

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Mr Richard Parry Jones, BA, MA.  
Prif Weithredwr – Chief Executive

CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>	
<b>PWYLLGOR GWAITH</b>	<b>THE EXECUTIVE</b>	
<b>DYDD LLUN, 10 MEHEFIN 2013</b> <b>10.00 o'r gloch</b>	<b>MONDAY, 10 JUNE 2013</b> <b>10.00 am</b>	
<b>SIAMBR Y CYNGOR, SWYDDFEYDD Y</b> <b>CYNGOR, LLANGFNI</b>	<b>COUNCIL CHAMBER, COUNCIL</b> <b>OFFICES, LLANGFNI</b>	
Rheolwr Gwasanaethau Pwyllgor	<b>Mr John Gould</b> <b>01248 752 515</b>	Committee Services Manager

## **Annibynnol/Independent**

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

## **Plaid Lafur/Labour Party**

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

## **Heb Ymuno / Unaffiliated**

A M Jones (Democratiaid Rhyddfrydol Cymru / Welsh Liberal Democrats)

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.

## A G E N D A

**1     DECLARATION OF INTEREST**

To receive any declarations of interest from any Member or Officer in respect of any item of business.

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

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

**3     MINUTES**

To submit for confirmation, the minutes of the meeting of the Executive held on the following dates:-

- 15th April, 2013
- 22nd April, 2013

**4     THE EXECUTIVE'S FORWARD WORK PROGRAMME**

To submit a report by the Head of Service (Policy).

**5     WELSH LANGUAGE SCHEME MONITORING REPORT**

To submit a report by the Head of Service (Policy).

**6     2012/13 CAPITAL BUDGET MONITORING REPORT**

To submit a report by the Head of Function (Resources).

**7     2012/13 REVENUE BUDGET MONITORING REPORT**

To submit a report by the Head of Function (Resources).

**8     APPOINTMENT OF NON-VOTING CO-OPTEEES TO EACH SCRUTINY COMMITTEE**

To submit a report by the Monitoring Officer.

**9     HOUSING ALLOCATIONS POLICY**

To submit a report by the Head of Service (Housing).

**10    SUPPORTING PEOPLE PLAN**

To submit a report by the Head of Service (Housing).

**11    DISPOSAL OF HRA LAND FOR AFFORDABLE HOUSING**

To submit a report by the Head of Service (Housing).

**12    THE PROCUREMENT OF UPDATED STOCK CONDITION SURVEY INFORMATION**

To submit a report by the Head of Service (Housing).

**13**     **MUSEUMS SERVICE: FORWARD PLAN 2013-15**

To submit a report by the Head of Service (Leisure and Culture).

**14**     **PAYMENTS TO OUTSIDE BODIES: EDUCATION/LEISURE AND CULTURE**

To submit a report by the Head of Service (Leisure and Culture).

**15**     **LOWERING AGE OF ADMISSION AT YSGOL DWYRAN**

To submit a report by the Director of Lifelong Learning.

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## THE EXECUTIVE COMMITTEE

### Minutes of the meeting held on 15 April 2013

- PRESENT:** Councillor Kenneth P Hughes (Vice-Chair)
- Councillors W J Chorlton, R LI Hughes, O Glyn Jones, G O Parry MBE and R G Parry OBE
- IN ATTENDANCE:** Chief Executive  
Deputy Chief Executive  
Corporate Director (Sustainable Development)  
Director of Lifelong Learning  
Director of Community  
Head of Function (Resources) and Section 151 Officer  
Committee Services Manager (JG)
- ALSO PRESENT:** Selwyn Williams
- APOLOGIES:** Councillor Trefor Lloyd Hughes and Councillor Bryan Owen

**1 DECLARATION OF INTEREST**

None to declare.

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

None to declare.

**3 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

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

**4 HEADS OF SERVICE STRUCTURE CONSIDERATIONS (A)**

(a) Submitted for information – The minutes and recommendations of the Appointments Committee held on the 9th April, 2013 in this respect.

**RESOLVED to note the recommendations of the Appointments Committee held on the 9<sup>th</sup> April, 2013.**

**5 HEADS OF SERVICE STRUCTURE CONSIDERATIONS (B)**

(b) Reported by the Deputy Chief Executive – That a key component of the Transformation Plan was to review the Heads of Service management structure of the Council in line with the priorities emerging from the Plan and the way in which the Council would need to operate to deliver these priorities over the term of the next Council post May 2013.

Re-designing the Heads of Service Structure was the next stage of the process. This report set out the case for change, design principles, key considerations, the proposed new structure (with a rationale), and the details on implementation for a new Heads of Service Structure.

**RESOLVED to support the recommendations contained in the Deputy Chief Executive's Report and to endorse them to the County Council.**

The meeting concluded at 10.30 am

**COUNCILLOR K P HUGHES  
VICE-CHAIR**

## THE EXECUTIVE

### Minutes of the meeting held on 22 April 2013

- PRESENT:** Councillor Bryan Owen (Chair)  
Councillor Kenneth P Hughes (Vice-Chair)
- Councillors W J Chorlton, O Glyn Jones, R G Parry OBE and G O Parry MBE
- IN ATTENDANCE:** Chief Executive  
Deputy Chief Executive  
Director of Lifelong Learning  
Director of Community  
Director of Sustainable Development  
Head of Function (Legal and Administration)(Items 5-8 only)  
Head of Function (Resources) and Section 151 Officer  
Head of Service (Policy)(Item 4 only)  
Legal Services Manager(Items 5-8 only)  
Corporate Information Officer (HPP)(Item 6 only)  
Interim Operational Manager (GH)(Item 9 only)  
Committee Services Manager (JG)
- APOLOGIES:** Councillor Trefor Lloyd Hughes and Councillor Robert Lloyd Hughes;  
Selwyn Williams

#### 1 **DECLARATION OF INTEREST**

None to declare.

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

None to declare.

#### 3 **MINUTES**

**RESOLVED** that the minutes of the meeting of the Executive held on 18th March, 2013 be confirmed as a true record.

#### 4 **THE EXECUTIVE'S FORWARD WORK PROGRAMME**

Submitted - The report of the Head of Service (Policy) seeking approval of the Executive's updated Forward Work Programme for the period June to September, 2013.

**RESOLVED** to confirm the updated work programme for the period June - September, 2013, together with the minor amendments and additions referred to at the meeting by the Head of Service (Policy).

#### 5 **CHANGES TO THE COUNCIL CONSTITUTION - CHANGES TO THE PLANNING PROCEDURE RULES AHEAD OF MULTI-MEMBER WARDS FOLLOWING THE 2013 ELECTIONS**

Submitted - A joint report by the Head of Service (Planning and Public Protection) and the Legal Services Manager on proposed changes to the Planning Procedure Rules which

would allow any 'local member' for a new ward to call-in a planning application the site of which is located in that ward to the Planning and Orders Committee and also allow any local member for that ward to speak at Committee on that called-in application as a local member.

A number of consequential and other minor changes were also proposed as shown in the Appendix to the report.

**RESOLVED to recommend to the County Council to accept the proposed changes and to authorise Officers to make any consequential amendments to the Constitution.**

## **6 CREATION OF A PROTOCOL FOR SOCIAL MEDIA IN MEETINGS**

Submitted - A report by the Head of Function (Legal and Administration) seeking Executive approval to refer a Draft Social Media Protocol for Members, and the general public to the County Council for approval.

**RESOLVED to recommend to the full Council that the Social Media Protocol be adopted and incorporated within the Constitution and that authority be given to Officers to make any consequential amendments to the Constitution.**

## **7 CONSTITUTIONAL CHANGES - FREQUENCY OF SCRUTINY MEETINGS**

Submitted - A report by the Monitoring Officer on seeking Council approval for the two Scrutiny Committees post May 2013 to be named the Corporate Scrutiny Committee and the Partnership Regeneration Scrutiny Committee respectively. The report also sought to specify the number of Ordinary meetings to be held each municipal year.

**RESOLVED:**

- **That the two new Scrutiny Committees shall be called the "Corporate Scrutiny Committee" and the "Partnership and Regeneration Scrutiny Committee".**
- **That Ordinary meetings of each Scrutiny Committee be held six times in each municipal year.**
- **That authority be given to Officers to make any consequential amendments to the Constitution.**

## **8 UPDATE TO THE DBS POLICY**

Submitted - A report by the Senior Solicitor (Child Care) seeking Executive approval to update the Corporate Criminal Records Policy of 12th May, 2011 following new legislation passed by the Government.

