

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWAITH	THE EXECUTIVE
DYDD LLUN 12 MEHEFIN 2017 10.00 o'r gloch	MONDAY 12 JUNE 2017 10.00 am
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER COUNCIL OFFICES LLANGFNI
Swyddog Pwyllgor	Ann Holmes 01248 752518 Committee Officer

AELODAU/MEMBERS

Plaid Cymru/Party of Wales

John Griffith, Llinos Medi Huws, R Meirion Jones, Robert G Parry, OBE, FRAGS

Annibynnol/Independent

Richard Dew, Dafydd Rhys Thomas, Ieuan Williams

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 a 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 - 4)

To submit for confirmation, the draft minutes of the meeting of the Executive held on 24 April 2017.

4 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 5 - 22)

To submit a report by the Head of Democratic Services.

5 2016/17 REVENUE BUDGET MONITORING REPORT - QUARTER 4 (Pages 23 - 36)

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

6 2016/17 CAPITAL BUDGET MONITORING REPORT - QUARTER 4 (Pages 37 - 46)

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

7 2016/17 HOUSING REVENUE ACCOUNT (HRA) BUDGET MONITORING REPORT - QUARTER 4 (Pages 47 - 50)

To submit the report of the Head of Function (Resources) and Section 151 Officer.

8 TEMPORARY DISCRETIONARY HIGH STREET BUSINESS RATES RELIEF SCHEME 2017/18 (Pages 51 - 68)

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

9 ENERGY EFFICIENCY STRATEGY (Pages 69 - 96)

To submit a report by the Head of Highways, Waste and Property.

10 COMPULSORY PURCHASE ORDER - LLANGEFNI LINK (Pages 97 - 102)

To submit a report by the Head of Highways, Waste and Property Services.

11 EXCLUSION OF THE PRESS AND PUBLIC (Pages 103 - 104)

To consider adoption of the following:-

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“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test”.

12 **SYRIAN REFUGEES** (Pages 105 - 110)

To submit a report by the Head of Housing Services.

13 **CHANGES TO THE CONSTITUTION** (Pages 111 - 114)

To submit a report by the Head of Function (Council Business)/Monitoring Officer.

14 **STRATEGIC LEADERSHIP PLAN FOR SCHOOLS** (Pages 115 - 120)

To submit a report by the Head of Learning.

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THE EXECUTIVE

Minutes of the meeting held on 24 April, 2017

PRESENT:	Councillor Ieuan Williams (Chair) Councillor J.Arwel Roberts (Vice-Chair) Councillors Richard Dew, Kenneth Hughes, Aled Morris Jones, H.Eifion Jones, Alwyn Rowlands.
IN ATTENDANCE:	Chief Executive Head of Resources & Section 151 Officer Head of Learning Head of Democratic Services Committee Officer (ATH)
APOLOGIES:	None
ALSO PRESENT:	Councillor Llinos Medi Huws

1. DECLARATION OF INTEREST

No declaration of interest was received.

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

None to report.

3. MINUTES

The minutes of the previous meeting of the Executive held on 20 March, 2017 were presented for confirmation.

It was resolved that the minutes of the previous meeting of the Executive held on 20 March, 2017 be confirmed as correct.

4. MINUTES – CORPORATE PARENTING PANEL

The draft minutes of the meeting of the Corporate Parenting Panel held on 6th March, 2017 were presented for adoption.

It was resolved that the draft minutes of the meeting of the Corporate Parenting Panel held on 6th March, 2017 be adopted.

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 May to December, 2017 was presented for the Executive's approval.

The Head of Democratic Services reported on changes to the Forward Work Programme since the previous reporting period as follows –

- **Items new to the Forward Work Programme**

- Item 10 (Gypsies & Traveller Sites), item 11 (Syrian Refugees) and item 12 (Waiving of Tendering Requirements for the Care & Support Provision Contract) which are scheduled for consideration at the 12th June, 2017 meeting of the Executive.
 - Item 17 (Vacant Homes Strategy) and item 18 (Annual Report of the Statutory Director of Social Services 2016/17) which are scheduled for consideration at the 17th July, 2017 meeting of the Executive
 - Item 24 (Proposed Changes to the Contract Procedure Rules) and item 25 (CSSIW Inspection of Children's Services on Anglesey Improvement Plan) which are scheduled for consideration at the 18 September, 2017 meeting of the Executive
- **Items deferred to a later date**
 - Item 9 (Energy Efficiency Strategy) has been re-scheduled from the 24 April, 2017 meeting of the Executive to the 12 June, 2017 meeting.
 - Item 15 (Schools' Modernisation – Strategic Outline Programme Band B 2019-24) has been re-scheduled from the 12 June, 2017 meeting of the Executive to the 17 July, 2017 meeting.

It was resolved to confirm the Executive's updated Forward Work Programme for the period from May to December, 2017 as presented.

6. CHILDCARE SUFFICIENCY ASSESSMENT

The report of the Head of Learning summarising the outcome of the Childcare Sufficiency Assessment and incorporating a Childcare Sufficiency Assessment Action Plan for 2017 to 2022 was presented for the Executive's consideration.

The Portfolio Member for Education reported on the legislative requirements on local authorities in Wales with regard to sufficient childcare availability. Under Section 26 of the Childcare Act 2006, local authorities are required to complete a Childcare Sufficiency Assessment and Action Plan every 5 years. Annual progress reports will be required to detail the progress which has been made against the actions, priorities and milestones in the action plan.

The Head of Learning reported on the key messages arising from the first full assessment of the sufficiency of childcare on Anglesey since the revised guidance was issued in July, 2016. The assessment confirms that the Isle of Anglesey generally has a wide variety of childcare in various locations across the county. The main towns all have sufficient childcare availability for children 0-4 years old in day nursery and childminder provision. All the county's primary schools offer a childcare club from 8:00 a.m. followed by a free breakfast club from 8:25 a.m. Childcare providers are supported through a variety of means.

The Officer said that the assessment has also highlighted some gaps in provision which are described in the report. An Action Plan has been formulated to address the identified gaps and the proposed measures to be implemented are listed.

The Chair said that a lack of Welsh speaking childminders across the county was a concern. He said that he had seen the closure of the Cylch Meithrin in Benllech and added that he understood the leaders of the Cylch Meithrin in Moelfre were retiring which made him anxious for the future of Cylch Meithrin provision in that area as well. The Chair said that he had as Leader, contacted the Chief Executive of Mudiad Meithrin and the Area Officer with regard to reforming the organisation's governance arrangements – he suggested it might be helpful if the Mudiad was to consider establishing a Pwyllgor Meithrin in the secondary schools' catchment areas. He asked the Chief Executive and Head of Learning to follow up this matter with Mudiad Meithrin. The Chair also requested that the Executive be provided with an update report within six months on progress against the action plan with regard to bridging the gaps in provision; he highlighted the absence of registered after school or holiday provision in Llangefni as a standout matter and he considered that putting in place some form of provision for the town's primary school population of 547 pupils needs to be expedited.

It was resolved to accept the Childcare Sufficiency Assessment and Action Plan for publication and to be presented to the Welsh Government by 30th April, 2017.

7. TO MAKE CHANGES TO THE CONSTITUTION TO REFLECT REQUIREMENTS ON THE PLANNING COMMITTEE AS REQUIRED BY RECENT REGULATIONS

The report of the Head of Service (Regulation and Economic Development) and the Head of Function (Council Business) was presented for the Executive's consideration. The report set out the changes that need to be made to the Council's Constitution in order to reflect the requirements of the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 and the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 ("the Regulations"). The Regulations came into effect on 5 May, 2017 and place requirements on the Council as a Local Planning Authority with regard to the size and composition of Local Authority Planning Committees as well as in relation to substitute members and the quorum of the Committee.

The Portfolio Member for Planning, Public Protection and Economic Development reported that the Planning Committee of the Isle of Anglesey County Council already complies with most of the Regulations; the changes that need to be made to the Constitution in order to implement the requirements of the Regulations are set out in paragraph 3.3.1 of the report and they relate to provisions with regard to the quorum of the Committee and not allowing substitute members.

It was resolved to recommend to the Full Council that the changes to the Council's Constitution as set out in paragraph 3.3.1 of the report are made.

As this was the last meeting of the Executive before the Local Government Election on 4th May, 2017 Councillor H. Eifion Jones and Councillor Alwyn Rowlands who were both retiring as Elected Members thanked the Chair for his leadership of the Council during the past four years which they considered has placed the Council on a sound footing for the future. Councillor Jones and Councillor Rowlands also thanked the Officers for their support and guidance and said that they had enjoyed working with their fellow Members for the benefit of the Council. They wished the Council and its staff continuing success for the future.

The Chair in turn thanked Councillor H. Eifion Jones and Alwyn Rowlands for their work as Members and as Portfolio Holders over the course of this Council. He also acknowledged the contributions made by all the Elected Members as well as the work of the Officers during this time, and in particular the support provided to the Executive and Administration by the staff of the Democratic Services.

**Councillor Ieuan Williams
Chair**

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	12 June 2017
Subject:	The Executive's Forward Work Programme
Portfolio Holder(s):	Cllr Llinos Medi
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 July 2017 – February 2018;</p> <p>identify any matters for specific input and 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.

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For information

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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:	
The Executive's Forward Work Programme: July 2017 – February 2018.	

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

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July 2017 – February 2018

Updated: 5 June 2017



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.

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.

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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 **July 2017 – February 2018** is outlined on the following pages.

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S = Strategic – key corporate plans or initiatives

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FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July 2017 – February 2018

Updated: 5 June 2017

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)
July 2017						
1	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 Llinos Medi		The Executive 17 July 2017
2	Corporate Scorecard – Quarter 4, 2016/17 (S) Quarterly performance monitoring report.	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	26 June 2017	The Executive 17 July 2017
3	Summary of Draft Final Accounts 2016/17	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 17 July 2017
4	Schools' Modernisation – Llangefni Area - Statutory Consultation To consider the report on the statutory consultation.		Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	26 June 2017	The Executive 17 July 2017

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July 2017 – February 2018

Updated: 5 June 2017

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5	Schools' Modernisation - Strategic Outline Programme – Band B (2019-2024) Approval of the strategic outline programme.		Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	TBA	The Executive 17 July 2017	
6	Smallholdings Programme of Improvements – update		Highways, Waste and Property	Dewi Williams Head of Highways, Waste and Property Cllr Bob Parry OBE	TBA	The Executive 17 July 2017	
7	Empty Homes Strategy Adoption of strategy.		Housing	Shan Lloyd Williams Head of Housing Services Cllr Llinos Medi		The Executive 17 July 2017	
8	Gypsies and Traveller Sites		Housing	Shan Lloyd Williams Head of Housing Services Cllr Llinos Medi		The Executive 17 July 2017	

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July 2017 – February 2018

Updated: 5 June 2017

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9	Development of Council Housing in Pentraeth	This is a matter for the full Executive because of its connection to the Housing Revenue Account Business Plan	Housing	Shan Lloyd Williams Head of Housing Services Cllr Llinos Medi		The Executive 17 July 2017	
10	Annual Report of the Statutory Director of Social Services 2016/17(S) Endorsement of report for submission to Council.	This is a public report on the performance and priorities of Social Services within the Council's statutory arrangements. It is expected that there is ownership and understanding of the work programme, successes and challenges across the Council's work. It would not be appropriate, considering the public requirement, that the report is restricted to the attention of the portfolio holder only.	Social Services	Caroline Turner Assistant Chief Executive – Governance and Business Process Transformation Cllr Llinos Medi	26 June 2017	The Executive 17 July 2017	26 September 2017

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11	Endorsement of a Scheme Delegation to ensure the IACC responds effectively to both the Wylfa Newydd and National Grid North Wales Connection Development Consent Order Examination process	Regulation and Economic Development	Dylan Williams Head of Regulation & Economic Development Cllr Ieuan Williams		The Executive 17 July 2017	26 September 2017
September 2017						
12	Write off of Debts in value over £5,000 (O) Approve write off of debts	Finance Portfolio Holder and Section 151 Officer	Resources Marc Jones Head of Function – Resources/Section 151 Officer Cllr John Griffith		Delegated decision 29 September 2017	
13	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 Llinos Medi		The Executive 18 September 2017	

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Period: July 2017 – February 2018

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14 Annual Performance Report (Improvement Plan) 2016/17 Approval of report and recommendation to full Council.	Forms part of the Council's Policy Framework – a collective decision is required to make a recommendation to the full Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	4 September 2017	The Executive 18 September 2017	26 September 2017
15 Corporate Plan 2017 – 2022 Approval of report and recommendation to full Council.	Forms part of the Council's Policy Framework – a collective decision is required to make a recommendation to the full Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	4 September 2017	The Executive 18 September 2017	26 September 2017
16 Corporate Scorecard – Quarter 1, 2017/18 (S) Quarterly performance monitoring report.	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	4 September 2017	The Executive 18 September 2017	
17 2017/18 Revenue and Capital Budget Monitoring Report – Quarter 1 (S) Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 18 September 2017	

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Period: July 2017 – February 2018

Updated: 5 June 2017

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18	Annual Treasury Management Review 2016/17	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 John Griffith		The Executive 18 September 2017	
19	Proposed changes to the Contract Procedure Rules To recommend to the full Council the amendments proposed by the Procurement Section before a final decision by the Council.	Collective decision required by the Executive in order to put forward a recommendation to the Council as a final decision will involve amendment to the Constitution.	Resources / Council Business	Marc Jones Head of Function – Resources / Section 151 Officer Lynn Ball Head of Function – Council Business / Monitoring Officer Cllr John Griffith Cllr Dafydd Rhys Thomas		The Executive 18 September 2017	26 September 2017
20	CSSIW Inspection of Children's Services in Anglesey – Improvement Plan		Children's Services	Llyr Bryn Roberts Interim Head of Children's Services Cllr Llinos Medi		The Executive 18 September 2017 TBC	
21	Sensitive Allocations Policy	This is a matter for the full Executive because of its connection to the Housing Revenue Account Business Plan	Housing	Shan Lloyd Williams Head of Housing Services Cllr Llinos Medi		The Executive 18 September 2017	

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October 2017						
22	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 Llinos Medi		The Executive 30 October 2017
23	Capital Budget Strategic Plan 2018/19	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 John Griffith		The Executive 30 October 2017
24	Schools' Modernisation – Llangefni Area - Outline Business Case		Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones		The Executive 30 October 2017
November 2017						
25	2018/19 Budget (S) To finalise the Executive's initial draft budget proposals for consultation.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Council Business	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith	17 October 2017	The Executive 6 November 2017

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26 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 Llinos Medi		The Executive 27 November 2017	
27 Corporate Scorecard – Quarter 2, 2017/18 (S) Quarterly performance monitoring report.	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Dafydd Rhys Thomas	13 November 2017	The Executive 27 November 2017	
28 2017/18 Revenue and Capital Budget Monitoring Report – Quarter 2 (S) Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 27 November 2017	
29 2018/19 Council Tax Base (S) To determine the tax base for 2018/19	This is a delegated matter for the Executive as it falls within the Council's Budget and Council Tax setting framework	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 27 November 2017	

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30	2018/19 Council Tax Reduction Scheme (O) To recommend to the Full Council the proposed scheme for 2018/19.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 27 November 2017	12 December 2017
31	Transformation of the Library Service	Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	13 November 2017	The Executive 27 November 2017	
32	Transformation of the Culture Service	Learning	Delyth Molyneux Head of Learning Cllr R Meirion Jones	14 November 2017	The Executive 27 November 2017	
December 2017						
33	Write off of Debts in value of over £5,000 (O) Approve write off of debts	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		Delegated Decision 15 December 2017	

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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 Llinos Medi		The Executive 18 December 2017	
35 Treasury Management Mid Year Review 2017/18	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 John Griffith		The Executive 18 December 2017	
36 Treasury Management Strategy 2018/19 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 John Griffith		The Executive 18 December 2017	28 February 2018
January 2018						
37 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 Llinos Medi		The Executive 29 January 2018	

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Period: July 2017 – February 2018

Updated: 5 June 2017

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)
February 2018						
38	Write off of Debts in value of over £5,000 (O) Approve write off of debts	Finance Portfolio Holder and Section 151 Officer	Resources Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		Delegated Decision 28 February 2018	
39	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 Llinos Medi		The Executive 19 February 2018	
40	2018/19 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 John Griffith	5 February 2018	The Executive 19 February 2018	28 February 2018
41	Fees and Charges 2018/19	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 John Griffith		The Executive 19 February 2018	

* Key:

S = Strategic – key corporate plans or initiatives

O = Operational – service delivery

FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July 2017 – February 2018

Updated: 5 June 2017

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)
42 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 John Griffith		The Executive 19 February 2018	
43 Discretionary Business Rate Relief Policy (O) Approve new policy following public consultation	A collective decision is required detailing additional business rates relief to be awarded to charities and non-profit making organisations	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr John Griffith		The Executive 19 February 2018	
44 Charges for non-residential services 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	
45 Standard Charge for Council Care Homes 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July 2017 – February 2018

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	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)
46	Independent Sector Residential and Nursing Home Fees 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	
47	Charges for independent home care services 2018/19 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Llinos Medi		The Executive 19 February 2018	

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	THE EXECUTIVE
DATE:	12 JUNE 2017
SUBJECT:	REVENUE BUDGET MONITORING, QUARTER 4 2016/17
PORTFOLIO HOLDER(S):	COUNCILLOR JOHN GRIFFITH – PORTFOLIO HOLDER (RESOURCES)
HEAD OF SERVICE:	MARC JONES
REPORT AUTHOR:	BETHAN HUGHES OWEN
TEL:	01248 752663
E-MAIL:	Bethanowen2@ynysmon.gov.uk
LOCAL MEMBERS:	n/a
A - Recommendation/s and reason/s	
<ol style="list-style-type: none"> 1. In March 2016, the Council set a net budget for 2016/17 with net service expenditure of £124.037m to be funded from Council Tax income, NDR and general grants. 2. The budget for 2016/17 included required savings of £3.46m. These have been incorporated into the individual service budgets and achievement or non-achievement of these is reflected in the net under/overspends shown. 3. This report sets out the provisional outturn of the financial year which relates to period 1 April 2016 to 31 March 2017. 4. The overall projected financial position for 2016/17 is an underspend of £633k. This is an improvement on the forecast overspend which was reported at quarter 3. The explanations for significant variances on the controlled budgets by services are included within the report. 5. A number of items are excluded from the service budgets, as expenditure against these headings are outside the control of the services. After taking into account these items, the overall underspend for the Council decreases to £311k and it is the sum that is available to be transferred to the Council's General Balances. 6. The underspend is made up of departmental under or overspends, unused contingencies and any other one off items identified during the financial year. <p style="margin-left: 20px;">The Executive, following on from the quarter 3 report , approved a transfer of any underspend at year-end on winter gritting budget to an earmarked reserve. This was to help fund additional costs in future years arising from adverse winter conditions. The sum transferred was £33,477.</p> <ol style="list-style-type: none"> 7. It is recommended that the following are noted:- <ol style="list-style-type: none"> (i) The position set out in respect of financial performance for 2016/17; (ii) That the outturn reported in this document remains provisional until the completion of the statutory audit. 	
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 a decision for the Executive?		
This matter 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?		
Yes		
DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	n/a– this is the Section 151 Officer's report
3	Legal / Monitoring Officer (mandatory)	Will be consulted as part of SLT
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:		
<ul style="list-style-type: none"> Appendix A – Revenue Budget Monitoring, provisional outturn. Appendix B – Provisional Outturn (includes Annex A – table of provisional revenue outturn 2016/17). 		
FF - Background papers (please contact the author of the Report for any further information):		
<ul style="list-style-type: none"> 2016/17 revenue budget (as recommended by this Committee on 1 March 2016 and adopted by the the County Council on 9 March 2016). 		

