



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Community and Wellbeing Policy Development Advisory Group

**Monday, 29th October, 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

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 4
To receive the notes of the meeting held on 16 <sup>th</sup> July 2018.	
3. <b>Temporary Accommodation - Increase in rent charges</b>	5 - 10
4. <b>Homeless Reduction Act 2017 - update</b>	
5. <b>Houses in Multiple Occupation - Licensing Reform</b>	11 - 14
6. <b>Voluntary Sector Support - Performance Update</b>	15 - 20
7. <b>Wellbeing Service - Case study and Statistics</b>	21 - 26
8. <b>Strategic Grants - Grants and Funding Officer</b>	27 - 44
9. <b>Forward Plan Extract for the Community and Wellbeing Portfolio</b>	45 - 48

To note the Forward Plan extract (if any) for the Community and Wellbeing Portfolio

**Community and Wellbeing Policy Development Advisory Group**  
**16 JULY 2018**

Present: Councillors: Tricia Youtan (Chairman), Andrew Baldwin, Alan Britten, Karen Burgess, David Coldwell, Nigel Jupp, Paul Marshall, Mike Morgan, Kate Rowbottom, Jim Sanson and David Skipp

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 4 April 2018 were received by the group.

2 **FOOD SAFETY AND HEALTH AND SAFETY SERVICE PLANS**

The Environmental Health and Licensing Officer presented the draft annual Food Safety Plan and the draft annual Health & Safety Service Plan to the group.

The Commercial Team are the enforcing authority for food safety and Health & Safety at work activities in certain commercial business premises within the Horsham district.

Each local authority is required to produce and make available an annual health and safety service plan as well as a service plan to meet the requirements of the food standards agency (FSA) document 'Framework Agreement on Local Authority Food Law Enforcement'.

3 **DISCRETIONARY DISABLED FACILITIES GRANT UPDATE**

The Environmental Health & Licensing Officer provided the group with an update regarding the Discretionary Disabled Facilities Grant.

DFGs are the only mandatory grants and are available to disabled people when works to adapt their home are judged necessary and appropriate to meet their needs and when it is reasonable and practicable to carry them out having regard to the age and condition of the dwelling.

Some of the money coming in to the county will be used to employ a manager to develop these grants and create a pooled budget across the county in order to allocate funds where needed based on demand.

The group were provided with a summary of work going forward relating to this project and were informed that Council would be sought when making a decision on the following before the end of December 2018:

- Approval of the pooled fund arrangements
- Approval of a revised county-wide policy, informed by the project to date.

It was noted that the number of referrals received in the first six months of 2018 were greater than the total number of completed applications for 2017.

4 **WARDEN EXPANSION PROGRAMME UPDATE**

The Director of Community Services provided the group with an update regarding the Warden Expansion Programme.

It was noted by the group that Billingshurst and Horsham's unparished areas had Wardens allocated with an ongoing training and induction programme.

The group were also informed that from time to time it may be possible to call upon wardens to visit other parishes under exceptional circumstances.

5 **FORWARD PLAN EXTRACT FOR THE COMMUNITY AND WELLBEING PORTFOLIO**

The forward plan extract was noted.

*The meeting closed at 6.15 pm having commenced at 5.30 pm*

CHAIRMAN

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 October 2018

#### **What is a Key Decision?**

A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Additional Temporary Accommodation options</b> Policy Development Advisory Group 29 October 2018	Cabinet	22 Nov 2018	Open	Rob Jarvis, Head of Housing Services robert.jarvis@horsham.gov.uk  Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)
2.	<b>Affordable Housing Investment - Creation of a Housing Company</b> Policy Development Advisory Group 18 December 2018	Cabinet	24 Jan 2019	Open	Rob Jarvis, Head of Housing Services robert.jarvis@horsham.gov.uk  Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)

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