Delegated authority was requested to the Monitoring Officer to amend the policy's references to the Scrutiny Committees and to see whether the time when existing DBS checks remain valid can be reconciled.



**RESOLVED to recommend to the County Council:-**

- That it adopts the updated DBS Policy (formerly the Corporate Criminal Records Policy) with delegated authority to the Monitoring Officer to amend the draft as regards naming of Scrutiny Committees and reconciling (if possible) the period when DBS checks can remain valid; and that it be published on the Council's webpage.
- That arrangements be made to convene training workshops for Members.

**9 IFSS SUB-REGIONAL DEVELOPMENT: GWYNEDD AND YNYS MÔN COUNCILS**

Submitted - A report by the Head of Service (Children's Services) seeking Executive approval for the actions necessary to meet the statutory requirement to establish the IFSS service as required by the Children and Families (Wales) Measure, 2010.

In order to meet the statutory requirement it was recommended to establish a single IFSS Team to operate across Gwynedd and Ynys Môn with this Authority acting as the lead/host authority.

**RESOLVED:-**

- To note the statutory requirements to establish the IFSS service;
- To approve the partnership approach to service development and delivery;
- To proceed to appoint the Consultant Social Worker who needs to have a strategic role in the development of the service (Ynys Môn) with a target "on line" date of October 2013;
- To establish the Project Plan and Project Group encompassing the following elements:
  1. Recruitment strategy and timeline
  2. Office accommodation
  3. Eligibility Criteria and gatekeeping arrangements
  4. Administrative and on-costs identification
  5. Protocols
  6. Training requirements
  7. Review requirements
  8. Capacity projection (number of cases)
  9. Governance arrangements
  10. Development of the Quality Assurance framework
  11. Information Technology requirements
  12. Establishing core budget requirements

**10 PLAY SUFFICIENCY ASSESSMENT**

Submitted - A report by the Director of Lifelong Learning seeking Executive approval to revise and approve the contents of the Anglesey Play Sufficiency and Action Plan and to consider funding support to secure sufficient play opportunities by the Local Authority and promote healthy, safe and fair communities.

**RESOLVED to approve the contents of the Anglesey Play Sufficiency and Action Plan.**

The meeting concluded at 10:50 am

**COUNCILLOR BRYAN OWEN  
CHAIR**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>The Executive</b>
<b>Date</b>	<b>10 June 2013</b>
<b>Subject</b>	<b>The Executive's Forward Work Programme</b>
<b>Portfolio Holder(s)</b>	<b>Cllr Ieuan Williams</b>
<b>Lead Officer(s)</b>	<b>Deputy Chief Executive</b>
<b>Contact Officer</b>	<b>Huw Jones Head of Service – Policy (Tel. 01248 752108)</b>
<b>Nature and reason for reporting:</b>	
To seek approval of the Executive's updated Forward Work Programme in accordance with the Council's Constitution.	

<b>A – Introduction / Background / Issues</b>
See CH – Summary

<b>B – Considerations</b>
See CH – Summary

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	-
<b>2</b>	<b>Legal / Monitoring Officer</b>	-
<b>3</b>	<b>Human Resources</b>	-
<b>4</b>	<b>Property Services</b>	-
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	-
<b>6</b>	<b>Equality</b>	Impact assessments will need to have been undertaken on all new or revised policies submitted to meetings of the Executive

<b>C – Implications and Impacts</b>		
<b>7</b>	<b>Anti-poverty and Social</b>	-
<b>8</b>	<b>Communication</b>	-
<b>9</b>	<b>Consultation</b>	-
<b>10</b>	<b>Economic</b>	-
<b>11</b>	<b>Environmental</b>	-
<b>12</b>	<b>Crime and Disorder</b>	-
<b>13</b>	<b>Outcome Agreements</b>	-

<b>CH – Summary</b>	
<b>1.0</b>	<b>Background</b>
<b>1.1</b>	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. It includes information on the decisions sought and who the lead officers and portfolio holders are for each item.
<b>1.2</b>	The Executive’s Forward Work Programme for the period <b>July – December 2013</b> is attached.
<b>1.3</b>	It should be noted, however, that the forward 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. Arrangements are therefore in place to review the list of items and submit updates to the Executive on a monthly basis. Both strategic and operational issues are covered to inform the scrutiny process. Some items are likely to be determined by portfolio holders under delegated authority.

## 2.0 **Role of Scrutiny**

- 2.1 The Board of Commissioners have already acknowledged the importance of the scrutiny role, and in particular task and finish groups, in the process of supporting the corporate work programme.
- 2.2 This work programme offers a basis for further developing the work of the scrutiny committees. Further refinement of the work programme will be necessary to ensure better alignment of the schedule of meetings in the future in order to allow for pre-decision scrutiny.

## **D – Recommendation**

Members of the Executive are requested to:

confirm the attached updated work programme which covers July – December 2013;

identify any matters subject to consultation with the Council's Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme;

note that the forward work programme is updated monthly and submitted as a standing monthly item to the Executive.

**Name of author of report: Huw Jones**

**Job Title: Head of Service - Policy**

**Date: 31 May 2013**

## **Appendices:**

Executive Forward Work Programme: July – December 2013.

## **Background papers**

Previous forward work programmes.

## THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013



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. It includes information on the decisions sought and who the lead Officers and Portfolio Holders are for each item.

The Executive's draft Forward Work Programme for the period **July – December 2013** is outlined on the following pages.

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.

Some matters identified in the forward work programme may be delegated to individual portfolio holders for approval.

Reports will be required 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.

Issues to be reported to the Council's Sustainability Board are currently under review.

\* Key:

*Strategic – key corporate plans or initiatives*

*Operational – service delivery*

*For information*

# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
1	<b>The Executive's Forward Work Programme</b> Category: <b>Strategic</b>	To update the work programme.	Deputy Chief Executive	Huw Jones Head of Policy		15 July 2013	
2	<b>2012/13 Revenue budget outturn and effect on 2013/14</b> Category: <b>Strategic</b>	Any decisions following outturn.	Deputy Chief Executive	Clare Williams Head of Function - Resources		15 July 2013	
3	<b>2014/15 Budget</b> Category: <b>Strategic</b>	Initial discussion paper.	Deputy Chief Executive	Cllr Hywel Eifion Jones Clare Williams Head of Function – Resources		15 July 2013	
4	<b>Children's Specialist Services – agree formal partnership</b> Category: <b>Strategic</b>	Approval.	Community	Cllr Hywel Eifion Jones Anwen Huws Head of Children's Services	June 2013	15 July 2013	
5	<b>HRA Subsidy Reform</b> Category: <b>Strategic</b>	Changes and impact of the Housing Revenue Account subsidy system in Wales.	Community	Cllr Kenneth P Hughes Clare Williams Head of Function – Resources / Shan L Williams Head of Housing Services		15 July 2013	

\* Key:

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

# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
6	<b>Gypsies and Travellers - Accommodation Needs Assessment</b> Category: <b>Strategic</b>	Agree the way forward.	Community	Shan L Williams Head of Housing  Cllr Kenneth P Hughes		15 July 2013	
7	<b>Local Housing Market Needs Assessment</b> Category: <b>Strategic</b>	Adoption of Assessment.	Community	Shan L Williams Head of Housing  Cllr Kenneth P Hughes		15 July 2013	
8	<b>Transforming Adult Social Care on Anglesey</b> Category: <b>Strategic</b>	To consider a report that will include: <ul style="list-style-type: none"> <li>• A summary of the results of the consultation process</li> <li>• A recommendation on the future direction of adult social care and contributions of the residential homes</li> <li>• A proposed implementation plan and preferred course of action.</li> </ul>	Community	Gwen Carrington Director of Community  Cllr Kenneth P Hughes		15 July 2013	10 October 2013
9	<b>Commissioning with the Third Sector</b> Category: <b>Strategic</b>	Approval.	Community	Anwen Davies Head of Adults' Services  Cllr Kenneth P Hughes		15 July 2013	



# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
10	Welsh Public Library Standards April 2011 – March 2014 : The Fourth Framework of Welsh Public Library Standards, Annual Return 2012-2013  Category: Strategic	Welsh Government / CyMAL: Museums Archives and Libraries Wales require the approval of the Authority of the Annual Return.	Community	John R.Thomas Head of Leisure & Culture  Cllr Ieuan Williams		15 July 2013	
11	Anglesey Primary Schools Modernisation – Llanddona School  Category: Strategic	To agree the way forward.	Lifelong Learning	Gwyn Parry Head of Lifelong Learning  Cllr Ieuan Williams		15 July 2013	
12	Revised Local Development Plan Delivery Agreement  Category: Strategic	Adopt the revised Delivery Agreement.	Sustainable Development	Jim Woodcock Head of Planning and Public Protection  Cllr J Arwel Roberts		15 July 2013	10 October 2013
13	Môn/Gwynedd Building Control Integration  Category: Operational	Support the proposed joint working arrangements.	Sustainable Development	Jim Woodcock Head of Planning and Public Protection  Cllr J Arwel Roberts	June 2013	15 July 2013	
14	The Executive's Forward Work Programme  Category: Strategic	To update the work programme.	Deputy Chief Executive	Huw Jones Head of Policy  Cllr Ieuan Williams		9 September 2013	

\* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
15	<b>Improvement Report (Performance Review of 2012/13)</b>  Category: <b>Strategic</b>	Adoption of report in accordance with Policy Framework	Deputy Chief Executive	Huw Jones Head of Policy  Cllr Alwyn Rowlands		9 September 2013	10 October 2013
16	<b>Corporate Plan 2013-17</b>  Category: <b>Strategic</b>	Adoption of Plan in accordance with Policy Framework	Deputy Chief Executive	Huw Jones Head of Policy  Cllr Alwyn Rowlands		9 September 2013	10 October 2013
17	<b>Corporate Scorecard – Q1, 2013/14</b>  Category: <b>Strategic</b>	Quarterly performance monitoring report.	Deputy Chief Executive	Huw Jones Head of Policy  Cllr Alwyn Rowlands	29 July 2013	9 September 2013	
18	<b>2013/14 Revenue and Capital Budget Monitoring – Quarter 1</b>  Category: <b>Strategic</b>	Quarterly financial monitoring report.	Deputy Chief Executive	Clare Williams Head of Function – Resources  Cllr Hywel Eifion Jones		9 September 2013	
19	<b>Nuclear new build- Blueprint for accommodation solutions</b>  Category: <b>Strategic</b>	To adopt recommendations as Council's formal response.	Community	Shan L Williams Head of Housing Services  Cllr Kenneth P Hughes		9 September 2013	
20	<b>Aberffraw Conservation Area Character Appraisal</b>  Category: <b>Operational</b>	Support for approval by full Council.	Sustainable Development	Jim Woodcock Head of Planning and Public Protection  Cllr J Arwel Roberts		9 September 2013	5 December 2013

\* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
21	<b>Market Hall, Holyhead</b> Category: <b>Operational</b>	Support for development proposals.	Sustainable Development	Arthur Owen Director of Sustainable Development		9 September 2013	
22	<b>The Executive's Forward Work Programme</b> Category: <b>Strategic</b>	To update the work programme.	Deputy Chief Executive	Cllr J Arwel Roberts Huw Jones Head of Policy		21 October 2013	
23	<b>2014/15 Budget</b> Category: <b>Strategic</b>	To begin dialogue on the Executive's intentions.	Deputy Chief Executive	Cllr Ieuan Williams Clare Williams Head of Function – Resources		21 October 2013	
24	<b>The Executive's Forward Work Programme</b> Category: <b>Strategic</b>	To update the work programme.	Deputy Chief Executive	Cllr Hywel Eifion Jones Huw Jones Head of Policy		4 November 2013	
25	<b>Corporate Scorecard – Q2, 2013/14</b> Category: <b>Strategic</b>	Quarterly performance monitoring report.	Deputy Chief Executive	Huw Jones Head of Policy	28 October 2013	4 November 2013	
26	<b>2013/14 Revenue and Capital Budget Monitoring – Quarter 2</b> Category: <b>Strategic</b>	Quarterly financial monitoring report.	Deputy Chief Executive	Cllr Alwyn Rowlands Clare Williams Head of Function – Resources		4 November 2013	

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Operational – service delivery  
For information

# THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: July – December 2013

Updated: 30 May 2013

	Subject and * Category (Strategic / Operational / For information)	Why the decision is sought from the Executive	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Date to Scrutiny	Date to Executive	Date to Full Council
27	<b>The Executive's Forward Work Programme</b> Category: <b>Strategic</b>	To update the work programme.	Deputy Chief Executive	Huw Jones Head of Policy		2 December 2013	
28	<b>Local Housing Strategy</b> Category: <b>Strategic</b>	To approve the strategic direction.	Community	Cllr Ieuan Williams Shan L Williams Head of Housing Services		2 December 2013	
29	<b>2014/15 Budget</b> Category: <b>Strategic</b>	To finalise the Executive's initial draft budget proposals for consultation.	Deputy Chief Executive	Cllr Kenneth P Hughes Clare Williams Head of Function – Resources Cllr Hywel Eifion Jones		16 December 2013	

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

## AGENDA ITEM NO.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>The Executive</b>
<b>Date</b>	<b>10 June 2013</b>
<b>Subject</b>	<b>2012/13 Monitoring Report for the Welsh Language Commissioner</b>
<b>Portfolio Holder(s)</b>	<b>Cllr Ieuan Williams</b>
<b>Lead Officer(s)</b>	<b>Head of Service – Policy</b>
<b>Contact Officer</b>	<b>Carol Wyn Owen</b>
<b>Nature and reason for reporting</b>	
<p>The Executive is requested to approve the annual monitoring report and authorise its submission to the Welsh Language Commissioner by 30 June 2013.</p>	

<b>A – Introduction / Background / Issues</b>
<p><b>Background</b></p> <p>Under the Welsh Language Act 1993, public organisations in Wales are obliged to:</p> <ul style="list-style-type: none"> <li>• Prepare a Welsh language scheme outlining how they would work towards treating Welsh and English on the basis of equality while conducting public business in Wales</li> <li>• Produce an annual monitoring report to the Welsh Language Board on the implementation of the language scheme</li> </ul> <p>As a result of the Welsh Language (Wales) Measure 2011, duties relating to Welsh language schemes transferred from the Welsh Language Board to the Welsh Language Commissioner on 1 April 2012. Over time, new powers to set out and impose standards on organisations will come into force through subordinate legislation. It is anticipated that the final Standards will be in place by November 2014. Until then, the Commissioner will continue to monitor statutory language schemes under powers inherited from the Welsh Language Act 1993.</p> <p>This monitoring report to the Welsh Language Commissioner relates to the period of 1 April 2012 to 31 March 2013.</p>

## **Content of the Monitoring Report**

This monitoring report is structured under headings that correspond to the requirements of the Welsh Language Commissioner's reporting arrangements. The County Council has adopted a series of performance indicators from the former Welsh Language Board and preparations have been made to report on them. The County Council has been able to report against these indicators as outlined in the Monitoring Report.

### **The Headings**

The Monitoring Report concentrates on performance against the seven headings listed below:

- Conforming with the Scheme
- Quality of Welsh language front-line services
- Management and administration of the Scheme
- Adequacy of Welsh language skills
- Mainstreaming
- Analysis of performance against each priority/target
- Publishing information on performance

## **B – Considerations**

### **Identifying Risks**

Section 6 of the monitoring report outlines progress against our main priorities and risks. One of the main priorities will be to implement the Council's Transformation Programme following the election by ensuring that appropriate governance and scrutiny structures are in place. Development in terms of contracts continues to be a challenge and information can be found under 3.1.4 in the report on proposals to strengthen procedures in this area. Developing an evidence base for the Welsh language is a priority, together with continuing to undertake linguistic impact assessments on the County Council's policies and plans.

Capacity in the Translation Unit remains as a risk following the loss of one vacant post as part of savings linked to the Affordable Priorities Programme for 2011/12.