REVENUE BUDGET MONITORING – PROVISIONAL OUTTURN 2016/17

1. General Balance – Opening Position

1.1 The general fund balance at the start of the year was £7.886m. However, against this there is a need to allow for a potential commitment in the region of £2.8m to settle outstanding equal pay claims, which reduces the uncommitted reserve level to £5.086m, which is £86k above the minimum figure of £6m set by the Executive for the balance of general reserves in 2016/17. The Council is endeavouring to secure agreement from the Welsh Government which would allow the Council to treat the expenditure as capital expenditure which would charge the cost to the revenue budget over a number of years. If this is successful, then the £2.8m becomes uncommitted and adds back to the general reserve available to the Council.

2. Year ending 31st March 2017 – Financial performance controlled by Service

2.1 The details of the financial performance by service for the year is set out in Appendix B.

A net overspend of £538k (0.49%) on budgets controlled by Services is an improvement on the estimated outturn reported at Quarter 3 which predicted an overspend on Services of £756k. However, an underspend of £1.541m (12.01%) on Corporate Finance will fund the overspend on services. In addition, there has been a shortfall of £370k on the collection of Council Tax. This then gives a total revenue outturn for 2016/17 excluding accounting adjustments of an underspend of £633k (0.51%). Following the accounting adjustments of £321k, the total underspend that will be transferred to the general fund for 2016/17 is £311k.

The table below summarises the significant variances (£100k or higher):-

Summary of provisional controlled budget outturn variances at 31 March 2017	
	(Under) / Overspend £000
Lifelong Learning	861
Culture	(141)
Adult Services	(510)
Children's Social Care	1,019
Planning and Public Protection	(288)
Property Services	(233)
Highways	(102)
Economic	(104)
ICT	(109)
Corporate Transformation	(147)
Corporate & Democratic	255
Corporate Finance	(1,541)
Council Tax Collection	370
Other (total of variances less than £100k)	37
Net over/(under) spend	(633)

3. Explanation of Significant Variances

3.1 Lifelong Learning

3.1.1 Central Education

3.1.1.1 The service was £861k (23.96%) overspent at year end. This is a worsened position than what was reported at quarter 3 £775k (21.14%)

3.1.1.2 Increase in specialist out-of-county placements from the commencement of the new academic year has led to significant budgetary pressures for the Service, the overspend for the Financial year is £396k for these budgets. School transport costs have overspent to the sum of £331k as well as school meals (inclusive of school breakfasts) by £75k. The Youth Section was underspent to the sum of £138k, which was the result of staff costs and activities being available to be reclaimed through various grants. There are also a number of other minor compensating over and underspends. Through the invest-to-save monies received the department is working on investing in the One Management System which will help to reduce school transport costs (taxis) from 2017/18. All efficiency savings for 2016/17 were achieved.

3.1.2 Culture

3.1.2.1 This service was £141k (10.52%) underspent at outturn. The forecast outturn for the year at quarter 3 being an underspend of £75k (5.28%). This is an increase on the projected underspend of £69k. The main difference between quarter 3 and outturn has been the result of expected expenditure within the Libraries function not taking place. Museums and Galleries were underspent by £4k and Library Services were underspent by £93k. An underspend of £28k was achieved on South Stack, £10k of this is due to surplus income following an increase in fees. All efficiency savings for 2016/17 were achieved.

3.2 Adults Social Care

3.2.1 This service was underspent by £510k (2.32%). This is an improvement on the overspend of £44k predicted at quarter 3. The significant difference from the predicted outturn in quarter 3 is as a result of changes in client residential and nursing placements from those forecasted at the end of the previous quarter and an increase in a combination of Health Board income and client income.

3.2.2 The elements within the outturn variance are as follows:-

- Services for the Elderly: underspend of £1k;
- Physical Disabilities (PD): overspend of £198k;
- Learning Disabilities (LD): overspend of £430k;
- Mental Health (MH): overspend of £71k;
- Provider Unit: forecast underspend of £1,110k;
- Management and Support: underspend of £95k.

3.2.3 These budgets are demand-led and a small increase in placements can lead to a significant increase in costs depending on the complexity of care packages. The most significant budgetary pressure is in Learning Disabilities where day care is overspent by £176k and Home Care overspending by £196k. This overspend reflects that the department's aim is for LD clients to be able to be supported within their own homes in the community rather than in institutional placements. The budget pressures identified from Mental Health services have reduced since quarter 3, however, the vacant posts that were assisting in reducing the overall overspend for 2016/17 have now been filled. Two new residential placements and increased fees have increased the overspend from the Quarter 3 forecast to an overspend of £198k within Physical Disability services. However, increase income within the Provider Unit has led to an overall underspend at outturn of £1,110k and an underspend of £95k in management and support offset much of these budgetary pressures.

3.3 Children's Services

3.3.1 The service was overspent £1,019k (9.05%) at outturn. This is significantly more than the projected outturn at quarter 3, £718k (9.59%). The overspend for Looked-after-Children (LAC) was £1,019k. There are also a number of other minor compensating over and underspends.

3.3.2 Cost of LAC are, by nature, demand led and can vary between £3k – £10k per week in specialist provision. The Local Authority is having to meet the cost of court directed interventions e.g. Parent and child residential/supported accommodation assessments: supervised contact and other specialist assessments, which are also unpredictable and demand-led. The Public Law Outline requires that these assessments are in place pre-proceedings also – which is placing a demand on the service's budgets. The Executive has approved releasing additional funding to fund the Edge of Care team, aimed at providing a preventative approach to the delivery of wellbeing and reducing the Looked-after-children population on Anglesey. £100k was set aside as a contingency for 2016/17 and £241k will be added to the service's budget for both 2017/18 and 2018/19.

3.4 Housing (Council Fund)

3.4.1 This service was £46k (5.60%) underspent at outturn, which is comparable to the forecasted underspend of £50k (6.05%) at quarter 3. The Housing Strategy budget was underspent by £23k and the Housing Administration budget was underspent by £46k, primarily as a result of vacant posts that have now been filled. Homelessness costs exceeded the budget by £23k, but this is a demand-led service and, as such, is largely out of the Service's control.

3.5 Regulation and Economic Development

3.5.1 Economic and Community (includes Maritime and Leisure)

3.5.1.1 The service overall was £35k (1.84%) underspent at outturn. This is made up of a £27k underspend on Economic, £77k underspend on Maritime and an overspend of £69k on Leisure Services.

3.5.1.2 The Economic Development element of the Service is £27k underspend and this is the result of underspend on staffing due to various reasons and other various small underspends in relation to general Office running costs.

3.5.1.3 The Maritime Section is £77k underspend at year-end due to a revision of seasonal staff numbers and hours worked, management staff vacancies and savings following the transfer of Holyhead Fish Dock back to Stena Line.

3.5.1.4 The Leisure Service at year-end is overspent by £69k. This is in part due to reduced income from the closure of Holyhead Leisure Centre Pool during the summer period for essential maintenance work and repairs following storm damage last financial year which was estimated to be £50k. The achievement of income targets are also putting pressure on the budget, however, there are compensatory underspends within other expenditure subjective headings for the Leisure Function which reduce the overall overspend.

3.5.2 Regulation (Planning and Public Protection)

3.5.2.1 This service was £288k (11.19%) underspent at year end. This is an increase on the underspend of £30k reported during quarter 3. There was underspends in planning administration £49k created by vacant posts and underachieved income, planning control have underspent to the sum of £82k largely due to increase in income fees. Building Control has also seen an increase in fees which has contributed to the overall underspend for the section of £86k.

3.5.2.2 Most of the budgets within Regulation are underspending with the exception of Planning Delivery Wales, Countryside and Coast, Licencing and Markets which have overspent slightly.

3.5.2.3 In its meeting on 19 September 2016, the Executive resolved to transfer any excess income on this cost centre at year end to reserve for the purpose of reinvesting in future needs to deliver Energy Island related projects. At the end of financial year 2016/17, therefore, £240k was transferred to earmarked reserves.

3.6 Highways, Waste and Property

3.6.1 Highways

3.6.1.1 This service was £102k (0.88%) underspent at year end, this is slightly different from the forecast year end position at quarter 3 of an underspend of £16k (0.25%).

3.6.1.2 Additional income has been generated through Car Parks during 2016/17 by implementing charges at 4 car parks that were previously free of charge. As a result, income generated was £555k against a target of £562k (includes annual vouchers) leaving only a small balance unachieved of £7k. There has been a significant increase in income for street works, which sees and underspend of £90k and Fleet sees an increase income resulting in an underspend of £49k

3.6.1.3 There are a number of other minor compensating over and underspends.

3.6.2 Waste

3.6.2.1 The Waste Service was £8k (0.11%) underspent at outturn This is a worsening result in outturn compared to the quarter 3 forecast of an underspend of £60k (0.96%).

3.6.2.2 An overspend of £59k has been created on Waste Collection which includes half year impact of new 3 weekly collection arrangements. At the end of the year, the Waste Disposal budget was underspent by £73k as a result of less landfill waste. The underspend is expected to increase next financial year but the budget will need to be realigned between waste collection and waste disposal to take account of the impact of 3 weekly collection. Costs at Penhesgyn Transfer Station were below budget at year end by £18k.

3.6.3 Property

3.6.3.1 Property Services was underspent by £233k (20.20%) at outturn, which is comparable to the predicted outturn at quarter 3 of an underspend of £175k (19.12%).

3.6.3.2 There was an overspend of £149k on repairs and maintenance, refuse collection costs £10k and office rationalisation costs £16 and they were offset by: underspends on employees (£64k), underspends in Non Domestic Rates (£104k), Cleaning service (£125k) and underspends of £118k on rents and utilities.

3.7 Transformation

3.7.1 The Transformation Service is £269k (7.19%) underspent at outturn. This the result of an underspend of staffing within Transformation £62k, underspend on the Anglesey and Gwynedd Partnership £82k and an underspend of £72k on ICT Supplies There are also a number of other minor compensating over and underspends.

3.8 Resources

3.8.1 The Resources Function budget showed an overspend of £52k (1.72%) by the end of the Financial year. The function was forecast at quarter 3 to overspend by £92K (3.37%). This is an improvement on the overspend.

3.8.2 The key budgetary pressures relate to consultancy costs within Revenues and Benefits £121k, bank charges £10k and other small overspends. The budget pressures are net off by underspends in Procurement of £78k, £51k relates to staffing costs and Internal Audit £23k.

3.9 Council Business

3.9.1 The function was £79k (5.43%) overspent at outturn.

3.9.2 The more significant reasons for this is due to an underspend in Committee Services (£45k) and land charges over-achievement of income (£33k). An overspend of £64k on legal agency costs, £53k on Corporate copiers, £12k on Corporate franking and £18k on County Election. There are also other compensating minor over and underspends.

3.10 Corporate and Democratic Costs

3.10.1 The budget is overspend by £255k (15.31%) as a result of accounting adjustments at year end.

3.11 Corporate Management

3.11.1 The function was underspent £96k (9.76%) at outturn due to savings arising from the restructuring of Strategic Management.

4. Corporate Finance

4.1 Corporate Finance was underspent by £1,541k.

4.2 The benefits granted budget covers housing benefits, discretionary housing payments and the council tax reduction scheme. This budget underspent by £729k. The significant element of this is an underspend of £508k was due to caseloads, which were less than originally budgeted for. In addition, there has been a one-off windfall of £391k this was due to the incorrect coding of reliefs in 2014/15 and 2015/16 covered by grants. This windfall was only achieved as result of employing a member of staff through an agency to work through the details. However, this is reduced by £148k of benefits granted which are not eligible for subsidy, and an overspend of £25k in discretionary housing payments.

4.3 There is an estimated shortfall on the Corporate savings target of £302k relating to smarter working. There are savings that can be clearly linked to the project, for example closure of offices, which can be credited against this budget. However, other savings in staff administration and general administration costs are being realised within service budgets and not accounted for against this target. However, the whole Smarter Working project has created savings of £585k throughout the whole project.

4.4 There is also a significant shortfall on interest receivable on the Authority's bank deposits (£105k), which has worsened by the cut to the official bank rate from 0.50% to 0.25%. These overspends are offset, however, as an underspend of £844k is forecast on capital financing due to reduced borrowing costs from the Authority's use of balances rather than external borrowing on the capital programme. This internal borrowing, however, may not be possible into the future due to the significant capital projects, particularly in relation to the 21 Century Schools programme.

4.5 A review of the allocation of capital financing charges was also undertaken during the year in light of the HRA buy out and this review has identified that the HRA should be charged a higher proportion of the costs arising from loans taken out before the buy out. This in turn reduces the charges to the Council's revenue account which has contributed significantly to the projected underspend on capital financing costs. The HRA business plan anticipated this higher charge and as a result it does not impact on the financial viability of the Housing Revenue Account business plan.

4.6 Appendix C summarises the financial position on contingency budgets for 2016/17. A total contingencies budget of £2.039m was approved as part of the 2016/17 budget less the Corporate savings £300k giving a net budget of £1.739m. £1.648m has been vired to services to fund specific projects or budgetary issues approved by the Section 151 Officer.

5. Collection of Council Tax

5.1 There was a shortfall on the actual Council Tax collected of £156k due to back-dated banding changes and changes to the number of single person discounts awarded and exemptions granted. In addition, the increase in the provision for bad and doubtful debts to be charged to the revenue account was £214k. Therefore, the current projection is that the Council Tax Fund will underachieve the target figure by £370k (0.29%) largely due to the requirement to make a prudent provision for bad debts. This is a worse position in comparison to the shortfall of £264k predicted during quarter 3.

6. Budget Savings 2016/17

- 6.1** Budget savings of £3.06m were removed from service budgets for 2016/17 with an additional £400k of savings from voluntary redundancies held as a contingency. Appendix D provides a summary of performance against these budget savings for the year. £2.289m (74.80%) of the savings were achieved during the year.
- 6.2** £355k (11.60%) were partially achieved savings while £416k (13.59%) were not achieved at all. The main reasons for the non achievement was an overspend on essential maintenance on the highways £155k, Adults Services £135k due to review, consultation and legal processes, however the savings are expected to be achieved in 2017/18. Childrens Services were unable to achieve savings on £32k due to a change in the law which restricted them from being able to make the saving.

7. Conclusion

- 7.1** A total underspend for the Authority as at 31st March 2017 was £311k (0.47%). The Services saw a £538k overspend on their controlled budgets which is better than that reported in quarter 3. The services that experienced significant budgetary pressures are Lifelong Learning and Children's Services. This is due to the cost of statutory services for specialist placements over which these services have limited control. The overspend on services was funded by an underspend in Corporate Finance of £1.541m which is mainly due to a one off windfall and savings on Corporate Financing. In addition there is an estimated shortfall on the collection on Council Tax of £370k mainly due to the requirement to provide for bad debts. Accountning Adjustements of £321k bring the total underspend for the Authority back to £311k
- 7.2** It should be noted that this is a proviosonal outturn report, the Authorities Statement of Accounts are currently being produced for the statutory deadline of 30th June 2017and are then subject to External Audit, with the final Statement of Accounts being being brought to Full Council during September 2017. Any variations from this reported outturn will be noted during the Full Council meeting in September.

