6	2	1	0	0
<b>Total</b>			<b>1155</b>	<b>2760</b>	<b>1230</b>	<b>915</b>	0	0

**Table D**

**Formula Banding**

<b>Banding</b>	<b>Number of Sites</b>	<b>Minutes</b>
C	3	3 x 385 = 1155
D	6	6 x 460 = 2760
E	2	2 x 615 = 1230
F	1	1 x 915 = 915
<b>Total Minutes for all sites</b>		<b>6060</b>

Formula  $A \div 60 \times B \div D = \underline{\pounds 9.79}$  per pitch

A = Total Minutes (All pitches on all sites) 6060

B = Officer Hourly Rate (£55.64)

D = Number of mobile homes in district (574)

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## THE FUTURE OF THE 'SEVENOAKS SWITCH AND SAVE' SCHEME

Housing and Health Advisory Committee - 29 September 2020

Report of Sarah Robson, Chief Officer People & Places

Status For Decision

Also considered by Cabinet - 15 October 2020

Key Decision No

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**Executive Summary:** This reports sets out options for continuing to deliver an energy-switching scheme, taking into account new contract requirements and costings.

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**This report supports the Key Aim of the District Council's Housing Strategy (2017) and wider aspects of the Community Plan (2019-22).**

**Portfolio Holder** Cllr. Kevin Maskell

**Contact Officers** Daniel Shaw, Ext. 7155 / Hayley Brooks, Ext. 7272

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**Recommendation to Housing and Health Advisory Committee (HHAC):** That Members make a recommendation to Cabinet regarding the future options for the Council's 'Sevenoaks Switch and Save' scheme, taking into account revised contract and costings for the scheme going forward.

**Recommendation to Cabinet:** That, subject to comments from Housing and Health Advisory Committee, Members agree on the preferred option for the future delivery of an energy comparison service. If Option A, Members delegate authority to the Portfolio Holder for Housing and Health for the funding and contract arrangements.

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**Reason for recommendation:** For the Council to consider future options for delivering the Sevenoaks Switch and Save Scheme, which provides a dedicated energy comparison service for local residents.

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### Introduction and Background

- 1 Fuel poverty is defined as spending more than 10% of a household's disposable income on heating. It is most common in certain groups of society including: older people, those on low income and larger households. These groups may also have poorly insulated homes, lower energy efficient appliances and payment meters. Fuel poverty is also associated with significant health risks through cold and damp living conditions.

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- 2 There is no doubt that some of the most vulnerable residents in Sevenoaks District Council area struggle to meet the cost of their fuel bills, whether paying through a meter or not. This is obvious, although unquantified, following conversations about money management with officers in our housing and benefits teams and we are told the same by local advisors such as Citizens Advice.
- 3 There is a risk of increasing numbers of households being pushed into, or closer to, fuel poverty, especially at a time when fuel prices are rising. An unwillingness to investigate cheaper tariffs means that many are missing out on better deals - 86% of households will not compare and switch once a year, and 60% to 70% will not compare and switch once every 3 years. With some 25 suppliers and over 400 tariffs on the market it's hard for householders to know what the best deal is.
- 4 In 2014, and with energy prices increasingly rapidly, the District Council agreed to explore a range of energy advice/assistance schemes across other local authority areas (including Tunbridge Wells Borough Council and London Borough of Kingston). It was agreed to develop a bespoke energy switching service and make available to residents and businesses across the District.
- 5 In order to deliver this service, the District Council entered into a partnership agreement with a company called Energylinx, who provide customised energy switching platforms. They provide an IT-based platform along with a Freephone telephone service, for the locally branded scheme 'Sevenoaks Switch and Save' (SSS).
- 6 The scheme is open to all residents, but is particularly beneficial to vulnerable residents and those with a low household income, as it assists them to identify and change to a cheaper energy tariff.
- 7 The SSS supports the Council's Housing Strategy and its strategic priority to meet the needs of vulnerable and low-income households.
- 8 The SSS has been successfully operating for six years. A summary of switches along with consequent savings are detailed in the table below. On average, 55 customers use the service each year, making an average saving of £306 per household per annum. Since 2014, customers have saved a total of £101,219 by switching provider.
- 9 It should be noted that the figures do not include those who have accessed the service to check energy prices and subsequently found their current tariffs to be competitive and remained with their (then) existing supplier.