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	No financial implications.
<b>2</b>	<b>Legal / Monitoring Officer</b>	Presented for information.
<b>3</b>	<b>Human Resources</b>	Relevant to staff recruitment and development.
<b>4</b>	<b>Property Services</b>	Not relevant.
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	Relevant in relation to the development of information technology to promote the use of the Welsh Language.
<b>6</b>	<b>Equality</b>	The Council, in its Language Scheme, acknowledges equal status for the Welsh and English languages. This annual report monitors to what extent the Council adheres to the principle of equality in delivering services to the public and internal administration.
<b>7</b>	<b>Anti-poverty and Social</b>	Not relevant.
<b>8</b>	<b>Communication</b>	The Language Task Group promotes communication in this area. The group's responsibilities includes seeking to promote the Welsh language on a corporate level across all service areas and departments.
<b>9</b>	<b>Consultation</b>	The report was circulated to services and other relevant officers for comment.
<b>10</b>	<b>Economic</b>	Not relevant.
<b>11</b>	<b>Environmental</b>	Not relevant.
<b>12</b>	<b>Crime and Disorder</b>	Not relevant.
<b>13</b>	<b>Outcome Agreements</b>	Not relevant.

**CH – Summary**

It is a statutory requirement that the Council provides the Welsh Language Commissioner with a monitoring report on the implementation of its Language Scheme during 2012/13 – see the monitoring report in the Appendix to this paper.

**D – Recommendation**

The Executive is requested to accept the content of the 2012/13 monitoring report and approve its submission to the Welsh Language Commissioner.

**Name of author of report -** Carol Wyn Owen

**Job Title -** Policy and Strategy Manager

**Date -** 22 May 2013

**Appendices:**

2012/13 Monitoring Report for the Welsh Language Commissioner

**Background papers**

The Council's Welsh Language Scheme, Fourth Edition – March 2012

Huw Jones  
Head of Service – Policy

22 May 2013





## **Annual Monitoring Report**

**For the Welsh Language Commissioner**

**2012 / 13**

**June 2013**

We are happy to provide this information in alternative formats on request.  
Please contact the Language Officer as noted below:

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# **Isle of Anglesey County Council Monitoring Report for the Welsh Language Commissioner for the period 2012/13**

## **1. Introduction**

The 2011 Census shows that 57.2% of the population of Anglesey (over 3 years) speak Welsh compared with 19% for Wales overall. Although this makes Anglesey one of the strongholds of the Welsh language and one of the two Counties in Wales where over half the population are Welsh speakers, it shows a reduction of 2.9% since the 2001 Census. The County Council is the largest employer on the island and employs more than 3000 employees (including school staff). The Council recognizes its responsibility to promote the language in the community, and as an employer to attract and retain Welsh speakers to the organisation, in order to provide high quality bilingual services to the public.

### **1.1 The County Council's Language Scheme**

The Isle of Anglesey County Council in its Language Scheme recognises the equal status of the English and Welsh languages. Welsh and English are the official languages of the Council and they have the same status and validity in the administration and work of the Council. The Language Scheme prepared under the Welsh Language Act, 1993 outlines how the Council adheres to the principle of equality when providing services to the public and in the conduct of its internal administration. The County Council's Language Scheme was approved on 12 July, 1996 by the Welsh Language Board and the second edition was published in August, 1998 and the third edition in December, 2007. The fourth edition of the Language Scheme was adopted by the County Council on 6 March 2012 and was approved by the Language Board on 26 March, 2012.

### **1.2 Management of the Language Scheme**

The Chief Executive has responsibility for overseeing the Scheme and for its administration, together with responsibility for the language at a strategic level. The Council's Language Officer has day-to-day responsibility for language issues, for monitoring the implementation of the Language Scheme and for preparing this report. The Internal Language Task Group has been established to set strategic direction and to assist in the monitoring and reviewing of progress.

In March, 2011, the Minister for Social Justice and Local Government announced his intention to appoint five Commissioners to run Anglesey County Council in the exercise of its executive functions on behalf of the Council. This meant in practice that the majority of the old Executive Committee decisions were made by the Commissioners, unless they were delegated to officers of the Authority. After October 2012, as a result of significant progress made in terms of the Council's corporate governance arrangements, the Minister for Social Justice and Local Government returned all the Commissioners' powers to the Executive. As a result, the Commissioners no longer have the powers to make decisions and they are no longer involved in the day-to-day running of the Council. However, in order to

protect the improvements made and ensure their sustainability, the Minister confirmed that three of the five Commissioners would remain until 31 May 2013 to monitor and report on progress and offer advice, mentoring and support to the Council and its officers.

Any enquiries about the implementation of the Scheme may be submitted to the Language Officer:

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Department of the Deputy Chief Executive,  
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### **1.3 Monitoring and Reporting Arrangements**

In its Language Scheme, the Council has made a commitment to monitor and review its implementation by presenting the Annual Monitoring Report to the Executive and to the Welsh Language Commissioner, who is the successor to the Welsh Language Board which came to an end in late March 2012. This Monitoring Report covers the period 1 April 2012 to 31 March 2013 and is based on the revised reporting arrangements of the Welsh Language Board. The County Council has also adopted a set of performance indicators from the Language Board and these are reported upon in the body of the report. Following the local elections on Anglesey on 2 May 2013, the new Portfolio Holder for the Welsh language will be appointed and this individual will chair the Language Task Group.

## **2. Compliance with the Scheme**

Under this heading, the County Council is expected to report on progress against the targets of the Language Scheme Action Plan. The County Council has adopted the Action Plan in Appendix 1 from the report on the revised Language Scheme on 6 March, 2012. The responsibility of the Language Task Group of the County Council will be to monitor progress, and the Corporate Scrutiny Committee has the responsibility for analysing departmental and corporate performance, and taking positive steps to intervene by identifying gaps in performance. Any risks will be transferred to the Corporate Scrutiny Committee for further scrutiny.

### **2.1 Front-line Services**

The focus here is on the area of Customer Care and the County Council's public interface. Here, the County Council is required to report on the following performance indicator which focuses on front-line services:

**WLI2 – Number and % of main reception, call centres or one-stop-shop posts that have been denoted as ‘Welsh essential’ and % filled by staff who are bilingual.**

To coincide with the wishes of the former Language Board that the County Council should extend what is reported under this indicator to include other staff who have regular contact with the public, such as libraries and heritage centres, the following statistics are provided:

<b>Location</b>	<b>Number of bilingual staff</b>	<b>Number of non-Welsh speaking staff</b>
Main reception	2	0
Cash Office	CLOSED	
4 Leisure Centres	6	2 non-Welsh speaking 1 low ability
Parc Mount	2	0
Libraries	19	2 low ability 2 learners
Archives	3	1
Oriel Ynys Môn	9	0
Heritage Centres (some seasonal staff)	10	5 low ability
Business Centre	4	0
Planning Service Reception	2	0

The above statistics show that 81% of staff are bilingual. These posts, which deal directly with the public, are advertised as ‘Welsh essential’ posts.

## **2.2 Leisure Area**

During October, 2011, the Council took part in a scheme in conjunction with Gwynedd Council, Ceredigion Council and Carmarthenshire County Council, under the auspices of the Language Board in order to increase the use of Welsh within the Leisure Service. This involved specific training on language awareness for developing champions within the Leisure Centres.

Momentum has continued during the period in question, with language mentors in the leisure centres and staff having attended language courses at Holyhead Leisure Centre.

## **2.3 Questions on Priority Areas – Youth Service and the Children and Young People’s Partnership**

The Youth Service and the Children and Young People’s Partnership provides appropriate opportunities to use Welsh and the young people develop good bilingual skills. This was recognized by Estyn in 2009.

Priority area questions will be reported upon in **Appendix 2**.

## **2.4 Citizens’ Survey**

During March, 2012 a citizen survey was conducted by an external consultant to understand the quality of life priorities of a sample of 1,100 residents and their views on County Council services and priorities. The opportunity was taken to measure satisfaction with the County Council's Welsh-medium provision, and the response received was that the majority of respondents felt that they were happy with the provision of Welsh-medium provision on a face-to-face level, on the telephone and in writing (63%, 64% and 65% respectively). Discussions are taking place as to the possibility of conducting a Citizens’ Survey during 2013 and, due to financial constraints, there is a possibility that a joint arrangement will be agreed with the voluntary sector.

# **3. Management and Administration of the Language Scheme**

## **3.1 Contracted Services**

The County Council is required to report the following performance indicators with an emphasis on partnership working for the provision of a composite bilingual customer service:

<b>WLI 1 – Percentage of sample of contracts monitored that conform with the requirements of the Welsh Language Scheme.</b>
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### **3.1.1 Supporting People Programme**

The Supporting People Programme is a social policy and funding framework by the Welsh Government for the delivery of housing-related support to a range of vulnerable people. The Council currently commissions 48 projects by 19 providers through contracts under the Supporting People Programme.