Service/Function	Annual Budget	Provisional Outturn	Provisional Outturn variance	Provisional Uncontrollable variance (Exceptions)	Provisional Controllable Variance (Non-Exceptions)
	£'000	£'000	£'000	£'000	£'000
<u>Lifelong Learning</u>					
Delegated Schools Budget	43,818	43,818	0	0	0
Central Education	3,781	4,687	906	45	861
Culture	1,420	1,281	(139)	2	(141)
Adult Services	22,641	22,115	(526)	(16)	(510)
Children's Services	7,785	8,865	1,080	61	1,019
Housing	854	816	(38)	8	(46)
<u>Highways, Waste & Property</u>					
Highways	6,510	6,429	(81)	20	(102)
Property	1,224	1,040	(184)	49	(233)
Waste	6,128	6,129	1	8	(8)
<u>Regulation & Economic Development</u>					
Economic	991	878	(113)	(9)	(104)
Leisure	961	1,036	75	6	69
Planning and Public Protection	2,583	2,302	(281)	7	(288)
<u>Transformation</u>					
Human Resources	1,163	1,149	(14)	(1)	(13)
ICT	1,717	1,607	(110)	(1)	(109)
Corporate Transformation	869	721	(148)	(1)	(147)
<u>Resources</u>					
Resources	3,021	3,244	223	171	52
Council Business	1,441	1,518	77	(2)	79

Service/Function	Annual Budget	Provisional Outturn	Provisional Outturn variance	Provisional Uncontrollable variance (Exceptions)	Provisional Controllable Variance (Non-Exceptions)
Corporate & Democratic costs	1,697	1,927	230	(25)	255
Corporate Management	993	888	(105)	(9)	(96)
Total Service Budgets	109,597	110,450	853	313	538
Levies	3,194	3,195	1	0	1
Capital Financing	8,429	7,560	(869)	(144)	(725)
Discretionary Rate Relief	60	57	(3)	0	(3)
General & Other Contingencies	382	294	(88)	0	(88)
Funding and use of Reserves	(3,538)	3,601	(63)	(63)	0
Benefits Granted	5,913	5,187	(726)		(726)
Total Corporate Finance	14,440	12,692	(1,748)	(207)	(1,541)
Total Budget 2016/17	124,037	123,142	(895)	106	(1,003)
Funding 2016/17					
NDR	(21,309)	(21,309)	0	0	0
Council Tax	(32,109)	(31,525)	584	215	370
Revenue Support Grant	(70,619)	(70,619)	0	0	0
Total Funding 2016/17	(124,037)	(123,453)	584	215	370
Total outturn including impact of funding	(0)	(311)	(311)	321	(633)

Appendix C

Summary of the Financial Position on Contingency Budgets 2016/17 as at Quarter 4

	Original Budget	Virements	Amended Budget	Actual over/(under) spend at 31/03/17
	£	£	£	£
Improvement	400,000	(304,730)	95,270	95,270
General Contingency	317,927	(136,210)	181,717	181,717
Salary and Grading	500,000	(500,000)	-	-
Cost of Change	136,000	(136,000)	-	-
NDR Allow disc rate	60,000	(57,100)	2,901	2,901
Earmarked Contingency	625,000	(518,250)	106,750	(106,750)
Corporate Savings	(300,000)	4,260	(295,750)	(295,750)
Total contingency budgets	1,738,927	(1,648,029)	90,897	90,897

Appendix Ch

Summary of Forecast Performance on Achievement of 2016/17 Budget Savings – Quarter 4

Service/Function	Budget Savings 2016/17	Achievable 2016/17	Partially Achieved 2016/17	Not Achieved 2016/17	Comments
	£000	£000	£000	£000	
Lifelong Learning	1,308	1,308	-	-	All savings were achieved in 2016/17 and are expected to be maintained in 2017/18 and onwards.
Regulation and Economic Development	258	217	41	-	<p>The Service has achieved it's individual savings targets by year end. However, although the Leisure centre DD Income has increased by over £55k from 2015/16, income overall is still underachieved within the leisure centres by £126k.</p> <p>The Pest Control function increased its income and reduced expenditure to achieve a cost neutral position at year end.</p>
Highways, Waste and Property	730	230	314	186	<p>Highways, Waste and Property directly achieved 9 of their combined 14 savings targets. Details of the shortfall on the remaining 5 are:-</p> <p>a) Charges were introduced at additional car parks in accordance with the saving requirement. Consequently, income collected from car parks improved significantly, leaving only a small unachieved balance of £7k.</p> <p>b) Traffic related works was reduced but there remained a small overspend at year end of £8k.</p> <p>c) Maintenance work was overspent by £155k at year end as essential maintenance was carried out . Overall, the Highways Service has underspent by £101k which has reduced the impact of the above shortfall.</p> <p>ch) Waste Management implemented savings to reduce costs on one Public Convenience but work is ongoing to achieve saving on the remaining Public Convenience. This created a shortfall of £6k on the savings target.</p> <p>d) Waste Management were unable to achieve the £10k 'Advertisement on bins' saving due to lack of interest from outside parties.</p> <p>Overall Waste Management was underspend by £7k which has reduced the impact of the above shortfall.</p>

Service/Function	Budget Savings 2016/17	Achievable 2016/17	Partially Achieved 2016/17	Not Achieved 2016/17	Comments
	£000	£000	£000	£000	
Adults' Services	335	200		135	£135k not achieved during 2016/17 due to review, consultation and legal processes. Likely to be achievable in 2017/18. However, in 2016/17 these savings will be funded from underspends elsewhere in the service.
Children's Services	143	96		47	£32k unachievable due to change in the law, £15k is likely to be achievable from 2017/18.
Housing	74	26		48	£48k unachieved savings have been deferred to 2017/18 (£37k due to lateness of Consultant's report, £11k due to later than anticipated sale of property). However, in 2016/17 these savings were funded from underspends elsewhere in the service.
Transformation	4	4	-	-	All savings were achieved in 2016/17.
Council Business	56	56	-	-	All savings were achieved in 2016/17.
Resources	72	72	-	-	All were achieved in 2016/17.
Anglesey and Gwynedd Partnership	80	80	-	-	All were achieved in 2016/17
Total	3,060	2,289	355	416	

ISLE OF ANGLESEY COUNTY COUNCIL		
REPORT TO:	EXECUTIVE COMMITTEE	
DATE:	12 JUNE 2017	
SUBJECT:	CAPITAL OUTTURN REPORT 2016/17	
PORTFOLIO HOLDER:	COUNCILLOR	
HEAD OF SERVICE:	MARC JONES	(EXT. 2601)
REPORT AUTHOR:	GARETH ROBERTS	
TEL:	01248 752675	
E-MAIL:	GarethRoberts@anglesey.gov.uk	
LOCAL MEMBERS:	n/a	
A - Recommendation/s and reason/s		
<ul style="list-style-type: none"> To note the draft outturn position of the Capital Programme 2016/17 that is subject to Audit; To approve the carry-forward of £4.677m to 2017/18 for the underspend on the programme due to slippage. The funding for this will also carry-forward to 2017/18; 		
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 a decision for the Executive?		
<ul style="list-style-type: none"> This report sets out the financial performance of the Capital Budget for the 2016/17 financial year, that is subject to Audit; Budget monitoring is a designated Executive function. 		
CH - Is this decision consistent with policy approved by the full Council?		
Yes		
D - Is this decision within the budget approved by the Council?		
Setting of the annual Capital Budget.		
DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	n/a – this is the Section 151 Officer's report
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:		
<p>Appendix A - Capital Outturn Report – 2016/17 Appendix B – Summary of the Capital Expenditure against the Capital Budget and the slippage into 2017/18</p>		
FF - Background papers (please contact the author of the Report for any further information):		
<ul style="list-style-type: none"> • 2016/17 Capital Budget, as recommended by this Committee on 1 March 2016; • 2016/17 Capital Monitoring report for the first quarter 2016/17 presented to this committee on 19 September 2016; • 2016/17 Capital Monitoring report for the second quarter 2016/17 presented to this committee on 28 November 2016; • 2016/17 Capital Monitoring report for the third quarter 2016/17 presented to this committee on 14 February 2017. 		

1. INTRODUCTION

- 1.1 This is the Capital Outturn report for the financial year 2016/17 which allows Members to note the progress of Capital Expenditure and Capital Receipts against the Capital Budget. The figures in this report are subject to Audit.
- 1.2 In March 2016, the Council approved a Capital Programme for non housing services of £26.933m for 2016/17, and a Capital Programme for the HRA of £11.636m. There was £7.791m Capital Commitments brought forward from 2015/16, and there is a brought forward budget for the smallholdings programme, which is in it's final year. There were other Capital schemes added during the year, as can be seen in table 1.4 below, which amounted to £6.541m. This brings the total Capital budget for 2016/17 to £52.901m.
- 1.3 The table below shows the breakdown of the Approved Capital Programme for 2016/17 and the brought forward commitments from 2015/16.

<u>Approved Capital Programme for 2016/17</u>		<u>Slippage brought forward from 2015/16</u>	
	£		£
General Fund		General Fund	
21st Century Schools - Holyhead	5,697,000.00	Houses Into Homes (2)	14,745.00
21st Century Schools - Llannau	3,960,000.00	Compulsory Purchase/Purchase by Agreement Scheme	178,550.00
Plas Crigyll Residential Care Home	98,000.00	Disabled Facility Grant	84,564.00
New Highways to Wylfa Newydd	3,784,000.00	Affordable Housing Scheme	288,703.00
Vehicles	150,000.00	21st Century Schools - Holyhead	1,600,000.00
Disabled Facility Grant	816,000.00	Plas Arthur Leisure Centre Upgrade	3,245.00
21st Century Schools - Parc Y Bont	150,000.00	Amlwch Leisure Centre Upgrade	2,809.00
CCIS Implementation	459,000.00	Partnership Funding Unallocated Budget	58,000.00
21st Century Schools - Bro Rhosyr / Bro Aberffraw	390,000.00	Public Conveniences	44,772.00
21st Century Schools - Bro Seiriol	207,000.00	Car Parks	41,388.00
Beaumaris Flood Alleviation	600,000.00	Vehicles	224,401.00
Development of residential site for Gypsies and Travellers	247,000.00	County Prudential Borrowing Initiative (Road Surfacing)	29,120.00
County Prudential Borrowing Initiative (Road Surfacing)	2,200,000.00	LED Lighting	118,270.00
Llangefni Link Road	2,725,000.00	Llangefni Link Road	1,006,575.00
Holyhead Strategic Infrastructure	1,257,000.00	Waste Containers Compound	118,520.00
Canolfan Byron - Community Equipment store	150,000.00	Holyhead Fishdock	96,340.00
Disabled Access	100,000.00	Llanbedrgeoch Cemetery	85,683.00
Llangefni Strategic Infrastructure	1,157,000.00	Llanddona Cemetery	45,588.00
Corporate Website Content Management System	75,000.00	Smarter Working	953,057.00
Disabled Access in Education Buildings	300,000.00	IT Citrix	190,000.00
School Catering Facilities	165,000.00	IT Backup System	35,096.00
Rewiring in Education Buildings	37,000.00	Haulfre Refurbishment	38,758.00
Compulsory Purchase/Purchase by Agreement Scheme	280,000.00	HRA	
Software Licensing	72,000.00	Central Heating Contract	158,239.00
Holyhead Market Hall Hub Project	970,000.00	Planned Refurbishment	978,439.00
Network Upgrade	60,000.00	Environmental Works	362,496.00
Server and storage rolling replacement	150,000.00	Fire Risk Management	250,000.00
Haulfre Residential Care Home	168,000.00	Acquisition of Existing Properties	783,826.00
New Waste Collection System	509,000.00		
	26,933,000.00		7,791,184.00
HRA			
HMU Transformation - 5 Vehicles	80,000.00		
Planned Refurbishment	5,404,000.00		
Development of additional Council Housing	5,669,000.00		
Re-modelling of Llawr y Dref, Llangefni	450,000.00		
HMU Transformation - Tools	33,000.00		
	11,636,000.00		

- 1.4 The table below shows the breakdown of the Additional schemes that were added during the year to the Capital Programme for 2016/17 and their funding.

<u>Additional Schemes Added to the 2016/17 Capital Programme</u>		<u>Funded By:</u>	
General Fund		Capital Grant	3,534,941.74
Houses Into Homes to let	182,240.00	Reserves	285,860.00
Houses Into Homes to sell	167,500.00	Loan	617,637.00
Houses Into Homes (2)	152,755.00	Capital Receipts	1,500,000.00
VVP Grant	2,328,403.74	Insurance	602,500.00
Enable Grant	86,789.00		
Grant Thomas Howells	46,000.00		6,540,938.74
Planning Invest to Save	93,000.00		
Salix LED Lights	115,142.00		
Re-Roofing Leisure Centres	262,500.00		
Re-Roofing Holyhead Leisure Centre	340,000.00		
Llangefni Link Road - Additional funding	617,109.00		
Safer Route In Communities Grant	108,000.00		
Road Safety Grant	105,000.00		
Smallholdings	800,000.00		
EDMS Invest To Save	57,860.00		
CRM System Invest To Save	135,000.00		
Extra Care Llangefni	700,000.00		
Intermediate Care Fund Grant	243,640.00		
	6,540,938.74		

2. CAPITAL EXPENDITURE 2016/17

2.1 Summary Table of the spending to 31 March 2017

Service	Annual Budget £'000	Total Expenditure £'000	(Under) / Overspend (£)	% Annual Budget Spent
Housing General Fund	3,373	2,090	(1,283)	62
Housing HRA	14,236	8,607	(5,630)	60
Lifelong Learning	12,935	10,633	(2,302)	82
Economic and Regeneration	3,806	1,180	(2,626)	31
Highways	11,883	8,747	(3,136)	74
Waste Management	628	480	(147)	77
Property	1,128	1,394	266	124
Transformation	1,728	1,353	(375)	78
Planning	1,327	916	(411)	69
Adult Services	1,857	1,240	(618)	67
Total	52,901	36,640	(16,261)	69
Funded By:				
Capital Grant	24,734	14,792	(9,943)	60
Capital Receipts	6,575	5,237	(1,338)	80
Supported Borrowing	2,189	6,223	4,034	284
Unsupported Borrowing	6,730	4,590	(2,140)	68
Revenue Contribution	10,667	5,058	(5,609)	47
Reserves	690	8	(682)	1
Loan	713	148	(565)	21
Insurance	603	584	(18)	97
Total Funding	52,901	36,640	(16,261)	69

- 2.2** The Budget for the General Fund was £38.665m with Expenditure of £28.033m incurred at 31 March 2017, which equated to 73% of the budget. The main reasons for the underspend was the large underspend against the budget for the 21st Century Schools, the Holyhead and Llangefni Strategic Infrastructure and the New Highways to Wylfa Newydd. The 21st Century schools underspent by £2.127m, and the Holyhead and Llangefni Strategic Infrastructure did not spend any of its £2.414m, with the reason for this explained in section 3.1.5 of this report. The New Highways to Wylfa Newydd underspent by £2.735m due to the Nanner Road Project coming in under the predicted cost and the online works are not as advanced as initially estimated. A full list of the capital schemes' expenditure against the budget can be seen in Appendix B of this report.
- 2.3** The Housing Revenue Account has spent 60% of its total budget. The main reason that the total budget was not spent is due to the underspend in the Acquisition of Existing Properties, where only £1.626m of its £6.453m budget was spent (25%). With the exception of this scheme, 90% of the remaining HRA budget was fully spent.
- 2.4** The smallholdings programme of improvements, financed from the ring-fenced capital receipts from the sale of smallholdings and rental income, has been extended for an additional year. A deficit of £1.281m was brought forward from 2015/16, capital receipts to the end of the financial year amounted to £2.854m, with expenditure of £1.226m incurred to 31 March 2017. As a result, there is now a surplus of £0.307m and the net surplus from the sale of smallholdings and the improvement programme will be ring-fenced for future improvements to smallholdings.

2.5 As can be seen from table 2.1 (above), there is a significant difference in funding for Capital Grants and Supported Borrowing. The main reason for the increase in the Supported Borrowing is due to the funding arrangement of the 21st Century Schools programme for 2016/17. The Welsh Government funding is in the form of a Capital Grant and Supported Borrowing, and it was estimated that this would be split 50:50 in 2016/17. However, there is a greater weighting towards Supported Borrowing in 2016/17, meaning the Supported Borrowing has increased and Capital Grant has decreased. This, along with the underspend in the Holyhead & Llangefni Strategic Infrastructure and the underspend in the New Highways to Wylfa Newydd, are the main reasons why the actual funding from capital grants is less than the estimate for 2016/17.