Year	Total switches	Average annual savings per switch (£)	Total amount saved (£)	Total SDC switch commission (£)
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2014/15	58	274	15,866	1,353
2015/16	76	315	23,903	3,991
2016/17	34	281	9,562	793
2017/18	52	307	15,952	1,372
2018/19	52	307	15,953	1,331
2019/20	57	351	19,983	1,806
<b>TOTALS</b>	<b>329</b>	<b>£1,835</b>	<b>£101,219</b>	<b>£10,646</b>

- 10 It should be noted that savings would be for the first year only and, in many cases, these savings may be replicated annually until further switches were made, i.e. if moving from a typical standard tariff to a 3-year fixed deal.
- 11 Approximately 60% of the annual switches each year are from repeat customers, who have previously used the service. However, although this data is not collected, anecdotally, officers are aware that the scheme has been used by people who live outside of the district or would not be classified as living in fuel poverty.

#### Current and future arrangements

- 12 In 2014, when the Council negotiated the partnership arrangement with Energylinx, the District Council agreed to pay no operating costs (other than funding the web address) and to receive a small commission from each successful switch, which could be reinvested in other energy-related support services.
- 13 In 2019, Energylinx requested changes to the current contract with this Council to include an annual service delivery fee of £7,000 pa. There is no dedicated budget to support the fee and this would need to be sought. The contract will be reviewed annually.
- 14 The Council had actively promoted the scheme across several platforms in recent months, including In Shape, the Portfolio Holder agreed for the Council to fund the service for a further year in order to allow time to consider its options for the future. This was funded from the switch commission already received by this Council.
- 15 Take up of the scheme has been lower than expected, particularly, when there are positive financial benefits to customers taking advantage of the scheme. Traditional barriers preventing people wishing to switch are:
- Lack of awareness of the scheme, or its benefits.

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- Low income households may be in arrears on their energy bills, or be concerned about credit checks.
  - Pre-payment meter customers that are currently on a fixed tariff are not likely to save by switching.
  - Lack of trust: customers are nervous of switching to a new supplier.
- 16 Research carried out by the London South Bank University, shows that low income consumers appear to have considerable apathy to switching energy tariffs despite the potential savings and health benefits. Independent one-to-one personalised interventions encouraged switching, particularly in younger families whereas older people still experience significant barriers to switching. For older people specific interventions which take account of their status quo bias, energy use habits and scepticism were required.
- 17 A barrier to the current scheme has been the lack of staffing capacity within the Private Sector Housing team to promote and administer the scheme most effectively.
- 18 Since the SSS was launched, there has been an increase in similar cost comparison sites available on the market, which are successfully promoted to consumers (e.g. uSwitch, GoCompare, Money Supermarket) and provide a price comparison tool to compare prices from different energy suppliers.
- 19 Officers have questioned whether the new delivery fee of £7,000 provides the Council with value for money. With the average customer use of the scheme attracting 55 people per annum, going forward the scheme would be costing the Council an average of £127 per customer.
- 20 The current contract expires on 29 November 2020 and a decision is now required as to whether to continue to fund and operate this scheme (Note: a notice period of one month is required to end this contract). The options for Members to consider are detailed below.

### Other Options Considered and/or Rejected

- 21 Two options were considered:
- Option A - Continue to fund the SSS Scheme for a further 12 month period at a cost of £7,000. This cost would be funded from the switching commission received by this Council and a budget reserve, which would need to be identified. However, officers will develop and deliver a Communications Plan to significantly increase the customer take up of the scheme to enable the scheme to become financially viable. As part of the plan, officers will work with the Private Sector Housing and HERO teams, who will promote take up of the scheme with low income households and we will work with our Landlord Forum and registered providers operating in the district, including WKHA and Moat to promote the scheme to tenants. We will also promote through our health and social care networks, alongside Citizens Advice, Age UK and the wider

voluntary and community sector. The scheme will be monitored throughout the 12 month period in consultation with the portfolio holder and an update will be presented to Cabinet to consider whether the scheme continues to be competitive and viable.

