

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive

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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWAITH	THE EXECUTIVE
DYDD LLUN 26 TACHWEDD 2018 10.00 o'r gloch	MONDAY 26 NOVEMBER 2018 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

Llinos Medi Huws, Carwyn Jones, R Meirion Jones, Alun W Mummery, Robert G Parry, OBE, FRAgS, Robin Wyn Williams

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 - 6)

To submit for confirmation, the draft minutes of the meeting of the Executive held on the 29 October, 2018.

4 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 7 - 20)

To submit a report by the Head of Democratic Services.

5 CORPORATE SCORECARD - QUARTER 2, 2018/19 (Pages 21 - 40)

To submit a report by the Head of Profession, HR and Transformation.

6 REVENUE BUDGET MONITORING REPORT - QUARTER 2, 2018/19 (Pages 41 - 76)

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

7 CAPITAL BUDGET MONITORING - QUARTER 2, 2018/19 (Pages 77 - 88)

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

8 HRA BUDGET MONITORING, QUARTER 2 2018/19 (Pages 89 - 96)

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

9 COUNCIL TAX BASE 2019/20 (Pages 97 - 102)

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

10 COUNCIL TAX REDUCTION SCHEME 2019/20 (Pages 103 - 124)

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

11 CARE OPTIONS - SMALL GROUP HOMES (Pages 125 - 132)

To present the report of the Head of Children and Families' Services.

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12 **FOSTERING PACKAGE FOR LOCAL AUTHORITY FOSTER CARERS** (Pages 133 - 140)

To present the report of the Head of Children and Families' Services.

13 **STATEMENT OF GAMBLING POLICY 2019/22** (Pages 141 - 166)

To submit a report by the Head of Regulation and Economic Development.

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THE EXECUTIVE

Minutes of the meeting held on 29 October, 2018

- PRESENT:** Councillor Llinos Medi Huws (Chair)
Councillor Ieuan Williams (Vice-Chair)
- Councillors Carwyn Jones, R. Meirion Jones, Alun Mummery,
R.G.Parry, OBE, FRAGS, Robin Williams
- IN ATTENDANCE:** Chief Executive
Assistant Chief Executive (Partnerships, Community and
Service Improvement)
Head of Function (Resources) & Section 151 Officer
Head of Function (Council Business)/Monitoring Officer
Head of Learning (for item 11)
Interim Head of Highways, Waste and Property (for items 8 & 9)
Chief Waste Management Officer (ME) (for item 8)
Solicitor (Corporate Governance & Contracts (MY) (for item 7)
Committee Officer (ATH)
- APOLOGIES:** Councillors Richard Dew, Dafydd Rhys Thomas
- ALSO PRESENT:** Councillors Glyn Haynes, Eric Jones, Dylan Rees
-

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 17 September, 2018 were presented for confirmation.

It was resolved that the minutes of the previous meeting of the Executive held on 17 September, 2018 be confirmed as correct.

4. MINUTES – CORPORATE PARENTING PANEL

The draft minutes of the meeting of the Corporate Parenting Panel held on 10 September, 2018 were presented for adoption.

It was resolved that the draft minutes of the meeting of the Corporate Parenting Panel held on 10 September, 2018 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 November, 2018 to June, 2019 was presented for the Executive's consideration.

The Head of Democratic Services updated the Executive as follows –

- That item 8 (Local Full Fibre Network (LFFN) Project) is new to the Work Programme and will be considered by the Executive at its 26 November, 2018 meeting.
- That since the publication of the report the Children's Services have requested that two items be considered by the Executive at its 17 December, 2018 meeting relating to Small Group Homes – Care Options for the Future and Fostering packages for Foster Carers.

It was resolved to approve the updated Forward Work Programme for the period November, 2018 to June, 2019 subject to the additional changes outlined at the meeting.

6. AUDIT AND GOVERNANCE COMMITTEE – UPDATED TERMS OF REFERENCE

The report of the Head of Audit and Risk incorporating revised Terms of Reference for the Audit and Governance Committee was presented for the Executive's consideration.

The Portfolio Member for Finance reported that it is good practice for committees to review their terms of reference for appropriateness - the Audit and Governance Committee last reviewed its terms of reference in May, 2015. In May, 2018 the Chartered Institute of Public Finance and Accountancy (CIPFA) fully revised and updated its guidance to take into account the legislative changes and professional developments that have affected the public sector. The new guidance updates the core functions of the audit committee with regard to governance, risk management, internal control and also updates the audit committee role in relation to counter fraud to reflect the Code of Practice on Managing the Risk of Fraud and Corruption. Members of the Audit and Governance Committee attended a workshop to discuss the updated guidance on 13 June, 2018 and have endorsed the updated Terms of Reference.

The Head of Function (Resources)/Section 151 Officer clarified that the CIPFA guidance has been mostly incorporated into the new terms of reference apart from the requirement that Full Council approves the appointment of the Committee's lay members. Currently, the Audit and Governance Committee carries out this function and it is proposed that this arrangement should continue because of the risk that due to committee scheduling any delay in the appointment of the lay members until the meeting of the Full Council would mean that the Audit and Governance Committee could not meet which could affect the approval of the draft statement of the accounts in accordance with deadlines.

The Executive supported the proposal that the process whereby the Lay Members are appointed by the Audit and Governance Committee is retained; the Head of Function (Council Business)/Monitoring Officer confirmed that the proposal is legally acceptable.

It was resolved to recommend to the Full Council that the Audit and Governance Committee's new draft Terms of Reference be adopted.

7. CHANGES TO THE CONSTITUTION – AMENDMENT TO THE OFFICERS’ CODE OF CONDUCT/LOCAL GUIDANCE TO THE OFFICERS’ CODE OF CONDUCT

The report of the Head of Function (Council Business)/Monitoring Officer incorporating amendments to the Officers’ Code of Conduct and the Local Guidance to the Officers’ Code of Conduct was presented for the Executive’s consideration.

The Chair reported that the current Code of Conduct and Guidance have been amended in response to recommendations made in the Internal Audit Report on Ethical Culture the relevant extract from which is included in Enclosure 1 to the report. The Code of Conduct itself has been updated in accordance with legislation with the changes being reflected in Enclosure 2. The Guidance has been updated so that it is more user-friendly as well as incorporating the new legislative requirements and is included at Enclosure 3. Both the Code and Guidance have been consulted upon with the Senior Leadership Team, the Heads of Service and the Head of Audit and Risk; the original guidance has been amended to incorporate the comments made during that consultation. If the Code and Guidance are both approved by Council they will be published on the Council’s Policy Portal and will be the subject of the Acceptance of Corporate Polices exercise whereby officers are required to click to accept and correctly answer questions in relation to the amended documents.

It was resolved to recommend that the Full Council –

- **Adopts the Officers’ Code of Conduct included in Enclosure 2 to the report.**
- **Adopts the Local Guidance to the Officers’ Code of Conduct included in Enclosure 3 to the report.**
- **Authorises the Head of Function (Council Business)/Monitoring Officer to make the necessary changes to the Constitution, including any consequential amendments, to reflect the adoption of Enclosures 2 and 3.**

8. FUNDING FOR FLOODING WORK IN LLANGEFNI

The report of the Interim Head of Service (Highways, Waste and Property) seeking the Executive’s approval for capital funding of £85k for the Highways, Waste and Property Service to cover the cost of repairs to a flood prevention wall at the rear of Glandwr, Llangefni was presented for consideration.

The Portfolio Member for Highways, Waste and Property reported that Anglesey experienced an extreme rainfall event on 22 November, 2017 with the result that 6 residential and 27 commercial properties in Llangefni were internally flooded. Following the flooding, the Local Assembly Member hosted a community drop-in session in Llangefni to discuss what had happened and this was attended by Natural Resources Wales (NRW), Welsh Water, IoACC Councillors and staff, local businesses and residents. There was a strong community desire that urgent action be taken before winter, 2018. NRW subsequently arranged river clearing work and flood modelling work. However, it was noted at the time that it was not possible to confirm when any work arising from the modelling process would be done.

The Portfolio Member said that in Llangefni the Council had inspected those of its assets that it considered could have an influence in the event of a reoccurrence of extreme rainfall of the magnitude experienced in November 2017 and identified a length of boundary walling in its ownership near the Afon Cefni to the rear of Glandwr Terrace. The walling had in places started to collapse and it was considered that repairing this length of walling would act to reduce the flood risk at Glandwr Terrace and reduce the risk of flood water flowing along Ffordd Glandwr and into Church Street. The alternative to repairing the wall was to wait for NRW to complete the flood modelling work with the risk of damage to properties and businesses again should flooding occur in the interim. Some residents still remain affected

by the damage caused by the November, 2017 flooding and some businesses have not re-opened. Delaying the work would risk further flooding and reputational damage to the Authority.

The Executive was supportive of the capital funding request subject to assurance being given that the funding is available.

The Head of Function (Resources)/Section 151 Officer confirmed that it is expected that the capital budget will be underspent at the end of the year and that £85k of unutilised capital funding can therefore be allocated to this scheme.

The Executive also acknowledged the work undertaken by the Highways, Waste and Property Service in response to the flooding and ensuing damage in Llangefni and in the other areas of the Island also affected by the flood event in November, 2017.

It was resolved that the Highways, Waste and Property Service receives £85k of capital funding to cover the costs of carrying out repairs to a flood prevention wall at the rear of Glandwr, Llangefni.

9. WASTE MANAGEMENT – APPOINTMENT OF A TEMPORARY PROJECT MANAGER

The report of the Head of Service (Highways, Waste and Property) seeking the Executive's approval to appoint a temporary Project Manager up to 31 March, 2021 was presented for consideration.

The Portfolio Member for Highways, Waste and Property reported that the Council has a statutory duty to collect waste, to keep relevant land free of litter and to meet statutory recycling targets. The total cost of this service in 2017/18 was approximately £3.8m. The current 14 year contract with Biffa Municipal ends on 21 March, 2021 and plans have to be developed to ensure viable options are in place when the current contract ends. The process of re-procuring the contract will be a major task and given its size and complexity, significant resources will be required to deliver the project. As shown in section 2 of the report several specialisms have to be brought together as part of the procurement process to ensure the different streams are managed and implemented in a timely way. It is the opinion of Officers and the Senior Leadership Team that a Project Manager should be appointed on a relatively short-term contract to ensure the procurement project is delivered to a high standard to ensure risks are minimised, deadline dates are met and value for money is obtained for the Council.

The Executive considered the information presented and in recognising the magnitude and complexity of the new contract undertaking, it made the following points –

- That everything possible must be done to ensure the contract procured is fit for purpose.
- That a short-term additional project management resource is considered necessary because of a lack of capacity within the Council due to many years of cutbacks. It was noted that the appointee however will work with staff at the Council's Waste Management Section who will provide the majority of the time, expertise and resources to support the procurement process.
- Whether there is scope to consider working jointly with a neighbouring local authority thereby sharing capacity.
- Whether there is scope for the Council to consider in-house delivery of the waste collection and cleansing service.

- How would the Project Manager's spare days (1-2 days per week in the first 2 financial years and 3 days per week in the final year) be apportioned between the other transformation projects noted in the report.
- Whether recruiting the right individual with the required expertise on a temporary basis is likely to prove difficult.

The Portfolio Member for Highways, Waste and Property said that it is envisaged that the temporary Project Manager will perform the tasks listed in Appendix 1 to the report including conducting an options appraisal to assess what services should be delivered and how. The Portfolio Member referred to possible avenues of recruitment e.g. the construction of the Parc Adfer energy recovery facility in Flintshire is nearing completion which might lead to a project management resource becoming available.

The Chief Waste Management Officer advised that a great deal of collaborative work in waste management is already taking place e.g. with Flintshire and other North Wales authorities as part of the North Wales Residual Waste Management Project of which Parc Adfer forms a part; there is also dialogue with Gwynedd on a day to day basis. However a joint commitment is unlikely because of issues of need and timing in relation to going out to tender. The in-house route will be considered as part of a comprehensive options appraisal exercise which will review what services should be provided, how they should be delivered and managed, and at what cost. Whilst the Project Manager's key task will be to project manage the procurement of the new waste collection and cleansing contract, it is not envisaged that the requirements of this work will occupy all of the appointee's time and that spare days as outlined in the report will be available to be spent on other priority projects where project management support is required; this will be arranged in consultation with the Transformation Service.

It was resolved to authorise the appointment of a temporary Project Manager up to March, 2021 to –

- **Carry out an options appraisal to assess how waste should be collected and cleaned in future.**
- **Project manage the procurement of a new waste collection and cleansing contract which will start on 1 April, 2021.**
- **Project manage additional one-off projects across the Council as required.**

10. EXCLUSION OF PRESS AND PUBLIC

It was considered and resolved under Section 100(A) (4) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion on the following item on the grounds that it involved the disclosure of exempt information as defined in Paragraph 14 of Schedule 12A of the said Act and in the Public Interest Test as presented.

11. ANGLESEY SCHOOLS' MODERNISATION – STRATEGIC OUTLINE CASE/OUTLINE BUSINESS CASE – NEW PRIMARY SCHOOL TO REPLACE YSGOL BODFFORDD AND YSGOL CORN HIR

The report of the Head of Learning incorporating the combined Strategic Outline Case and Outline Business Case (SOC/OBC) for a new primary school instead of Ysgol Bodffordd and Ysgol Corn Hir was presented for the Executive's consideration and approval. The report set out the strategic, economic, commercial, and financial and

management grounds for the new school in line with the 21st Century Schools Business case process for capital funding for the project.

The Portfolio Member for Education, Libraries, Culture and Youth reported that the Corporate Scrutiny Committee at its meeting held on 24 October, 2018 had considered the SOC/OBC for the new school and having sought clarification on points in relation to highway safety, affordability, contract terms, build scheduling and overruns, the Committee had endorsed the Strategic Outline Case and Outline Business Case with a recommendation to the Executive that it be submitted to Welsh Government. The Portfolio Member thanked the Scrutiny Committee for a constructive discussion on the matter.

The Head of Learning gave an overview of the SOC/BOC referring to the specifications for the new school and its status as a community asset, the estimated project costs, the processes followed for site evaluation and tendering and the proposed project plan and delivery timetable.

Councillor Dylan Rees, a Local Member and Vice-Chair of the Corporate Scrutiny Committee confirmed that the Committee in considering the SOC/OBC had raised issues in relation to highways and parking sufficiency, traffic conditions and road safety in the vicinity of the new school site, adherence to timetables; ensuring that contractual terms are sufficiently robust to deliver value for money for the Council and continuing the dialogue with Bodffordd community in relation to the community resource at Ysgol Bodffordd.

With regard to the project's affordability, the Head of Function (Resources)/Section 151 Officer said that the extent of the savings which school modernising schemes deliver can vary depending on the number of schools closed as part of the process in a specific area. In this case the savings generated are not significant and the project will lead to additional costs to the Council. However the availability of a capital funding contribution by Welsh Government as part of the 21st Century Schools Programme provides a once only opportunity for the Authority to modernise its school stock bearing in mind also that it would otherwise have to fully fund the backlog maintenance costs at its schools which are substantial.

It was resolved –

- **To approve the combined Strategic Outline Case (SOC) and Outline Business Case (OBC) for the new primary school to replace Ysgol Bodffordd and Ysgol Corn Hir.**
- **That the combined SOC/OBC be submitted to Welsh Government.**
- **That capital receipts for the construction of the new primary school be ring-fenced, subject to no problems arising with selling the sites.**

**Councillor Llinos Medi Huws
Chair**

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	26 November 2018
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 December 2018 – July 2019;</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 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: December 2018 – July 2019.	

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: December 2018 – July 2019

Updated: 19 November 2018



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.

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 **December 2018 – July 2019** is outlined on the following pages.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2018 – July 2019

Updated: 19 November 2018

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)
December 2018						
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 December 2018
2	Homelessness Strategy Approval of the document following the consultation period.		Housing	Ned Michael Head of Housing Services Cllr Alun W Mummery	Partnership & Regeneration Scrutiny Committee 13 November 2018	The Executive 17 December 2018
3	Development of Gypsies and Travellers Site, Star		Housing	Ned Michael Head of Housing Services Cllr Llinos Medi		The Executive 17 December 2018

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2018 – July 2019

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4	CIW Inspection of Children's Services in Anglesey – Improvement Plan – Quarterly Progress Report	Children's Services	Fôn Roberts Head of Children's Services Cllr Llinos Medi	Children's Services Improvement Panel 26 November 2018 Corporate Scrutiny Committee 10 December 2018	The Executive 17 December 2018	
5	Local Full Fibre Network (LFFN) Project To delegate to another Council authority to implement the LFFN Project.	Regulation and Economic Development / Council Business	Dylan Williams Head of Regulation and Economic Development / Lynn Ball Head of Function - Council Business / Monitoring Officer Cllr Carwyn Jones Cllr Dafydd Rhys Thomas		The Executive 17 December 2018 – subject to agreed regional version of the report.	
6	Establishing a Sustainable Drainage Approval Board	Highways, Waste and Property	Huw Percy Interim Head of Highways, Waste and Property Cllr Bob Parry OBE		The Executive 17 December 2018	

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

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7	Anglesey Schools' Modernisation – Report on objections to a new primary school to replace Ysgol Bodffordd and Ysgol Corn Hir	Learning	Arwyn Williams Head of Learning Cllr R Meirion Jones		The Executive 17 December 2018	
8	Anglesey Schools Modernisation – Strategic Outline Case / Outline Business Case – New Primary School to replace Ysgol y Graig and Ysgol Talwrn	Learning	Arwyn Williams Head of Learning Cllr R Meirion Jones	Corporate Scrutiny Committee 10 December 2018	The Executive 17 December 2018	
January 2019						
9	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Llinos Medi		The Executive 28 January 2019	

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

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February 2019							
10	2018/19 Revenue and Capital Budget Monitoring Report – Quarter 3 (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 Robin Wyn Williams	Finance Scrutiny Panel – Date to be confirmed	The Executive 18 February 2019	
11	2019/20 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 Robin Wyn Williams	Corporate Scrutiny Committee 4 February 2019	The Executive 18 February 2019	27 February 2019
12	Fees and Charges 2019/20	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 Robin Wyn Williams		The Executive 18 February 2019	
13	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 Robin Wyn Williams		The Executive 18 February 2019	

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14 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 Robin Wyn Williams		The Executive 18 February 2019	
15 Treasury Management Strategy 2019/20 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 Robin Wyn Williams		The Executive 18 February 2019	27 February 2019
16 Charges for non-residential services 2019/20 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 18 February 2019	
17 Standard Charge for Council Care Homes 2019/20 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 18 February 2019	

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Period: December 2018 – July 2019

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18	Independent Sector Care Home Fees 2019/20 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 18 February 2019	
19	Housing Rents and Housing Services Charges 2019/20		Housing Services	Ned Michael Head of Housing Services Cllr Alun Mummery		The Executive 18 February 2019	
20	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 February 2019	
March 2019							
21	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 25 March 2019	

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* Key:

S = Strategic – key corporate plans or initiatives

O = Operational – service delivery

FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2018 – July 2019

Updated: 19 November 2018

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)
22 Corporate Scorecard – Quarter 3, 2018/19 (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	Carys Edwards Head of Profession – HR and Transformation Cllr Dafydd Rhys Thomas	Corporate Scrutiny Committee 11 March 2019	The Executive 25 March 2019	
23 CIW Inspection of Children's Services in Anglesey – Improvement Plan – Quarterly Progress Report		Children's Services	Fôn Roberts Head of Children's Services Cllr Llinos Medi	Children's Services Improvement Panel (Date to be confirmed) Corporate Scrutiny Committee 11 March 2019	The Executive 25 March 2019	
24 Leisure Modernisation		Regulation and Economic Development	Dylan Williams Head of Regulation and Economic Development Cllr Carwyn Jones	Partnership and Regeneration Scrutiny Committee 12 March 2019	The Executive 25 March 2019	

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2018 – July 2019

Updated: 19 November 2018

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)
April 2019						
25	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 April 2019
May 2019						
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 .. May 2019
June 2019						
27	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 .. June 2019
July 2019						
28	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 .. July 2019

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	NOVEMBER 26th 2018
SUBJECT:	SCORECARD MONITORING REPORT - QUARTER 2 (2018/19)
PORTFOLIO HOLDER(S):	COUNCILLOR DAFYDD RHYS THOMAS
HEAD OF SERVICE:	CARYS EDWARDS
REPORT AUTHOR: TEL: E-MAIL:	GETHIN MORGAN 01248 752111 GethinMorgan@anglesey.gov.uk
LOCAL MEMBERS:	n/a

A - Recommendation/s and reason/s
<p>1.1 This is the second scorecard of the financial year 2018/19.</p> <p>1.2 It portrays the position of the Council against its operational objectives as outlined and agreed collaboratively between the Senior Leadership Team / Executive and Shadow Executive in a workshop held on the 2nd of July, 2018.</p> <p>1.3 The Committee is requested to scrutinise the scorecard and note the areas which the Senior Leadership Team are managing to secure improvements into the future. These can be summarised as follows –</p> <p>1.3.1 Underperformance is recognised and managed with mitigation measures completed to aide improvement during Q3. Particular emphasis is given to those indicators which have seen a declining trend quarter upon quarter to ensure performance does not decline further during Q3.</p> <p>1.3.2 Targets are re-evaluated during Q3 following the publication of the Social Services national comparator data with an emphasis placed on improving indicators in the lower and lower median quartiles.</p> <p>1.3.3 A continued focus is placed on maintaining/improving attendance at work with the support of the Corporate Sickness Absence Co-ordinator. Priority given to continuing the better performance in both Adult & Learning service at a time when their overall performance is critical to the development of our children and well-being of our most vulnerable citizens.</p>

<p>1.3.4 The Customer Service Excellence Project Board continues to monitor the indicators and Children's Services are requested over the forthcoming six months to re-evaluate their complaints management procedure in order to improve their rate of written responses to complaints within timescales.</p> <p>1.3.5 Regular scrutiny of corporate financial management is continued and the remedial actions are undertaken by Heads of Service to in manage the budgets they can control</p> <p>1.4 The Committee is asked to accept the mitigation measures outlined above.</p>		
B - What other options did you consider and why did you reject them and/or opt for this option?		
n/a		
C - Why is this 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)	This was considered by the SLT and their comments are reflected in the report
2	Finance / Section 151 (mandatory)	No comment
3	Legal / Monitoring Officer (mandatory)	No comment
4	Human Resources (HR)	HR comments incorporated within the report
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	Comments following the Corporate Scrutiny Meeting on the 23/11 to be discussed at this meeting
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 - Scorecard Monitoring Report – Quarter 2, 2018/19 & Scorecard Appendix B – Programmes and Projects Performance Dashboard – Quarter 2 Appendix C - Revenue Out-turn Forecast for the Financial Year ending 31 March 2019 – Quarter 2</p>		
FF - Background papers (please contact the author of the Report for any further information):		
<ul style="list-style-type: none"> • 2018/19 Scorecard monitoring report - Quarter 1 (as presented to, and accepted by, the Executive Committee in September 2018). 		

SCORECARD MONITORING REPORT – QUARTER 2 (2018/19)

1. INTRODUCTION

- 1.1 This quarterly scorecard reporting has been developed in parallel with the annual work-stream of the performance report to identify and inform Council leaders of progress against indicators which explicitly demonstrates the successful implementation of the Council's day to day activities and assists in providing the evidential base from which the performance report is drafted.
- 1.2 This year's indicators included in the scorecard were decided upon by the Senior Leadership Team, the Executive and Shadow Executive following guidance from Head of Services and the scorecard (Appendix 1) portrays the current end of Q2 position and will be considered further by the Corporate Scrutiny Committee and the Executive during November 2018.

2. CONTEXT

- 2.1 This is the sixth year of collating and reporting performance indicators in a co-ordinated manner. The Council is seeing trends being established with regards to a number of those indicators and the comments by SLT / Scrutiny and the Executive are having an impact on operational delivery.
- 2.2 This impact is reflected in the way the Council compares favourably on a national basis against a number of indicators which are collated annually.
- 2.3 This impact can be evidenced quarterly and by our end of year performance against the PAM's.
 - 2.3.1 The Public Accountability Measures (PAM), which are a set of indicators which measure performance on a national basis, have been published by Data Cymru for 2018/19. Of the published indicators (Social Services indicators not yet released) the Council's year on year performance improved in relation to 75% of the available indicators whilst performance in the other 25% declined.
 - 2.3.2 Of the published data, the Council have 7 in the Top Quarter (in the top 6 Councils in Wales), 5 in the Upper Median (placed 7th to 11th), 5 in the Lower Median (placed 12th to 16th), and 3 in the Lower Quarter (placed 17th to 22nd). For the PAM indicators which are tracked in the Scorecard their 2017/18 quarter placing can be seen in the last column.
 - 2.3.3 Further analysis of the overall performance can be gained through the Annual Performance Report which can be found by visiting the following website: <http://www.anglesey.gov.uk/councilplan>
 - 2.3.4 Targets for the published PAM indicators which are tracked on a quarterly basis have already been adjusted where needed. Targets for the remaining Social Services PAM indicators not yet published will be reviewed during Q3 once the results are published.

2.4 PERFORMANCE MANAGEMENT

- 2.4.1 At the end of Q2 it is encouraging to note that the majority of performance indicators are continuing the good performance seen in the Q1 report. This is encouraging to note and is similar to the same position at the end of Q2 in

2017/18. Being a performance focused organisation, this continued good performance across our services into Q3 is now the priority.

2.4.2 Whilst this report portrays a positive story it is noted that 2 of the 30 indicators reported quarterly are underperforming against their annual target for the year. These are highlighted as being Red or Amber in colour on the scorecard itself and are discussed below.

2.4.3 The two indicators within Adult Services which had underperformed during Q2 –

- (i) 11) PM20a – RED - The percentage of adults who completed a period of reablement and have a reduced package of care and support 6 months later. The performance here was 33% at the end of Q2 against a target of 50%.

As discussed in the Q1 scorecard report, this indicator deals with a small number of cases and therefore performance can fluctuate considerably from quarter to quarter. In Q2, as a result of the re-ablement intervention that the service has provided, there has been an increase in the package of care for an additional 3 individuals supported as opposed to a reduced package of care. This reflects the nature of their presenting illnesses.

Due to the small number of cases involved this is statistically insignificant data at this stage and will continue to be monitored over Q3 & Q4.

- (ii) 07) PAM/025 (PM19) – AMBER - The Rate of people kept in hospital while waiting for social care per 1000 population aged 75+. The performance of this indicator was 4.08 at the end of Q2 against an annual target of 3.

It is acknowledged that there was a high rate of DTOC in the first two quarters of the year. The performance in Q2 (1.79) was however an improvement on the performance in Q1 (2.30).

It is anticipated that the newly commissioned patch based Domiciliary Care contract will make a significant positive impact in the Q3 figures. For example, figures for October 2018 show that nobody was kept in hospital waiting for social care during the month and it is anticipated that this trend will continue into the future.

2.4.4 The remaining indicators reported for Q2 are all ragged **GREEN** or **YELLOW** within the performance management section and have performed well against their targets. There are a number of trend arrows that are declining compared to Q1 and these will need to be monitored by Services into Q3.

2.4.5 One of the indicators that was RED and discussed in the Q1 Scorecard Report was indicator 4 on the Scorecard (PM28), the average length of time for all children who were on the CPR during the year. It is pleasing to note that this indicator has now improved and is ragged as GREEN at the end of Q2.

2.4.6 *In order to maintain and improve our national performance and standing as a good achieving council, the **SLT recommends** –*

- 2.4.6.1** Underperformance is recognised and managed with mitigation measures completed to aide improvement during Q3. Particular emphasis is given to

those indicators which have seen a declining trend quarter upon quarter to ensure performance does not decline further during Q3.

2.4.6.2 Targets are re-evaluated during Q3 following the publication of the Social Services national comparator data with an emphasis placed on improving indicators in the lower and lower median quartiles.

2.4.7 Appendix B shows the whole programme of work which the two Corporate Transformation Programme Boards are overseeing. The issues highlighted are being managed and tracked accordingly via the Boards which meet on a quarterly basis.

2.5 PEOPLE MANAGEMENT

2.5.1 The management of our people is a crucial aspect of the Council's corporate management which enables us (when managed sufficiently) to continue with our aim of improving the delivery of our services for the people of Anglesey. A good and healthy workforce engenders a good and improving provision of service.

2.5.2 Attendance at work is an area which is reported on monthly and analysed to ensure improvement. Quarter 2 showed a score of 2.04 WDL per FTE which is an improvement on the 1st quarter and takes the cumulative score of Q1 & Q2 to 4.75 WDL per FTE (indicator 3 on scorecard under people management). This figure shows that we are slightly below target compared with the same period for 2017/18 of 4.25 days sick per FTE. However, it is slightly better than the results of 2016/17 which saw an end of year performance of 9.78 days per FTE.

2.5.3 Greater in depth analysis of service performance against targets set for Q2 2018/19 indicate that 4 services were above their target. Combining these results with those from Q1 demonstrate that a number of services (6) are currently above their targets for the 1st half of the year. Whilst this is concerning, the two services which have been prioritised by the SLT to improve their annual sickness rates further for Q3 in comparison with previous years are those of:

- Adults
- Learning

These services consist of more than 50% of our workforce.

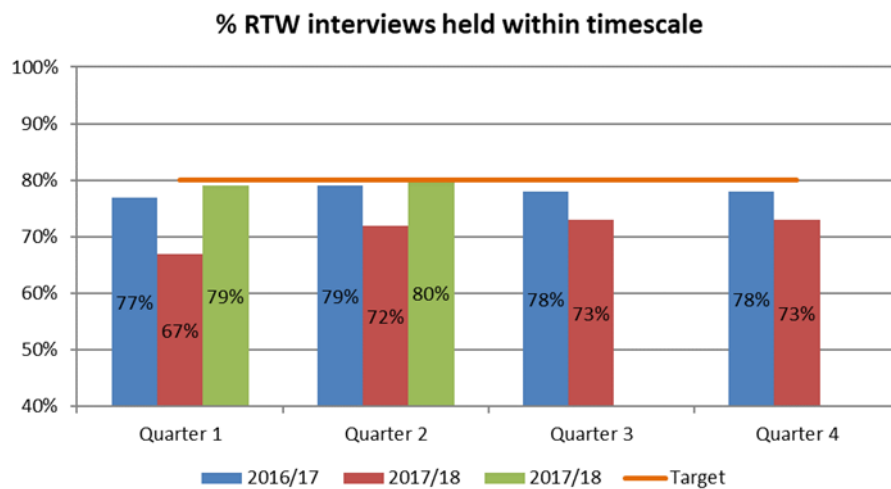
2.5.4 Sickness absence for Adults Services in Q2 showed great improvement and was the best it has been over the last 3 years. Due to a higher rate of absence in Quarter 1 the service is currently at a score of 6.88 days absence per FTE against a target of 5.90 days absence per FTE up to the end of Q2. Long term sickness cases result in a total of 1371 days lost to sickness between April and September. With the winter months coming up, prioritising good sickness rates amongst staff within the Adult service is essential in order to deal with our most vulnerable citizens.

2.5.5 The Learning service also demonstrated an improvement in sickness absence levels from Quarter 1. The service is performing at a score of 4.67 days absence per FTE against a target of 4.16 absence per FTE up to the end of Q2. The main reason for this level of sickness absence is due to the performance of Primary Schools (indicator 04 on the scorecard). Primary schools absence accounts for 68% of the sickness absence of the Learning service. This is recognised and a

sickness work-plan has been devised and is being implemented by the service to tackle the issues noted.

2.5.6 Up until the end of Q2 the pattern of long term sickness absence throughout services continues as we recognise as an Authority long term sickness absence will always be present.

2.5.7 The Council continues to scrutinise practices regularly across its wide-ranging services and by the end of Q2 the positive performance seen in Q1 continues. This is evidenced in table 1 which shows RTW interviews being held within timescales at a level which meets the target. This is the first time in the last three years this achievement has been realised. Additionally the percentage of RTWs completed overall (on time and late) is 89% which again provides assurances that sickness absence is being dealt with in accordance with policy expectations.