3. FUNDING

3.1 Capital Grants

- 3.1.1** There are a number of Capital Grant schemes in the Capital Programme for 2016/17. There are some annual schemes that were completed during the year, such as the Safer Routes in Communities, Road Safety Capital, Enable Grant and the Intermediate Care Fund. There are some schemes that are ongoing and will carry on into 2017/18, these being the 21st Century Schools and the Llangefni Link Road. There were some capital grant schemes that were brought forward from previous years that were completed in 2016/17, such as the Beaumaris Flood Alleviation and the Vibrant and Viable Places.
- 3.1.2** The funding for Ysgol Cybi and Ysgol Rhyd y Llan has been fully drawn down as part of the 21st Century Schools programme in 2016/17. The work is due to be completed on both schools during the first half of 2017/18, which will be funded through borrowing and the Council's resources. The other schemes on the programme are subject to approval from Welsh Government.
- 3.1.3** The other significant scheme carrying forward into 2017/18 is the Llangefni Link Road. Sections 1 & 2 were completed during 2016/17 with funding for these sections being fully drawn down, including additional funding which was awarded due to the unanticipated archaeological finds. Work began on Section 4 during March 2017 and carries on into 2017/18, with completion being programmed for December 2017. Advance works on Section 3 are planned for Autumn / Winter 2017/18.
- 3.1.4** The two capital schemes that were brought forward from previous years that were completed were the Beaumaris Flood Alleviation and the Vibrant and Viable Places. The Beaumaris Flood Alleviation fully utilized the grant awarded in 2016/17 and also secured additional funding. There will be a second phase during 2017/18 addressing fluvial elements, but this is subject to approval of Welsh Government funding. The Vibrant and Viable Places utilized the grant awarded in 2016/17 in full, with the exception of £0.150m, which Welsh Government have allowed to be utilised against the cost of Market Hall redevelopment in 2017/18.
- 3.1.5** A budget of £2.414m was allocated to the Holyhead and Llangefni Strategic Infrastructure for 2016/17, however, no expenditure was incurred during the year. This is because these projects are reliant on receipt of European Regional Development Funding and the process of obtaining approval has proven to take longer than anticipated. However, the application for the funding for Llangefni was submitted in the early weeks of 2017/18 and the Holyhead project is currently being developed for submission later on in 2017/18. A new Capital bid has been approved for the 2017/18 capital programme, therefore, no slippage of the 2016/17 budget is required.

3.2 Capital Receipts

3.2.1 The Capital Receipts for the 2016/17 Financial Year was:-

	Budget 2016/17 £'000	Received to 31-Mar-17 £'000	Variance (Under) / Over budget £'000
Housing HRA:			
Right to Buy Sales	565	805	240
Land Sales	0	0	0
Other	0	17	17
Private Sector Housing:			
Sales of plots	0	0	0
Repaid charges	0	96	96
Repaid grants	0	16	16
Council Fund:			
Smallholdings	2,285	2,854	569
General	1,480	1,030	(450)
Industrial	380	271	(109)
Schools	1,865	148	(1,717)
Total	6,575	5,237	(1,338)

3.2.2 The Capital Receipts for 2016/17 was £5.237m against the forecast of £6.575m, which is 80% of the budget. The main reason that not all the Capital Receipts were received was that two properties in Llangefni were not sold, one for £1.675m and the other for £0.350m. The property for £0.350m has since been sold in the first few weeks of 2017/18, and it is expected that the other property for £1.675m will be sold during 2017/18. Overall, it was a successful financial year with regards to Capital receipts with over £5m being received. These included six Smallholdings, St Davids Priory in Holyhead, Ysgol Llanddeusant and Industrial Units in Brynsiencyn.

3.2.3 The Capital Receipts budget for the Housing Revenue Account Right to Buy was £0.565m and was based on the sale of 8 properties. However, during 2016/17 9 properties were sold as well as an outbuilding, generating £0.822m in capital receipts for the HRA.

4. FUTURE YEARS

4.1 The Capital Budget Report for 2017/18 was considered and approved by the full Council on 28 February 2017. The total capital programme for 2017/18 (including 21st Century Schools and Housing Revenue Account) totals £40.865m. This can be broken down to Existing Commitment from the 2016/17 Capital Programme (£8.826m), Existing Assets (£2.301m), Invest To Save (£0.186m), Highways Resurfacing (£0.761m), New Schemes (£11.675m), Unsupported Borrowing Schemes (£0.362m), 21st Century Schools (£6.865m) and the HRA (£9.889m). The proposed funding will be £21.258m (52%) from external funding sources such as Capital Grants and £19.607m (48%) from internal sources. This includes £3.472m of supported borrowing, £5.063m of unsupported borrowing with the remaining £11.072m being funded from the General Capital Grant, Capital Receipts and the Council's own reserves.

4.2 As can be seen in Appendix B, it is proposed that £4.677m will be carried forward into 2017/18 as slippage for capital schemes that did not complete by the end of March 2017. In total, there are 14 schemes in the General Fund totalling £1.693m and 5 HRA schemes for £2.984m. The funding for these schemes will also slip into 2017/18 and, for the General Fund, are made up of £1.029m Capital Receipts, £0.005m Loan, £0.411m of Capital Grants and £0.248m from Reserves, with the HRA element made of Revenue Contribution from HRA. As can be seen in table 2.1 of this report, there is sufficient underspending against these funding streams that can be carried forward to 2017/18.

4.3 If the slippage in Appendix B to this report is approved by this Committee, the total Capital Programme for 2017/18 will be £45.542m, of which £32.669m will be General Fund and £12.873m HRA.

5. IMPACT ON THE TREASURY MANAGEMENT STRATEGY

The Capital Finance Requirement at 31 March 2017 is £134.013m, which is the underlying need for the Authority to borrow to be able to fund its Capital Programme. The External borrowing from the PWLB currently stands at £116.935m, meaning the Authority essentially needs to borrow £17.078m, either internally or externally, to fund the current Capital Programme. If this borrowing is undertaken externally, the Authority will still be within its authorised borrowing limits as per the 2016/17 Treasury Management Strategy Statement (Appendix 11 of that statement).

6. CONCLUSION

Although the level of underspending is significant (£16.26m or 31% of the allocated budget), the majority of the slippage relates to high value projects – HRA £5.6m, 21st Century Schools £2.1m, Strategic Infrastructure Projects £2.4m, New Highways to Wylfa Newydd £2.7m. Funding for these projects can be carried forward to 2017/18.

Summary of the Capital Expenditure against the Capital Budget and the slippage into 2017/18

Service	Annual Budget (£)	Total Expenditure (£)	Total (Under) / Overspend (£)	% Annual Budget Spent	% Variance	Underspend to be carried forward to 2017/18 (£)	Comments
Housing General Fund							
Houses into homes to let	182,240	0	(182,240)	0	100		This scheme was removed from the Capital Programme and treated differently, as we are only acting as agencies to the project
Houses into homes to sell	167,500	0	(167,500)	0	100		This scheme was removed from the Capital Programme and treated differently, as we are only acting as agencies to the project
Houses into homes (2)	167,600	0	(167,600)	0	100		This scheme was removed from the Capital Programme and treated differently, as we are only acting as agencies to the project
Housing Study & Fees VVP	11,676	11,676	0	100	0		
VVP Housing Grant 1	17,951	17,951	0	100	0		
VVP Housing Grant 2	20,000	20,000	0	100	0		
VVP Housing Grant 3	18,085	18,085	0	100	0		
VVP Housing Grant 4	35,000	35,000	0	100	0		
VVP Housing Grant 5	24,550	24,550	0	100	0		
Compulsory Purchase - Pilot Scheme	458,550	121,051	(337,499)	26	74		New Capital Bid for 2017/18, therefore no slippage required
Disabled Facilities Grants	900,560	692,277	(208,283)	77	23	208,283	Funded by Capital Receipts Slippage
Residential Site for Gypsies and Travellers	247,000	57,083	(189,917)	23	77		New Capital Bid for 2017/18, therefore, no slippage required
Enable Grant	86,789	87,198	409	100	0		
Cyttir Lane Social Housing VVP Grant	611,511	611,511	0	100	0		
Bwlch Alltran VVP Grant	5,000	5,000	0	100	0		
Victoria Gateway VVP Grant	12,185	12,185	0	100	0		
Cyttir Lane VVP Grant	38,185	38,185	0	100	0		
Carreg Domas VVP Grant	4,794	4,794	0	100	0		
Town Centre Sites and Premises VVP	75,398	75,398	0	100	0		
Affordable Housing brought forward 2015/16	288,700	258,053	(30,647)	89	11	30,647	Funded by Capital Receipts Slippage
Total	3,373,274	2,089,997	(1,283,277)	62	38	238,930	
Housing HRA							
Central Heating Contract	350,000	125,597	(224,403)	36	64		
Planned Maintenance Contract	5,190,678	5,422,667	231,989	104	(4)		
BMU Vehicles 2016/17	80,000	95,555	15,555	119	(19)		
Environmental Works	362,500	259,916	(102,584)	72	28	102,584	Funded by Revenue Contribution HRA
Remodelling of Existing Stock	450,000	6,880	(443,120)	2	98	443,120	Funded by Revenue Contribution HRA
Acquisition of Existing Properties	6,452,830	1,626,464	(4,826,366)	25	75	2,000,000	Funded by Revenue Contribution HRA
Public Sector Adaptations	250,000	439,983	189,983	176	(76)		
Fire Risk	250,000	82,376	(167,624)	33	67	167,624	Funded by Revenue Contribution HRA
BMU Transformation Tools	33,000	0	(33,000)	0	100		
WHQS Internal Works	750,000	479,721	(270,279)	64	36	270,279	Funded by Revenue Contribution HRA
Energy Efficiency VVP	67,347	67,347	0	100	0		
Total	14,236,355	8,606,506	(5,629,849)	60	40	2,983,607	
Lifelong Learning							
Rewire Education Buildings	37,000	36,453	(547)	99	1		
Disabled Access in Education Buildings	300,000	125,382	(174,618)	42	58	174,618	Funded by Capital Receipts Slippage
School Catering Facilities	165,000	165,378	378	100	(0)		
Grant Thomas Howells	46,000	45,896	(104)	100	0		
21st Century Schools - Holyhead	7,297,000	6,641,042	(655,958)	91	9		New Capital Bid for 2017/18, therefore, no slippage required
21st Century Schools - Holyhead - VVP	383,068	383,068	0	100	0		
21st Century Scools - Llannau	3,960,000	3,002,628	(957,372)	76	24		New Capital Bid for 2017/18, therefore, no slippage required
21st Century Scools - Parc Y Bont	150,000	4,785	(145,215)	3	97		New Capital Bid for 2017/18, therefore, no slippage required
21st Century Scools - Bro Rhosyr / Aberffraw	390,000	228,107	(161,893)	58	42		New Capital Bid for 2017/18, therefore, no slippage required
21st Century Scools - Bro Seiriol	207,000	0	(207,000)	0	100		New Capital Bid for 2017/18, therefore, no slippage required
Total	12,935,068	10,632,739	(2,302,329)	82	18	174,618	

Service	Annual Budget (£)	Total Expenditure (£)	Variance to profile (£)	% Annual Budget Spent	% Variance	Underspend to be carried forward to 2017/18 (£)	Comments
Economic and Regeneration							
Holyhead Bus. Inv. Fund VVP Grant	110,035	110,035	0	100	0		
Business Support Projects VVP	53,865	53,865	0	100	0		
Tourism Gateway VVP	29,499	29,499	0	100	0		
Partnership Funding Unallocated Budget	58,000	0	(58,000)	0	100		
Public Conveniences	44,770	0	(44,770)	0	100		
Holyhead Strategic Infrastructure	1,257,000	0	(1,257,000)	0	100		See Paragraph 3.1.5 of this report
Llangefni Strategic Infrastructure	1,157,000	0	(1,157,000)	0	100		See Paragraph 3.1.5 of this report
Planning System Invest To Save	93,000	8,250	(84,750)	9	91	84,750	Funded by Reserves
Penrhos Units Upgrade VVP Grant	13,089	13,089	0	100	0		
Ynys Môn Gymnastics Club VVP Grant	8,638	8,638	0	100	0		
Active Community Development VVP Grant	39,916	39,916	0	100	0		
Môn CF Environmental Training VVP Grant	20,000	20,000	0	100	0		
Boxing Club VVP Grant	3,098	3,098	0	100	0		
Millbank Improvements VVP Grant	2,446	2,446	0	100	0		
Millbank Community Centre VVP Grant	80,000	80,000	0	100	0		
Trearddur Bay Toilets VVP	26,913	26,913	0	100	0		
Holyhead Park VVP	22,290	22,290	0	100	0		
Disability Sports Hub VVP	20,270	20,270	0	100	0		
Plas Arthur Leisure Centre Upgrade	3,250	2,501	(749)	77	23		
Amlwch Leisure Centre Upgrade	2,810	3,018	208	107	(7)		
LED Lighting	38,000	37,749	(251)	99	1		
Salix Funding LED Lights	115,142	109,948	(5,194)	95	5	5,194	Funded by Loan
Holyhead Soccer VVP Grant	4,859	4,859	0	100	0		
Re-roofing Leisure Centre	262,500	264,086	1,586	101	(1)		
Re-roofing Holyhead Leisure Centre	340,000	319,936	(20,064)	94	6		
Total	3,806,390	1,180,406	(2,625,984)	31	69	89,944	
Highways and Transportation							
Market Street VVP	217	217	0	100	0		
Ravenspoint Road VVP	23,110	23,110	0	100	0		
Breakwater Development VVP	88,875	88,875	0	100	0		
Holyhead Footway Improvements VVP	99,925	99,925	0	100	0		
Car Parks	41,390	28,470	(12,920)	69	31	12,920	Funded by Capital Receipts Slippage
Vehicles	374,400	178,005	(196,395)	48	52	196,395	Funded by Capital Receipts Slippage
County Prudential Borrowing Initiative	2,229,120	2,233,996	4,876	100	(0)		
Beaumaris Flood Alleviation Works (WG)	600,000	72,361	(527,639)	12	88		New Capital Bid for 2017/18, therefore, no slippage required
New Highways to Wylfa Newydd	3,784,000	1,049,000	(2,735,000)	28	72		New Capital Bid for 2017/18, therefore, no slippage required
LED Lighting	80,270	0	(80,270)	0	100		
Llangefni Link Road	4,348,570	4,782,493	433,923	110	(10)		
SRIC 2016/17	108,000	89,478	(18,522)	83	17		
Road Safety Grant	105,000	100,973	(4,027)	96	4		
Total	11,882,877	8,746,903	(3,135,974)	74	26	209,315	
Waste Management							
Purchase Telehandler and Weighbridge	118,520	0	(118,520)	0	100	97,000	Funded by Capital Receipts Slippage
New Waste Collection System	509,000	480,351	(28,649)	94	6		
Total	627,520	480,351	(147,169)	77	23	97,000	
Property							
DDA	100,000	114,859	14,859	115	(15)		
Holyhead Fishdock	96,340	0	(96,340)	0	100		
Llanbedgoch cemetery	85,680	978	(84,702)	1	99		
Llanddona Cemetery	45,590	52,597	7,007	115	(15)		
Smallholdings	800,000	1,225,554	425,554	153	(53)		See Paragraph 2.4 of this report
Total	1,127,610	1,393,988	266,378	124	(24)	0	

Service	Annual Budget (£)	Total Expenditure (£)	Variance to profile (£)	% Annual Budget Spent	% Variance	Underspend to be carried forward to 2017/18 (£)	Comments
Transformation							
Smarter Working Capital	953,060	832,488	(120,572)	87	13		
EDMS Invest to Save	57,860	0	(57,860)	0	100	57,860	Funded By Reserves
Corporate Website Content System	75,000	0	(75,000)	0	100		
Software Licensing	72,000	76,359	4,359	106	(6)		
Network Upgrade	60,000	0	(60,000)	0	100		
Server Storage Replacement	150,000	188,016	38,016	125	(25)		
CRM System Invest to Save	135,000	29,223	(105,777)	22	78	105,777	Funded By Reserves
IT Backup system	35,100	113,688	78,588	324	(224)		
IT Citrix	190,000	113,255	(76,745)	60	40	90,782	This is the Net Underspend for ICT Funded by Capital Receipts Slippage
Total	1,728,020	1,353,029	(374,991)	78	22	254,419	
Planning							
Holyhead Market Hall Hub Project	970,000	559,331	(410,669)	58	42	410,669	Funded by Capital Grants
Holy Island Landscape Development VVP	3,406	3,406	0	100	0		
Development Fees VVP THI phase 2	353,203	353,203	0	100	0		
Total	1,326,609	915,940	(410,669)	69	31	410,669	
Adult Services							
CCIS Implementation	459,000	60,879	(398,121)	13	87		
Canolfan Byron	150,000	0	(150,000)	0	100	150,000	Funded by Capital Receipts Slippage
Extra Care Llangefni	700,000	700,000	0	100	0		
Haulfre Refurbishment	206,760	138,487	(68,273)	67	33	68,273	Funded by Capital Receipts Slippage
Plas Crigyll Residential Care Home	98,000	90,170	(7,830)	92	8		
Intermediate Care Fund Capital Grant	243,640	250,235	6,595	103	(3)		
Total	1,857,400	1,239,771	(617,629)	67	33	218,273	
Total	52,901,123	36,639,630	(16,261,493)	69	31	4,676,775	

ISLE OF ANGLESEY COUNTY COUNCIL

REPORT TO:	THE EXECUTIVE
DATE:	12 JUNE 2017
SUBJECT:	HRA BUDGET MONITORING, QUARTER 4 2016/17
PORTFOLIO HOLDER(S):	COUNCILLOR
HEAD OF SERVICE:	MARC JONES
REPORT AUTHOR:	STEPHEN MOORE
TEL:	01248 752634
E-MAIL:	StephenMoore@ynysmon.gov.uk
LOCAL MEMBERS:	n/a

A - Recommendation/s and reason/s

1. The Executive is requested to note the following:-
 - (i) The position set out in respect of the financial performance of the Housing Revenue Account (HRA) for 2016/17.
 - (ii) That the outturn reported in this document remains provisional until the completion of the statutory audit.