- Option B - No longer fund or provide the Council's dedicated SSS Scheme. Promote existing nationally recognised energy switching comparison services and support local residents to access them. This would be at no cost to the Council.

## Key Implications

### Financial

Option A - This option would be at a cost to this Council of £7,000 per annum. This would be externally funded from the Council's switching commission (received per switch) and the difference funded through an existing budget reserve.

Option B - There is no financial cost to the Council for this option.

### Legal Implications and Risk Assessment Statement.

For Option A - This Council would sign a formal one-year contract with Energylinx to deliver and operate the scheme on behalf of the Council. There are no other legal implications relating to this decision.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users

## Conclusions

For Members to consider the options for the future delivery of energy comparison services. This includes continuing to provide the Sevenoaks Switch and Save Scheme or supporting residents to accessing other existing nationally recognised services.

## Appendices

None

## Background Papers

Sevenoaks Switch and Save, visit:  
[www.sevenoaksswitchandsave.co.uk](http://www.sevenoaksswitchandsave.co.uk)

Sarah Robson

Deputy Chief Executive & Chief Officer - People & Places

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**ROUGH SLEEPERS - COVID-19 RESPONSE UPDATE REPORT**

**Housing and Health Advisory Committee - 29 September 2020**

Report of Chief Officer People and Places

Status For Consideration

Also considered by Cabinet - 15 October 2020

Key Decision No

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**Executive Summary:** This report provides Members with an update on the homelessness work to place rough sleepers into accommodation as part of this Council's response to COVID19.

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**This report supports the Key Aim of the District Council's Housing Strategy and related housing and support elements of the Community Plan.**

**Portfolio Holder** Cllr. Kevin Maskell

**Contact Officer** Hayley Brooks Ext. 7272

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**Recommendation to Housing and Health Advisory Committee:** For Members to note this report on the Councils work to place rough sleepers and those displaced by the pandemic into hotel accommodation as part of this Council's COVID-19 response; and

**Recommendation to Cabinet:** That, subject to comments from Housing and Health Advisory Committee, Members note the Council's work to place rough sleepers and those displaced by the pandemic into hotel accommodation as part of this Council's COVID-19 response;

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**Reason for recommendation:** To inform Members of the work undertaken by this Council, as part of the national COVID-19 pandemic response, to support and protect vulnerable homeless people including rough sleepers, by providing hotel accommodation to enable them to self-isolate and reduce the spread of the virus.

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**Introduction and Background**

- 1 As a Local Housing Authority, this Council has a duty to provide a housing and homelessness advice service to people at risk of homelessness. A household is assessed whether they have a priority need, in line with

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homelessness legislation, determining if this Council has an additional Relief Duty to provide them with temporary accommodation (TA).

- 2 On 26 March 2020, the Council was informed that the Government asked Dame Louise Casey to lead the Government's response to COVID-19 and rough sleeping, to help make sure that everyone was provided with accommodation. This Strategy aimed to safeguard as many homeless people as possible from COVID-19, to protect their health and stop wider transmission amongst those on the streets.
- 3 The Government issued guidance to local housing authorities for delivering this work including the basic principles to:
  - focus on people who are, or are at risk of, sleeping rough;
  - make sure that these people have access to the facilities that enable them to adhere to public health guidance on hygiene or isolation, ideally single room facilities;
  - utilise alternative powers and funding to assist those with no recourse to public funds who require shelter and other forms of support due to the COVID-19 pandemic;
  - Urgently procuring accommodation for people on the streets;
  - Provide them with social care basics such as food, and clinician care to people who need it in the accommodation. Work with commissioned homeless services to provide support to people in this accommodation to provide adequate levels of support;
  - If possible, separating people who have significant drug and alcohol needs from those who do not;
  - In the longer term, identify move-on housing options and support.

