

# **Town & Parish Council Conference**

8<sup>th</sup> November 2018

# Welcome and Introduction

**Cllr Tracey Stock**

Deputy Executive Member, Health

# The precept

*The Finance department have now distributed the tax base information to each Town/ Parish Council for setting 2019/20 Precepts.*

*Those who have previously indicated their preference to receive it by email only should have received it on Friday 2<sup>nd</sup> November.*

*Those who requested the information via post should have received it on Monday 5<sup>th</sup> November.*

# The precept

*As before, Towns and Parishes are assisted in calculating their Precept by using the individually tailored Precept calculators. Please ensure you complete your precept requirement form (and where your precept exceeds £140k, the supplementary form as well),*

*These must be returned via email or post by Friday 18<sup>th</sup> January 2019.*

*Remember to provide all of the requested information and please check that your submission clearly states your Council's requirements in terms of both the Band D figure and the overall precept, along with the percentage movement between years.*

# The Precept

*The Tax Base issued reflects any applicable boundary changes, as well as estimated housing growth. Finance colleagues do not envisage any forthcoming changes regarding Town/Parish Council tax referendum limits, however this will be confirmed on the 6<sup>th</sup> December 2018 when the Local Government Finance Settlement is issued.*

*If you need any assistance in completing your Precept request form please contact [precepts@centralbedfordshire.gov.uk](mailto:precepts@centralbedfordshire.gov.uk) so one of the team can be in contact and discuss this with you. Where required, arrangements can be made to meet with you too, at your convenience.*

# Agenda

1. Health – primary care /social prescribing / community catalysts
2. Planning Administration
3. Report It Now!
4. Empty Homes Strategy
5. Becoming a CBC Councillor

# General Practice in Bedfordshire

## Sustainability & Transformation Programme

Nicky Wadely, Assistant Director of Primary Care  
Bedfordshire CCG  
October 2018

# National Background & context

April 2016

## NHS England General Practice Forward View

- Releasing capacity / reducing workload
- Commitment to strengthening the workforce
  - Increase the number of doctors in general practice
  - Increase the number of other health professionals
  - Strengthen the general practice nursing workforce
- Developing new models of care to improve health outcomes
- Developing estates and digital infrastructure





# Local Challenges

- GP retirements/leavers in 16/17 & 17/18
  - Difficulty in recruitment
  - Use of locum = ↑ expenditure
- Increased patient demand and workload
  - Population growth
  - Aging population with LTC & complex needs
- Risk
  - GP's handing their contracts back to NHS England, resulting in 'caretakers' procurement (short term contracts) or worst case – list dispersed & practice closed.

# Key Areas of CCG GP Forward View plan

Aim: to sustain and transform Primary Care

- Primary Care Home Model of care
- Extended Access
- Workforce Development
- Infrastructure Developments
  - Hubs
  - Technology

# Primary Care Home

*“Services will be designed to wrap around 30-50,000 cluster populations. These clusters will form the footprints for collaboration and new ways of working between practices, delivery of extended access, and the development of multidisciplinary primary care teams to deliver integrated out of hospital services to our local communities.”*

Our Primary Care Homes are:

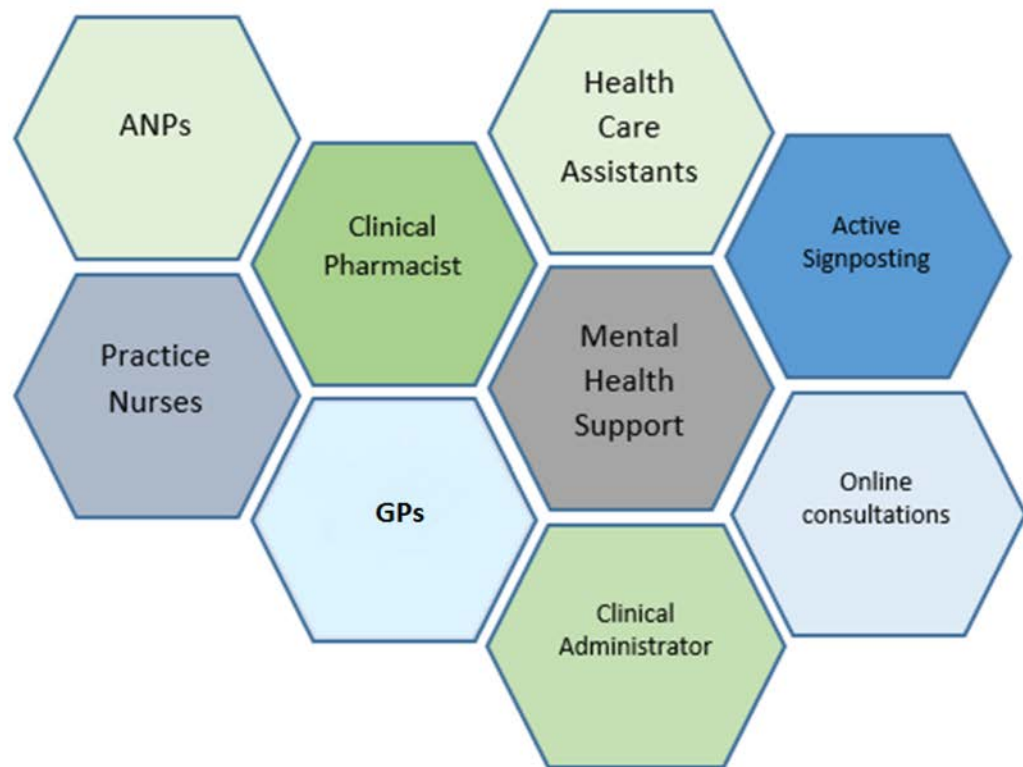
Leighton Buzzard	All 3 practices
Chiltern Vale	Currently all 9 practices, however starting to work in smaller groups for specific projects (MDT, hubs) with a view to eventually Toddington, Wheatfield and Houghton Regis forming own PCH.
West Mid Beds	All 7 practices
Ivel Valley	<p><b>Ivel Valley North</b> = Greensands, Sandy, Shannon Court, Ivel Medical Centre, Saffron Rd.</p> <p><b>Ivel Valley South</b> = Larksfield, Lower Stondon, Arlesey, Shefford.</p>