2. **Background**
 - (i) In March 2016, the Council agreed a budget for 2016/17 that showed a planned deficit of £2,738k.
 - (ii) The budget for 2016/17 included a contribution to the capital programme of £8,515k and further savings of £250k for the Housing Maintenance Unit.
 - (iii) The HRA is 'ringfenced', and its reserves cannot be transferred to the General Fund.

3. This report sets out the provisional outturn of the financial year which relates to period 1 April 2016 to 31 March 2017.

4. **Overview**

The draft financial position for 2016/17 shows an underspend of £3,263k. Therefore, the HRA generated a surplus of £525k (against a planned deficit of £2,738k), leaving a balance on reserves of £7,567k which can be carried forward to fund future capital programmes, including new build, as outlined in the latest 30 year plan. More detail is shown in Appendix A.

5. **Income**
 - (i) The income outturn is within £8k (0.05%) of the original budget.
 - (ii) Income includes the Major Repairs Allowance grant of £2,660k.

6. **Expenditure**
 - (i) Overall, expenditure is £261k above budget, of which £58k relates to the HRA's share of year end adjustments to the pension scheme.
 - (ii) Much of the remaining overspend is due to changes in the staff structure during the year that were not reflected in the original setting of the budget. This has resulted in a mix of under and overspends within all the categories of expenditure, as the actual allocation varied from the budgeted allocation.

7. Year End Adjustments

- (i) This heading covers items of expenditure that form part of the year end accounting process, and are not generally monitored during the year.
- (ii) The HRA share of interest costs and the MRP (Minimum Revenue Provision - a sum put aside in order to repay future debt) was £314k below budget due to slippage in the HRA capital programme (see below) and an increase in borrowing by the General Fund that reduces the proportion of interest charged to the HRA.
- (iii) The increase in the provision for bad debt is less than originally budgetted for, reflecting the efforts being taken to recover rent owed.
- (iv) The HRA is charged for its share of Central charges, such as Finance, Legal, HR etc. The basis of the charge is reviewed annually and this year there is an increase of £21k in the sum chargeable to the HRA.
- (v) The Revenue Contribution to Capital Programme is £3,457k below budget, reflecting the delayed start to the New Build Programme and the deferral of the refurbishment of Llawr y Dref. The 'saved' funds are available for future Capital Programmes as outlined in the HRA 30 Year Plan. The HRA funds its own Capital Programme and has the power to borrow if necessary.

8. Repairs and Maintenance

- (i) The Housing Maintenance Unit (HMU) showed an overspend of £236k. The overspend was due to additional call out requests from tenants, additional work on gas repairs and additional expenditure due to the delays in outsourcing the HMU stores. It should be noted that expenditure on sub-contractors was £350k less than last year as planned. The HMU budget was reduced by a further £250k in 2016/17, on top of the similar reduction in 2015/16.
- (ii) Other repairs and maintenance were overspent due to additional works on door entry systems.

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 a decision for the Executive?

This matter 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?

Yes

DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	n/a– this is the Section 151 Officer’s report
3	Legal / Monitoring Officer (mandatory)	Will be consulted as part of SLT
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 A – Provisional Outturn		
FF - Background papers (please contact the author of the Report for any further information):		
<ul style="list-style-type: none"> • 2016/17 HRA budget (as approved by this Committee on 14 March 2016). • HRA 30 Year Business Plan 2016/46 (as approved by this Committee on 14 March 2016). 		

HRA Outturn 2016/17**Appendix A**

<u>HRA</u>	<u>Budget</u> <u>2016/17</u>	<u>Actual</u> <u>Expenditure</u>	<u>Variance</u>
Income			
Income - Dwellings	-14,950,000	-14,953,580	-3,580
Income - Garages	-212,000	-218,805	-6,805
Income- Service Charges	-95,000	-103,646	-8,646
Income - Other	-293,000	-281,377	11,623
Total Income	-15,550,000	-15,557,408	-7,408
Expenditure			
Tenant Participation	134,150	73,531	-60,619
Rent Administration	140,710	83,809	-56,901
Estate Management	326,420	406,304	79,884
Building Maintenance Staff (Non BMU)	479,730	730,444	250,714
Other Revenue Expenditure	378,190	425,644	47,454
Total Expenditure	1,459,200	1,719,732	260,532
Year end adjustments			
Interest/MRP	3,210,000	2,896,167	-313,833
Bad Debt Provision	137,000	39,634	-97,366
Recharge from Housing Service	612,810	612,981	171
Recharge from Central Services	749,780	771,238	21,458
Revenue Contribution to Capital Programme	8,515,000	5,057,670	-3,457,330
HRA Total	-866,210	-4,459,986	-3,593,776
HMU	3,155,810	3,391,789	235,979
Other Repairs and Maintenance	448,400	543,627	95,227
Repairs and Maintenance	3,604,210	3,935,416	331,206
TOTAL HRA DEFICIT	2,738,000	-524,570	-3,262,570

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE
DATE:	12 JUNE 2017
SUBJECT:	BUSINESS RATES – HIGH STREET RATES RELIEF
PORTFOLIO HOLDER(S):	COUNCILLOR JOHN GRIFFITHS - PORTFOLIO HOLDER (FINANCE)
HEAD OF SERVICE:	MARC JONES, HEAD OF FUNCTION (RESOURCES) AND SECTION 151 OFFICER
REPORT AUTHOR:	GERAINT JONES, REVENUES AND BENEFITS SERVICE MANAGER
TEL:	01248 752651
E-MAIL:	ghjfi@ynysmon.gov.uk
LOCAL MEMBERS:	NOT APPLICABLE
A - Recommendation/s and reason/s	
<p>Recommendations</p> <p>The Authority to use its discretionary relief powers granted under Section 47 of the Local Government Act 1988 to award the Welsh Government’s temporary “High Street Rates Relief” scheme. Relief to be provided in accordance with the Welsh Government’s “Non-domestic Rates High Street Rates Relief Guidance Wales Retail Relief – Guidance” 19 April 2017 as shown in Appendix A.</p> <p>The Head of Function (Resources) / Section 151 Officer, under the Council’s Scheme of Delegation to Officers (part 3.5.3.5.19 of the Constitution), to make suitable arrangements to administer and determine applications for the “Non-domestic Rates High Street Rates Relief” scheme.</p> <p>Reasons</p> <p>The Welsh Government has announced that it will provide a “Non-domestic Rates High Street Rates Relief” from 1 April 2017 which will be available until 31 March 2018. The relief is targeted at high street retailers in Wales, for example shops, pubs, restaurants and cafes – including those retailers which have seen their rates increase as a result of the 2017 revaluation. The scheme will provide two tiers of non-domestic rates relief, of up to £500 (Tier 1) or up to £1,500 (Tier 2) for eligible high street retailers occupying premises with a rateable value of £50,000 or less in the Financial Year 2017/18, subject to State Aid limits.</p> <p>The relief provided is dependant on the rateable value of the property on 1 April 2017, whether liability has increased from April 2017 due to the revaluation and whether the business is already entitled to other Welsh Government support. More details of the eligibility criteria and exceptions are provided in Appendix A.</p> <p>Authorities can award this relief in accordance with Section 47 of the Local Government Finance Act 1988 and will be fully reimbursed by the Government for any High Street Rates Relief that is awarded to ratepayers who qualify. The estimated costs of the scheme for the Isle of Anglesey County Council is £225,252 subject to at least one adjustment mid-year where some authorities may have recieved too much funding and others not enough.</p>	

State Aid

Awards under the “Non-domestic Rates – High Street Rates Relief” scheme must comply with the European Union Law on State Aid. This involves an applicant under the scheme returning a Declaration to an authority advising if they have received any other De Minimis State Aid, including any other Business Rates Relief which the applicant is receiving for premises throughout the European Union (other than the one in which the application relates) – confirming that the award of the “Non-domestic Rates – High Street Rates Relief” does not exceed the €200,000 which an applicant can receive under the De Minimis Regulations EC 1407/2013.

Awarding relief

Award of this relief will, therefore, be application based. A retail business wishing to apply for the “Non-domestic Rates – High Street Rates Relief” must complete an Application Form and Declaration. Retail businesses eligible under this scheme will be identified by the Service and application forms and declarations will be sent to them to apply.

It is estimated that 176 businesses will be eligible for relief under the scheme at Tier 1 and 121 businesses at Tier 2.

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

The only other option was not to accept the grant award from the Welsh Government and, therefore, the “Non-domestic Rates – High Street Rates Relief” would not apply to high street retailers on the Island.

C - Why is this a decision for the Executive?

The Executive is being asked to use discretionary relief powers under Section 47 of the Local Government Act 1988 to adopt a temporary business rates relief scheme.

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

This is a Welsh Government scheme to provide additional temporary business rates relief to high street retailers following the 2017 revaluation.

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

The cost of the grant scheme will be reimbursed by the Welsh Government.

DD - Who did you consult?

What did they say?

	Who did you consult?	What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	Author of the report
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	The Head of Service fully supports the intention and appreciates the effort to support businesses/regeneration.
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
F - Appendices:		
Appendix A – Non-domestic Rates High Street Rates Relief Guidance: 19 April 2017.		
FF - Background papers (please contact the author of the Report for any further information):		
Non-domestic Rates High Street Rates Relief Guidance: 19 April 2017 High Street Relief Grant Claim Letter: 16 March 2017		



Llywodraeth Cymru
Welsh Government

Non-domestic Rates

High Street Rates Relief

Guidance

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Non-domestic Rates – High Street Rates Relief

Guidance

About this guidance

1. This guidance is intended to support local authorities in administering the High Street Rates Relief scheme (“the relief”) announced by the Cabinet Secretary for Finance and Local Government on 17 December 2016. This guidance applies to Wales only.
2. This guidance sets out the criteria which the Welsh Government will use to determine the funding for local authorities for relief provided to high street retail properties. The guidance does not replace any existing non-domestic rates legislation or any other relief.
3. Enquiries on the scheme should be sent to:
localtaxationpolicy@wales.gsi.gov.uk
4. The relief is being offered from 1 April 2017 and will be available until 31 March 2018.

Introduction

5. This relief is aimed at high street retailers in Wales, for example shops, pubs, restaurants and cafes – including those retailers which have seen their rates increase as a result of the 2017 revaluation undertaken by the independent Valuation Office Agency.
6. The Welsh Government will provide two tiers of non-domestic rates relief, of up to £500 (Tier 1) or up to £1,500 (Tier 2), to eligible high street retailers occupying premises with a rateable value of £50,000 or less in the financial year 2017-18, subject to State Aid limits.
7. This document provides guidance on the operation and delivery of the scheme.

Section 1

High Street Rates Relief

How will the relief be provided?

8. As this is a temporary measure, we are providing the relief by reimbursing local authorities that use their discretionary relief powers under section 47 of the Local Government Finance Act 1988. It will be for individual local authorities to adopt a scheme and decide in each individual case when to grant relief under section 47. The Welsh Government will then reimburse local authorities for the relief that is provided in line with this guidance via a grant under section 31 of the Local Government Act 2003.

How will the scheme be administered?

9. It will be for local authorities to determine how they wish to administer the scheme to maximise take-up and minimise the administrative burden for ratepayers and for local authority staff. Subject to State Aid considerations set out in paragraphs 28 to 32, the Welsh Government believes that this relief could be directly applied to eligible ratepayers' bills.
10. Local authorities are responsible for providing ratepayers with clear and accessible information on the details and administration of the scheme. If, for any reason, an authority is unable to provide this relief to eligible ratepayers from 1 April 2017, consideration should be given to notifying eligible ratepayers that they qualify for the relief and that their bills will be recalculated.
11. Local authorities will be asked to identify the total amount of relief provided under the scheme in their Non-Domestic Rates Return 3 (NDR3) return for data collection purposes only. A new line will be included in the NDR3 return for this.

Which properties will benefit from relief?

12. Properties that will benefit from this relief will be occupied high street properties such as shops, restaurants, cafes and drinking establishments, with a rateable value of £50,000 or less on 1 April 2017. More detailed eligibility criteria and exceptions to the relief are set out in paragraphs 15 to 19.
13. Two tiers of relief will be provided depending on the rateable value of the property, whether liability is increasing from 1 April 2017 as a result

of the revaluation and whether the business is already entitled to other Welsh Government support.

14. Relief should be granted to businesses as a one-off payment based on occupation as at 31 March 2017 (provided the same occupier continues to be in occupation on 1 April 2017). It is recognised that there may be some instances where a local authority is retrospectively notified of a change of occupier. In such cases, if it is clear that the occupier was in occupation on 1 April 2017, the local authority may use its discretion in awarding relief.

Tier 1 – lower level of support: £500 (or the total remaining liability if this is less than £500)

Eligible ratepayers will be high street retailers whose properties have a rateable value of between £6,001 and £12,000* for the financial year 2017-18 and who meet the following criteria:

- In receipt of Small Business Rates Relief (SBRR) on 1 April 2017; and / or
- In receipt of Transitional Relief on 1 April 2017.

*There will be a small number of ratepayers whose properties have a rateable value of £12,000 or above who are in receipt of Transitional Relief. These ratepayers will qualify for Tier 1 relief.

It is recognised that there may also be a small number of ratepayers whose properties have a rateable value of £12,000 who are not in receipt of Transitional Relief and who are on the very upper threshold of the SBRR taper and hence receive no SBRR relief. Such ratepayers will be eligible for Tier 1 relief.

Tier 2 – higher level of support: up to £1,500

Eligible ratepayers will be high street retailers whose property has a rateable value between £12,001 and £50,000 for the financial year 2017-18 and who meet the following criteria:

- Not in receipt of SBRR or Transitional Relief on 1 April 2017; and
- Have an increase in their liability on 1 April 2017 as a result of the 2017 Revaluation

15. It is intended that, for the purposes of this scheme, high street properties such as, “shops, restaurants, cafes and drinking establishments” will mean the following (subject to the other criteria in this guidance).

i. Hereditaments that are being used for the sale of goods to visiting members of the public

- Shops (such as florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off-licences, newsagents, hardware stores, supermarkets, etc)
- Opticians
- Pharmacies
- Post offices
- Furnishing shops or display rooms (such as carpet shops, double glazing, garage doors)
- Car or caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale or hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public

- Hair and beauty services
- Shoe repairs or key cutting
- Travel agents
- Ticket offices, eg. for theatre
- Dry cleaners
- Launderettes
- PC, TV or domestic appliance repair
- Funeral directors
- Photo processing
- DVD or video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents

iii. Hereditaments that are being used for the sale of food and / or drink to visiting members of the public

- Restaurants
- Drive-through or drive-in restaurants
- Takeaways
- Sandwich shops
- Cafés
- Coffee shops
- Pubs
- Wine Bars

16. To qualify for the relief a hereditament listed in (i) to (iii) should be wholly or mainly used as a shop, restaurant, café or drinking establishment. This is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
17. The list set out above is not intended to be exhaustive as it would be impossible to list all the many and varied high street retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for local authorities as to the types of uses that the Welsh Government considers for this purpose to be high street and retail. Local authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
18. As the grant of the relief is discretionary, local authorities may choose not to grant the relief if they consider that appropriate, for example where granting the relief would go against the local authority's wider objectives for the local area.

Types of hereditaments that are not considered to be eligible for the high street relief

19. The list below sets out the types of uses that the Welsh Government does not consider to be high street retail use for the purpose of this relief and would not be deemed eligible for the relief. However, it will be for local authorities to determine if hereditaments are similar in nature to those listed below and if they would not be eligible for relief under the scheme.
- i. ***Hereditaments that are being used wholly or mainly for the provision of the following services to visiting members of the public***
- Financial services (eg. banks, building societies, cash points, ATMs, bureaux de change, payday lenders, betting shops, pawn brokers)
 - Medical services (eg. vets, dentists, doctors, osteopaths, chiropractors)
 - Professional services (eg. solicitors, accountants, insurance agents, financial advisers, tutors)
 - Post office sorting office
 - Tourism accommodation, eg. B&Bs, hotel accommodation and caravan parks
 - Sports clubs
 - Children's play centres
 - Day nurseries
 - Outdoor activity centres

- Gyms
- Kennels and catteries
- Show homes and marketing suites
- Employment agencies

There are a number of further types of hereditaments which the Welsh Government believes should not be eligible for the high street relief scheme

ii. *Hereditaments with a rateable value of more than £50,000*

It is recognised there are some high street retail businesses with rateable value above the £50,000 relief threshold who are also experiencing increases in their rateable values as a result of the 2017 Revaluation. These properties will not be eligible for this relief. However, local authorities have the option to use their discretionary powers to offer discounts outside this scheme to such businesses if it is in the interests of the local community to do so.

iii. *Hereditaments that are not reasonably accessible to visiting members of the public*

If a hereditament is not reasonably accessible to visiting members of the public, it will be ineligible for relief under the scheme even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii).

iv. *Hereditaments that are in out-of-town retail parks or industrial estates*

What constitutes a high street retailer will vary significantly across local authority areas and it is left to the discretion of authorities to determine this based on their local areas. However, hereditaments in out-of-town retail parks and industrial estates are not considered to constitute the high street for the purposes of this relief even if there is ancillary use of the hereditament that might be considered to fall within the descriptions in paragraph 15 (i), (ii) or (iii). As the grant of the relief is discretionary, it is for authorities to determine for themselves whether particular properties constitute a high-street retailer.

v. *Hereditaments that are not occupied*

Properties that are not occupied on 1 April 2017 should be excluded from this relief. However under the Empty Property Relief scheme, empty properties will receive a 100% reduction in rates for the first three months (and in certain cases six) of being empty.

vi. *Hereditaments that are in receipt of mandatory charitable rates relief*

These properties already receive mandatory charitable relief which gives an 80% reduction in liability and authorities may also choose to provide

discretionary charitable relief which can reduce the remaining liability to nil. As such, these properties will not be eligible for high street rate relief.