### **This Council's COVID-19 Response**

- 4 As a result of the Prime Minister's announcement on 23 March, for the public to stay in their homes wherever possible, the Government announced that it was now imperative that all rough sleepers and other vulnerable homeless are supported into appropriate accommodation by the end of the week.
- 5 Officers across the Council's Housing Advice Service commenced the following actions to progress with work urgently:
  - Based on Government guidance, developed an emergency triage and assessment process for the housing advice team to identify and engage with rough sleepers and those at risk of homelessness (including those being released from prison or discharged from hospital). This process including assessing whether customers were either: symptomatic; asymptomatic but in a high clinical risk group and; asymptomatic and at low risk.
  - Worked with the Police, Community Wardens and CCTV to help us to identify and engage with all known rough sleepers across the District. The Police identified four and the KCC Wardens a further three.

- Housing Advice Officers compiled a list of 11 rough sleepers they had had previous contact with, but the customer had either stopped engaging or we had provided housing advice only, as we were unable to provide TA as they had no priority need.
- Sourcing additional suitable accommodation including self-contained units and hotels willing to house homeless customers. No hotels in this District would remain open or re-open to support council with homelessness, two larger hotels across Kent re-opened for key workers only.
- Worked with neighbouring councils to consider block bookings of larger hotels, and then later working with MHCLG’s central hotel booking system. It became apparent that all hotels had already closed and re-opening of local hotels was co-ordinated by their national head office.
- The Council already had 24 households in existing TA who were currently in accommodation with some shared facilities, making it difficult to comply with social distancing and lockdown. We worked with housing providers and West Kent Housing to map the health and vulnerabilities of each household to assess whether they were in a high-risk group and therefore needed to move into a self-contained unit urgently.
- Worked in partnership with key support services to ensure that outreach and other support was available. Such as KCC commissioned addiction services, social care, local food banks and linking in with the Council’s Community Hub for emergency supplies.
- The HERO Team developed TA Emergency Packs including personal and household cleaning products, sanitizers and basic food and hygiene essentials and delivered them to each person as they were placed. The Packs were also delivered regularly to everyone in existing TA with shared facilities and to customers as they went into hotel accommodation.

**COVID-19 Rough Sleeper response - Key Data**

- 6 Between the 20 March and 9 August 2020, the team worked hard to identify and support 62 customers, who were either at risk of homelessness, already homeless or being displaced due to COVID-19. This included:

Sleeping in car/van	17
Asked to leave existing home (sofa surfing, accomm. was with job, considered risk to shielding/high risk in household)	16
Sleeping in tent/caravan/empty building	11
Rough sleeping	7
Released from prison	4
Discharged from hospital	4
In existing TA (extended for COVID19)	2
Asked to leave caravan park	1

- 7 Of these, we placed 42 into hotels or other temporary accommodation and supported them with food supplies, accessing support services for mental

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health, health conditions, long term addiction issues and accessing prescriptions locally (including urgent methadone scripts). HERO Officers have also supported them all with ongoing help and support including applying for the correct benefits, registering them with a GP, Housing Register applications where appropriate and helping them into employment.

- 8 We identified six of these customers would have been in the NHS Shielding List if they had been in settled accommodation and registered with a GP, all with major respiratory and high-risk health conditions.
- 9 Of the remaining 20 that did not go into accommodation, many of them were offered support and advice, some did not want to go into TA and made their alternative arrangements. The team supported others to remain at their current property, negotiating with family/friends and landlords, or we helped them straight into other forms of accommodation.
- 10 A total of 26 customers currently remain in TA and hotel accommodation. The other 16 who have now left accommodation, nine continue to receive ongoing support for complex needs. They have left for the following reasons:

Re-housed in private sector (continue to receive support for complex needs)	3
Left and have made their own arrangements	2
Returned to sleep in vehicle, continue to be supported	2
Abandoned TA, no contact	2
Priority Need identified, taken a full homelessness duty and being supported by homelessness team	2
Moved to institution, continue to support on release	2
Left District to reconnect to friends/family	1
Asked to leave TA due to behaviour/crime	1
Re-housed in social housing (continue to receive support for complex needs)	1

### Move On Arrangements

- 11 The Council's Housing related officers continue to engage and support all customers to achieve move-on housing solutions. A working group of officers meets weekly to update on these arrangements and a move-on plan is in place for each person. This includes:
  - A total of 13 have been supported onto the Sevenoaks District Housing Register, with three close to being made an offer of a property;
  - Three who have no recall to public funds are being supported to either apply for Settled Status, supported to return to their country or being supported into employment.