(Table 1)

2.5.8 The SLT therefore recommends –

2.5.9 A continued focus is made on maintaining/improving attendance at work with the support of the Corporate Sickness Absence Co-ordinator. Priority needs to be given to continuing the better performance in both Adult & Learning service at a time when their overall performance is critical to the development of our children and well-being of our most vulnerable citizens.

2.6 CUSTOMER SERVICE

2.6.1 Up to the end of Q2, users used AppMôn technology to submit 1809 reports (including fly tipping, faulty street lighting, compliments or complaints, broken pavements, sports club database forms and ordering recycling bins). This is up from 1087 for Q2 17/18. 84% of these reports have come through the website which is in the process of being updated and refreshed.

2.6.2 A new indicator for this year is the number of registered users we have on AppMôn and the Council Website which has increased by close to 600 users from the end of Q1 to 4883 at the end of Q2. As noted in the Q1 scorecard report, the Council website will have a new presentation style and it is anticipated that this will encourage a greater

use of online forms and online contact. It is also expected that online web payment numbers will also increase.

- 2.6.3** Our social media presence increased once again during Q2 to 28k followers. This is shared through Facebook (13k followers), Twitter (14k followers) and Instagram (1k). These modes of communication are continuing to increase and the flow of information distributed and received via these channels will only increase further, therefore changing the way by which residents and others communicate with us as a Council. It also impacts on the workload of the small corporate team which currently monitors and responds to this social media presence.
- 2.6.4** With regards to customer complaints management, up to the end of Q2 29 complaints were received compared to 43 in Q2 17/18. 92% of the complaints requiring a response by the end of Q2 (22) have received a response within timescale, 2 of which were late. Of these complaints 15 were not upheld, 6 were upheld in full (Resources [3], Highways, Property & Waste [2], and Housing [1]) and 1 was partly upheld (Highways, Property & Waste [1]). This demonstrates that we are progressive in our approach to dealing with complaints and use them pro-actively to improve matters.
- 2.6.5** Within Social Services there were 4 Stage 2 complaints (Adult Services) and 26 Stage 1 Complaints (Children's Services [19], Adult Services [7]) received up to the end of Q2. Of these complaints, a total of 50% (Red on the scorecard) have been responded to within timescale with 13 late responses (Children's Services [10] and Adult Services [3]). Although Children's Services failed to send written responses within timescale for 9 of the 19 Stage 1 complaints, 14 of the 19 (74%) had held a discussion with the complainant within timescales.
- 2.6.6** The cumulative % of FOI requests responded to within timescale performed at 76% at the end of Q2 which is similar to the performance at the end of Q1. In total there was 552 FOI requests (totalling 3899 questions) by the end of Q2 with 110 late responses. Our response to FOIs is important and improving and the SLT and Heads of Service continue to monitor the performance of FOIs closely.

2.6.7 The SLT therefore recommends –

2.6.7.1 *The Customer Service Excellence Project continue to monitor the indicators and Childrens Services are requested to re-evaluate their complaints management procedure in order to improve their rate of written responses to complaints within timescales.*

2.7 FINANCIAL MANAGEMENT

- 2.7.1** A total overspend of £2.660m is projected for the year-ending 31 March 2019. £3.561m of the predicted overspend for 2018/19 is on service budgets, which are made up of a number of over and underspends. The Services that are still experiencing significant budgetary pressures are similar to 2017/18 (Children and Families Services and Learning). The Adults Service budgets are also under pressure due to increasing demand. The Heads of Service are aware of the issues and are working to reduce the level of overspending which is within their control by the year-end. Corporate Finance is expected to underspend by £0.553m and Council Tax, which includes the Council Tax Premium, is forecast to collect a surplus of £0.348m. The overall overspend is, therefore, reduced to £2.660m. The projected level of overspend is 2.03% of the

Council's net budget. There is concern about the impact of this level of overspend on general balances should the overspend materialise.

- 2.7.2** Although this level of overspending can be funded from general reserves in 2018/19, it will deplete the general reserves to a figure well below the generally accepted minimum. It will be necessary during the 2019/20 budget setting process to fund the underlying level of overspending and to begin the process of replenishing the general balances. This is a prudent approach and is necessary to ensure the long term financial viability of the Council.
- 2.7.3** Forecasts are subject to change as new information becomes available. However, with regular scrutiny from SLT and if remedial action is taken by Heads of Services these will help the services manage within the budgets they can control.
- 2.7.4** The SLT therefore recommends that –
 - 2.7.4.1** Regular scrutiny of corporate financial management is continued and the remedial actions are undertaken by the Heads of Service to assist the services in managing within the budgets they can control.

3. RECOMMENDATIONS

- 3.1** The Committee is requested to scrutinise the scorecard and note the areas which the Senior Leadership Team are managing to secure improvements into the future. These can be summarised as follows –
 - 3.1.1** Underperformance is recognised and managed with mitigation measures completed to aid improvement during Q3. Particular emphasis is given to those indicators which have seen a declining trend quarter upon quarter to ensure performance does not decline further during Q3.
 - 3.1.2** Targets are re-evaluated during Q3 following the publication of the Social Services national comparator data with an emphasis placed on improving indicators in the lower and lower median quarters.
 - 3.1.3** A continued focus on maintaining/improving attendance at work with the support of the Corporate Sickness Absence Co-ordinator with priority given to continuing with the improved performance in both Adult & Learning services.
 - 3.1.4** The Customer Service Excellence Project Board continue to monitor the indicators and Children's Services are requested over the forthcoming six months to re-evaluate their complaints management procedure in order to improve their rate of written responses to complaints within timescales.
 - 3.1.5** Regular scrutiny of corporate financial management is continued and remedial actions undertaken by the Heads of Service to manage the budgets they can control.
- 3.2** The Committee is asked to accept the mitigation measures outlined above.

Appendix A - Cerdyn Sgorio Corfforaethol - Corporate Scorecard Ch-Q2 2018/19

Rheoli Perfformiad / Performance Management	CAG / RAG	Tuedd / Trend	Canlyniad / Actual	Targed / Target	Targed BI / Yr Target	Canlyniad 17/18 Result	Canlyniad 16/17 Result	Chwarter 17/18 Quartile
01) PAM/029 (PM33) - Percentage of children in care who had to move 3 or more times	Gwyrdd / Green	↓	4.35%	5.50%	11%	9%	5%	TBC Ch3 / Q3
02) PAM/028 (PM24) - Percentage of child assessments completed in time	Gwyrdd / Green	↓	91%	90%	90%	67.57%	89.17%	TBC Ch3 / Q3
03) SCC/025 - The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations	Melyn / Yellow	↑	79.16%	83%	83%	63.32%	79.35%	TBC Ch3 / Q3
04) PM28 - The average length of time for all children who were on the CPR during the year, and who were de-registered during the year (days)	Gwyrdd / Green	↑	272	320	320	326.5	266	TBC Ch3 / Q3
05) SCC/010 - The percentage of referrals that are re-referrals within 12 months	Melyn / Yellow	↓	16%	15%	15%	-	-	-
06) SCC/006 - The percentage of referrals during the year on which a decision was made within 1 working day	Gwyrdd / Green	↑	96.42%	94%	94%	-	-	-
07) PAM/025 (PM19) - Rate of people kept in hospital while waiting for social care per 1,000 population aged 75+	Ambr / Amber	↓	4.08	3	3	6.58	6.05	TBC Ch3 / Q3
08) SCA/018b - The percentage of carers of adults who requested an assessment or review that had an assessment or review in their own right during the year	Melyn / Yellow	↓	91.4	93%	93%	96%	94.40%	TBC Ch3 / Q3
09) SCA/002b - The rate of older people (aged 65 or over) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March	Gwyrdd / Green	↑	16	19	19	17.44%	20.51%	TBC Ch3 / Q3
10) PM18 - The percentage of adult protection enquiries completed within statutory timescales	Gwyrdd / Green	↑	91.25%	90%	90%	93.25%	90.48%	TBC Ch3 / Q3
11) PM20a - The percentage of adults who completed a period of reablement and have a reduced package of care and support 6 months later	Coch / Red	↑	33.33%	50%	50%	59.26%	62.60%	TBC Ch3 / Q3
12) PM20b - The percentage of adults who completed a period of reablement and have no package of care and support 6 months later	Gwyrdd / Green	↑	65.52%	62%	62%	62.65%	33.30%	TBC Ch3 / Q3
13) PAM/007 - Percentage of pupil attendance in secondary schools (Ch3/Q3)	-	-	-	94.80%	94.80%	94.80%	-	TBC Rhagfyr / December
14) PAM/008 - Percentage of pupil attendance in primary schools (Ch3/Q3)	-	-	-	94.60%	94.60%	94.60%	-	Uchaf / Upper
15) PAM/010 (STS/005b) - Percentage of streets that are clean	Gwyrdd / Green	↑	95.58%	94%	94%	93%	93%	Canolrif Isaf / Lower Median
16) PAM/030 (WMT/009b) - Percentage of waste reused, recycled or composted	Melyn / Yellow	↓	72.84%	74%	72%	72.2%	65.8%	Uchaf / Upper
17) PAM/035 - Average number of working days taken to clear fly-tipping incidents	Gwyrdd / Green	↓	0.15	1	1	-	-	-
18) PAM/043 - Kilograms of residual waste generated per person	-	↑	119kg	-	210kg	-	-	-
19) PAM/017 (LCS/002b) - Number of visits to leisure centres per 1,000 population	Gwyrdd / Green	↓	257k	235k	515k	508k	464k	Canolrif Isaf / Lower Median
20) PAM/023 (PPN/009) - Percentage of food establishments that meet food hygiene standards	Gwyrdd / Green	↑	98%	95%	95%	98%	98%	Uchaf / Upper
21) PAM/018 - Percentage of all planning applications determined in time	Melyn / Yellow	↓	86%	90%	90%	86%	-	Isaf / Lower
22) PAM/019 - Percentage of planning appeals dismissed	Gwyrdd / Green	↑	86%	65%	65%	47%	-	Isaf / Lower
23) PAM/041 - Percentage of NERS clients who completed the exercise programme	Gwyrdd / Green	↓	66%	50%	50%	-	-	-
24) PAM/042 - Percentage of NERS clients whose health had improved on completion of the exercise programme	Gwyrdd / Green	↓	83%	80%	80%	-	-	-
25) PAM/012 - Percentage of households successfully prevented from becoming homeless	Gwyrdd / Green	↑	56.62%	55%	55%	-	-	Canolrif Uchaf / Upper Median
26) PAM/013 - Number of empty private properties brought back into use	Gwyrdd / Green	→	48	32	75	75	-	Uchaf / Upper
27) PAM/014 - Number of new homes created as a result of bringing empty properties back into use	Gwyrdd / Green	↑	4	2	4	4	-	-
28) PAM/015 (PSR/002) - Average number of calendar days taken to deliver a Disabled Facilities Grant	Gwyrdd / Green	↓	161.1	175	175	177	238.8	Uchaf / Upper
29) PAM/037 - Average number of days to complete repairs	Melyn / Yellow	↓	13.39	12	12	-	-	-
30) PAM/038 - Landlord Services: Percentage of homes that meet the Welsh Housing Quality Standard (WHQS)	Gwyrdd / Green	→	100%	100%	100%	-	-	-
31) PAM/009 - Percentage of Year 11 leavers not in Education, Training or Employment (NEET) [Annual]	-	-	-	-	-	-	-	Isaf / Lower
32) PAM/032 - Average Capped 9 score for pupils in year 11 [Annual]	-	-	-	-	-	-	-	-
33) PAM/033 - Percentage of pupils assessed in Welsh at the end of the Foundation Phase [Annual]	-	-	-	-	-	-	-	-
34) PAM/034 - Percentage of year 11 pupils studying Welsh (first language) [Annual]	-	-	-	-	-	-	-	-
35) PAM/040 - Percentage of Quality Indicators (with targets) achieved by the library service [Annual]	-	-	-	-	-	-	-	-
36) PAM/024 (PM13a) - Percentage of adults satisfied with their care and support [Annual]	-	-	-	-	-	-	-	TBC Hydref / October
37) PAM/026 (PM15) - Percentage of carers that feel supported [Annual]	-	-	-	-	-	-	-	TBC Hydref / October
38) PAM/027 (PM13c) - Percentage of children satisfied with their care and support [Annual]	-	-	-	-	-	-	-	TBC Hydref / October
39) PAM/020 (THS/012a) - Percentage of A roads in poor condition [Annual]	-	-	-	-	3%	3.20%	2.30%	Canolrif Uchaf / Upper Median
40) PAM/021 (THS/012b) - Percentage of B roads in poor condition [Annual]	-	-	-	-	5%	4.40%	3.20%	Canolrif Uchaf / Upper Median
41) PAM/020 (THS/012c) - Percentage of C roads in poor condition [Annual]	-	-	-	-	10%	8.90%	10.10%	Canolrif Isaf / Lower Median
42) PAM/039 - Landlord Services: Percentage of rent lost due to properties being empty [Annual]	-	-	-	-	-	-	-	-

Appendix A - Cerdyn Sgorio Corfforaethol - Corporate Scorecard Ch-Q2

Gofal Cwsmer / Customer Service	CAG / RAG	Tuedd / Trend	Canlyniad / Actual	Targed / Target	Canlyniad 17/18 Result	Canlyniad 16/17 Result
Siarter Gofal Cwsmer / Customer Service Charter						
01) No of Complaints received (excluding Social Services)	Gwyrdd / Green	⇒	29	35	71	71
02) No of Stage 2 Complaints received for Social Services	-	↓	4	-	9	5
03) Total number of complaints upheld / partially upheld	-	-	9	-	28	25
04a) Total % of written responses to complaints within 20 days (Corporate)	Gwyrdd / Green	⇒	100%	80%	92%	93%
04b) Total % of written responses to complaints within 15 days (Social Services)	Coch / Red	↓	50%	80%	-	-
05) Number of Stage 1 Complaints for Social Services	-	-	26	-	51	54
06) Number of concerns (excluding Social Services)	-	↑	33	-	112	191
07) Number of Compliments	-	⇒	135	-	753	566
08) % of FOI requests responded to within timescale	Melyn / Yellow	↓	76%	80%	78%	77%
09) Number of FOI requests received	-	-	552	-	919	1037
Newid Cyfrwng Digidol / Digital Service Shift						
10) No of Registered Users on AppMôn / Website	-	↑	4883	-	-	-
11) No of reports received by AppMôn / Website	-	⇒	1809	-	2k	1k
12) No of web payments	-	↓	6.6k	-	11k	-
13) No of telephone payments	-	↓	3.2k	-	5k	-
14) No of 'followers' of IOACC Social Media	-	↑	28k	25k	25k	21k
15) No of visitors to the Council Website	-	↑	422k	-	820k	715k

Rheoli Pobl / People Management	CAG / RAG	Tuedd / Trend	Canlyniad / Actual	Targed / Target	Canlyniad 17/18 Result	Canlyniad 16/17 Result
01) Number of staff authority wide, including teachers and school based staff (FTE)	-	-	2261	-	2252	2258
02) Number of staff authority wide, excluding teachers and school based staff(FTE)	-	-	1260	-	1244	1250
03a) Sickness absence - average working days/shifts lost	Ambr / Amber	↑	4.75	4.47	9.96	9.78
03b) Short Term sickness - average working days/shifts lost per FTE	-	-	2.00	-	4.63	4.72
03c) Long Term sickness - average working days/shifts lost per FTE	-	-	2.75	-	5.32	5.06
04a) Primary Schools - Sickness absence - average working days/shifts lost	Coch / Red	↑	5.87	4.16	10.39	-
04b) Primary Schools - Short Term sickness - average working days/shifts lost per FTE	-	-	2.34	-	4.85	-
04c) Primary Schools - Long Term sickness - average working days/shifts lost per FTE	-	-	3.53	-	5.55	-
05a) Secondary Schools - Sickness absence - average working days/shifts lost	Gwyrdd / Green	↑	3.36	4.16	9.67	-
05b) Secondary Schools - Short Term sickness - average working days/shifts lost per FTE	-	-	1.74	-	5.32	-
05c) Secondary Schools - Long Term sickness - average working days/shifts lost per FTE	-	-	1.65	-	4.35	-
06) % of RTW interview held within timescale	Gwyrdd / Green	↑	80%	80%	73%	78%
07) % of RTW interview held	Ambr / Amber	↑	89%	95%	85%	91%
08) % of Attendance Review Meetings held	-	-	-	80%	69%	57%
09) Local Authority employees leaving (%) (Turnover) (Annual)	-	-	-	-	11%	10%
10) % of PDR's completed within timeframe (Q4)	-	-	-	80%	90.50%	80%
11) % of staff with DBS Certificate (if required within their role) (Q3/Ch3)	-	-	-	-	-	91.40%
12) No. of Agency Staff	-	↓	14	-	12	15

Rheolaeth Ariannol / Financial Management	CAG / RAG	Tuedd / Trend	Cyllideb / Budget	Canlyniad / Actual	Amrywiad / Variance (%)	Rhagolygon o'r Gwariant / Forcasted Actual	Amrywiad a Ragwelir / Forcasted Variance (%)
01) Budget v Actuals	Coch / Red	-	£63,622,459	£65,924,287	3.62%	-	-
02) Forecasted end of year outturn (Revenue)	Coch / Red	-	£130,899,873	-	-	£133,559,880	2.03%
03) Forecasted end of year outturn (Capital)	-	-	£44,891,000	-	-	£23,494,000	-47.66%
04) Achievement against efficiencies	Ambr / Amber	-	£2,521,500	-	-	£2,254,500	-10.59%
05) Income v Targets (excluding grants)	Gwyrdd / Green	-	-£10,481,695	-£12,790,396	22.03%	-	-
06) Amount borrowed	-	-	£11,063,000	-	-	£8,034,000	-27.38%
07) Cost of borrowing	-	-	£4,491,593	-	-	£4,047,747	-9.88%
08) % invoices paid within 30 days	Gwyrdd / Green	↓	-	92.00%	-	-	-
09) % of Council Tax collected (for last 3 years)	Gwyrdd / Green	↑	-	98.90%	-	-	-
10) % of Business Rates collected (for last 3 years)	Gwyrdd / Green	↑	-	98.70%	-	-	-
11) % of Sundry Debtors collected (for last 3 years)	Melyn / Yellow	↓	-	96.8%	-	-	-
12) % Housing Rent collected (for the last 3 years)	-	↑	-	98.84%	-	-	-
13) % Housing Rent collected excl benefit payments (for the last 3 years)	-	↑	-	97.38%	-	-	-

Appendix B

This document is contained within the quarterly scorecard monitoring report which is presented to the Corporate Scrutiny Committee and The Executive every quarter to provide a brief high-level update as to the status of work which is applicable and reports to both the -

- ***Partnerships, Communities & Service Improvement Transformation Programme Board and the;***
- ***Governance & Business Process Transformation Programme Board***

The key ragging for the said document is as follows –

RAG:

Completed

Project has been completed

On Track

Project is developing as expected and is on track

Behind Schedule

The Project needs key decisions / support

Late

The project is late and is falling behind expected timelines

White

The Project has not started to date

Partnerships, Communities & Service Improvement Transformation Programme Board		
Programme/Project	Related Projects	RAYG and brief Update
School Modernisation	Bro Rhosyr a Bro Aberffraw	The completion date for building Ysgol Santes Dwynwen at Newborough is March 2019. Ysgol Brynsiencyn adaptations have been undertaken over the Summer. Work left to complete on the windows before completion.
	Llangefni Area	Ysgol Bodffordd and Ysgol Corn Hir Statutory notice has been given to the schools of their closure. A Pre-Planning Application Consultation was held from 17th September to 16 th October on the New Area School design. Results of which to be considered by the Executive in due course. Ysgol y Graig and Ysgol Talwrn It was resolved that the capacity of Ysgol y Graig be increased to accommodate pupils from Ysgol Talwrn, and that Ysgol Talwrn be closed. Designing and associated costs of extension currently being developed.
	Seiriol + South East	The executive decided to approve Option 1, namely to refurbish and extend Ysgol Llandegfan, close Ysgol Beaumaris and refurbish and extend Ysgol Llangoed. Designing and associated costs of the extension currently being developed.
	Amlwch Area	Informal consultation on the area being undertaken between 5th November to 2 nd December
	Post 16	Informal consultation on post 16 education will be undertaken during a 4 week period in November and December
	Adult Social Care -	Llangefni Extra Care
South of the Island Extra Care		The Executive agreed that the Beaumaris School site is used to develop an Extra Care Housing scheme within the Seiriol area. Now that a decision has been agreed with regards to the future of Beaumaris School, the development of the site will be reviewed.
Housing with Internal Support		The Service is being re-modelled in order to achieve financial savings. Staff are currently being consulted on potential changes.

	Housing with External Support	The aim of the project is to re-model and redesign the services in close consultation with the requirements of the Supporting People Programme. Some changes have already been implemented to aide financial savings.
	Re-tendering of Home Care Services	New contracts are now in place. Transitional period exists up until Q3 2018/19.
Transformation of Libraries, Youth Services, Museums, Culture and Market Hall	Transformation of Museums and Culture	Melin Llynonn and Roundhouses – Advertised in a specialist magazine in June 2018 to try and attract a commercial bid for the site. Beaumaris Court and Goal – Work ongoing in partnership with Beaumaris Town Council to transfer the assets
	Remodelling of Library Service	Completed
	Market Hall, Holyhead	Project is behind schedule and will now complete in December 2018. Financial matters relating to ERDF funding has delayed the project.
Gypsy Traveller sites		Planning application for Star site submitted and approved by Planning Committee in October 2018
Increase levels of recycling		Please see Scorecard KPIs 16 + 17 for Q2 achievement
Flood alleviation work		Plan is on course to deliver flood alleviation works in Pentraeth, Beaumaris and Bodffordd during 2018/19.

Governance & Business Process Transformation Programme Board		
Programme/Project	Related Projects	RAYG and brief Update
Resource Plan – Northgate		<p>Payslips – Printing and postage costs have fallen with an estimated saving of £1000 per month.</p> <p>Web Recruitment – Technical issues still to be resolved – estimated 'live' in November 2018</p> <p>Mileage and Expenses – on track and progressing well. First electronic travel claims have been successfully completed and the technology will be rolled out over the next few months to other users.</p>

Appendix B

Customer Service Excellence	Cyswllt Môn Expansion Programme / Face to Face Contact	Project back on track following the upgrade to all PCs in libraries. Pilot to commence January 2019 in Amlwch and Menai Bridge for 4 months.
	Telephone Contact and Channel Shift	
	CRM	The Waste and Recycling Module has been implemented. Delays in getting the AD link and Telephony integration mean that the project is Red, plans are in place to remedy these delays.
	Improving Business Processes	Work to decrease time spent on filling VOIDS. Process scoped, revised efforts on-going. Agreement to re-visit following the embedding of revised practise.
Energy Efficiency		Refit Cymru Programme tender documents completed and due to be issued in November 2018. Capital works carried out at Ysgol David Hughes and Ysgol Uwchradd Caergybi.
Implementation of ICT Strategy		The Digital IT Strategy – ‘Digital Island’ has been approved and covers 2016-2020. Strategy was revised for re-adoption during Q2.
Scrutiny Improvement Plan		We commissioned CIPFA to undertake a review of progress to date / distance travelled over the Summer and publication of the WAO to be presented at the forthcoming Audit committee in December. It is therefore our intention to put a further improvement plan in place incorporating the CIPFA and WAO recommendations plus the two work streams that remain on track
Communication Strategy		Revised Communication Strategy being developed to be signed off in December 2018.

Projected Revenue Outturn for the Financial Year Ending 31 March 2019 – Quarter 2

Service/Function	2018/19 Annual Budget	Q2 2018/19 Budget Year to Date	Q2 Actual & Committed spend	Q2 2018/19 Variance	Q2 Actual & Committed Spend	Estimated Expenditure to 31 March 2019 at Q2	Estimated Outturn 31 March 2019 over/ (underspend) at Q2	2018/19 Projected Over/(Under) spend as a % of Total Budget	Draft Over/(under) spend Last Year 2017/18
	£'000	£'000	£'000	£'000	%	£'000	£'000	%	£'000
LIFELONG LEARNING									
Delegated Schools Budget	43,129	22,377	22,377	0	0.00%	43,129	0	0.00%	0
Central Education	4,263	1,241	1,547	307	24.07%	4,890	627	14.71%	893
Culture	1,305	853	791	(61)	-7.20%	1,192	(113)	-8.66%	(147)
ADULT SERVICES	24,602	11,931	12,750	820	6.87%	25,468	866	3.52%	215
CHILDREN'S SERVICE	8,317	4,555	5,772	1,217	26.71%	10,349	2,032	24.43%	1,778
HOUSING	1,021	994	905	(88)	-8.90%	1,006	(15)	-1.47%	7
HIGHWAYS, WASTE & PROPERTY									
Highways	6,302	3,613	3,806	193	5.35%	6,218	(84)	-1.33%	(100)
Property	907	479	650	171	135.62%	977	70	7.72%	55
Waste	7,490	3,537	3,507	(30)	-0.84%	7,493	3	0.04%	(63)
REGULATION & ECONOMIC DEVELOPMENT									
Economic Development	1,733	1,197	1,231	35	3.90%	1,683	(50)	-2.89%	(10)
Planning and Public Protection	1,948	840	715	(126)	-14.96%	1,993	46	2.31%	9
TRANSFORMATION									
Human Resources	1,235	685	685	0	-0.05%	1,227	(8)	-0.65%	(61)
ICT	2,354	1,226	1,443	217	17.71%	2,601	247	10.49%	45
Corporate Transformation	825	325	276	(49)	-15.14%	714	(111)	-13.45%	(158)
RESOURCES	2,839	1,587	1,503	(85)	-5.34%	2,820	(19)	-0.67%	(3)
COUNCIL BUSINESS	1,528	747	710	(36)	-4.83%	1,522	(6)	-0.39%	181

Service/Function	2018/19 Annual Budget	Q2 2018/19 Budget Year to Date	Q2 Actual & Committed spend	Q2 2018/19 Variance	Q2 Actual & Committed Spend	Estimated Expenditure to 31 March 2019 at Q2	Estimated Outturn 31 March 2019 over/ (underspend) at Q2	2018/19 Projected Over/(Under) spend as a % of Total Budget	Draft Over/(under) spend Last Year 2017/18
	£'000	£'000	£'000	£'000	%	£'000	£'000	%	£'000
CORPORATE & DEMOCRATIC COSTS	3,430	1,816	1,500	(316)	-17.38%	3,293	(137)	-3.99%	(103)
CORPORATE MANAGEMENT	657	328	335	7	2.01%	671	14	2.13%	(81)
ESTIMATED IMPACT OF UNCONTROLLABLE COSTS						200	200		159
TOTAL SERVICE BUDGETS	113,884	58,330	60,505	2,174	3.73%	117,445	3,561	3.13%	2,616
Levies	3,360	3,360	3,361	1	0.02%	3,360	0	0.00%	(2)
Discretionary Rate Relief	60	0	0	0	0%	63	3	5.00%	0
Capital Financing	7,511	0	(23)	(23)	0.00%	7,050	(461)	-6.14%	(494)
General & Other Contingencies	1,232	1,232	1,267	35	2.88%	1,232	0	0.00%	106
Support Services contribution HRA	(693)	0	0	0		(693)	0	0.00%	(82)
Benefits Granted	5,546	700	815	115	16.44%	5,451	(95)	-1.71%	(849)
TOTAL CORPORATE FINANCE	17,016	5,292	5,420	128	2.42%	16,463	(553)	-3.25%	(1,276)
TOTAL 2018/19	130,900	63,622	65,924	2,302	3.62%	133,908	3,008	2.30%	1,340
FUNDING									
NDR	(22,574)	(12,155)	(12,155)	0	0.00%	(22,574)	0	0.00%	0
Council Tax	(34,440)	0	0	0	0.00%	(34,541)	(101)	0.29%	116
Council Tax Premium	(648)	0	0	0	0.00%	(895)	(247)	38.02%	0
Revenue Support Grant	(73,238)	(39,436)	(39,436)	0	0.00%	(73,238)	0	0.00%	0
TOTAL FUNDING 2018/19	(130,900)	(51,591)	(51,591)	0	0.00%	(131,198)	(348)	0.00%	-72
TOTAL OUTTURN INCLUDING IMPACT OF FUNDING	0	12,031	14,333	2,302	19.13%	2,660	2,660	2.03%	1,456

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	26 NOVEMBER 2018
SUBJECT:	REVENUE BUDGET MONITORING, QUARTER 2 2018/19
PORTFOLIO HOLDER(S):	COUNCILLOR ROBIN WYN WILLIAMS
HEAD OF SERVICE:	MARC JONES
REPORT AUTHOR:	BETHAN HUGHES-OWEN/CLAIRE KLIMASZEWSKI
TEL:	01248 752663/751865
E-MAIL:	bhofi@ynysmon.gov.uk clkfi@ynysmon.gov.uk
LOCAL MEMBERS:	n/a
A - Recommendation/s and reason/s	
<ol style="list-style-type: none"> 1. In February 2018, the Council set a net budget for 2018/19 with net service expenditure of £130.870m to be funded from Council Tax income, NDR and general grants. An additional £0.075m was approved for expenditure on unplanned items and contingencies. The budget for the Council Tax Premium was reduced subsequently by £0.045m. The total budget for 2018/19 is, therefore, £130.900m. 2. The budget for 2018/19 included required savings of £2.522m. These have been incorporated into the individual service budgets and achievement or non-achievement of these is reflected in the net (under)/overspends shown. Whilst significant savings were once more required to balance the budget, £0.707m of additional budget was allocated for additional budget pressures. 3. This report sets out the financial performance of the Council's services at the end of Quarter 2, which relates to the period 1 April 2018 to 30 September 2018. The projected position for the year as a whole is also summarised. 4. The overall projected financial position for 2018/19, including Corporate Finance and the Council Tax fund, is an overspend of £2.660m. This is 2.03% of the Council's net budget for 2018/19. This is due to similar budget pressures experienced in 2017/18, the most significant of which is the cost of statutory children's services. 5. It is recommended that:- <ol style="list-style-type: none"> (i) To note the position set out in appendices A and B in respect of the Authority's financial performance to date and expected outturn for 2018/19; (ii) To note the summary of Contingency budgets for 2018/19 detailed in Appendix C; (iii) To note the position of the invest to save programmes in Appendix CH; (iv) To note the position of the efficiency savings for 2018/19 in Appendix D; (v) To note the monitoring of agency and consultancy costs for 2018/19 in Appendices DD and E; (vi) To approve the usage of the Equal Pay reserve to fund the redundancies shortfall for the financial year 2018/19. 	

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) Sylwadau wedi eu cynnwys yn yr adroddiad
2	Finance / Section 151 (mandatory) n/a – this is the Section 151 Officer's report
3	Legal / Monitoring Officer (mandatory) Sylwadau wedi eu cynnwys yn yr adroddiad
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 Report – Quarter 2, 2018/19 • Appendix B - Table of Forecast Revenue Outturn 2018/19 • Appendix C - Summary of Contingency Budgets 2018/19 • Appendix CH - Review of the Invest-to-Save projects 2018/19 • Appendix D - Review of Efficiency Savings 2018/19 • Appendix DD - Information regarding monitoring of Agency Staff 2018/19 • Appendix E - Information regarding monitoring of Consultants 	
FF - Background papers (please contact the author of the Report for any further information):	
<ul style="list-style-type: none"> • 2018/19 Revenue Budget (as recommended by this Committee on 19 February 2018 and adopted by the County Council on 28 February 2018). 	

REVENUE BUDGET MONITORING – QUARTER 2 2018/19

1. General Balance

The Council had a final audited balance of £7.601m of earmarked reserves and school reserves amounting to £1.869m at the start of the financial year. The draft outturn for 2017/18 resulted in general balances at the start of the current financial year of £6.352m. The final audited general reserve balance was £6.899m following post-audit adjustments.

