



# Community and Wellbeing Policy Development Advisory Group

**Wednesday, 11th July, 2018 at 5.30 pm**

**Wallis Room, Parkside, Chart Way, Horsham**

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors: Tricia Youtan (Chairman)

Andrew Baldwin  
Alan Britten  
Karen Burgess  
David Coldwell  
Nigel Jupp

Paul Marshall  
Mike Morgan  
Kate Rowbottom  
Jim Sanson  
David Skipp

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b> To receive the notes of the meeting held on 4 April 2018	3 - 6
3. <b>Food Safety and Health and Safety Service Plans</b> The Council is required to produce an annual Food Safety Service Plan to help protect the public and enable business to function safely. The Council is also required to produce an annual Health & Safety Service Plan and make adequate arrangements to enforce it. The PDAG will be presented with the draft Service Plan for these functions for 2018/19	7 - 38

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|----|---|---------|
| 4. | <b>Discretionary Disabled Facilities Grant Update</b>   | 39 - 40 |
|    | <p>There are mandatory Discretionary Facilities Grants available to disabled people when adaptations to their home are judged necessary and appropriate to meet their needs. In November 2017 Cabinet approved a number of policy changes within both the mandatory DFG regime and a discretionary DFG assistance policy that would help keep people safe and well at home. The PDAG will be briefed on measures proposed to build on the work being carried out by the Council to work towards a consistent and improved customer experience for adaptations</p> |         |
| 5. | <b>Warden Expansion Programme Update</b>  | 41 - 42 |
|    | <p>The Council currently manages three Neighbourhood Warden Schemes in: Ashington; Steyning, Bramber and Upper Beeding; and Pulborough. The PDAG will receive an update on progressing a two-year pilot scheme to extend the Neighbourhood Warden Scheme to other Parish and Neighbourhood Council wards</p>  |         |
| 6. | <b>Forward Plan Extract for the Community and Wellbeing Portfolio</b>   | 43 - 46 |
|    | <p>To note the Forward Plan extract for the Community and Wellbeing Portfolio</p>   |         |