## Extended Access

- Appointments are now available after normal GP opening times in evenings and at weekends.
- Bookable via GP practice and in future NHS111.
- Advanced booking and same day access to Nurse, HCA and GP

# Workforce Development

- Creating more integrated teams providing a wider range of care options for patients
- Greater use of skill mix to release capacity
- Freeing up GPs to concentrate on more complex patients
- Increasing accessibility



# New roles & ways of working

- Practice Nurse specialist skills training
  - Minor Illness
  - Specialist Diabetes
  - Specialist Respiratory
  - Prescribing skills
- Health Care Assistant training
  - Phlebotomy
  - ECGs
  - Immunisations & Vaccinations
- Practice Manager Leadership
  - Future Leaders
  - Change Management
  - Resilience, mentorship, coaching

# New roles & ways of working

- Clinical Pharmacists – Flitwick recognised as exemplar for the work they have done.
  - Medication reviews
  - Minor Illness clinics
  - Long Term Conditions
  - Health Checks
- Clinical Administrators
  - Releases GP time (approx. 40 minutes per GP per day)
  - Detailed coding improves monitoring and management
  - Attractive role – retention
- Active Signposting
  - First point of contact, right person, first time
  - 5% reduction in GP consultations
  - Appropriate use of skill mix, job satisfaction

# Active Signposting – a closer look

*Active Signposting encourages patients to self-refer to local community services where they do not need to see a GP first. This takes place upon presentation at the GP Surgery, trained individuals are given the tools to advise and direct patients to an alternative service, providing their needs fit within an agreed exclusion and inclusion criteria.*

## **Patient benefits:**

The aim of this service is to reduce the amount of time it takes for you to get the right help for your condition. This will be achieved by providing you with more information about the health and wellbeing services that are local to you. It is hoped that this service will help to reduce the overall waiting times for you to see your GP or Nurse.

General Practice staff are upskilled and experience increased confidence and job satisfaction. Receptionists develop enhanced communication skills and broaden their knowledge of local services. Resulting in good quality care and customer service for the patient population.



# Active Signposting – a closer look

**Our approach:** West Wakefield Training Provider

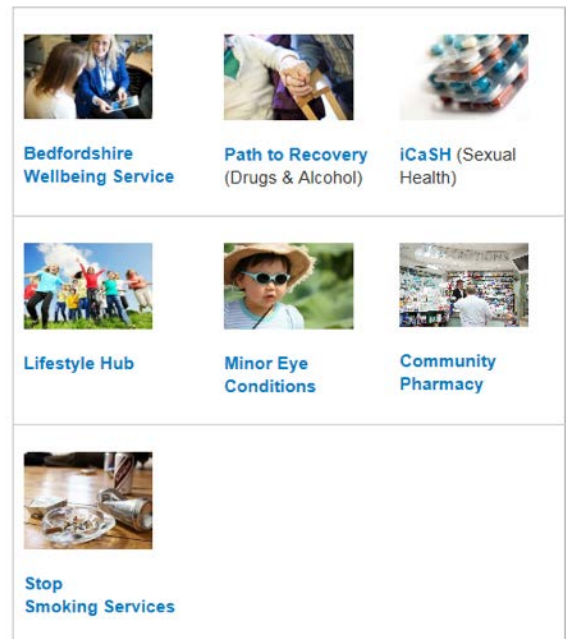
**GP Champion:** Dr Linus Onah, GP Future Leader