The Executive approved the following items to be funded in 2018/19 from the General Reserve:-

Executive Meeting	Amount £000	Purpose
Draft opening balance	-6,899	Final audited general reserve at 31 March 2018.
6 November 2017	125	To fund the Energy Island team.
30 April 2018	42	A budget to fund the costs of operating Melin Llynnon for 2018, to be funded from General Reserve.
21 May 2018	268	For this funding to be released from the Council's reserves to fund experienced agency social workers for 12 months to support and mentor 7 newly qualified social workers.
Section 151 Officer's Delegated Powers	24	Virement to Capital Reserve for Mill Bank Car Park.
Section 151 Officer's Delegated Powers	131	Amendment of treatment of HRA reserve for Pensions Lump Sum.
Revised Council Fund General Balance	-6,309	As mentioned above, this may change following any post-audit adjustments.

The current predicted outturn for 2018/19 is an estimated overspend of £2.660m. If this trend continues, the Council general reserve is likely to reduce to £3.649m by the year-end. This is well below the minimum balance of the general reserve which has been set at £6.5m, as approved by full Council on 28 February 2018.

2. Projected Financial Performance by Service

2.1 The details of the financial performance by service for the period and the projected out-turn position for each is set out in Appendix B. An overspend of £3.561m (3.13%) on services is predicted as at 31 March 2019. An underspend of £553k is estimated on Corporate Finance. In addition, a surplus of £348k is predicted on the collection of Council Tax, of which £247k is due to a surplus on the Council Tax Premium. The current total revenue forecast for 2018/19 is an overspend of £2.660m, which is 2.03% of the Council's total net revenue budget.

2.2 The table below summarises the significant variances (£100k or higher). The forecast takes no account of any further added pressures which may arise if the winter weather is severe (highway winter maintenance, social care costs). The most significant budgetary pressure on the Council continues to be the cost of Corporate Parenting. The Children and Families Services is expected to overspend by £2.032m. This is a statutory, demand-led Service over which there is limited control.

**Summary of projected variances at 31 March 2019
based upon financial information as at 30 September 2018**

	(Under) / Overspend £000
Learning	514
Children and Families Services	2,032
Adults	866
Transformation	128
Corporate and Democratic Costs	(137)
Uncontrollable costs – bad debt, insurances and pensions capital costs	200
Corporate Finance	(553)
Council Tax, including Council Tax Premium	(348)
Other (total of variances less than £100k)	(42)
Total Variance over/(under)spend	2,660

3. Explanation of Significant Variances

3.1 Lifelong Learning

3.1.1 Central Education

3.1.1.1 This service was overspent by £307k (24.7%) at the end of Quarter 2. The forecast for the year-end is an overspend of £627k (14.71%), an increase of £87k from predicted overspend of £540k during Quarter 1.

3.1.1.2 There are a number of over and underspends predicted across the Service. The most significant budgetary pressures are: School Transport – Taxis which is predicted to overspend by £296k, this is £27k less than the costs predicted during Quarter 1 (£323k). The Anglesey and Gwynedd Joint SEN Strategy is expecting to overspend by £127k due to underachievement of income, project management costs for stage 2 of the strategy and additional central recharge costs to Gwynedd for hosting the joint service. Secondary integration statutory costs are still forecast to overspend by £80k due to higher than budgeted demand. The estimated total overspend on school meals has increased from £19k in Quarter 1 to £78k in Quarter 2 for the year. Out-of-County costs have also increased with the forecast rising from £4k to £49k.

3.1.1.3 The Service has secured an invest-to-save bid for the One Management system. Investment in this system is expected to reduce expenditure on taxis for future years. Joint working with the Procurement Service is also expected to bring efficiencies against the taxis budget. The re-tendering of the system is expected to take place by January 2019, but this will only have a limited impact on the budget position by the end of the financial year. The full benefit of the re-tendering exercise will not be seen until 2019/20.

3.1.2 Culture

3.1.2.1 This service was £61k (7.2%) underspent during the period and the forecast outturn for the year is an underspend of £113k (8.66%). This is an increased underspend from the £70k underspend forecast during Quarter 1. The majority of the underspend, £65k, is expected within the Library Service on staffing due to vacant posts. An underspend of £55k is predicted on Museums and Galleries due to improved performance in the Oriel. The increased underspend is due to staffing savings in Galleries and Museums from not filling a post which was temporarily vacant due to maternity leave and there has been a reduction in the use of casual staff. An underspend of £20k is now predicted on Talnet.

3.2 Adults Social Care

3.2.1 This service was £820k (6.87%) overspent for the period, with the forecast outturn for the year as a whole being a predicted overspend of £866k (3.52%). This is a significant increase on the overspend of £112k predicted during Quarter 1. This is mainly due to increased client numbers in Services for the Elderly; Physical Disabilities and Learning Disabilities. The loss of external funding has also increased the forecast by approximated £200k. However, if the service receives additional funding from Welsh Government following the recent announcement of additional funding for social care, the overspend on Adults may significantly reduce.

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

- Services for the Elderly: forecast overspend of £54k, a large increase from an underspend of £328k in Quarter 1;
- Physical Disabilities (PD): forecast overspend of £426k, again a large increase from the forecast overspend of £296k in Quarter 1;
- Learning Disabilities (LD): forecast overspend of £478k, another large increase from the overspend of £344k predicted in Quarter 1;
- Mental Health (MH): forecast overspend of £144k;
- Provider Unit: forecast underspend of (£160k); and
- Management and Support: forecast underspend of (£74k).

3.2.3 Similar to the last financial year, the most significant budgetary pressures are in Physical Disabilities, Learning Disabilities and Mental Health Services. This is due to an increased number of service users and high cost specialist placements which are needed to meet the complexity of needs of these service users.

3.2.4 The Service has taken action to help offset the overspend by reducing expenditure in the areas it has more control. The internal provider unit is forecasting an underspend of £160k and Management and Support are expected to underspend by £74k by year-end.

3.2.5 Approximately 59% of the Service's budget is demand-led. Work is continuously on-going on predicting future costs of this demand-led budget. The year-end prediction at each month-end is based on the latest available information on each adult placement. This makes predicting the full-year position extremely difficult and can result in large swings from one period to the next.

3.2.6 The second quarter outturn indicates an increased level of demand within the areas of Services for the Elderly, Learning Disability and Physical Disability. Further assessment of these areas will occur in order to consider any possible steps to manage expenditure over the year.

3.3 Children's Services

3.3.1 The service was overspent by £1,217k (26.7%) during the period and is projected to be overspent by £2,032k (24.43%) for the year as a whole. This is an increase of £749k from the overspend forecast in Quarter 1. This includes a projected overspend of £2,183k on Looked-after-Children (LAC). The increase is due to additional Out-of-County and Non-Standard placements. The number of Looked-after-Children was 160 at 30 September 2018 compared with 143 at 1 April 2018. It should be noted that additional funding of £268k has been provided from the Council Fund General Reserve for the service to extend the contracts of agency social workers to support and mentor newly qualified social workers.

3.3.2 The projections are based on:-

- a worst case assumption on the demand/costs for Looked After Children based on the service costs/demand/likely demand for the future;
- assumptions relating to case decisions/developments. These are far from predictable and individual circumstances can, and do, change. Based on the information available at this point, and assumptions relating to case decisions/developments, a best possible projection has been made. The cost of LAC are, by nature, demand led and can vary between £3k - £10k per week in specialist provision.

3.3.3 The Local Authority has 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 team budgets.

3.3.4 Children's Services are currently going through a restructuring process where the focus will be on Early Intervention and Intensive Intervention. The focus of the new structure is on preventative work and supporting children to remain living at home safely. Additional resources provided for the Edge of Care project will support this, but this will take time. The significant increase in children being looked after by the Local Authority is the main reason why the Service is overspending. The Service has seen a 72% (47/81) increase in children who are subject to Full Care Orders over the last 3 years. The average annual cost for a residential placement is £220k.

3.3.5 To mitigate the overspend on these placements, the Service has implemented an action plan for 2018/19 which includes: reviewing children/young people currently in residential placements; aiming to increase placement options on the Island; supporting children to return home when it is safe to do so; and reviewing funding approval for residential placements. Consent for all residential placements now requires the approval of the Head of Service.

3.4 Housing (Council Fund)

3.4.1 This service was underspent by £88k (8.9%) during the period. The service is expected to be underspent by £15k (1.47%) at the end of the financial year. This is an improvement of £40k on the forecast overspend of £25k during Quarter 1. This is due to budgetary pressures from Homelessness Bed and Breakfast accommodation now being funded from the Homelessness Earmarked Reserve and reduced costs arising from vacant posts.

3.5 Regulation and Economic Development

3.5.1 Economic and Community (includes Maritime and Leisure)

3.5.1.1 The service, overall, was overspent by £35k at the end of quarter 2 (2.9%). The service is projected to be underspent by £50k (2.89%) by 31 March 2019. During Quarter 1, the service was predicted to achieve a balanced budget.

3.5.1.2 The Economic Development element of the service is forecast to be within budget at year-end. There are underspends within staffing due to vacant posts, however, there are compensating costs in supplies and services.

3.5.1.3 The Maritime section is expected to be within budget at year-end. This includes the repainting of Beaumaris Pier, £75k, was transferred to an earmarked reserve at the end of 2017/18 in order to fund the works. In addition, the projected underspend of £30k anticipated at this year end will also be utilised to cover the costs of the repainting which will take place during the latter part of this financial year.

3.5.1.4 The Leisure section is also forecast to underspend by £50k at year-end. This is an improvement from the balanced budget predicted in Quarter 1. The leisure centres' income has been subject to change due to the revised VAT treatment on leisure income. This is having a positive effect on the collection of income at the leisure centres.

3.5.2 Planning and Public Protection

3.5.2.1 This service was £126k underspent (14.96%) during the period. The forecast outturn for the year is an overspend of £45k (2.31%) which relates to the Public Protection Section. This is similar to the forecast overspend predicted during Quarter 1.

3.5.2.2 The Public Protection Section is predicting an overspend of £45k due to forecast overspends on a number of areas. The most significant overspend is expected in Environmental Health (£40k) where there is a historic underachievement of pollution control income and overspends on supplies and services. Trading Standards and Markets are also expected to overspend again due to underachievement of income. Licensing, however, is overachieving on its income targets and is predicted to underspend by £26k by year-end.

3.5.2.3 The Planning Section is forecast to achieve a balanced budget for 2018/19. Planning Control is expected to be £17k overspent at year end, however, this will be offset by underspends in Planning Administration and Control and Building Control which are overachieving on their income targets.

3.6 Highways, Waste and Property

3.6.1 Highways

- 3.6.1.1** This service was £193k (5.35%) overspent during the period but is projected to be £84k (1.33%) underspent by the year-end. This excludes the impact of winter maintenance required as it is too early in the year to assess this. This is an improvement of £89k from the overspend of £5k estimated during Quarter 1. This is due to a significant increase in income on Street Works Management.
- 3.6.1.2** There are a number of compensating over and underspends, with the most significant overspend being £80k on Maintenance Design and £50k on the works budget. The largest underspend is in Street Works, which is predicting an underspend of £200k.

3.6.2 Waste

- 3.6.2.1** The Waste service was £30k (0.84%) underspent at the end of this quarter and the service is predicted to overspend by £3k (0.04%) at the end of the financial year. This is an improvement of £17k from the overspend of £20k forecast at Quarter 1. This excludes the impact of the Electricity Generating Site which may change the outturn position. This is due to the Generating Engine being replaced with two smaller engines. The impact of this will not be known until the latter half of the year.
- 3.6.2.2** An underspend of £40k is forecast for Penhesgyn Transfer Station. This is an improvement of £30k on the underspend of £10k estimated during Quarter 1. This is due to surplus income and underspends on premises, transport and supplies and services costs. Waste Disposal is predicted to underspend by £40k due to good levels of recycling which is cheaper to dispose of. Anglesey has achieved the highest recycling rate in Wales. Public Conveniences is expected to overspend by £40k due to the risk that the savings target will not be achieved by year-end. This is higher than the £20k forecast for Public Conveniences in Quarter 1. The most significant budget pressure is Waste Collection, which is forecast to overspend by £60k for the year. The increased pressure on the recycling grant may result in less waste collection charges being allocated against the grant, which has a direct effect on the waste collection budget. An underspend of £17k is expected on Penhesgyn Area 2.

3.6.3 Property

- 3.6.3.1** The Service was £171k overspent at 30 September 2018, but this is predicted to reduce to an overspend of £70k (7.72%) at year-end. This is an improvement on the overspend of £142k forecast for Quarter 1.
- 3.6.3.2** Repairs and Maintenance of the Council buildings are estimated to overspend by £63k. The Cleaning Service is predicted to overspend by £25k relating to the cleaning of primary schools. This is an improvement of £51k from the overspend of £76k as this assumes some additional funding from the Learning Service and corporate funding for pension costs. This means that some of these costs are moved elsewhere and will continue to have a budgetary impact. Every effort will be made by the service to identify areas where expenditure can be reduced in order to reduce the overspend. The Property Service will work with the Learning Service in relation to School Cleaning Cost budgets.

3.7 Transformation

3.7.1 The Transformation function overspent by £168k (7.5%) during the period. Transformation, in total, is expected to overspend by £128k (2.82%) due to overspends in the ICT Section. This is an improvement of £110k on the estimated overspend of £238k in Quarter 1.

3.7.1.1 The ICT Section is estimated to overspend by £247k. All software and hardware budgets across the Council, excluding schools, have been centralised and are now managed within the ICT Section. The software budgets are perceived to be historically insufficient though, once centralisation is fully embedded, a reduction in these costs are expected. An overspend of £177k is forecast on software, this is less than the forecast overspend of £257k at Quarter 1. The function continues to forecast an overspend of £70k on Anglesey Connected due to low income as fewer sites use the service. Further work to analyse the actual hardware and software costs and whether they are covered by the budgets will be completed. This may result in additional budgets being transferred from Services into ICT or costs being transferred back to services. However, this will not change the overall impact on the forecast for the Council.

3.7.1.2 The HR function is predicting an underspend of £8k for the year mainly on staffing costs.

3.7.1.3 The Corporate Transformation section is forecast to underspend by £111k at year-end due to underspends on staffing budgets. This is an increased underspend of £22k compared to the underspend of £89k at Quarter 1. There are vacant posts in the section which is currently reviewing its structure.

3.8 Resources (excluding Benefits Granted)

3.8.1 The Resources function budget showed an underspend of £85k (5.34%) by the end of the period. The function is predicted to underspend by £19k (0.67%) for the financial year. This is an improvement of £48k from the overspend of £29k forecast at Quarter 1.

3.8.2 Revenues and Benefits are forecast to overspend by £75k. This is mainly due to an estimated overspend of £53k on software and administration costs. The Audit Section is predicting an underspend of £28k due to several vacant posts, these post have now been recruited to. The Accountancy Section is forecast to overspend by £9k by year-end. This is an improvement of £31k from the forecast of £40k at Quarter 1 due to a credit card rebate. The most of significant cost in Accountancy is bank charges, which is expected to overspend by £25k. Civica consultancy costs are also putting pressure on the budget by a forecast overspend of £16k. Procurement is estimated to underspend by £75k, due to savings from centralised budgets.

3.9 Council Business

3.9.1 The function was £36k (4.83%) underspent as at 30 September 2018 and a total underspend of £6k (0.39%) is expected for the year. This is a significant improvement on the overspend of £181k during 2017/18 and an improvement of £34k from the overspend of £28k predicted during Quarter 1.

3.9.2 The most significant estimated overspend within Council Business is Legal Services, which is predicted to overspend by £17k. Legal Services are expected to overspend by £26k on agency costs; these costs are offset by a surplus on land charges income of £26k. There is an £8k overspend on the unbudgeted Trade Union Post and a small overspend on Corporate Information and Complaints. Democratic services is estimated to underspend by £23k, which is an improvement of £22k from Quarter 1, this is due to income from the final settlement for the 2017 Election.

3.10 Corporate and Democratic Costs

3.10.1 The function was underspent by £316k (17.38%) during the period. An underspend of £137k (4%) is projected at year-end. An underspend of £144k was estimated during Quarter 1.

3.10.2 The main budgetary pressure affecting the function is staff counselling costs which are expected to overspend by £26k, and coroners' fees of £33k. However, there are several areas which are underspending. There is a historic pension adjustment underspend of £56k. There is also an underspend on the pension contributions to Gwynedd £55k. An underspend of £67k is also forecast due to the recharge of Pension costs to the HRA.

3.11 Corporate Management

3.11.1 The function was £7k (2.01%) overspent at the end of this Quarter. An overspend of £14k is expected on Corporate Management. During Quarter 1, a balanced budget was predicted.

3.12 Estimated impact of Service Costs Outside the Control of Heads of Service

3.12.1 Each year, costs which are outside the control of Heads of Service are incurred. These costs tend to be: unbudgeted bad debt provisions on sundry debtors, insurance costs and pensions capital costs. An overspend of £200k is forecast on these non-controllable costs. These costs have not been shown against the individual services as only the costs within Heads of Service control are reported against individual service lines.

4. Corporate Finance (including Benefits Granted)

4.1 Corporate Finance, including Benefits Granted, is expected to underspend by £412k (2.37%) at year-end. Benefits Granted is expected to underspend by £84k. This includes £92k underspend on the Council Tax Reduction Scheme and an overspend of £12k on Discretionary Housing Payments. There is a surplus income of approximately £4k on Housing Benefits Overpayments. An underspend of £331k is also projected on capital financing costs due to savings made from internal borrowing, delaying the refinancing of loans and selecting the lowest borrowing options which comply with the Treasury Management Strategy Statement 2018/19.

4.2 Appendix C summarises the financial position on contingency budgets at the end of this quarter. A total contingencies budget of £1.789m was approved as part of the 2018/19 budget. A net £557k has been vired to/from services to fund specific projects, budgetary issues or to release savings from voluntary redundancies. £1.267m has been committed from contingencies and there is £35k remaining. There is increasing pressure on the salary and grading contingency due to the volume of redundancies, with the deficit already being £276k. It is requested that the deficit be funded from the equal pay reserve to cover this and any further redundancy costs for the remainder of the financial year.

5. Collection of Council Tax

5.1 The Council Tax Fund budget is determined using the estimated collectable debt for the current year only, based on the tax base figure set in November 2017. It does not provide for arrears collected from previous years, adjustments to liabilities arising from previous years (exemptions, single person discounts etc.), changes to the current year's tax-base or the provision for bad and doubtful debts. These changes cannot be estimated and, invariably, lead to a difference between the final balance on the Council Tax Collection Fund and the original budget. The current projection is that the Council Tax Fund will overachieve the target figure by £101k. In addition, the Council Tax Premium budget, which is an additional Council Tax charge on second homes on Anglesey (since 1 April 2017), may potentially overachieve its budget target by £247k. In total, therefore, a surplus of £348k is forecast on the collection of Council Tax, an improvement of £50k from the forecast surplus of £298k during Quarter 1.

6. Budget Savings 2018/19

6.1 Budget savings of £2.522m were removed from service budgets for 2018/19. It is anticipated that £2.255m have or will be fulfilled by the year-end. However, £267k may potentially not be achieved. The most significant savings shortfall is expected in Learning, which is predicted to underachieve on the target by £89k due to retendering of contracts and the morning care club and Adult Services which is also predicted to underachieve by £130k due to demand pressures. A full detailed analysis can be seen for each Service in Appendix D.

7. Invest-to-Save

7.1 An invest to save programme was undertaken in 2016/17 with an allocation of £983k for individual projects. The remaining opening balance on 1 April 2018 was £652k. To date, £155k has been spent or committed from this allocation of funding during 2018/19. All projects are at various stages of development, with some closer to completion than others. The full detail of the expenditure and progress on each of the projects can be seen in Appendix CH. Where the projects are not completed at year-end, they will continue into 2019/20 and the funding will still be available within the invest-to-save reserve.

8. Agency and Consultancy Costs

8.1 During the year to date, £506k was spent on Agency staff. These were, in the main, part-funded from staffing budgets as they related to staff vacancies, while £336k was related to staff cover within Children's Services, mainly while the service undergoes a restructure. The Waste Service spent £109k for site agents at the recycling centres. The full details can be seen at Appendix DD.

8.2 Expenditure on consultancy during Quarter 1 was £674k, with £513k of this funded externally from grants or contributions. There are a number of reasons for the use of consultants, therefore, a summary of expenditure per service and additional details of the expenditure can be seen at Appendix E.

9. Conclusion

- 9.1** A total overspend of £2.660m is projected for the year-ending 31 March 2019. £3.561m of the predicted overspend for 2018/19 is on service budgets, which are made up of a number of over and underspends. The Services that are still experiencing significant budgetary pressures are similar to 2017/18 (Children and Families Services and Learning). The Adults Service budgets are also under pressure due to increasing demand. The Heads of Service are aware of the issues and are working to reduce the level of overspending which is within their control by the year-end. Corporate Finance is expected to underspend by £0.553m and Council Tax, which includes the Council Tax Premium, is forecast to collect a surplus of £0.348m. The overall overspend is, therefore, reduced to £2.660m. The projected level of overspend is 2.03% of the Council's net budget. There is concern about the impact of this level of overspend on general balances should the overspend materialise.
- 9.2** Although this level of overspending can be funded from general reserves in 2018/19, it will deplete the general reserves to a figure well below the generally accepted minimum. It will be necessary, during the 2019/20 budget setting process to fund the underlying level of overspending and to begin the process of replenishing the general balances. This is a prudent approach and is necessary to ensure the long term financial viability of the Council.
- 9.3** Forecasts are subject to change as new information becomes available. However, with regular scrutiny from the SLT and if remedial action is taken by Heads of Services, these will help the services manage within the budgets they can control.

Projected Revenue Outturn for the Financial Year Ending 31 March 2019 – Quarter 2

Service/Function	2018/19 Annual Budget	Q2 2018/19 Budget Year to Date	Q2 Actual & Committed spend	Q2 2018/19 Variance	Q2 Actual & Committed Spend	Estimated Expenditure to 31 March 2019 at Q2	Estimated Outturn 31 March 2019 over/ (underspend) at Q2	2018/19 Projected Over/(Under) spend as a % of Total Budget	Draft Over/(under) spend Last Year 2017/18
	£'000	£'000	£'000	£'000	%	£'000	£'000	%	£'000
LIFELONG LEARNING									
Delegated Schools Budget	43,129	22,377	22,377	0	0.00%	43,129	0	0.00%	0
Central Education	4,263	1,241	1,547	307	24.07%	4,890	627	14.71%	893
Culture	1,305	853	791	(61)	-7.20%	1,192	(113)	-8.66%	(147)
ADULT SERVICES	24,602	11,931	12,750	820	6.87%	25,468	866	3.52%	215
CHILDREN'S SERVICE	8,317	4,555	5,772	1,217	26.71%	10,349	2,032	24.43%	1,778
HOUSING	1,021	994	905	(88)	-8.90%	1,006	(15)	-1.47%	7
HIGHWAYS, WASTE & PROPERTY									
Highways	6,302	3,613	3,806	193	5.35%	6,218	(84)	-1.33%	(100)
Property	907	479	650	171	135.62%	977	70	7.72%	55
Waste	7,490	3,537	3,507	(30)	-0.84%	7,493	3	0.04%	(63)
REGULATION & ECONOMIC DEVELOPMENT									
Economic Development	1,733	1,197	1,231	35	3.90%	1,683	(50)	-2.89%	(10)
Planning and Public Protection	1,948	840	715	(126)	-14.96%	1,993	46	2.31%	9
TRANSFORMATION									
Human Resources	1,235	685	685	0	-0.05%	1,227	(8)	-0.65%	(61)
ICT	2,354	1,226	1,443	217	17.71%	2,601	247	10.49%	45
Corporate Transformation	825	325	276	(49)	-15.14%	714	(111)	-13.45%	(158)
RESOURCES	2,839	1,587	1,503	(85)	-5.34%	2,820	(19)	-0.67%	(3)
COUNCIL BUSINESS	1,528	747	710	(36)	-4.83%	1,522	(6)	-0.39%	181

Service/Function	2018/19 Annual Budget	Q2 2018/19 Budget Year to Date	Q2 Actual & Committed spend	Q2 2018/19 Variance	Q2 Actual & Committed Spend	Estimated Expenditure to 31 March 2019 at Q2	Estimated Outturn 31 March 2019 over/ (underspend) at Q2	2018/19 Projected Over/(Under) spend as a % of Total Budget	Draft Over/(under) spend Last Year 2017/18
	£'000	£'000	£'000	£'000	%	£'000	£'000	%	£'000
CORPORATE & DEMOCRATIC COSTS	3,430	1,816	1,500	(316)	-17.38%	3,293	(137)	-3.99%	(103)
CORPORATE MANAGEMENT	657	328	335	7	2.01%	671	14	2.13%	(81)
ESTIMATED IMPACT OF UNCONTROLLABLE COSTS						200	200		159
TOTAL SERVICE BUDGETS	113,884	58,330	60,505	2,174	3.73%	117,445	3,561	3.13%	2,616
Levies	3,360	3,360	3,361	1	0.02%	3,360	0	0.00%	(2)
Discretionary Rate Relief	60	0	0	0	0%	63	3	5.00%	0
Capital Financing	7,511	0	(23)	(23)	0.00%	7,050	(461)	-6.14%	(494)
General & Other Contingencies	1,232	1,232	1,267	35	2.88%	1,232	0	0.00%	106
Support Services contribution HRA	(693)	0	0	0		(693)	0	0.00%	(82)
Benefits Granted	5,546	700	815	115	16.44%	5,451	(95)	-1.71%	(849)
TOTAL CORPORATE FINANCE	17,016	5,292	5,420	128	2.42%	16,463	(553)	-3.25%	(1,276)
TOTAL 2018/19	130,900	63,622	65,924	2,302	3.62%	133,908	3,008	2.30%	1,340
FUNDING									
NDR	(22,574)	(12,155)	(12,155)	0	0.00%	(22,574)	0	0.00%	0
Council Tax	(34,440)	0	0	0	0.00%	(34,541)	(101)	0.29%	116
Council Tax Premium	(648)	0	0	0	0.00%	(895)	(247)	38.02%	0
Revenue Support Grant	(73,238)	(39,436)	(39,436)	0	0.00%	(73,238)	0	0.00%	0
TOTAL FUNDING 2018/19	(130,900)	(51,591)	(51,591)	0	0.00%	(131,198)	(348)	0.00%	-72
TOTAL OUTTURN INCLUDING IMPACT OF FUNDING	0	12,031	14,333	2,302	19.13%	2,660	2,660	2.03%	1,456

APPENDIX C

Summary of the Financial Position on Contingency Budgets 2018/19 as at Quarter 2

	Original Budget	Virements	Amended Budget	Committed to date (31/09/18)	Current Remaining Un-Committed
	£	£	£	£	£
General Contingency	359,166	14,580	363,746	123,850	239,896
Salary and Grading	300,000	(442,650)	(142,650)	132,720	(275,370)
Edge of Care	240,000	-	240,000	(240,000)	-
Earmarked Reserve	739,890	(119,000)	620,890	(620,890)	-
Salary Inflation	150,000	-	150,000	(150,000)	-
Total Contingency Budgets (general and other)	1,789,056	(557,070)	1,231,986	(1,267,460)	35,474

Review of Invest-to-Save Projects 2018/19

Service	Title	Description	Amount Approved £	Sum Allocated (in total - not just Year 1) £	Total Spend to 31 March 2018	Balance at 1 April 2018 £	Allocation for 2018/19 £	Spend to date 2018/19 £	Remaining budget 2018/19 £	Project Update
Resources	Electronic Document Management System for Revenues and Benefits	Provide scanning solution and workflow for Revenues and Benefits	170,000	170,000	127,856	42,144	42,144	37,713	11,304	System has gone live from 1 Aug for scanning & retrieving along with workflow. Automated processes still not functioning properly, which needs to be addressed.
I.T	Local Land and Property Gazetteer	Implement a LLPG system across the Council	10,800	10,800	15,261	0	0	0	0	Project completed in 2017/18. The project overspent by £4.5k which was funded by revenue.
I.T / Transformation	Customer Relationship Management System	Purchase and implementation of a CRM system	255,000	255,000	33,597	221,276	211,678	63,820	147,858	The project is progressing well with the core technology in place.
I.T. / Resources	Payment Gateway	Purchase and implement a payment gateway which will enable payments to be received via the App	27,000	27,000	6,000	21,000	21,000	5,225	15,775	It is foreseen at the moment that all funding should have been spent by the end of the Financial Year, subject to no slippage with the project, in particular the Building Control element which is due to commence 26/11/2018.
Regulation & Economic Development	Improve the Resilience of the Planning Systems	New automated planning systems	118,000	118,000	40,464	77,536	77,536	17,408	60,128	Funding will be used in full in 2018/19 to fund the post.

Service	Title	Description	Amount Approved £	Sum Allocated (in total - not just Year 1) £	Total Spend to 31 March 2018	Balance at 1 April 2018 £	Allocation for 2018/19 £	Spend to date 2018/19 £	Remaining budget 2018/19 £	Project Update
Resources	Improving Income Collection Systems	Purchase and implement a new income management system which links to the current income streams and allows new income collection methods	150,000	150,000	59,078	90,922	90,922	13,745	77,177	Work is still ongoing on automated bank reconciliation, electronic returns, miscellaneous payments linked to payment gateway and fully compliant PSI DSS chip & pin terminals.
Lifelong Learning	Modernisation of business and performance processes	Implement unused modules in the ONE Management Information system	72,000	72,000	52,529	19,471	19,471	17,520	8,920	The project is progressing well, expected to be completed by January 2019. Any overspend will be funded from the Oriel Invest to Save budget.
Lifelong Learning	Modernisation of business	Website for the Oriel	15,000	15,000	0	15,000	15,000	0	15,000	The work is linked to the wider project on the corporate website. Expected to be fully utilized in 2018/19.
I.T. / Transformation	Digital First / Digital By Default	Employ a Digital Lead Officer and Digital Services Analyst	£70,000 in year 1 and £50,000 in year 2	120,000	0	120,000	70,000	0	70,000	No expenditure has been incurred to date as recruitment of the Digital Lead has been held pending implementation of new Web Content Management System in order to align all Digital Platforms and then get the best out of the 2 years of funding for the temporary posts.

Service	Title	Description	Amount Approved £	Sum Allocated (in total - not just Year 1) £	Total Spend to 31 March 2018	Balance at 1 April 2018 £	Allocation for 2018/19 £	Spend to date 2018/19 £	Remaining budget 2018/19 £	Project Update
Public Protection	Improved Digital Connectivity within the Public Protection Service	Implementation of a cloud based system to record inspection visits. The software is an all Wales solution and has been procured via a framework agreement supported by 19 out of 22 Councils in Wales	£10,000 per year for 4.5 years	45,000	0	45,000	10,000	0	10,000	The initial soft market testing completed in Spring this year revealed no current software providers could meet our user spec and deliver a new back-office and/or mobile solution. Furthermore, the I2S fund would not cover the initial licence costs and annual maintenance fee. A decision has been made by the Project Board to present a new Business Case exploring the benefits of tapping into the Corporate CRM system and evaluating options to procure a bolt-on mobile solution. The Business Case will highlight the costs of this project and the aim is to utilise some of the I2S Fund before the end of the financial year.
Total				982,800	334,785	652,349	205,393	155,431	49,962	

Review of Efficiency Savings 2018/19

Service/Function	Budget Savings 2018/19 £'000	Achievable 2018/19 £'000	Potentially not-achievable 2018/19 £'000	Will not be achieved at all £'000	Comments
Lifelong Learning	358	269	89	0	The savings proposal for the reduction of the management costs for music tuition will likely achieve £55k of the proposed £79k, as the saving is expected to be achieved from September onwards. The service has been unable to retender the schools' grass cutting contracts until later than expected, resulting in an expected shortfall of savings. The contract is currently out to tender, with a closing date beginning of November 2018. Income collected in relation to the morning care club was significantly underachieved in 2017/18 and, although income collected in the first quarter of 2018/19 may be higher than that of the first quarter of 2017/18, it is still likely to be significantly below the budget. Schools are responsible for collecting this income, and the 2017/18 school forum has discussed the possibility of delegating this budget. The forum decided not to delegate the budget for now, and to give schools a 1 year period to improve income collection. Should the position not improve in 2018/19, the service will again discuss the possibility of delegating the budget to incentivise schools to maximise income collection.
Regulation and Economic Development	125	120	5	0	The Authority was unable to Outsource the Café, therefore, will be moving towards a Vending only service. It is unlikely that a Net income of £5k will be achieved within this financial year. Income collected will need to be monitored over the next few months to identify if the saving can be achieved in future years.
Highways, Waste and Property	366	336	30	0	An overspend has arisen on the Public Convenience cost centre as the Service is unable to achieve its savings target pending a committee decision regarding future provision. As agreed, the Service has been attempting to transfer the running of Public Conveniences to the third sector for the past three years and, although some have been transferred, minimal interest has been shown in others and some that were transferred have subsequently been returned to the Authority. Property are continuing to attempt to facilitate the outsourcing of the Public Conveniences.