In order to strengthen compliance monitoring arrangements in terms of the Welsh language, a questionnaire was sent to all Supporting People providers – see **Appendix 3**.

12 of the 19 providers had returned the questionnaire within the timescale for completing this report. The monitoring results of the sample of the 12 providers (63%) are outlined below:

<b>Supporting People Programme Providers</b>			
Total	% monitored	% compliance	% non-compliance
19	63% (12)	75% (9)	25% (3)

The Supporting People Team holds regular monitoring meetings with providers and reviews services in a three-year cycle. Deficiencies in terms of compliance will be discussed during these meetings.

The questionnaire will also be sent to other providers (**social care** - residential care and voluntary organisations) in order to monitor compliance in terms of the Welsh language. It is hoped that responses will become available during the summer of 2013.

### **3.1.2 Contracts providing for young people and pre-school provision**

Since 1 April 2013, responsibility for this area has transferred to the Gwynedd and Môn Partnership – see 5.7.

Due to a vacant post, it was not possible to undertake formal monitoring of agreements during 2012/13. In addition, the process of commissioning the new grant meant that a number of services were not commissioned until October 2012. There is a condition in all service agreements noting that the service must be bilingual across the county.

Quarterly / year-end reports have been received and these include examples of public material.

12 of the 13 projects receiving grant are complying but there is concern with regard to one project. Discussions are taking place with the provider in order to ensure that all their resources are bilingual. The provider works within schools and the schools are monitoring the language used with young people.

<b>Providers – Families First</b>			
Total	% monitored	% compliance	% non-compliance
13	100% (13)	92% (12)	8% (1)

The Partnership intends to adopt a questionnaire similar to the one used by the Supporting People Team (see Appendix 3) and this will form part of the 2013/14 monitoring visits. There is also an intention to use the Llais Ni Officer to consult with young people and families to see whether they receive services in their chosen language.

### 3.1.3 Funding early education in the non-maintained sector

The County Council funds 51 playgroups in the voluntary sector, including staffing, training, curriculum support, furniture, equipment and building maintenance costs. Also, a Referral Scheme is funded to support children with additional needs. The shared funding is subject to adhering to certain principles, which include the following:

*"The providers will operate within the Authority's Language Policy, aiming to lay a firm foundation for the language development of children in the Welsh language."*

The Authority has reinforced this principle through service level agreements between the authority and individual providers. The Authority monitors compliance through regular visits by a support teacher in the early years, when any concerns would be discussed with the education officer, and regular inspections by Estyn. Also, the Early Years Team is responsible for presenting annual monitoring reports to the Authority.

Following receipt of monitoring reports during the summer of 2012, a letter was sent to one group to state that their Welsh-medium provision needed to be improved. Progress made by this group will be reviewed formally during the summer of 2013 but the mid-year monitoring report shows that acceptable progress has been made to date.

<b>Early Years Education Providers – non-maintained sector (playgroups)</b>			
Total	% monitored	% compliance	% non-compliance
51	100 (51)	98% (50)	2% (1)

### 3.1.4. Developments within the Contracts area

In order to co-ordinate this area more effectively, a Corporate Contracts Register has been created and is being completed by services. Also, as part of the Council's Transformation Agenda, work has begun on creating a Commissioning and Procurement Strategy which will provide a corporate procedure for managing the area. A Transformation Project Board has been established to co-ordinate this work and the Language Officer is part of that group.

## 3.2 Complaints

In addition, there is a focus on the quality of Welsh language services provided by the County Council by reporting on the following performance indicator:

**WLI6 – Number of complaints received in relation to the implementation of the Language Scheme and the % dealt with in accordance with the Council's corporate standard**

There have been 8 complaints during the period and all 8 were dealt with in accordance with the corporate standards = 100%.



Since 1 June 2009, the County Council has had a Corporate Complaints and Compliments Procedure administered by the Customer Care Officer, and complaints relating to the Welsh language are incorporated into this procedure (each record must indicate if the complaint relates specifically to language issues).

The levels of satisfaction of the complainant will be measured through a standard questionnaire provided at the end of the investigation.

Below is a breakdown of complaints received during the reporting period along with the corrective action:

Complaint 1	<p>A complaint was received that translation services were not available at a meeting.</p> <p>Corrective Action – it was noted that this was an oversight as translation services were usually made available. Apologies were made in full.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>
Complaint 2	<p>A complaint was received from the Language Commissioner regarding a non-Welsh name on a housing estate.</p> <p>Corrective Action – a full explanation of the matters in question was provided. The County Council has no control over the names used by developers to market houses but the case went to Court for resolution. The Court decided that a bilingual name should be used as a compromise.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>
Complaint 3	<p>A complaint was received from the Assembly Member about an official notice published only in English in newspapers. In addition, a member of the public referred the matter to the Language Commissioner.</p> <p>Corrective Action – this matter had already been addressed before receipt of the official complaint and the notice was published again in bilingual format within the required timescale. Failure to publish the notice in its correct form was a complete oversight.</p> <p>An e-mail message was circulated to all County Council staff to remind them of the need to ensure that all public material published by the Council is entirely bilingual.</p> <p>Satisfaction- satisfaction was indicated with the content and timeliness of response.</p>

Complaint 4	<p>Complaint from the Language Commissioner regarding an English-only advertisement for the Anglesey Sandman Triathlon.</p> <p>Corrective Action – upon investigation, it was found that bilingual advertisements had been produced but English-only adverts had also been made available for the target audience in England. It was concluded that a poster intended for use in England had been displayed locally by mistake. There was no doubt as to the company’s commitment to market its activities bilingually.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>
Complaint 5	<p>Complaint from the Language Commissioner regarding the language requirement of some posts advertised within Children’s Services.</p> <p>Corrective Action – a meeting was held with an officer from the Language Commissioner’s office to explain the decision and the explanation was accepted.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>
Complaint 6	<p>Complaint from a member of the public about an article in a newspaper and a quote from an officer of the County Council regarding the fact that an English-only Santa Claus had been appointed for a grotto at Oriel Ynys Môn.</p> <p>Corrective Action – apologies were made for any personal offence taken and it was noted that the words of the officer had been taken out of context.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>
Complaint 7	<p>A complaint was received about the standard of the language in a letter sent out with salary slips.</p> <p>Corrective Action – apologies were made and it was noted that not sending all documents to the Translation Unit for checking before finalising had been an oversight. Assurances were given that this would not happen again.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>

Complaint 8	<p>A complaint was received about a letter and forms sent out in English only by the County Council to producers in respect of the Menai Bridge Market.</p> <p>Corrective Action – a response was sent noting that the documents were sent out on behalf of the Group.</p> <p>Satisfaction - satisfaction was indicated with the content and timeliness of response.</p>
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## 4. Adequacy of Welsh Language Skills

### 4.1 Human Resources, Equality and Diversity

Under this heading, the County Council is required to report on the indicator below:

**WLI5 – Number and percentage of staff within the Council’s services who are able to speak Welsh (excluding school teachers and school based staff) by**

- **service section**
- **post grade**
- **workplace (office, centre and main area offices).**

The County Council is now implementing its Skills Strategy and recognises that it is fundamental to ensure that the organisation has bilingual skills, currently and for the future, in order to provide the public with a language choice.

The County Council has been able to report in more detail this year on the above indicator with the assistance of the ‘Northgate’ human resources computerised system. However, work is continuing in terms of data cleansing.

It is anticipated that recruitment and workforce planning will be a challenge in some areas. This is mainly due to the competitive element within the labour market in terms of salaries and the fact that the professional trainee scheme is no longer in existence. In addition, the current financial climate and the cuts related to this will increase the risk in terms of future workforce planning.