## Milestones to date:

- Achieved as part of the 10 High Impact Actions
- 85% of practices have signed up to deliver active signposting
- 316 receptionists have attended the training programme
- 7 local service providers taking part to date
- Number of recorded signposts – 1470
- Number of accepted signposts – 1335
- 91% of signposts accepted

## Further work:

- Increase number of services
- Raising patient & public awareness
- Self care packs to be launched in practice



# Infrastructure

- Working to resolve premises restrictions in the surgeries
- Want to co-locate with health and social care teams to support integrated working
- Increased use of technology as alternative to face to face consultations

Thank you

Any questions?

**Community Catalysts  
Central Bedfordshire  
Community micro- enterprise project**

**Helen Allen  
Alistair Bucknall**

**communitycatalysts**  
unlocking potential effecting change

# Community Catalysts

- A social enterprise and CIC established in 2010
- Works across the UK in partnership with local councils, health trusts, community groups and provider organisations
- Help local people use their gifts, talents and imagination to set up sustainable social care and health enterprises
- Our goal is for more people needing care to get the support they need to live the life they want to live.
- Community entrepreneurs provide real choice of personalised and high-quality services for people who need support and services to live full lives.

# Policy context in England

- Government strategy for adult social care: a system in which people are able to co-design a service which is tailored to their requirements and would help them to lead a connected and contributing life in their local community ('personalisation').
- Personal budgets and personal health budgets; giving people control of the money to buy services and support
- The Care Act in 2014
- NHS England: Five Year Future Forward in 2014.

# The challenge

- People buy support and services that help them to live their lives
- Giving people control of the money is only half the answer
- People need real choice of a wide range of great local services and supports – and not just social care and health services
- Control and choice can be made so complex, confusing, unattractive or scary that people would rather ‘get what they’re given’

# Community micro- enterprise

- Are local people providing support and services to other local people
- Work on a very small scale (8 or fewer workers – paid or unpaid) and are independent of any larger organisation
- Operate on a continuum of voluntary to commercial- and everything in between
- Can be run by anyone including people who use services, their families or other community members,
- May be established enterprises, businesses or groups with or without a care or support focus
- May simply be people with a good idea for something new



# Central Bedfordshire Project

- A partnership project between CBC and Community Catalysts for 2 years
- Locally delivered by Alistair Bucknall who is based within local communities
- Aim- to develop community micro- enterprises that will help older people at home and people with a learning disability live a full life in the community
- The initial focus is on the Ivel Valley but work can cover the whole of the County.
- Works in partnership with the council, third sector organisations and providers

# Older people service examples

## ***Currently working with and supporting 17 small local enterprises***

- Ex-district nurse who alongside her husband supports local older people stay independent at home by helping them to do their shopping, food preparations, small home chores and companionship.
- Laughing yoga and seated exercise instructor who has a passion for working with people to reduce social isolation and improve wellbeing. Now diversifying to provide sit and chat in the home with older people and helping them access their community and become socially involved.

# Learning disability service examples

- A group working to support local people with a learning disability to access their community, develop life skills and volunteering.
- Music group setting up sessions (Singing/instrumental) for adults with a disability focusing on socialisation, skills building and creativity.
- A mum setting up bakery workshops for adults with a disability inspired by her daughters love for baking as they discovered this helps her with sensory stimulation and sense of creativity.

# How can we help people to help other local people in your parish ( focus on Ivel Valley but not exclusive)

- Do you know anyone locally who is helping ( or would like to) older people or those with a learning disability: Maybe they could do more and make it their occupation. Can you tell them about the project? Pass on an info sheet
- Are there any people/groups who are working with older people or those with a learning disability that we should be connecting with?
- Where is the best place to share information about what we are doing? ( meetings/community links, community spaces, advertising through local parish magazines/ Facebook)?

Contact:

Alistair Bucknall on :

07741 260675

[alistair.bucknall@communitycatalysts.co.uk](mailto:alistair.bucknall@communitycatalysts.co.uk)



# Social Prescribing Service in Central Bedfordshire

**Tracy Cowan**  
Chief Executive



# What is Social Prescribing?

Social Prescribing is a way in which GPs, nurses and other care professionals can refer people on for non-medical community based support and services, via our Local Community Coordinators and Community Wellbeing Champions, instead of offering only medical interventions



## Why the need for social prescribing?

**Depression and anxiety** are common – according to Mind, **one in six** people experience such problems **every week**.

