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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive

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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWAITH	THE EXECUTIVE
DYDD LLUN 17 HYDREF 2016 10.00 o'r gloch	MONDAY 17 OCTOBER 2016 10.00 am
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER COUNCIL OFFICES LLANGFNI
Swyddog Pwyllgor	Mairwen Hughes 01248 752 516 Committee Officer

Annibynnol/Independent

R Dew, K P Hughes, H E Jones and Ieuan Williams (Cadeirydd/Chair)

Plaid Lafur/Labour Party

J A Roberts (Is-Gadeirydd/Vice-Chair) and Alwyn Rowlands

Aelod Democratiaid Rhyddfrydol Cymru /Welsh Liberal Democrat (Heb Ymuno / Unaffiliated)

Aled Morris Jones

COPI ER GWYBODAETH / COPY FOR INFORMATION

I Aelodau'r Cyngor Sir / To the Members of the County Council

Bydd aelod sydd ddim ar y Pwyllgor Gwaith yn cael gwahoddiad i'r cyfarfod i siarad (ond nid i bleidleisio) os ydy o/hi wedi gofyn am gael rhoddi eitem ar y rhaglen dan Reolau Gweithdrefn y Pwyllgor Gwaith. Efallai bydd y Pwyllgor Gwaith yn ystyried ceisiadau gan aelodau sydd ddim ar y Pwyllgor Gwaith i siarad ar faterion eraill.

A non-Executive member will be invited to the meeting and may speak (but not vote) during the meeting, if he/she has requested the item to be placed on the agenda under the Executive Procedure Rules. Requests by non-Executive members to speak on other matters may be considered at the discretion of The Executive.

Please note that meetings of the Committee are filmed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy.

A G E N D A

1 DECLARATION OF INTEREST

To receive any declaration of interest from any Member or officer in respect of any item of business.

2 URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER

No urgent matters at the time of dispatch of this agenda.

3 MINUTES (Pages 1 - 10)

To submit for confirmation, the draft minutes of the meetings of the Executive held on the 19th September, 2016.

4 MINUTES FOR INFORMATION (Pages 11 - 14)

To submit for information, the minutes of the meeting of the Corporate Parenting Panel held on 5th September, 2016.

5 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 15 - 28)

To submit a report by the Head of Democratic Services.

6 CAPITAL BUDGET STRATEGIC PLAN (Pages 29 - 42)

To submit a report by the Head of Function (Resources)/Section 151 Officer.

7 COUNCIL TAX PREMIUMS (Pages 43 - 48)

To submit a report by the Head of Function (Resources)/Section 151 Officer.

8 SYRIAN REFUGEES (Pages 49 - 54)

To submit a report by the Head of Housing Services.

9 LLAWR Y DREF, LLANGFNI - BUSINESS CASE (Pages 55 - 66)

To submit a report by the Head of Housing Services.

10 NORTH WALES PROTOCOL FOR THE GYPSIES AND TRAVELLERS COMMUNITY (Pages 67 - 80)

To submit a report by the Head of Housing Services.

11 CORPORATE SCRUTINY COMMITTEE - CORPORATE SAFEGUARDING (Pages 81 - 92)

To submit the final report by the Corporate Scrutiny Committee.

Please note that meetings of the Committee are filmed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy.

12 CORPORATE SCRUTINY COMMITTEE - LETTING OF LOCAL AUTHORITY HOUSING (VOIDS) (Pages 93 - 106)

To submit the final report of the Corporate Scrutiny Committee.

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THE EXECUTIVE

Minutes of the meeting held on 19 September, 2016

- PRESENT:** Councillor Ieuan Williams (Chair)
Councillor J.Arwel Roberts (Vice-Chair)
- Councillors Richard Dew, Aled Morris Jones, H. Eifion Jones,
Kenneth Hughes, Alwyn Rowlands.
- IN ATTENDANCE:** Chief Executive
Assistant Chief Executive (Partnerships, Community and Service Improvement)
Head of Function (Resources) and Section 151 Officer
Head of Adults' Services (for item 14)
Head of Democratic Services
Head of Learning (for items 15 & 16)
Head of Regulation and Economic Development (for item 18)
Head of Highways Waste and Property Programme, Business Planning and Performance Manager (for items 7 & 8)
Technical Services Manager (Housing)(DR) (for item 19)
Operations Manager (Trading Standards and Licensing) (SH) (for item 17)
Policy and Strategy Manager (CWO)(for item 6)
Committee Officer (ATH)
- APOLOGIES:** None
- ALSO PRESENT:** Councillors John Griffith, R. Meirion Jones, Victor Hughes, Llinos Medi Huws.
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1. DECLARATION OF INTEREST

Councillor H. Eifion Jones declared a personal but not prejudicial interest in item 15 on the agenda.

2. URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER

None reported.

3. MINUTES

The minutes of the previous meeting of the Executive held on 18th July, and the extraordinary meeting held on 25th July 2016 were presented for the Executive's approval.

It was resolved that the minutes of the previous meeting of the Executive held on 18th July, 2016 and the extraordinary meeting held on 18th July, 2016 be confirmed as correct.

4. MINUTES FOR INFORMATION

The draft minutes of the Voluntary Sector Liaison Committee held on 8th July, 2016 were presented for the Executive's information.

It was resolved that the draft minutes of the meeting of the Corporate Parenting Panel held on 6th June, 2016 be noted for information purposes.

5. THE EXECUTIVE'S FORWARD WORK PROGRAMME

The report of the Head of Democratic Services incorporating the Executive's Forward Work Programme for the period from October, 2016 to May, 2017 was presented for the Executive's approval.

The Head of Democratic Services highlighted the changes to the forward Work Programme since the previous reporting period as follows –

- Items new to the Forward Work Programme:
 - Item 2 (Council Tax Premiums) and item 5 (North Wales Protocol for the Gypsies and Travellers Community) scheduled to be considered by the Executive at its 17th October, 2016 meeting.
 - Item 8 (2017/18 Council Tax Base), item 9 (2017/18 Council Tax Reduction Scheme) and item 13 (Housing Anti-Social Behaviour Policy) scheduled to be considered by the Executive at its 28 November, 2016 meeting.
 - Item 16 (Council Housing Garages) scheduled to be considered by the Executive at its 19th December, 2016 meeting.
 - Item 19 (Childcare Sufficiency Assessment) scheduled to be considered by the Executive at its 23 January, 2017 meeting.
 - Item 25 (Discretionary Business Rate Relief Policy for 2017/18) and item 30 (Housing Revenue Account Business Plan and draft Budget 2017/18) scheduled to be considered by the Executive at its 13th February, 2017 meeting.
 - Item 33 (Discretionary Housing Payments Policy 2017/18) scheduled to be considered by the Executive at its 20th March, 2017 meeting.
- Additional items not on the Forward Work Programme as presented:
 - A report by the Scrutiny Outcome Panel in respect of Corporate Safeguarding and a report by the Scrutiny Outcome Panel in respect of the Letting of Local Authority Housing (Voids) are scheduled to be presented to the Executive at its 17th October, 2016 meeting.
- Slippage on the Forward Work Programme:
 - Item 4 (Llawr y Dref, Llangefni – Business Case) has been re-scheduled for consideration by the Executive from the 19th September to the 17th October, 2016 meeting.

The Chair said that he would consult with the Chairs of the Scrutiny Committees regarding any new items that might require pre-decision scrutiny.

It was resolved to confirm the Executive's updated Work Programme for the period from October, 2016 to May, 2017 subject to the two additional changes outlined at the meeting.

6. THE WELSH LANGUAGE STRATEGY

The draft Welsh Language Strategy for 2016 to 2021 was presented for the Executive's consideration ahead of its presentation for approval by the County Council.

The Chair summarised the legislation and policy context and highlighted the fact that the Welsh Language Strategy for 2016 to 2021 is accompanied by an Action Plan for Year 1 the implementation of which will be monitored carefully. The Language Strategic Forum has contributed significantly to the formulation of the strategy in terms of identifying priorities and the strategy is divided into three priority areas encompassing Children and Young People/The Family; the Workplace, Welsh Language Services and Infrastructure, and the Community. The Chair said that much of the editorial work on the Strategy has now been completed in readiness for its presentation to the County Council.

It was resolved to recommend to the County Council that it approves the Welsh Language Strategy 2016-2021 (draft) and to authorise relevant officers, in collaboration with the Portfolio

Holder to complete any further editorial work that may be required to the strategy ahead of its presentation to the Council.

7. CORPORATE SCORECARD QUARTER 1 2016-17

The report of the Head of Corporate Transformation incorporating the Corporate Scorecard for the Quarter 1 2016/17 reporting period was presented for the Executive's consideration.

The Portfolio Member reported that the first scorecard of the 2016/17 financial year shows the Council's performance against agreed targets. This year the emphasis will be more on performance as improving performance influences many other areas and particular attention will be given to performance relative to that of other local authorities. To that end there will be renewed scrutiny of national indicators issued by the Welsh Government and further work will be undertaken on areas presenting Amber or Red against their targets for the year. Notwithstanding a partial improvement in sickness absence figures, the management and reduction of sickness absence rates will continue to be monitored as part of the ongoing endeavour to further improve the sickness absence figures to meet the corporate target of 10 days per FTE and to address specific long term sickness cases.

The Corporate Transformation and Programme Manager said that the Corporate Scrutiny Committee in scrutinising the Quarter 1 Scorecard at its meeting on 12th September, 2016 had noted with regard to recommendation 1.3.1 that indicators against which performance has slipped as well as those where the performance needs to be improved should be highlighted; that it was of the opinion that recommendation 1.3.2 (achievable sickness targets for all services are accepted based on historical data), should not be actioned pending the completion and presentation to the Scrutiny Committee of the Wales Audit Office work relating to sickness; and that in accepting the mitigation measures outlined, the Committee decided that Heads of Service were not required to attend the meeting to give account for performance as it was deemed too soon in the financial year for any discernible patterns to emerge. However, the Committee determined that the Head of Children's Services would be asked to attend at the end of the second quarter reporting period to scrutinise performance in this area.

Councillor R. Meirion Jones, Chair of the Corporate Scrutiny Committee elaborated on the points raised by the Committee at its meeting on 12 September and he requested that the WAO report on sickness be presented to the Corporate Scrutiny Committee prior to its being reported through the Executive and that the Corporate Scrutiny Committee's recommendations from its 12th September meeting be presented to the Executive in full.

The Chair said that the reporting timeline is to be looked at to allow the Scrutiny Committees' feedback to be presented to the Executive in writing in future. In the meantime, the Executive took full note of the Corporate Scrutiny Committee's comments following its 12 September meeting.

It was resolved –

- **To note the areas which the Senior Leadership Team is managing to secure improvements into the future as set out in paragraphs 1.3.1 to 1.3.5 of the report.**
- **To note the mitigation measures as outlined in the said paragraphs.**

8. ANNUAL PERFORMANCE REPORT 2015/16

The report of the Head of Corporate Transformation incorporating the draft Annual Performance Report for 2015/16 was presented for the Executive's consideration prior to its submission to full Council.

The Corporate Transformation and Programme Manager informed the Executive that the further work that is required on the Performance Report before it is submitted to full Council involves analysing comparative performance data with other authorities; however, that information was only released this month.

It was resolved that the final version of the Annual Performance Report 2015/16 be published by the statutory October deadline and is completed to that end by Officers in consultation with the Portfolio Holder.

9. MEDIUM TERM FINANCIAL PLAN 2017/18 TO 2019/20

The report of the Head of Function (Resources) and Section 151 Officer incorporating the Medium Term Financial Plan for 2017/18 to 2019/20 was presented for the Executive's consideration.

The Portfolio Member for Finance reported that the Medium Term Financial Plan (MTFP) presents a clear and professional analysis of the likely financial situation in the medium term and sets out a budget strategy over the next three year period along with the assumptions that will be taken forward to the annual budget setting process. As regards the funding gap between the estimated standstill budget (as at Table 6 of the report), and the estimated funding available (as at Table 8 of the report) it is projected that it will be necessary to identify savings in the region of £8.13m over 3 years from service budgets, totalling £104.5m (2016/17 budget) equating to savings of 7.8% over three years (Table 9 of the report). It is anticipated that the situation will become clearer once the local government settlement is announced by Welsh Government in the coming weeks.

The Head of Function (Resources) and Section 151 Officer confirmed the Portfolio Member's comments and said that it is difficult to map out the financial position over the next three years with any certainty; however, it is hoped that the publication of the local government settlement shortly will clarify the position for the coming financial year as well as providing guidance for the subsequent two years. While the MTFP will be revised in the light of new information received, it shows at this point in time where the Authority anticipates it will be financially in the medium term; the assumptions made and the basis for them.

It was resolved to note the contents of the report and to approve the assumptions made.

10. 2016/17 REVENUE BUDGET MONITORING REPORT QUARTER 1

The report of the Head of Function (Resources) and Section 151 Officer setting out the financial performance of the Council's services for the first quarter of the 2016/17 financial year along with a summary of the projected position for the year as a whole was presented for the Executive's consideration.

The Portfolio Member for Finance reported that the overall projected financial position for 2016/17 including corporate finance and the Council Tax fund at the end of Quarter 1 is an overspend of £366k which is 0.3% of the Council's net budget for 2016/17. However, although the report shows overspending in some areas it is considered too soon in the financial year to come to any firm conclusions regarding service spending outcomes and experience indicates that the position can change by the end of the second quarter.

Councillor R. Meirion Jones, Chair of the Corporate Scrutiny Committee said that the Committee in considering the Quarter 1 revenue budget monitoring report at its meeting on 12th September, 2016 raised certain points of clarification with regard to parking income but also concluded that it was premature to be drawing any definite conclusions from the data presented at this point in time.

It was resolved –

- **To note the position set out in respect of financial performance to date.**
- **That any surplus income from Planning Major Developments be vired to an earmarked reserve at year end to fund the Authority's support of major developments in future years.**

11. 2016/17 CAPITAL BUDGET MONITORING REPORT QUARTER 1

The report of the Head of Function (Resources) and Section 151 Officer setting out the financial performance of the Capital Budget for the first quarter of the 2016/17 financial year was presented for the Executive's consideration.

The Portfolio Member for Finance reported that the report provides a fair reflection of the capital budget position at the end of Quarter 1 and additionally, it highlights a change in the capital scheme in relation to waste management for which the Executive's approval is sought.

Councillor R. Meirion Jones, Chair of the Corporate Scrutiny Committee said that the Committee in considering the Quarter 1 capital budget monitoring report at its meeting on 12 September had noted the risks attached to the capital grant schemes outlined in the report and had also raised the possibility of sourcing a new Telehandler for the Waste Management section by means other than purchasing a new machine e.g. by leasing. The Committee had noted further that it would be prudent for the Authority to be aware of when its various assets are coming to the end of their working life so that it can plan accordingly.

The Head of Highways, Waste and Property confirmed that the telehandler has completed several thousand hours of service and that the costs of maintaining the machine and of hiring another when the telehandler has been out of action have now become excessive. The Chair also confirmed that a schedule of the Council's assets and when they are likely to require renewing has been requested.

It was resolved –

- **To note the progress of expenditure and receipts against the capital budget.**
- **To approve the change in capital project for the waste management scheme, to purchase a new telehandler and Weighbridge.**

12. ANNUAL TREASURY MANAGEMENT REVIEW 2015/16

The report of the Head of Function (Resources) and Section 151 Officer incorporating a review of Treasury Management activities in 2015/16 was presented for the Executive's consideration ahead of its presentation to the full Council.

The Portfolio Member for Finance reported that the Treasury Management Review report has been scrutinised by the Audit and Governance Committee at its meeting on 25 July, 2016 and was accepted by that Committee without any additional comments.

It was resolved –

- **To note that the outturn figures in the report will remain provisional until the audit of the 2015/16 Statement of Accounts is completed and signed off. Any resulting significant adjustments to the figures included in the report will be reported as appropriate.**
- **To note the provisional 2015/16 prudential and treasury indicators in the report.**
- **To note the annual treasury management report for 2015/16 and to forward it to full Council without further comment.**

13. FINAL REPORT OF THE SCRUTINY OUTCOME PANEL: DEBT MANAGEMENT

The report of the Head of Function (Resources) and Section 151 Officer on the progress made to implement the Scrutiny Panel's recommendations was presented for the Executive's consideration.

The Head of Function (Resources) and Section 151 Officer updated the Executive as requested on progress to date on implementing the recommendations made by the Scrutiny Outcome Panel which was tasked with reviewing the management of debt within the Authority. The need for the review stemmed from the Corporate Scrutiny Committee's concern on the level of arrears and the number of invoices raised for services provided when the Council should be requesting payment in advance of providing the service. The Officer confirmed that the Authority's debt level is reducing and that the process of changing income collection methods in order to offer customers alternative ways of payment has commenced as set out in section 3 of the report. A draft Debt Management policy has been in place for some time but needs to be linked to the Council's Tackling Poverty Strategy to ensure that the two operate in tandem. Work on formulating the latter has begun and it is planned to have the Tackling Poverty Strategy approved by February, 2017. Thereafter a final review of the corporate debt management policy will be made and will take account of the findings of the benchmarking exercise as per recommendation 3.1 of the Scrutiny Panel. Recommendation 2.1 of the panel has not as yet been progressed pending the receipt of guidance by the Executive as to what approach might be taken with regard to this matter.

The Executive noted that it would wish to see the presentation of a definitive report on the Debt Management Policy by March, 2017.

It was resolved to note the contents of the report.

14. TENDERING OF DOMICILIARY CARE ON ANGLESEY

The report of the Head of Adults' Services setting out a proposed approach for future domiciliary care provision on Anglesey was presented for the Executive's consideration.

The Portfolio Member for Housing and Social Services reported that the objective of the report is to seek approval for a model of provision that offers consistently good support for service users who are in need of care and support across the Island. To that end the preferred option for future domiciliary care provision on Anglesey is Option 3 – patch based commissioning – which approach will involve going out to tender for three lots; these lots will be divided into geographical patches (North, Central and South of the Island) with one core provider for each patch. There has been ongoing consultation with service users and stakeholders with regard to the project which has contributed to the specification for this service and a Meet the Buyer event with service users is planned prior to commencing the tendering process.

The Head of Adults' Service elaborated on the benefits of the patch based commissioning approach and the rationale for it. The Officer said that the Executive's approval is being sought to move to a tendering process for a domiciliary care service based on three patches; to ensure that a new contract is in place by May/June, 2017; to engage with service users and inform them of the changes in the next two months; to raise awareness of the options available with regard to Direct Payments and to use the feedback received to inform the option available as part of the Direct Payment process.

It was resolved –

- **To support the process of tendering for domiciliary care on Anglesey based on three patches with one core provider in each patch (i.e. Option 3 in the report).**
- **To ensure that a new contract is in place for the programme by May/June, 2017.**
- **To engage with service users informing them of the changes in the next two months.**
- **To use the opportunity to raise awareness of the options available to service users with regard to Direct Payments.**
- **To use the feedback to inform the option available as part of the Direct Payment process.**

15. SCHOOL MODERNISATION – BRO RHOSYR AND BRO ABERFFRAW

The report of the Head of Learning following the publication of statutory notices for (a) a new primary school in Aberffraw and (b) Ysgol Parc y Bont to become a community school and to federalise Ysgol Brynsiencyn was presented for the Executive's consideration. The report included an objection report as at Appendix A following the receipt of one objection to proposal (a) above.

The Portfolio Member for Education reported on the background to the proposals with regard to reorganising schools in the Bro Rhosyr and Bro Aberffraw areas and the consultation thereon and the subsequent publication of statutory notices with regard to implementing the proposals.

The Head of Learning referred to the process which the Authority had adopted to deal with an objection to a decision by the Executive to issue a statutory notice to close a primary school under the new School Organisation Code effective from 1 October, 2013 and said that this process entails the matter being referred back to the Executive to determine whether the proposals should be approved, rejected or approved with amendments. The Officer outlined the nature of the one objection received to the proposal in (a) (namely to combine four schools – Ysgol Bodorgan, Ysgol Dwyran, Ysgol Niwbwrch and Ysgol Llangaffo in one new school on a site in Newborough which would be under the Church in Wales's voluntary control) and the three specific matters raised therein, and she outlined the Authority's response to each of those matters.