- Three have already moved into affordable private rental properties, with a further five working with the private sector lettings team to find them suitable properties.
- 12 The Government has contacted all councils to work with them on the move-on arrangements for the customers in TA displaced by COVID-19. We have completed weekly data collection forms detailing housing and support needs of all customers. We are working with them to identify any local gaps in services, support and housing needs to work with commissioners and providers to develop housing options locally.
- 13 MHCLG have released a new funding stream called 'Next Steps Accommodation Programme (NSAP)', Council officers are working on a funding bid and a bid deadline of 20 August. This funding provides councils with additional capital and revenue funding for shorter-term/interim accommodation, longer-term move-on accommodation and immediate support to help clients with addictions, complex needs, health, tenancy sustainment and employment.

### Key Achievements

- 14 Building trust with people who have been entrenched rough sleepers is not easy. We believe the main achievement is that we are engaging in a meaningful way with a large number of people who were socially excluded and in some cases were completely unknown to us. Officers have stated that there is a sense of optimism about the future for many of them, which was just absent before we started this work.
- 15 There are many examples of Housing and HERO officers going above and beyond for customers. Sarah Mirianashvili, in her role of Housing Pathway Co-ordinator, has supported most of the rough sleepers into accommodation and support services. Key achievements have included:
- Six are now engaging well with local commissioned addiction and other support services, with a further three continuing to be helped with complex addictions and mental health.
  - One has been accepted into supported accommodation, with a further two being assessed for supported accommodation.
  - One has been accepted into residential rehabilitation services.
  - Five are being supported into employment or training.
  - We now have an outreach nurse who is visiting them to provide essential health and medical care services at the hotels. This post is a West Kent funded post from previous MHCLG Rough Sleeping Initiative (RSI) funding.
- 16 In addition, HERO Officers have received additional 174 referrals for advice and support on COVID-19 related issues. They have supported the majority with debt, rent arrears and employment support and supported 13 people to claim the mortgage holiday break. They have also collected and delivered

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donated toys and books to many vulnerable families across the District and delivered and delivered 91 emergency packs, of household and hygiene items to vulnerable families, families in TA and people placed in hotels.

### Key Challenges

- 17 Initially identifying hotel accommodation was extremely difficult, as most hotels had already closed. We managed to work with four hotel owners who agreed to accommodate these customers, one in the District with a further three outside the District. There is a need for the Council to increase affordable and temporary accommodation properties in this District and working with Quercus Housing and housing associations to achieve this.
- 18 Behaviour and substance misuse continues to be a challenge at hotels and ensuring that customers get access and continue to engage with essential support services whilst in isolation. Many of them struggled to self-isolate and continued to gather in groups outside hotels.
- 19 We have had very little engagement with primary care to support these customers to access GP and medical services whilst in hotels. I am working with Public Health England (PHE) and the CCG find a solution. There may also be a need in the near future for this client group to be tested for COVID-19 before moving into alternative accommodation. PHE may expect councils to lead on this and I am working with them to address the logistical and safety issues to achieve this (i.e. no clinical trained staff, no PPE, breaking of the 2m rule to do tests, no outreach staff carry out testing, no transport for these customers to access test sites).
- 20 The cost of nightly paid TA and hotels continues to be a considerable strain on the Council's budget with no end in sight for lockdown ending, this cost will continue to increase. We are working hard to move people on as soon as possible however, some new cases continue to come into the service. As mentioned in paragraph 13 above, the Council is working to access new NSAP funding from MHCLG.