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**Loneliness and social isolation** is as damaging to our health as **smoking 15 cigarettes a day**, says the Campaign to End Loneliness

Did you know?

About **20% of GP time** is spent with people whose worries around debts, benefits, or housing may make them ill (or undermine their ability to manage an existing condition).

Many GPs don't know how to help. So these patients, who have limited social networks, present time and again.

**Social prescribing breaks the cycle**

**Holistic approach to meet people's needs**

**Helps to better support people's self management of long-term conditions**

**Improves mental health & wellbeing**



# Beats any drugs the doctors can give you



# Linking people to sources of support within their community



bridging the divide between NHS  
and community. Linking people  
back to their communities



Reliant on  
Local Community Coordinators' and Community Wellbeing Champions'  
LOCAL knowledge  
and their working relationships with community groups and support organisations

# Central Bedfordshire Team Community Wellbeing Champions

Louise, Zoe, Mae, Edward, & Mick

Across 4 Locality Areas

## Reason(s) for referral

- |   |   |
|---|---|
| <input type="checkbox"/> Social isolation                   | <input type="checkbox"/> Money management / debt / benefits |
| <input type="checkbox"/> Community activity & social groups | <input type="checkbox"/> Housing issues                     |
| <input type="checkbox"/> Anxiety / depression / low mood    | <input type="checkbox"/> Learning / training / unemployment |
| <input type="checkbox"/> Long term health condition         | <input type="checkbox"/> Digital inclusion / IT skills      |
| <input type="checkbox"/> Volunteering / befriending service | <input type="checkbox"/> Frequent attenders                 |
| <input type="checkbox"/> Carer support                      |   |

Employed since 26 July – for 2 years

Undertaken extensive local Community Asset Mapping Exercise

Commenced GP Practice Manager meetings and Practice Clinical meetings

# Central Bedfordshire Rollout Plan

## Ivel Valley

**Shefford Health Centre**

**Launch 1<sup>st</sup> November**

**Ivel Valley Medical Centre,**

**Biggleswade**

(meeting 17 October)

**Shannon Court Surgery, Sandy**

(meeting in progress)

## Chiltern Vale

**Caddington Surgery**

**Launch 5th November**

**Houghton Regis Medical Centre**

(meeting in progress)

## Leighton Buzzard

**Bassett Road Surgery**

**Launch 1st November**

**Salisbury House Surgery**

(meeting in progress)