It was resolved –

- **To approve the original proposals, namely –**
 - **Propose not to support Ysgol Bodorgan (Bodorgan, Anglesey LL62 5AB), Ysgol Dwyran (Dwyran, Anglesey, LL61 6TE) and Ysgol Llangaffo (Llangaffo, Anglesey, LL60 6LT) that**

are at present maintained by the Isle of Anglesey County Council and to set up a new Welsh medium primary school under the Church in Wales's voluntary control to be held by the Isle of Anglesey County Council on a site in Newborough on land by Morawelon, Newborough, LL61 6TH for 3-11 year old boys and girls.

- **Not to support Ysgol Parc y Bont (Llanddaniel, Anglesey LL60 6HB) that is at present maintained by the Isle of Anglesey County Council as a school under the voluntary control of the Church in Wales and to set up a new Welsh medium community primary school to be maintained by the Isle of Anglesey County Council on the Ysgol Parch y Bont site for 3-11 year old boys and girls. Ysgol Brynsiencyn will be federalised with another school.**
- **To authorise Officers to continue with the process of:**
 - **Building a new primary school in Newborough (conditional on the site being suitable)**
 - **Adapting Ysgol Parc y Bont and changing its status, and**
 - **Adapting Ysgol Brynsiencyn and federalising it with another primary school.**

16. YNYS MÔN AND GWYNEDD ADDITIONAL LEARNING NEEDS PARTNERSHIP

The report of the Head of Learning setting out new arrangements for the provision of the Additional Learning Needs and Inclusion Service in Gwynedd and Anglesey was presented for the Executive's consideration.

The Portfolio Member for Education presented the recommendations for the establishment of new arrangements for the Additional Learning Needs and Inclusion Service in Gwynedd and Ynys Môn and commended them to the Executive.

The Head of Learning clarified the proposed governance model for the new ALN and Inclusion Service as at Appendix 1 of the report and elaborated on how the model would work in terms of scrutiny, accountability and the monitoring of the range of services to be provided across both council areas.

It was resolved:

- **To adopt a Common Additional Learning Needs and Inclusion Strategy for Gwynedd and Anglesey which will address the needs of pupils and young people in an effective and efficient manner to be operational by September, 2017.**
- **To join in a formal partnership with Gwynedd Council to implement the strategy and adopt a new governance structure as referred to in the report, which will replace the Gwynedd and Anglesey SEN Joint-Committee (SENJC).**
- **To delegate permission to the Head of Learning in consultation with the Head of Council Business and Head of Resources to complete a Formal Agreement with Gwynedd Council for the partnership.**
- **To delegate permission to the Head of Learning in consultation with the Head of Council Business and Head of Resources to complete an agreement /memorandum of understanding for the interim period which will state the commitment of both authorities to implement the new procedure and will allow the work that is needed in order to reach that point to be carried out.**

17. REVIEW OF THE AUTHORITY'S GAMBLING POLICY

The report of the Head of Regulation and Economic Development incorporating a revised and amended Gambling Policy was presented for the Executive's consideration.

It was resolved to accept the report and to support the amended Gambling Policy as presented, for adoption by the County Council.

18. GROWTH VISION FOR THE ECONOMY OF NORTH WALES

The report of the Head of Regulation and Economic Development incorporating the North Wales Economic Ambition Board's (NWEAB) "Growth Vision for the Economy of North Wales" Strategy was presented for the Executive's consideration and approval.

The Head of Regulation and Economic Development reported that the Authority has over the course of the past 10 to 15 years submitted numerous grant applications to the Welsh Government for both core funding and European funding to develop the economy. As resources diminish, changes have been introduced with the focus shifting to a more regional perspective. The report seeks to twin track the regional process for competing for additional funding from both the Welsh Government and Westminster in order to promote the region's economy. The Westminster Government has indicated that it will develop an industrial strategy for the UK for the next ten years based on major infrastructure projects and given that the largest infrastructure project of national significance is in Anglesey in the form of Wylfa Newydd, it is essential that the Authority is linked into the regional efforts to influence developments so as to get the best for Anglesey and its residents and businesses.

It was resolved to approve the North Wales Economic Ambition Board's (NWEAB) "Growth Vision for the Economy of North Wales" as the basis for commencing negotiations with the UK and the Welsh Government over a Growth Deal Bid for the region.

19. WELSH HOUSING QUALITY STANDARDS COMPLIANCE POLICY

The report of the Head of Housing Services incorporating a Welsh Housing Quality Standards Compliance Policy was presented for the Executive's consideration.

It was resolved to approve the draft Welsh Housing Quality Standards (WHQS) Compliance Policy.

**Councillor Ieuan Williams
Chair**

CORPORATE PARENTING PANEL

Minutes of the meeting held on 5 September 2016

- PRESENT:** Dr Gwynne Jones (Chief Executive) (Chair)
- Councillor Kenneth P. Hughes (Portfolio Member for Education),
Councillor Aled M. Jones (Portfolio Member for Housing and Social Services),
Councillor Ann Griffith (Corporate Scrutiny Committee),
Councillor Dylan Rees (Partnership and Regeneration Scrutiny Committee),
Dr Caroline Turner (Assistant Chief Executive & Designated Statutory Director of Social Services),
Liz Fletcher (Betsi Cadwaladr University Health Board – West Area Team),
Rona Jones (Independent Reviewing Officer),
Dr Einir Thomas (Education Officer – ALN),
Heulwen Owen - Education Liaison Officer for Looked After Children
Llyr Bryn Roberts (Principal Officer – Corporate Parenting & Partnerships),
Dawn Owen (Child Placement Team Leader),
Steve Pimblett (Interim LACT Team Leader),
Linos Edwards (LAC Nurse),
Mairwen Hughes (Committee Officer).
- APOLOGIES:** Anwen Huws (Head of Children’s Services)
Douglas Watson (Chair Anglesey Foster Carers’ Association)
-

1 DECLARATION OF INTEREST

No declaration of interest was received.

2 MINUTES OF THE 6TH JUNE, 2016 MEETING

The minutes of the previous meeting of the Corporate Parenting Panel held on 6th June, 2016 were presented and confirmed as correct.

3 MATTERS ARISING

- **Impact on Education Resources of Children placed on Anglesey by other Local Authorities**

The Education Officer – ALN reported that 27 children in care have been placed in Anglesey by other Local Authorities. 20 of the pupils are on the ALN Register. She referred to the table of attached to the report which gives a breakdown of the cost of supporting pupils which total to £188,263. The Education Authority can recharge other local authorities with the Teaching Assistant and Specialist teacher’s costs but neither the administration charges nor other facilities offered within the school the children are placed can be recharged.

It was agreed to note the information.

NO FURTHER ACTION ARISING

- **Raising the Ambitions and Educational Attainment of Children who are Looked After in Wales**

Discussions took place following a report tabled at the last meeting which provided a summary of how the Education Authority as the lead service with regard to the Welsh Government Strategy for 'Raising the ambitions and educational attainment of children who are looked after in Wales' is addressing the local authority related actions within the report with a view to achieving completion by Autumn 2016.

The Education Officers reported that work needs to be undertaken to make sure that there are clear communication and to ensure that good practices are shared between the Education Authority and the schools. It is anticipated that a presentation can be afforded to the Corporate Parenting Panel once the completion of the Education Authority Action Plan has been completed to address the Welsh Government Strategy.

It was agreed to note the information.

NO FURTHER ACTION ARISING

- **Health Matters**

The LAC Nurse reported on the discussion with CAHMS with regard to addressing pregnancy/relationship matters among looked after people and care leavers in an integrated way. A draft pathway action plan has been afforded to the LAC Nurse and she noted that a meeting will now be arranged with the Clinical Psychologists from Gwynedd and Ynys Môn to address the issues raised within the action plan.

The LAC Nurse further reported that a questionnaire will now be sent out to foster parents with regard to the emotional concerns of children in care up to 9 years old and children from 10 to 16 years old. 'A mood and feelings' questionnaire is also available for children in care to gauge any concerns they have that needs to be addressed.

The Chair noted that the referral work therefore has started with the pathway plan for Anglesey and further discussions will be undertaken with the Corporate Parenting Panel in due course.

It was agreed to note the information presented.

ACTION ARISING : LAC Nurse to report back following negotiations with the Clinical Psychologists at the next meeting of the Corporate Parenting Panel.

- **Action Plan – Personal Education Plans**

The Education Liaison Officer for Looked After Children gave a report on the Action Plan which demonstrate how performance against the need to provide each looked after child with a Personal Education Plan is improved. She noted that each school with a child with a Personal Education Plan will be visited to highlight the awareness of the Action Plan for each child's needs. A review will be undertaken on a school term basis. The Officer reported that data will be collated on a monthly basis from the schools which will allow the Education Authority to produce an Annual Report in March 2017. The Education Authority will then be able to monitor the effectiveness of the Action Plan.

It was agreed to note the information presented.

ACTION ARISING : An update report be submitted to the Corporate Parenting Panel in March 2017 on the effectiveness of the Action Plan.

4 THE RIGHT CARE: CHILDREN'S RIGHTS IN RESIDENTIAL CARE IN WALES

The report of the Children's Commissioner for Wales was presented for information to the Panel.

The Principal Officer – Corporate Parenting & Partnerships highlighted the four recommendations contained within the Children’s Commissioner for Wales report on the rights of children in residential care in Wales to the Panel.

It was agreed to note the report for information.

5 SOCIAL SERVICES IMPROVEMENT AGENCY - CORPORATE PARENTING WORKBOOK

Submitted – the Corporate Parenting Workbook by the Welsh Local Government Association for information to the Panel.

The Principal Officer- Corporate Parenting & Partnerships said that the workbook should be read in conjunction with the Strategy for improving education attainment for Children in Care. A training session for elected members has been arranged to take place on 17th November, 2016 with regard to responsibilities of Corporate Parenting requirements. It is hoped to invite a young person who has left the care to take part in the training session.

It was agreed to note the report for information.

ACTION ARISING : To note that the a training session for elected members will be held on 17th November, 2016.

6 REPORT OF THE INDEPENDENT REVIEWING OFFICER

The report of the Independent Reviewing Officer for Quarter 1 2016/17 was presented for the Panel’s consideration. The report provided a statistical analysis of the age, legal status and reasons for placing Anglesey’s looked after population as well as highlighting issues of practice and areas of risk and concerns.

The Independent Reviewing Officer reported on the following main points :-

- At the end of June 2016 a total of 126 children and young people were accommodated by local authority;an increase of 14 children/young people ‘looked after’ from the previous quarter figure of 112;
- There is currently one young person is a ‘ward of court’;
- The reasons and type of placements for placing looked after children were explained to the Panel;
- Risks identified by the Independent Reviewing Officer included issues of ‘statutory visits’ which needs clarity and should incorporate a wider issue in that statutory visits have to include visiting the child in the home;

The Panel considered the IRO’s report and the service response and made the following points:-

- ‘Statutory visits’ are not complete without visiting the sleeping accommodation of the young person and that adequate age related toys are available at the home;
- Questions raised regarding missing young persons in care. The Independent Reviewing Officer stated that historically 4 young persons were missing and regular meetings take place with the police. It is anticipated that these young persons are now over 21 years of age and therefore no follow up meetings with the police have taken place.

It was agreed to note the report of the Independent Reviewing Officer.

ACTION ARISING : The Panel to be provided with data regarding reports of missing young people who are in care for the December meeting.

7 SERVICE REPORTS

- **Child Placement Team Report**

The report of the Child Placement Team Leader was presented and was noted by the Panel. The report updated the Panel on the position with regard to the placement types for Anglesey Looked After Children, demand for placements, assessment of foster carers and training provided together with risks and concerns.

The Chair wished it to be noted his appreciation for the work undertaken by the Child Placement Team especially due to the present capacity of the team.

NO FURTHER ACTION REQUIRED

- **LAC Nurse report relating to Looked After Children**

The report of the LAC Nurse was presented and was noted by the Panel. The report provided an analysis of the health issues that required addressing from the initial health assessments of looked after children and health issues reviewed made.

NO FURTHER ACTION REQUIRED

- **LAC Education Liaison Officer report**

The report of the LAC Education Officer for Quarter 4 was noted by the Panel. She noted that changes will be undertaken in October, 2016 with regard to Personal Education Plans and schools will be required to completed within 20 days a plan when a child becomes a child in care, and then thereafter to review the plans either annually or each term if required.

NO FURTHER ACTION REQUIRED

- **LAC Team Manager report**

The report of the LAC Team Manager was presented and noted by the Panel. The report gave an analysis of performance information for the quarter, staffing issues, risks and concerns and planned actions within the LAC Team.

The Chair noted that staff within the LAC Team needs to be given the opportunity to develop their skills within their expertise in the team. The Portfolio Holder for Housing and Social Service agreed that staff continuity is essential within this team and agency staff presently employed within the team can bridge the gap whilst the team has had time to sustain progression within their field of work.

NO FURTHER ACTION REQUIRED

8 FOSTERING FUN DAY

It was noted that a Fostering Fun Day is to be held on 17th September, 2016.

9 NEXT MEETING

It was noted that the next meeting of the Corporate Parenting Panel would be held at 2.00 p.m., on Monday 5th December, 2016.

**Dr Gwynne Jones
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	17 October 2016
Subject:	The Executive's Forward Work Programme
Portfolio Holder(s):	Cllr Ieuan Williams
Head of Service:	Lynn Ball Head of Function – Council Business / Monitoring Officer
Report Author: Tel: E-mail:	Huw Jones, Head of Democratic Services 01248 752108 JHuwJones@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>In accordance with its Constitution, the Council is required to publish a forward work programme and to update it regularly. The Executive Forward Work Programme is published each month to enable both members of the Council and the public to see what key decisions are likely to be taken over the coming months.</p> <p>The Executive is requested to:</p> <p>confirm the attached updated work programme which covers November 2016 – June 2017;</p> <p>identify any matters subject to consultation with the Council's Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme;</p> <p>note that the forward work programme is updated monthly and submitted as a standing monthly item to the Executive.</p>

* Key:
Strategic – key corporate plans or initiatives
Operational – service delivery
For information

B – What other options did you consider and why did you reject them and/or opt for this option?

-

C – Why is this a decision for the Executive?

The approval of the Executive is sought before each update is published to strengthen accountability and forward planning arrangements.

D – Is this decision consistent with policy approved by the full Council?

Yes.

DD – Is this decision within the budget approved by the Council?

Not applicable.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The forward work programme is discussed at Heads of Service meetings ('Penaethiaid') on a monthly basis (standing agenda item). It is also circulated regularly to Corporate Directors and Heads of Services for updates.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
5	Human Resources (HR)	
6	Property	
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	Not applicable.
10	Any external bodies / other/s	Not applicable.

* Key:

Strategic – key corporate plans or initiatives

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For information

2

F – Risks and any mitigation (if relevant)	
1	Economic
2	Anti-poverty
3	Crime and Disorder
4	Environmental
5	Equalities
6	Outcome Agreements
7	Other
FF - Appendices:	
The Executive's Forward Work Programme: November 2016 – June 2017.	

G - Background papers (please contact the author of the Report for any further information):

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 For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2016 – June 2017

Updated 07.10.16



The Executive's forward work programme enables both Members of the Council and the public to see what key decisions are likely to be taken by the Executive over the coming months.

Executive decisions may be taken by the Executive acting as a collective body or by individual members of the Executive acting under delegated powers. The forward work programme includes information on the decisions sought, who will make the decisions and who the lead Officers and Portfolio Holders are for each item.

Page 18 It should be noted, however, that the work programme is a flexible document as not all items requiring a decision will be known that far in advance and some timescales may need to be altered to reflect new priorities etc. The list of items included is therefore reviewed regularly.

Reports will need to be submitted from time to time regarding specific property transactions, in accordance with the Asset Management Policy and Procedures. Due to the influence of the external market, it is not possible to determine the timing of reports in advance.

The Executive's draft Forward Work Programme for the period **November 2016 – June 2017** is outlined on the following pages.

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: November 2016 – June 2017

Updated 07.10.16

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
November 2016						
1	2017/18 Budget (S) To finalise the Executive's initial draft budget proposals for consultation.	Council Business	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones	19 October 2016	The Executive 7 November 2016	
2	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 28 November 2016	
3	2017/18 Council Tax Base (S) To determine the tax base for 2017/18.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 28 November 2016	
4	2017/18 Council Tax Reduction Scheme To recommend to the Full Council the proposed scheme for 2017/18.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 28 November 2016	15 December 2016

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5 Transformation of Library Service Update on the possible community partnership options for the service from April 2017 onwards.	An update has been requested for the Executive, as it was not possible to hold a consultation, and to accept the Executive's decision on the preferred model for the libraries service from April 2017.	Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes		The Executive 28 November 2016	
6 Transformation of the Youth Service	The decision of the full Executive is sought with regard to the preferred model for the youth service from April 2017.	Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes	22 November 2016	The Executive 28 November 2016	
7 Transformation of the Culture Service An update on the proposals received before deciding on the options to implement following expressions of interest by groups/individuals.	The service was requested to provide an update for the Executive as it is not possible to accept a decision by the Executive on the preferred options for implementation in Stage 2 of the transformation programme (from April 2016).	Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes		The Executive 28 November 2016	

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8 Housing Anti-Social Behaviour Policy Approval of policy.	The approval of the Executive is requested as this involves matters that are relevant to the Housing Revenue Account.	Housing	Shan Lloyd Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 28 November 2016	
9 Adoption of powers by Council and delegation to Officer (O) To recommend to the Full Council the proposed adoption of various legislation and delegation to Head of Service (Regulation and Economic Development)	A collective decision is required by the Executive to make a recommendation to the full Council.	Regulation and Economic Development / Council Business	Lynn Ball Head of Function - Council Business and Monitoring Officer; Dylan Williams Head of Regulation and Economic Development Cllr Richard Dew Cllr Alwyn Rowlands		The Executive 28 November 2016	15 December 2016
10 Smallholdings Programme of Improvements - update Update for members on the current situation.	This is a matter for the full Executive following a specific request during previous discussions.	Highways, Waste and Property	Dewi Williams Head of Highways, Waste and Property Cllr J Arwel Roberts		The Executive 28 November 2016	

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December 2016						
11	Write off of Debts in value of over £5,000 Approve write off of debts.	Finance Portfolio Holder and Section 151 Officer.	Resources Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		Delegated Decision December 2016	
12	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 19 December 2016	
13	Council Housing Garages Approval of recommendations.	The approval of the Executive is requested with regard to recommendations on the strategic direction and action plan for garages which form part of the Council's housing stock.	Housing Shan Lloyd Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 19 December 2016	
14	Gypsy and Traveller sites Approval of project plan, agreement to submit an application for planning permission on two sites, and submit an application	The approval of the Executive is sought to move forward with delivering the accommodation project for Gypsy and Traveller communities and submission of	Housing Shan Lloyd Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 19 December 2016	

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for Welsh Government capital grant for the permanent site.	capital bid to Welsh Government.					
January 2017						
15 The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 23 January 2017	
16 Full Business Case for New School at Bro Rhosyr/Bro Aberffraw Approval of business case.	The approval of the full Executive is sought before submitting the Full Business Case to Welsh Government.	Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes		The Executive 23 January 2017	
17 Childcare Sufficiency Assessment Approval.	The approval of the full Executive is sought before submitting the Assessment to Welsh Government.	Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes		The Executive 23 January 2017	
February 2017						
18 Write off of Debts in value of over £5,000 Approve write off of debts.	Finance Portfolio Holder and Section 151 Officer.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		Delegated Decision February 2017	

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19	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 13 February 2017	
20	2017/18 Budget (S) Adoption of final proposals for recommendation to the County Council.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones	6 February 2017	The Executive 13 February 2017	28 February 2017
21	Treasury Management Strategy 2017/18 Adoption of strategy for the new financial year.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 13 February 2017	28 February 2017
22	Financial Reserves To provide an update on the situation relating to financial reserves.	This is a matter for the full Executive as it provides assurance of current financial position.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 13 February 2017	
23	Discretionary Business Rate Relief Policy for 2017/18 Approve policy for	There is a requirement for a collective decision by the Executive in detailing additional business rates relief to	Resources	Marc Jones Head of Function – Resources / Section 151 Officer		The Executive 13 February 2017	

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2017/18.	be awarded to charities and non-profit making organisations.		Cllr Hywel Eifion Jones			
24 Charges for non-residential services 2017/18 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 13 February 2017	
25 Standard Charge for Council Care Homes 2017/18 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 13 February 2017	
26 Independent Sector Residential and Nursing Home Fees 2017/18 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 13 February 2017	
27 Charges for independent home care services 2017/18 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 13 February 2017	