### Key Implications

#### Financial

To date, the total additional cost to this Council for delivering this COVID-19 response accommodation is £122,019, with bookings continuing to be extended until move-on accommodation can be secured. This cost includes Housing Benefits re-claims of £45,719, where customers were in receipt of Housing Benefit and Universal Credit, the Council can re-claim the housing element of this funding towards the accommodation costs. The new NSAP funding bid will include ongoing accommodation costs until move-on can be achieved, but we are not able to claim for retrospective accommodation costs already paid out by this Council.

So far, this Council has submitted a MHCLG funding claim for the maximum amount allocated to this Council of £1,650 for this work. The additional MHCLG funding

received by this Council corporately (from the £1.6bn COVID-19 Emergency Funding) included to: 'Provide additional support for the homeless and rough sleepers, including where self-isolation is needed'.

#### Legal Implications and Risk Assessment Statement

This Council has a legal duty to provide housing advice and homelessness services. This includes using its discretionary housing powers to place people in temporary accommodation during emergency or crisis situations (under Part VII of the Housing Act 1996 and the Homelessness Reduction Act 2017).

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### **Conclusion**

The Council continues to support homelessness people at risk of rough sleeping in temporary accommodation, as part of this Council's response to the COVID-19 pandemic. The aim is to support everyone in hotels, who wants more permanent housing, to move-on and provide them with the required support to secure and succeed a tenancy moving forward.

#### **Appendices**

None

#### **Background**

Governments Homelessness and rough sleeping details - <https://www.gov.uk/housing-local-and-community/homelessness-rough-sleeping>

**Sarah Robson**

**Deputy Chief Executive & Chief Officer - People & Places**

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**HEALTH LIAISON BOARD**

Minutes of the meeting held on 9 September 2020 commencing at 12.00 pm

Present: Cllr. Parkin (Chairman)

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

An apology for absence was received from Cllr. Piper

Cllrs. Griffiths and Maskell were also present.

31. Minutes

Resolved: That the Minutes of the Health Liaison Board held on 5 February 2020 be approved and signed by the Chairman as a correct record.

32. Declarations of Interest

For reasons of transparency Cllr Parkin declared that she was a user of G4S and the District Nurses.

33. Actions from the previous meeting

The actions were noted.

34. Update on Health Integrated Care Partnerships

The Chairman welcomed Bob Cook, the Head of Strategy & System Integration at Maidstone & Tunbridge Wells NHS Trust and Dartford Gravesham & Swanley (DGS), Sue Braysher - Director of System Transformation & DGS Integrated Care Partnership (ICP) Programme Director to the meeting who gave a [presentation](#) which updated Members on the work of the NHS Kent & Medway Clinical Commissioning Group (CCG) to development ICP in DGS and West Kent.

The new CCG created in 2020 was a merger of eight smaller CCGs and has developed four ICPs across Kent bringing together all health related organisations to collaborate together in local areas to work as one. ICPs were the vehicle for planning, co-ordinating and delivering health and care services at a local level within a defined geography and patient population groups. Integrating health and social care was currently seen as the way to deal with an ageing population, which was a priority given with increasing levels of frailty. It aimed to focus on directing resources where it could deliver the best return on investment for the population. In the long term it was envisioned capitated budgets, directed at holistic need

identified by joined up data sets would support better care, outcomes and population health improvements.

Members were advised of the key aspects of the Kent & Medway Integrated Care Strategy (ICS) draft principles, draft purpose, governance, initial priorities prior to COVID19 and areas where development was made.

In response to a question regarding advances in computer technology, Members were advised that it was important services were designed that reflected local community needs. A West Kent Stakeholder Advisory Group had been set up to look at areas of care with partners and how these were then delivered, for the majority of people and other vulnerable groups. Coronavirus had resulted in a shift of ways of working and meetings, with the reduction in face to face appointments, but still being able to offer appointments on the phone or face to face as needed.

In response to further questions, Members were advised that data was generated through public health teams and local population health needs around Primary Care Network (PCN) footprints. Core services would be provided, but in line with local priorities there would be variants to meet these needs. It was important that the ICPs worked together to avoid a service postcode lottery. The data would be a live data monitoring system on an ongoing basis, which would be reflected with population growth. In addition, Members were advised that the ICPs were designed around the locations of acute hospital services and in each ICP there were variants. In the Dartford and Gravesham part of DGS, it was the most ethnically diverse area in Kent and Medway and therefore a focus of resources was on Covid-19 for this group, due to the high risk factors for high risk conditions. The ICP met once a month to share work plans and ensure a close connectivity to ensure similar work was undertaken.