How much relief will be available?

20. The total amount of government funded relief available for each property for 12 months under this scheme is up to £500 for Tier 1 properties and up to £1,500 for Tier 2 properties.
21. This relief can be provided in addition to SBRR and Transitional Relief. The High Street Rates Relief should be applied against the net bill after these two reliefs have been applied. Any hardship or discretionary relief awarded by the local authority should be considered by the local authority once all other rates reliefs have been awarded.
22. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a particular hereditament in the financial year:

Amount of relief to be granted = funding amount for Tier 1 or Tier 2
(delete as appropriate) x A/B

Where:

A is the number of days in the financial year that the hereditament is eligible for relief; and

B is the number of days in the financial year

23. When calculating the relief, if the net liability before High Street Rates Relief is £500 or less for Tier 1 or £1,500 or less for Tier 2, the maximum amount of this relief will be no more than the value of the net rate liability. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
24. Ratepayers that occupy more than one property will be entitled to High Street Rates Relief for each of their eligible properties, subject to State Aid de minimis limits.

Changes to existing hereditaments including change in occupier

25. Eligibility for the relief will be calculated based on the circumstances of the property and ratepayer as at 1 April 2017. Changes to properties which occur after this date will have no impact on eligibility for this relief.
26. Empty properties becoming occupied after 1 April 2017 will not qualify for this relief.

27. If there is a change in occupier part way through the financial year, after relief has already been provided to the hereditament, the new occupier will not qualify for the relief.
28. This treatment is intended to simplify the administration of the scheme but also reflects that the relief is to help support those affected by the revaluation. It is assumed that the rateable values for properties being occupied after 1 April 2017 will have been known in advance of occupation and would have been taken into account prior to occupation.

State Aid

29. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. High Street Rates Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulation (1407/2013).
30. The De Minimis Regulation allows an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State Aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid, the relevant definition of undertaking and the requirement to convert the aid into Euros.
31. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State Aid is not relevant to the De Minimis calculation).
32. Section 3 of this guidance contains a sample De Minimis declaration which local authorities may wish to use. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance.
33. Desk instructions covering the administration of De Minimis schemes are available at:

<http://gov.wales/funding/state-aid/de-minimis-aid/?lang=en>

http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

Section 2 – Calculation examples

SBRR – Small Business Rates Relief

TR – Transitional Relief

HSRR – High Street Rates Relief

Example 1	£
Rateable Value in 2010	= 6,000
2010 Base liability @ 0.486	= 2,916
2010 liability after SBRR	= 0

Rateable Value in 2017	= 8,000
Base liability @ 0.499	= 3,992
Liability after SBRR	= 1,331
Liability after TR	= 333
Tier 1 HSRR	= 333
2017 liability after Tier 1 HSRR	= 0

Example 2	£
Rateable Value in 2010	= 9,000
2010 Base liability @ 0.486	= 4,374
2010 liability after SBRR	= 2,187

Rateable value in 2017	= 14,000
Base liability @ 0.499	= 6,986
Liability after SBRR	= 6,986
Liability after TR	= 3,387
Tier 1 HSRR	= 500
2017 liability after Tier 1 HSRR	= 2,887

Example 3	£
Rateable Value in 2010	= 15,000
2010 Base liability @ 0.486	= 7,290
2010 liability after SBRR	= 7,290

Rateable value in 2017	= 24,000
Base liability @ 0.499	= 11,976
Liability after SBRR	= 11,976
Liability after TR	= 11,976
Tier 2 HSRR	= 1,500
2017 liability after Tier 2 HSRR	= 10,476

Section 3 – State Aid

Sample paragraphs that could be included in letters to ratepayers about High Street Rates Relief for 2017-18

The Cabinet Secretary for Finance and Local Government announced on 16 February 2017 that relief of up to £1,500 will be provided to eligible occupied retail properties with a rateable value of £50,000 or less in 2017-18. Your current rates bill includes this High Street Rates Relief for 2017-18.

Awards such as High Street Rates Relief are required to comply with the EU law on State Aid¹. In this case, this involves returning the attached declaration to this authority if you have received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of High Street Rates Relief does not exceed the €200,000 an undertaking² can receive under the De Minimis Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other De Minimis State Aid, including any other High Street Rates Relief you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the High Street Rates Relief granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of High Street Rates Relief received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimis' aid for the next three years.

1. Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

2 An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Thus a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the de minimis Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

‘De Minimis’ declaration

Dear []

NON-DOMESTIC RATES ACCOUNT NUMBER: _____

The value of the non-domestic rates High Street Rates Relief to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years). The De Minimis Regulations 1407/2013(as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>.

Amount of De Minimis aid	Date of aid	Organisation providing aid	Nature of aid
€	1 April 2017 – 31 March 2018	Local authorities (for the High Street Rates Relief total, you do not need to specify the names of individual authorities)	High Street Rates Relief

I confirm that:

1) I am authorised to sign on behalf of _____ [name of undertaking]; and

2) _____ [name of undertaking] shall not exceed its De Minimis threshold by accepting this High Street Rates Relief.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

Refusal of High Street Rates Relief form

Name and address of premises	Non-domestic rates account number	Amount of High Street Rates Relief

I confirm that I wish to refuse High Street Rates Relief in relation to the above premises.

I confirm that I am authorised to sign on behalf of _____ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	12th June 2017
Subject:	Energy Management Strategy 2017 - 2022
Portfolio Holder(s):	
Head of Service:	Dewi R Williams
Report Author:	Rhys Griffith
Tel:	01248 752161
E-mail:	rhghp@ynysmon.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
<p>Recommend that the Executive approve the Energy Management Strategy 2017 – 2022</p> <p>For numerous reasons which include the need to respond to National and Welsh Government strategies including the Well-being of Future Generations (Wales) Act 2015, prepare for rising energy costs and uncertainty of supply, reduce long term damage to the environment, and ensure we have the necessary people with the designated responsibility to make use of government grants that can reduce energy use. The strategy ensures that the council demonstrates its commitment to a long term reduction in energy use and carbon emissions.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?
None

C – Why is this a decision for the Executive?
To increase awareness of Energy Management issues.

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

Yes – Council’s Energy Policy previously agreed.

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

Yes – No additional funding requested.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Incorporated within the report.
2	Finance / Section 151 (mandatory)	No observations received.
3	Legal / Monitoring Officer (mandatory)	See D above.
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	<ul style="list-style-type: none"> • Lack of vision causes the greatest concern; an officer is required to lead on this rather than it being an additional task for an individual who probably already has a large workload. The Council may once again miss the opportunity to benefit fully from the opportunity this work provides. • Most of the financial savings for this service in Leisure could come from energy savings, if correctly focused. • A team of officers is required for this initiative to create the best schemes.
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	

7	Other	
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F - Appendices:

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

Isle of Anglesey County Council

Energy Efficiency Strategy 2017 - 2022

Contents

Foreword

Why we need an energy strategy

The Aim & Key Objectives

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Roles and Responsibilities

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Metering and Monitoring

Training and development

Action Plan

Appendix A Energy Policy

Appendix B Ynys Mon Energy Use Figures

Appendix C Well Being of Future Generations (Wales) Act 2015; Goals

Appendix D Energy Consumption Data

Foreword

(Statement of commitment from the leader/chief exec/relevant portfolio holder or eEnergy cChampion?)

Achieving an affordable, low carbon and secure energy supply is vital for the future of the island. As fuel costs continue to raise year on year, the council needs take action now, to ensure we drive down our energy consumption, and look to provide local, low carbon energy sources.

This strategy sets out an ambitious target to reduce our energy use by 15% in the next five years. This can be done, within existing resources, provided that we have a sustained commitment to this strategy, ensuring we have the necessary staff and governance in place to drive forward projects that will have long term benefits to the council.

I am pleased to endorse this strategy that shows the council's long term commitment to reducing our energy use and carbon footprint.

Councillor Bob Parry
Portfolio Holder Highways, Waste and Property

Why we need an Energy Efficiency Strategy – the rationale

Well-being of Future Generations (Wales) Act 2015

This act places a duty on public bodies including Ynys Mon Council to carry out sustainable development. The Act makes it clear that public bodies must work to achieve all of the wellbeing goals (appendix C). The first of these goals, 'A Prosperous Wales', states "*An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change)...*"

Damage to our Environment

As an Island, Ynys Mon is particularly vulnerable to the long-term effects of global warming and rising sea levels. One estimate suggests a rise of 2 degrees centigrade will lead to the sea rising by 7 metres within 500 years, having a devastating effect on our coastline. This strategy seeks to do our part to protect our future communities from the effect of climate change.

Rising energy costs

Ynys Mon Council's annual expenditure on energy and water was over £2.1million in 2015/16 (appendix B). The cost of fuel continues to rise above the rate of inflation. By adopting the recommendations in this strategy, the council can mitigate these future costs.

Uncertain Energy Supply

The UK is importing an increasing percentage of its energy from abroad and this means less security over supply and less price stability. The council can contribute to supporting and creating localised energy generation.

Government Commitment

The 2008 Climate Change Act established a legally binding climate change target. The aim is to reduce the UK's greenhouse gas emissions by at least 80% (from the 1990 baseline) by 2050.

Welsh Assembly Commitment

The Welsh Government published its own strategy Energy Efficiency in Wales 2016-2026. The vision in this strategy is for a more energy efficient Wales by 2025. "We

want to ensure that Wales is in the best possible position to realise its full energy efficiency potential and become a major exporter of energy efficiency, technology and know-how”

Fuel Poverty

The Welsh Government considers a household to be in fuel poverty when the cost of heating exceeds 10% of its income. Our Housing ~~department~~ Service can continue to contribute to the aim of eradicating fuel poverty, by investing in well-insulated homes and providing local energy generation, such as solar power.

Economic Growth

Through the Energy Island economic development initiative, the council has made a significant start in developing and driving the potential for economic growth, supporting the growth of green jobs and skills, and increasing competitiveness of local businesses. The council needs to continue this role and seek out opportunities for development in the green economy.

Where are we now

Over the recent past a number of energy saving projects have been pursued and some have come to fruition. LED lighting has been installed in the main council offices, leisure centres and street lighting, which will generate considerable savings in future. New schools have been built to a BREEAM excellence standard with high levels of insulation using new energy saving technology. The housing stock has benefitted from extensive investment in external insulation and solar panels installed.

This has been an encouraging start but much more can and needs to be done because despite the above work, the level of carbon generated from energy use in our buildings across our estate has changed very little since 2010.

The Aim

The **aim** of this strategy is for the Isle of Anglesey County Council by 2022 to have reduced its energy consumption by 15% and for us to have begun our journey so that all our energy consumption comes from a carbon neutral source by 2050

The **key objectives** which this strategy identifies in order to meet this aim are –

- Reduce overall energy use of our estate, therefore decreasing associated spend
- Encourage the generation of green, renewable energy on the island by leading from example
- Stimulate business opportunities and job creation arising from the green economy

In order to achieve this challenge we will ensure year on year improvement through -

- investing in low carbon technology,
- ensuring our buildings are constructed to the highest energy efficiency standards,
- incorporating the latest in innovative energy saving and generation technologies.

To realise this, we will take advantage of government grants and loan schemes to retrofit existing buildings and ensure all new buildings are constructed to the highest possible energy efficiency standard.

We will ensure all our policies, processes and procedures consider this agenda whilst encouraging and enthusing people and communities across Anglesey to recognise the benefits of a low carbon future for all.

How we will deliver the key objectives

This strategy is the corporate framework that will enable energy management to develop and integrate with other activities to ensure energy use is considered as part of our core thinking. Many of the council's policies, processes and decisions will have an effect on our use of energy. .

To achieve our objectives we will need to -

- 1 ensure that everyone in the council understands their role;
- 2 report regularly on progress and energy use;
- 3 ensure compliance with regulation;

- 4 develop projects to reduce usage based on the prioritisation of the intelligence gained which demonstrates that the greatest energy consumption is in -
 - i. Schools
 - ii. Leisure Centres
 - iii. Street Lighting;
- 5 consider energy efficiency issues when purchasing goods and services and energy supply;
- 6 keep track of our energy use through metering and monitoring;
- 7 ensure regular training and development on energy efficiency and new technology;
- 8 ensure new buildings consider the long term aim of being carbon neutral;
- 9 ensure the asset management plan incorporates this energy strategy
- 10 consider the need to revise the energy policy when necessary

Roles and Responsibilities

Energy Manager

The Principal Surveyor in Property Services will take on this additional responsibility. The Energy Manager will;

- develop and project manage the energy action plan;
- monitor and report on energy use, cost and related carbon emissions;
- identify and implement opportunities for reducing energy consumption and for using lower carbon sources of energy;
- keep abreast of the latest regulation requirements to ensure compliance;
- identifying sources of financial funding for energy efficiency investment;
- liaise with external support;
- chair the energy saving board;
- promote energy saving throughout the council.

Corporate Energy Champion

The Portfolio Holder for Highways, Waste and Property will also act as the Corporate Energy Champion and will have Appointed by the Leader of the Council as being an elected member, the Corporate Energy Champion will have a keen understanding and interest in promoting energy efficiency and ensuring energy issues are considered in the decisions of the council.

Departmental Service Energy Champions

Relevant departments will appoint one member of staff to act as a departmental energy champion. The departmental energy champion will attend quarterly meetings of the Energy Saving Board, assist with the development of energy projects, promote energy saving within their department, encourage others to save energy, and ensure compliance with the energy policy.

Energy Conservation Officer

Will work to assist the Energy Manager, monitor energy use through the use of appropriate software, assist with monitoring energy projects and all aspects of the energy efficiency plan.

Procurement

The eCorporate procurement team will ensure that priority is given to ensure that products and equipment are of the highest standard of energy efficiency. The council can make a significant contribution to reducing energy by ensuring we purchase the most energy efficient IT equipment, low energy fridges etc. The energy manager and procurement staff will review the procurement process in order to ensure energy efficiency is given a high priority when purchasing products.

Heads of Service

Heads of sService will ensure that the effect of energy use is considered in all ~~departmental~~ services policies and procedures. Heads of Service will promote energy efficiency amongst staff in their departments.

Senior Accountant

Will be responsible for ensuring accurate reporting against the spend on energy usage across the Council for consideration of the Corporate Land and Built Assets Group service review meetings twice annually.

All Staff

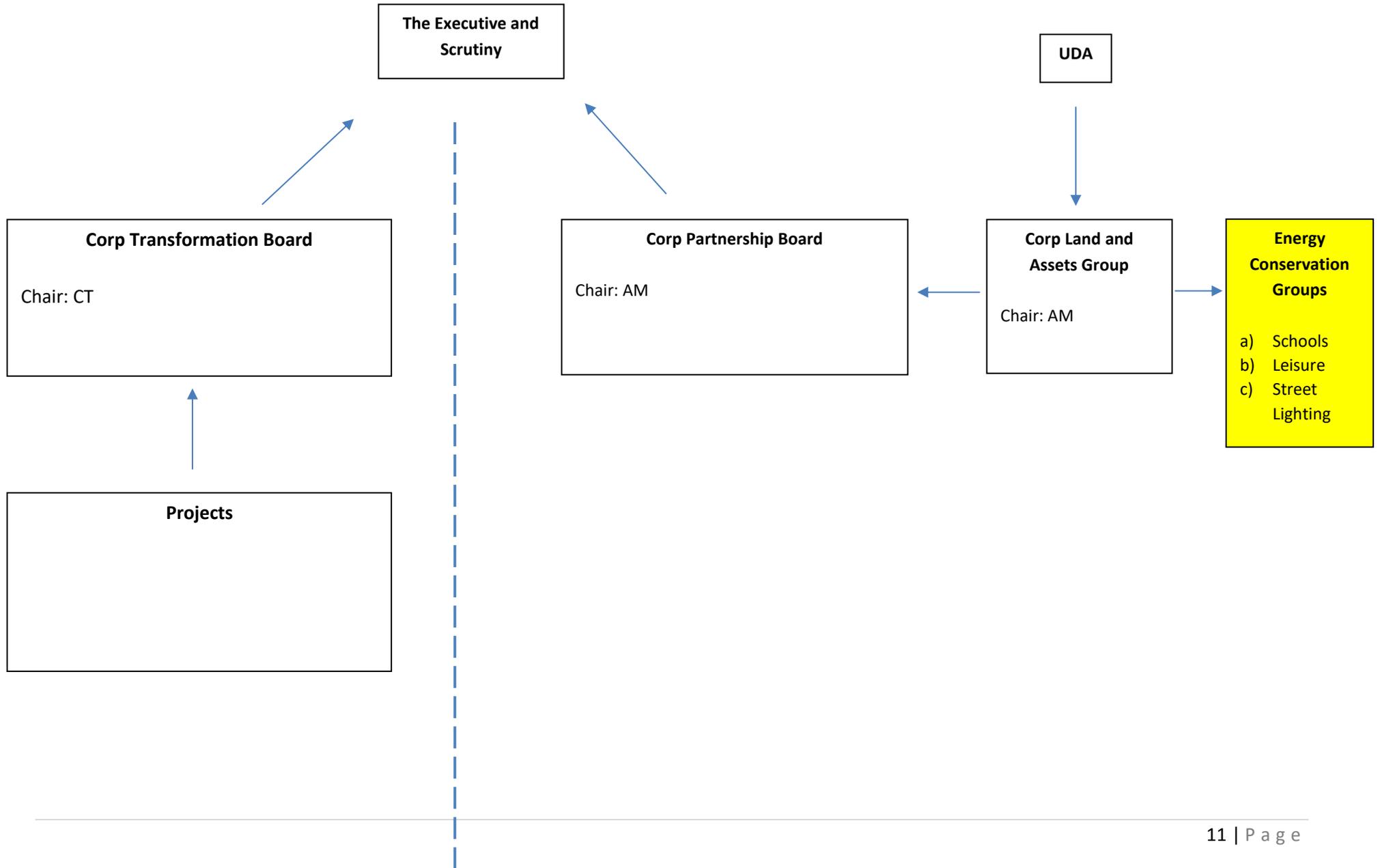
All staff need to be aware of the need to save energy. Switching off lights and IT equipment when not in use, turning down heating, etc. Small acts of energy saving can lead to significant savings if everyone takes part.