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28	<p>Housing Revenue Account Business Plan and Draft Budget 2017-2018</p> <p>Approval.</p>	The approval of the Executive is requested on the Business Plan and draft capital and revenue budgets.	Housing	<p>Shan Lloyd Williams Head of Housing Services</p> <p>Cllr Aled Morris Jones</p>		The Executive 13 February 2017	
29	<p>Social Services and Well-being Act Needs Assessment</p> <p>Statutory approval of regional assessment.</p>	Statutory code of Practice: "The local authority and Local Health Board are required formally to approve the population assessment report. This will need to be done by the Board of the Local Health Board and in the case of the local authority will need to be approved by the full Council on submission by the Council's Executive or board. This will ensure that the information contained within the report is considered at the most senior levels within these organisations."	Adults' Services	<p>Alwyn Jones Head of Adults' Services</p> <p>Cllr Aled Morris Jones</p>		The Executive 13 February 2017	28 February 2017
30	<p>Transformation of the Library Service</p> <p>Approval of strategy.</p>		Learning	<p>Delyth Molyneux Head of Learning</p> <p>Cllr Kenneth P Hughes</p>	To be agreed.	The Executive 13 February 2017	

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Period: November 2016 – June 2017

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March 2017						
31	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 20 March 2017
32	Discretionary Housing Payments Policy 2017/18 Report on administration of policy in 2016/17 and any recommended changes – determine policy.	There is a requirement for a collective decision by the Executive in detailing additional help towards housing costs for some benefit claimants.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 20 March 2017
April 2017						
33	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 24 April 2017
May 2017						
34	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive ...May 2017

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June 2017							
35	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive ...June 2017	

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ISLE OF ANGLESEY COUNTY COUNCIL		
REPORT TO:	EXECUTIVE COMMITTEE	
DATE:	17 OCTOBER 2016	
SUBJECT:	CAPITAL STRATEGY 2017/18	
PORTFOLIO HOLDER(S):	COUNCILLOR H E JONES	
HEAD OF SERVICE:	MARC JONES – HEAD OF FUNCTION (RESOURCES)	
REPORT AUTHOR:	MARC JONES	
TEL:	2601	
E-MAIL:	rmjfi@ynysmon.gov.uk	
LOCAL MEMBERS:	n/a	
A - Recommendation/s and reason/s		
<p>In order for the Council to determine which projects are included in the 2017/18 capital programme, guidance is sought from the Executive as to the level of funding that will be made available, bearing in mind the impact of the capital programme on the capital financing budget element of the Council's Revenue budget.</p> <p>The Executive is requested to consider the points raised in the report, following which Officers can begin the work of preparing the 2017/18 capital programme.</p>		
B - What other options did you consider and why did you reject them and/or opt for this option?		
N/A		
C - Why is this decision for the Executive?		
Responsibility for determining the Council's budget strategy is delegated to the Executive.		
CH - Is this decision consistent with policy approved by the full Council?		
Yes		
D - Is this decision within the budget approved by the Council?		
N/A		
DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Report has been considered and accepted by the SLT at its meeting on 19 September 2016.
2	Finance / Section 151 (mandatory)	N/a – this is the Section151 Officer's report
3	Legal / Monitoring Officer (mandatory)	TBC
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
F - Appendices:		
Appendix 1 – Capital Strategy 2017/18		
FF - Background papers (please contact the author of the Report for any further information):		

1. INTRODUCTION

- 1.1. Part 1, Section 3 of the Local Government Finance Act 2003 requires that the Authority shall determine and keep under review how much it can afford to borrow. The Act is supported by the Prudential Framework for local authority capital investment and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Code).
- 1.2. The Code does not set out a maximum level of borrowing for an authority, but instead lays down principles for setting a level of affordable borrowing and how those levels must be monitored. The monitoring information (prudential indicators) are set out in the annual Treasury Management Strategy, mid-year review and end of year review which are reported to the Audit Committee, the Executive and the Full Council each year.
- 1.3. The following report identifies the potential future capital expenditure, assesses the impact on the capital financing element of the revenue account and determines the funding available to finance new capital schemes in 2017/18.

2. BACKGROUND INFORMATION

- 2.1. Capital expenditure is expenditure to acquire or create new assets or to maintain existing assets where the life of the asset is greater than one financial year. The assets can be tangible (buildings, vehicles, infrastructure) or intangible (software licences).
- 2.2. The capital programme is funded from the following sources:-
 - **General Capital Grant** – This is a sum of money which is provided by the Welsh Government as part of the annual settlement. The Council is free to use the capital grant on any capital project it wishes.
 - **Supported Borrowing** – The Council will borrow from the Public Works Loans Board (PWLB) to fund the expenditure. The revenue costs arising from the borrowing (Interest Costs and Minimum Revenue Provision) are funded by the Welsh Government through the annual revenue settlement, hence the term “Supported Borrowing”.
 - **Unsupported Borrowing** – Again, the Council borrows the funding from the PWLB but is required to finance the revenue costs from its own resources. Projects funded by means of unsupported borrowing tend to be projects which deliver revenue savings and it is these savings that are used to meet the additional revenue costs arising from the borrowing.
 - **Specific Capital Grants** – The Council will be awarded capital grants which partly or fully fund the cost of a project. Capital grants usually come with restrictions surrounding the expenditure which can be funded and by when the expenditure must be incurred.
 - **Revenue Contribution** – Services can make a contribution from their revenue budgets to fund projects. These contributions tend to be as a match funding to a project which is mainly funded from a specific capital grant.
 - **Capital Receipts** – The funds generated from the sale of assets can be used to contribute to the funding of the capital programme. These are usually generated from the sale of surplus assets (normally land or buildings).
 - **Reserves** – Funding held in reserve, e.g. unapplied capital receipts, can be used to support the capital programme.
- 2.3. The capital programme for 2016/17 was approved by the Full Council at its meeting on 10 March 2016 and is summarised in Table 1 below. A more detailed programme is attached as Appendix 2.

Table 1 2016/17 Capital Programme	
Service	2016/17 Annual Budget £'000
Housing General Fund	2,000
Housing Revenue Account	14,169
Lifelong Learning	12,776
Economic Regeneration	5,696
Highways	10,973
Waste Management	628
Property	1,128
Transformation	1,653
Planning	975
Adult Services	914
TOTAL EXPENDITURE	50,912
Funded By:	
General Capital Grant	1,336
Specific Capital Grants	23,275
Capital Receipts	6,575
Supported Borrowing	2,189
Unsupported Borrowing	6,030
Revenue Contributions	10,667
Reserves	500
Insurance	340
TOTAL FUNDING	50,912

- 2.4. Although the Housing Revenue Account operates separately from the Council Fund, the Council operate a one pool approach in respect of borrowing, i.e. we do not borrow separately for Council Fund and HRA expenditure, all borrowing is combined into one pool and the costs apportioned to the two funds based on the level of expenditure funded from borrowing for the two funds.
- 2.5. As part of the planning process future commitments for the following two years are also identified, although there is no guarantee that the funding will actually be released for the specific project. The potential commitments for 2017/18, along with the potential source of funding, is shown in Table 2 below:-

**Table 2
Potential Capital Commitments 2017/18**

Scheme	2017/18 Funding £	Funded by				
		Grant	Unsupported Borrowing	Supported Borrowing	Revenue Contribution	General Capital Grant and Capital Receipts
Ysgol Cybi	149	50	75	25	0	0
Ysgol y Llannau	131	44	65	22	0	0
Seiriol Extra Care	1,000	0	0	0	0	1,000
New Highway - Wylfa	4,918	4,918	0	0	0	0
Ysgol Parc y Bont	874	293	437	144	0	0
CCIS Implementation	75	0	0	75	0	0
Bro Rhosyr / Aberffraw 21 st Century School	3,696	1,238	1,848	610	0	0
Gypsy and Traveller Site	1,500	1,500	0	0	0	0
Llangefni Link Road	1,450	1,450	0	0	0	0
Holyhead Strategic Infrastructure	1,957	1,935	0	0	0	23
Llangefni Strategic Infrastructure	1,157	1,135	0	0	0	23
Website Content Management	25	0	0	0	0	25
Software Licences	72	0	0	0	0	72
Servers & Disks	100	0	0	0	0	100
HRA Planned Maintenance	5,492	2,650	0	0	2,842	0
HRA New Housing	2,184	0	0	0	2,184	0
TOTAL	24,780	15,213	2,425	876	5,026	1,243

3. LIMITATIONS ON NEW FUNDING

3.1. As explained in paragraph 2.2, the capital programme is funded from various sources which impact on the Council's financial position in different ways.

- Funding that is received in the form of grants (general or specific) does not have any impact on the long term financial position of the Council as any grant received is used to fund the capital expenditure. There may be timing differences which can lead to grants being unapplied and carried from one year to the next via the Council's balance sheet.

- Capital Receipts result in surplus assets being converted into cash which, in turn, results in the creation of a new asset. Again, this type of funding has little long term impact on the Council's financial position but there will come a point where all surplus assets have been disposed of and the level of funding available through capital receipts will fall.
 - Use of the Housing Revenue Account uses the surplus on the HRA account (excess of rental income over expenditure) to fund capital expenditure. This is reflected in the HRA business plan and does not impact on the Council Fund.
 - The use of revenue funding will reduce the value of funds held in reserves or the sum transferred to the general Council balances at the year end, i.e. it converts surplus cash into a new asset.
 - Both supported and unsupported borrowing impacts on the Council's Capital Financing Requirement (CFR) which, in turn, has implications on the Revenue budget in the form of increased Minimum Revenue Provision (MRP) and annual interest payments.
- 3.2.** The CFR measures the Council's underlying requirement to borrow to fund capital expenditure, i.e. the amount of capital spending that has not yet been financed by capital receipts, capital grants or contributions from revenue income. The level of gross external borrowing should not, except in the short term, exceed the capital financing requirement. The CFR is used to calculate the level of MRP charged to the Council's Revenue Account.
- 3.3.** The MRP is a minimal amount that must be charged to the revenue account in order to provide for the repayment of loans. The MRP charge does not result in loans actually being repaid at the same time or at the same rate as the MRP. Borrowing is repaid in accordance with the terms of the loan agreement and can be funded from new borrowing or by using surplus cash within the Authority.
- 3.4.** The MRP charged to the Council Fund is calculated at 4% of the opening balance of the CFR for all projects apart from those projects funded through unsupported borrowing, where the MRP is based on the useful life of the asset.
- 3.5.** In addition to the MRP, borrowing, whether supported or unsupported, will result in an interest charge which is charged to the Council's revenue account. As borrowing increases, the interest charge must also be funded and this interest charge, along with the MRP, is a restriction on the amount of borrowing which can be undertaken.
- 3.6.** Within each settlement, the Welsh Government sets out the capital settlement for all local authorities and this, in turn, is shared out between the 22 local authorities, identifying how much will be funded in the form of the General Capital Grant and how much supported borrowing the Welsh Government will fund as supported borrowing, i.e. the revenue settlement includes a sum which will cover the MRP relating to the supported borrowing plus the interest costs.
- 3.7.** For 2015/16 and 2016/17, the settlement in respect of capital was as shown in Table 3 below:-

Table 3 Capital Settlement 2015/16 and 2016/17			
	2015/16 £'m	2016/17 £'m	% Change
All Wales General Capital Funding	142,837	142,837	0%
Settlement Figures for Anglesey			
General Capital Grant (1)	1,332	1,335	+ 0.2%
Supported Borrowing (2)	2,189	2,195	+0.2%
General Capital Funding (1) + (2)	3,521	3,530	+0.2%
Revenue Settlement (Capital Element)			
Debt Repayment (3)	3,054	3,019	-1.1%
Interest Payments (4)	4,484	4,615	+2.9%
Total Capital Financing (3) + (4)	7,538	7,634	+1.3%

3.8. The capital financing budget for 2016/17 is £8.45m, £0.82m higher than the funding allowed for in the settlement and this reflects the additional MRP and interest costs of the unsupported borrowing that has taken place over a number of years.

3.9. Therefore, it can be seen that there is scope to fund new projects in 2017/18 through the funding that is received as part of the Welsh Government's financial settlement. Unsupported borrowing is possible but, unless the projects generate revenue savings, then the additional MRP charge and interest costs will increase the revenue budget which must be funded by increased Council Tax or by making revenue savings elsewhere.

4. 21st CENTURY SCHOOLS

4.1. Members are aware that the Council has commenced an ambitious programme to modernise schools through the 21st Century schools programme. The programme, if it achieves all its planned objectives, will take over 10 years to complete at a total capital cost of around £120m. Work has already commenced on the programme with two new schools being built (Ysgol Cybi and Ysgol Y Llannau).

4.2. The 21st Century Schools programme is funded by 50% additional funding from the Welsh Government and 50% via unsupported borrowing. The Welsh Government funding is partly grant funding (67%) and partly supported borrowing (33%).

4.3. Please note that the figures included in Tables 4 to 6 below are based on initial work undertaken by Capita Asset Services and may be subject to change but they give a clear indication of the impact of the programme on the Council's revenue budget and borrowing.

4.4. The funding for the programme is summarised in Table 4 below:-

Table 4						
21st Century Schools Programme Funding						
Project	Band	Region	21st Century Schools Funding			
			Unsupported Borrowing £'m	Supported Borrowing £'m	WG Grant £'m	Total £'m
A1	A	Cybi	5.176	1.708	3.468	10.352
A2	A	Rhyd y Llan	2.795	0.923	1.873	5.591
A3	A	Bro Aberffraw	0.379	0.129	0.262	0.770
A4	A	Bro Aberffraw	2.742	0.926	1.881	5.549
C1	A	Graig	0.483	0.159	0.324	0.966
C2	A	Corn Hir	3.752	1.238	2.514	7.504
C6	A	Esceifiog	1.000	0.330	0.670	2.000
C3	A	Henblas	0.500	0.165	0.335	1.000
Total Band A			16.827	5.578	11.327	33.732
A5	B	Seiriol	2.771	0.914	1.857	5.542
B1	B	Amlwch	10.625	3.506	7.119	21.250
B3	B	Llanerchymedd	3.000	0.990	2.010	6.000
D1	B	Uwchradd Caergybi	7.250	2.393	4.858	14.501
D2	B	Ysgol Gyfun Llangefni	9.750	3.218	6.533	19.501
D5	B	Moelfre	3.000	0.990	2.010	6.000
Total Band B			36.396	12.011	24.387	72.794
C4	C	Uwchradd Bodedern	8.980	2.963	6.017	17.960
C5	C	David Hughes	11.835	3.906	7.929	23.670
B2	C	Bryngwran	4.125	1.361	2.764	8.250
B4	C	Cemaes	1.800	0.594	1.206	3.600
Total Band C			26.740	8.824	17.916	53.480
Add	D	Kingsland	3.750	1.238	2.513	7.501
D3	D	Fali	4.125	1.361	2.764	8.250
D4	D	Llanfawr	2.450	0.809	1.642	4.901
Total Band D			10.325	3.408	6.919	20.652
TOTAL PROGRAMME			90.288	29.821	60.549	180.65

4.5. Given the level of borrowing required, it is unlikely that the Council's own cash reserves (internal borrowing) could be used to any great extent. It is, therefore, assumed that all of the unsupported and supported borrowing would be undertaken through new PWLB loans over a length of time which matches the expected life of the asset (50 years).

4.5 As explained in paragraph 3.1, additional supported or unsupported borrowing will increase the Council's CFR which, in turn, will increase the annual MRP charge to the revenue account and will result in additional annual interest payments.

4.6 The impact on the CFR and the potential loan repayment dates are shown in Table 5 below:-

Table 5 Estimated CFR and Repayment Dates as a Result of 21st Century Schools Programme					
	Supported Borrowing £'m	Unsupported Borrowing £'m	Current CFR £'m		Loan Repayment Date
Current Position as at 31 March 2016	75.755	34.989	127.657		2059/60
Programme	Supported Borrowing £'m	Unsupported Borrowing £'m	Peak CFR £'m	Peak CFR Year	Loan Repayment Date
Band A Only	5.578	16.827	115.599	2018/19	2069/70
Band A & B	17.589	53.223	147.791	2022/23	2073/74
Band A, B & C	26.413	79.963	166.349	2024/25	2077/78
Bands A - D	29.821	90.288	169.402	2027/28	2078/79

4.7 The supported borrowing will be financed by increases in the capital financing element of the annual revenue settlement, however, it is for the Council to determine how it funds the unsupported borrowing. As the CFR increases, the level of MRP charged to the revenue account will continue to increase and interest payment must also be funded. Table 6 below shows the impact that the 21st Century schools programme would have on the revenue budget. This assumes that all expenditure is funded through borrowing and a long term interest rate of 2.5%.

Table 6 Impact on Revenue Costs of 21st Century Schools Programme				
	MRP £'m	Borrowing Costs £'m	Total Revenue Costs £'m	
2016/17 Budget (Council Fund only)	3.843	4.609	8.451	
Programme	Max Additional MRP £'m	Peak MRP Year	Max Additional Borrowing Costs £'m	Peak Borrowing Costs Year
Band A Only	0.544	2020/21	0.538	2018/19
Band A & B	1.688	2023/24	1.646	2022/23
Band A, B & C	2.456	2027/28	2.342	2025/26
Bands A - D	2.758	2028/29	2.599	2027/28

- 4.8** The additional revenue costs in undertaking all the bands would equate to £5.3m at its maximum level, which is an additional 63% on the current level. Clearly, this level of additional funding is not affordable by the Council unless there is contribution / full funding from the Delegated Schools Budget. The current delegated schools budget is £38m, therefore, if the additional capital financing costs were funded from the delegated schools budget, then this would equate to a reduction of 14% from its current level. This would be in addition to any savings required to balance the Council's revenue budget.
- 4.9** It is not a decision that should be taken now as to which projects are undertaken and which are not, that decision would be taken following a detailed financial analysis and business case, but it is important to now establish the principle as to how the additional unsupported borrowing costs (MRP & Interest) are funded, i.e. to what level is it expected that the schools delegated budget will be reduced to meet the additional unsupported borrowing costs.
- 4.10** Given the scale of the 21st Century Schools programme, it is also important to establish the principle that the programme needs to stand alone and should not be undertaken to the detriment of other projects which are funded from the normal sources of capital funding (general capital grant, supported borrowing, specific grants, capital receipts – non schools).

5 ESTIMATING THE FUNDING AVAILABLE FOR 2017/18

- 5.1** As one of the main priorities for the Council is to reduce revenue expenditure in order to deliver a balanced budget whilst minimising the reduction in service budgets, it is reasonable for the Council to minimise the increase required to the capital financing budget. It will be necessary to provide additional capital funding but this should be maintained at a level that is funded through the settlement (general capital grant and supported borrowing), so that the increase in the capital financing costs is funded through capital receipts and any specific grants that are available.
- 5.2** Unsupported borrowing (outside the 21st Century schools programme) should only be considered where the relevant service budget can be reduced by a sum greater than the MRP and interest costs.
- 5.3** At this stage, the level of supported borrowing and general capital grant is unknown but, if it remains at the 2016/17 level, this would provide £1.3m as a general capital grant and £2.2m as supported borrowing.
- 5.4** As part of the 2016/17 approved capital programme, £0.96m was allowed for on 4 schemes where the scheme will not go ahead or the project is likely to underspend. As the revenue cost of these schemes has been included in the 2016/17 capital financing budget, the funding could continue without increasing the revenue budget. The schemes are as follows:-

Table 7	
2016/17 Schemes where Initial Funding is no Longer Required	
Scheme	Funding Available £'000
Holyhead Fishdock	96
Llanbedrgoch Cemetery	68
Smarter Working	400
TOTAL UNUSED FUNDING	564

- 5.5** In addition to this funding, there would be resources available to fund HRA projects through the Major Repair Allowance (£2.66m) and through any funding made available from the HRA's own reserves.
- 5.6** Specific grants which have been approved, likely to be approved or that result from successful bids, will also be available to fund capital schemes. In some cases, it may be necessary for the Council to contribute a sum of its own capital funding as match funding to enable the grant funding to be drawn down. The grants which have been currently identified as sources of funding for 2017/18 include:-
- Llangefni Link Road – To enable the scheme to be completed;
 - Safer Route in the Community – 100% grant funding;
 - Road Safety – 100% grant funding;
 - Beaumaris Flood Alleviation – Around 90% funding;
 - VVP 2 – Still in discussion with Welsh Government;
 - Holyhead and Llangefni Infrastructure – Awaiting confirmation if successful or not.
- 5.7** The level of capital receipts is dependent on which assets become available to sell. The receipts from the sale of some assets are linked to projects which have already commenced, e.g. sales of former school sites are linked to the 21st Century Schools programme, the sale of former office sites is linked to the Smarter Working project. As a result, not all capital receipts received in 2017/18 can be allocated to fund new capital projects.
- 5.8** As stated previously, any unsupported borrowing must generate additional income / revenue expenditure savings to fund the additional capital financing costs (MRP and interest charges) which will be charged to the revenue account. Any proposed schemes funded by unsupported borrowing will be assessed on a scheme by scheme basis.
- 5.9** In summary, the funding for new capital projects in 2017/18 should be limited to the level of general capital grant (estimate £1.3m), supported borrowing (estimate £2.2m), unused funding from previous years (£0.96m) and any unallocated capital receipts generated in the year. This would give a total budget available in the region of £4.5m (final figure is dependent on the Welsh Government settlement).