Sue Brashyer addressed the Board, giving details of the DGS ICP focus. This included supporting the system to continue to remain Covid-19 ready; supporting the systems to restart programmes of clinically urgent services and to support the 4 health improvement programmes. The improvement programmes included: Developing & implementing a Frailty Model; Supporting & implementing the Kent & Medway Urgent & Emergency Care Programme; Post Covid-19 Mental Health & Wellbeing of staff, survivors & the bereaved; and targeting those at risk of long term conditions. The Governance structure, including the Partnership Board and Advisory Board was explained.

In response to questions, Members were advised that ICP's gave an opportunity to have conversations with KCC and other local authorities, and in light of Covid-19 there was more awareness of risks and lifestyles. Members were advised that it was important that there was a balance in GPs surgeries for urgent care and routine appointments, and would take back Members comments.

In terms of finances, there was a block contract being worked on with NHS to access additional funding. Reviews were taking place, to look at the opportunity to provide services in the community differently.

In response to further questions, Members were advised that health tended to look at isolated issues. Therefore it was important that patient experience was taken into account when commissioning services and take into account the wider views. The Elected Members Forum was vital, as the Members were the ones who knew the residents and users of the service in better detail, in comparison to the few occasions when a GP may see someone. The sharing of this knowledge would help develop better services in line with local needs.

Members were advised that before further roll out of the pod prescribing services, a business case was being developed, and this would take into account how the services is currently run and any improvements that need to be made, by looking at complaints and other information. Members were advised that additional information on the services roll out would be provided to the Head of Housing and Health.

Members thanked the Head of Strategy & System Integration at Maidstone & Tunbridge Wells NHS Trust and Dartford Gravesham & Swanley and Director of System Transformation & DGS ICP Programme Director for their attendance at the meeting.

Resolved: That the report be noted.

### 35. Update of Local Care Plans

The Board welcomed Tina Cook, DGS Commissioning Programme Manager for Local Care to the meeting. The Commissioning Programme Manager gave a presentation which updated Members on the DGS ICP Local Care programme. The [presentation](#) covered three main topics, which included: the local care model, evaluation of additional investment and response to Covid-19.

The aim of local care was to deliver an integrated health and social care model, that focused on delivering high quality, outcome focused, person centred and coordinated care. It ensured that services were easy to access and enabled people to stay well and live independently, for as long as possible, in their own homes. To provide this support, it was important that a holistic approach was taken. The initial focus had been on older people with complex needs.

A number of additional services were created to support older people, including a rapid response team, Multi - Disciplinary Teams (MDT) Coordination, Community Geriatrician, and Primary Care Home Visiting Services which was paramedic-led.

In response to a question, Members were advised that frailty concerns were being addressed. The Community Navigation Service allowed for self referrals or partner referrals. The Commissioning Programme Manager advised that she was aware of online exercise programmes but would look into whether they were shared elsewhere.

The current priorities were evaluation and implementing recommendations for service improvement. Development of integrated system approach to supporting

people living with frailty and adults with complex care needs. Seacole model, a whole system approach to boost integrated out of hospital rehabilitation for those recovering from COVID-19

Resolved: That the report be noted.

36. Update on the Sevenoaks Area Dementia Friendly Communities Forum

The Board welcomed Elaine Murray, the Chair of the Sevenoaks Area Dementia Friendly Forum (SADFC). Members were given a [presentation](#) which provided an update on the work of the forum. This included achieving recent charity status and successes since 2016, together with being finalists and winning numerous awards.

Members were advised that due to Covid-19 the Memory Cafés had moved to Zoom and were taking place one a month. The Chairman of the Council regularly attended with the Vice Chairman. The Run, Walk or Push Against Dementia was one of the biggest fund raisers for the charity. Unfortunately, the event was cancelled this year but it was hoped to continue next year. In the three years of running, the event £20,000 had be raised.