Current statistics are shown below:

<b>Definitions</b>	
0	No skills
1	Able to conduct a general conversation (greetings, names, sayings, place names)
2	Able to answer simple enquiries relating to work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

## 4.1.1 Analysis by Service

### Deputy Chief Executive's Directorate

#### Audit Service

Number of staff in the service – 5

Number of returns – 4

% returns – 80%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	0 (0%)	0 (0%)	0(0%)	0 (0%)	4 (100%)

#### Information and Communication Technology Service

Number of staff in the service – 21

Number of returns – 21

% returns – 100%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	2 (10%)	3 (14%)	3 (14%)	6 (29%)	7 (33%)

#### Finance Service

Number of staff in the service – 98

Number of returns – 91

% returns – 93%

	L0	L1	L2	L3	L4	L5
No. (%)	4 (4%)	3 (3.5%)	3 (3.5%)	3 (3.5%)	5 (5%)	73 (80%)

#### Legal and Administration Services

Number of staff in the service – 31

Number of returns – 28

% returns – 90%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	0 (0%)	1 (3.5%)	1 (3.5%)	3 (11%)	23 (82%)

#### Policy Service

Number of staff in the service – 17

Number of returns – 16

% returns – 94%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	16 (100%)

### Human Resource Services

Number of staff in the service – 16

Number of returns – 16

% returns – 100%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	0 (0%)	1 (6%)	0 (0%)	1 (6%)	14 (88%)

### Lifelong Learning Directorate

#### Education Service

Number of staff in the service – 83

Number of returns – 53

% returns – 64%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	1 (1%)	0 (0%)	0 (0%)	4 (8%)	48 (91%)

### Community Directorate

#### Provider Service

Number of staff in the service – 543

Number of returns – 324

% returns – 60%

	L0	L1	L2	L3	L4	L5
No. (%)	37 (11%)	33 (10%)	23 (7%)	19 (6%)	34 (11%)	178 (55%)

#### Leisure and Culture

Number of staff in the service – 331

Number of returns – 161

% returns – 49%

	L0	L1	L2	L3	L4	L5
No. (%)	11 (7%)	14 (9%)	10 (6%)	15 (9%)	31 (19%)	80 (50%)

#### Housing Service

Number of staff in the service – 123

Number of returns – 118

% returns – 96%

	L0	L1	L2	L3	L4	L5
No. (%)	4 (4%)	7 (6%)	6 (5%)	5 (4%)	14 (12%)	82 (69%)

### Children's Service

Number of staff in the service – 92

Number of returns – 53

% returns – 58%

	L0	L1	L2	L3	L4	L5
No. (%)	1 (1%)	6 (11%)	3 (6%)	3 (6%)	12 (23%)	28 (53%)

### Adults' Service

Number of staff in the service – 107

Number of returns – 70

% returns – 65%

	L0	L1	L2	L3	L4	L5
No. (%)	2 (3%)	2 (3%)	3 (4%)	5 (7%)	14 (20%)	44 (63%)

### Sustainable Development Directorate

#### Highways and Waste Management

Number of staff in the service – 126

Number of returns – 108

% returns – 85%

	L0	L1	L2	L3	L4	L5
No. (%)	1 (1%)	3 (3%)	3 (3%)	3 (3%)	13 (12%)	85 (79%)

#### Property Service

Number of staff in the service – 63

Number of returns – 55

% returns – 87%

	L0	L1	L2	L3	L4	L5
No. (%)	3 (5%)	9 (16%)	2 (4%)	1 (2%)	10 (18%)	30 (55%)

#### Planning and Public Protection Service

Number of staff in the service – 96

Number of returns – 87

% returns – 91%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	9 (10%)	2 (2%)	3 (3%)	15 (18%)	58 (67%)

### **Economic Development Service**

Number of staff in the service – 42

Number of returns – 41

% returns – 98%

	L0	L1	L2	L3	L4	L5
No. (%)	1 (2%)	1 (2%)	1 (2%)	1 (2%)	6 (15.5%)	31 (76.5%)

### **4.1.2 Analysis by Post Grade**

#### **Directors/Heads of Service**

Number of returns - 18

	L0	L1	L2	L3	L4	L5
%	0%	11%	0%	0%	22%	67%

#### **S01, S02 a P0 Grades**

Number of returns - 334

	L0	L1	L2	L3	L4	L5
%	1%	6%	4%	6%	15%	68%

#### **Grades 1-6**

Number of returns - 898

	L0	L1	L2	L3	L4	L5
%	7%	7%	5%	5%	12%	64%

### **4.1.3 Analysis by Workplace**

#### **Office-based staff**

Number of staff in the area – 980

Number of returns – 832

% returns – 85%

	L0	L1	L2	L3	L4	L5
No. (%)	26 (3%)	59 (7%)	28 (3.5%)	28 (3.5%)	117 (14%)	574 (69%)

#### **Community Care**

Number of staff in the area – 304

Number of returns – 203

% returns – 67%

	L0	L1	L2	L3	L4	L5
No. (%)	32 (16%)	25 (12%)	12 (6%)	11 (5%)	20 (10%)	103 (51%)

### Residential Care

Number of staff in the area – 227

Number of returns – 107

% returns – 47%

	L0	L1	L2	L3	L4	L5
No. (%)	5 (5%)	7 (7%)	11 (10%)	8 (7%)	12 (11%)	64 (60%)

### Leisure Centres

Number of staff in the area – 209

Number of returns – 48

% returns – 23%

	L0	L1	L2	L3	L4	L5
No. (%)	4 (8%)	4 (8%)	1 (3%)	9 (19%)	4 (8%)	26 (54%)

### Museums, Archives and Culture

Number of staff in the area – 54

Number of returns – 22

% returns – 41%

	L0	L1	L2	L3	L4	L5
No. (%)	1 (4.5%)	0 (0%)	1 (4.5%)	2 (9%)	11 (50%)	7 (32%)

### Libraries

Number of staff in the area – 43

Number of returns – 35

% returns – 81%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	1 (3%)	3 (8%)	1 (3%)	2 (6%)	28 (80%)

### Parks

Number of staff in the area – 8

Number of returns – 6

% returns – 75%

	L0	L1	L2	L3	L4	L5
No. (%)	0 (0%)	0 (0%)	1 (17%)	0 (0%)	0 (0%)	5 (83%)

## 4.2 Human Resources and Skills

The County Council is required to report on the indicator below that focuses on the area of human resources and the development of language skills in order to ensure that the organisation has the necessary skills to provide bilingual services to the customer.



**WLI4 – Human Resources – skills**

- (a) **Number and % of staff (Welsh-speakers and learners) who have received Welsh language training to the level of a specific qualification.**
- (b) **Number and % of staff who have received language awareness training.**

The following information is provided about the numbers attending the various levels of language training qualifications offered for the reporting period:

<b>Qualification</b>	<b>Number</b>
Wlpan Course - Absolute Beginners	8
Wlpan Course - Beginners	8
Wlpan Course (external courses)	2
Advanced Course (external courses)	1
Language Improvement	11
<b>TOTAL</b>	<b>30</b>

As well as the above courses, a small number of staff attended a Welsh in the Workplace course provided by Bangor University.

An element of language awareness training is provided under the Staff Induction Scheme and was received by the following numbers during this reporting period:

<b>Date</b>	<b>Number</b>
17 April, 2012	11
2 May, 2012	10
25 May, 2012	13
3 October, 2012	6
7 November, 2012	6
5 December, 2012	11
8 February, 2013	5
<b>TOTAL</b>	<b>62</b>

It is also intended to provide an element of language awareness training as part of the Induction process for the new Elected Members in May 2013.

The Human Resources Section has recently updated the Welsh Language Training and Development Strategy. As part of the process of improving the internal system for identifying development needs in the recruitment process, the Section is seeking to work more closely with the services to monitor the progress of individuals who have learning conditions within their employment agreements. In addition, the language skills assessment form is now included in the appraisal pack and is used as another opportunity to seek to ensure that the skills audit contains current information. It is also proposed to begin providing Welsh lessons on a one-to-one basis for the Management Team and to make use of the Nant Gwrtheyrn Language Centre to facilitate the process.

In order to contribute to the process of raising awareness amongst new staff of the benefits of introducing bilingualism to their children from an early age, the 'TWF' pack is included as part of the Staff Induction Pack.

## **5. Mainstreaming the Welsh Language**

The Assembly Government defines mainstreaming as the need to consider the Welsh language in all aspects of the organisation. This means taking every opportunity for promoting and supporting the Welsh language, contributing to the Government's vision of a bilingual Wales, and planning and providing services in both languages. The Assembly Government is 'encouraging mainstreaming issues within ....Welsh local government'. Also it is noted that there is a need for 'mainstream principles to underpin the work of policy making and service delivery across all the responsibilities of such bodies.' Below are some examples of how the County Council is seeking to mainstream the Welsh Language.