## West Mid Beds

**Aslpands Medical Centre & Woburn**

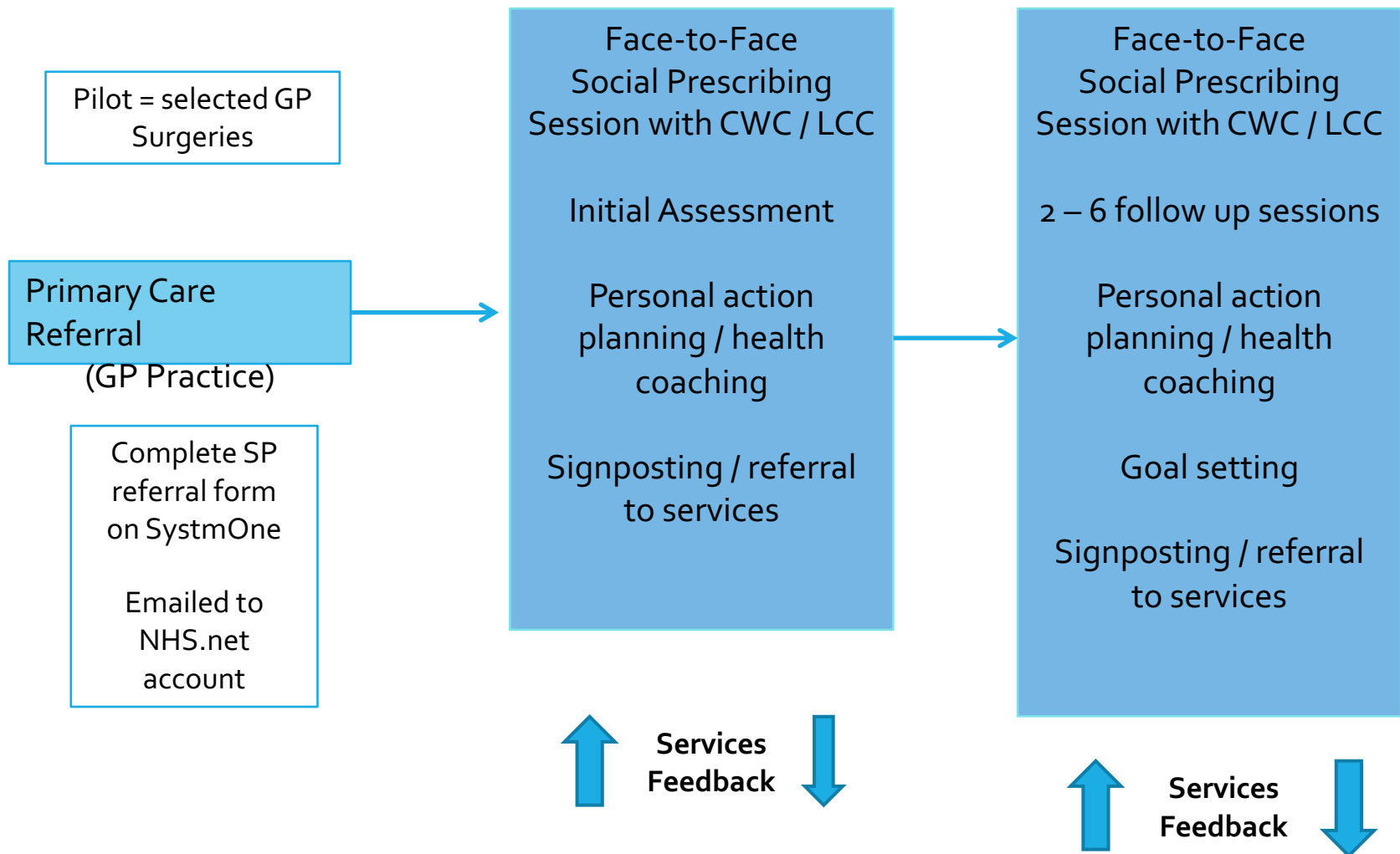
**Surgery**

Launched

**Flitwick Surgery**

(meeting in progress)

# Referral Pathway – how it's going to work



# Beacon – leading the way!

Already increasing the profile of social prescribing within health & social care delivery

Opportunity to lead the social prescribing agenda across Bedfordshire

Demonstrate excellent results for the people who access the service – how their lives have improved as a result of the work of the team..... MORE FUNDING to expand

Decrease in the number of GP appointments

NHS Accounts

Health Coaching approach – USP

Our approach is being noticed!





# How can Town and Parish Councils support Social Prescribing?

What is happening in your communities that could help Social Prescribing in your areas?

Supporting us with your local knowledge and expertise of services and groups

Offering community services for consultations

Working with us to enable the development of more inclusive services

Helping to promote volunteering in your communities e.g. Allotment schemes

Anything else?



Sara Murphy

Email: [saram@bedsrcc.org.uk](mailto:saram@bedsrcc.org.uk)

07534 484976



**Health and Wellbeing**  
Fit for the Future



# Planning Administration Improvement Processes

Interim Team Leader – Alison Hunt

# Overview – electronic consultation

## Planning Applications - paper reduction & electronic comments

In response to Government and Corporate requirements to digitise and adopt electronic rather than paper driven processes, we have reviewed our business processes to determine where we can become more efficient, particularly with regards to:

- printing
- postage
- manual data entry

# T&P Consultation

On receipt of a planning application Town and Parish Councils will be informed by email with a web link to the online case. The email will identify timescales for comment and instructions on how to submit comments online.

We will send paper version of plans (up to A3 only) and a copy of the public planning application form only, with a covering letter identifying the case details.

All supporting documents, previously printed and posted to councils, will only be available on our website.

# Paper applications

- Paper applications are still received
- These are scanned on receipt.
- Email consultation will still happen
- A paper application set will be posted to the town and parish council.

# Ongoing

We are working towards fully electronic driven processes and encourage town and parish councils to accept paperless consultation in the future.

We are working with IT to minimise the time it takes for documents to load on the online planning web pages.

We are working with developers to submit applications electronically and label plans and supporting documentation in a customer friendly format.

# Online Planning Register

We publish a weekly list of all applications received in each Parish, with multiple search options, which can be accessed via this link: <http://www.centralbedfordshire.gov.uk/planning/view-comment/weekly-list.aspx>

# Submitting comments

Paper and emailed comments have to be entered manually onto our planning system, this is particularly time consuming where more than one case is included

T&P councils are advised that the preferred method of receiving consultation responses is online via our Planning Register

<http://www.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/AcolNetCGI.gov>

Full details on how to submit comments online are explained in the letters sent from Planning.



# Consultation portal

To assist T&P councils to submit electronically we have created accounts on the online consultation portal for those that didn't already have one.

I have all of your logins with me today.

Receiving documentation electronically allows the Admin team to update planning cases quicker.

Comments received are logged and published directly to the online case file.