Governance Arrangements

The energy strategy has key links with a number of other strategies in the council, most importantly the asset management plan for the authority. Consequently, the Energy manager will be invited to attend the Corporate Land and Building Assets Group (CLBAG) to regularly report on progress against the energy efficiency plan and ensure energy efficiency is given consideration when deciding on options for future assets.

The Energy Manager will also if requested present reports to the Senior Leadership Team outlining progress against the plan and outlining future opportunities which may arise.

The Energy Manager will also chair an energy efficiency project board meeting consisting of operational officers undertaking the work to gain assurances that matters are being dealt with, issues / risks are identified and highlight reports are drafted for the consideration of the CLBAG and thereafter the Corporate Programme Board meeting via exception.



The energy efficiency project board, chaired by the Energy Manager and consisting of energy champions from each ~~department,~~ service and in particular, representatives from Finance, Economic Development and Housing, will create a list of potential projects, examine potential sources of funding, decide on priorities and suggest which projects should be given the go ahead.

This priority list will then be presented to the Land and Building Assets group for approval. The eEnergy mManager will project manage these projects to completion. The eEnergy mManager will liaise with the various external agencies including Local Partnerships and Refit Cymru, who have been appointed by the Welsh Assembly to provide free advice and support to local authorities to develop projects.

The eEnergy mManager, with support from appropriate members of the Energy group and external agencies, will prepare business cases in order to secure funding for energy saving and energy generation projects.

Once projects are completed, energy use will be carefully monitored for individual buildings in order to ensure the projected savings are achieved and inform ideas for future projects.

Regulation

The energy manager will monitor changes in legislation and national policies to ensure compliance with regulatory requirements. These include;

- *The 2008 Climate Change Act* which established the world's first legally binding climate change target. It is designed to reduce the UK's greenhouse gas emissions by at least 80% (from the 1990 baseline) by 2050.
- *Carbon Reduction Commitment (CRC) Energy Efficiency Scheme*, which aims to cut carbon dioxide emissions from large commercial and public sector organisations by 1.1 million tonnes of carbon per year by 2020. The CRC Energy Efficiency Scheme is a UK emissions trading scheme which began in April 2010. The scheme currently applies to organisations if they use at least 6,000 Megawatt hours of electricity a year. Ynys Mon currently falls below this threshold however the threshold may lower in future years.
- *Well Being of Future Generations Act 2015*, which imposes a duty on the council to carry out sustainable development.
- *Welsh Governments Energy Efficiency in Wales Strategy 2016-2026*, which sets out the Welsh Governments aims and objectives for energy savings over the next ten years, which includes actions to incentivise local authorities to have a clear commitment to energy efficiency.
- *Energy Performance Certificates Energy Performance and Display*; as part of the UK's compliance to the EU's Energy Performance of Buildings Directive (EPBD), Energy Performance Certificates and Display Energy Certificates are now required to be displayed in all public buildings over 250m². Energy Performance Certificates (EPCs) and Display Energy Certificates (DECs) have been mandatory since October 2008. EPCs provide the calculated asset energy performance rating of a new building, meaning the performance of the building fabric, plant equipment and lighting. An EPC is required on construction, sale or rent of a building. DECs provide the measured operational energy rating. They are produced annually using actual energy consumption and are presented with results from previous years. DECs are primarily intended to be displayed within public buildings though they may be displayed in private buildings voluntarily.

Finance

In order to reduce energy costs initial investment is required to install energy efficient plant and machinery such as biomass boilers, solar panels etc. The payback period for these projects varies according to the plant installed and also the potential for grants/finance available. Possible funding includes the Feed in Tariff (F.I.T.) and the Renewable Heat Incentive (RHI).

Feed In Tariff (F.I.T.). If the authority were to install an electricity-generating technology from a renewable or low-carbon source such as solar PV or wind turbine, the UK Government's Feed-in Tariffs scheme (FITs) could generate income from the energy supplier. As well as saving on reduced electricity costs, payments are available through the F.I.T. scheme, for the electricity generated and for any surplus electricity exported to the grid. However, the FIT payment rates have reduced considerably in recent years.

Renewable Heat Incentive (RHI) The non-domestic Renewable Heat Incentive (RHI) helps businesses, public sector and non-profit organizations meet the cost of installing renewable heat technologies. Payments are made over 20 years and are based on the heat output of the system installed. Payments are made once the scheme has been completed and approved. There is a limited budget for this grant and no guarantee of obtaining it before carrying out the work. Therefore there is a risk involved as it cannot be presumed that the grant will be paid

SALIX Wales Funding Programme. Welsh Government have made a range of 0% finance offers available for funding Energy Efficiency projects. Managed by Salix Finance Ltd. the Council may qualify for either a traditional Salix loan or an Invest to Save Grant. The application process is common to both, however to qualify, projects must satisfy both the payback criteria of a simple payback of less than 8 yrs and the efficacy- efficiency criteria of a maximum of £200 per Tonne of CO2 saved over the lifetime of the measures installed.

If successful there is a provision to repay the loans over a period of 10yrs to allow the council to benefit immediately from the reduction in Energy.

External Finance Companies

The authority has been approached by various companies offering to undertake energy saving projects free of charge. The companies concerned do so on the basis that they benefit from FITS payments or RHI payments over a fixed period (usually twenty years). The schemes on offer so far have been of poor value, not offering any significant long term financial benefit to the authority. Certainly it would be better for the authority to carry out and fund the work itself, thereby making the most saving. However, if the authority cannot find the available funding either by its own Capital or through SALIX, then these offers should be considered as they will reduce the authorities carbon emissions if not generate economic savings.

Refit Cymru Re;fit is a UK wide, OJEU procured Energy Performance Contract Framework. It offers energy savings that are guaranteed by the service providers and provides both Scale and Pace to the councils Energy Efficiency projects. It achieves this by undertaking projects on large portions of the estate across a number of project phases. Each phase is typically around £0.5m-£1.5m. It is supported in Wales by the Programme Implementation Unit which benefits from being 90% funded through the European ELENA fund. This significantly reduces the indirect costs of undertaking a Re;fit project compared to elsewhere in the UK. Re;fit projects can be funded from multiple sources including Self finance, Salix, Invest to Save and there is an option to ask the service providers to provide funding if necessary.

Capital Finance; ideally, the authority should consider providing capital finance for energy saving projects. The energy manager will bid each year for energy saving projects.

Planned and Reactive Maintenance

Budgets for planned and reactive maintenance are limited to vital health and safety issues, legal compliance and business continuity. Consequently no funding is available for projects targeted at specific energy saving. However, some planned works such as boiler replacements will have a small contribution to energy saving. Whenever possible, all maintenance projects will consider how best to reduce energy as part of the project including the potential of part funding the project to carry out additional work that would increase the benefits of reduced energy use. For instance, LED lighting could be installed as part of a rewiring programme, with the additional costs of the lighting funded through a Salix loan scheme.

Metering and Monitoring

Careful monitoring of energy consumption at individual building level is vital to ensure we target a programme of work at the buildings that can generate the most savings, as well as spotting anomalies in billing and spikes in energy use. The council's current software for this is in need of replacement to allow for improved targeting and energy data, as well as billing validation.

Training and development

The rapid changes in available low energy technologies means that keeping up with change and opportunities requires regular training for the eEnergy mManager and eEnergy eConservation eOfficer. Appropriate training will be arranged for both officers. In addition, the eEnergy eChampions will need to review training needs and appropriate training arranged where possible.

Energy Strategy		Project Manager			Rhys Griffith	01248 752161
Action Ref.	Objective & Action	Action Owner	Progress/Comments	Start Date	End Date	
1 Ensure everyone understands their role						
1.01	Appointment of key energy champions	HoS		May July-17	<u>July 17</u>	
1.02	Initial meeting of the energy saving board	Energy Manager		May July-17	<u>July 17</u>	
2 Report regularly on progress and energy use						
2.01	Report to Land and Assets group	Energy Manager		Monthly	<u>ongoing</u>	
2.02	Report to SLT	Energy Manager		Annually	<u>ongoing</u>	
3 Ensure compliance with regulation						
3.01	Review latest developments	Energy Manager		May July-17	<u>ongoing</u>	
4 Develop Projects to reduce energy						
4.01	In consultation with Refit Cymru and Local Partnerships, develop an annual programme of potential projects	Energy Manager		May July-17	<u>ongoing</u>	
4.02	Land and Assets Group to agree proposed programme of work	Energy Manager		July May-17	<u>ongoing</u>	
4.03	Project manage the projects	Energy Manager		Ongoing		
5 Consider energy issues when purchasing goods and services and energy supply						

5.01	Review procurement policy	Energy manager/Procurement		Dec-17	
5.02	Review energy purchase policy	Energy manager/Procurement		Dec-17	
6 Keep track of energy use through metering & monitoring					
6.01	Review current software and consider replacement	Energy manager/Procurement		Jan-17	<u>Jul-17</u>
7 Ensure regular Training and Development on energy issues and technology					
7.01	Review training needs of the energy board	Energy Manager		Jun-17	<u>ongoing</u>
8 Ensure new buildings consider the long term aim of being carbon neutral					
8.01	Energy Board to consider	Energy Manager		May-17	<u>ongoing</u>
9 Ensure the asset management plan incorporates the energy strategy					
9.01	Initial discussion with Asset Manager	Energy Manager		May-17	<u>ongoing</u>
10 Consider the need to revise the Energy Policy					
10.01	Consider the need to review the energy policy	Energy Saving Board		May-17	<u>ongoing</u>

APPENDIX A
ISLE OF ANGLESEY COUNTY COUNCIL
BUILDING ENERGY AND WATER SAVING POLICY
DECLARATION OF COMMITMENT

Policy Statements

Isle of Anglesey County Council will:

1. Make available sufficient resources at corporate and Service level for the effective management of energy and water.
2. Educate and raise awareness of energy and water issues among technical staff and develop Continuing Professional Development (CPD).
3. Give priority to reducing energy demand, rather than installing or upgrading heating systems, where practicable to do so.
4. Consider energy and water resources when procuring or maintaining plant and equipment (including office equipment) and also when planning new projects.
5. Avoid propane gas and heating fuel oil as building energy sources.
6. Define roles and responsibilities for energy and water so they can be managed efficiently and establish clear reporting procedures.
7. Establish and implement procedures for efficient operation of plant and equipment.
8. Establish ownership of energy and water costs at service level.
9. Raise awareness amongst employees of good practice regarding energy and water resources.
10. Investigate and implement means to purchase energy at the most cost-effective price.
11. Investigate external renewable energy sources and, if practicable, purchase a proportion generated from such sources.
12. Reduce emissions of carbon dioxide to agreed targets.
13. Invest in new technologies, including renewable energy technologies, where this meets investment criteria.
14. Develop energy and water efficiency projects and invest in energy and water saving technologies, processes and equipment.
15. Report annually on energy and water performance.

APPENDIX B

Ynys Môn Expenditure on energy and water 2015/16

Electricity	1,122,774
Gas - Natural	439,047
Gas - Propane, Butane, Calor	71,922
Fuel / Oil	92,962
Pellets	6,661
Water services	269,097
Welsh Water - Sewerages	43,178
Other sewerage disposal	64,429
Total	£2,110,070

Appendix C; Well Being of Future Generations (Wales) Act 2015; Goals

A Prosperous Wales

An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

A Resilient Wales

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

A Healthier Wales

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

A More equal Wales

A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

A Wales of cohesive communities

Attractive, viable, safe and well-connected communities.

A Wales of vibrant culture and thriving Welsh language

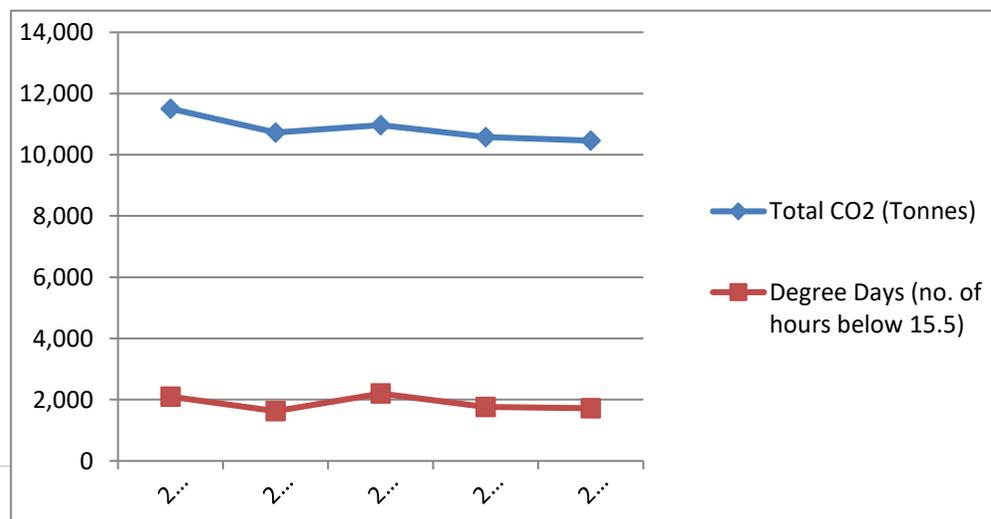
A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

A Globally Responsible Wales

A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

Appendix D

Energy Consumption					
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Natural Gas kWh	15,380,886	11,982,796	13,593,642	14,001,274	14,043,419
Co2 Tonnes	2,845	2,217	2,515	2,590	2,598
LPG kWh	3,841,897	3,235,976	3,639,758	2,902,404	3,151,855
Co2 Tonnes	822	692	779	621	674
Heating Fuel Oil kWh	3,160,935	2,358,062	2,609,395	1,711,714	1,833,763
Co2 Tonnes	869	648	718	471	504
Electricity kWh	12,784,450	13,152,475	12,771,331	12,650,316	12,264,982
Co2 Tonnes	6,968	7,168	6,960	6,894	6,684
TOTAL kWh	35,168,168	30,729,309	32,614,126	31,265,709	31,294,019
Total CO2 (Tonnes)	11,504	10,726	10,972	10,576	10,461
Degree Days (no. of hours below 15.5)	2,102	1,625	2,199	1,765	1717



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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	12th June 2017
Subject:	Llangefni Link Road – Section 3 Compulsory Purchase Order Report
Portfolio Holder(s):	
Head of Service:	Dewi R Williams
Report Author: Tel: E-mail:	Huw Percy 01248 752350 hmpht@anglesey.gov.uk
Local Members:	Cllr Nicola Roberts Cllr Bob Parry Cllr Dylan Rees

A –Recommendation/s and reason/s
<p>That the Council makes a Compulsory Purchase Order (CPO) under section 239 of the Highways Act 1980 to acquire land required for Section 3 of the Llangefni Link Road shown on the attached plan.</p> <p>That the Head of Service (Highways, Waste & Property) is given delegated authority to take all actions necessary to secure confirmation of the CPO.</p> <p>The highway network in Llangefni town centre is unsuitable for modern traffic flows. All traffic from the A55 must travel through the town centre and under a low bridge to access the B5109, B5111 or the B5110.</p> <p>The Llangefni Industrial Estate is now a Business Park and has been granted Enterprise Zone status (one of only 8 such sites in Wales). Developing and expanding the EZ site is compromised by the inadequate highway infrastructure and poor links to the A55.</p> <p>Wylfa Newydd offers the potential for up to 9,000 jobs on Ynys Môn with 850 permanent posts. For the local population, and young people in particular, to be able to benefit from employment opportunities and reduce the migration from Ynys Môn, they must be trained. Coleg Llandrillo Menai has a 3-Phase development plan to become an Engineering Training Centre of Excellence in Llangefni that will train people to work in the energy sector and all site inductions could be carried out at the college. The highway infrastructure between the college and the A55</p>

is inadequate and the college cannot develop without a new link road.