Service/Function	Budget Savings 2018/19 £'000	Achievable 2018/19 £'000	Potentially not- achievable 2018/19 £'000	Will not be achieved at all £'000	Comments
Adults' Services	350	220	130	0	The Social Care model focussing on supporting people to maintain their independence and with a greater focus on their assets continues to be operated through the social work teams. The position at the end of Q2 indicates that demand pressures are meaning that the efforts to reduce overall costs are not entirely successful. Therefore, £130k has been identified as potentially not being achieved which relate to the proposals for £92k, enabling clients to be supported in their own homes or in extra care provision rather than being placed into residential care, and £38k, through promoting greater community and personal support networks to enable people to remain independent. Despite a delay in the opening of Hafan Cefni, which has now been open since the start of October, the focus on ensuring that those being accepted for flats are those that would have otherwise required placement or care, means that the service continue to believe that the savings can be achieved. At present, we do have 19 vacancies but are working to fill the flats with appropriate individuals as soon as possible.
Housing	23	19	4	0	The staff member responsible for the work in relation to the increase of the fee for EPC work has since submitted an application for voluntary redundancy, making it difficult to verify the achievability of this savings proposal. However, the service have mitigated this savings shortfall by overachieving on the savings delivered on the charge of management fees on grants with statutory activities.
Transformation	40	31	9	0	Following the Anglesey Show, there is now an overspend of £3k, meaning the savings proposal of £2k relating to the presence at the show is unlikely to be achieved. Zero income has been generated to date through selling advertising space on the Council's website and looks unlikely to happen this year. Zero income has been generated to date through external consultancy work and looks unlikely to happen this year. Savings will be looked for elsewhere within the service's budget.
Council Business	1,236	1,236	0	0	Relevant budgets have been removed and expenditure is currently within budget, and on target to achieve savings. The savings proposed as a result of the review of the MRP policy are likely to be achieved according to consultants.
Resources	24	24	0	0	Budget has been removed and, overall, budgets are underspending.
Total	2,522	2,255	267	0	

AGENCY COSTS – APRIL TO SEPTEMBER 2018

Service	£	Funded From	Purpose
Waste	5,966.62	Specific Core Budget	Staff Vacancy - Employment Ceased
	350.75	Specific Core Budget	Staff Vacancy - Employment Ceased
	2,334.62	Specific Core Budget	Staff Vacancy - Employment Ceased
	662.12	Specific Core Budget	Specific Work - One Off
	18,343.75	Specific Core Budget	Additional tasks required short term during Summer period. Staff not available via HR Matrix
	19,635.87	Specific Core Budget / Grant / External Contribution	Additional tasks required short term during Summer period. Staff not available via HR Matrix
	7,214.46	Specific Core Budget / Grant / External Contribution	Additional tasks required short term during Summer period. Staff not available via HR Matrix
	54,644.82	Specific Core Budget / Grant / External Contribution	Additional tasks required short term during Summer period. Staff not available via HR Matrix
	109,153.01		
Childrens Services	27,080.61	Core budget, Un-utilised staffing budget & reserves approved by the Executive	To cover vacant posts whilst re-structure taking place
	93,853.19	Core budget, Un-utilised staffing budget & reserves approved by the Executive	To cover vacant posts whilst re-structure taking place

Service	£	Funded From	Purpose
	3,375.00	Core budget, Un-utilised staffing budget & reserves approved by the Executive	To cover vacant posts whilst re-structure taking place
	23,620.85	Core budget, Un-utilised staffing budget & reserves approved by the Executive	To cover vacant posts whilst re-structure taking place
	1,020.00	Core budget, Un-utilised staffing budget & reserves approved by the Executive	To cover vacant posts whilst re-structure taking place
	186,859.94	Core budget, Un-utilised staffing budget & reserves approved by the Executive	To cover vacant posts whilst re-structure taking place
	335,809.59		
Adult Services	20,008.68	Core Budget	To cover vacant posts
	31,473.00	Core Budget	To cover vacant posts
	750.00	Grant funded	To work on a specific project
	2,762.50	Grant funded	To work on a specific project
	57,994.18		
Transformation	761.10	Staff Budget	Unable to fill a vacancy
	761.10		
Economic & Regeneration	2,227.78	Core budget (previous underspends)	Achieving food hygiene inspections requirements
	2,227.78		
Total	505,945.66		

SUMMARY OF CONSULTANCY EXPENDITURE PER DEPARTMENT			
	Qtr 1	Qtr 2	Total
Central Education	8,133	16,111	24,244
Schools	0	490	490
Culture	6,070	2,686	8,756
Economic & Regeneration	286,501	534,864	821,365
Property	640	0	640
Highways	20,289	6,263	26,552
Waste	7,911	23,819	31,730
Housing	0	14,303	14,303
HRA	9,215	7,440	16,655
Adult Services	3,400	2,450	5,850
Childrens Services	0	19,032	19,032
Transformation	2,136	18,360	20,496
Council Business	10,711	19,129	29,840
Resources	45,911	9,459	55,370
TOTAL	400,917	674,406	1,075,323

A more detailed breakdown of this is provided below.

Breakdown of Consultancy Costs Quarter 2 2018/19

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
Central Education	2,339			✓	Grant	Share of Regional Costs
	11,900	✓		✓	Core	Profesional Fees as an Education Officer
	910			✓	Core	Support with drafting school closure reports
	963			✓	Grant	Educational Work during the summer term
Total Central Education	16,111					
Culture	1,050			✓	Central Contingency	Documentation review re claim of dilapidation costs of South Stack
	352	✓			Core	Life drawing classes
	80	✓			Core	Criw celf assistant
	750	✓			Core	Criw celf workshop
	454	✓			Core	Demographic analysis and review
Total Culture	2,686					

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
Economic & Regeneration	9,625	✓			External Contribution	Demand for skills & supply for local labour
	18,768	✓			External Contribution	Professional Fees – Wylfa Newydd Project
	2,454	✓			External Contribution	Strategy Support – Landscape support TCPA's
	15,378	✓			External Contribution	Strategy Support – Landscape support Development Consent Order
	44,653	✓			External Contribution	Development Consent Order Impact Assessments
	80,507	✓			External Contribution	Professional fees – Development Consent Order
	1,455	✓			External Contribution	IoACC QGIS GIS Support
	15,866	✓			External Contribution	Curatorial monitoring work
	2,260	✓			External Contribution	Socio-Economic Urgent Works
	53,140	✓			External Contribution	Wylfa Newydd project SPC and A5025 TCPAS

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	3,682	✓			External Contribution	IoACC Ecological Support - HRA meetings
	11,823	✓			External Contribution	North Anglesey Partnership
	16,301	✓			External Contribution	Welsh Language & Culture Impact Assessment re Wylfa Newydd
	7,200	✓			External Contribution	Isle of Anglesey Accomodation Survey - Major Developments
	321	✓			External Contribution	SP&C planning application documents form a socio-economic perspective
	7,040	✓			External Contribution	Employment and Skills impact assesement in relation to Wylfa Newydd
	7,196	✓			External Contribution	Development Consent Order support - SPC HRA
	1,586	✓			External Contribution	Development Consent Order support - CWA Architectural review
	615	✓			External Contribution	Development Consent Order support - Carbon Energy report
	945	✓			External Contribution	Strategy support - SPC TCPA support

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	3,170	✓			External Contribution	Traffic Survey Llanddeusant
	8,117	✓			External Contribution	SPG JR
	6,388				External Contribution	Anglesey DCO Support - Wood DCO support
	9,441	✓			External Contribution	Strategy Support - Draft Well being report
	1,117	✓			External Contribution	Socio-economic impacts and mitigation for A5025
	9,763			✓	External Contribution	Work Package 1
	2,412	✓			External Contribution	Consultancy - National Grid Connection Project
	34,338	✓			External Contribution	Professional fees - North Wales Connection project
	60,870	✓			External Contribution	IoACC North Wales Connection project
	576	✓			External Contribution	Wylfa to Pentir Archeological work

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	1,800			✓	External Contribution	Isle of Anglesey Accomodation Survey - Major Developments
	5,266			✓	External Contribution	North Anglesey Place Plan
	8,436	✓			Reserve	IoACC North Wales Connection Project
	1,815	✓			Reserve	Services in connection with Wellbeing of Future Generations Act Assesement
	2,859	✓			Reserve	North Wales Connection Project
	2,020			✓	Reserve	Advice on Penrhos consent and section 106
	2,475			✓	External (HLF)	Ynys Cybi Landscape Partnership
	900			✓	External (HLF)	Ynys Cybi: Historic Statement of Significance
	9,750			✓	External (HLF)	Ynys Cybi Habitat and Heritage Landscape Survey
	44,785			✓	External Grant (ERDF)	Pen yr Orsedd Units Inv 5,6 &7 - Management & Planning
	4,764			✓	Core	IT consultancy and project management

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	5,052		✓		Core	Food Hygiene Inspections
	833			✓	Core	Shellfish collection from the Menai
	202	✓			Core	Analysis of private Water Supplies
	100			✓	Core	Analysis of Contaminated ground water/oil/soil
	1,500			✓	Core	Appraisal work assisting with remediation options at Craig Y Don site in Amlwch
	228	✓			Core	Diffusion Tubes Feb 2018 - March 2019.
	30	✓			Core	Experian - Minimum Usage charge
	25			✓	Core	Grass Cutting stand at Anglesey Show
	2,503			✓	Core	Tender process at Plas Arthur Leisure Centre
	600			✓	Grant	Mentoring at schools sport surveys and summer activities

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	1,000			✓	Grant	Play Maker Award for Anglesey Primary Schools
	140			✓	Grant	Sports Leadership Training
	723			✓	Grant	Mountain Bike Services
Total Economic and Regeneration	534,864					
Highways	399			✓	Core	Penalty Charge Notice charges
	5,364			✓	Core	Charges in respect of Penalty Charge Notices issued
	500			✓	Grant	Easement - Filter drain at Nant Heilyn, Llangoed
Total Highways	6,263					
Schools	125			✓		Prepare and Audit Accounts 2016/17
	365			✓		Science Technician Advisor
Total Schools	490					

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
Waste	2,256	✓		✓	Specific Core Budget	Management of fixed penalty notices re Environmental Protection Act
	70	✓		✓	Specific Core Budget	Duos offtake only
	172	✓		✓	Specific Core Budget	Metering and Settlement Fee
	550	✓		✓	Specific Core Budget	Perimeter Gas monitoring at Penhesgyn review + risk assessment
	2,360	✓		✓	Specific Core Budget	Landfill Gas technical support
	2,701	✓		✓	Specific Core Budget	Penhesgyn Gas Engine Replacement Tender
	2,499	✓		✓	Specific Core Budget	Penhesgyn Gas Engine Replacement Technical Support
	1,039	✓		✓	Specific Core Budget	Low Voltage Underground Mains Works
	2,150	✓		✓	Specific Core Budget	Landfil Gas Technical Support
	7,565	✓		✓	Specific Core Budget	Landfil Seal Remediation Works CQA Plan and Design Works

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	600	✓		✓	Specific Core Budget / Grant External Contribution	Works done at Penhesgyn IVC
	1,856	✓		✓	Specific Core Budget / Grant External Contribution	Bioaerosol Monitoring
Total Waste	23,819					
Housing	14,303			✓	Core	Homeless Review Project
Total Housing	14,303					
HRA	2,950			✓	Core	Orchard housing messaging implementation and project management
	3,495			✓	Core	Keystone Asset Management Training
	995			✓	Core	Professional services in connection with Craig Y Don, Amlwch
Total HRA	7,440					

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
Adult Services	2,450			✓	Core	Catering Feasability Study
Total Adult Services	2,450					
Children's Services	6,729			✓	Core	Research and Development of Small Group Homes
	219			✓	Core	Work as a pannel member
	8,138			✓	Core	Preparing and Delivering IST report
	3,947			✓	Core	Audit of cases in children's services
Total Children's Services	19,032					
Transformation	651			✓	Core	Bridge Support (Mobile Iron)
	11,400			✓	Core	Cybersecurity Junior Consultant Day
	500			✓	Core	Project Management Expenses Modern Workplace Assessment Project
	3,175			✓	Core	Radio & HD links repair and installation

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	2,634	✓			Grant	Assessments of trainee social workers
Total Transformation	18,360					
Council Business	10,224		✓		Core	Professional services - maternity & holiday cover
	5,404		✓	✓	Core	Sickness cover & work on GDPR
	3,500			✓	Core	Revision of Scrutiny Documentation and proposed changes to the Council Constitution
Total Council Business	19,129					
Resources	1,500	✓			Core	VAT Consultancy Service
	1,075			✓	Core	Civica Consultancy days
	400			✓	Core	Travel and Expenses Civica Consultant
	350			✓	Reserves	Training on Northgate HR Ltd

	Amount Q2 (£)	Category - Reason Appointed			Source of Funding (Specific Core Budget / Unutilised staffing budget / Grant / External Contribution)	Description of work undertaken
		Ongoing to cover specific skill set that doesn't require Permanent Post	Volume of Work	Specific Work / One Off Project		
	600			✓	Reserves	Northgate HR Project
	5,534			✓	Reserves	Project Management Costs
Total Resources	9,459					
Total Q2 – July to September	674,406					

ISLE OF ANGLESEY COUNTY COUNCIL		
REPORT TO:	EXECUTIVE COMMITTEE	
DATE:	26 NOVEMBER 2018	
SUBJECT:	BUDGET MONITORING REPORT SECOND QUARTER 2018/19 - CAPITAL	
PORTFOLIO HOLDER(S):	COUNCILLOR R WILLIAMS	
HEAD OF SERVICE:	MARC JONES (EXT. 2601)	
REPORT AUTHOR:	GARETH ROBERTS	
TEL:	01248 752675	
E-MAIL:	GarethRoberts@ynysmon.gov.uk	
LOCAL MEMBERS:	n/a	
A - Recommendation/s and reason/s		
<ul style="list-style-type: none"> It is recommended that the Executive note the progress of expenditure and receipts against the capital budget 2018/19 at quarter 2. 		
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 second quarter of the financial year. 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)	Comments incorporated in the report
2	Finance / Section 151 (mandatory)	n/a – this is the Section 151 Officer's report
3	Legal / Monitoring Officer (mandatory)	Comments incorporated in the report
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 Budget Monitoring Report – Quarter 2 2018/19 Appendix B - Summary of the Capital Projects' Expenditure to date against the Capital Budget and the Projected Expenditure at Year-End</p>	
FF - Background papers (please contact the author of the Report for any further information):	
<ul style="list-style-type: none"> • 2018/19 Capital Budget, as recommended by the full Council on 28 February 2018; • 2018/19 Capital Budget Monitoring Report Quarter 1, presented to this Committee 17 September 2018; • 2018/19 Treasury Management Strategy Statement, approved by the full Council on 28 February 2018; • 2017/18 Capital Outturn Report, presented to this Committee on 18 June 2018; and • 2019/20 Capital Programme Report, presented to this Committee on 12 November 2018. 	

1. INTRODUCTION

- 1.1 This is the Capital Budget monitoring report for the second quarter of the financial year, and allows Members to note the progress of Capital Expenditure and Capital Receipts against the Capital Budget.
- 1.2 In February 2018, the Council approved a Capital Programme for non-housing services of £37.017m for 2018/19 and a Capital Programme of £12.417m for the HRA. In addition, in June 2018, the Council approved Capital Slippage of £9.348m to be brought forward from 2017/18. Since the budget setting process, there have been additional schemes added onto the programme, most of which are grant funded which amounted to £3.066m, and revision of certain budgets amounting to a reduction of £0.959m. This brings the total Capital budget for 2018/19 to £60.889m.

2. PROGRESS ON EXPENDITURE 2018/19

- 2.1 Below is a summary table of the Capital expenditure to 30 September 2018, the profiled budget to 30 September 2018 and the proposed funding of the Capital Programme for 2018/19.

Service	Annual Budget	Profiled Budget	Actual Expenditure	Committed Expenditure	Total Expenditure	% Profiled Budget Spent	% Annual Budget Spent
	£'000	£'000	£'000	£'000	£'000		
Housing General Fund	3,188	680	212	2	214	32	7
Housing HRA	15,998	4,743	3,025	79	3,103	65	19
Lifelong Learning	12,177	1,718	3,042	32	3,074	179	25
Economic and Regeneration	6,604	2,339	1,780	219	1,999	85	30
Highways	17,533	3,153	1,170	162	1,872	59	11
Waste Management	31	29	29	-	29	100	95
Property	843	143	74	2	76	-	9
Transformation	535	276	193	20	213	-	40
Planning	2,225	425	678	-	678	159	30
Adult Services	1,755	13	13	0	13	98	1
Total	60,889	13,518	10,756	516	11,272	83	19
Capital Grant	33,411						
Capital Receipts	1,228						
Supported Borrowing	5,064						
Un-supported Borrowing	5,999						
Revenue Contribution	13,329						
Reserves	474						
Loan	374						
Underspend from 2017/18	1,010						
Total Funding	60,889						

- 2.2 The Profiled budget spent to the end of the second quarter for the general fund is 93%, however, only 18% of the annual budget has been spent to date. The reason for this is that a number of the capital schemes are weighted towards the latter part of the financial year, or are now forecast to slip into the next financial year. Some capital schemes are well underway, with the majority of the profiled budget for quarter 2 being spent or even exceeded its profile, schemes such as the Llangefni Strategic Infrastructure, the purchase of a new weighbridge, refurbishing Education buildings and the 3G pitch in Plas Arthur. Some capital schemes have yet to commence, but their budget is profiled towards the latter part of the financial year. These schemes include the Compulsory housing purchase, the Holyhead Industrial Units and the CRM System. Some schemes are now forecast to slip into the next financial year, with no expenditure forecasted this year. Their funding will also rollover onto the next financial year with The New Highways to Wylfa Newydd being an example. These schemes and their profile can be seen in Appendix B. There are a number of Capital Grants schemes in 2018/19 and an update on these is provided in section 3.1 of this report.

- 2.3** The Housing Revenue Account has spent 65% of its profiled budget, but only 19% of the annual budget. However, it is currently estimated that 65% of the annual budget will be spent come the end of the financial year, with the Acquisition of existing properties and the development of new properties forecasted to significantly underspend. However, this scheme along with the funding will slip into 2019/20. During quarter 2, expenditure has predominantly been in connection with contracts procured during 2017/18 i.e. carried forward commitment. It is anticipated that new planned maintenance contracts procured during quarter 2 and 3 will fully commit the budget for 2018/19.
- 2.4** The smallholdings programme of improvements, financed from the ring-fenced capital receipts from the sale of smallholdings and rental income, completed during 2016/17, however, there were outstanding works to be completed during 2017/18. At the end of 2017/18 there was a deficit on the programme of £0.078m, to be funded by a further sale of one Smallholding. In April 2018, this smallholding was sold for £0.264m, meaning the programme is in surplus of £0.186m. There are further capital works to be undertaken in 2018/19 for £0.186m to be funded from this surplus. At the end of 2018/19 it is expected that the programme will have a balanced budget. This will bring to an end the major refurbishment programme and any subsequent work will be funded from the revenue funding available.

3. FUNDING

3.1 Capital Grants

3.1.1 There are a number of Capital Grant schemes in the Capital Programme for 2018/19, most of which are underway and progressing, with a brief update on the schemes provided below:-

- Llangefni Link Road – Work on Section 3 continued during quarter 2, 2018/19. Kerbing and road works to centre section up to base of tarmac level are complete. Completion is planned for January 2019.
- Llangefni Strategic Infrastructure – The scheme involves the construction of 5 (five) new industrial units on the old Môn Training site and office extension at the Business Centre for letting to the private sector. Work began on both sites during the latter part of 2017/18, work has continued into this financial year, with work progressing well on both sites. £1.668m of expenditure was incurred up until the end of the second quarter of 2018/19, which will be funded through the European Regional Development Fund. It is anticipated that new industrial units will be completed by the end of October 2018, with the office extension at the Business Centre expected to be completed by the end of 2018. All five of the industrial units have been let out.
- 21st Century Schools - The funding for Ysgol Cybi and Ysgol Rhyd y Llan has been fully drawn down as part of the 21st century schools programme, and any further works to these schools, including the payment of any outstanding retention, will be funded through borrowing and the Council's resources as part of the Council's 50% contribution towards the project. Work has continued on the new build for Ysgol Santes Dwynwen during the quarter, and the grant has been fully drawn down up to the end of the quarter. Any additional expenditure will be funded by the Council as part of their match funding. The works at Ysgol Brynsiencyn is scheduled to complete in quarter 3. The programme for Band A was due to complete in 2020, however, the New Build Llangefni which is due to complete in 2022 will remain as part of the Band A programme.

- Market Hall - Following commencement of the Phase II contract on site on the 4th June, the project is now 12 weeks into the contract. Works are progressing well with major progress internally. Initial claims for payment have been slightly lower than anticipated than the contractor's original cashflow forecast indicated but are accelerating each month. An issue has arisen with the bespoke nature of the internal lift and its design and relationship with the new mezzanine structure that may lead to a slight delay to the programme, which we are monitoring carefully to ensure its impact is minimised. Through careful management of the provisional sums and project contingency we remain confident, at this time, the works can be delivered within the overall project cost envelope.

3.1.2 There are schemes that are in the Capital Programme that have not yet started or are waiting approval from funding providers, with a brief update on the schemes provided below:-

- Beaumaris Flood Alleviation – Welsh Government has allocated funding for the Beaumaris Flood Alleviation scheme within their programme for 2018/19 financial year. However, a formal offer is subject to an application being made by the Authority once all consents and tender prices are in place to begin works. Currently, it is anticipated these will be in place by mid November and, with approval of funding, it is hoped works can commence in late November. These will run into the next financial year, with completion anticipated in May/June 2019.
- Pentraeth Flood Alleviation - Welsh Government has allocated funding for the Nant y Felin, Pentraeth Flood Alleviation scheme within their programme for 2018/19 financial year. However, a formal offer is subject to an application being made by the Authority once all consents and tender prices are in place to begin works. Currently, it is anticipated these will be in place by December and, with approval of funding, it is hoped works can commence in January. It is currently anticipated that works may be completed by March 2019.
- Holyhead Strategic Infrastructure – This scheme is to construct 10 (ten) new industrial units at Penrhos, Holyhead, with the view for works to start on site during 2018/19 and complete by the end of 2019. European Regional Development Funding has been secured and a Joint Venture has been entered into with Welsh Government, which will provide the match funding for the scheme.
- Tourism Gateway – The Holy Island Visitor Gateway TAD (Tourism Attractor Destination) Project is a mainly European Regional Development Fund, Welsh Government and Heritage Lottery Fund funded package of projects taking place over several years. It includes the installation of promotional branding of North Wales iconic visitor destinations at the port and station, enhancing the visitor experience at the St Cybi's Roman Fort, the Breakwater Park and Holyhead Mountain. The final approval for this project is still awaited.
- Road Safety Capital – This scheme will involve capital works on the A5025 road from Menai Bridge to Amlwch. Work has started on the scheme with expenditure to date being £0.176m against a budget of £0.220m.
- Tourism Amenity Investment Scheme (TAIS) – Limited expenditure has been incurred up to the end of quarter 2. An extension of funding until the end of November 2018 has been granted and works is expected to be completed by early November. The grant is expected to be fully utilised this financial year.

- New Highway to Wylfa Newydd – No work is expected to take place during this financial year. The online works will still go ahead but is not likely to start until quarter 2 of 2019/20.
- Funding has been approved by Welsh Government for the Targeted Regeneration Investment Programme (TRIP). The purpose of the funding is to bring 108 empty properties back into use through four schemes being First Time Buyers Support, Vacant Homes Landlord Assistance, Empty Homes Direct Intervention and Town Centre Living. These schemes will be delivered by both Isle of Anglesey County Council, as the lead authority, and Gwynedd Council as their joint delivery partner. The total funding will be £3.250m with Anglesey's share being £1.800m over three years. In 2018/19 the budget is £0.295m.

3.2 Capital Receipts

3.2.1 The Capital Receipts for this year to date and the budgeted Capital Receipts are:-

	Budget 2018/19 £'000	Received to 30 September 2018 £'000	Projection to 31 March 2019 £'000	Forecast Slippage to 2019/20 £'000
Council Fund				
Smallholdings	264	264	297	0
General	1,431	510	568	1,215
Industrial	105	20	105	0
Schools	1,248	246	376	870
Total	3,046	1,040	1,346	2,085

3.2.2 The projected Capital Receipts at 31 March 2019 is now £1.346m against a budget of £3.046m. This is due to 5 property sales now expected to be completed in 2019/20. To the end of quarter 2 £1.040m has being received, which equates to 33% of the budget. These are mainly from the sale of a smallholding (£0.264m), a generator (£0.140m) and two former school sites (£0.246m).

4. PROJECTED ACTUAL EXPENDITURE 2018/19 AND FUNDING

4.1 Below is a table with projected Expenditure at 31 March 2019 and the revised funding:-

Service	Annual Budget	Projected Expenditure	Projected Under/Over Expenditure £'000	% Variance
Housing General Fund	3,188	1,450	1,738	55
Housing HRA	15,998	10,372	5,626	35
Lifelong Learning	12,177	7,856	4,321	35
Economic and Regeneration	6,604	4,470	2,134	32
Highways	17,533	5,529	12,004	68
Waste Management	31	29	2	5
Property	843	836	7	1
Transformation	535	535	-	-
Planning	2,225	2,225	-	-
Adult Services	1,755	755	1,000	57
Total	60,889	34,057	26,832	44

Funded by :	Annual Budget £'000	Projected Funding £'000	Variance	% Variance
Capital Grant	33,411	15,628	17,783	53
Capital Receipts	1,228	1,346	117	10
Supported Borrowing	5,064	3,853	1,210	24
Un-supported Borrowing	5,999	4,181	1,818	30
Revenue Contribution	13,329	7,703	5,626	42
Reserves	474	972	498	105
Loan	374	374	0	0
Underspend from 2017/18	1,010	-	1,010	100
Total Funding	60,889	34,057	26,832	44

4.2 As can be seen from table 4.1 (above), the forecast underspend on the Capital Programme for 2018/19 is £26.832m, with this being potential slippage into the 2019/20 Capital Programme. The funding for this slippage will also slip into 2019/20 and will be factored in when producing the Treasury Management Strategy Statement and Capital Programme for 2019/20. The main projects that are forecast to be underspent are:-

- The New Highway to Wylfa Newydd. This project is fully funded from external funding (shown as Capital Grants in Table 4.1). These project will slip in its entirety to the next financial year.
- Residential Sites for Gypsies and Travellers. The commencement of these projects are dependent on the receipt of the necessary planning approval. Once this is obtained, further detailed report on costs and scheme delivery will be presented to the Executive. At this stage, it is unlikely that significant capital expenditure will occur before the end of the current financial year. If planning permission is secured for the development of a permanent residential site, an application will be submitted to the Welsh Government for grant funding to assist with development costs.
- Acquisition of existing properties (HRA) and the development of new properties. These projects will be funded from HRA reserves (shown as Revenue Contribution in Table 4.1) and via borrowing. Work has commenced to the building of new properties, but it is not anticipated that sufficient projects will have been developed to spend the available budget. Any unspent funding will be carried forward to 2019/20.
- 21st Century Schools Llangefni New Build – this project is to be funded through the Welsh Government's 21st Century School Modernisation programme – Band A – 50% from external grants and supported borrowing and 50% from capital receipts and unsupported borrowing. In order to secure the funding, the Final Business Case (FBC) needs to be approved by the Welsh Government as soon as possible, ideally by 31 March 2019. Any delays in moving ahead with this project may result in a loss of the Band A funding.
- Seiriol Extra Care – this project will now start in 2020 and will be fully funded through the HRA. A request had been made in the Capital Programme 2019/20 to release the Council funding for this project back into the capital general fund.

4.3 The Capital Finance Requirement forecasted at 31 March 2019 is £142.032m, which is the underlying need for the Authority to borrow to be able to fund its Capital Programme. The external borrowing currently stands at £111.421m, meaning the Authority essentially needs to borrow £30.611m 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 2018/19 Treasury Management Strategy Statement (Appendix 11).

5. FUTURE YEARS

5.1 On 30 October 2017, the Executive approved a Capital Strategy for 2018/19 and it was recommended that the 2018/19 Capital Programme funding will be limited to the total of the general capital grant and supported borrowing (as determined by Welsh Government) and estimated value of any capital receipts that will be received. The Capital Strategy for 2019/20 echoed this and the 2019/20 Capital Programme will follow the same principles, with the General Capital Grant and Supported Borrowing used to fund the annual replacement of Vehicles, Investment in ICT, Refurbishing existing assets and an annual allocation to meet the cost of statutory Disabled Facilities Grants. There will also be funding available for the resurfacing of roads and capital projects that attract external grants, and these will be evaluated on a case by case basis.

As mentioned in paragraph 4.2, it has been requested to release the council funding for the Extra Care Seiriol back into the capital general fund. If this is approved then there will be funding available to fund new capital schemes in 2019/20, with priority given to projects which contribute to the Council's objectives as set out in the Corporate Plan 2017 – 2022 and any schemes which can generate future revenue savings or generate additional income. For 2019/20 there were 10 bids received for new capital projects along with 2 Invest to save bids. These bids were considered by the Executive in its meeting on 12 November 2018.

6. CONCLUSION

6.1 The results at the end of quarter 2 and the associated projected expenditure shows that the majority of projects are on target to be completed within budget but there are 3 major projects (Gypsy and Travellers Sites, Improvements to the A5025 to Wylfa and 21st Century School at Llangefni) which are expected to significantly underspend the budget in 2018/19. However, the funding will be carried forward to 2019/20 and it is not anticipated, at this point, that any funding will be lost due to the delays.