6 POTENTIAL COMMITMENTS FOR 2017/18

- 6.1** Previous capital programmes have identified potential commitments but have not given any guarantees on funding and, as such, it could be argued that there are no commitments at this stage. If 21st Century School projects, HRA schemes and grant funded schemes are excluded, then this may be the case but expenditure should be committed on an annual basis to maintain and upgrade essential assets. The main areas which should receive funding on an annual basis are:-
- Laptop and PC replacement – estimated £100k required to enable devices to be replaced over a four year period;
 - Disks, Servers and Network - £150k was identified in the 2016/17 capital programme as the ongoing funding required;
 - Software Licensing - £72k was identified in the 2016/17 capital programme as the ongoing funding required;
 - Vehicle replacement – a sum of £150k was allocated in the 2016/17 capital programme;
 - Capitalised repairs to Council buildings and schools – the 2016/17 capital programme identified that £1.8m per annum was required over 4 years to address deficiencies in all the school buildings. A further £200k per annum was identified to undertake essential repairs to non-school buildings;

- Disabled Facilities Grant – this is a mandatory grant which must be offered. In 2016/17 £816k was allocated to meet the cost of applications received.
- 6.2** As part of the bidding process for the Invest to Save projects, a number of bids were received for minor capital works which would reduce revenue costs, e.g. energy saving projects. Some of the projects had been considered previously as part of the 2016/17 bidding process but had not scored highly enough as they did not contribute to the Council's corporate objectives. It is, however, felt that these bids do merit consideration with the funding met from a pre-determined sum which is allocated annually from the overall capital programme. It would then be possible to determine which projects are funded based on an agreed set of criteria for these projects only.
- 6.3** Initially, a capital sum was included in the capital programme to fund road surfacing works and the additional borrowing costs were funded through supported borrowing. In 2016/17, £2.2m was included in the capital programme but the specific support from the Welsh Government had ended. In order to deliver more revenue savings and to ensure that the minimum contract thresholds of work allocated to the contractors are achieved, a request has been made to include this sum again in the capital programme. This proposal would only be cost-effective if the work was funded from the capital grant / supported borrowing. If the work is funded by means of unsupported borrowing, the proposed revenue savings of £50k would be insufficient to meet the additional capital financing costs which would be in the region of £150k.
- 6.4** As Members are aware, the Council is required to develop one permanent site and two temporary sites for Gypsies and Travellers. The cost of the permanent site will be covered by a grant from the Welsh Government but a temporary site will not. The cost of the works will be dependent on the chosen sites, i.e. if the land needs to be purchased, then the cost of the temporary sites will be increase.
- 6.5** The final commitment relates to the Website Content Management System. £75k was allocated in 2016/17 and a further £25k was requested for 2017/18. As this project has commenced, any outstanding costs for 2017/18 should be funded.

7 INITIAL DRAFT CAPITAL PROGRAMME COUNCIL FUND 2017/18

- 7.1** Based on paragraph 5 and 6, a draft capital programme for the Council Fund for 2017/18 would be as shown in Table 8 below. The HRA capital programme will be funded from borrowing or from the fund reserves and the schemes which will be included in the capital programme will be initially determined by the Housing Services Board.

**Table 8
Outline Capital Programme 2017/18**

2017/18 Outline Capital Programme (excl. 21st Century Schools, HRA and grant funded projects)		
Funding	£'m	Comment
General Capital Grant	1.30	This is the 2016/17 allocation
Supported Borrowing	2.20	This is the 2016/17 allocation
Allocated funding no longer required	0.56	See paragraph 5.4
Capital Receipts	0.30	Estimate
TOTAL FUNDING	4.36	
2017/18 Projects to be Funded		
Annual Allocations		
I.T. hardware replacement		
I.T. Software Licensing		
Vehicle Replacement		
Repairs and Maintenance of Buildings		
Disabled Facilities Grant		
Invest to Save projects		
Ongoing Commitments		
Gypsy and Traveller Temporary Sites		
Website Content Management		
Highway Resurfacing		
New Projects		
To be determined based on bids		Sum available dependent on the funding available and the sums allocated to the annual allocation projects and the ongoing commitments

8 RECOMMENDATIONS

8.1 The Executive is asked to approve the following recommendations as part of the capital strategy:-

- 1.** The principle is set that any additional capital financing costs relating to the 21st Century Schools programme is funded by an equivalent reduction in the delegated schools budget.
- 2.** That the 21st Century Schools programme is considered separately from the general Council capital programme.
- 3.** That individual projects under the 21st Century Schools programme must generate a positive net present value and the evaluation takes into account the fact that the additional capital financing costs are funded from the delegated schools budget.
- 4.** That the 2017/18 capital programme funding is limited to value of the general capital grant, the level of supported borrowing, the value of the funding for previously agreed projects which is no longer required and the value of any unallocated capital receipts which are generated.
- 5.** That the principle is set whereby the items noted in paragraph 6.1. above are included in the capital programme each year. The sum allocated to each heading will be agreed as part of the process for setting the capital budget each year, depending on the level of funding available.
- 6.** Projects which are to be funded from unsupported borrowing will only be undertaken if the reduction in revenue costs or increased income generated is sufficient to meet the additional capital financing costs incurred.
- 7.** That a level of road surfacing work is funded from the capital programme each year. The sum allocated will be dependent on the funding required to achieve any minimum contract value guarantees, the level of funding available and an assessment of the state of repair of the Authority's roads.
- 8.** Grant funded projects are added to the 2017/18 capital programme once the funding is known.
- 9.** Projects that require a level of match funding to enable grant funding to be drawn down are assessed on a case by case basis by the Executive. The decision whether to commit funding will be dependent on the project, how it fits into the Council's corporate priorities and the ratio of Council funding to grant funding.
- 10.** Bids for new projects will be assessed in accordance with the scoring matrix that applied in 2016/17, i.e. priority will be given to projects which assist the Council in achieving its corporate objectives, mitigates corporate risk, achieves future revenue savings and can demonstrate that adequate project management processes have been put in place.

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	17 October 2016
SUBJECT:	Council Tax Premiums – progress report on implementation
PORTFOLIO HOLDER(S):	Councillor Hywel Eifion Jones - Finance
HEAD OF SERVICE:	Marc Jones – Head of Function (Resources) & Section 151 Officer
REPORT AUTHOR:	Geraint Jones – Revenues & Benefits Service Manager
TEL:	01248 752651
E-MAIL:	Geraint Jones3@ynysmon.gov.uk
LOCAL MEMBERS:	
A - Recommendation/s and reason/s	
<p><u>Recommendations</u></p> <p>To note the progress in the implementation and anticipated additional income from introducing the Council Tax Premiums from 1 April 2017.</p> <p>The Executive is requested to confirm its intention that funding generated from the premiums on empty and second homes will be utilised to assist in the provision of affordable houses on Anglesey. The level of funding to be allocated and the timetable for its use will be determined at a later date taking into account the current and future Housing policies and the wider needs of the Council resulting from the major developments on Anglesey.</p> <p>To approve the use of the Council’s contingency to meet the additional cost (£11,200) of the temporary clerical officer post up to 31 March 2017.</p> <p>To approve the appointment of an additional enquiry/revenue officer on a permanent basis – the cost (£25,000) being met from the additional income collected under the Council Tax Premium.</p> <p><u>Background and developments</u></p> <p>On the 10 March 2016 the Full Council made the following decisions –</p> <ul style="list-style-type: none"> • To disapply any discounts granted to long-term empty dwellings and dwellings occupied periodically (usually known as second homes) and to apply a Council Tax Premium to such dwellings; • The Council Tax Premium would be set at 25% for both long-term empty dwellings and second homes; • A review of the Council Tax Premiums would be undertaken after the first full year of operation; and • The Full Council instructed and authorised the Head of Function (Resources) & Section 151 Officer to – <ul style="list-style-type: none"> ➤ Publish a notice of the decision in a local newspaper within 21 days - (appropriate notices were placed in the Holyhead Mail and Chronicle before the end of March 2016); 	

- Communicate the decision within 21 days to those affected, by publication of press notices, placing information on website pages or other avenues to raise awareness - (designated web pages were set up with regard to Council Tax Premiums on long-term empty dwellings and second homes on 8 April 2016 and each individual owner of such dwellings were sent a letter in the period from 12 May 2016 to 31 May 2016 advising them that according to Council Tax records currently held, that their dwelling from 1 April 2017 would be liable to the Council Tax Premium, the reasons for applying the Premium and the exceptions that may apply. 781 letters were sent out in respect of long-term empty dwellings and 2,337 with regard to second homes);
- Ensure that administrative arrangements were put in place to establish the estimated number of long-term empty dwellings and second homes eligible for the Council Tax Premium - (new additional codes have been set up on the software system to identify dwellings liable for the Council Tax Premium, there is no anticipated requirement for a major software upgrade to implement the Council Tax Premium, although software changes will be required to take into account changes on how the council tax base is calculated and revision of demand notices.

A Revenues and Benefits Officer was assigned 2 – 3 days per week during May 2016 to monitor and update records. As this officer has now taken up duties in Connect Mön, a temporary Clerical Officer has been employed full time from 5 September 2016 to provide general clerical support. The additional cost of the additional clerical support is above the budget for 2016/17. To date the cost of this officer (including on-costs) has been approximately £1,600 and by the end of March 2017 the total cost is estimated to be £11,200. The Executive's approval is requested to meet this additional cost out of the Council's contingency.

The roles of both Enquiry Officers have also been revised so that one is concentrating on revenue and the other on benefit enquiries. The Revenue Enquiry Officer is having to undertake desk base enquiries or external visits to dwellings to confirm whether or not a Council Tax Premium is liable on the dwelling following responses from owners);

- Ensure that administrative arrangements are put in place for the proper administration and enforcement of the Council Tax premium from 1 April 2017 onwards. The Full Council noted, when making its decision, that the Executive had agreed in principle (subject to the Executive's approval) to any additional resources that was deemed necessary (by the Head of Function (Resources) and Section 151 Officer, to ensure the proper administration and enforcement of the Council Tax Premium, which would initially include, establishing the estimated number of dwellings where the Council Tax Premium would apply - (As noted above additional resource has been employed to establish the number of dwellings where a Council Tax Premium will apply – this work is currently ongoing. In response to informing owners who, from the Council's current records, were liable to pay a Council Tax Premium a breakdown of the responses received to date is shown below -

Second Homes

326 responses have been received to date appealing against the decision to impose a premium. 74 appeals have been rejected and therefore the Council Tax Premium will apply to these dwellings. 93 cases, to date have been successful and the Council Tax Premium will not apply to these dwellings. The main reasons are as follows:-

No.	Reason
11	Dwelling is a sole or main residence
2	Being annexes of a main dwelling
3	Dwelling left unoccupied by a serving member of the armed forces
9	Dwelling which have a planning restriction on them
19	Unoccupied dwellings where the owner is required to live elsewhere as a condition of their employment
5	Dwellings which are being marketed to let
8	Dwellings which are being marketed for sale
23	Dwellings are tenanted and occupied
1	Dwelling sold
2	Dwellings which will be subject to Business Rates
6	Dwellings which now qualify for a Council Tax exemption
1	Valuation Officer has removed the dwelling from the Council Tax List
3	Dwellings being let for holiday purposes and should be liable to Business Rates

159 cases at present still have appeals outstanding that are being considered.

Long-term empty properties

116 responses have been received to date appealing against the decision to impose a premium. Of these, 76 will be exempt from the premium. The main reasons are as follows:-

No.	Reason
2	Will be liable to Business Rates as being advertised for holiday let
1	Annexe, part of a main dwelling
51	Dwellings are owner occupied
2	Dwellings being marketed for sale
2	Council Tax exemption will apply
7	Dwellings are tenant occupied
3	Dwellings sold
2	Dwellings taken out of the Council Tax List
6	Dwellings left empty due to the owner being required to live elsewhere as a condition of employment.

The main feedback from dwelling owners who have written in to complain about the premium, particularly on second homes, is that they have been holidaying on the Island for a number of years and have been contributing to the local economy, employing local tradesmen to undertake maintenance or building work. They maintain that a lot of their spending power benefits local shops, bars, eating places etc.

There have been challenges regarding the consultation period and the justification for raising premiums and the Council's intended use of the additional income raised.

This has provided an important overview how owners are and potentially will be reacting to the imposition of the Council Tax Premium. To ensure the future robustness and accuracy of the tax base it is evident that reviews of single person occupancy, sole and main residence claims, holiday let periods will mean greater use of credit agency records as well as physically having to confirm or otherwise the claims being made by owners. From the responses to date (and I anticipate more when actual bills are issued in March 2017) there may be challenges at tribunal level to the setting of the premium and at magistrates court in enforcing the payment of the premium.

It is important, therefore, that the Council is not only able to accurately establish the correct level of the potential additional income that can be raised but also has a clear policy intention on how this additional income will be used to the benefit of the local community. Whilst the Authority can spend the additional income as it wishes and the Welsh Government has repeatedly stated that this additional revenue will not be ring-fenced, the Welsh Government has also repeatedly stated that local authorities will be encouraged to use it to assist with the provision of affordable housing and meeting other local housing needs.

With the risk of possible challenges to the premium and enforcement of the premium would defence of the Council's position be easier if the Council had a clear stated policy on how the additional income is to be spent and not just use the additional income to balance the budget, for example?

Currently, the Revenues and Benefits Service has two Enquiry Officers – one for Revenues enquiries and one for Benefit enquiries. They are both full time officers fully employed in their current duties. The additional work that will arise from implementing, verifying and collection of the Council Tax Premium cannot be met from this resource. The verification of discounts and exceptions to the premium, for example, which will seek to minimise tax avoidance of the premium and an additional enquiry/revenue billing officer, funded by the additional income from Council Tax Premium is recommended. Based on the pay scales of the current officers, this will cost £25,000 per annum (including oncosts).

- The Full Council also instructed the Head of Function (Resources) and Section 151 Officer to determine whether the Full Council, under section 13A of the Local Government Finance Act 1992 ("the 1992 Act"), should use its discretionary powers to reduce council tax liability resulting from a Council Tax Premium to an extent it thinks fit. At the time of this report no circumstance has arisen where I would consider it necessary for the Full Council to use this power but should such a circumstance arise from now to when the Full Council determines its Council Tax for 2017/18 the necessary determination will be included in the resolution for the Executive and Full Council to consider. The cost of such a reduction would be met in full by the Council.

Current estimated additional income to be raised from a Council Tax Premium of 25%

The Full Council was advised before it made its decision on 10 March 2016, that a premium of 25% would raise an estimated additional income of £730k. This was net of an adjustment/error allowance of 30%.

Currently, having amended records following the issue of Council Tax premium letters and checking of credit agency records (which is still ongoing), the total reduction in anticipated income to date is £55k. At the time of writing this report the anticipated additional income is £1,025,125. No adjustment/error allowance has been made to this figure. Below is a table showing the movements from what was advised to the Full Council in March 2016 and now:-

Second Homes – March 2016			Second Homes – September 2016		
Band	No.	Band D Equivalent	Band	No.	Band D Equivalent
A	173	115.33	A	124	82.67
B	244	189.78	B	209	162.56
C	475	422.22	C	443	393.78
D	579	579.00	D	543	543.00
E	460	562.22	E	429	524.33
F	245	353.89	F	227	327.89
G	116	193.33	G	117	195.00
H	30	60.00	H	32	64.00
I	15	35.00	I	14	32.67
Total	2,337	2,510.78		2,138	2,325.89

Second Homes (based on average band D figure for 2016/17) additional revenue (September 2016) $2,325.89 \times \text{£}1,340.57 \times 25\% = \text{£}779,505$

Long Term Empty – March 2016			Long Term Empty – September 2016		
Band	No.	Band D Equivalent	Band	No.	Band D Equivalent
A	149	99.33	A	159	106.00
B	135	105.00	B	142	110.44
C	140	124.44	C	142	126.22
D	152	152.00	D	155	155.00
E	112	136.89	E	105	128.33
F	42	60.67	F	47	67.89
G	19	31.67	G	22	36.67
H	0	0	H	0	0
I	0	0	I	1	2.33
Total	749	710.00		773	732.89

Long term empty homes (based on average band D figure for 2016/17) additional revenue (September 2016) $732.89 \times \text{£}1,340.57 \times 25\% = \text{£}245,620$

B - What other options did you consider and why did you reject them and/or opt for this option?

This is an update on the implementation of a policy agreed by the Full Council.

C - Why is this a decision for the Executive?

This is an update on the implementation of a policy agreed by the Full Council.

CH - Is this decision consistent with policy approved by the full Council?

This is an update on the implementation of a policy agreed by the Full Council.

D - Is this decision within the budget approved by the Council?

The budget is yet to be approved how the Full Council intends to spend the additional income raised from setting a Council Tax Premium.

DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Agree with the contents of the report – on 03/10/16
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
F - Appendices:		
None		
FF - Background papers (please contact the author of the Report for any further information):		
Decision of the Full Council regarding Council Tax Premiums on 10 March 2016		

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	17th October, 2016
Subject:	Syrian Refugees : Progress report regarding the delivery of the resettlement and support programme.
Portfolio Holder(s):	Councillor Aled M Jones
Head of Service:	Shan Lloyd Williams
Report Author:	Shan L Williams, Head of Housing Services
Tel:	01248 752201
E-mail:	Shanlloydwilliams@ynysmon.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<p>Recommendations</p> <p>R1 to note the progress made to date</p> <p>R2 to endorse next steps</p> <p>R3 to endorse Officers recommendation for the Council not to participate in the Unaccompanied Asylum Seeking Children National Transfer Scheme. This recommendation to be reviewed in 12 months time.</p> <p>1.0 Introduction</p> <p>1.1 In response to the significant numbers of people fleeing Syria and arriving as refugees in the EU, the Council agreed at its Executive Committee meeting in April 2016 to take part in the Syrian Vulnerable Persons Resettlements Scheme (SVPRS) and welcome refugees into Anglesey, as part of the National Scheme. Support for this programme was unanimously received across the Council.</p> <p>1.2 In summary, the key recommendations from the report were that the Council would seek to find suitable accommodation and offer support initially for up to 30 individuals or 10 families over the next 3 years. In year 1, the Council would be accommodating up to a maximum of 10 individuals, with preference would be given to families with children of primary school age.</p> <p>1.3 The refugees were to be housed in private rented sector accommodation,</p>

depending on availability and suitability in the Menai area - more specifically Menai Bridge and Llanfairpwll areas.

1.4 There was also a recommendation that Officers report back to The Executive Board on progress regarding the delivery of the re-settlement and support programme, 6 months from the meeting held in April, 2016.

2.0 Progress

2.1 Early preparation has been key, through the establishment of a working group, chaired by the Assistant Chief Executive with representatives from a range of dedicated partners including the third sector, which has supported officers to prepare the groundwork prior to welcoming the first family to Anglesey.

2.2 The key work streams to practically deliver the SVPRS included:-

- Identification of suitable accommodation;
- The commissioning of appropriate support and translation services;
- Consideration to Education and Health requirements;
- Liaison around community cohesion with partners and local resident engagement in the main, with local Elected Members, Community and Town Councils.
- In depth discussions with colleagues in the Home Office.

2.3 In reality, project managing the preparation for the first Syrian Refugee family has been time-consuming and has impacted on other works streams within the Housing Service. However, we are of the opinion that the work has resulted in the groundwork being in place to welcome future Syrian Refugee families to Anglesey.