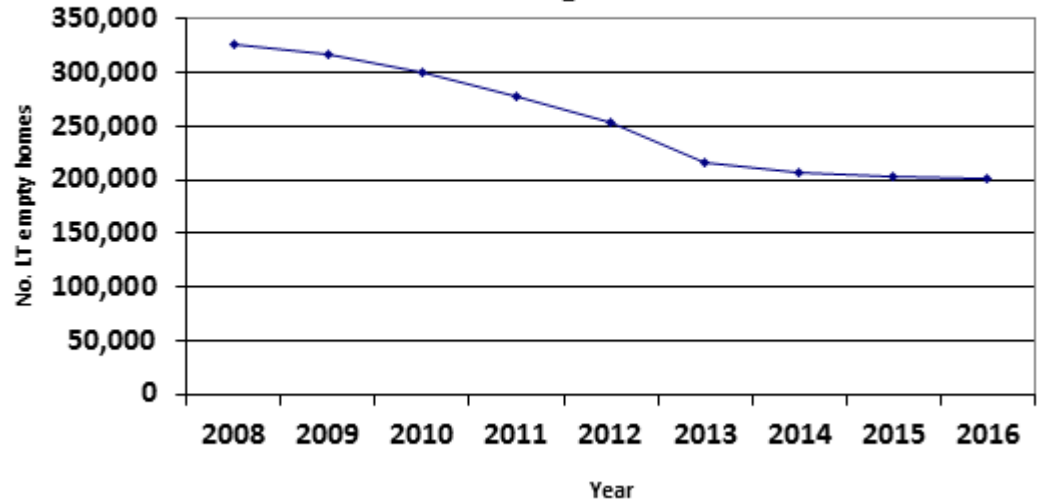
# **Empty Homes Event 2018**

## **Welcome**

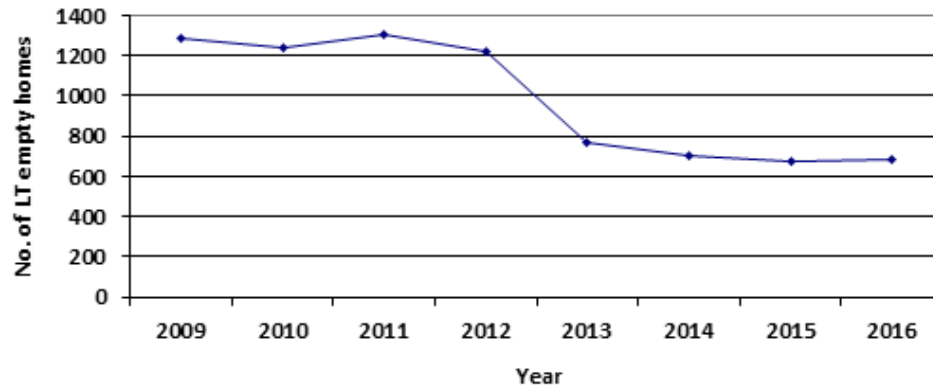
**Nick Costin**  
**Head of Housing Initiatives**

# Trends nationally and locally

## Long-term (6 months+) empty homes in England



## Long term (6m+) empty homes in Central Bedfordshire



# Context – Homelessness Pressures



- 180 households in TA (70 June 2016)
- 300 Children in TA
- 34 new approaches each week
- 2nd highest increase in PRS rents (St Albans 1st)

# Background

Council activity has returned **368** long term empty homes back into use from 2012 – 2018

Focus on those empty for 2 years or more, priority on those empty for 5 years+

Council uses a range of tools:

- Negotiation, advice and assistance
- Capital Loan assistance
- Acquisition – where appropriate
- Enforcement – immediate and longer term
- Council Tax Premium
- Enforced sale