Summary of the Capital Projects' Expenditure to date against the Capital Budget and the Projected Expenditure at Year-End

Service	Annual Budget (£)	Profiled Budget (£)	Actual Expenditure (£)	Committed Expenditure (£)	Total Expenditure (£)	Variance to profile (£)	% Profiled Budget Spent	% Annual Budget Spent	Projected Expenditure (£)	Projected Under / Over (£)	% Variance
Housing General Fund											
Disabled Facilities Grants	1,006,790	503,400	188,329	0	188,329	-315,071	37	19	1,006,790	0	0
Residential Site for Gypsies and Travellers	1,858,000	40,000	9,553	2,394	11,947	-28,053	30	1	120,000	-1,738,000	-94
Compulsory Purchase Scheme	199,100	90,000	0	0	0	-90,000	0	0	199,100	0	0
Enable Grant	93,200	46,602	13,744	0	13,744	-32,858	29	15	93,200	0	0
Affordable Housing	30,650	0	477	0	477	477	0	2	30,650	0	0
Total	3,187,740	680,002	212,103	2,394	214,496	-465,506	32	7	1,449,740	-1,738,000	-55
Housing HRA											
Central Heating Contract	500,000	70,000	38,003	15,250	53,253	-16,747	76	11	500,000	0	0
Planned Maintenance Contract	3,983,500	1,573,149	1,840,780	2,371	1,843,152	270,002	117	46	3,983,149	-351	0
Energy Performance Improvement	1,000,000	200,000	0	0	0	-200,000	0	0	1,000,000	0	0
Environmental Works	500,000	0	10,435	4,180	14,615	14,615	0	3	500,000	0	0
Acquisition of Existing Properties	7,964,780	2,254,665	353,290	0	353,290	-1,901,375	16	4	2,339,000	-5,625,780	-71
Remodelling Llaw r y Dref	500,000	250,000	273,761	669	274,430	24,430	110	55	500,000	0	0
Public Sector Adaptations	350,000	175,000	165,966	20,095	186,061	11,061	106	53	350,000	0	0
Fire Risk	200,000	50,000	18,366	0	18,366	-31,634	37	9	200,000	0	0
WHQS	1,000,000	170,000	323,916	36,400	360,316	190,316	212	36	1,000,000	0	0
Totals for : Housing HRA	15,998,280	4,742,814	3,024,516	78,965	3,103,482	-1,639,333	65	19	10,372,149	-5,626,131	-35
Lifelong Learning											
Disabled Access in Education Building	397,330	50,000	84,703	0	84,703	34,703	169	21	400,000	2,670	1
Refurbish Education Building	543,950	350,000	454,880	0	454,880	104,880	130	84	550,000	6,050	1
21st Century Schools - Ysgol Cybi	132,000	10,000	8,087	3,521	11,607	1,607	116	9	132,086	86	0
21st Century Schools - Ysgol Rhyd Y Llan	178,000	70,000	69,158	3,750	72,908	2,908	104	41	178,000	0	0
21st Century Schools - Ysgol Parc Y Bont	7,000	0	1,222	850	2,072	2,072	0	30	16,222	9,222	132
21st Century Schools - Ysgol Santes Dw yn w en	5,082,748	890,000	2,402,727	7,109	2,409,836	1,519,836	271	47	5,082,748	0	0
21st Century Schools - Ysgol Brynsiencyn	203,000	256,496	0	0	0	-256,496	0	0	303,991	100,991	50
21st Century Schools - Ysgol Esgeifiog	50,000	0	0	0	0	0	0	0	0	-50,000	-100
21st Century Schools - Ysgol Y Graig Extension	350,000	0	0	0	0	0	0	0	350,000	0	0
21st Century Schools - Llangefni New Build	5,233,000	91,379	20,860	17,252	38,112	-53,267	42	1	842,588	-4,390,412	-84
Total	12,177,028	1,717,875	3,041,636	32,482	3,074,118	1,356,243	179	25	7,855,635	-4,321,393	-35
Economic and Regeneration											
Tourism Gateway	1,397,980	0	1,738	0	1,738	1,738	0	0	400,000	-997,980	-71
Holyhead Strategic Infrastructure	1,370,000	0	2,495	0	2,495	2,495	0	0	400,000	-970,000	-71
Llangefni Strategic Infrastructure	3,357,000	2,050,000	1,668,125	371	1,668,496	-381,504	81	50	3,191,000	-166,000	-5
Planning System Invest to Save	69,350	4,019	4,019	850	4,869	850	121	7	69,346	-4	0
Salix LED Lights Leisure Centre - Retention	5,000	5,000	5,194	0	5,194	194	104	104	5,194	194	4
Llangefni Golf Course - Mowers	4,500	4,500	4,500	0	4,500	0	100	100	4,500	0	0
Llangefni 3G pitch	200,000	150,000	93,983	31,578	125,560	-24,440	84	63	200,000	0	0
Holyhead Fitness Equipment	200,000	125,000	247	185,866	186,113	61,113	149	93	200,000	0	0
Total	6,603,830	2,338,519	1,780,300	218,665	1,998,965	-339,554	85	30	4,470,040	-2,133,790	-32

Service	Annual Budget (£)	Profiled Budget (£)	Actual Expenditure (£)	Committed Expenditure (£)	Total Expenditure (£)	Variance to profile (£)	% Profiled Budget Spent	% Annual Budget Spent	Projected Expenditure (£)	Projected Under / Over (£)	% Variance
Highways and Transportation											
Car Parks	12,920	6,000	5,990	0	5,990	-10	100	46	12,920	0	0
Vehicles	150,000	150,000	0	114,650	114,650	-35,350	76	76	150,000	0	0
County Prudential Borrowing Initiative	1,532,800	1,532,800	697,744	0	697,744	-835,056	46	46	1,532,800	0	0
Beaumaris Flood Alleviation Works (WG)	954,290	0	60,640	20,429	81,068	81,068	0	8	950,000	-4,290	0
Pentraeth Flood Alleviation Works (WG)	200,000	0	0	0	0	0	0	0	200,000	0	0
New Highways to Wylfa Newydd	12,000,000	0	0	0	0	0	0	0	0	-12,000,000	-100
Active Travel	175,000	3,000	1,520	1,600	3,120	120	104	2	175,000	0	0
Llangefni Link Road	1,671,000	854,000	331,613	8,752	340,365	-513,635	40	20	1,671,000	0	0
Tais Grant Oriel Môn, Lon Las & Dingle	128,000	32,000	21,702	0	21,702	-10,298	68	17	128,000	0	0
A545 Beaumaris	120,000	120,000	104,091	16,076	120,166	166	100	100	120,000	0	0
Road Safety Grant	220,000	165,000	176,494	0	176,494	11,494	107	80	220,000	0	0
Salix Phase 2 - Street Lights	105,130	105,130	104,881	0	104,881	-249	100	100	105,130	0	0
Salix Phase 3 - Street Lights	264,000	184,800	205,328	0	205,328	20,528	111	78	264,000	0	0
Total	17,533,140	3,152,730	1,710,001	161,506	1,871,508	-1,281,222	59	11	5,528,850	-12,004,290	-68
Waste Management											
New Weighbridge	30,590	28,995	28,995	0	28,995	0	100	95	28,995	-1,595	-5
Total	30,590	28,995	28,995	0	28,995	0	100	95	28,995	-1,595	-5
Property											
Refurbish Existing Assets	406,930	50,000	3,244	0	3,244	-46,756	6	1	400,000	-6,930	-2
Invest To Save Property	250,000	0	0	0	0	0	0	0	250,000	0	0
Smallholdings	186,000	93,000	71,059	2,100	73,159	-19,841	79	39	186,000	0	0
Total	842,930	143,000	74,303	2,100	76,403	-66,597	0	9	836,000	-6,930	-1
Transformation											
ICT- Core Infrastructure	182,700	100,000	11,534	19,194	30,728	-69,272	31	17	182,700	0	0
ICT - Desktop Refresh	121,000	50,000	36,501	529	37,030	-12,970	74	31	121,000	0	0
ICT - Legacy System Migration	20,000	20,000	39,321	0	39,321	19,321	197	197	20,000	0	0
ICT - MS Licensing	106,000	106,000	106,130	0	106,130	130	100	100	106,000	0	0
CRM System Invest to Save	105,640	0	0	0	0	0	0	0	105,640	0	0
Total	535,340	276,000	193,486	19,723	213,209	-62,791	0	40	535,340	0	0
Planning											
Holyhead Market Hall Hub Project	2,225,000	425,000	677,855	0	677,855	252,855	159	30	2,225,000	0	0
Total	2,225,000	425,000	677,855	0	677,855	252,855	159	30	2,225,000	0	0
Adult Services											
ICF	731,000	0	0	0	0	0	0	0	731,000	0	0
Invest to Save Wifi Canolfan Byron	8,750	3,000	2,708	0	2,708	-292	90	31	8,750	0	0
Seiriol	1,000,000	0	0	0	0	0	0	0	0	-1,000,000	-100
Garreglw yd	15,420	10,000	10,075	6	10,081	81	101	65	15,420	0	0
Total	1,755,170	13,000	12,783	6	12,789	-211	98	1	755,170	-1,000,000	-57
Total	60,889,048	13,517,936	10,755,978	515,841	11,271,819	-2,246,116	83	19	34,056,920	-26,832,128	-44

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	THE EXECUTIVE
DATE:	26 NOVEMBER 2018
SUBJECT:	HRA BUDGET MONITORING, QUARTER 2 2018/19
PORTFOLIO HOLDER(S):	COUNCILLOR ROBIN WILLIAMS
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	
<p>1. The Executive is requested to note the following:-</p> <ul style="list-style-type: none"> (i) The position set out in respect of the financial performance of the Housing Revenue Account (HRA) for Quarter 2 2018/19. (ii) The forecast outturn for 2018/19. <p>2. Background</p> <ul style="list-style-type: none"> (i) In March 2018, the Council agreed a revenue budget for 2018/19 that showed a planned surplus of £7.3m. (ii) The capital budget for 2018/19 was £12.4m, but it should be noted that £3.6m of expenditure planned for 2017/18 had not been completed and had slipped into the 2018/19 capital programme. This gave a total capital budget of £16.0m. (iii) The combination of both the revenue budget and adjusted capital budget gave a planned budget deficit of £6.0m which would be funded from the HRA reserve. (iv) The HRA is 'ringfenced', and its reserves cannot be transferred to the General Fund. <p>3. This report sets out the financial performance of the HRA for the period from 1st April 2018 to 30th September 2018.</p> <p>4. Overview</p> <ul style="list-style-type: none"> (i) The revenue financial position for Quarter 2 shows an overspend of £322k. The income forecast is now £25k lower than the original budget and the expenditure is forecast to exceed the budget by £100k as explained below. More detail is shown in Appendix A. (ii) The Capital expenditure is £1.6m below the profiled budget. The forecast expenditure is £5.6m lower than budget as explained below. More detail is shown in appendix B. (iii) The forecast deficit (combining both revenue and capital) is £5,501k less than the budget, largely the result of lower than budgeted capital expenditure. 	

5. Income

- (i) At the end of the second quarter, the level of income received was £24k lower than the profiled budget.
- (ii) Income from tenant rents was £70k below budget. The budget assumed a number of new properties being let during the first half of the year but the numbers have been lower than the figure included within the budget. The anticipated shortfall is expected to reduce during the second half of the year and the forecasted shortfall at the end of the financial year is £90k.
- (iii) The budget assumed that the remodelling of the garage stock would be complete and fewer garages would be available to let. In the event, the pace of remodelling has been slower and the number of garages is higher than planned. To date, income from this source is £15k better than budget and will continue during the second half of the year. The forecast has been revised upwards by £5k since quarter 1 to give a revised forecast of £25k above budget.
- (iv) A review of Service Charges, which are based on the actual costs incurred, has shown that the variance of £24k above the budget at the end of quarter 2 will continue throughout the year. The forecast has been adjusted by £40k accordingly.
- (v) Other income was £7k above the budget but is expected to return to the budget figure by the end of the financial year.
- (vi) Therefore, the overall forecast for income is that it will be £25k below the budget by the end of the financial year, compared to a forecasted shortfall of £70k at the end of the first quarter.

6. Non Repairs and Maintenance Expenditure

- (i) At the end of the second quarter, non repairs and maintenance expenditure was £40k above the profiled budget. This was largely the result of annual maintenance charges being received in the first half of the year, offset by some staff savings. At present, it is expected that the position at the end of the financial year will be that the expenditure will be in line with the annual budget.

7. Repairs and Maintenance

- (i) The Housing Maintenance Unit (HMU) shows an overspend of £215k (£171k at the end of Q1). This is partly due to the use of subcontractors being higher than anticipated to cover empty posts and staff sickness during the earlier part of the year (some £100k above profiled budget.). Repairs and maintenance costs vary dependant on the number and types of repair work which is undertaken during the period. It is possible to manage overspend by managing the work which is being undertaken at any given time. However, given the value of the overspend during the first half of the year, it is not anticipated that the overspending position can be fully recovered and the forecast has been revised to show a projected overspend on repairs and maintenance of £100k by the end of the financial year. Following the implementation of new arrangements regarding the HMU stores function from November 2018 it is likely that we will see cost savings during the remaining part of the year but no allowance has been made for this in the forecast at this point. The situation will be closely monitored over the second half of the year to determine the savings that have been achieved.

- (ii) Expenditure on non HMU building maintenance staff is £58k below the profiled budget due to staff vacancies. Based on the current staffing levels, it is not anticipated that the same level of underspending will occur during the second half of the year and an underspend of £50k is forecast by the end of the financial year.
- (iii) Other Repairs and Maintenance costs are overspent by £125k compared to the profiled budget due to additional work around fire protection and grounds maintenance. The level of expenditure on this type of work will fall during the second half of the year and the level of overspending is expected to reduce. £50k has been forecasted as the overall overspend by the end of the financial year.

8. Year End Adjustments

- (i) This heading covers items of expenditure (capital financing costs and recharges from the General Fund) that form part of the year-end accounting process. At this stage, no changes are envisaged.

9. Capital Expenditure

- (i) The original capital programme, approved by the Council in March 2018, totalled £12,417k which was to be funded by the Major Repairs Allowance £2,665k and contribution from the HRA reserve £9,752k. Planned capital expenditure of £3,581k was brought forward as slippage from 2017/18, to give a revised capital programme of £15,998k. Based on the current information, it is forecast that the actual expenditure will be £10,372k, which is £5,626k below the budget. The majority of the capital expenditure budget relates to the acquisition of former Council houses and the development of new properties, with £7,964k allocated. The budget allowed for the purchase of 15 former Right to Buy properties and the development of 25 new properties. At the end of the second quarter, the expenditure amounted to £353k, which funded the purchase price of 5 former Right to Buy properties. The purchase of 5 additional properties has been agreed and will take place before the end of the financial year, with a further 4 properties identified and it is anticipated that the purchase of these properties will also be completed, taking the total number of properties purchased to 14. Sites for 24 new build developments have been identified which are currently in the Planning process; these are 6 houses in Caergeiliog, 3 bungalows in Moelfre, 3 bungalows in Bodedern with the remaining sites being in Holyhead. Due to the delay in commencing our new build projects there is a projected underspend of £5.6m to the year end within this programme. The funding will be carried forward to the next financial year.

10. HRA balance

- (i) The opening balance of the HRA Reserve stood at £7,407k. The budget allowed for the use of £6,050k of this balance, however, the forecast underspend on the capital budget combined with the forecast overspend on the revenue budget will result in only £549k of the reserve being used. This will give a reserve balance of £6,858k by the end of the financial year. This balance is ringfenced, so is available to fund future HRA expenditure only.

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) Comments incorporated in the report
2	Finance / Section 151 (mandatory) n/a – this is the Section 151 Officer's report
3	Legal / Monitoring Officer (mandatory) Comments incorporated in the report
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 – Revenue expenditure and forecasts to end of Quarter 2 Appendix B – Capital expenditure and forecast to end of Quarter 2.	
FF - Background papers (please contact the author of the Report for any further information):	
<ul style="list-style-type: none"> • 2018/19 HRA budget (as approved by this Committee in March 2018). • HRA 30 Year Business Plan 2018/48 (as approved by this Committee in March 2018). 	

HRA ACCOUNT 2018/19

	Annual Budget 2018/19	Profiled Budget to Month 6	Actual to Month 6	Variance to Month 6	Year End Forecast	Year End Variance
	£	£	£	£	£	£
REVENUE ACCOUNT						
Income						
Dwellings	(17,339,000)	(8,669,500)	(8,599,709)	69,791	(17,249,000)	90,000
Garages	(190,000)	(95,000)	(110,076)	(15,076)	(215,000)	(25,000)
Service Charges	(99,000)	(49,500)	(73,304)	(23,804)	(139,000)	(40,000)
Other	(311,000)	(133,000)	(140,421)	(7,421)	(311,000)	0
Bad Debt Provision	219,000	0	0	0	219,000	0
TOTAL INCOME	(17,720,000)	(8,947,000)	(8,923,510)	23,490	(17,695,000)	25,000
Non Repairs & Maintenance Expenditure						
Tenant Participation	115,820	57,883	43,228	(14,655)	115,820	0
Rent Administration	135,360	67,481	66,892	(589)	135,360	0
Estate Management	369,560	183,964	183,872	(92)	369,560	0
Other Revenue	1,167,040	544,483	599,795	55,312	1,167,040	0
Total Non R & M Expenditure	1,787,780	853,811	893,787	39,976	1,787,780	0
Repairs and Maintenance						
Housing Maintenance Unit (HMU)	3,016,840	1,508,519	1,723,355	214,836	3,116,840	100,000
Building Maintenance Staff (non HMU)	852,560	425,252	367,352	(57,900)	802,560	-50,000
Other Repairs and Maintenance	463,730	231,892	356,858	124,966	513,730	50,000
Total Repairs & Maintenance	4,333,130	2,165,663	2,447,565	281,902	4,433,130	100,000
Year-End Adjustments						
Capital Financing Charges	2,987,000	0	0	0	2,987,000	0
Recharge from Housing Services	635,120	0	0	0	635,120	0
Recharge from Central Services	693,360	0	0	0	693,360	0
Total Year-End Adjustments	4,315,480	0	0	0	4,315,480	0
TOTAL REVENUE EXPENDITURE	10,436,390	3,019,474	3,341,352	321,878	10,436,390	0
TOTAL REVENUE (SURPLUS) / DEFICIT	(7,283,610)	(5,927,526)	(5,582,158)	345,368	(7,158,610)	125,000

CAPITAL EXPENDITURE ACCOUNT						
2018/19 Expenditure	15,998,280	4,742,814	3,103,482	(1,639,333)	10,372,149	(5,626,131)
Major Repairs Allowance	(2,665,000)	0	0	0	(2,665,000)	0
TOTAL CAPITAL (SURPLUS) / DEFICIT	13,333,280	4,782,814	3,103,482	(1,639,333)	7,707,149	(5,626,131)
NET (INCREASE) / DECREASE IN HRA RESERVE	6,049,670	(1,144,712)	(2,478,676)	(1,293,965)	548,539	(5,501,131)
Opening HRA Balance	(7,406,916)				(7,406,916)	
Net (Increase) / Decrease in HRA Reserve	6,049,670				548,539	
Closing HRA Balance	(1,357,246)				(6,858,377)	

APPENDIX B

Service	Annual Budget (£)	Profiled Budget (£)	Total Expenditure (£)	Variance To Profile (£)	Projected Expenditure (£)	Projected Under / Over (£)
<u>Housing HRA</u>						
Central Heating Contract	500,000	70,000	53,253	(16,747)	500,000	0
Planned Maintenance Contract	3,983,500	1,573,149	1,843,150	270,001	3,983,149	(351)
Energy Performance Improvement	1,000,000	200,000	0	(200,000)	1,000,000	0
Environmental Works	500,000	0	14,615	14,615	500,000	0
Acquisition of Existing Properties/ Development of New Properties	7,964,780	2,254,665	353,290	(1,901,375)	2,339,000	(5,625,780)
Premises Remodelling of Existing Stock	500,000	250,000	274,430	24,430	190,000	0
Public Sector Adaptations	350,000	175,000	186,061	11,061	350,000	0
Fire Risk	200,000	50,000	18,366	(31,634)	200,000	0
WHQS	1,000,000	170,000	360,316	190,316	1,000,000	0
Totals for Housing HRA	15,998,280	4,742,814	3,103,481	(1,639,333)	10,372,149	(5,626,131)

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ISLE OF ANGLESEY COUNTY COUNCIL

REPORT TO:	EXECUTIVE COMMITTEE
DATE:	26 NOVEMBER 2018
SUBJECT:	THE COUNCIL TAX BASE FOR 2019/2020
PORTFOLIO HOLDER(S):	COUNCILLOR ROBIN WILLIAMS (PORTFOLIO HOLDER - FINANCE)
HEAD OF SERVICE:	MARC JONES - HEAD OF FUNCTION (RESOURCES) /SECTION 151 OFFICER
REPORT AUTHOR: TEL: E-MAIL:	GERAINT H JONES (REVENUE AND BENEFITS SERVICE MANAGER) 01248 752651 ghifi@ynysmon.gov.uk
LOCAL MEMBERS:	N/A

A - Recommendation/s and Reason/s

I recommend that the Executive makes the following decisions:-

1. To note the calculation of the Council Tax Base by the Head of Function (Resources) / Section 151 Officer, this will be used by the Welsh Government in the calculation of the Revenue Support Grant for the Isle of Anglesey County Council for the 2019/20 financial year, being 30,876.09, (see **Appendix A** in respect of the calculation of the Council Tax Base for this purpose – Part E6).
2. That the calculation by the Head of Function (Resources) and the Section 151 Officer for the purpose of setting the Council Tax Base for the whole and parts of the area for the year 2019/20 is approved (see **Appendix A** for the calculation of the tax base – Part E5).
3. That, in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (SI1995/2561) as amended by SI1999/2935 and the Local Authorities (Calculation of Council Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004 and the Local Authority (Calculation of Council Tax Base) (Wales) (Amendment) Regulations 2016, the amounts calculated by Isle of Anglesey County Council as its tax base for the year 2019/20 shall be 31,571.46 and as follows for the parts of the area listed below :-

Amlwch	1,506.32	Llaneilian	579.31
Beaumaris	1,095.94	Llannerchymedd	532.02
Holyhead	3,927.52	Llaneugrad	185.47
Llangefni	1,965.35	Llanfair Mathafarn Eithaf	1,871.09
Menai Bridge	1,443.42	Cylch y Garn	403.68
Llanddaniel-fab	379.48	Mechell	565.96
Llanddona	400.39	Rhosybol	484.57
Cwm Cadnant	1,171.95	Aberffraw	302.95
Llanfair Pwllgwyngyll	1,323.32	Bodedern	430.87
Llanfihangel Esceifiog	693.04	Bodffordd	414.40
Bodorgan	459.96	Trearddur	1,303.70
Llangoed	663.77	Tref Alaw	266.72
Llangristiolus and Cerrigceinwen	632.10	Llanfachraeth	231.49
Llanidan	421.79	Llanfaelog	1,298.09
Rhosyr	1,027.19	Llanfaethlu	293.54
Penmynydd	246.31	Llanfair-yn-Neubwll	565.06
Pentraeth	571.10	Valley	993.83
Moelfre	631.10	Bryngwran	365.99
Llanbadrig	696.84	Rhoscolyn	360.99
Llanddyfnan	508.21	Trewalchmai	356.63

REASONS AND BACKGROUND

The calculations have been made in accordance with the Welsh Government Guidelines for Council Tax Dwellings (CT1 v.1.0) 2019/20 based on the number of properties in various bands on the valuation list on 31 October 2018 and summarised by the Authority under Section 22B (7) of the Local Government Finance Act 1992, as supplemented by the Local Government Act 2003. The calculations take into account discounts, exemptions and premiums as well as changes to the valuation list likely during 2019/20.

The Isle of Anglesey County Council, as the billing authority, is required to calculate the Council Tax base for its area and different parts of its area and these amounts must be notified to the precepting and levying bodies by 31 December 2018. This year, the Welsh Government has requested the information for the purpose of setting the Revenue Support Grant by 23 November 2018 and for tax setting purposes (ratified by Executive decision) by 4 January, 2019.

The calculations in **Appendix A** are based on discounts of nil being confirmed for Classes A, B and C; the premium of 100% on long term empty homes and a minimum of 35% on second homes for 2019/20 by the full Council at its meeting on 27 February 2019. The calculations are also based on the full Council confirming, at its meeting on 11 December 2018, that the current local Council Tax Reduction Scheme will continue as currently for 2019/20. The Welsh Government is continuing to fully meet the costs of the previous UK national scheme but costs arising from caseloads and / or increase in Council Tax will fall on local councils.

THE COUNCIL TAX BASE FOR CALCULATING THE REVENUE SUPPORT GRANT

The total band D equivalent discount, before adjusting for the collection rate (and which includes allowance for Ministry of Defence properties), will be used in calculating claims for the Revenue Support Grant for 2019/20. **BUT**, this total, which is used in calculating the RSG, **excludes adjustments for premiums**. This figure is calculated to be 30,876.09 (compared to 30,663.09 for 2018/19).

THE TAX BASE FOR TAX SETTING PURPOSES

The total band D equivalent discount that is used for tax setting purposes has been adjusted by a provision for non-collection, which continues to be 1.5% and also includes allowance for Ministry of Defence properties. This figure is calculated to be 31,571.46. **Note, therefore, that the figures under recommendation 3 include the adjustments for premiums.**

The total base proposed for 2019/20 for the purpose of tax setting purposes is 31,571.46. This compares with 30,773.31 for 2018/19 and is an increase of 2.59%.

There were significant changes to the tax base, for tax setting purposes, for 2019/20 in relation to properties where premiums are charged on them in comparison to 2018/19. On properties where premiums are charged, the following movements have been seen :-

There has been an increase in the number of long term empty properties where the premium is relevant – 449 for 2018/19, up to 474 for 2019/20 (Band D equivalent from 104.72 up to 448.67). It must be noted that the long term empty property premium for 2019/20 has risen from 25% to 100% when calculating the Council Tax base for 2019/20;

There has been an increase in the number of second homes where the premium is relevant – 1,754 for 2018/19, up to 1,956 for 2019/20 (Band D equivalent from 472.28 up to 725.63). It must be noted that the second home property premium for 2019/20 has risen from 25% to 35% when calculating the Council Tax base for 2019/20.

This is an increase of 103.50% in the premium element of the tax base, for tax setting purposes.

It is estimated that the 100% premium on long term empty properties premium for 2019/20 will raise additional income of nearly £440k to the Isle of Anglesey County Council for 2019/20 (after taking into consideration a 5% increase in Council Tax). In addition to this, the 35% premium on second home properties in 2019/20 will raise additional income of nearly £319k (after taking into consideration a 5% increase in Council Tax). A total increase of nearly £759k.

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

The full Council has the discretion, under regulations made under Section 12 of the Local Government Finance Act 1992 and, subsequently, under the Local Government Act 2003, to set discounts for prescribed classes of dwellings (mainly holiday homes and second homes (Classes A and B)). When this was introduced, the full Council decided to set a discount of nil for both prescribed classes A and B and this has been confirmed annually thereafter. In March 2007, the full Council, on the recommendation of the Executive, also set a discount of nil for Prescribed Class C (certain types of long term empty properties) for the first time and has done so annually thereafter.

To award discounts of 25%, 50% or 100% would be contrary to full Council policy who this option rejected.

The Executive, on 12 November 2018, has recommended that the Council consults on the budget for 2019/20 on the basis that a 100% premium is raised on long term empty properties, with a premium of 35% on second homes. The calculation and recommendations herein are in accordance with that decision.

C – Why is this a decision for the Executive?

Until 2004, this calculation was determined by the full Council. This function has now been removed from the list of functions reserved for the full Council. Decisions relating to discounts (along with premiums in the future) and the setting of a local Council Tax Reduction Scheme, however, still remains the responsibility of the full Council rather than the Executive.

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

The calculation of the tax base takes into account the full Council's current approved policy on the granting of discounts for prescribed classes A, B and C, and also the full Council's policy on awarding up to 100% Council Tax Reduction to those eligible under the Council's local scheme.

The calculation and recommendations herein are in accordance with that decision and also that the full Council, in its meeting on 27 February 2019, sets a Council Tax premium of 100% on long term empty properties and a premium of 35% on second homes from 1 April 2019.

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

The tax base calculation will enable the full Council to set its Council Tax requirement to meet its approved budget for 2019/208.

DD - Who did you consult?**What did they say?**

1	Chief Executive / Senior Leadership Team (SLT) (mandatory)	No comment
2	Finance / Section 151 (mandatory)	Author of the report.
3	Legal / Monitoring Officer (mandatory)	No comment
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local members	
9	Any external bodies / other / other	

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	<p>The calculation of the tax base may not be sufficiently accurate i.e. inaccurate calculation of exemptions and discounts, inaccurate calculation of the number of dwellings for which the premiums are applicable, the changes likely to take place in 2019/20 incorrect, such as underestimation of erosion in the tax base over the years e.g. banding reductions and an overly optimistic collection rate. The risk to the Council would be a shortfall in the Council Tax collected during the year.</p> <p>Mitigation is by taking a conservative approach when estimating new builds and for properties for which a premium can be charged and by making an allowance for the erosion of the tax base and the collection rate.</p>
F - Attachments:		
Appendix A: Calculation for the Local Tax Base 2019/20		
FF - Background Papers (please contact the author of the report for further information):		
Welsh Government guidance on Council Tax Dwellings (CT1) 2019/20		

CALCULATION OF LOCAL TAX BASE 2019/20

	BAND	A*	A	B	C	D	E	F	G	H	I	TOTAL
Part A	CHARGEABLE DWELLINGS											
A.1	All Chargeable Dwellings		4,639	6,606	6,507	7,074	5,319	2,584	1,018	158	49	33,954
A.2	Dwellings subject to disability reduction		16	46	47	90	72	45	15	10	6	347
A.3	Adjusted chargeable dwellings (taking into account disability reductions)	16	4,669	6,607	6,550	7,056	5,292	2,554	1,013	154	43	33,954
Part B	DISCOUNT AND PREMIUM ADJUSTMENTS											
B.1	Dwellings with no discount or premium (including empty properties and second homes with no discount or premium)	9	1,817	3,624	3,795	4,377	3,652	1,860	731	99	28	19,992
B.2a	Dwellings with a 25% discount (excluding empty properties and second homes with no discount)	7	2,554	2,672	2,263	2,074	1,218	465	160	24	3	11,440
B.2b	Dwellings with a 50% discount (excluding empty properties and second homes with no discount)	0	11	12	21	12	14	7	11	4	0	92
B.3a	Dwellings with a variable discount other than 25% or 50%	0	0	0	0	0	0	0	0	0	0	0
B.3b	Dwellings with empty property or second homes discount	0	0	0	0	0	0	0	0	0	0	0
B.3c	Dwellings with empty property or second homes premiums	0	287	299	471	593	408	222	111	27	12	2,430
B.4	Total adjusted chargeable dwellings	16	4,669	6,607	6,550	7,056	5,292	2,554	1,013	154	43	33,954

CALCULATION OF LOCAL TAX BASE 2017/18

	BAND	A*	A	B	C	D	E	F	G	H	I	TOTAL
Part C	CALCULATION OF CHARGEABLE DWELLINGS WITH DISCOUNTS AND PREMIUMS											
C.2	Total dwellings including discounts and premiums	14	4,194	6,098	6,195	6,793	5,158	2,533	1,018	157	46	
C.3	Ratio to Band D	5/9	6/9	7/9	8/9	1	11/9	13/9	15/9	18/9	21/9	
C.4	Band D equivalents (rounded to two decimal places)	7.92	2,796.23	4,742.97	5,506.22	6,793.00	6,304.71	3,658.42	1,696.75	313.50	108.38	31,928.10
C.5	Total discounted dwellings excluding premium adjustment	14	4,025	5,933	5,974	6,532	4,981	2,434	968	146	42	
C.6	Band D equivalents excluding premium adjustment	7.92	2,683.33	4,614.58	5,310.00	6,531.50	6,087.28	3,516.14	1,612.50	292.00	98.58	30,753.81
Part E	CALCULATION OF COUNCIL TAX BASE											
E.1	Chargeable dwellings: Band D equivalents											31,928.10
E.2	Collection rate (rounded to two decimal places)											98.50%
E.3	= E1 x E2 (rounded to 2 decimal places)											31,449.18
E.4	Class O exempt dwellings: Band D equivalents (Ministry of Defence properties)											122.28
E.5	Council Tax base for tax setting purposes											31,571.46
E.5a	Chargeable discounted properties excluding premium adjustment											30,753.81
E.6	100% of Council Tax base for calculating revenue support grant											30,876.09

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	THE EXECUTIVE
DATE:	26 NOVEMBER 2018
SUBJECT:	COUNCIL TAX REDUCTION SCHEME 2019/20
PORTFOLIO HOLDER(S):	COUNCILLOR ROBIN WYN WILLIAMS (PORTFOLIO HOLDER – FINANCE)
HEAD OF SERVICE:	MARC JONES HEAD OF FUNCTION (RESOURCES) / SECTION 151 OFFICER
REPORT AUTHOR:	GERAINT H. JONES (REVENUES AND BENEFITS SERVICES MANAGER)
TEL:	01248 752651
E-MAIL:	ghjfi@ynysmon.gov.uk
LOCAL MEMBERS:	NOT APPLICABLE
A - Recommendation/s and reason/s	
<p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> The Executive recommends to the Isle of Anglesey County Council (full Council) in its meeting on 11 December 2018 that its current local Council Tax Reduction Scheme should not be revised or replaced with another scheme. The Executive recommends to the full Council in its meeting on 11 December 2018 to formally adopt the current Council Tax Reduction Scheme for the financial year 2019/20. The Executive recommends to the full Council in its meeting on 11 December 2018 that it provides authority to the Head of Function (Resources) / Section 151 Officer to make administrative arrangements so that all annual changes for uprating of financial figures or technical revisions in any amending regulation or regulations are reflected in the Council's Council Tax Reduction Scheme along with any required procedural changes as regards the scheme that may be required after the Full Digital Service for Universal Credit has been introduced in the Authority's area from 4 December 2018. <p>REASONS AND BACKGROUND</p> <p>See attached report - Appendix A</p>	
B - What other options did you consider and why did you reject them and/or opt for this option?	
See attached report – Appendix A	
C - Why is this a decision for the Executive?	
Regulations state that this is a decision for the full Council. The Executive is asked to endorse a Council Tax Reduction Scheme for approval by the full Council.	
CH - Is this decision consistent with policy approved by the full Council?	
The Council Tax Reduction Scheme for 2019/20 which the Executive is asked to endorse is consistent with the schemes approved annually by full Council with regard to the Council Tax Reduction Scheme which have been in force since the financial year 2014/15 – apart from annual changes for uprating or technical revisions in any amending regulation or regulations.	