2.4 The home for our first family has been provided by a Private Rented Sector landlord, and has been extremely supportive. The negotiation of terms and conditions, fixtures and fittings and ensuring all the services and necessary contractual arrangements were in place, and on times, has been led by the Housing Options Team Manager. (HOTM)

2.5 Key roles have also been played by the Police and the Regional Community Cohesion Co-ordinator to ensure the location was suitable and officers from Education and Betsi Cadwaladr University Health Board made preparations for school placements and access to the local G.P.Surgery.

2.6 In addition, working with the voluntary group '*Pobl i Bobl*' has proved to be the focal point to offers of community support. This group has also helped in sourcing quality furnishings for the home, and sign posting to local support.

- 2.7 The HOTM and dedicated Support Officer have also been instrumental in helping the family with daily living tasks such as showing how to use the heating, electricity, broadband, ensuring they have adequate supply of food in the house, support to open a bank account and help application for benefit entitlement.
- 2.8 The family of four have been in their new home since end of August and have settled in well. The children are in school, happy and progressing well. A qualified translator service has been commissioned to assist in the school and also to help the family start integrating in the local community.
- 2.9 The provision of a dedicated Support Officer has had a significant impact to help the family resettle into the community and will be a requirement to help with the integration of this and future Syrian families.
- 2.10 The Support Officer has been accompanying the family on days out across the Island, introducing them to the local culture. The family is keen to learn about our culture, the Welsh language and are extremely keen to participate in local community activities. The father has already started volunteering with a local voluntary organisation.
- 2.11 Support offered and experienced shared with other Local Authorities has been valuable, together with support and regular bulletins from the Welsh Local Government Association.

3.0 Challenges

- i. The greatest challenge to date has been finding suitable private rented accommodation in the Menai Bridge and Llanfairpwll areas, which were identified originally as the areas to target.
- ii. Within the areas targeted for accommodation; the availability of placements in the local primary schools.
- iii. Limited information available through 'pen pictures' issued beforehand by the Home Office, makes preparation more difficult.
- iv. Project management and support for the project is time consuming. There is a need to employ a dedicated part-time support officer on for the lifetime of the programme. Costs relating to the SVPRS programme are met by the Home Office.

4.0 Requests to re-settle unaccompanied asylum seeking children

- 4.1 Increased requests for help are being made by the Home Office to local authorities across the UK to re-settle unaccompanied children. In particular, there are two programmes, which are:
The National Transfer Scheme for Unaccompanied Asylum Seeking Children

(UASC) and the Vulnerable Children’s Resettlement Programme(VCRP). See Appendix 1 for more details.

4.2 A letter dated 30/08/16 has been received from the Spokesperson for Housing and Welsh language at the Welsh Local Government Association requesting all Welsh Local Authorities to discuss and “*consider whether and how your authority may be able to respond to the requests for help and participation from the Home Office, particularly in terms of the UASC National Transfer Scheme*”.

4.3 Officers have discussed this request and recommend to The Executive that the Council does not participate with the UASC or the VCRP. The reasons being as follows:

- The Council is already receiving a high number of unaccompanied children due to the throughput of passengers through the port in Holyhead;
- The Council is unable to meet their language and culture needs, and often (if not always) unaccompanied children are placed with foster carers located out of county. Therefore, not only do they lose their home, when they are placed out of the county, it makes the link with any area and the feeling of belonging difficult;
- Often we are unable to access appropriate services – these children will have experienced trauma. We do not have the services or specialism to respond.

5.0 Next Steps

- i. We expect to welcome our second Syrian family before Christmas.
- ii. The area where officers are currently looking for a suitable property is between Menai Bridge and Llandegfan. Again this property will be in the private rented sector.
- iii. Officers will continue working with the Education Service and Heads of Primary Schools to identify where gaps exist, to inform our process when choosing the next family from the Home Office Portal.

B – Why is this a decision for the Executive?

Original decision to participate in the SVPRS programme was made by the Executive, with a request to report on progress in 6 months.

C – Is this decision consistent with policy approved by the full Council?

D – Is this decision within the budget approved by the Council?

All costs paid by the Home Office

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Discussed by the SLT on 19/09/16.
2	Finance / Section 151 (mandatory)	No further comments
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	Any appointments to posts should be subject to normal Council recruitment processes and principles.
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)	
1	Economic
2	Anti-poverty
3	Crime and Disorder
4	Environmental
5	Equalities
6	Outcome Agreements
7	Other

F - Appendices:

Appendix 1

FF - Background papers (please contact the author of the Report for any further information):

Report to The Executive April 2016

Appendix 1

National Transfer Scheme of Unaccompanied Asylum Seeking Children (UASC)

On 1st July the UK Government launched their National Transfer Scheme encouraging all local authorities to voluntarily participate in transfer arrangements between authorities to care for UASC who arrive in the UK and claim asylum to ensure there is a more even distribution of caring responsibilities across the UK. Under the Scheme, a child arriving in one local authority area already under strain caring for UASC may be transferred to another authority that has capacity. In support of the Scheme the Government will provide funding to local authorities caring for UASC, with annual support for each child under 16 at £41,610. The WSMP co-ordinated an event in July for Welsh local authorities to explain the Scheme and hear from senior Home Office officials. Kent Council also attended to explain the pressure they are currently under (they currently accommodate approx. 900 UASC) and the need for other local authorities to play a part in relieving this pressure and to share some learning from their experience. The UASC Transfer Scheme is already operational in England with some UASC already having been transferred between authorities and the Home Office is keen to engage in further discussions and to hear of any pledges Welsh authorities are willing to make. Further details available from www.local.gov.uk)

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	17th of October 2016
Subject:	Remodelling of Llawr y Dref, Llangefni
Portfolio Holder(s):	Aled Morris Jones
Head of Service:	Shan Lloyd Williams
Report Author: Tel: E-mail:	Ned Michael – Housing Services Business Manager 01248 752 289 NedMichael@ynysmon.gov.uk
Local Members:	Bob Parry Dylan Rees Nicola Roberts

A –Recommendation/s and reason/s
<p>I. To proceed with the improvement programme to numbers 1 – 4 and numbers 6 – 29 Llawr y Dref, Llangefni which includes maximising the internal floorspace within the flats maintaining the current footprint, installing a lift in block numbers 6 – 29, upgrading the the current communal facilities together with carrying out external improvements to the building.</p> <p>II. Improve safety arrangements 1 – 4 and 6 – 29 Llawr y Dref, Llangefni by upgrading the door entry system to the building and communal areas wich includes a CCTV system. Upgrading the fire safety system within the two blocks.</p> <p>III. Continue with the current designation for the scheme for a period of 6 months following the completion of re-modelling the scheme. If it is not possible to let the units following this period the designation of the scheme will be changed to be for people aged 50 or over or registered diabled.</p> <p>The reason for recommendations is that the internal floorspace within the flats is very small and therefore being unattractive to prospective tennants whilst installing a lift within the building would improve access to the first floor wich would make it more attractive to prospective tenants.</p> <p>Concens have been expressed by tennants with regards to people who gain access to the building and improving the door entry system to the building and communal areas would alleiviate these concerns and improve the general safety arrangements within the</p>

building.

Following the re-modelling work if we do not succeed to let the units within 6 months the designation of the scheme will have to be changed. We have consulted with tenants regarding changing the designation to general needs and the tenants were unanimously against this. I trust the tenants will welcome the change of designation to people aged over 50 rather than being for general needs.

B – What other options did you consider and why did you reject them and/or opt for this option?

Following the calling in of the decision of the April Executive Committee due to the lack of tenant consultation and other key stakeholders consultation we have now completed a full consultation process as per attached consultation document (See Attachment).

As part of the process two meetings were held with our tenants at Llawr y Dref, the first being on the 14th of July and second on the 18th of August and other key stakeholders were invited to a meeting at Llawr y Dref on the 11th of August in order for us to present the consultation document to them and to give them an opportunity to see the building and ask any questions.

Age Cymru Gwynedd and Mon were appointed as advocates for the tenants during the consultation process and we received a reply from Age Cymru on behalf of all of the tenants.

Some of the comments received within this response were as follows:-

- That we've allowed the condition of the scheme to deteriorate.
- The loss of the warden service has contributed to people not wanting to be housed within the scheme.
- Young people living in nearby flats causing anti-social behaviour on a daily basis.
- People who visit Llawr y Dref in addition to carers who visit tenants at Llawr y Dref feeling unsafe when visiting the building as a result of the nearby anti-social behaviour.
- Young people's way of life being very different to older people's way of life which in turn should the designation be changed to general needs could create a conflict between different tenants ways of life.
- Consideration should be given to reducing entry age to 50 and over rather than to general needs which would be open to any age.
- The lack of parking spaces currently causes difficulties and changing the designation to general needs could possibly worsen the situation as younger people could well have cars.

Consideration was given to creating a Caretaker post to look after the scheme and building. As Llawr y Dref comprises of more blocks than block A & B the Caretaker role could be offered for the whole scheme in addition to Glan Cefni as these units are also located close

by should tenants wish to buy into such a service.

C – Why is this a decision for the Executive?

This is a decision for the Executive Committee as it is seeking the approval to change the designation of 1 – 4 and 6 – 29 Llawr y Dref which is currently for people aged 60 and over or registered disabled.

D – Is this decision consistent with policy approved by the full Council?

This decision is consistent with two of the Corporate Objectives that have already been approved by the full Council, namely:-

- i) Increasing our Housing Options and Reducing Poverty
- ii) Regenerating our Communities and Developing the Economy.

DD – Is this decision within the budget approved by the Council?

A Provision of £450k has been included within the Council's capital budget for 2016/17 for re-modelling Llawr y Dref and a bid of £250k has been made for 2017/18.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Discussed during a meeting of the SLT and they supported recommendation.
2	Finance / Section 151 (mandatory)	Discussed during a meeting of the SLT and they supported recommendation.
3	Legal / Monitoring Officer (mandatory)	Discussed during a meeting of the SLT and they supported recommendation.
5	Human Resources (HR)	
6	Property	
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	Councillor Dylan Rees welcomed the opportunity of seeing the building being upgraded and being let as per recommendation noted.
10	Any external bodies / other/s	The Police/ Town Council/ Residents and

		nearby Businesses supported the recommendation.
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F – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	

FF - Appendices:
Llawr y Dref Tenant Consultation Document.

G - Background papers (please contact the author of the Report for any further information):
Age Cynru Gwynedd a Môn Report. 25.04.2016 Executive Committee Report



Consultation with Tenants and Key Stakeholders regarding the proposed Remodelling of

1 – 29 Llawr y Dref, Llangefni

July 2016

1. Introduction

The Llawr y Dref development in Llangefni was completed in 1982. The original scheme was intended to provide homes for tenants aged 60 and above. The scheme is in six blocks, block A numbers 1 - 4, block B numbers 5 - 29 (this block was a sheltered housing scheme with a warden service), block C numbers 30 - 35, block D numbers 36 - 41, block E numbers 42 - 47 and block F numbers 48 - 51.

The warden service in block B was withdrawn some years ago and the former warden's accommodation (number 5) has been let as a family home.

Over the years, in order to enable us to let some of the units as they became vacant in block C to F, we have had to reduce the eligibility age to 40 and above.

2. Current Situation

At present, 3 of the 4 units in block A are vacant as are 17 of the 24 units in block B – a total of 20 vacant units in the block which are difficult to let.

With regard to a provision for older people, we as a Council have the Glan Cefni Scheme which has received substantial investment recently for its improvement and modernisation in order to ensure that it continues to be fit for purpose in the future and Pennaf, one of our Registered Social Landlords on the island, is about to start developing an extra care scheme.

3. Waiting list for smaller units in Llangefni

Currently, 58 people are on our general waiting list for a one or two bedroom flat in Llangefni and the age groups vary from 17 to 85 years.

If we further examine the age profile of the applicants on the waiting list, we see that 27 are between 21 - 40 and 39 between 21 - 50.

The above statistics show that there is a need for smaller general need rent units in Llangefni.

In addition, we have 4 tenants who are currently looking to moving to a smaller property in Llangefni.

4. Consultation

On what?

As part of this consultation with tenants, we would wish to consult on 4 specific points:-

- i) Change the designation of units 1 – 29 Llawr y Dref to general needs rent units, meaning applicants do not have to be over 60 years old to apply.
- ii) Improve security in units 1 – 29 Llawr y Dref
- iii) Upgrade blocks A and B and maximise the internal floor space in flats 1 – 4 and 6 – 29 Llawr y Dref
- iv) Use our right to make local and sensitive lettings in accordance with clause 14.4 of our allocations policy.

Why?

- i) 20 flats in blocks A and B are empty and we are unable to find suitable tenants for these flats.
- ii) The flats are small and the internal floor space available is not maximised.
- iii) Communal areas need to be upgraded in order to encourage tenants to make use of them.
- iv) Numerous incidences of anti-social behaviour.
- (v) There are people on the housing waiting list but not enough flats/houses available.

As part of the consultation process with our tenants, we will be holding an event to present this document and also to listen to any concerns which our tenants may have.

We will also take the opportunity to outline the timetable for the remodelling work.

5. The Remodelling Work

Improving Safety – as part of the remodelling work, we will be improving access arrangements to the building by installing a new door entry system to the building and the communal areas within the building in order to restrict use of the building and the communal areas to tenants.

We will be installing a new CCTV system outside the building and in the internal communal areas in order to improve security.

We will be upgrading the fire safety system and equipment.

Maximising the internal floor space within the flats – where it is possible to make better use of the internal floor space within the flats, we will be moving internal walls in order to maximise the use of the available space.

We will upgrade the heating systems within the flats in order to reduce heating costs for our tenants.

We don't anticipate that the tenants will have to move out of their homes during the remodelling work but we can confirm this once the final plans have been agreed.

Using our rights to make local and sensitive lettings

As there is a history of anti-social behaviour in the vicinity of Llawr y Dref, we shall be using our rights in accordance with clause 14.4 of our allocations policy in order to ensure the suitability and eligibility of any prospective tenants to be housed within the scheme.

In accordance with the Anti-social Behaviour, Crime and Policing Act 2014, we as a landlord, have more rights to deal with incidences of anti-social behaviour and we will make full use of these rights once the remodelling work has been completed.

Maximising presence within the scheme

As part of the remodelling process, we will be encouraging staff from the Housing Services, External Agencies and the Police to maintain a presence in the scheme so that they are available to tenants to address any day to day issues.

6. Consultation Timetable

Arrange a meeting with tenants to present the Consultation Document	w/c 11 th July
Send individual letters to tenants with the consultation document seeking their opinion	w/c 11 th July
Receive the responses of the tenants	By 12 th August
Receive the responses of key stakeholders	By 12 th August
Present the recommendations to the Executive Committee	19 th September

7. Timetable for the Remodelling Work

September	Agree on the specification in order to invite tenders
October	Out to tender
November	Begin work on site
January	Complete the work
January	Begin letting the units

Holiadur Tenantiaid / Tenant Questionnaire

Ail Fodelu rhif 1 – 29 Llawr y Dref, Llangefni / Remodelling of 1 – 29 Llawr y Dref, Llangefni

Enw/Name:-

Cyfeiriad/Address:-
.....

1. **Mae'r Cyngor yn awyddus i newid dynodiad rhifau 1 - 29 Llawr y Dref o fod yn gynllun ar gyfer tenantiaid 60 oed a throsodd i fod ar gael fel unedau rhent cyffredinol ar gyfer unrhyw oedran / The Council is eager to change the designation of 1- 29 Llawr y Dref Llangefni from a scheme for tenants aged 60 years and over to general rent units which will be available to any age group.**

Ydych chi'n cefnogi hyn? / Do you support this? Ydw / Yes Nac Ydw / No

Os nad ydych yn gefnogol nodwch eich rhesymau isod / If you are not in favour, note your reasons below:-
.....
.....
.....
.....

2. **Mae'r Cyngor awyddus i wella diogelwch y cynllun trwy roddi system rheoli mynediad newydd i'r adeilad ynghyd â gosod system CCTV o fewn manau cymunedol a thu allan i'r adeilad / The Council is eager to improve the security of the building by installing a new door entry system and CCTV in communal areas and outside the building**

Ydych chi'n cefnogi hyn? / Do you support this? Ydw / Yes Nac Ydw / No

Os nad ydych yn gefnogol nodwch eich rhesymau isod / If you are not in favour, note your reasons below:-
.....
.....
.....
.....

3. **Mae'r Cyngor yn awyddus i gynnal gwelliannau o fewn y mannau cymunedol i'r adeilad ynghyd a gwaith o uchafu'r gofod mewnol o fewn y fflatiau unigol / The Council is eager to improve the communal areas within the building and to carry out work to maximize the internal floorspace within individual flats.**

Ydych chi'n cefnogi hyn? / Do you support this? Ydw / Yes Nac Ydw / No

Os nad ydych yn gefnogol nodwch eich rhesymau isod / If you are not in favour, note your reasons below:-

.....
.....
.....
.....

4. **Mae'r Cyngor yn bwriadu gweithredu Gosodiadau Lleol a Sensitif wrth osod y fflatiau yn dilyn yr ailfodelu / The Council intends to implement a Local and Sensitive Lettings Policy when letting the flats following the remodelling work**

Ydych chi'n cefnogi hyn? / Do you support this? Ydw / Yes Nac Ydw / No

Os nad ydych yn gefnogol nodwch eich rhesymau isod / If you are not in favour, note your reasons below:-

.....
.....
.....
.....

Dylid dychwelyd yr holiadur hwn i Ned Michael Rheolwr Busnes Gwasanaethau Tai, Swyddfeydd y Cyngor, Llangefni, LL77 7TW erbyn 12 Awst 2016 / This questionnaire should be returned to Ned Michael, Housing Services Business Manager, Council Offices, Llangefni, LL77 7TW by 12 August 2016

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive Committee
Date:	17 th October - Executive
Subject:	North Wales Joint Protocol on Managing Unauthorised Encampments
Portfolio Holder(s):	Councillor Aled M Jones
Head of Service:	Shan L Williams, Head of Housing Services
Report Author:	Lucy Reynolds, Housing Strategy and Development Manager
Tel:	Ext 2225
E-mail:	lucyreynolds@ynysmon.gov.uk
Local Members:	All

A –Recommendation/s and reason/s
<p>Members of Executive support the recommendation to approve the North Wales Joint Protocol for Managing Unauthorised Gypsy Traveller Encampments and adoption by Isle of Anglesey County Council.</p> <p>Background</p> <p>i. Welsh Government policies and guidance</p> <p>In 2013, Welsh Government produced a document called <i>Guidance on Managing Unauthorised Camping</i>. It wrote to all Local Authority Chief Executives in 2015 to remind them of the recommendation in this guidance to adopt a protocol for their organisation.</p> <p>The Guidance provides some important context about the occurrence of unauthorised encampment in Wales. They tend to occur most regularly along main transport routes which traditionally provided opportunities for work as well as access to the main ports in Wales. The guidance is aligned with the Welsh Government’s Strategic Equality Plan. It states that the primary reason unauthorised encampments occur is the lack of authorised sites and stopping places. Nomadic Gypsies and Travellers have seen closures of traditional stopping places through bye-laws, strengthening of laws relating to the used of common land for camping and landowners blocking off historical resting points. Delivering more authorised sites coupled with effective site management will remove the reason for unauthorised encampments. As the necessary sites and stopping places are developed, unauthorised encampment protocols will need to be used less.</p> <p>The Guidance is primarily for local authorities but also provides advice on the role of Health Boards, Police and Traveller Education Services in assisting the local authority when unauthorised encampments arise.</p>

ii. Joint working in North Wales

A North Wales Gypsy and Traveller forum meets several times a year to support joint working between the six North Wales authorities along with Snowdonia National Park, North Wales Police, Betsi Cadwalader University Health Board [BCUHB], and North Wales Fire and Rescue Service.

All the local authorities along the A55 corridor experience unauthorised encampments on a number of occasions each year. In some instances several local authorities will experience an encampment from the same group of Gypsies and Travellers. At present no authority has official transit sites or temporary stopping places to which Gypsies and Travellers can be directed.

The protocol was developed by the forum to set out consistent agreed principles. This was considered particularly important in terms of ensuring a clear framework for BCUHB, and the North Wales Police and Fire Service who work across all the authorities. The Protocol was discussed at the North Wales Chief Executive meeting in January 2016 where it was agreed to submit to each organisations decision making process.