The Chair of SADFC highlighted to Members the new Dementia Friendly Allotment project would be opening in September 2020, as an accessible space for people to come and enjoy the area and get involved.

In response to questions, Members were advised that it was hoped more Forget-me-not cafés would start in the future. For this to happen, more volunteers were needed to be the designated point of contact for each café. All of the cafés were run by volunteers. Going forward telephone befriending services would continue to be important for those people who have caring responsibilities for those with Dementia to offer essential support as well. Due to GDPR, it was harder to reach people, unless they had left contact details and were happy to be contacted.

In response to a further question, the Chair of SADFC highlighted some case studies that demonstrate the importance of the work the charity undertook. Particularly with a focus on a telephone tree that users of the Forget-me-not cafes had created, which emphasized the relationships that had been formed.

The Chairman thanked the Chair of SADFC for her attendance.

Resolved: That the report be noted.

37. Update on Sevenoaks Men's Shed Project

The Chairman welcomed Allen Lanceley to the Health Liaison Board.

Allen gave a [presentation](#) and advised that the Dunton Green Shed Project had been running since October 2016 and was now in its fourth year and was fully self-funded. The project had been set up to help those facing social isolation. The shed project was all inclusive for those over 18.

The Shed Project was based in West Kent Housing's your Abacus Furniture Warehouse, and had 15 Members. Due to COVID-19, the numbers in the shed at one time could only be 3, but in normal circumstances 9 - 10 people could be there.

Woodwork projects were undertaken including bird boxes, benches, schools equipment, upcycling donated abacus furniture and mud kitchens. Members had a variety of abilities and a range of backgrounds. Health and Safety was very important and training and assessments were carried out prior to being allowed to use mains powered tools.

Allen, thanked Sevenoaks District Council for the support that had been provided, that included training first aiders and grant funding. Income was generated from charging for items which was to cover their costs only. If timber had come from a free source there was no charge.

In response to questions Members were advised that Members came from the District, with the further being outside of the District in Tunbridge Wells. Recruitment had been via the Council's InShape magazine, but being restricted on numbers it was hard to recruit new Members.

Members thanked Allen for his presentation.

Resolved: That the report be noted.

38. Update on Clinical Commissioning Group (CCG) District Nursing Services

This item was deferred to a future meeting of the Board.

39. Updates from Members

Cllr Dr Canet updated the Board that the Senior Action Forum had concerns for digital inclusions and many of the aging population were unable to access information. West Kent Housing were providing a programme on digital inclusion. Members discussed whether a 'digital roadshow' could be considered to ensure those in rural areas were included.

*Action 1: For Head of Housing and Health to contact West Kent Housing regarding a digital inclusion roadshow.*

Cllr Griffiths raised similar concerns that it was difficult to reach all ages and people. Technology moved at a fast pace and it was important that the most vulnerable were reached.

The Head of Housing and Health advised that with technology a discrete approach was needed for those who were homeless. It was being looked into whether the volunteers who had helped throughout lockdown could help with reaching those vulnerable people.

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Health Liaison Board - 9 September 2020

40. Workplan

It was agreed that digital inclusion, update on CCG District Nursing Services and G4S update would be included to the meeting on 4 November 2020.

THE MEETING WAS CONCLUDED AT 2.35 PM

CHAIRMAN

**Housing and Health Advisory Committee Work Plan 2020/21 (as at 02/09/20)**

29 September 2020	24 November 2020	9 February 2021	Summer 2021
Health Liaison Board minutes Caravan Site License Fees Rough Sleeper - Covid-19 Update Switch and Save Scheme Review of Service Dashboards and Service Change Impact Assessments (SCIAs)	Health Liaison Board minutes PSH Enforcement Policy Paramount Presentation Homelessness Out of Hours Service Review Enabling of affordable housing progress report Housing in Multiple Occupation (HMO Position Report) (to incl. BRE summary)	Health Liaison Board minutes West Kent Housing Association update (presentation)	Health Liaison Board minutes

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