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

The Welsh Government's Draft Provisional Local Government Revenue and Capital Settlement for 2019/20 was received on 9 October 2018 and the Draft Settlement has awarded to the Council a Council Tax Reduction Scheme Grant to meet the cost of its local Council Tax Reduction Scheme for 2019/20 of £5,131,000 (which compares with £5,187,000 for 2018/19). The projections below are made based on the grant under the Draft Settlement for 2019/20.

Current projected expenditure for 2018/19 (end of October 2018) is £5,289,851 against a budget of £5,524,000 for 2018/19. The cost of the Council Tax Reduction Scheme for 2018/19 is offset by a Welsh Government Council Tax Reduction Scheme Grant of £5,187,000. This gives a projected shortfall between expenditure and grant of approximately £102k to be borne by the Authority for 2018/19. This shortfall can be met from within the current budget for 2018/19.

In the Council's Draft Budget for 2019/20 £5,164,000 has been allocated to meet the cost of the Council Tax Reduction Scheme cost and also the cost of an additional bad debt provision for overpaid benefits.

A number of factors for 2019/20 will affect the expenditure on the scheme:-

- Between April 2018 and September 2018 there has been a caseload reduction of 2.9% and it is assumed that this trend will continue for the remainder of the current financial year i.e. a 4% reduction by March 2019. This compares with (from April to April) a 3.8% reduction during 2017/18, 2.1% reduction during 2016/17, 2.5% reduction during 2015/16 and 1.8% reduction during 2014/15.
- Planned increase in Council Tax of 5.0% for 2019/20 in accordance with Medium Term Financial Plan 2019/20 – 2021/22.
- The Authority is also, yet to be advised what the precise impact of the Chancellor of Exchequer's Autumn Budget on 29 October 2018 will be as to whether the Welsh Government will update or not the financial figures in respect of the amending regulations in respect of the scheme for 2019/20.
- In its review of local government finance in Wales, the Welsh Government has not only given an indicative timetable (from 2019) to improve the Council Tax Reduction Scheme taking account of UK welfare reforms but also confirmed that it will continue to maintain full entitlements to the scheme in 2019/20.
- It should be noted that the take up of the Council Tax Reduction Scheme within Wales for all local authority areas since its introduction in 2013 has fallen. The Welsh Government will be commissioning a detailed assessment of the impact of Universal Credit on the Council Tax Reduction Scheme which will inform their development of the scheme from 2020/21 onwards to ensure parity of treatment between Universal Credit and non Universal Credit households.
- With full Digital migration to Universal Credit commencing on 4 December 2018 in the Authority's area, dual applications i.e. for Housing Benefit and Council Tax Reduction are expected to diminish further which will impact on take up.

Having regard to the above, at best, the estimated expenditure on the scheme will be £5,341,098 (assuming a 5.0% increase in Council Tax and a 5% reduction in caseload) and, at worst, estimated expenditure at £5,802,967 (assuming no caseload reduction with a 9.7% increase in Council Tax).

There is, therefore, an estimated expected shortfall of between £210k and £672k in grant funding which will have to be met by the Council. This is based on the full Council readopting the current scheme unchanged. However, the extent of the shortfall will become clearer during the budget setting process.

DD- Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Comments incorporated in the report
2	Finance / Section 151 (mandatory)	Author of report
3	Legal / Monitoring Officer (mandatory)	Comments incorporated in the report
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	The main risk to the Council is additional costs of its Council Tax Reduction Scheme above the Welsh Government's Grant for 2019/20. The Council has no control on fluctuations in caseload and, should caseload increase, the costs borne by the Council will consequently increase.
F - Appendices:		
Appendix A: Report to full Council to consider 11 December 2018		
FF - Background papers (please contact the author of the Report for any further information):		
<p>Reforming Local Government Finance in Wales: an update – October 2018 & October 2017</p> <p>Section 13A Local Government Finance Act 1992 –</p> <p>“13A Billing authority's power to reduce amount of tax payable</p> <p>(1) Where a person is liable to pay council tax in respect of any chargeable dwelling and any day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit.</p> <p>(2) The power under subsection (1) above includes power to reduce an amount to nil.</p> <p>(3) The power under subsection (1) may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.”</p>		

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	COUNTY COUNCIL
DATE:	11 DECEMBER 2018
SUBJECT:	COUNCIL TAX REDUCTION SCHEME
LEAD OFFICER(S)	MARC JONES HEAD OF FUNCTION (RESOURCES) (SECTION 151 OFFICER)
CONTACT OFFICER	GERAINT JONES - REVENUES AND BENEFITS SERVICES MANAGER (EXT. 2651)
ACTION :	TO ADOPT THE COUNCIL TAX REDUCTION SCHEME FOR 2019/20

1. PURPOSE OF THE REPORT

1.1 The report explains the requirement to adopt a scheme by 31 January 2019 with regard to 2019/20.

1.2 The Executive in its meeting on 26 November 2018, recommended that the full Council accepted the recommendations below as regards its proposed Council Tax Reduction Scheme for 2019/20 –

- “The Executive recommends to the Isle of Anglesey County Council (full Council) in its meeting on 11 December 2018 that its current local Council Tax Reduction Scheme should not be revised or replaced with another scheme.
- The Executive recommends to the full Council in its meeting on 11 December 2018 to formally adopt the current Council Tax Reduction Scheme for the financial year 2019/20.
- The Executive recommends to the full Council in its meeting on 11 December 2018 that it provides authority to the Head of Function (Resources) (Section 151 Officer) to make administrative arrangements so that all annual changes for uprating of financial figures or technical revisions in any amending regulation or regulations are reflected in the Council’s Council Tax Reduction Scheme along with any required procedural changes as regards the scheme that may be required after the Full Digital Service for Universal Credit has been introduced in the Authority’s area from 4 December 2018.

2. BACKGROUND INFORMATION

2.1 The full Council on 12 December 2017 adopted its Council Tax Reduction Scheme for the financial year 2018/19. The full Council is required to consider under Part 2, Regulation 18 of The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 No. 3029 (W.301) (the Regulations) for each financial year whether to revise its scheme or replace it with another Council Tax Reduction Scheme. The full Council must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement comes into effect.

- 2.2** The full Council under the current scheme formally adopted the Regulations as its scheme and using discretionary powers decided to use local discretion to adopt a Local War Disablement Pension and War Widows or Widowers Pension Discretionary Scheme in accordance with the Regulations. The elements disregarded as income are detailed in the current scheme for the purpose of this local discretion. This provides additional Council Tax support to that statutorily required to pay under the Regulations. This is the only local discretion currently awarded by the full Council under its Local Council Tax Reduction Scheme.
- 2.3** The full Council must also have regard to Regulation 17 of the Regulations when revising or replacing a scheme. If the full Council decides to revise or replace its scheme, it must publish a draft revised scheme in such a manner it think fits and must consult with any persons it considers likely to have an interest in the operation of its Council Tax Reduction Scheme. There is, however, no expressed requirement to consult annually, it is only if a scheme is revised or replaced when consultation has to take place.
- 2.4** As for 2018/19, the Welsh Government will be making amending regulations to uprate the financial figures used in the Regulations and to reflect any other technical or consequential amendments required as a result of changes to underlying welfare related benefits. Again, as for 2018/19, the timing of these amending regulations is dependent on the Chancellor of Exchequer's Autumn Budget (29 October 2018) and the subsequent uprating schedule published by the Department for Work and Pensions usually a few days after the Autumn Budget. The earliest date the Welsh Government will be able to lay the new draft Regulations reflecting the uprate to financial figures or any other technical amendment before the National Assembly for Wales, is late November or early December 2018.

These regulations must be laid in draft for 20 working days with recess dates not being counted and a plenary debate held before they come into effect. For 2018/19 these amending regulations did not come into effect until 9 January 2018 and it is expected a similar timetable will apply for 2019/20.

- 2.5** As the full Council is meeting on 11 December 2018 to determine its local Council Tax Reduction Scheme for 2019/20, it is proposed that the Head of Function (Resources) / Section 151 Officer is given the authority to make administrative arrangements so that all annual changes for uprating of financial figures or technical or consequential revisions are reflected in the Council's Council Tax Reduction Scheme along with procedural changes that may be required to the scheme following the introduction of Full Digital Service for Universal Credit in the Authority's area from 4 December 2018.

3. REVIEW OF CURRENT COUNCIL TAX REDUCTION SCHEME

- 3.1** In **Appendix A** the full Council is provided with information, statistics and values concerning the impact of its Council Tax Reduction Scheme for 2018/19. This information will be useful in future to the full Council in its consideration whether to revise or replace its current scheme, in that:–
- It can use this data to measure trends (currently accurate at 31 October 2018) against the effective baseline (accurate at December 2012) when the Equality Impact Assessment was undertaken of protected characteristics and incidence of vulnerability. These trends are usually measured annually in September (similar data was provided to the full Council when it considered its scheme for 2018/19) but, for the purposes of this report, due to software upgrades by the software supplier, this could not be done as at 30 September 2018. At present, software problems following the upgrade do not allow reports to be produced for income types and gender and these have not been updated.

- To begin to understand the impact of the scheme upon the inhabitants of the Island with reference to age, disabled people, gender and race.
- For the future, to potentially inform the full Council's understanding of the potential costs of different potential schemes and of the potential costs of full or partial protection of particular client groups and vulnerable people. At present, up to 100% reduction must be provided under the Regulations (if eligible).

3.2 Since the baseline data established in December 2012, the following trends can be identified for the Island with regard to its Council Tax Reduction Scheme:–

- **Caseload:** the reduction in the caseload continues and has accelerated over the last 12 months. From December 2012 to September 2014, there was an overall reduction in the caseload of 6.3% (6,960 down to 6,525). During the annual period from September 2014 up to September 2015, the caseload was reduced by 1.8% to 6,410 and from September 2015 to September 2016, the caseload fell by 2.5% down to 6,252. In the 12 month period from September 2016 to September 2017, the caseload fell by 2.1% down to 6,117. Between September 2017 to October 2018 the caseload fell to 5,807, a reduction of 5.1%;
- **Caseload:** the number of passported claimants i.e. passported claimants are claimants on Job Seekers Allowance (Income Based), Income Support, Employment Support Allowance (Income Related) and Pension Credit Guarantee where the Department for Work and Pensions have already verified income, has increased from 65.8% to 68.6% of the caseload during the period from September 2017 to October 2018. Non-passported claimants i.e. standard claimants, has decreased from 34.2% to 31.4%. This reverses the trend identified last year. For standard claimants, the local authority has to verify income details. These claimants are usually in work but income is at a level where they are eligible for a full or partial Council Tax Reduction or are pensioners with savings and other income;
- **Age:** the analysis at December 2012 suggested a slightly higher incidence of Working Age over Pensioner Age claims by number (51.5% / 48.5%). By September 2014, this had increased very slightly (51.7%/48.3%), with the same pattern up to September 2015 (52.7% / 47.3%). Up to September 2016, the pattern has stabilised showing a 51.9% / 48.1% split and, by September 2017, there has been a slight increase in Working Age (52.4% / 47.6%). By October 2018, the incidence of Working Age to Pensioner Age claims was 52.0%/48.0%;
- **Age:** the analysis of households with children claiming a Council Tax Reduction in December 2012 was 21.9% of caseload. By September 2014, this had increased to 24.2% and, by September 2015, this remained relatively static at 24.1% but, by September 2016, this had fallen to 23.2%. By September 2017, there was little change at 23.3%. As at October 2018, households with children were 22.8% of the caseload;
- **Disability:** the analysis of households who received a Council Tax Reduction where specified disability payments were received (these being – Care Component of a Disability Living Allowance (Low, Middle or High), Attendance Allowance, Support Component of Employment Support Allowance, Incapacity Benefit and Personal Independence Payments) in December 2012 was 39.3% of caseload. By September 2014, this had decreased to 34.8%. This trend was reversed by September 2015, with 37.0% of households receiving a reduction and this pattern, where specified disability payments were received, continued to increase up to 39.8% of the caseload by September 2016. By September 2017, there was a significant increase to 45.7% of the caseload. No figures can be produced for October 2018 at present;

- **Gender:** the incidence of female single parents as at December 2012 was 92.5% (13.3% of caseload). By September 2014, this was 92.3% (14.3% of caseload) and, by September 2015, it was 92.1% (13.2% of the caseload). In September 2016, the figure stood at 91.1% (14.2% of the caseload). As at September 2017 the incidence of female single parents was 93.5% (14.4% of the caseload). No figures can be produced for October 2018 at present.
- **Race:** the Office of National Statistics in December 2012 published its March 2011 Census relating to diversity for the Isle of Anglesey. All claimants completing a Council Tax Reduction application form are asked to complete a voluntary ethnic survey. (See Table 6 in Appendix A for a breakdown based on the voluntary survey which is compared to the March 2011 Census figures).

3.3 For the first 6 months of 2018/19, 802 new Council Tax Reduction Scheme claimants have been processed (compared with 657 for the same period last year) with 7,531 changes in circumstances processed (compared to 7,820 for the same period last year). The average time taken to process new claims and changes in circumstances is 9.9 days in this period (for the same period last year the average time was 6.9 days).

4. REVIEW OF THE CURRENT SCHEME – LOCAL DISCRETIONS

4.1 The regulations will also be amended to take into account the normal financial upratings and technical amendments that are used in the Regulations. For 2019/20, therefore, the only considerations available to the full Council to review and decide is in the area of local discretions allowed by the Regulations. Under the Regulations (to remind the full Council), the Council has local discretion in these areas only:-

- The ability to increase the standard extended reduction period of 4 weeks given to persons after they return to work where they have previously been receiving a council tax reduction that is to end as a result of their return to work i.e. **“Extended Payment Period”**.

Estimated increased costs for 2019/20 associated with extending the statutory extended period ranges between £8,563 for two weeks up to £24,864 for 6 weeks beyond the standard 4 weeks. Under the previous Council Tax Benefits rules, no special provision existed to allow this and the full Council did not apply this when Council Tax Reduction Scheme was introduced. It is recommended, therefore, not to revise the scheme and extend the payment period for 2019/20;

- Discretion to increase the amount of War Disablement Pensions and War Widows or Widowers Pensions which is to be disregarded when calculating income of the claimant i.e. **“War Widows/Widowers”**.

The full Council already has a local scheme allowing additional disregards in this area. It is recommended that this should continue. The cost to the Council is estimated to be £11,519 in 2018/19. It is recommended, therefore, that the additional disregards applied under the current local scheme will continue unrevised for 2019/20;

- The ability to backdate the application of Council Tax Reduction with regard to late claims prior to the standard period of three months before the claim i.e. **“Backdating of Claims”**.

The full Council has always held the view that 3 months is an adequate time period to allow backdating of Council Tax Reduction for both pensioner and working age claims. The full Council is of the view that there are sufficient support networks available to advise claimants. There is a great deal of uncertainty about the likely cost if such a local scheme was applied and it is recommended, therefore, not to revise the scheme by extending the back-dating period beyond 3 months during 2019/20.

- 4.2 It should be noted that there is no additional money available from the Welsh Government to fund these discretionary elements – the cost falling on local taxpayers.
- 4.3 Under Appendix 1 of the proposed Council Tax Reduction Scheme for 2019/20, the full Council details the procedure by which a new claimant can apply for a reduction under the scheme. Below is provided an analysis of the method of application used by claimants for the Council Tax Reduction Scheme between 1 April 2018 and 30 September 2018:-

Method of Application	Number	Percentage (%)
A. Electronic based application		
i. By appointment over the telephone to Revenues & Benefits Office, Llangefni	35	4.4
ii. By appointment with approved and suitably trained partners – Connect Môn, J E O’Toole Centre, Housing Services etc.	95	11.8
iii. On-line application via website – self help	574	71.6
iv. Department for Work and Pensions input documents	96	11.9
B. Paper based application	2	0.3
Total	802	100

BUT, with Full Digital Service for Universal Credit being introduced within the Authority’s area from 4 December 2018 for WORKING AGE claimants, how will this affect new Universal Credit claimants applying for a Council Tax Reduction and how will this affect billing and recovery of Council Tax for such claimants?

It is, therefore, an opportune moment to review these application methods, especially as the number of dual applications i.e. Housing Benefit and Council Tax Reduction will reduce as Full Digital Service Universal Credit is rolled out but also recognising that two different systems will be running alongside each other for those of working age (pensioner age will remain on housing benefit for the foreseeable future until 2023 at the earliest). Members should note that there are currently 90 working age claimants in receipt of a Council Tax Reduction and are also in receipt of Universal Credit. This is before Full Digital Service for Universal Credit applies to the Authority area from 4 December 2018.

The following statistics also show the number of working age claimants who currently have dual applications i.e. Housing Benefits and Council Tax Reduction and those working age claimants who claim a Council Tax Reduction only e.g. home owners.

Housing Benefit and Council Tax Reduction (Dual) Working Age Claimants – 2,460
 Council Tax Reduction only Working Age Claimants – 507

During the last 12 months it should also be noted that the percentage of Council Tax Reduction claimants not in receipt of the full 100% reduction has increased from 22.2% (1,359) (as at 30 September 2017) to 31.4% (1,825) (as 31 October 2018) of the caseload i.e. more claimants in receipt of a reduction will have a balance to pay in Council Tax.

The UK Government expects the national roll-out of the Full Digital Service for new claimants to be completed by December 2018 and the UK Government is planning to start transferring claimants on existing benefits or tax credits to Universal Credit from July 2019 with the process completed by March 2023 - **for working age claimants**. There will be exceptions to this – pensioner age claimants, anyone with 3 or more children (will start Universal Credit Claims from 1 February 2019 onwards) and claimants in designated supported accommodation, who will remain on housing benefit and not have their housing costs met from Universal Credit. Therefore, for the next 3 to 4 years the picture will be complex with different application methods to apply for a Council Tax Reduction dependant on whether you are on housing benefit or Universal Credit. Appendix 1 of the proposed Council Tax Reduction Scheme for 2019/20 reflects these different methods but in summary – Universal Credits claimants will have to complete this Authority's Council Tax Reduction application form to obtain a reduction. Department for Work and Pension input documents will not apply for Universal Credit.

It should also be noted that, following the Department for Work and Pension's announcement on 1 October 2018, the Citizen's Advice Bureau will be funded to deliver Universal Support for the Universal Credit nationally but little information is currently available on how the Citizen's Advice Bureau intend to operate this support service at a local level.

It is, therefore, recommended that these procedures for claiming the Council Tax Reduction remain the same and are not revised for 2019/20, apart for required procedural changes that must be made after the Full Digital Service for Universal Credit has commenced on 4 December 2018 – these are detailed in Appendix 1 of the proposed policy. Under new arrangements it may be that a greater number of claim forms will be completed with assistance from approved partners – Citizen's Advice Bureau and Housing Services (O'Toole Centre) as lead service on Universal Credit in the Authority. However, the main aim of the Revenue and Benefit service is that most of the Council Tax Reduction application forms will be completed on-line by the claimant as at present.

How will the Full Digital Service for Universal Credit affect the billing and collection of the Council Tax?

As Universal Credit is a single monthly payment, for the calculation of the Council Tax Reduction it is treated as income. Any changes to Universal Credit entitlement for a claimant, under the scheme to be adopted by this Authority (the all Wales scheme) it could lead to revisions in Council Tax Reduction entitlement. Revised Council Tax bills with amended payment schedules will be produced, if the amendment means that the full cost of the Council Tax is not met. This could happen several times during the year as Universal Credit entitlement may vary from month to month. (In England many local authority schemes avoid this as income levels have been banded and a change of income does not necessarily mean a change in entitlement to a Council Tax reduction and the need for a new bill).

The delays in the processing of the Universal Credit may lead to the production of full bills, reminders, final notices and summonses for non payment. The Authority will consider making provisional reductions to the Council Tax whilst the claim is being processed by Job CentrePlus but only if the claimant has requested an advance payment of Universal Credit by Job CentrePlus and provided to the Job CentrePlus the required details allowing such a payment. The Authority can access this information using the DWP gateway allowing it to make a provisional Council Tax reduction.

5. FINANCIAL AND RISK IMPLICATIONS

5.1 The Welsh Government's Local Government Revenue and Capital Settlement 2019/20 is not expected until week commencing 17 December 2018 and, therefore, the Council Tax Reduction Scheme Grant to be awarded to the Council to meet the cost of its local Council Tax Reduction Scheme for 2019/20 is not yet known (at the time of writing this report). The projections below are made based on the Draft Settlement for 2019/20 which was published on 9 October 2018. Current expenditure (end of October 2018 is £5,289,851 offset by a Welsh Government Council Tax Reduction Scheme Grant of £5,187,000 for 2018/19). This gives a projected shortfall of £102k to be borne by the Authority for 2018/19. The proposed Council Tax Reduction Grant under the Draft Settlement for 2019/20 is £5,131,000. In the Council's Draft Budget for 2019/20, £33k has been allocated to meet the cost of the shortfall and also additional provision costs with regard to bad debt in respect of overpaid benefits.

5.2 A number of factors for 2019/20 will affect the expenditure on the scheme:-

- Between April 2018 and September 2018 there has been a caseload reduction of 2.9% and it is assumed that this trend will continue for the remainder of the current financial year i.e. a 4% reduction by March 2019. This compares with (from April to April) a 3.8% reduction during 2017/18, 2.1% reduction during 2016/17, 2.5% reduction during 2015/16 and 1.8% reduction during 2014/15;
- Planned increase in Council Tax of 5.0% for 2019/20, in accordance with the Medium Term Financial Plan 2019/20 – 2021/22.
- The Authority is also, yet to be advised what the precise impact of the Chancellor of Exchequer's Autumn Budget on 29 October 2018 will be as to whether the Welsh Government will update or not the financial figures in respect of the amending regulations in respect of the scheme for 2019/20.
- In its review of local government Finance in Wales (update October 2018), the Welsh Government has not only given an indicative timetable (from 2019) to improve the Council Tax Reduction Scheme taking account of UK welfare reforms but it also confirmed that in 2019/20 it would maintain full entitlements to the scheme.
- It should be noted that the take up of the Council Tax Reduction Scheme within Wales for all local authority areas since its introduction in 2013 has fallen. The Welsh Government will be commissioning a detailed assessment of the impact of Universal Credit on the Council Tax Reduction Scheme which will inform their development of the scheme from 2020/21 onwards to ensure parity of treatment between Universal Credit and non Universal Credit households.
- With full digital migration to Universal Credit commencing on 4 December 2018 in the Authority's area, dual applications i.e. for Housing Benefit and Council Tax Reduction are expected to diminish further which will impact on take up.

5.3 Having regard to the above, at best the estimated expenditure on the scheme will be £5,341,098 (assuming a 5% increase in Council Tax and a further 5% reduction in caseload) and at worst an estimated expenditure at £5,802,967 (assuming no caseload reduction with a 9.7% increase in Council Tax).

5.4 There is, therefore, an estimated expected shortfall of between £210k and £672k in grant funding which will have to be met by the Council. This is based on the full Council re-adopting the current scheme unchanged. However, the extent of the shortfall will become clearer during the budget setting process.

6. LEGAL IMPLICATIONS

- 6.1** The Council is obliged to make a Council Tax Reduction Scheme under the Prescribed Requirements Regulations. Although the legislation provides for a default scheme to apply in the absence of the Council making a scheme, the Council is, nevertheless, under a statutory duty to adopt its own scheme, even if it chooses not to apply any of the discretionary elements.
- 6.2** The proposed Council Tax Reduction Scheme is to be approved under Section 13A (1) (b) of the Local Government Finance Act 1992.
- 6.3** On the 28 February 2018 the Full Council approved a Council Tax Discretionary Relief Policy under Section 13A (1) (c) of the Local Government Finance Act 1992 and it delegated to the Executive the power to revoke, re-enact and/or amend this policy. The Head of Function (Resources)/Section 151 Officer was given delegated powers to determine applications made under Section 13A (1) (c) taking account of any relevant policy guidelines.
- 6.4** The Council Tax Reduction Scheme 2019/20 that is being proposed for approval is separate and independent of the Council's Council Tax Discretionary Relief Policy. Applicants who qualify for support under the Council Tax Reduction Scheme can apply for additional relief under the Council's Council Tax Discretionary Relief Policy.

7. EQUALITIES IMPLICATIONS

- 7.1** The Welsh Government has compiled an equalities impact assessment following its consultation for the original 2012 Regulations. A local equalities impact assessment has been carried out on behalf of the Council in joint arrangements across Wales also with regard to the 2012 Regulations (December 2012, published March 2013) and, for this Authority, it has been updated as at September 2014, September 2015, September 2016, September 2017 and is further updated (where currently possible) as at October 2018 as detailed in **Appendix A**.

8. WELSH LANGUAGE IMPLICATIONS

- 8.1** The Welsh Assembly's main regulations and amending regulations are bilingual. The Council's own Scheme is bilingual and the claiming form, whether by electronic means or by using paper, is also bilingual. Our approved partners are encouraged to provide a bilingual service and our claimant self-service is fully bilingual. The over the telephone claiming service or by appointment with staff is also fully bilingual.
- 8.2** All Council Tax Award Notices are bilingual and the service can speak and communicate with customers in the language of their choice. Despite this, the software administering the Scheme is only in English (there is no other market choice). The correspondence and communication between the Council and the Department for Work and Pensions is, normally, in English only but application forms through the medium of Welsh are available from the Department for Work and Pensions.

9. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

- 9.1** In the drafting of the Council Tax Reduction Scheme for 2019/20, the Well-being of Future Generations (Wales) Act 2015 was taken into consideration and how the Scheme supports the well-being goals. The purpose of the Council Tax Reduction Scheme is to give the ability for working age people and pensioners on low income to meet their Council Tax costs. Under the Scheme, additional help is provided to pensioners and disabled people by disregarding a higher level of income and, also, setting the level of income upon which pensioners and disabled people are to live on, before reduced amounts are paid in the form of reductions, at a higher level than for working age people. This aligns with one of the main aims of welfare reform, it is more advantageous to be in work than out of work.

9.2 The Scheme also gives an additional reduction with regard to customers who receive war disablement pension and war widows/er pension.

9.3 The Scheme contributes to the well-being goals of a prosperous Wales, a healthier Wales, a more equal Wales and a Wales of cohesive communities.

10. BACKGROUND DOCUMENTS

The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 No. 3029 (W.301)

The Council Tax Reduction Schemes (Prescribed Requirements and Default Schemes) (Wales) (Amendment) Regulations 2019

The Wales Council Tax Reduction Scheme: Comparisons within Wales of Protected Characteristics and incidence of Vulnerability March 2013 – Simon Horsington and Associates Ltd, 2013 (and as updated locally September 2014, September 2015, September 2016, September 2017 and October 2018)

Reforming Local Government Finance in Wales: an update – October 2017 & October 2018

Section 13A Local Government Finance Act 1992 as amended by Section 10 of the Local Government Finance Act 2012

11. RECOMMENDATIONS

- That the full Council does not revise or replace its current Council Tax Reduction Scheme with another scheme;
- That the full Council formally adopts the current Council Tax Reduction Scheme for the financial year 2019/20 (**see Appendix B**);
- That the full Council in its meeting provides authority to the Head of Function (Resources) / Section 151 Officer to make administrative arrangements so that all annual changes for uprating of financial figures or technical or consequential revisions in any amending regulation or regulations are reflected in the Council's Council Tax Reduction Scheme along with any required procedural changes as regards the scheme that may be required after the Full Digital Service for Universal Credit has been introduced in the Authority's area from 4 December 2018.

12. APPENDICES

- Appendix A – Impact of current scheme
- Appendix B – Proposed Council Tax Reduction Scheme for 2019/20

Table 1: Caseload 31 October 2018

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	5,807	100%	£5,289,851	100%
Percentage Awarded				
Council Tax Reduction full awards i.e. 100%	3,966	68.3%	£3,543,547	67.0%
Council Tax Reduction partial awards i.e. less than 100%	1,841	31.7%	£1,746,302	33.0%
Claim Type				
Passported* claims	3,982	68.6%	£3,847,283	72.7%
Non passported claims i.e. Standard Claims	1,825	31.4%	£1,442,568	27.3%
Council Tax Bands				
Band A (Disabled reduction)	8	0.1%	£5,976	0.1%
Band A	1,900	32.7%	£1,445,781	27.3%
Band B	1,850	31.9%	£1,586,931	30.1%
Band C	1,033	17.8%	£1,005,570	19.0%
Band D	604	10.4%	£650,832	12.3%
Band E	301	5.2%	£407,788	7.7%
Band F	91	1.6%	£149,367	2.8%
Band G	18	0.3%	£33,120	0.6%
Band H	2	0.0%	£4,486	0.1%
Band I	0	0.0%	£0	0.0%
Local Town and Community Areas				
Holyhead	1,625	28.0%	£1,367,632	25.9%
Llangefni	501	8.6%	£424,538	8.0%
Amlwch	442	7.6%	£399,806	7.6%
Menai Bridge	203	3.5%	£193,909	3.7%
Rhosyr	194	3.3%	£181,167	3.4%
Llanfair Mathafarn Eithaf	193	3.3%	£197,302	3.7%
Valley	156	2.7%	£134,019	2.5%
Beaumaris	167	2.9%	£163,699	3.1%
Llanfairpwll	141	2.4%	£137,810	2.6%
Llanfaelog	128	2.2%	£115,391	2.2%
Llanerchymedd	130	2.2%	£118,943	2.2%
Llanfair yn Neubwll	113	2.0%	£101,222	1.9%
Llanbadrig	121	2.1%	£112,439	2.1%
Llanfihangel Esceifiog	109	1.9%	£104,125	2.0%
Bodedern	93	1.6%	£87,832	1.7%
Llangoed	92	1.6%	£87,347	1.7%
Pentraeth	83	1.4%	£79,936	1.5%
Llanidan	89	1.5%	£76,096	1.4%
Mechell	91	1.6%	£86,763	1.6%
Trewalchmai	83	1.4%	£77,776	1.5%
Bodorgan	91	1.6%	£83,023	1.6%
Llaneilian	84	1.4%	£86,464	1.6%
Moelfre	73	1.3%	£63,370	1.2%
Rhosybol	68	1.2%	£66,191	1.3%
Bryngwran	68	1.2%	£60,529	1.1%
Bodffordd	70	1.2%	£59,522	1.1%
Cwm Cadnant	71	1.2%	£74,441	1.4%
Aberffraw	64	1.1%	£54,259	1.0%
Llangristiolus and Cerrigceinwen	60	1.0%	£67,974	1.3%
Llanddaniel	49	0.8%	£48,921	0.9%
Cylch y Garn	46	0.8%	£48,739	0.9%

Description	Number	Percentage	Value	Percentage
Local Town and Community Areas				
Trearddur	51	0.9%	£58,995	1.1%
Llanddona	46	0.8%	£46,025	0.9%
Tref Alaw	44	0.8%	£51,167	1.0%
Llanfaethlu	48	0.8%	£48,784	0.9%
Llanfachraeth	44	0.8%	£41,774	0.8%
Llanddyfnan	34	0.6%	£36,110	0.7%
Rhoscolyn	19	0.3%	£20,294	0.4%
Penmynydd	15	0.3%	£14,236	0.3%
Llaneugrad	10	0.2%	£10,718	0.2%

* Passported claims are Job Seekers Allowance (Income Based), Income Support, Employment Support Allowance (Income Related) and Pension Credit Guarantee where the Department for Work and Pensions have already verified income.