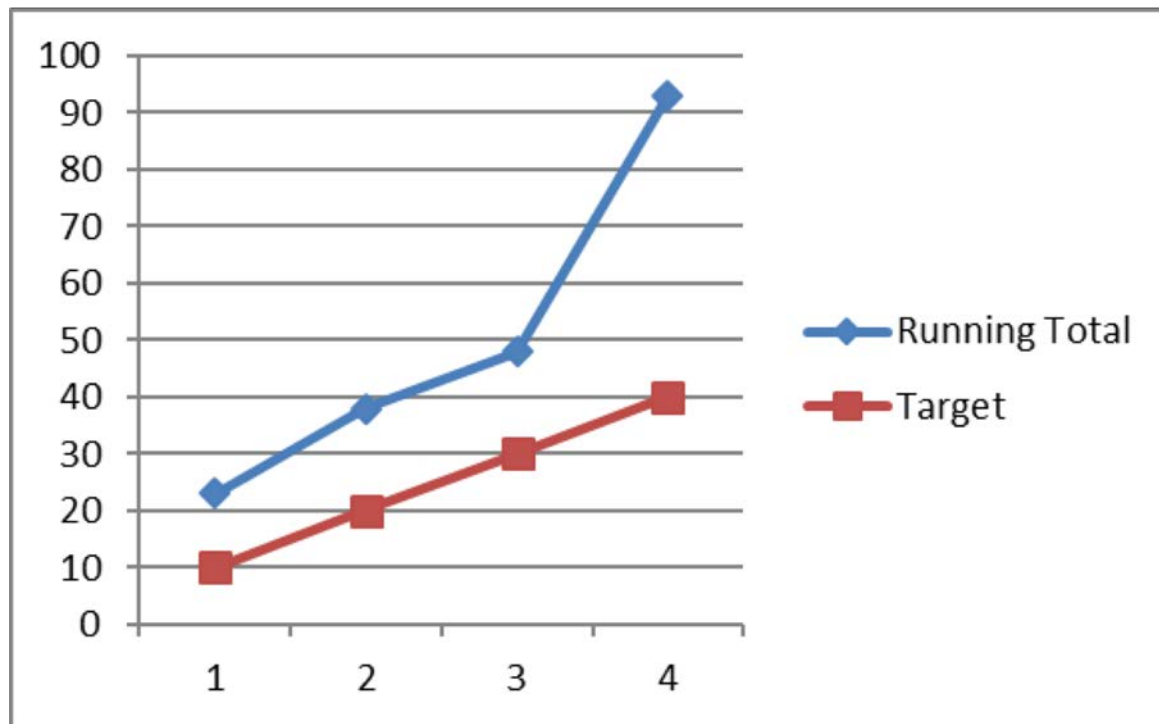
# Background cont'd

- Successfully obtained six Empty Dwelling Management Orders – all properties renovated and let
- More EDMO's planned in near future – can prompt alternative action
- Executive approved CPO 2017 – property back in use
- Further CPO recommendation to Executive Dec 2018



# Figures..93 Properties back in use 2017

10 years plus empty = 7 properties; 5 – 10 years empty = 25 properties; 2 – 5 years empty = 47; 1 – 2 years empty = 14



**BRIEFING PAPER**

Number 08773, 28 May 2018

Rating (Property in  
Common Occupation) and  
Council Tax (Empty  
Dwellings) Bill 2017-19

By Mark Sandford

Contents:

1. Introduction
2. Rating of contiguous properties in common occupation
3. Empty Homes Premium



## Councils given power to increase taxation on empty homes

**Councils will be allowed to triple the council tax on homes left empty for five to 10 years, following an amendment to a government bill.**

Local government minister, James Brokenshire, also confirmed councils can now double the rate of council tax on homes left empty between two and five years, and quadruple it one homes left empty for more than a decade.



# Action on Empty Homes 2018



Central  
Bedfordshire

Janice Edmond – Lead on Empty Homes

A little bit about me:

- 8 year's experience in environmental health/housing and empty homes work
- Chair of the Herts, Beds and Bucks Empty Homes Forum with growing membership and affiliate members from London Authorities, Norfolk and Reading
- Executive Member of the Empty Homes Network the national professional body of empty homes practitioners

the problem with empty homes.....

This story is best told  
through pictures























# Let's talk about our success stories

What was the action....

What was the outcome...



# How long empty??

## What was the action **final EDMO**



# How long empty??

## What was the action **final EDMO**





# How long empty??

## What was the action **final EDMO**



# How long empty??

## What was the action **final EDMO**





# How long empty? What was the action?

## Empty Home Loan





# How long empty??

# What was the action **Empty Home Loan**



# How long empty??

## What was the action **Negotiation**





# How long empty??

## What was the action **Negotiation/Sold**



# How long empty??

## What was the action **Negotiation/Sold**













A personal thank you for your time  
today

Any Questions?



# **Combined CBC & Parish Elections 2 May 2019**

# Key Dates

- 4 March – Nomination papers issued
- 18 March – Start of receipt of Nomination papers
- 3 April – Close of nominations (4pm)
- 8 April – Issue of Postal Votes (combined)
- 12 April – Issue of Postal Votes (not combined)
- 3 May – Count
- 30 May – Declaration of Candidates Expenses (including NIL returns)

# Costs

- Up to 600 additional staff - Plan for at least 50% share of the administration of the election (which includes)
  - Returning Officer/Inspecting Officers/Clerical
  - Count Venue & Staff
  - Issue & Opening of Postal Votes
  - Presiding Officers & Poll Clerks
  - Polling Station Hire Charges
  - Ballot Papers
  - Delivery/Collection of Polling Booths
  - Postal vote postage outward and inward
  - Postal Vote Statements & Envelopes
  - Poll Cards- Printing & Delivery
  - Ballot Box Stationery
- Stand alone – Can cost between £3000 - £5000 per polling station

# Nomination Paper

Central Bedfordshire Council

## Office Use Only

Time delivered	Date delivered	No of Nomination Paper in order of delivery	Initials

## ELECTION OF A PARISH COUNCILLOR

for

Biggleswade (Part) Holme Parish Ward

Date of Election: Thursday, 2 May 2019

We the undersigned, being local government electors for the said Parish Ward, do hereby nominate the under-mentioned person as a candidate at the said election.