### **5.1 'More than just words'**

The County Council is committed to the Strategic Framework for Welsh Language Services in Health, Social Services and Social Care which has been developed by the Welsh Government. It is acknowledged that organisations have a responsibility to identify and respond to language needs as an essential element of care and that language choice should be offered in a proactive manner. Progress against the targets within the work programme will be required to be reported in April 2014 and, as part of the preparatory arrangements, a reporting template has been prepared and a number of meetings with senior managers have been scheduled. Reference will be made to progress to date in the Director of Social Services Annual Report to the Care and Social Services Inspectorate Wales.

### **5.2. Service Action Plans**

Progress reports have been requested from services against the targets within the service action plans completed last year as part of the Promoting and Facilitating Bilingual Workplaces Project financed by the Language Board. Some examples of good practice can be found in the responses received to date, including:

- Learners within the Economic Development Unit being encouraged to practice chatting in one-to-one situations and in informal environments over lunch rather than more formal situations
- A number of staff within Legal Services work bilingually and draft their work in Welsh without having to depend on Translation Services.

The intention is to build upon these service action plans by establishing quantitative monitoring methods as part of the Councils business planning process.

### 5.3 Language Task Group

To coincide with the Council's Transformation Agenda and the election results, membership of the Language Task Group will be reviewed and the group will be chaired by the new Language Portfolio Holder.

### 5.4 Language Forum

Arrangements are underway in conjunction with Menter Iaith to re-establish the County Language Forum as a strategic tool to cascade the objectives of 'A Living Language, A Language for Living' at the community level. Such a body is essential to identify current gaps in provision in relation to the Welsh language and to share information about good practice / concerns about risk situations. This will include providing input to Impact Assessments on developments such as 'Energy Island'. The remit of the Forum will focus on the following areas:

- **Welsh-medium activities** - contribute towards increasing the social activities that provide opportunities for the young as well as in-migrants to socialise and practice the use of Welsh.
- **Welsh and the Local Economy** - work together to increase opportunities to raise the profile of Welsh in the local economy and to provide economic value to the language, through regeneration plans, cultural tourism and the housing sector.

### 5.5 Information Technology

#### 5.5.1 The Website and other Media

Following an audit of County Council websites back in 2010, the County Council was commended on the standard and quality of its Welsh-medium provision.

The Council continues to ensure that all content pages are bilingual, as well as all attached documents and forms. In addition, the website offers convenient browsing and the quality of the Welsh version is on a par with the English version.

The County Council is continuing to extend the provision available via the website in the following ways:

- by providing Facebook bilingually (there are 194 Welsh-medium followers at the moment);
- by providing 'Twitter' bilingually (there are 420 Welsh-medium followers at the moment);
- through the Modern Gov programme which currently provides bilingual minutes of committees and was used to present live election results on 3 May 2013;
- by offering a bilingual portal during the summer for council house tenants – the portal will enable tenants to make an appointment with the Council, report maintenance requests (and monitor progress) and obtain their rent account balance on line.

## 5.6 Equality Impact Assessments

We are continuing to work towards securing a consistent approach across the authority in terms of completing effective impact assessments. Templates and guidance notes – which include detailed guidance based on the Welsh Language Board’s document ‘Advice on Mainstreaming the Welsh Language’ – are available on our intranet and the Policy Unit continues to provide support and guidance for services.

The project to transform adult social care on Anglesey has provided the Council with an opportunity to use different approaches and templates to mainstream equality impact assessments. For example, it was decided to include ‘assessing for impact’ as a standing item for discussion at the project Steering Board’s weekly meetings so as to ensure that any implications are identified and taken into consideration at an early stage.

In September 2012, a report which concentrated on identifying equality implications at the pre-consultation stage was prepared. This report noted that a high number of service users were first language Welsh-speakers and that the Council would ensure that Welsh-speaking staff would be available to provide one-to-one support if required.

In terms of collecting relevant information, the work being undertaken under the Energy Island Programme will be a useful resource for undertaking impact assessments in future – see 7.1.

## 5.7 Partnership Rationalisation/Integrated Plan

The Council has by now completed the process of rationalising its statutory partnerships from eight to one in conjunction with Gwynedd Council. In addition, the process of combining the Single Integrated Plans of both Councils has begun. There will be an opportunity to develop the Welsh language at strategic, service delivery and partnership levels through the joint Local Service Board.

## 6. Analysis of Performance by Priority/Target

Progress against the main priorities and risks is reported below:

Action	Target	Update
Implementation of the Council’s Transformation Programme	Following the Election, ensure that governance and scrutiny structures are in place.	
Implementation of the ‘More than Just Words’ Strategy	Report on progress against the work programme by 1/4/14	See 5.1.
Incorporating Service Action Plans into Business Plans	Develop a series of performance indicators by 1/9/13	Some services have reported on progress – see 5.2.

<b>Action</b>	<b>Target</b>	<b>Update</b>
Development of Evidence Base for the Welsh language	Complete by December, 2013 following receipt of Census statistics	A draft of the first phase has been received.
Undertake linguistic Impact Assessments on the County Council's policies and plans	Part of the Strategic Equality Plan action plan adopted on 1/4/12	See progress in this area under 5.6.
Work to develop the area of contracts	See 3.1.4.	

In addition to the above, the loss of one full-time post in the **Translation Unit** as part of the efficiency savings in the 2011/12 financial year continues to be a risk.

## **7. Examples of Good Practice**

### **7.1 Development of an Evidence Base for the Welsh language**

The County Council acknowledges that the Welsh language is an essential element in the make-up of communities on Anglesey and is a reflection of tradition and culture. To ensure that communities develop in a sustainable manner, it is essential when considering change to ensure that all the influential factors and any new developments are appropriate and relevant.

In considering the island's social and economic characteristics and the need to promote and protect its interests by creating and supporting sustainable communities and developing the economy, the County Council acknowledges the need to create a robust evidence base for the Welsh language and culture. To meet this need, under the Energy Island work programme, the County Council and the Joint Planning Policy Unit have commissioned a Baseline Study of the Welsh Language on Anglesey. This baseline will provide a comprehensive and accurate picture of the status and prosperity of the Welsh language that will be a robust basis for preparing and steering policies and strategies, assessing the impact of new developments and for negotiating community benefit/mitigation with prospective developers.

### **7.2. Use of New Media to Promote the Welsh Language**

The County Council acknowledges the success of media such as 'Facebook' and 'Twitter' in increasing Welsh-medium dialogue with citizens. Followers of the County Council on 'Facebook' have increased from 45 last year to 149 this year which is a good indicator of its success. In addition, live publication of the election results was an inventive use of technology to promote local democracy bilingually.

### **7.3. Bilingual Service in Section 33 Agreements**

A co-located service is in existence between Social Services and the Health Service for supporting disabled children and it was decided to formally integrate the service via a Section 33 Agreement. Both partners are committed to ensuring that service users receive a proactive choice of language. This will be incorporated in the formal agreement. The partners will also commit to ensuring that all written material provided for service users or the public will be available bilingually. Advice on the wording to be included in the agreement was sought from a manager from the Welsh Language Commissioner's office.

## **8. Publication of Information on Performance**

The Monitoring Report will be submitted to the Executive on 10 June 2013. Due to the election, the new Corporate Scrutiny Committee was not in place in time to consider this report before its submission to the Welsh Language Commissioner. The intention is to submit the report to the Corporate Scrutiny Committee on 29 July 2013, subject to the consent of its Chair.

This report will be made available to the public on the Council's website and at the island's libraries.