Table 2: Age - Working and Pension Claims 31 October 2018

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	5,807	100%	£5,289,851	100%
Age Group				
Working Age	2,967	51.1%	£2,610,229	49.3%
Pensioner Age	2,840	48.9%	£2,679,622	50.7%
Passported claims* by Age Group				
Working Age	2,094	36.1%	£1,934,622	36.6%
Pensioner Age	1,888	32.5%	£1,912,661	36.2%
Non Passported i.e. standard claims by Age Group				
Working Age	873	15.0%	£675,607	12.7%
Pensioner Age	952	16.4%	£766,961	14.5%
Household Composition by Age Group - Couple				
Working Age	658	11.3%	£719,635	13.6%
Pensioner Age	763	13.1%	£860,804	16.3%
Household Composition by Age Group - Single				
Working Age	2,309	39.8%	£1,890,594	35.7%
Pensioner Age	2,077	35.8%	£1,818,818	34.4%

* Passported claims are Job Seekers Allowance (Income Based), Income Support, Employment Support Allowance (Income Related) and Pension Credit Guarantee where the Department for Work and Pensions have already verified income.

Table 3: Age – Households with responsibility for Children 31 October 2018

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	5,807	100%	£5,289,851	100%
Household Composition - status				
Couple	1,421	24.5%	£1,580,441	29.9%
Single	4,386	75.5%	£3,709,410	70.1%
Household Composition - children				
No children	4,484	77.1%	£4,092,261	77.4%
1 child	566	9.7%	£494,035	9.3%
2 children	421	7.3%	£374,120	7.0%
3 children	208	3.6%	£196,722	3.7%
4 children	92	1.6%	£92,758	1.8%
5 children	19	0.3%	£18,819	0.4%
6 children	10	0.2%	£12,492	0.2%
7 children	3	0.1%	£3,578	0.1%
8 children	1	0.0%	£1,744	0.0%
9 children	3	0.1%	£3,322	0.1%

Description	Number	Percentage	Value	Percentage
Couples with children				
Working Age	391	6.7%	£422,224	8.0%
Pensioner Age	19	0.4%	£23,304	0.4%
Single with children				
Working Age	181	15.4%	£183,310	13.8%
Pensioner Age	2	0.4%	£1,949	0.4%
Couples with children under 5 years old				
Working Age	181	3.1%	£183,310	3.5%
Pensioner Age	2	0.0%	£1,949	0.0%
Single with children under 5 years old				
Working Age	346	6.0%	£276,582	5.2%
Pensioner Age	0	0.0%	£0	0.0%

Table 4: Households in which specified disability payments* cannot be produced at present for 2018

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded				
Household Composition by age group				
Working Age				
Pensioner Age				

* Care Component of a Disability Living Allowance (Low, Middle or High), Attendance Allowance, Support Component of Employment Support Allowance, Incapacity Benefit and Personal Independence Payments

Table 5: Analysis of protected characteristics: Gender, Single Parents cannot be produced at present for 2018

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded				
Single Parents Household - Female				
Working Age				
Pensioner Age				
Single Parents Household - Male				
Working Age				
Pensioner Age				

Table 6: Ethnic Background Isle of Anglesey 31 October 2018

Ethnic Origin	March 2011 Census	Council Tax Reduction Scheme October 2018
White British	96.6%	81.0%
White other	1.7%	18.4%
Mixed heritage	0.8%	0.3%
Asian (All)	0.7%	0.3%
Black (All)	0.1%	0.0%
Other (All)	0.3%	0.0%

Table 7: Additional Council Tax Reduction Awarded under local discretionary scheme 31 October 2018. Cannot provide split at present for 31 October 2018.

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded				
War Widows (Pre 1973)				
War Disablement Pension				



Isle of Anglesey County Council

Council Tax Reduction Scheme 2019/20

Prescribed Scheme for Pensioner and Non Pensioner Claimants

Introduction

Since 1 April 2013, Council Tax Benefit as a method of supporting low income households with their Council Tax, was abolished. It was replaced by a Council Tax Reduction Scheme.

On 19 December 2012, the Welsh Government made regulations to introduce a national scheme for Wales, “The Council Tax Reduction Scheme and Prescribed Requirements (Wales) Regulations 2012 No. 3144 (W.316)” (**Prescribed Regulations**) and “The Council Tax Reduction Schemes (Default Scheme) (Wales) Regulations 2012 No. 3145 (W.317)” (**Default Regulations**). Further amending regulations were passed by the Welsh Government on 22 January 2013 “The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2013” (**Amending Regulations**).

The Prescribed Regulations contained a sunset clause. As a result of this clause, the above mentioned regulations only applied to the 2013/14 financial year. This clause required the regulations to be reviewed and a new set brought forward by 1 January 2014 by Welsh Ministers. If new regulations were not brought forward by this date, there would be no provision for Council Tax Reduction Schemes to be implemented in Wales after 31 March 2014.

On 26 November 2013, the Welsh Assembly approved two new sets of regulations: “The Council Tax Reduction Schemes (Default Schemes) (Wales) Regulations 2013 (“**the Default Scheme Regulations**)” and “The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 (**the Prescribed Requirements Regulations**)” – these can be accessed:-

Default Scheme Regulations

<http://www.legislation.gov.uk/wsi/2013/3035/contents/made>

Prescribed Requirements Regulations

<http://www.legislation.gov.uk/wsi/2013/3029/contents/made>

Amending Regulations

On ?? January 2019, a further set of amending regulations to mainly uprate the financial figures in line with the cost of living increases and address a number of minor technical points were approved by the National Assembly for Wales – “The Council Tax Reduction Schemes (Prescribed Requirements and Default Schemes) (Wales) (Amendment) Regulations 2018” (**Amending Regulations**). These can be accessed:-

<http://www.legislation.gov.uk/wsi/2019/??/contents/made>

These regulations, therefore, prescribe the main features of the scheme to be adopted by all Councils in Wales. An obligation, therefore, remains upon the Isle of Anglesey County Council to adopt a scheme. The Isle of Anglesey County Council is required to adopt a Council Tax Reduction Scheme by 31 January 2019 for 2019/20 onwards.

The Isle of Anglesey County Council’s Local Council Tax Reduction Scheme will be based on the Welsh Government’s Prescribed Requirements Regulations (as amended). These Prescribed Requirements Regulations also permit the Isle of Anglesey County Council to adopt a scheme which incorporates a limited range of discretionary elements to provide further support for Council Tax. Where the Isle of Anglesey County Council has adopted additional discretionary elements, these discretionary elements are set out within this document.

If the Isle of Anglesey County Council fails to make a scheme by 31 January 2019, then the default scheme shall apply under the provisions of the Default Scheme Regulations. The Isle of Anglesey County Council can, however, only apply discretion if it adopts its own scheme under the Prescribed Requirements Regulations.

Local Council Tax Reduction Scheme Requirements

The full Council of the Isle of Anglesey County Council approved its Local Council Tax Reduction Scheme on 11 December 2018 relating to the year beginning 1 April 2019. It specifies, in accordance with the Prescribed Requirements Regulations:–

- Classes of persons who are entitled or not entitled to a reduction;
- The reductions which persons in each class are to be entitled;
- Scheme procedural requirements:-
 1. The procedure by which a person may apply for a reduction under the scheme.
 2. The procedure by which a person may appeal against a decision of an authority with respect to a person's entitlement to a reduction under the scheme or the amount of any reduction to which the person is entitled.
 3. The procedure by which a person may apply to an authority for a reduction under Section 13A (1) (c) of the Local Government Finance Act 1992. See Council Tax Discretionary Relief Policy, the link is given below –

<http://www.anglesey.gov.uk/advice-and-benefits/council-tax/reduce-your-council-tax/council-tax-discretionary-relief-policy/>

The Isle of Anglesey County Council's Local Council Tax Reduction Scheme

The Isle of Anglesey County Council formally adopted its Local Council Tax Reduction Scheme based on requirements as detailed in the Welsh Government's "The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 No.3029 (W.301) (Prescribed Requirements Regulations)" and "The Council Tax Reduction Schemes (Prescribed Requirements and Default Schemes) (Wales) (Amendment) Regulations 2019 No.?? (W.??) (Amending Regulations)". The Prescribed Requirements Regulations and amending regulation can be accessed at:-

<http://www.legislation.gov.uk/wsi/2013/3029/contents/made>

<http://www.legislation.gov.uk/wsi/2019/??/contents/made>

In summary:-

Part 1 of the Prescribed Requirements Regulations:

Contain introductory provisions and definitions of key words and phrases used in this scheme.

Part 2 of the Prescribed Requirements Regulations: scheme requirements in relation to billing authorities in Wales (as amended by Amending Regulations)

What the scheme adopted by the Isle of Anglesey County Council must include – classes of persons, reductions and scheme procedural requirements.

Part 3 of the Prescribed Requirements Regulations: Classes of persons entitled to a reduction under this scheme (as amended by Amending Regulations)

Pensioners who fall within Classes A to B.

Non-pensioners who fall within Classes C to D.

Part 4 of the Prescribed Requirements Regulations: Classes of persons who must not be included under this scheme (as amended by Amending Regulations)

Classes of persons prescribed to be excluded from this scheme, including persons treated as not being in Great Britain and persons subject to immigration control.

Persons whose capital exceeds £16,000.

Persons who are absent for a period from a dwelling.

Persons who are students.

Part 5 and Schedules 1 to 5 of the Prescribed Requirements Regulations: matters that must be included in this scheme in relation to pensioners (as amended by Amending Regulations)

Schedules 1 to 5 set out the rules relevant to determine the eligibility of pensioners for a reduction and the amount of reduction under this scheme and the amount of maximum Council Tax Reduction under this scheme. They also set out how income and capital for pensioners is treated in calculating eligibility for a reduction under this scheme.

Part 5 and Schedules 6 to 10 of the Prescribed Requirements Regulations: matters that must be included in this scheme in relation to non-pensioners (as amended by Amending Regulations)

Schedules 6 to 10 set out the rules relevant to determine the eligibility of non-pensioners for a reduction and the amount of reduction under this scheme and the amount of maximum Council Tax Reduction under this scheme. They also set out how income and capital for non-pensioners is treated in calculating eligibility for a reduction under this scheme, including in cases where a non-pensioner or partner has been awarded universal credit.

Schedule 11 of the Prescribed Requirements Regulations (as amended by Amending Regulations)

This provides for the application of this scheme to students.

Part 5 and Schedules 12 to 14 of the Prescribed Requirements Regulations: matters that must be included in this scheme in respect of all applicants i.e. pensioner and non-pensioner (as amended by Amending Regulations)

Schedule 12 concerns procedural matters that must be included in this scheme. It describes the procedure by which a person can apply for a reduction in Council Tax under this scheme. Appendix 1 of this scheme provides details of how a person can apply to the Isle of Anglesey County Council for a reduction in Council Tax.

Schedule 12 also describes how a person may make an appeal against certain decisions of the Isle of Anglesey County Council under this scheme.

As the Isle of Anglesey County Council uses electronic communication in connection with making an application and award of a reduction, Schedule 12 details matters that must be included under this scheme.

Schedules 13 and 14 describes who may make an application under this scheme, the date on which an application is made, backdating of applications for pensioners and non-pensioners, amendment and withdrawal of applications and evidence and information required with the application. Schedules 13 and 14 also provide the requirements under this scheme for the information required to be provided by the Isle of Anglesey County Council when notifying the applicant of the decision and what must be included in the decision notice.

Part 6 of the Prescribed Requirements Regulations (as amended by Amending Regulations)

Set out the transitional provisions that will apply to persons who are in receipt of, or who have made an application for, a reduction under existing reduction schemes, when the new schemes come into operation.

Discretionary elements agreed by the Isle of Anglesey County Council to provide Council Tax support in addition to the statutory requirements detailed in the Prescribed Requirements Regulations adopted by the Council

The Isle of Anglesey County Council has decided to adopt a Local War Disablement Pension and War Widows or Widowers Pension Discretionary Scheme. This is detailed in Appendix 2 which provides the elements of such pensions that will be disregarded as income. This is additional Council Tax support to that statutorily required in the Prescribed Regulations.

This will be the only local discretion applied by the Isle of Anglesey under its Local Council Tax Reduction Scheme.

Details the following procedure by which a person can apply for a reduction under the scheme

All persons must apply for a Council Tax Reduction, unless further Welsh Government regulations state otherwise. This will be an electronic or a paper Council Tax Reduction Application Form delivered to the following designated offices:-

A. An electronic application can be made by the following methods:-

- i. By appointment to attend to complete the form at Connect Môn, Council Offices, Llangefni, LL77 7TW (Telephone 01248 755869/70/72/73/74/75/76/77/78/79) or for vulnerable clients to attend at their home to complete the application form (Telephone 01248 752658/752226);
- ii. By appointment to complete the form over the telephone to the Revenues and Benefits Section Offices, Resources Function, Council Offices, Llangefni, LL77 7TW (Telephone 01248 752658/752226);
- iii. By appointment to complete the form by approved and suitably trained “partner” organisations. These are currently –
 - J E O’Toole Centre, Trearddur Square, Holyhead, LL65 1NB (Telephone 01407 760208);
 - any Citizens Advice Bureaux office on the Island (Telephone 01248 722652);
 - Isle of Anglesey County Council Housing Support at Trearddur Square, Holyhead, LL65 1NB (Telephone 01407 765912) and Housing Customer Services, Llangefni (Telephone 01248 752200); and
 - Digartref Ynys Môn offices, Holyhead (Telephone 01407 765557).

The Authority, during the year, may add to its list of approved and suitably trained “partners”;

- iv. Electronically via the Isle of Anglesey County Council’s web site - <http://www.anglesey.gov.uk/advice-and-benefits/benefits-and-welfare-rights/housing-benefit-and-council-tax-reduction-online-application/> or at the self – service point within;
 - Connect Môn, Council Offices, Llangefni, LL77 7TW (Telephone 01248 755869/70/72/73/74/75/76/77/ 78/79);
 - Stesion y Llan Café, Station House, Bridge Street, Llanerchymedd, LL71 8EU (Telephone 01248 470481);
 - Iorwerth Rowlands Centre, Steeple Lane, Beaumares, LL58 8AE (Telephone 01248 811508);
 - Amlwch Library, Lôn Parys, Amlwch, LL68 9EA (Telephone 01407 830145);
 - Newborough Library, Prichard Jones Hall, Newborough, Llanfaipwllgwyngyll LL61 6SY (Telephone 01248 440770);
 - J E O’Toole Centre, Trearddur Square, Holyhead, LL65 1NB (Telephone 01407 760208);
 - Gwelfor Community Centre, Ffordd Tudur, Morawelon, Holyhead, LL65 2DH (Telephone 01407 763518);
- v. Department of Work and Pension Local Authority Input Document (LAID) and Local Authority Customer Information (LACI) **(for Housing Benefit claimants only. DOES NOT APPLY TO UNIVERSAL CREDIT WORKING AGE CLAIMANTS);**

- vi. Electronically in some other format as the Isle of Anglesey County Council may decide in the future.

B. A paper application can be made by the following methods:-

- i. By approved application form received by the Isle of Anglesey County Council, Resources Function, Revenues and Benefits Section at its designated offices at Council Offices, Llangefni, LL77 7TW or the Benefits Office, J E O’Toole Centre, Trearddur Square, Holyhead, LL65 1NB.

LOCAL SCHEME – WAR PENSION DISREGARDS
Schedule 4, Regulation 30 – Pensioners
Schedule 9, Regulation 31 – Non Pensioners

INDIVIDUAL ELEMENTS	INCOME DISREGARDED
War Disablement Pension	Yes (£10 statutory, 100% Local)
War Widows or War Widowers Pension	Yes (£10 statutory, 100% Local)
War Widow Pension (Pre 1973 – SPAL)	Yes (2019/20) 100% statutory, £???.?? subject to annual uprating*)
Unemployability Supplement	No
Additional Allowance for Wife (paid with Unemployability Supplement)	No
Constant Attendance Allowance	Yes (statutory)
Invalidity Allowance	No
Comforts Allowance	No
Age Allowance	No
Allowance for Lower Standard of Occupation	No
War Pensioners Mobility Supplement	Yes (statutory)
Exceptionally Severe Disablement Allowance	Yes (statutory)
Severe Disablement Occupational Allowance	Yes (statutory)
Child Allowance	No

* this is set by the Naval, Military and Air forces etc. “Disablement and Death” Service Pension Order 2006. Uprating for 2019/20 has not yet been received.

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	26 November 2018
Subject:	Development of Small Group Homes for the Children of Anglesey
Portfolio Holder(s):	Councillor Llinos Medi
Head of Service:	Fôn Roberts, Head of Children and Families Services
Report Author:	Elin Williams, Transformation Programme Manager, Children and Families Services
Tel:	01248 751813
E-mail:	ElinWilliams@ynysmon.gov.uk
Local Members:	Relevant to all Members

A –Recommendation/s and reason/s
<p><u>Background</u></p> <p>In order to promote more appropriate placements, reduce significant overspends and also allow for the children and young people who are from Anglesey to continue to receive care on the Island, a range of alternative services are required. It is clear that there are a significant number of children who are looked after currently living ‘out of county’ who are unlikely to be reintegrated or placed with family, friends, foster or adoptive families in the foreseeable future. In order to ensure that these children are not ‘left behind’ and to ensure that children can remain living on the Island and to continue to attend mainstream schooling, there is therefore, a need to develop alternative residential care services. This will also make significant savings.</p> <p>As part of considering alternative residential care services, the concept of Small Group Homes (SGH) is considered to be the best option for Anglesey. This would involve children living together in ‘homely’ surroundings and functioning in a similar way to children at home i.e. going out to school, living in the community, having neighbours and friends and so on. It is recommended not to use the term ‘Family Group Home’ since this implies living with substitute parents and functioning as a family, which will not be the case.</p> <p>SGH are designed to provide care in the least restrictive environment and to integrate children and young people into the community, improving their quality of life and to reduce stigma for children who are not living with their families or with Foster Carers. This will also ensure that key outcomes for children are met as far as possible in that they remain living on the Island and continue to attend local schools. This will also “de-institutionalise” care arrangements for children and young people who may otherwise be placed in residential settings which are a long way from Anglesey.</p> <p><u>Summary of the Model</u></p> <ul style="list-style-type: none"> • SGHs should be developed in Local Authority houses that are located in desirable residential areas in close proximity to schools and nurseries, health services, bus

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services, shops and other community amenities.

- The houses should be dispersed throughout the Island, enabling the resident children to merge more easily into the community and to ensure that local schools and services are not saturated by the increased demands that SGHs may create.
- Each house should accommodate a maximum of two children.
- Each SGH should be staffed by a small team of local residential care workers, ensuring continuity of care for the resident children.
- Residential care workers do not have to be professionally qualified Social Workers but should have previous experience in working with or raising children. They should be committed to caring for children and demonstrate the capacity to understand and pro-actively work with the special needs of children resident in SGHs.
- All the staff involved in the SGH service must be committed to actively promoting contacts between resident children and their parents and other relatives, friends and any other persons who are important to the child's identity and well-being. It is important that key outcomes for individual children are met and that what is important to them are delivered.
- The SGHs should be managed by a Central Management and Support Unit (CMSU) that provides overall human and financial resources management and administrative, technical and domestic support.
- Children resident in the SGHs should be enabled to integrate into the local community by attending local educational establishments such as schools and colleges and by involvement in all aspects of normal community life.

Maximum Number of Children and Profile per SGH

Each house or apartment (SGH) should accommodate a maximum of two children.

This is to allow the provision to 'fit' into the local community and not being considered as a 'children's home'. Care and consideration needs to be given to inform the local community about the proposed SGH in their local area. Local (suitable) staff must be encouraged to apply to work at the SGH. It is recommended that jobs are created for local people who know the communities well.

The recommendation also supports the proposed model of care, that SGHs should be situated in ordinary residential areas and should resemble as far as possible typical Isle of Anglesey family homes.

Generally, children under the age of 8 should not be placed in a SGH, unless there are exceptional circumstances – e.g. that this will allow placement with siblings. In all cases the individual needs of the child must be balanced with the needs of the group as a whole

and the capacity of the staff to manage those needs.

Each SGH should also aim for a balanced gender mix that takes into account appropriate sleeping arrangements, the ages of the children concerned and their individual needs.

It is likely that many children will remain in the SGH for the duration of their childhood. These children will therefore grow up within the initial placement group and could possibly, if appropriate, to be considered to take on the tenancy of the SGH once they are of an age and the Social Work assessment supports this. The level of staffing provided would reduce to meet the needs of the young person.

Transferring a tenancy to one or both of the young people would also reduce the risk of a SGH becoming a 'permanent fixture' within a community and would also allow the young person to remain living in that community, taking full advantage of the support networks they would have developed over the years.

It must be acknowledged that the majority of children currently placed in residential care have special care needs. These may include health and developmental needs, special educational needs and emotional needs that are reflected in lack of attachment and behavioural problems. Again, the management of individual children's needs should be considered within the context of the group, for example it would not be sensible to place a number of children with extreme behavioural problems together. Such children will be better placed in a setting where positive patterns of behaviour can be supported by staff that are not overwhelmed by too many conflicting demands.

SGHs would need to be staffed in accordance with Care Inspectorate Wales' requirements and these staff would need to be new staff i.e. there is no capacity to release existing staff to work in the SGHs.

SGH Properties

The type of properties needed to create SGHs would come from existing 'stock' within the Isle of Anglesey County Council. The most important factor will be the location of the SGHs in terms of access to services, including transport services. The SGH would need to embed into the local community and be indistinguishable from other homes within the local area.

The major consideration for any existing property that is proposed for a SGH should be the amount of available living space and whether the space can accommodate the desired maximum of two children, as well as facilities for the staff required to support them.

The property would be maintained by the Isle of Anglesey Housing Department.

Potential Local Authority homes have been earmarked to be adapted in to SGHs. There would be work required to adapt the properties to make them suitable, and to meet the individual needs of the children that will be living there.

Costings and Savings

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A scoping paper has been completed by an external consultant who has looked at all costs and implications. Registration for the SGH would be needed in order for the homes to be able to operate.

The Local Authority would make significant savings if SGHs were developed. The current lack of provision and the need to place children Out of County does cost Children and Families Services a significant amount of money. By developing SGH and keeping or returning children to the Island, the costs per child will be significantly reduced.

The following financial modelling has been produced by the Service and Finance Department and is based on key assumptions by the Service. The key assumptions are as follows:

- That the current average annual cost of Out of County residential placements per child is £212,744;
- That the Support Workers will be paid on the Local Authority pay scale on Grade 4;
- That 1 worker will be present 24 hours a day and that a second worker will also be present during times when the children are at home (otherwise 1 worker will suffice). This is based on the preferred staffing structure of the Service;
- That registration is in place and that the first SGH opens on the 1st April 2019.

If any of the key assumptions were to change, this would have an impact on the costings:

Total Annual Estimated Cost of a SGH	£279,765.11
Total Annual Cost per Placement (2 in placement)	£139,882.55
Average Annual Cost of Out of County	£212,744.18
Potential Annual Saving per Placement	£72,861.63

The following figures are based on looking at developing 2 SGHs that will be a home for 2 children in each.

SGH Potential Savings 2019 / 2020
£73k saving per child and £30k set-up cost per SGH.
Based on setting up 2 x SGH from 01/04/19:
Saving = Saving cost per child - set up costs.
= (£72,862 x 4) - (£30,000 x 2)

= £291,448 - £60,000

= £231,448 savings in Year 1

The budget for looked after children for 2019/2020 will be reduced by this amount to reflect the revenue savings achievable in Year 1.

SGH Potential Savings 2020 / 2021

£73k saving per child and £30k set-up cost per SGH.

Based on setting up a further 2 x SGH from 01/04/20:

Saving = Saving cost per child - set up costs + 19/20 set-up costs *

= (£72,862 x 4) - (£30,000 x 2) + (£30,000 x 2)

= £291,448 - £60,000 + £60,000

= £291,448 savings in Year 2 (in addition to Year 1 saving of £231,448).

The budget for looked after children for 2020/2021 will be reduced by this amount to reflect the further revenue saving achievable in Year 2.

** Note that there is an additional £60,000 saving from the first two SGH set up in 2019/2020 in Year 2 as there is no need to purchase furniture, cars etc. for these SGHs in the second year.*

We also need to bear in mind that the savings per child from Year 1 continue in to Year 2 and future years.

The total savings over the first two years = £231,448 + £291,448 = £522,896

If no further SGHs are set up in Year 3, the total revenue savings for the project =

Saving = Saving cost per child

= £72,862 x 8

= £582,896

This is achieved in full by 2021/2022 when there is no set-up cost for the 4 SGHs.

Recommendations

➤ It is recommended that approval is provided for Children and Families Services to go

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ahead and seek appropriate accommodation and complete Care Inspectorate Wales Registration requirements in order to open a Small Group Home provision on the Island for local children who are looked after.

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

No other options have been considered at this point as the SGH provision is deemed to be the best approach in alternative residential care services for children and young people who are looked after.

C – Why is this a decision for the Executive?

This is a decision for the Executive as their approval is needed to allow Children & Families Services to apply for registration and to release funding to adapt current Local Authority stock housing in to SGHs.

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?

	DD – Who did you consult?	What did they say?
1	Chief Executive / Senior Leadership Team (SLT) (mandatory)	This was approved by the SLT on the 22 nd October 2018.
2	Finance / Section 151 (mandatory)	As above.
3	Legal / Monitoring Officer (mandatory)	N/A
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	N/A
7	Procurement	
8	Scrutiny	
9	Local Members	N/A
10	Any external bodies / other/s	N/A

E – Risks and any mitigation (if relevant)

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

F - Appendices:	
N/A	
FF - Background papers (please contact the author of the Report for any further information):	

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	26 November 2018
Subject:	Fostering Package for Local Authority Foster Carers
Portfolio Holder(s):	Councillor Llinos Medi
Head of Service:	Fôn Roberts, Head of Children and Families Services
Report Author:	Elin Williams, Transformation Programme Manager, Children and Families Services
Tel:	01248 751813
E-mail:	ElinWilliams@ynysmon.gov.uk
Local Members:	Relevant to all Members

A –Recommendation/s and reason/s
<p><u>Background</u></p> <p>The Council is looking to recruit and retain more Foster Carers so that there are more placements available to meet the increasing demand for placements for local looked after children. Currently, the Council in some instances, places children with private Foster Carers via private agencies, which results in the Council paying a premium due to not having enough Foster Carers on the Council's register to meet the demand. This means that the placements are more expensive. If the Council can offer a more competitive package in terms of allowances and benefits, we are expecting that it will be easier to recruit Foster Carers to the Council which will bring savings.</p> <p>In order to do this, an investment is needed to provide a more comprehensive package of benefits for Foster Carers which considers the following:</p> <ul style="list-style-type: none"> • To increase the Foster Allowance; • To provide a discount in Council Tax; • To provide a free Isle of Anglesey Leisure Services Membership Card; • To provide a free Council car parking ticket. <p><u>Increase the Foster Allowance</u></p> <p>One of the reasons that Foster Carers choose to foster for private agencies is because private agencies can offer a better rate of payment. It is difficult for the Council to compete against these rates but increasing the Fostering Allowance (but not the Payment for Skills element), should bring more Foster Carers to foster for the Council. This in turn will bring savings (please see the breakdown below).</p> <p>The following is a breakdown of the costs based on increasing the Fostering Allowance by 10% (but not the Payment for Skills). This will bring an increased annual cost regarding current Council Foster Carers as follows:</p>

Age 0-4 = 9 children x (10% x £175) x 52.14 = £8,212

Age 5-10 = 24 children x (10% x £159) x 52.14 = £19,897

Age 11-15 = 19 children x (10% x £179.78) x 52.14 = £17,810

Age 16+ = 5 children x (10% x £218.16) x 52.14 = £5,687

The additional annual cost for current Council Foster Carers will be **£51,606**.

We pay **£790** per week on average for an IFA placement.

We pay **£256** per week on average for a placement with the Council's Foster Carers.

The saving in providing Foster Carers ourselves is on average **£534** per placement, per week.

If **6** children transfer from an IFA placement per year:

Savings per year = (number of children transferring x savings for the child) - additional cost per child for children already with a Council Foster Carer)

= (6 children x (£534) x 52.14 weeks - £51,606

= £167,057 - £51,606

= **£115,451 per year**

Discount in Council Tax

Providing Foster Carers with a Council Tax discount would also be a strong incentive for Foster Carers to foster for the Council. Other Local Authorities have started to offer this.

There are currently 42 Local Authority Foster Parenting households (and a total of 75 Foster Parents between these 42 households). The following figures are based on offering 25%, 50% and 100% reduction in Council Tax and looking at the savings in terms of having 6 children transferred to Local Authority Foster Carers from private agencies:

Giving a **25%** Council Tax discount to each Foster Parenting household (on top of 10% increase above) would give a loss of income to the Council of **£12,405** per year based on detailed work carried out by the Revenues and Benefits Team.

This would reduce the savings figure to **£103,046** per year based on 6 children transferring.

Giving a **50%** Council Tax discount to each Foster Parenting household (on top of 10% increase above) would give a loss of income to the Council of **£24,810** per year based on detailed work carried out by the Revenues and Benefits Team.

This would reduce the savings figure to **£90,641** per year based on 6 children transferring.

Giving a **100%** Council Tax discount to each Foster Parenting household (on top of 10% increase above) would give a loss of income to the Council of **£49,620** per year based on detailed work carried out by the Revenues and Benefits Team.

This would reduce the savings figure to **£65,831** per year based on 6 children transferring.

Any discount agreed upon would require a change to the Council's Council Tax Discretionary Relief Policy which has been approved in accordance with Section 13(1) (c) of the Local Government Finance Act 1992. In approving the current Council Tax Discretionary Relief Policy, the Council delegated to the Executive the power to revoke, re-enact or amend the Policy. This change is considered as an amendment to the Policy.

The Council also resolved to delegate the decision to determine applications made under Section 13 (1) (c) of the Local Government Finance Act 1992 to the Head of Service (Resources) / Section 151 Officer. It would therefore be a decision for the delegated officer to authorise the discount to individual Foster Carers.

The cost of the chosen option would have to be borne by the Council and will require a transfer of budget from Children and Families Services to the Discretionary Rate Relief budget.

Free Isle of Anglesey Leisure Services Membership Card

This has already been offered and taken up by several of the Local Authority Foster Carers during the summer. This gives Foster Carers and also looked after children access to leisure and sport activities in any of the leisure centres on the Island at a lower membership price. As members, they can also access other offers such as the free family swim sessions. As well as providing cost savings, this also promotes the health and well-being of Foster Carers and the children that they look after. The card is valid for 12 months and there will be a review of the offer during the summer of 2019. To date, 38 Foster Carers have received a membership card.

In terms of costs, providing a free Leisure Services Membership Card to each Foster Carer would give a (notional) loss of income as follows:

= (Cost of Card x Number of Foster Parents) + (Discount per session x number of sessions)

attended by Foster Parents)

= (£20 x 75) + discount on sessions

= **£1,500 per year** + discount on sessions

This would have an insignificant impact on actual income for the Council as not many of the Foster Carers had a gym membership before this was offered, but can also be a way of attracting spending in the leisure centre in the cafes and in the centres in general.

Free Council Car Parking Ticket

Another offer that may be attractive to Foster Carers would be to provide a free parking ticket for Council car parks to each of the Local Authority Foster Carers. The following provides a breakdown of the costs, based on the £170 annual cost of a Council car parking ticket:

Giving a Council Car Parking ticket to each Foster Carer would give a (notional) loss of income as follows:

= Cost of Ticket x Number of Foster Carers

= £170 x 75

= **£12,750 per year**

This would have an insignificant impact on actual income for the Council because as far as we're aware, not many of the Foster Carers currently have a Council Car parking ticket.

Additional benefits for Foster Carers (including to those transferring from the private sector)

All of the additional benefits outlined in this paper would be available to existing Foster Carers who are contracted with the Council. Any Foster Carers who are currently contracted to private agencies who decide to move to contract directly with the Council also would benefit.

The total package, depending on its content, would offer the following financial incentive on an annual basis:

- Increase in Foster Allowance – annual increase of £1,335 per child;
- Discount in Council Tax – 25% annual saving of £295 per household; 50% annual saving of £590 per household; 100% annual saving of £1,180 per household;
- Free Leisure Services Membership Card – annual benefit of £20 per year;
- Free Council Car Park Ticket – annual benefit of £170 per year.