There was a previous attempt to agree a North Wales protocol in 2012. While this was agreed by Isle of Anglesey County Council it was not formally adopted by all partners across the region. The new Protocol has focused on setting out key principles which are agreed by all partners and states that “By adopting the protocol each organization will commit to reviewing and/or developing its own internal procedures” (4.3.1). This ensures that each authority retains the ability to set out suitable detailed procedures to meet the circumstances of its own area.

Prior to the development of the North Wales Protocol, a procedures guide for dealing with Unauthorised encampments had already been developed by the Housing Services and has been shared with internal and external officers who may be involved with dealing with encampments when they occur. Following the development of the North Wales Protocol, work is taking place to review this guidance with the relevant local stakeholders to ensure it provides detailed guidance for officers on Anglesey which works in tandem with the principles of the North Wales Protocol. The Protocol has been used to guide the Council response since January.

Purpose of the North Wales Protocol

The intention of the Protocol is to establish common principles for addressing unauthorised encampments which reduce social tension where encampments occur, reduce enforcement and clean up costs and ensure a co-ordinated approach between the services that may need to be involved.

Section 1.6 summarises the objectives of the Protocol as to

- manage unauthorised encampments in an efficient and effective way, balancing the rights and responsibilities of Gypsies and Travellers, local residents and key stake holders and to minimise any environmental or community impacts
- work with partner agencies to promote community cohesion and prevent the social exclusion of Gypsies and Travellers
- introduce clarity on process of responding to enquiries and sharing information
- set a framework within which clear, consistent and timely decisions can be made which link to other strategies and services that affect Gypsies and Travellers (e.g. housing, education, planning).

Sections 2 set out principles of interaction with Gypsy and Travellers on authorised encampments and specific actions that the local authority will undertake, primarily provision of a Single Point of Contact, who leads the authority's response, and to ensure record keeping and data protection. This will help with the Council's duty under the Housing (Wales) Act 2014 to assess the need and inform the next Gypsy and Traveller Accommodation Needs Assessment.

Section 3.3.1 sets out tasks that the local authority will undertake when an encampment occurs on local authority land. This includes whether to tolerate an encampment or the removal in line with Welsh Government guidance; and discussing a code of conduct with the Gypsy and Travellers.

Section 3.4 and 3.5 explains the more limited role the authority can play when an encampment is on other public or private land but recognises that the local authority can offer the benefit of its experience and mediation.

Benefits of the protocol for Anglesey

Unauthorised encampments can present inconvenience to neighbours and provoke tensions between established communities and the Gypsies and Travellers. To see a resolution of these difficulties there is a need for practical measures such refuse collection, communication between all parties and timely and considered action by the local authority. Joint working in this area has already led to improvements in liaison between authority officers and BCHUB and the Police when encampments have occurred. The Council is now working consistently with colleagues from across North Wales. The protocol provides an agreed framework to maintain these standards and reduce negative impacts of encampments.

B – What other options did you consider and why did you reject them and/or opt for this option?

Not supporting a joint North Wales Protocol on managing encampments and development of an Isle of Anglesey Protocol. This option is not supported as close working with Police and BCUHB is required to effectively respond to encampments and both bodies were strongly in support of a North Wales Protocol.

C – Why is this a decision for the Executive?

The Protocol was considered at the North Wales Chief Executives Forum where it was agreed that it should be submitted to each organisations usual decision making process.

CH – Is this decision consistent with policy approved by the full Council?

Not applicable

D – Is this decision within the budget approved by the Council?

Costs from the protocol arise from the need to make portaloos provision and household waste collection / clearance on most encampments when they arise. Where household waste facilities and toilets are provided from early in the encampment this saves on substantial clear up costs when the encampment ends. An existing budget covers these costs. Not providing such facilities can lead to accumulation of waste, clean up costs and complaints from local residents.

The Council is in the process of identifying sites for Temporary Stopping Places . When authorised stopping places are established, it is normal practice to make a charge for their use.

There are also staffing resource implications in implementing the Protocol. However existing staff within the Housing Services undertake the role of Single Point of Contact.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The report has been discussed by the SLT on 17/09/16. No further comments
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	To recommend to the Executive that it: <ul style="list-style-type: none"> • Approves the Protocol. • That the North Wales Gypsy and

		<p>Traveller Forum be requested to undertake further work with local business in North Wales to seek their views on the document and raise awareness of its existence.</p> <ul style="list-style-type: none"> • That the Isle of Anglesey County Council continue developing more local detailed procedures for use by officers and other agencies on the Island .
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	The protocol enables the social, health and educational needs of travelling communities to be assessed and catered for.
3	Crime and Disorder	<p>An unauthorised encampment is an act of trespass not a criminal act unless proof of damage to land or property on entering the site can be proven. The Protocol is supported by North Wales Police as a framework to manage unauthorised encampments in a balanced manner for the benefit of local residents and Gypsies and Travellers.</p> <p>The protocol sets out clearer responsibilities and communication between agencies which will ensure that encampments are managed effectively thereby helping to reduce community tensions</p>
4	Environmental	<p>Unauthorised encampments can result in waste from normal household activities and from work related activity. The Protocol aims to put in place mechanisms which prevent this as much as possible.</p> <p>Unauthorised encampments can put members of the families at risk from environmental hazards when situated in inappropriate locations. The Protocol advocates a decision making process which considers health and safety alongside human rights issues in deciding if it the</p>

		encampment should be tolerated.
5	Equalities	The adoption of the Protocol is in compliance with the local authority's duties under the Equality Act 2010.
6	Outcome Agreements	
7	Other	

F - Appendices:
North Wales Joint Protocol on Managing Unauthorised Encampments

FF - Background papers (please contact the author of the Report for any further information):
Welsh Government Guidance on Managing Unauthorised Camping 2013 http://gov.wales/docs/dsjlg/publications/equality/131220-guidance-managing-unauthorised-camping-2013-en.pdf

North Wales Joint Protocol on Managing Unauthorised Encampments

1. Introduction

- 1.1 Unauthorised encampments are defined as ‘encampments of caravans and/or other vehicles on land without the landowner’s or occupier’s consent and constituting trespass’. They fall into two main categories: those on land owned by the Council (such as highways, parks, schools) or another public body, and those on private land. The process of responding to them may alter depending on who owns the land, with public bodies having additional responsibilities that do not apply to private landowners.
- 1.2 Unauthorised encampments arise from time to time for a variety of reasons. Responding to them requires sensitivity in order to balance the rights and responsibilities of Gypsies and Travellers (the ‘travelling community’) and local residents and businesses (the ‘settled community’).
- 1.3 This protocol provides a framework for managing all unauthorised encampments in North Wales in a positive and consistent way, for the benefit of all people concerned and affected by them.
- 1.4 It has been drawn up to facilitate a co-ordinated approach between:
 - the six Local Authorities, Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham
 - North Wales Police (NWP)
 - North Wales Fire and Rescue Service (NWFRS)
 - Betsi Cadwaladr University Health Board
 - other public bodies such as Snowdonia National Park and the Welsh Government
 - private landowners
 - Gypsies and Travellers
 - and local residents
- 1.5 The Protocol takes account of ‘Guidance on Managing Unauthorised Camping 2013’ published by the Welsh Government and complies with the responsibilities placed on all public bodies by the Equality Act 2010 and other relevant legislation.
- 1.6 The objectives of the Protocol are to:
 - manage unauthorised encampments in an efficient and effective way, balancing the rights and responsibilities of Gypsies and Travellers, local residents and key stake holders and to minimise any environmental or community impacts

- work with partner agencies to promote community cohesion and prevent the social exclusion of Gypsies and Travellers
- Introduce clarity on process of responding to enquiries and sharing information
- set a framework within which clear, consistent and timely decisions can be made which link to other strategies and services that affect Gypsies and Travellers (e.g. housing, education, planning).

2. Roles and Responsibilities of all Agencies

2.1 All agencies engaged in responding to unauthorised encampments recognise that Gypsy and Traveller families can experience difficulties in gaining access to education, health and community services and will work to minimise these difficulties.

2.2 They agree to:

- comply with their responsibilities under the Equality Act 2010 to:
 - eliminate unlawful discrimination
 - promote equality of opportunity
 - promote good relations between people from different racial backgrounds
- act at all times in a humane and compassionate manner
- nominate a Single Point of Contact (SPOC), be this a specific officer or contact point (e.g. Police 101) for the purposes of co-ordinating a response to an unauthorised encampment (that officer having sufficient authority to make decisions on behalf of their respective organisations)
- to put in place arrangements in the event that the usual SPOC is absent (if an officer) and appropriate response cover
- produce their own detailed Policies and Procedures reflecting their own structures and procedures, and taking this protocol as the minimum standard for managing unauthorised encampments
- publicise the protocol on their web sites
- ensure that all SPOC's are informed when an encampment occurs to ensure an appropriate response from each agency
- maintain a co-operative, open and honest working relationship between all partners
- ensure that information shared under this Protocol is used solely for the purpose for which it is obtained, is kept confidential and

complies with the Data Protection Act and all other relevant legislation and guidance

- Keep accurate records through the All-Wales Caravan Count system. Local Authorities create automatic email protocols so encampment data can be shared.

2.3 Each Agency will ensure that their public call handlers:

- know about the Protocol and their nominated Single Point of Contact officer
- have training on how to deal with calls from or in respect of Gypsies and Travellers appropriately, effectively and consistently
- are provided with up to date information about who is responsible for dealing with unauthorised encampments in each partner organisation

2.4 Whilst **Local Authorities** will lead on providing information to the media, all Agencies are asked to ensure a co-ordinated response to media enquiries within the context of the responsibility to promote good relations between Gypsies and Travellers and the settled community.

3. Individual Agency Responsibilities

3.1 The responsibilities of each agency are dependent upon the location of the encampment, i.e. whether it is on:

- Local Authority land
- Other Public land
- Private land
- Gypsy and Traveller owned land

3.2 The **Local Authority** may be asked to determine the ownership of the land if it is unknown.

3.3 Encampments on Local Authority Land

3.3.1 **Local Authorities** will:

Initial contact

- Make initial contact with the Gypsies/Travellers as soon as practically possible to determine their intentions and whether they have any initial service needs or urgent welfare needs
- Determine if there are any obvious signs of welfare requirements and request BCUHB to undertake health assessments of the

individuals on the site where the duration of stay is more than 3 days.

- Identify and respond to road safety or other safety concerns

Services and Facilities

- Provide household waste facilities
- Provide toilets.
- Provide information to encampment occupiers, such as locations of local Civic Amenity sites, schools and health care settings.
- Identify and respond to any outreach educational service needs where appropriate.
- Discuss a code of conduct with the Gypsies and Travellers and provide information to them about what local support is available to them.
- Identify whether alternative appropriate sites are available and make this known to the Gypsies and Travellers

Decision-Making

- Local Authorities will seek to balance the welfare and human rights of occupiers against the impact on nearby residents and businesses, with particular consideration of health and safety hazards and public nuisance.
- Decide whether to tolerate or require the removal of the encampment in a timely manner in line with the current Welsh Government guidance.
- Ensure any possession action does not take place where such action amounts to an unjustified interference with Article 8 of the Human Rights Act 1998 or where the action is contrary to the best interests of child occupants.

Eviction

- On sites where the decision is not to tolerate, provide information to the Gypsies and Travellers about the proposed action and what support is available to them.
- Take eviction action where appropriate, including the service of documentation and the use of bailiffs, but in liaison with NWP
- Make arrangements to remove rubbish after the Gypsies and Travellers have left the site.
- Inform and liaise with local elected Councillors and the settled community.

3.3.2 North Wales Police (NWP) will:

- Comply with the requirement of the NPCC guidance on managing unauthorised camping.
- Identify and respond to evidence of public safety problems.
- Monitor and respond to local community tensions.

- Inform relevant agencies of the location and size of the unauthorised encampment.
- Provide policing services to the Traveller and settled communities.
- Prevent and detect crime.
- Work with partners to address any obstruction to the highway.
- In the event of an eviction taking place maintain the peace and prevent disorder as required.

3.3.3 **Betsi Cadwaladr University Health Board (BCUHB) will:**

- Assess the health needs of the Gypsies and Travellers on the sites as soon as is practicable after being requested to do so by the Local Authority.
- Provide a general summary report to the Local Authority no later than 5 working days after the date that the request is made. The report will only provide a general statement as to whether there are, or are not, any health needs that should prevent an eviction. (*This information will be provided to the Local Authority without personal information that would require the formal consent of the individuals who are subject to the health assessments. The statement provided will be in a form suitable to be presented in evidence to a court*).
- Provide health services to the Gypsies and Travellers.

3.3.4 **North Wales Fire and Rescue Service (NWFRS) will:**

- Assist partner agencies and Gypsies and Travellers in undertaking risk assessments of the site relating to Arson vulnerability and fire spread.
- Provide advice in relation to access for fire appliances and water supplies in the event of fire.
- Offer the opportunity for a free safety check of caravans and install specialist smoke detection and other prevention equipment, free of charge, as and when required.

3.4 **Encampments on other Public Land**

3.4.1 The **Land Owning Authority** should liaise with local authorities to arrange welfare needs enquiries, and **Local Authorities** should be prepared to help. The decision to evict or tolerate and level of welfare needs enquiries will be the same as for local authorities land.

3.5 **Encampments on Private Land**

3.5.1 In accordance with the Welsh Assembly guidance, private land owners experiencing unauthorised Gypsy and Traveller encampments on their land are not bound by the same statutory responsibilities as public authorities, but should in the first instance contact their local authority to determine if a Gypsy and Traveller Liaison Officer (or equivalent) is in place to mediate. Alternatively, the SPOC / lead officer or the local police force may be able to assist.

3.5.2 Private land owners will need to seek their own legal advice when attempting to resolve unauthorised encampments on their land. Where they chose to tolerate, they will need to take advice from the Local Authority planning department.

3.6 Encampments on Gypsy and Traveller Owned Land

3.6.1 **Local Authorities** will advise the encampment occupants of the planning status of the land if they intend to stay for more than 7 days. Planning enforcement action may be considered.

Appendix

Relevant Organisations:

Welsh Government

Fairer Futures Division
Local Government and Communities Department
Welsh Government
Rhydycar Office
Merthyr Tydfil
CF48 1UZ

North Wales Regional Equality Network (NWREN)

Y Ganolfan Cydraddoldeb / The Equality Centre
Ffordd Bangor
Penmaenmawr
LL34 6LF

01492 622233
info@nwren.org

The Unity Project

Bryn Hall: Community Engagement Officer
07920567652
bryn.hall@pembrokeshire.gov.uk

Catherine Fortune: Health & Wellbeing Officer
07920567668
catherine.fortune@pembrokeshire.gov.uk

Denise Barry Advice: Advocacy & Information Officer

07810551331
denise.barry@pembrokeshire.gov.uk

National Advocacy and Advice line for Gypsy & Travellers living in Wales
All Wales Helpline Number
01646 686139

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive
Date:	17 October 2016
Subject:	Scrutiny Outcome Panel – Corporate Safeguarding draft report
Portfolio Holder(s):	Social Services & Housing (Cllr Aled Morris)
Head of Service:	Children Services (Anwen Hughes) Corporate Lead Safeguarding role
Report Author:	Chairman of Scrutiny Outcome Panel (Chairman also Corporate Scrutiny Committee) and Scrutiny Manager
Tel:	Ext. 2078
E-mail:	bsxce@ynysmon.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
See section 7 of this enclosed Scrutiny Outcome Panel Final Report.

B – What other options did you consider and why did you reject them and/or opt for this option?
<p>1. PURPOSE</p> <p>1.1 The purpose of this report: is to outline the Scrutiny Outcome Panel’s review on the arrangements in place to ensure that the Local Authority was able to deliver its Safeguarding responsibilities and submit this final report for the Corporate Scrutiny Committee to adopt and accept the recommendations. This is in line with the Council’s constitution 4.5.11 enabling the Scrutiny Committee to then forward its now adopted Report to the Executive for decision.</p> <p>2. CONTEXT</p> <p>2.1 The Corporate Scrutiny Committee at its meeting 6th July 2015 considered the Council’s response to the Wales Audit Office (WAO) Report on the Authority’s assurance and accountability arrangements in relation to Corporate Safeguarding. The Committee resolved the actions identified in the report presented were likely to enable the Authority to comply with the recommendations made by the WAO.</p> <p>2.2 However, members felt a duty to monitor compliance with the requirements and hold the statutory Director of Social Services, in line with the Statutory Accountabilities of the Director of Social Services (Part 7 Guidance), as being accountable for their completion by establishing a Scrutiny Panel at the appropriate time.</p>

3. METHODOLOGY

3.1. **The Scrutiny Outcome Panel's Terms of Reference (TOR)** were drawn up and commented on by the Senior Leadership Team (SLT), the Scrutiny Chair and Vice-chairman's Forum and adopted by the Corporate Scrutiny Committee on 11th April 2016.

3.2. The terms of reference contained a **Schedule Of Meetings and programme of work**, as follows:-

On **4th January 2016** - Meeting held with the Scrutiny Manager and Head of Children Services/Lead Safeguarding Role to receive feedback and sign up;

8th February 2016 – Share SOP's Terms of Reference with Senior Leadership Team;

16th March 2016 – Meeting with the Assistant Chief Executive, designated to the statutory director of social services role (DDSS) and the Scrutiny Manager, to share information and outline the SOP review;

11th April 2016 – Corporate Scrutiny Committee approved the TOR;

(a) 28th April 2016 (a.m.) – Inaugural panel meeting was held with invitations to Head of Children Services, Safeguarding and Quality Assurance Service Manager (QASM) and designated Director of Social Services, to attend. The Panel requested the information to better understand the context and difference between the work of both Adults and Children Services in responding to actual or suspected cases of abuse and the wider context of safeguarding, which is everyone's business. The Panel were also presented with the Corporate Safeguarding Policy which details the assurance and accountability arrangements in relation to corporate safeguarding

(b) 30th June 2016 – Elected Member Panel met to meet invited – Head of Children Services, Safeguarding and Quality Assurance Service Manager, Head of Profession – Human Resources (HR) and Human Resources Development Manager, to consider the County Council Safeguarding Policy – Action Plan (V3.7.1).

- The Panel considered the Action Plan, which had been updated at Corporate Scrutiny Board held the afternoon of 28th April 2016.
- Received information/evidence from Head of Profession (HR) and work HR had undertaken as part of corporate safeguarding work plan
- Agree the last meeting's suggested questions to be submitted to the designated Director of Social Services.
- Consider whether to invite any more officers to Panel or commission any more documents for reviewing e.g. service development plans.

18th July 2016 – Corporate Scrutiny Committee Chair and Scrutiny Manager met to review the process so far. It was agreed to start a first draft for the Panel's final report and to chase outstanding answers from DDSS to be included in the panel's final report. In addition share with lead officer

1st September – share the Panel's first draft report with SLT.

12th September 2016 – submit Panel’s report to the Corporate Scrutiny Committee for adoption, to enable forwarding to the Executive.

3.3. Membership

3.3.1. Core members of panel comprised of –

- Councillors: Meirion Jones, Llinos Medi Hughes, Jim Evans and Ann Griffiths (*did not attend*) and the Scrutiny Manager

3.3.2. Invited contributors –

- Are outlined in 3.2 (a) and (b) of this report.

4. EVIDENCE RECEIVED (DOCUMENTATION AND VERBAL)

4.1 Members received prior to the Panel meeting a copy of the;

- Terms of Reference for the agreed Corporate Safeguarding Panel, and
- Corporate Safeguarding Children and Vulnerable Adults’ Policy and Procedure (December 2012 final version).

Panel used both documents as base data for information and for reference throughout the review.

4.2. Panel received the County Council Safeguarding Policy/Action Plan, Version 3.71, dated 10th June 2016, at their 30th June 2016 meeting.

4.3. Panel received verbal evidence from the professional officers as highlighted in the schedule of meetings, section 3.2(a) & (b) of this report.

5. FINDINGS

5.1 The Head of Children’s Services attended both the Panel’s meetings and provided important definitions and context for; ‘Children Safeguarding’ and ‘Children Protection’ and ‘Corporate Safeguarding’. The Panel was grateful as these definitions helped clarify the historic view that safeguarding was only a Social Services matter.

5.2 The professional expertise and experience of the Head of Children’s Services to advise the panel was vital. She was present as Lead Officer not as a Head of Service to comment on her own service provision in these matters, but to outline the whole authority approach to responding to the WAO’ 2015 Report on IOACC’s Corporate Safeguarding.

5.3 Panel accepted safeguarding is the responsibility of all in the IOACC as such revisited its TOR to focus its questioning for evidence gathering.