PLEASE COMPLETE IN CAPITALS (except where a signature is required)

Candidate's surname	Other forename(s) in full	Commonly used surname (if any)	Commonly used forenames (if any)	Description (if any) use no more than 6 words	Home Address in full
Dunleavy	William John		Bill <del>William</del>	Independent	5 West Road Biggleswade Bedfordshire SG17 5TQ
Title	Email Address			Telephone	

Proposer	Signature	Print Name as Signed	Electoral Number	
			Polling District Letters	Number
			BIGS-HO1	123
			BIGS-HO1	123/1

# Candidate's Consent to Nomination

(To be given on or within one month before the last day for delivery of nomination papers, and delivered at the place and within the time appointed for delivery of nomination papers)

## Election of a Parish Councillor

for

### Biggleswade (Part) Holme Parish Ward

Central Bedfordshire Council

Date of Election: Thursday, 2 May 2019

I, *(name in full)*

William John Dunleavy

Of *(home address in full)*

5 West Road Biggleswade, Bedfordshire SG17 5TQ

**hereby consent** to my nomination as a candidate for election as a Parish Councillor for Dunstable (Part) Manshead Parish Ward.

I declare that on the day of my nomination I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community, who has attained the age of 18 years and that

\* (a) I am registered as a local government elector for the administrative area of the Parish Election in respect of *(qualifying address in full)*

5 West Road Biggleswade, Bedfordshire SG17 5TQ

and my electoral number *(see note below)* is BIGS-HO1/456 ; or

\* (b) I have during the whole of the twelve months preceding that day or those days occupied as owner or tenant of the following land or other premises in the Parish Election *(description and address of land or premises)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ; or

\* (c) my principal or only place of work during those twelve months has been in that Parish at *(give address of place of work and, where appropriate, name of employer)*

\_\_\_\_\_  
\_\_\_\_\_; or

\* (d) I have during the whole of those twelve months resided in that Parish or within 4.8 kilometres of it at *(give address in full)*

5 West Road, Biggleswade, Bedfordshire. SG17 5TQ  
\_\_\_\_\_

*\* delete whichever is inappropriate, (but you can include all those that apply)*

I declare that to the best of my knowledge and belief I am not disqualified from being elected by reason of any disqualification set out in, or decision made under, Section 80 of the Local Government Act 1972, section 78A of the Local Government Act 2000 or section 34 of the Localism Act 2011, [copies of which sections are printed overleaf].

Date of Birth: 22 May 1960

Signature: \_\_\_\_\_

Date of consent: 4 March 2019

Signed in my presence|

Signature of witness: John Smith

Name and address of witness (PLEASE PRINT)

6 West Road, Biggleswade, Bedfordshire SG17 5TQ  
\_\_\_\_\_

# The Count



# More information:

[centralbedfordshire.gov.uk/council/elections/local-parish-2019/overview.aspx](http://centralbedfordshire.gov.uk/council/elections/local-parish-2019/overview.aspx)

Home > About your council > Electoral Registration and Elections > Local and Parish Elections - Thursday, 2 May 2019  
> Local and Parish Elections - Thursday, 2 May 2019

## Local and Parish Elections - Thursday, 2 May 2019

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1. Local and Parish Elections - Thursday,  
2 May 2019

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### Local and Parish Elections - Thursday, 2 May 2019

On Thursday, 2 May 2019 elections will be held across Central Bedfordshire to elect councillors to Central Bedfordshire Council and also to elect councillors to Town and Parish Councils.

### Candidates and agents at local elections in England

**The Electoral Commission** has the timetable and all the guidance and resources that you will need if you are a candidate or agent at local elections in England and Wales.



# Becoming a councillor in Central Bedfordshire

t to  
of

"I'm  
passionate  
about services

"I want to  
influence

"I w

# QUESTIONS?

# Contact details

Brian Dunleavy – Democratic Services Manager

[Brian.dunleavy@centralbedfordshire.gov.uk](mailto:Brian.dunleavy@centralbedfordshire.gov.uk)

0300 300 4049

Claire Carpenter – Elections and LLC Manager

[Claire.carpenter@centralbedfordshire.gov.uk](mailto:Claire.carpenter@centralbedfordshire.gov.uk)

0300 300 6284