In 2013, a review was undertaken on the transportation issues which were constraining the EZ zone ('Anglesey Enterprise Zone Transportation Study'). This report sets out the results of a high level appraisal of the existing transportation infrastructure of the Isle of Anglesey with respect to a series of proposed development opportunities which originate from the Anglesey Enterprise Zone (AEZ). One of the study's recommendations was that a link road is required to link the Llangefni Enterprise Zone to the A55. This will provide improved access to crucial Enterprise Zone sites and links with the A55 (Euroroute E22) dual carriageway, which could in turn lead to further development of the Coleg Menai (Grŵp Llandrillo-Menai) campus. The scheme will also relieve congested conditions in Llangefni Town Centre, facilitate retail and employment development in these areas and improve conditions for sustainable transport modes. It would also support the development of Llangefni in a wider context by reducing the wider traffic impact associated with local growth. Crucially however, it would ensure that the future development of the Grŵp Llandrillo-Menai site is safeguarded and not restricted by current highways constraints.

Forecasted traffic growth would result in the current highway infrastructure reaching capacity in certain points of the network in Llangefni. Without a link road economic growth would be limited/restricted due to the highway network. A Link Road would allow Grŵp Llandrillo-Menai to expand their education facilities in accordance with the masterplan created for their Llangefni site. Grŵp Llandrillo-Menai are in advanced discussions with Horizon Nuclear Power regarding the colocation of their specialist training within the new Engineering Academy, with this development alone expected to be in excess of £10m.

The Llangefni Link Road project consists of constructing 2.5km of a new link road to the SE of Llangefni with the scheme split into four separate sections. The link road seamlessly links the A5114 junction (EZ6) through Bryn Cefni Business Park (EZ5) to the Grŵp Llandrillo-Menai site. It provides improved access to the Grŵp Llandrillo-Menai FE Campus and Anglesey Enterprise Zone sites in Llangefni. The proposed scheme would also open up significant parcels of land which would be available for future employment use.

Planning permission for Section 1,2 and 4 as well as outline planning permission for Section 3 was secured on 18/12/2015. Full planning permission for Section 3 was granted on 03/02/2017.

Sections 1 and 2 of the Llangefni Link Road were opened on 13/03/2017. Works on Section 4 are due to commence in June 2017 and are programmed for completion by the end of December 2017. Advance works are scheduled to commence on Section 3 in October 2017, to be completed prior to the commencement of the main construction work for Section 3 in April 2018. The entire scheme is scheduled for completion by March 2019.

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

The land is for sale and the Council has been in negotiations with the landowner for over 2 years. Terms have been agreed, but we have been unable to complete the purchase due to a dispute between the directors of the company. A formal authority for a CPO is required to proceed and it is considered that the threat of a CPO might be sufficient to get agreement from the landowners.

C – Why is this a decision for the Executive?

The Executive Committee approved the construction of the Llangefni Link Road on 15/05/2015. In order to proceed with a CPO it is considered that an updated and more detailed report is now required for approval.

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

Yes

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

The development, design and construction of Sections 1,2 and 4 of the Llangefni Link Road to date have been substantially funded by the Welsh Government via its Local Transport Fund (LTF).

The Authority has match-funded approximately 10% of the cost with further match-funding contributions from Coleg Llandrillo-Menai and the Nuclear Decommissioning Fund.

Funding for the purchase of Section 3 land has already been secured from the WG and has been accrued.

An allocation for Section 3 advance construction works in 2017/18 has been approved by WG and IoACC has approved a match-funding contribution.

An advance WG LTF allocation to complete construction in 2018/19 has been submitted to the WG LTF fund and WG has supported the scheme to date and is supportive of Section 3.

If WG LTF funding for the remaining work on Section 3 is not secured, then that part of the Llangefni Link Road will not be completed and this would have significant implications on developing the Coleg Menai-Pencraig site as a training centre of excellence for Wylfa Newydd.

WG have funded the majority of the highway works to date on an annual LTF grant basis and an early resolution of land matters would place the Authority in a better position to accelerate the construction programme and to maximise any opportunities from any national LTF under-spend.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Reports has been amended to include the comments.
2	Finance / Section 151 (mandatory)	Highways have liaised closely with the Council's Finance Section in preparing the LTF bids and the guidance given is much appreciated.
3	Legal / Monitoring Officer (mandatory)	No observations received.
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:
<ol style="list-style-type: none"> 1. Scheme Layout 2. Grant Funding Allocations

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

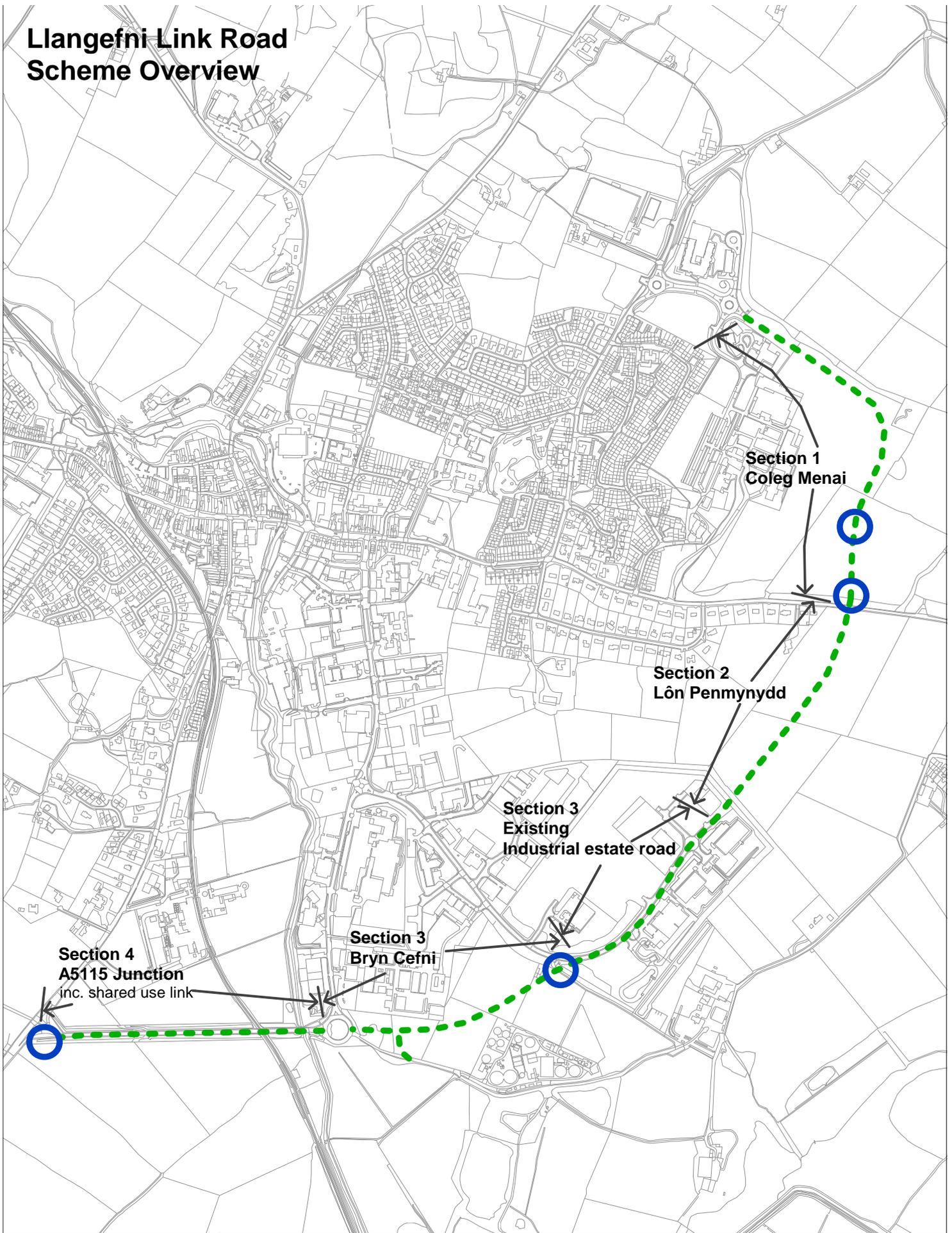
Llangefni Link Road - Overall funding

	2014/15	2015/16	2016/17	2017/18	All years
WG LTF	449,500	390,000	1,884,000	2,077,000	
WG EZ	30,000	1,500,000	1,917,000		
Coleg Menai		10,000	300,000		
NDA		15,000			
IoACC	25,000		273,000	342,000	
Total	504,500	1,915,000	4,374,000	2,419,000	9,212,500

Value of Coleg Menai land in the region of £200,000

£600,000 of 2015/16 funding was not spent in that year but has been accrued by WG for land purchase. This sum is still included in the 2015/16 total.

Llangefni Link Road Scheme Overview



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfa'r Sir
LLANGEFNI
Ynys Môn - Anglesey
LL77 7TW

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PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

(Teitl yr Adroddiad/Title of Report) Diweddariad ar y Cynllun i ail-gartrefu Ffoaduriaid o Syria /Update on the Syrian Refugee Re-settlement Scheme

Paragraff(au) 12, 13 Paragraph(s) 12, 13	Atodlen 12A Deddf Llywodraeth Leol 1972 Schedule 12A Local Government Act 1972
Y PRAWF – THE TEST	
<p>Mae gan y cyhoedd ddiddordeb dyls mewn datgelu gwybodaeth sy'n ymwneud â'r modd mae'r Cyngor yn ail-gartrefu a gofalu am Ffoaduriaid o Syria.</p> <p>The public has a legitimate interest in disclosure of information relating to the way that the Council re-settles and cares for Refugees from Syria.</p>	<p>Budd y cyhoedd, wrth beidio datgelu, yw sicrhau fod y Cyngor yn amddiffyn unigolion rhag ymyrraeth yn eu bywydau personol yn unol â deddfwriaeth y D.U. ac Ewrop. Mae budd y cyhoedd, o ran y Cyngor yn amddiffyn y preifatrwydd yma, yn gryf.</p> <p>The public interest in not disclosing lies in ensuring that the Council protects individuals from intrusion in their private lives in accordance with UK and European law. There is a strong public interest in the Council protecting this privacy.</p>
<p>Argymhelliad - Mae budd y cyhoedd wrth gadw'r eithriad o bwys mwy na budd y cyhoedd wrth ddatgelu'r wybodaeth. Recommendation - The public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Council
Date:	12 June 2017 and 6 July 2017
Subject:	Constitutional Change
Portfolio Holder(s):	Dafydd Rhys Thomas
Head of Service:	Lynn Ball Head of Function (Council Business)/Monitoring Officer
Report Author:	Lynn Ball Head of Function (Council Business)/Monitoring Officer
Tel:	01248 752586
E-mail:	lynnball@anglesey.gov.uk
Local Members:	n/a

A –Recommendation/s and reason/s
<p>Recommendation</p> <ol style="list-style-type: none"> 1. To amend section 2.7.2 of the Constitution to read as follows:- <p>“The Executive will consist of the Leader together with at least 2, but no more than 9 other Councillors, to include a Deputy Leader; all of whom shall be appointed to the Executive by the Leader”</p> 2. To agree that the number of Executive posts eligible to receive a senior salary shall be increased, with immediate effect, from 7 to 8 3. To agree in principle that the Council apply to the Independent Remuneration Panel for Wales (IRPW) for permission to extend the number of Members of Isle of Anglesey County Council eligible to receive a senior salary, from the current cap of 15, up to a maximum of 16 4. Subject to Council approving the final application, and the IRPW’s permission being given, to authorise the appointment of a further Member of the Executive (making a total of 9), who will be eligible for a senior salary 5. To acknowledge that the appointment of two further Executive Members shall be cost neutral on the basis they be funded from savings achieved by the Deputy Leader, and one Chairperson, both of whom will continue to refuse receipt of the senior salaries for which their posts are eligible

Reasons

- To reflect the statutory provisions in s11(3) and (8) Part II Local Government Act 2000;
- To provide the maximum flexibility permitted, most effective distribution of responsibilities, and to better enable the Council to focus attention on the Wylfa Newydd project.

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

Maintaining the status quo (Leader, and 6 other Councillors, including the Deputy Leader) but this does not provide for any additional capacity required to focus on a particular priority.

C – Why is this a decision for the Executive?

These are matters reserved to Council but there is a requirement that the Executive is first provided with an opportunity to express a view/make a recommendation to Council, should it wish to do so with regard to the first recommendation; which involves a constitutional change.

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

This is not relevant as the final decision falls to full Council (partly subject to an exercise of discretion by the IRPW) and the recommendation is consistent with s11 (3) and (8) Part II Local Government Act 2000.

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

While the Deputy Leader and the Chair of a Committee decline a senior salary, it is within the budget approved by Council to appoint two further Executive Members (subject to IRPW approval for one).

DD – Who did you consult?		What did they say?
1	Chief Executive / Senior Leadership Team (SLT) (mandatory)	Proposal supported
2	Finance / Section 151 (mandatory)	Proposal supported
3	Legal / Monitoring Officer (mandatory)	Author of the Report
4	Human Resources (HR)	Not relevant
5	Property	Not relevant
6	Information Communication	Not relevant

	Technology (ICT)	
7	Procurement	Not relevant
8	Scrutiny	
9	Local Members	Not relevant
10	Any external bodies / other/s	Not relevant at this time

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:		

FF - Background papers (please contact the author of the Report for any further information):		
Local Government Act 2000 Report Independent Remuneration Panel for Wales February 2017		

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to the:	Executive Committee
Date:	12th of June 2017
Subject:	Developing Future School Leaders
Portfolio Holder(s):	R Meirion Jones
Head of Service:	Delyth Molyneux
Author of the Report: Phone number: E-mail:	Gwyneth Môn Hughes 2908 gwynethhughes@ynysmon.gov.uk
Local Members:	Relevant to all elected members

A –Recommendation(s) and reason(s)
<p>Outlined in this paper are the action steps and resources that are needed to realize an aspiration for developing Headteachers in order to ensure that we own school leaders of the highest quality for the future, and those that we can call to act as:</p> <ul style="list-style-type: none"> a) strategic headteacher (namely those who are headteacher over more than one school site), b) headteacher in charge (who has been newly and temporarily appointed), or c) assistant headteachers or site manager (namely individuals who are responsible for the site and the learners whilst the headteacher is on another site). <p>It is aimed to develop around a dozen strategic leaders for Anglesey for the future, but in a transformation period it is an intention also to develop the skills of a cohort of headteachers in charge, headteachers who have been promoted recently to the post and also develop site managers anew.</p> <p>The Executive Committee’s approval is requested to approve the following:</p> <p>1. Developing future school leaders.</p> <p>In order to ensure suitable leaders who possess the necessary skills and characteristics a development plan that includes three elements is needed:</p> <ul style="list-style-type: none"> a) Raise the standards of attainment and monitoring, tracking and reporting on performance effectively.

- b) Leadership aspects in the curricular area, teaching and learning, develop distributed leadership and governor leadership and accountability.
- c) Effective and efficient management of staff, the community wider stakeholders and resources that include finance, staff performance and management, health and safety, safeguarding and welfare.

The programme for Developing Future School Leaders (draft) has been divided [at present] into 12 necessary modules and it is possible to prioritise the programmes to reflect the individual's needs.

Following proposed discussions with the Unions the modules are intended to be suitable not only for strategic leaders, prospective leaders, site manager or leaders who are new in post but also suitable for any Headteacher who already has experience but needs to enhance skills or knowledge in particular areas.

B – Which other options have you considered and why did you decline them and choose/or choose this option?

Doing nothing is not an option because:

The Authority has responsibility to train, support and develop leaders so that they possess all the necessary skills to send Education forward in the twenty-first century.

The workload of a Headteacher who also has considerable responsibility for a class has become unreasonable and has therefore forced the Authority to change the structure of the School Service.

It is increasingly difficult to fill the post of Headteacher and many of our Headteachers are nearing retirement age.

This paper is based on the principles of the Modernisation programme plan that has already been adopted.

C – Why is this a decision for the Executive committee?

Considerable change in the School Service Structure and the development of future school leaders locally.

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

The content is in keeping with the strategy for modernizing schools

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

Projections include costs in regard to producing and preparing materials, presenting and promoting modules using the most cost-effective methods. They also include making use of experienced Headteachers to mentor up to 5 days and to promote School-to-School activities.

Implementing the costs

Training	Costs	Financial source
6 Modules by Gwe	£11,000	Small and Rural schools grant
6 Modules by the Authority	£4,000	Small and Rural schools grant
New Headteacher / Headteacher in charge to receive a minimum of 5 days from a Mentor [Strategic Headteacher]	Cost of Mentor, £300 a day for 5 days = £1,500 x 12=18,000 However we have included a safety net up to £26,000 for additional support under certain circumstances	Small and Rural schools grant/ contributions from school budgets
Supply cover costs to attend Future School Leaders training	Small rural school Headteacher/Headteacher in charge to receive up to £1,250 to pay for supply for 5 days to attend Future Leader training . estimated cost £15,000	Small and Rural schools grant

We have identified a golden innovative opportunity to support the Small and Rural Schools Grant initiative (which is yet to be approved by Welsh Government) as the package for Future School Leaders complements the activities identified as the eligibility criteria of the grant.

The Initial forecast for first year cost is estimated at £56,000

DD – Whom did you consult?		What did they say?
1	Chief Executive/ Strategic Leadership Team (TAS/SLT) (compulsory)	
2	Finance / Section 151 (compulsory)	
3	Legal/Monitoring officer (compulsory)	
4	Human Resources (HR)	
5	Property	
6	Information and 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 report Author for any further information):
Draft Leadership Support Package Audit of Individuals' Needs Defining Leadership roles Small and Rural Schools grant application, Welsh Assembly 2017-18

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