5.4 The TOR stated that Panel undertake its role through closer examination of; –

- I. The Council’s current Corporate Safeguarding Children and Vulnerable People Policy;– in order to ensure that the policy enables the authority to discharge its statutory requirements and fix local determinations effectively and efficiently.
- II. Revisit the WAO’s report of the Authority’s assurance and accountability arrangements; - this is to be used as the base data for the monitoring progress against the recommendations
- III. Panel to review progress against the Council’s Safeguarding Action Plan response;- to ensure all outstanding key areas, outlined by WAO are implemented.

5.5 The Panel having received and considered the above two documents (first (i) as stated in 4.1 in this report and (ii) at the Corporate Scrutiny Committee meeting 6th July 2016) felt they should concentrate on the third (iii) as this would provide evidence of the efforts undertaken from that time, to the present.

Panel felt this approach would achieve its main purpose as set out in the Terms of Reference:-

“Ensure appropriate Corporate Safeguards were in place and that the Wales Audit Office recommendations have been fully implemented or are being actioned.”

5.6 Panel found following a previous internal audit re: safe recruitment, Isle of Anglesey County Council established;-

- Corporate Safeguarding Policy;
- Corporate Safeguarding Board;
- Corporate Safeguarding Action Plan.

The Policy– had been approved by the Pennaethiad, and the Quality Assurance Service Manager (QASM) responsible for corporate safeguarding had coordinated.

The Board – had been set up to meet bi-monthly and was chaired by the Director of Social Services. The Assistant Chief Executive designated to the statutory role of Director of Social Services post, has been the chair since early 2016. Therefore, this left only no 4.the Action Plan to review

The Action Plan - a dynamic document evidenced by the fact that the action plan although scheduled for the first panel meeting April 2016, was not available until it had been ratified by the Corporate Safeguarding Board on the afternoon of the 28th of April 2016. In addition, the QASM stated that the Action Plan, although in place prior to the Wales Audit report, since had been amended to reflect the recommendations of that report.

5.7 Panel also established that;-

- the Council Leader, was now leading as a safeguarding champion
- the arrangements and the Policy are on the Council website and MoniTor to guide staff
- the Safeguarding Children and Vulnerable Adults’ Policy and procedure document has been identified as one of the Council policies that have to be updated every three years.

5.8 Other policies under the safeguarding umbrella that have been revised were as follows:-

- Concerns and Complaints Policy
- Disciplinary Policy
- Young Persons – test purchasing for public protection
- Volunteering Policy
- DBS (Disclosure Barring Service) Checks Policy
- Recruitment & Selection Policy (in particular processing References)

5.9 Training is another key area to progress the concept of “corporate safeguarding” being

an organisation wide responsibility, rather than only a Social Services one. It was confirmed officers were looking in detail how to provide training within a formulated safeguarding framework – prioritising who needs training and at what level.

5.10 A useful list explaining the extent of abuse¹ covered under the term ‘safeguarding’ was provided for members. This demonstrated the scope of learning and awareness training required.

5.11 The Action Plan was received. It was explained that the Action Plan had been formatted in line with the 6 Corporate Safeguarding Standards and key Recommendations / Actions, as outlined by the Wales Audit Office in their Report on IOACC (March 2015) and the National Report (September 2015). The 6 corporate standards are;-

- Corporate Leadership
- Policies
- Safe recruitment of Staff
- Training and Development
- Partners, volunteers and commissioned services
- Systems

5.12 The Panel reviewed all six standards covered in the IOACC’s Corporate Safeguarding Action Plan. However only questions under three of the standards arose, findings as follows;-

5.12.1. Policies:

(a) The new guidance on safeguarding had been published under Part 7 of the Social Services and Wellbeing (Wales) Act in April 2016. The action plan had been updated to reflect this and it had been submitted to the Corporate Safeguarding Board on the 27 June 2016 for approval.

(b) Social Services have Restraint Policies in place but that there is a need to put in place a corporate policy on this, to outline the principles and good practice for use by other services. The Corporate Safeguarding Board has established a task and finish group to move this forward.

5.12.2. Safe recruitment of staff:

a) The Action Plan covered reviewing the Council’s Recruitment and Selection Policy and verbal evidence was received stating a revised Disclosure and Barring Service [DBS] Policy is in place and that services have access to information on the Disclosure and Barring Service website. In addition, work is ongoing to develop a simplified template for services to use and it was accepted that there is a need to monitor implementation of the policy in full. Both initiatives assist in complying with the Protection of Freedom Act 2012.

b) It was being highlighted to schools that they have a duty to comply with the DBS Policy. There were some issues in getting the DBS checks in time – it could sometimes take up to

¹ Safeguarding covers ‘emotional, physical, domestic violence, FGM (Female Genital Mutilation), people trafficking, etc.

8 weeks for new employees to have applications processed by the external body and 2 weeks to renew existing searches (normal to renew DBS for existing posts every 3 years). A new pilot process is set to be developed for schools so that an online check can be undertaken.

c) Panel acknowledged it was important all Heads of Services prepare a list of employees and the level of DBS checks required. It was recognised that understanding the provisions and applying those to individual posts was complex but the Corporate Safeguarding Board was doing everything possible to ensure full compliance with existing policies.

d) Re action 3.7 the Head of Profession (HR), stated that it could sometimes take several weeks to obtain the result of any check on new employees. There is an expectation that services apply for the DBS check as quickly as possible. Within the specification for the computerised HR personnel system, known as Northgate, there is a requirement to include recording/renewal notification of DBS checks within the system, thus they are made. It is hoped that this provision will aide services in notifications when DBS are required or need to be renewed in a timely manner. Panel was advised that the onus on undertaking checks was on individual services and schools. The Corporate Safeguarding Board was stressing this to all Heads of Services.

e) Action 3.8, requires updating, progress could be achieved on this matter when additional information has been provided by services for inclusion in the corporate scorecards.

f) Panel noted the Head of Profession (HR) had stated that the current action plan was reviewed and updated from a previous plan. The current action plan was not reflective of the important progress that had been taken by the Council in addressing safeguarding matters corporately. All officers present concurred with this view, adding that significant progress was being made and that the Corporate Safeguarding Board was driving improvement.

g) Safeguarding now forms part of the personal objectives for each Head of Service which highlights the importance of corporate safeguarding. This should now feed into service development plans and responsibility rested ultimately with Heads of Services to comply with the Safeguarding Policy.

5.12.3 Training and development:

a) It was highlighted as important that all staff working with vulnerable children and young people/adults should receive general safeguarding awareness training as part of their annual personal training and development appraisal. HR was confident resources were available to do this, but if not, it should be funded corporately. It was also confirmed that it was the responsibility of individual services to identify employees that required training.

b) Various methods to provide training were outlined. The Care Council for Wales have developed specific training modules to enable staff at all levels to gain an understanding of Safeguarding issues. In addition supporting e-learning packages are also available. With respect to specialist training this is also available to staff working in specific areas, once

the services had identified the training needs of their employees.

c) Corporate Safeguarding Board had requested work to be undertaken to implement training requirements over the next few years.

d) It was confirmed that a Safeguarding People: Child and Adult Protection Training and Development Strategic Framework was developed in early 2015 and that at the last Corporate Safeguarding Board meeting it had been agreed to accept this framework. The framework clearly identifies what training groups of staff require, based on Basic/General or Specialist modules.

e) Panel was told there was on-going discussion with the procurement unit as to who was responsible to ensure implementation of the appropriate safeguarding training for all contractors etc. Two options; it could either be a corporate action (led by the procurement unit) or alternatively, led by the relevant contract compliance officer in each service. It was proposed the Corporate Safeguarding Board should consider this matter further, and thereafter develop a framework document to address this issue. The Panel was of the view that this should be incorporated into the Contracting Framework of the Council and that it be implemented by individual services.

6. PANEL'S CONCLUSIONS:

6.1 The Panel was mostly satisfied that the Corporate Safeguarding Board was undertaking the task of ensuring that the Isle of Anglesey County Council' Services were undertaking their safeguarding duty as set out in the council policies and specifically in regards the Action Plan, as follows;

Policies:

Action 2.3 - The policy is reviewed every three years or whenever there is a significant change in the organisation or in relevant legislation.

Action 2.5- Establishing and implementing guidelines on the use of restraint and time out had been flagged.- However, not seen evidence this was being progressed. More work is required on a Corporate Restraint Policy. Currently individual services are likely to have their own policy. There is a need for an overarching corporate policy, as a framework to support services and training to support delivery of the approach that is reflected in the policy. However, no evidence was provided that supported this was in place. Panel heard that the developments of the new Northgate system were likely to ensure that this was met.

Safe recruitment of staff:

Action 3.1 - Review and update the Council's Recruitment and selection Policy and implement the Protection of Freedoms Act 2012.

Action 3.7- Staff who require a Disclosure and Barring Service Check do not start work until this has been completed

Action 3.8 – All Services areas conduct an examination of “gaps” within their services workforces regarding current posts which require DBS and references.

Action 3.17(c) - A central record should be kept of risk assessments in order to ensure that there is relevant record and corporate monitoring on the Northgate system. – However, no evidence was provided that supported this was in place.

Training and development:

Action 4.2 – All staff working with vulnerable children and young people/adults should receive general safeguarding awareness training [1-day mandatory every 3 years] as part of their personal training and development programme.

Action 4.6 Evidence of appropriate safeguarding training for all contractors, agency staff and volunteers we use where the work undertaken on our behalf requires Disclosure Barring Service checks.

6.2 The good work being undertaken by Corporate Safeguarding Board could not be underestimated and that it should be congratulated for achieving significant progress in this complex area.

6.3 The Panel is anxious to avoid duplicating the work of the Corporate Safeguarding Board and agreed that it would not be appropriate to proceed further.

6.4 Currently, other than the adult and children services’ own performance indicators that relate to service specific safeguarding, only the DBS checks are recorded on the scorecard for corporate safeguarding. The Panel considered that it was necessary to improve the process for ensuring scrutiny of the corporate scorecard by the Board

7. RECOMMENDATIONS

(i) As Safeguarding now forms part of personal objectives for all the Heads of Service and there are plans for this to feed into service development plans and that responsibility rests ultimately with Heads of Service to comply with the Safeguarding Policy, the Panel suggests this be measured and included on the corporate scorecard for members to monitor.

(ii) With regard:

Action 4.6: evidence of appropriate safeguarding training for all contractors, agency staff and volunteers the Council use, where the work undertaken is on our behalf, requires Disclosure Barring Service checks,

The Panel was of the view that this should be incorporated into the Contracting Framework of the Council and that it be implemented by individual services.

(iii) That the membership of the Corporate Safeguarding Board should include a member of the Corporate Scrutiny Committee to improve communication between the Board and the Committee.

(iv) The Safeguarding Plan needed to be communicated in a clearer way. Establishing the

Safeguarding Coordinators group was noted to be supporting the ownership within services, but more information sessions needed to support this role.

(v) To utilise the new Polices e-check System to ensure that all staff read the revised Safeguarding Policy – which would include the issue of reporting suspicions.

(vi) More work is required on a Corporate Restraint Policy.

C – Why is this decision for the Executive?

In accordance with the Scrutiny Procedure Rules as contained in the Council Constitution.

CH – Is this decision consistent with policy approved by the full Council?

Not Known.

D – Is this decision within the budget approved by the Council?

Not Known.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The draft SOP report was shared with SLT 1st September 2016. ACE (CT) in her role as designated Director of Social Services and Chair of the Corporate Safeguarding Board attended the Panel meetings as a contributor.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	Head of Profession (HR) and Training Manager attended the SOP meeting held 30/6/16 to contribute to the work of the Panel.
5	Property	N/A
6	Information Communication Technology (ICT)	N/A
7	Scrutiny	The report was submitted to the Corporate Scrutiny Committee on the 12 th September, 2016. The Panel's report was approved by the Committee and recommended that it be forwarded to the Executive for a decision.
8	Local Members	N/A
9	Any external bodies / other/s	N/A

E – Risks and any mitigation (if relevant)

1	Economic	N/A
2	Anti-poverty	N/A

3	Crime and Disorder	N/A
4	Environmental	N/A
5	Equalities	N/A
6	Outcome Agreements	N/A
7	Other	N/A

F - Appendices:
None

FF - Background papers (please contact the author of the Report for any further information):
<p>Scrutiny Manager, Isle of Anglesey County Council, Llangefni, LL77 7TW.</p> <ul style="list-style-type: none"> • Various emails between Scrutiny Manager and Officers in Social Services • Minutes or Scrutiny Outcome Panel held 28 April and 30 June 2016.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive
Date:	17th October, 2016
Subject:	Scrutiny Outcome Panel: Letting of Local Authority Housing (voids)- Draft report
Portfolio Holder(s):	Councillor Aled Morris Jones
Head of Service:	Shan Lloyd Williams, Head of Housing
Report Author: Tel: E-mail:	Panel Chair Councillor G O Jones and Scrutiny Manager
Local Members:	N/A

A - Recommendation/s and reason/s

1 BACKGROUND:

- 1.1 Whilst considering the Corporate Scorecard Quarter 1 report by the Head of Corporate Transformation, the Corporate Scrutiny Committee at its 17th September, 2015 meeting, resolved to establish a panel of Scrutiny Members to examine in greater detail the underperforming performance indicator for Housing Services, that is: 'PI/23 the average number of calendar days to lettable units of accommodation (excluding DTL's)', as it had red status in terms of performance..
- 1.2 There was delay before the Scrutiny Outcome Panel convened for the first time and work pressures in Democratic Services had a bearing on the timeframe and progress with this work stream. In the interim, the PI23 continued to perform poorly. The Panel began its work at the beginning of January 2016.

2 METHODOLOGY:

The scrutiny review was structured in accordance with the Authority's policy framework¹ which included the development of a scrutiny project plan using some elements of project management methodology² in order to ensure robustness to the structure of the review by the Panel. The Scrutiny Panel's terms of reference³ were shared and accepted by the Council's Senior Leadership Team (SLT), the Scrutiny Chair and Vice-Chairs Forum (February 2016) and the Corporate Scrutiny Committee. Consequently, the Scrutiny Manager met with the relevant Head of Service to negotiate support and buy-in for the panel's work.

2.1 CORE MEMEBERS OF THE PANEL COMPRISED:

Councillors:

- G O Jones, Vice Chair of the Corporate Scrutiny Committee
- Lewis Davies
- Victor Hughes
- Raymond Jones

¹ Handbook of Scrutiny Members

² PRINCE 2

³ The Panels' Terms Of Reference were submitted and approved by Corporate Scrutiny Committee 11/04/16 therefore on Isle of Anglesey County Council's website.

- Robert LI Jones &
- Scrutiny Manager

2.2 PARTICIPATING OFFICERS:

Head of Housing, Shan Lloyd Williams
 Technical Housing Manager, Dafydd Rowlands
 Housing Options Manager, Alwena Pawson
 Housing Maintenance Unit (HMU), Transformation Manager, Ian Ryder
 Principal Housing Officer, Karen L. Roberts

2.3 FREQUENCY OF MEETINGS:

It was agreed from the offset this would need only a few member meetings. In addition another two officer only meetings, to prepare for the meetings and draft a follow up report, timescale was January to report May Corporate Scrutiny Committee.

3 EVIDENCE/INPUT CONSIDERED:

Evidence received (verbal and documentation)-

Verbal evidence received:-

3.1 First Panel Member Meeting held on the 23rd March 2016

Members present: Councillor G Jones, R Jones, R LI Jones and L Davies.

Officers present: Head of Housing, Technical Housing Manager and Scrutiny Manager.

3.2 Panel Meeting held 10th May 2016

Members present: Councillors G O Jones, V Hughes, R LI Jones and L Davies

Officers present: Housing Options Manager, HMU Transformation Manager and Scrutiny Manager

Documentation received:-

- (1) Copies of the three Corporate Scorecards⁴
- (2) Table of average re-let times in days, 2014-15 (**Appendix 1**)
- (3) Voids definition- Welsh Government
- (4) Voids definition- Housemark⁵
- (5) Table of numbers of properties per month and average number of Voids days (**Appendix 2**)
- (6) Voids process; Allocation period, & Works Period (received 10.5.16 Panel Meeting) (**Appendix 3**)
- (7) Emails between Scrutiny Manager and Principal Housing Officer June 2016 (held as background papers).

Minutes.⁶ of meetings with notes of questions from Members and answers from relevant officers.

4 FINDINGS

4.1 Corporate Scorecards:-

Corporate	Received at Corporate	(Target 25 days) PI
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⁴ Quarterly Performance Monitoring Reports which contain the Corporate Scorecards are found on the Isle of Anglesey County Council's website.

⁵ Housemark is an independent housing benchmarking service commissioned by the Council's Housing Service.

⁶ Minutes for the 23 March 2016 and 10 May 2016 referred to in Section FF of the Report are held as background documents.

Scorecard	Scrutiny Committee(s)	Actually achieved
Q1	17 September 2015	37.4 days
Q2	1 December 2015	38.4 days
Q3	14 March 2016	35.2 days
Q4	23 May 2016	33.7 days

4.2 A table of average re-let times in days for 2014-15 (Appendix 1)-

This outlined the performance 'housemark' data comparing Welsh and North West Members average for re-let times for 2014-15 in days. The table showed the neighbouring North Wales authority Denbighshire County Council; which had the lowest average of 22 days which was well within Anglesey's target PI 23 of 25 days, Anglesey was second highest in the table at 54.3 days, but the highest was Merthyr Tydfil at 75 days. However, after contacting Denbighshire County Council direct, we found their out-turn performance had gone up for the following year; Q4 2015/16 PI23 to 58 days. In addition, consulting with our in-house performance team we found Q4 2014/15 PI23 for Anglesey was 27 days.

4.3 Voids definition- Welsh Government :

National Performance Indicator Guidance 2008/09; Showed the number of calendar days taken to let housing units should be counted from when the previous tenancy ends to the date that the incoming tenant commences their tenancy. It is worth noting that the PI is not now measured by Welsh Government, the full definition, was as follows;

- "The average number of calendar days taken to let lettable units of permanent accommodation during the year.

The number of calendar days taken to let units of accommodation should be counted from when the previous tenancy ends or at the time of the handover from the contractor in the case of newly acquired or built units of accommodation, to the date that the incoming tenant commences their tenancy.

Note – lettable units that were empty because that they are undergoing major repairs should be included in the indicator.

For the purpose of the denominator exclude mutual exchanges".

4.4 Voids definition- Housemark :

"Measures from days vacant of a standard re-let between tenancy and date of tenancy start date.

The Housemark definition was as follows;

- "Average re-let time in days (standard re-lets only)

This indicator measure the average time (**in calendar days**) to re-let vacant properties during the period. It is calculated by dividing the total number of days standard re-let properties were vacant in the period, by the number of standard re-lets in the period.

The number of days vacant of a standard re-let is the number of days between the tenancy end date and the tenancy start date.

- a) Note – the day the property goes vacant does not count as one day, hence if a tenancy ends on a Sunday and is let the following day, this counts as a "0" day re-let. Negative re-let times cannot exist.
- b) Note – certain types of lettings are excluded from the this indicator, namely
 - first/new lets
 - mutual exchanges
 - successions
 - other excluded as per the COntinuous REcording (CORE)
 - re-lets that have previously undergone Major Works are also excluded

Major repair works include:-

- Structural repairs – these are works that are essential to maintain stability and weather resistance in the main structural elements of a dwelling i.e. floors, walls and roofs. Major works to these elements will involve replacement or substantial reconstruction
- Site works – this is work to the area around and specific to the dwelling involved and is essential to the safety, security and protection of tenants (e.g. asbestos removal, or the replacement or substantial reconstruction of unstable boundary walls, footpaths etc.
- Service installations – this is work to building services where deterioration is such that the basic amenities in a dwelling could be seriously impaired. (e.g. Renewal of installations such as gas, electricity and water supplies, heating and ventilation, lifts
- Consequential and other works – these works required as a consequence of major repairs such as reinstatement or making good finishes and fittings.
- Any works that significantly improves the dwelling (i.e. capitalised repair as per SORP 2010) should be classified as major repairs. Examples are kitchens, bathroom, central heating systems, lifts, roofs, windows and structure”.

The Head of Service recommended to the Panel that for the new financial year that the Housemark definition is adopted for measuring performance.