The total package provides a minimum annual benefit of **£1,820 per year** (which would

increase with each additional child, the number of cars in a household, and depending on how much Council Tax reduction to offer).

Recommendations

- The Executive is asked to agree for Children and Families Services to offer a more attractive package for the Local Authority Foster Carers. The package to include:
 - i. increasing the Foster Allowance by 10%;
 - ii. to provide a 50% discount in Council Tax;
 - iii. to authorise an amendment to the Council Tax Discretionary Relief Policy to reflect the discount granted to the Foster Carers;
 - iv. to provide free Isle of Anglesey Leisure Services Membership Cards;
 - v. to provide free Council car parking tickets;
 - vi. to authorise the necessary transfer of budgets from Children and Families Services to cover the cost of providing the additional benefits which fall on other services or budgets.

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

Salaried Foster Carers

We have considered salaried Foster Carers but after researching and looking at the success rate of other Local Authorities, this would not be a financially viable option. This was considered for Foster Carers that look after challenging children and are on the highest skill set and payment. It is therefore not recommended to have salaried Foster Carers.

Lease Cars

We have also considered offering lease cars to Foster Carers. Following receiving quotes from a lease car company, figures show that providing Foster Carers with lease cars would cost around **£2,653.56** per car, per year. If all 42 current Foster Carers would take up this offer, this would cost the Council around **£111,449.52** per year which would not be a cost efficient option.

Also, there would be tax obligations for the Foster Carers as the cost of the lease car would count as 'benefit-in-kind', which may not be financially viable for the Foster Carers.

We are in the process of reviewing the Foster Carers mileage spend to see if this would be eligible under the terms of the contract. We have looked in to some instances where the mileage claims are high by particular Foster Carers, but even in these circumstances the cost around providing a lease car is still higher than the mileage claims and will not provide any savings. It is therefore not recommended to provide lease cars for Foster Carers.

C – Why is this a decision for the Executive?
 The Executive’s approval is needed as there are some cost implications attached with the proposal. However, these costs should bring around savings in the longer term as by attracting more Local Authority Foster Carers, more looked after children will be placed with the Local Authority Foster Carers rather than with private Foster Carers.

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 / Senior Leadership Team (SLT) (mandatory)	This was approved by the SLT on the 22 nd October 2018.
2	Finance / Section 151 (mandatory)	As above.
3	Legal / Monitoring Officer (mandatory)	The Monitoring Officer and Contracts Solicitor has been consulted and their comments have been built in to this report.
4	Human Resources (HR)	
5	Property	N/A
6	Information Communication Technology (ICT)	N/A
7	Procurement	N/A
8	Scrutiny	N/A
9	Local Members	N/A
10	Any external bodies / other/s	N/A

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

F - Appendices:
 N/A

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

information):

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Full Council
Date:	26/11/2018 / and 11/12/2018
Subject:	Statement of Gambling Policy 2019 – 2022
Portfolio Holder(s):	Councillor Richard Dew
Head of Service:	Dylan Williams Head of Regulation and Economic Development
Report Author: Tel: E-mail:	Sion Hughes 752843 slhpp@anglesey.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<p>The Executive is requested to recommend to the Full Council the adoption of the Statement of Gambling Policy 2019-2022.</p> <p>Every three years the Gambling Act 2005 requires that the Council adopts a Statement of Gambling Policy. This Policy sets out how the Council will discharge its functions with regard to the regulation of gambling premises. The draft policy has been produced in accordance with the Gambling Commission’s guidance on form and content of the Policy. It is a revised and updated version of the Council’s previous policy.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?
<p>It is a legal requirement that the Statement of Gambling Policy is adopted by the Council. No other options are available.</p>

C – Why is this a decision for the Executive?
<p>The Executive is required to make recommendations to the Council as the policy forms part of the Council’s Policy Framework.</p>

CH – Is this decision consistent with policy approved by the full Council?
<p>Yes. It forms part of the Council’s Policy Framework.</p>

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

DD – Who did you consult?		What did they say?
1	Chief Executive / Senior Leadership Team (SLT) (mandatory)	Support content.
2	Finance / Section 151 (mandatory)	No comments.
3	Legal / Monitoring Officer (mandatory)	No observations.
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Procurement	
8	Scrutiny	
9	Local Members	
10	Any external bodies / other/s	A list of consultees is provided in Appendix 2 of the attached draft policy. North Wales Police and Cyngor Cymuned Llanidan had no comments. Gamble Aware had no specific feedback, but referred to the Local Government Associations guidance documents relating to gambling, which had been considered in preparing the draft policy. The Gambling Commission suggested that a copy of a premises local risk assessments is available at the premises, which has been adopted in the draft policy. No other responses were received.

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:
Gambling Policy Statement of Licensing Policy, Gambling Act 2005 2019 - 2022

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

The Isle of Anglesey County Council



Gambling Policy

Statement of Licensing Policy, Gambling Act 2005

2019 - 2022

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1. Introduction.

The Isle of Anglesey is located in the North West of Wales. The Island is predominantly lowland and it has a coastal Area of Outstanding Natural Beauty (AONB). Large numbers of visitors are attracted, who make an important contribution to the local economy. Agriculture remains an important activity and is integral to the island's identity and culture. The 2011 Census records a population of 69,769 with 30,600 households. Holyhead is the largest town on Anglesey, and the majority of the largest settlements are located around the coast. The largest settlement away from the coast is Llangefni, which is the County town. Anglesey has strong international transport links to Ireland through the Port of Holyhead. The A55, which is part of the Trans-European Road Network (TERN), and the North Wales coastal railway, connects the area to the rest of North Wales and the United Kingdom. A map of the County is provided at Appendix 1.

The Gambling Act 2005 (the "**Act**") governs the provision of all gambling in Great Britain, other than the National Lottery and spread betting. It received Royal Assent on 7th April 2005.

The Act established the Gambling Commission (the "**Commission**") with a national remit, as well as a number of local regulators, the Licensing Authorities. The Commission regulates commercial gambling in Great Britain in partnership with Licensing Authorities. Isle of Anglesey County Council (the "**Council**") has responsibilities as a Licensing Authority and so has various obligations under the Act.

The focus of the Commission is generally on operators and issues of national or regional significance. Licensing Authorities will generally take the lead on regulating gambling locally. The Commission and the Licensing Authorities may also work directly together on particular issues.

The Act provides for three categories of licence:

- (i) Operating licences
- (ii) Personal licences
- (iii) Premises licences

The Act also provides for a permitting regime, for certain establishments that do not require a premises licence, and a number of other specific provisions, including the entitlement for premises licenced to sell alcohol to site limited numbers of specified gaming machines.

The Commission is responsible for issuing Operating and Personal Licences.

The Council is responsible for granting premises licences within the Isle of Anglesey in respect of:

- Bingo halls;
- Betting premises (including tracks);
- Adult gaming centres; and
- Family entertainment centres;

issuing permits in respect of:

- Unlicensed family entertainment centres;
- Clubs;
- Premises licenced to sell alcohol; and
- Prize gaming;

and

administering the siting of Gaming Machines within premises licensed to sell alcohol (where such machines fall outside of the licensing or permitting regimes)

The above sets out some of the Council's key responsibilities under the Act but is not a prescriptive list.

Statement of Principles

The Act requires that the Council prepare a statement of principles that the Council proposes to apply in exercising its functions under the Act. This Statement of Gambling Policy (the "**Gambling Policy**") is produced pursuant to this requirement.

The Gambling Policy has been prepared having regard to the provisions of the Act, subordinate regulations, guidance issued by the Commission to licensing authorities and responses received during the consultation process. A full list of persons consulted during preparation of the Gambling Policy is provided in Appendix 2.

The Gambling Policy will come into effect on the date of adoption by the Council and will be reviewed as necessary but at least every three years from the date of adoption.

The Gambling Policy is subject to changes to statute. If there is any conflict between this Gambling Policy and relevant primary or secondary legislation or statutory guidance, the relevant provisions of that legislation or guidance shall take precedence.

2. Fundamental Principles

The Act establishes three key licensing objectives: (the "**Licensing Objectives**"):

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- ensuring that gambling is conducted in a fair and open way; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

The policy will promote these three licensing objectives and aim to regulate gambling in the public interest.

When exercising its functions under the Act, it is a requirement that the Council, shall aim to permit the use of premises for gambling in so far as the Council thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the Licensing Objectives; and
- in accordance with this Gambling Policy.

3. Licensing Authority Functions

The Council as a licensing Authority is responsible for a number of functions required under the Act:

- The licensing of premises where gambling activities are taking place by issuing premises licences
- Issuing permits for Club gaming and Club machines
- Receive notifications for up to two gaming machines in alcohol licensed premises
- Issue licenced premises gaming machine permits where alcohol licensed premises require more than two machines.
- Permit lower stake gaming machines at unlicensed family entertainment centres
- Issuing Provisional Statements
- Registering Small Society Lotteries
- Issue permits for prize gaming
- Receive Temporary Use notices
- Receive Occasional Use Notices

4. Competent Authority For the Protection of Children

The Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 (the "**Policy Regulations**") require that the Council states the principles it will apply in exercising its powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the Licensing Authority's area; and
- The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

Accordingly the Council designates the Gwynedd and Anglesey Local Safeguarding Children Board for this purpose.

The Council recognises that it may be prudent for other organisations to perform this role if the Council believes it is right to do so for the prevention of physical, moral or psychological harm to children.

5. Determination of Interested Parties

The Policy Regulations require that the Council states the principles it will apply in exercising its powers under Section 158 of the Act to determine whether a person is an interested party in relation to a premises licence, or an application to or in respect of a premises licence.

The Act defines a person as an interested party in relation to a premises licence if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person:

- lives sufficiently close to the premises to be likely to be affected by the authorised activities;
- has business interests that might be affected by the authorised activities; this could also include, for example, trade associations, charities, faith groups and medical practices; or
- represents persons who satisfy either of the above; (for example Residents' and Tenants' Associations).

Where a person, whether or not directly affected by an application for a Premises Licence or living in the vicinity of premises where such an application has been made, puts themselves forward as representing the interests of residents in the vicinity, the Licensing Authority may ask them to provide appropriate evidence that they are acting as representatives of others.

When considering whether a person is an interested party, each case will be judged on its merits taking into consideration the relevant circumstances, including those contained in the Commission's Guidance to Licensing Authorities.

The Council will not seek to establish any fixed rule as to which persons qualify under the above but considers that each case must be considered on its own particular facts and judged on its merits.

References in this Gambling Policy to an "**Interested Party**" will be to those persons who are regarded as interested parties in relation to the relevant circumstances pursuant to the above policy.

6. Exchange of Information

The Policy Regulations require that the Council states the principles it will apply in exercising its functions under sections 29 and 30 of the Act with respect to the exchange of information between the Council and the Commission, and the functions under section 350 of the Act with respect to the exchange of information between the Council and other persons listed in Schedule 6 to the Act.

The Council will act in accordance with the provisions of the Act in any exchange of information, and recognises that nothing in the Act authorises a disclosure which contravenes the Data Protection Act 2018 or the General Data Protection Regulation 2018. The Council shall also act in accordance with relevant guidance issued by the Commission, as well as related regulations made under the Act. It will adopt the principles of better regulation that regulatory activities should be carried out in a way which is transparent, accountable, proportionate, and consistent and should be targeted only at cases in which action is needed. The purpose is to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on business.

The Council intends for its decision making process to be transparent. To that end all representations made to the Council in the course of an application in respect of a Premises Licence will be shared with all parties to that application (being the applicant, the Responsible Authorities and any Interested Parties).

The Council shall comply with freedom of information legislation (including without limitation the Freedom of Information Act 2000) to the extent that such legislation applies to the Council and to the information in question.

It is not the Council's intention at this time to establish additional protocols in respect of exchange of information however this will be kept under review. Should any such protocols be established with other bodies in respect of information exchange then such policies will be made publicly available.

The Council may from time to time exercise its powers under section 115 of the Crime and Disorder Act 1998 to exchange data and information with the police and other parties (for example an enforcement officer, a licensing authority, HMRC, the First Tier Tribunal and/or the Secretary of State) to fulfil its' statutory objective of reducing crime in the area.

7. Inspection and Criminal Proceedings

The Policy Regulations require that the Council states the principles it will apply in exercising its functions under Art 15 of the Act with respect to the inspection of premises; and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified in that section.

The Council will be guided by the Commission's Guidance to Licensing Authorities, the Regulators Code and the Council's Enforcement Policy and will take account of the Commission's guidance on test purchasing when considering making test purchases at gambling premises. The Council will also follow its own policies and procedures regarding the use of underage test purchasers.

The Council will monitor and take into account the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.

In exercising its functions and powers under the Act in respect of enforcement, the Council will endeavour to:

- **Act proportionately:** regulators will only intervene when necessary; remedies will be appropriate to the risk posed and costs identified and minimized.
- **Be accountable:** regulators will be able to justify decisions and be subject to public scrutiny.
- **Be consistent:** rules and standards will be joined up and implemented fairly.
- **Be transparent:** regulators will be open and endeavour to keep regulations simple and user friendly;
- **Apply enforcement in a targeted way:** regulation will be focused on the problem and minimize unnecessary burdens on business.

Premises will be subject to a scheme of routine inspection, the frequency of which will be determined by the risks posed by the premises i.e. those premises considered to pose a greater risk will be subject to more frequent inspections than those posing a lower risk.

When determining risk, consideration will be given to:

- the nature of the gambling activities carried out on the premises;
- the location of the premises in relation to schools etc.; and
- the procedures put in place by the management to meet the licensing objectives.

Additional monitoring visits may be made, at the discretion of the Council's licensing team, where it is considered necessary to meet the needs of the licensing objective or following receipt of a complaint. The District will be monitored for unlicensed premises.

The Council will seek to work actively with the police in enforcing licensing legislation. It encourages the police to share information about licensees and licensed premises under the Crime and Disorder Act 1998. The Council has a general enforcement policy which is in accordance with the codes of practice developed by the Crown Prosecution Service and will apply where appropriate in relation to the management of criminal cases.

The Commission is the enforcement body for Operating and Personal licences. Concerns about manufacture, supply or repair of gaming machines are not dealt with by the Council but should be notified to the Commission.

8. Relevant factors when considering applications and reviews

8.1 Applications

An application for a Premises Licence can only be made by a person who either:

- holds an Operating Licence authorising him to carry out the activity in respect of which a Premises Licence is sought; or
- has made an application for an Operating Licence which has not been determined.

Applications for the grant, transfer or variation of a Premises Licence must be accompanied by an assessment that demonstrates how the applicant will promote the Licensing Objectives in the form of a written Operating Schedule. The Applicant may ask the Council for advice as to the scope of information to be provided.

When applying for a new Premises Licence (or variation of an existing Premises Licence) the applicant must also carry out a Local Risk Assessment.

The level of detail to be provided will be proportionate to the scale and nature of the application being made.

Each application will be considered on its individual merits and in accordance with the Act, relevant guidance and this Gambling Policy.

8.2 Objections and Representations and Review

An Interested Party or Responsible Authority has a right to make relevant representations in writing on an application or to seek a review of a licence.

Only representations that relate to the Licensing Objectives, or that raise issues under this Gambling Policy, are likely to be relevant.

Due consideration will be given to all relevant representations unless such representation is frivolous or vexatious. Whether a given representation is frivolous or vexatious is a question of fact and is to be determined on a case-by-case basis

When determining an application to grant a Premises Licence or to review a premises licence, regard will be had to the proximity of the premises to schools, vulnerable adult centres, or residential areas with a high concentration of families with children.

Whether such premises are regarded as being in close proximity to the prospective gambling premises will vary depending upon the size and nature of the gambling premises concerned.

The Commission's Guidance to Licensing Authorities and the Licence Conditions and Codes of Practice (LCCP), set out additional matters that the Council shall take into account when considering applications for Premises Licences.

Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises (e.g. roadside service areas and shopping centres) the Council will expect the gambling area to be clearly defined and adequately supervised at all times.

The Council will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

Each case will be determined on its merits and will depend to a large extent on the type of gambling that is proposed for the premises. Therefore, if an applicant can effectively demonstrate how concerns regarding the Licensing Objectives might be resolved, this will be taken into account.

8.3 Irrelevant Considerations

Moral objections to gambling are not a valid reason to reject applications for Premises Licences. It should also be noted that the prevention of public nuisance and anti-social behaviour are not specific licensing objectives (unlike under the Licensing Act 2003).

Pursuant to the Act, when deciding whether or not to grant a Premises Licence, the Council will not have regard to the expected demand for gambling premises that are the subject of the application.

8.4 Conditions

There are certain conditions which are applied to Premises Licences by virtue of the Act (and regulations made under the Act). In addition, under the Act the Council has the power to attach conditions when issuing a Premises Licence.

In exercising this power the Council shall have regard to its responsibilities under the Act and to the policy set out in this paragraph. In considering the imposition of conditions the Council will draw upon relevant advice and guidance issued by the Commission and shall consider the circumstances of each individual case on its merits.

The Council will not attach conditions to a Premises Licence unless the Council considers such conditions necessary, reasonable and proportionate to the use of premises for gambling consistent with the Licensing Objectives, guidance issued by the Commission, the Commission's codes of practice, and this Gambling Policy.

When considering any application, the Licensing Authority will seek to avoid duplication with other regulatory regimes so far as possible and conditions will generally be considered unnecessary if the Council considers that the matters that they are intended to address are already adequately dealt with by other legislation

Conditions will only be imposed to meet the requirements of the Licensing Objectives. Conditions will be proportionate and appropriate to:

- the business, organisation or individual concerned;
- the scale of the gambling operation set out in the application; and
- the risks perceived by the Council.

Conditions attached to Premises Licences will, so far as possible, reflect local crime prevention strategies. For example, the provision of closed circuit television cameras may be appropriate in certain premises.

When considering conditions to be attached to licences, the Council will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

In this respect, the Council recognises that, apart from the licensing function, there are a number of other mechanisms available for addressing issues of unruly behaviour that can occur away from licensed premises, including:

- planning controls;
- ongoing measures to create a safe and clean environment in these are in partnership with local businesses, transport operators and other
- Council departments;
- regular liaison with the police on law enforcement issues regarding disorder and anti-social behaviour; and
- the power of the police, other Responsible Authorities or an Interested Party to apply for a review of the Premises Licence.

8.5 Access

Regulations made under the Act set out the access provisions for each type of premises in England and Wales.

When reviewing an application the Council will have particular regard to any issues in respect of sub-divisions of a single building or plot and will ensure that mandatory conditions relating to access are observed.

The Council in this context will consider the following factors in respect of premises that are subject to an application for a Premises Licence:

- whether the premises have a separate registration for business rates;
- ownership of neighbouring premises;
- whether neighbouring premises can be accessed from the street or public passageway; and
- whether the premises can only be accessed from other licensed gambling premises

The Gambling Commission's relevant access provisions for each premises type are reproduced below:

Casinos:

The principal access entrance to the premises must be from a street. In this context, "street" includes any bridge, road, lane, footway, subway, square, court, alley or passage (including passages through enclosed premises such as shopping malls), whether a thoroughfare or not.

No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons

No customer must be able to enter a casino directly from any other premises which are subject to a gambling Premises Licence.

Adult Gaming Centre:

No customer must be able to access the premises directly from any other licensed gambling premises

Betting Shops:

Access must be from a street (see definition above) or from another set of premises which are subject to a betting Premises Licence.

There must be no direct access from a betting shop to other premises used for the retail sale of merchandise or services.-

Tracks:

No customer should be able to access the premises directly from:

- a casino; or
- an adult gaming centre

Bingo Premises:

No customer should be able to access the premise directly from:

- a casino;
- an adult gaming centre; or
- a betting premises, other than a track

Family Entertainment Centre:

No customer should be able to access the premises directly from:

- a casino;
- an adult gaming centre; or
- a betting premises, other than a track.

Part 7 of the Commission's Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision making.

8.6 Unlicensed Family Entertainment Centres

Where a person intends to operate an establishment wholly or mainly to make gaming machines available, and there is no relevant Premises Licence in place, that person may apply to the Council for a permit to operate an unlicensed Family Entertainment Center (subject to compliance with the relevant provisions set out in the Act, related regulations and related guidance).

An application for such a permit may be granted only where the Council is satisfied that the premises will be used as an unlicensed Family Entertainment Centre, and if the chief officer of police has been consulted on the application.

Relevant considerations for the Council when considering whether to grant such a permit shall include (without limitation) the applicant's suitability, including any convictions that might make the applicant unsuitable to operate a family entertainment center, and the suitability of the premises with respect to location and issues about disorder.

The Council expects any applicant for such a permit to have policies and procedures in place to protect children from harm. Harm in this context not be limited to harm from gambling but includes wider child protection considerations such as training of staff

regarding suspected truancy, and treatment of unsupervised children, very young children, or children causing disorder in and around the premises.

Prospective applicants should have regard to relevant provisions in the Act, associated regulations and associated guidance as to those categories of gaming machine that are permitted for use in an Unlicensed Family Entertainment Centre (or any other establishment licensed or otherwise permitted by the Council)

8.7 Small Society Lotteries

The Council is responsible for registering societies to run Small Society Lotteries. Applicants and operators should have regard to the relevant provisions in the Act and to relevant sections of the Commission's Guidance to Licensing Authorities

The Authority will adopt a risk based approach towards its enforcement responsibilities for small society lotteries. This authority considers that the following list, although not prescriptive, could affect the risk status of the operator:

- submission of late returns (returns must be submitted no later than three months after the date on which the lottery draw was held)-;
- submission of incomplete or incorrect returns-; and
- breaches of the limits for small society lotteries-

9. Decision Making

9.1 Delegation of Functions

The Act provides that certain powers and duties of the Licensing Authority may be carried out by the Licensing Committee, by a Sub-Committee or by one or more officers acting under delegated authority.

It is considered that many of the functions will be largely administrative in nature with no perceived areas of contention. In the interests of efficiency and cost effectiveness these will, for the most part, be carried out by officers.

The schedule of delegation of licensing functions permitted under the Act is attached at Appendix 3.

9.2 Appeals Procedure

The Act provides that, in certain cases, applicants, licensees and those making relevant representations in respect of applications to the Licensing Authority have a right of appeal against decisions made by the Council: this is set out in more detail in section 206 of the Act.

In order to make an appeal, notice should be given by the appellant to Caernarfon Magistrates Court, within a period of 21 days, beginning with the day on which the appellant was notified by the Council of the decision to be appealed against.

On determining an appeal, the Court may:

- dismiss the appeal;
- substitute the decision appealed against with any other decision that could have been made by the Council;
- remit the case to the Council to dispose of the appeal in accordance with the direction of the Court.
- make an order about costs.

9.3 Complaints Against Licensed Premises and Conciliation Meetings

The Council will investigate complaints against licensed premises regarding matters that relate to the Licensing Objectives. In the first instance, complainants are encouraged to raise the complaint directly with the licensee or business concerned to seek a local resolution.

Where an Interested Party has made valid representations about licensed premises or a valid application for a Premises Licence to be reviewed, the Council may initially recommend a conciliation meeting to address and clarify the issues of concern.

Such recommendation is not binding on any party and will not prejudice the right of any Interested Party to require the Council to consider their valid representations or application or for any licence holder to decline to participate in a conciliation meeting.

9.4 Licensing Reviews

The Council will carry out a review of a Premises Licence where it receives a formal application for such review from an Interested Party or Responsible Authority in accordance with the Act.

Such application may (but need not) include representations that one or more of the following activities have been or are carried out at the premises:

- use of licensed premises for the sale and distribution of Class A drugs and the laundering of the proceeds of drugs crimes;
- use of licensed premises for the sale and distribution of illegal firearms;
- use of licensed premises for prostitution or the sale of unlawful pornography;
- use of licensed premises as a base for organised criminal activity;
- use of licensed premises for the organisation of racist, homophobic or sexual abuse or attacks;
- use of licensed premises for the sale of smuggled tobacco or goods;
- use of licensed premises for the sale of stolen goods and/or
- activities that may put children and/or vulnerable persons at risk.

An application for review may (but need not) be rejected if the Council is of the view that one or more of the following applies:

- the grounds are frivolous;
- the grounds are vexatious;
- the grounds are irrelevant;

- the grounds would be certain not to cause the Council to revoke or suspend a licence or to remove or attach conditions on the Premises Licence;
- the grounds are substantially the same as the grounds cited in a previous application relating to the same premises; or
- the grounds are substantially the same as representations made at the time the application for a Premises Licence was considered.

The Council may also elect to review a Premises Licence at its own discretion.

Once a review has been completed the Council must, as soon as possible, notify its decision to:

- the licence holder;
- the applicant for review (if any);
- the commission
- any person who made representations;
- the Chief of Police; and
- HM Revenue & Customs

9.5 Renewals

Holders of 10 year club gaming, club machine and unlicensed family entertainment centre (uFEC) permits are reminded that these permits start to come up for renewal from 2017. It is the responsibility of permit holders to ensure that timely applications are made.

9.6 Club gaming permits and club machine permits

The authority may only refuse an application on one or more of the following grounds:

- (a) (i) for a **club gaming permit**: the applicant is not a members' club or miners' welfare institute
 (ii) for a **club machine permit**: the applicant is not a members' club, miners' welfare institute or commercial club
- (b) the premises are mainly used by children or young persons
- (c) an offence or a breach of a condition of the permit has been committed by an applicant
- (d) a permit held by an applicant has been cancelled during the last ten years
- (e) an objection has been made by the Commission or local chief officer of police.

The authority may only cancel a permit on one of the following grounds:

- (a) the premises are used wholly or mainly by children or young persons
- (b) an offence or breach of condition of the permit has been committed in the course of gaming activities.

An application for renewal of a permit must be made during the period beginning three months before the licence expires and ending six weeks before it expires. The procedure for renewal is the same as for an application. Permits granted can cease to have effect in certain circumstances, can be cancelled and can be varied.

The duration of the permit will not be curtailed while a renewal application is pending, including an appeal against a decision not to renew.

If, at the time a permit is renewed, the applicant holds a club premises certificate, the fast track procedure will apply as it does when application is first made for the permit.

9.7 Unlicensed Family Entertainment Centres

An application for renewal of a permit must be made during the period beginning six months before the permit expires and ending two months before it expires. The procedure for renewal is the same as for an application. The authority may only refuse to renew a permit on the grounds that:

- an authorised local authority officer has been refused access to the premises without reasonable excuse
- renewal would not be reasonably consistent with the licensing objectives. In this respect, the Council will have the benefit of having consulted the chief officer of police and will be aware of any concerns that have arisen about the use of the premises during the life of the permit.

The duration of the permit will not be curtailed while a renewal application is pending, including an appeal against a decision not to renew.

9.8 Prize gaming permits

An application for renewal of a permit must be made during the period beginning six months before the permit expires and ending two months before it expires. The procedure for renewal is the same as for an application.

A permit will not cease to have effect while a renewal application is pending, including an appeal against a decision not to renew.

10 Statement regarding Casino resolutions

Currently there are no casinos operating within the County.

Licensing of new casinos is regulated by the Act and related regulations. The Council is not one of the Licensing Authorities that is empowered to issue casino Premises Licences.

In addition the Act gives discretion to each Licensing Authority to issue a resolution not to issue casino premises licences.

The Council has made no such resolution to prohibit casinos at present.

The Council shall keep the matter of casino Premises Licences under review and may alter its policy in this regard as it sees fit. In such event the Council shall abide by relevant law and shall have regard to relevant official guidance.

11 Other Regulatory regimes

When considering matters in relation to this policy, the Licensing Authority will seek to avoid duplication with other regulatory regimes so far as possible. Where other regulatory regimes exist, this policy will not seek to impose any condition that would duplicate other legislative requirements. Similarly when determining applications or appeals, consideration will be given to the Act and relevant factors as detailed in this policy.

12 Demand for gaming premises

Each application for gaming premises licence will be considered on its merits. Consideration of the expected demand for a gaming premises will not be a relevant factor in determining the application, in accordance with section 153 of the Act.

13 Other Information

In relation to any objections to the grant of a new premises licence, or requests for the review of an existing licence any objections should be based on the three key licensing objectives of the Act:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- ensuring that gambling is conducted in a fair and open way; and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

Objections that are not related to the above objectives will not be considered as relevant objections.

14 Local Risk Assessments

The LCCP require gambling operators (i.e. operators of adult gaming centres, bingo premises, family entertainment centres, betting shops, and remote betting intermediaries) to assess the local risks to the Licensing Objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures in place to mitigate those risks.

These risk assessments should be reviewed and updated:

- to take account of significant changes in local circumstances, including those identified in a licensing authority's statement of licensing policy;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks; and
- when applying for a variation of a premises licence.

An operator must undertake a local risk assessment when applying for a new premises licence.

Operators are required to make the risk assessment available to licensing authorities when an application is submitted either for a new Premises Licence or variation of a Premises Licence, or otherwise on request. The risk assessment will form part of the Council's inspection regime and may be requested when officers are investigating complaints. A copy of the local risk assessment should be available at the premises.

The Council expects operators to take account of the following when preparing their risk assessment.

- information held by the licensee regarding self-exclusions and incidences of underage gambling;
- Gaming trends that may reflect the spending of benefit payments;
- arrangement for localised exchange of information regarding self-exclusions and gaming trends;
- urban setting such as proximity to schools, the local commercial environment, and particular factors affecting footfall;
- the range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities;
- known problems in the area such as problems arising from street drinkers, youths, participation in anti-social behaviour, drug dealing activities, etc.;

matters relating to children and young persons, including:

- any institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.;

- any premises where children congregate including bus stops, café's, shops, and any other place where children are attracted-;
- any areas that are prone to issues from youths participating in anti -social behaviour, including such activities as graffiti, underage drinking, etc.; and
- any recorded incidents of, or information held by the licensee in respect of, attempted underage gambling;

matters relating to vulnerable adults, including:

- information held by the licensee regarding self-exclusions
- gaming trends that may coincide with days for financial payments such as pay days or benefit payments;
- any arrangement for localised exchange of information regarding self-exclusions and gaming trends-; and
- proximity of any premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate, etc.;

and

- other potentially relevant factors, including (but not limited to) matters of faith relating to any religious or faith denomination, including proximity to churches, mosques, temples or any other place of worship.

This list is not exhaustive and other relevant factors not in this list that are identified should be taken into consideration.

14.1 Risk Assessments - Control Measures

Control measures to mitigate perceived risk may involve a combination of systems, design, and physical measures. Appropriate control measures will be assessed on a case-by-case basis, on the particular merits of the proposed measures in context of the circumstances in question.

For example to address the risk factors to children gaining access to an over 18 restricted gambling premises, the operator may identify the following measures:

- **Systems:** PASS card or age verification policies, challenge 25 scheme, and staff training
- **Design:** Exterior design which will not attract children into the premises, the entrance layout will enable staff to monitor those entering the premises and when appropriate, challenge them on the ground of age.
- **Physical:** CCTV and electronic sensors.

15 Declaration

This statement of Licensing policy (Gambling Policy) has been produced with due regard to the licensing objectives in the Act, guidance issued by the Gambling Commission and responses from those consulted on the policy.

16 Appendices

Appendix 1 Map of the Isle of Anglesey County Council Area



Appendix 2 Consultees

- Anglesey and Gwynedd Community Safety Partnership
- Anglesey Town and Community Councils
- Association of British Bookmakers
- Bingo Association
- British Amusement Catering Trade Association BACTA
- British Beer and Pub Association
- British Holiday & Home Parks Association
- Citizens Advice
- Done Brothers
- Gamble Aware
- Gambling Commission
- GamCare
- Gwynedd and Anglesey Local Safeguarding Children Board
- HM Revenue and Customs
- Isle of Anglesey County Council Environmental Health
- Isle of Anglesey County Council Planning North Wales Police
- North Wales Fire & Rescue Service
- North Wales Police
- Public Health Wales
- William Hill

Appendix 3 Scheme of delegation

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE OR PANEL	OFFICERS
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting - when appropriate		Executive	
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Determination as to whether a person is an Interested Party			X
Determination as to whether representations are relevant			X
Determination as whether a representation if frivolous, vexatious or repetitive			X