4.5 Table of numbers of properties per month and the average number of Void days (Appendix 2):

Table 2 summarises Void turnover performance between July 2015 and March 2016. In order to maintain Welsh Housing Quality Standard compliance, the Housing Service undertakes certain capital investment works at Change of Tenancy (COT). Typically, the work is required following the refusal of improvement works by a former tenant in connection with replacement kitchens, bathrooms and rewires. During 2015-16 a total of 52 kitchens, 34 bathrooms and 91 rewiring upgrades were completed during the void period in order to reduce disruption to in-coming tenants. The Housing Service understands that capital investment during the void period has a detrimental effect on performance figures, however, it does provide certainty that the elements will be replaced and there are Health and Safety advantages associated with working on unoccupied dwellings.

4.6 Flowchart, Voids process - Allocations period and work period (Appendix 2):

Information outlines the workflow in the Housing Maintenance Unit (HMU) and the Allocations Team for (a) End of tenancy to (b) New tenancy, from week 1 to week 5 and week X(number of weeks from keys in to sign-up could vary due to letting period) subject to priority.

- From the chart it showed the expectation is for the allocations team to pass the keys to Housing Maintenance Unit at the start of week 5 following the 4 weeks notice to quit (NTQ) period. This is then counted as day 1 of the void period. With the expectation that HMU commence work within 48 hours of day 1.
- Officers stated this showed that the internal process was streamlined and it was the condition of the property that was the prime factor in the amount of days it took to turn around a void property from a works point of view. A Housing Officer and HMU Inspector arrange a joint inspection visit to a property as soon as possible after the notice to quit (NTQ) is submitted. It was also confirmed the teams need to liaise to be aware of the new tenant’s expected sign-up date., Contact is made with the utility companies to clear any arrears. Gas and electrical, checks are made before the HMU commence work on the property.
- In addition, in supporting the streamlining of the process, a new form had been introduced. The new process puts the onus on the tenant to now notify the Council of any changes in circumstances that could affect their tenancy. It was also confirmed that the Housing Management Team are responsible for reviewing the list, the utility issues and estate conditions.
- Other reasons causing delays in the turnaround of properties (voids) and thus impacting on the PI23, could be the requirement for occupational therapist’s input and the delays created by Housing

Link as they try to allocate adapted properties to suitable clients. However the Head of Housing explained they had negotiated a sharing of timetables with Occupational Therapists to now monitor the programme of requirements, which was speeding up the process. Also a new process is in place with Housing Link to negate previous delays encountered.

- The Transformation Manager confirmed that currently there are approximately 260 voids per annum, and as there were 3,381 properties. Members commented that this is approximately 10%.
- The Housing Options Manager explained that placing people from the housing list was now more difficult due to the spare room subsidy, otherwise known as the bedroom tax. For example, they can't place somebody into a 3 bedroomed unit if only a single person, even if at the top of the list. Housing is required to ensure that each tenant can pay the rent before being allocated a housing unit. Members were reminded that Housing Services relating to the Council Housing Stock is required to be self-funding, that is, the rents in, pays for the upkeep of the housing stock and salaries and any new council housing development. .
- Further more re-let works are generally completed in less than 15 days, these figures do not include new works, such as new kitchens, bedrooms etc. When work is completed the keys are handed back to the allocation team. The aim is to achieve all allocation and inspection work within the 4 week notice period i.e. 28 days. The perfect scenario would be; to have the tenants notice to quit, an inspection, carry out the re-let works and the repairs team hand back the keys within 15 days ready for a new tenant who had already been identified from the housing register and already to move in. This would then have to be repeated for nearly every property to bring the PI 23 down to under the target level.
- Housing currently have 900 names on the housing register which is currently being reviewed, the new process reduces the possibility of a new tenant changing their minds and the resulting delays, thus improves the process, Housing are continually trying to improve this process with efficiencies made by the two teams working closely together. It was confirmed that the housing options team had joined with the housing allocations team. It was also confirmed that the housing section take out major works e.g. re-wiring etc. they remove these properties from the figures and only include those properties where re-let works have been carried out. This is in line with the new Housemark P.I. definition for voids.

5 CONCLUSIONS:

5. The Corporate Committee determined the role of the Scrutiny Outcome Panel, as covered in its adopted terms of reference (CSC11.0416):-
 1. To understand the Authority's current arrangements in letting units of housing accommodation, consequently the nature of the service area relating to performance indicator PI23, [that is, the average number of calendar days to lettable units of accommodation (excluding DTL's)], which was red ragged in the Council's performance scorecard September 2015.
 2. Review the mitigation provided by the Heads of Service Housing, with regard to turning the past performance of the PI23 around.
 3. Review the rationale behind the targets set and discuss possible future targets.
 4. Consider any developments within the service that link to the lettings voids issue e.g. restructure, member/officer allocations, group work etc.

The panel drew conclusions from the findings to cover the above four areas of review.

5.1 Conclusion 1:

The Panel understood the Authority's current arrangements for letting units of accommodation, consequently the nature of the service and the rationale behind performance indicator PI23. They acknowledged that it was not a national key performance indicator and it was from a suite of PI's that similar local authorities used that had retained their housing stock, comparisons used on the Housemark Bench Marking Site.

5.2 Conclusion 2:

On review of the mitigation provided by the Head of Service – Housing, in regard to turning around the poor performance of PI23, they accepted that the underperformance was due to the Council experiencing an unprecedented demand of first offers being refused by prospective tenants and the transition of the housing service and maintenance unit impacting on the result. The Panel's review had confirmed mitigation offered whilst being undertaken, that is, regular void monitoring meetings were now taking place in addition to an ongoing review of the waiting list, the latter due to report in July. Number of refusals will also be addressed by the new Housing Allocations Policy, coming into operation this summer.

5.3 Conclusion 3:

Although the Panel accepted the rationale behind the target set, no evidence was provided in the review. However, whether the target could be negotiated down was not established. Denbighshire County Council had achieved the target and thus it was suggested Housing should pursue discussions with their housing section to establish how they achieved this. The Panel contacted DCC re; P.I.23, for 2014-15 and 2015/16, it showed:-

LA	2014/15	2015/16
DCC	22	58
IOACC	27	33.7

5.4 Conclusion 4:

The Panel acknowledged the developments within the service that could improve the lettings/voids issue as follows;

- (4a) Some older tenants refusing to allow upgrades contributed to not hitting the targets were unavoidable. Once the DTL and the Welsh Housing Quality Standard is concluded the performance indicator 23 will improve. Anglesey's housing service has high standards compared to some other local authorities; specifically those in south Wales. Anglesey prefer to do the work before the new Tenants move into the properties, rather than in some other authorities who carry out the work when tenants have moved in. However Anglesey is now trying to balance this to not loose rent longer than necessary. A task and finish group was established last year with existing Tenants, including those who recently became Tenants, to gain their opinion on the lettable standards of Council houses when they became ready for re-let.
- (4b) Some tenants refuse a couple of days before going to be given a key to an allocated property, for whatever reason, it causes the housing team difficulties and prolongs the void period. A new allocation policy will help support this issue, if a person on the housing list refuses twice, they then will lose their place on the list.
- (4c) Housing is now negotiating a sharing of timetables with the occupational therapists, which have to be involved with some tenant's requirements. Liaising sooner is helping to now monitor the programme of requirements, which is speeding up the process.
- (4e) Panel Members commented that on their rounds in their wards they often noticed housing units that were well maintained as opposed to others that were not. It was suggested that the estate officers visit

properties annually and take appropriate action on any issues or concerns. This has an additional capacity requirement and will require additional officers for an annual visit to all properties.

5 RECOMMENDATIONS:

1. To accept Housing Services mitigation for the poor performance of the 'Performance Indicator No 23'.
2. To retain the target of 25 days rather than change the target for P.I.23 for 2016/17, but to monitor closely against North Wales' neighbouring authorities the same P.I. and reconsider its inclusion or change of target for 2017/18. Propose this is added to the scorecard for ease of corporate monitoring.
3. To adopt the new definition from Housemark for the P.I. going forward (x ref Para 4.4.)
- 4.. To follow up on the Member Briefing on new Allocations Policy with an A4 guide for all members on the banding housing list, including specific reference to; outcome if refusal of offeres of accommodation from a tenant and with maintance standards required from tenants of Council housing.

B – What other options did you consider and why did you reject them and/or opt for this option?

Not applicable.

C – Why is this a decision for the Executive?

In accordance with the Scrutiny Procedure Rules as contained in the Council Constitution.

CH – Is this decision consistent with policy approved by the full Council?

Not known.

D – Is this decision within the budget approved by the Council?

Not Known.

DD – Who did you consult?

What did they say?

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The Draft Report of the Scrutiny Outcome Panel was considered by the SLT at its meeting on 1/9/16 – no comments made.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	N/A
5	Property	N/A
6	Information Communication Technology (ICT)	N/A
7	Scrutiny	The report was submitted to the Corporate Scrutiny Committee on 12 th September, 2016. The Panel's report was approved by the Committee and recommended that it be forwarded to the Executive for a decision.
8	Local Members	N/A
9	Any external bodies / other/s	N/A

E – Risks and any mitigation (if relevant)

1	Economic	N/A
2	Anti-poverty	N/A
3	Crime and Disorder	N/A
4	Environmental	N/A
5	Equalities	N/A
6	Outcome Agreements	N/A
7	Other	N/A

F - Appendices:

Appendix 1 - Table of average re-let times in days, 2014-15.(NB: received 23rd March 2016 Panel Meeting)
Appendix 2 – Table of numbers of properties per month and average number of Voids days(as above)
Appendix 3 - Voids process- Allocation period and Works period (NB: received 10.0516 Panel Meeting)

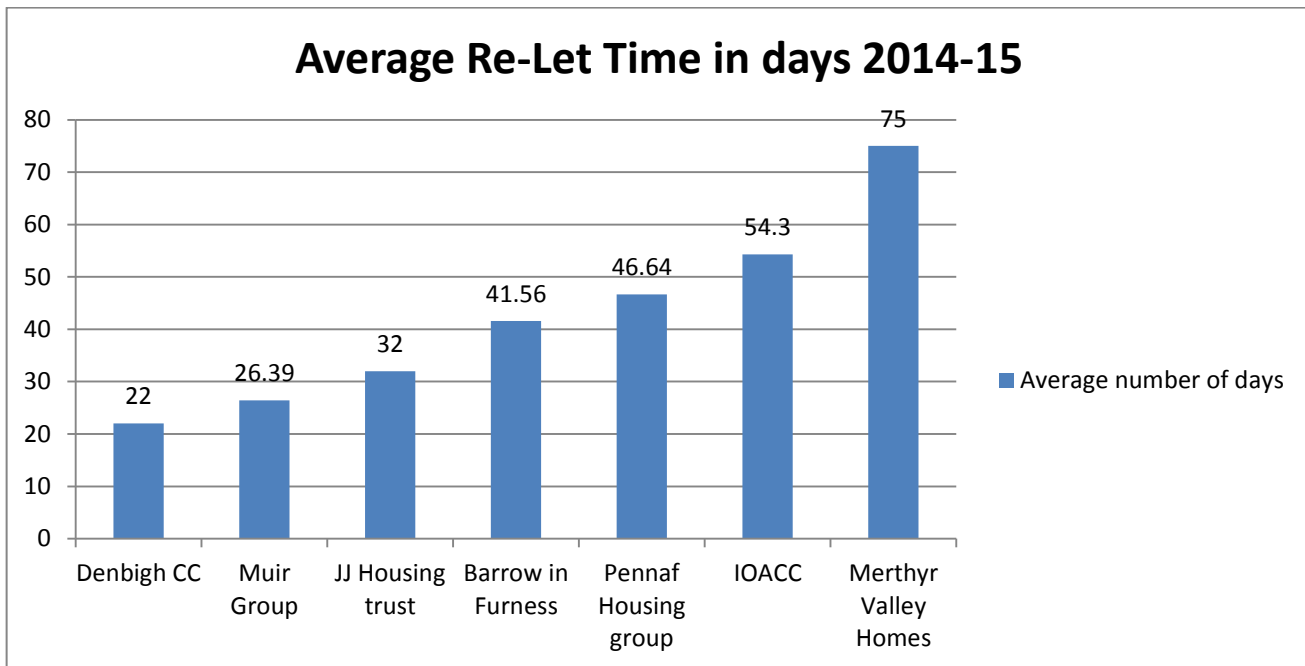
FF - Background papers (please contact the author of the Report for any further information):

Chair of the Scrutiny Outcome Panel

C/O Bev Symonds, Scrutiny Manager, Isle of Anglesey County Council, Llangefni LL77 7TW.

- Scrutiny Outcome Panel - Letting of LA Housing Units (Voids) Minutes; 23rd March 2016 and 10th May 2016.
- Various emails between Scrutiny Manager and officers in the Housing Service.

(2) Housemark – Void re-let results 2014-15 (Welsh and North West members)



National Performance Indicator Guidance (2008/09)

(3) Voids Definition – Welsh Government

The average number of calendar days taken to let lettable units of permanent accommodation during the year.

The number of calendar days taken to let units of accommodation should be counted from when the previous tenancy ends or at the time of the handover from the contractor in the case of newly acquired or built units of accommodation, to the date that the incoming tenant commences their tenancy.

Note – lettable units that were empty because that they are undergoing major repairs should be included in the indicator.

For the purpose of the denominator exclude mutual exchanges.

(4) Voids Definition - Housemark

Average re-let time in days (standard re-lets only)

This indicator measure the average time (**in calendar days**) to re-let vacant properties during the period. It is calculated by dividing the total number of days standard re-let properties were vacant in the period, by the number of standard re-lets in the period.

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- b) Note – certain types of lettings are excluded from the this indicator, namely
 - first/new lets
 - mutual exchanges
 - successions
 - other excluded as per the COntinuous REcording (CORE)
 - re-lets that have previously undergone Major Works are also excluded

Major repair works include:-

- Structural repairs – these are works that are essential to maintain stability and weather resistance in the main structural elements of a dwelling i.e. floors, walls and roofs. Major works to these elements will involve replacement or substantial reconstruction
- Site works – this is work to the area around and specific to the dwelling involved and is essential to the safety, security and protection of tenants (e.g. asbestos removal, or the replacement or substantial reconstruction of unstable boundary walls, footpaths etc.
- Service installations – this is work to building services where deterioration is such that the basic amenities in a dwelling could be seriously impaired. (e.g. Renewal of installations such as gas, electricity and water supplies, heating and ventilation, lifts
- Consequential and other works – these works required as a consequence of major repairs such as reinstatement or making good finishes and fittings.
- Any works that significantly improves the dwelling (i.e. capitalised repair as per SORP 2010) should be classified as major repairs. Examples are kitchens, bathroom, central heating systems, lifts, roofs, windows and structure.

Category	Month of Letting												Year Total/Average
	July	August	September	October	November	December	January	February	March				
All Properties	13	19	26	28	35	31	22	38	17			229	
DTL Properties Inc above	5	6	3	5	7	10	7	6	ND			49	
Total Average of Allocations Days	34.00	42.68	60.62	49.00	56.74	60.39	51.16	49.42	26.88			47.87	
Total Average of HMU Days	21.00	21.00	28.87	22.15	21.59	21.03	19.95	18.17	16.69			21.16	
COT Works Only													
Number of Properties	10	18	19	20	21	16	13	28	11			156	
Average nr of HMU Days	17.00	18.94	25.44	18.72	14.40	14.50	14.77	14.11	15.30			17.02	
COT & Capital Works													
Number of Properties	3	1	7	8	14	15	8	9	6			71	
Average nr of HMU Days	34.33	58.00	36.71	29.88	31.86	27.13	29.57	30.33	19.00			32.98	

Notes

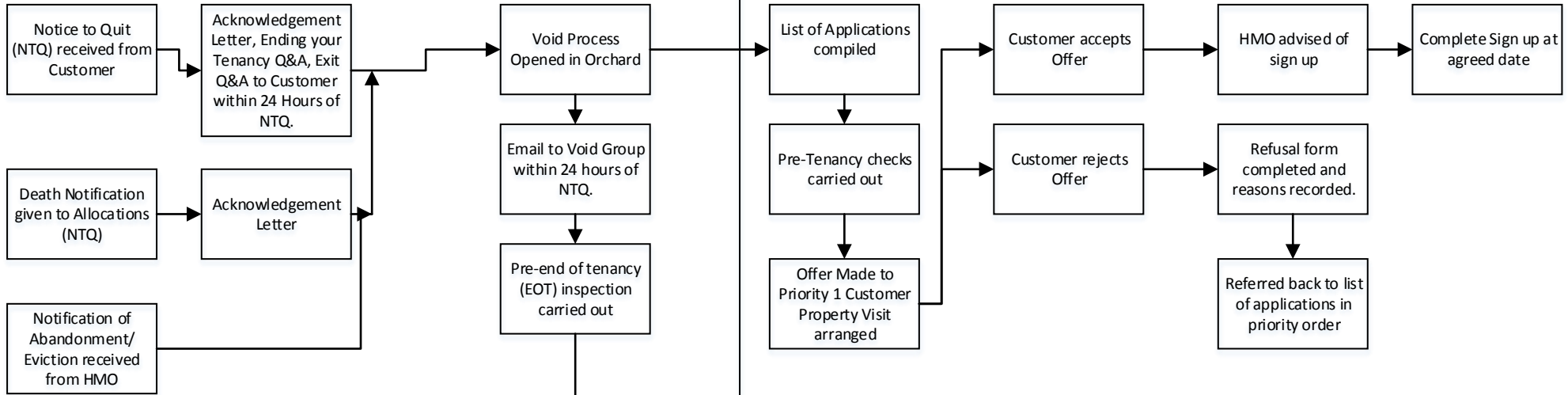
All figures are extracted from the Voids Tracker Spreadsheet populated by Allocations and HMU voids teams. It should be noted that there may be marginal variances between this data and the data extracted directly from Orchard. All figures are calculated for property re-let dates in the month actually re-let. Allocations Days are based upon receipt of keys date to actual re-let date. HMU Days are based upon receipt of keys from Allocations to keys to returned to Allocations. COT = Change of Tenancy Works to comply with Lettable Standard. Capital Works = Replacement of Kitchens, Bathrooms etc to meet WHQS.

VOIDS PROCESS – ALLOCATIONS PERIOD

WEEK 1 (EOT)

WEEK 1 (NEW TENANCY)

ALLOCATIONS



Page 104

HOUSING MAINTENANCE UNIT

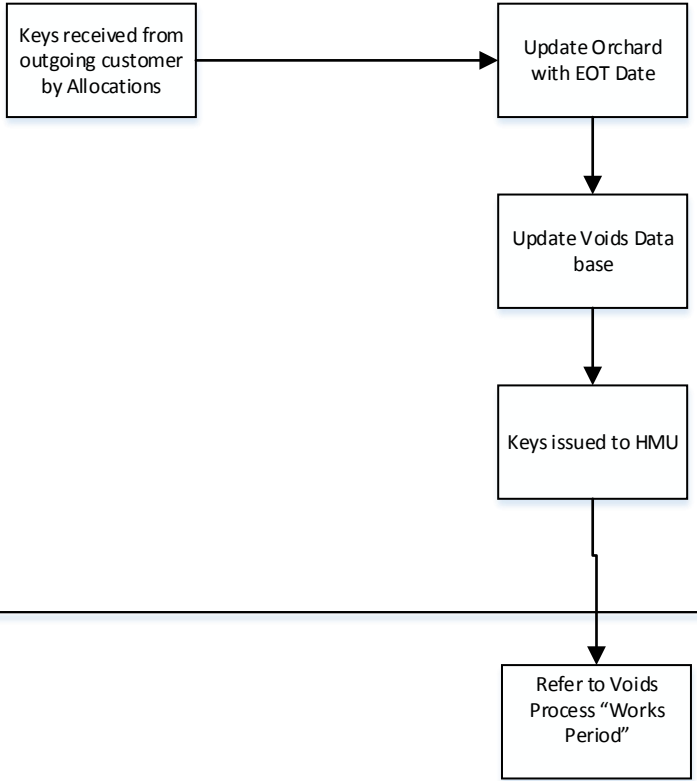


VOIDS PROCESS – ALLOCATIONS PERIOD

WEEK 5 (EOT)

WEEK "X" (NEW TENANCY)

ALLOCATIONS



HOUSING MAINTENANCE UNIT

VOIDS PROCESS – WORKS PERIOD

WEEK 5

WEEK "X" (Subject to Priority)

ALLOCATIONS

Page 106

HOUSING MAINTENANCE UNIT