## Planning a Bilingual Service

Objective	Action	Timetable / Target	Responsibility	Progress as at 1/6/13
<p><b>Policies and new Initiatives</b></p> <p>We will continue to mainstream the Welsh Language within the Council's policies, strategies and key decisions by strengthening our processes.</p>	<p>Conducting impact assessments on the Council's policies, strategies and key decisions.</p>	<p>Training available for key staff during November, 2011.</p> <p>Template and corporate arrangements in place by 1/4/12</p>	<p>Heads of Service with guidance from the Policy Unit.</p>	<p>See 5.6</p>
<p><b>Internal Administration</b></p> <p>We will continue to increase the use of the Welsh Language within the Council's internal administration.</p>	<p>Conduct the project 'Changing Attitudes – Increasing the use of the Welsh Language within the Administration' under the Bilingual Workplaces Scheme run by the Welsh Language Board. This will include running language awareness sessions and the provision of packs to senior officers, managers, commissioners and members of the Executive.</p>	<p>31/12/11</p>	<p>External Consultant funded by the Welsh Language Board.</p>	<p>Project completed successfully and End of Project Report presented to the Welsh Language Board by 31/3/12</p>
<p>We will persuade services to increase the use of the Welsh Language</p>	<p>Conduct a Language Champions pilot scheme within the services</p> <p>Heads of Service to create Service Action Plans</p> <p>Utilise the Translation Unit's data to monitor the increase in the use of the Welsh Language .</p>	<p>Continuous</p> <p>1/4/12</p> <p>Continuous</p>	<p>Heads of Service/Policy Unit</p> <p>Heads of Service/Policy Unit</p> <p>Policy Unit/Translation Unit</p>	<p>Implementation guidance prepared for Champions</p> <p>Continuing to analyse patterns relating to use of Welsh language</p> <p>Induction will be provided for new Elected Members on the principles of the Welsh Language Scheme.</p>



## Presenting Bilingual Services

Objective	Action	Timetable / Target	Responsibility	Progress as at 1/6/13
<p><b>Services through Contract</b></p> <p>We will ensure that we convey and monitor the requirements of the Welsh Language Scheme to third parties who provide services through contract on behalf of the Council.</p>	<p>Inspect a sample of contracts to ensure language conformity.</p> <p>Update the Staff Guidelines on obtaining services through contract to conform with the principles of the Welsh Language Board's 'Procurement Manual'</p>	<p>Create a rolling programme of contracts to be inspected by 1/4/12</p> <p>30/6/12</p>	<p>Policy Unit to lead in collaboration with Heads of Service.</p> <p>Policy Unit.</p>	<p>Slippage in this target due to other requirements.</p> <p>Review of requirements of the 'Procurement Guidelines' has started.</p> <p>Production of Commissioning Strategy by Sept 2013.</p> <p>Initial register of the Council's main contracts completed.</p>
<p><b>Youth Services</b></p> <p>We will ensure that the Youth Service promotes the use of the Welsh Language.</p>	<p>Report to the Welsh Language Board in the Monitoring Report on how the Service promotes the Welsh Language and increases opportunities to use the language.</p> <p>Provide language awareness training to the Youth Club leaders.</p> <p>Identify a language champion for the Children and Young People's Partnership.</p>	<p>Annually</p> <p>3/9/11</p> <p>31/12/11</p>	<p>Children and Young People's Partnership Manager/Youth Service Manager.</p> <p>Menter Iaith Môn in collaboration with the Council.</p> <p>Children and Young People's Partnership Manager.</p>	<p>A report has been prepared on this.</p> <p>Training was held successfully.</p> <p>Language Champion has been identified but further opportunities identified as a result of Partnership Rationalisation.</p>



Appendix 1 – Language Scheme Action Plan and Timetable (2011-14)

**Dealing with the public who speak Welsh**

Objective	Action	Timetable / Target	Responsibility	Progress as at 1/6/13
<p><b>Services Through the Medium of Welsh</b> We will re-raise staff awareness</p>	<p>Re-publication of staff guidelines that provide guidance on providing services in the chosen language of the service user.</p>	<p>When publishing the revised Welsh Language Plan.</p>	<p>Policy Unit.</p>	<p>Completed.</p>
<p>We will promote the use of the Welsh Language in meetings</p>	<p>Provision of Guidelines on conducting Bilingual Meetings  Provide training on the principles of the Guidelines for Chairpersons</p>	<p>1/4/12  1/9/12</p>	<p>Policy Unit.  Training Unit</p>	<p>Work has commenced.  Bilingual Meetings Guidelines on the Council's intranet.  The Guidelines will be shared during the Induction of new Elected Members.</p>
<p>We will monitor the quality of written information produced.</p>	<p>Provision of a proofing service via the Translation Unit.</p>	<p>Continuous.</p>	<p>Translation Unit.</p>	<p>Continuous.</p>
<p>We will monitor the quality of the service provided through the medium of Welsh.</p>	<p>Commission a mystery shopper exercise.  Receive service reports on the use of the Welsh Language.</p>	<p>During 2013 if funding is available (the last one was commissioned during 2010)  Annual</p>	<p>Commission an external consultant to undertake the work.  Heads of Service/Policy Unit</p>	<p>This has happened as part of the Citizens' Survey carried out during March 2012.  Updates on progress against the action plans have been requested from services.</p>

**Appendix 1 – Language Scheme Action Plan and Timetable (2011-14)**

**The Council's public face**

<b>Objective</b>	<b>Action</b>	<b>Timetable / Target</b>	<b>Responsibility</b>	<b>Progress as at 1/6/13</b>
We will promote the Welsh Language through information technology	Job application forms available via the website  New democratic system available on the website which will include information about Elected Members, minutes, bilingual consultations and e petitioning arrangements.  New portal available for housing tenants to enable them to make an appointment with the Council and report maintenance requests (and monitor progress) online  Ensure that a policy on the use of 'Twitter' is in place.  Establish a Tourism Forum	July/August, 2012  July/August, 2012  April, 2013  December, 2012  April, 2012	HR Section/Web Manager  IT Section  IT Section  IT Section  IT Section	Work is within the target.  Work is within the target.  Will be available over the summer. (Tenants will also be able to view rent account balances via the new portal)  Work is within the target.  This is happening.
We will continue to ensure that all the Council's signs are bilingual	We will continue to implement the current arrangements  Publication of a list of place names on the Council's website	Aiming at 100% compliance  April, 2012	Highways and Transportation Service  Policy Unit/Highways and Transportation Service	This is being achieved.  List presented to the Language Task Group on 22 May 2012.

**Implementing and Reviewing the Scheme**

<b>Objective</b>	<b>Action</b>	<b>Timetable / Target</b>	<b>Responsibility</b>	<b>Progress as at 1/6/13</b>
We will implement the Council's Skills Strategy	Strengthen our the monitoring arrangements of the language skills of staff according to department, grade and workplace with the assistance of Northgate software by:	Annually	Heads of Service	This was done in December 2011.
	Updating the Skills Audit through the appraisal process	December, 2011 and then annually	Heads of Service	Language designation of posts available and work to include this on the HR/Wages system continues.
	Conducting the Jobs Audit	Commence the process in December, 2011 and complete by the end of March, 2012.	Heads of Service	New appraisal system addresses these actions. See progress under 4.2.
	Comparing the skills needs with the available skills	April-May, 2012	Heads of Service	
	Strengthen skills by identifying training needs and monitoring staff progress against targets	June-August, 2012 (completion of the work programme)	Heads of Service	
We will provide Welsh Language Training for staff	Lessons are provided annually via the Human Resources Section	The number of staff attending training is reported in the Annual Monitoring Report to the Welsh Language Board	Human Resources Section	This has been done.

**Appendix 1 – Language Scheme Action Plan and Timetable (2011-14)**

<b>Objective</b>	<b>Action</b>	<b>Timetable / Target</b>	<b>Responsibility</b>	<b>Progress as at 1/6/13</b>
We will provide language awareness training	Provide a language awareness training as part of the induction training programme for new staff  Provide language awareness training to some staff members in Leisure Centres as part of the Bilingual Workplaces Scheme sponsored by the Welsh Language Board.  Provide a module on the Welsh Language to staff on the intranet as part of the Equalities e learning package	Sessions are conducted on a monthly basis (dependant on staff numbers)  November-December, 2011  April, 2012	Human Resources Section  In collaboration with 3 other County Councils  HR Section	This happens regularly.  Council has participated in the Scheme.  The software licence was not renewed because of the cost. Considering other options.
We will ensure that complaints are dealt with in accordance with the Council's corporate standards	Incorporate the Welsh Language into the corporate model 'Concerns and Complaints' so that it is possible to resolve cases before they become acute.	Model to be introduced following the 2012 local elections.	Corporate Complaints Officer	Reviewing the situation due to lack of funding to support the model.
We will ensure that we monitor compliance with the requirements of the Welsh Language Scheme	Role and Remit of the Language Task Group has been revised to monitor progress and identify risks.	Quarterly meetings. Receive statistics on staff appointments on a quarterly basis. Report on any risks or gaps in performance to the Corporate Scrutiny Committee to scrutinise as the need arises.	Policy Unit to co-ordinate	This is happening.

**Questions on Priority Areas – Youth Service**

In response to the questions asked, we are able to report as follows for 2012/13:

**1. Provision**

The service is provided at level (iii) – comprehensive provision.

Number of Youth Clubs where all staff are fluent Welsh speakers and where the service is entirely bilingual.	30 clubs
Number of Youth Clubs where at least one member of staff is a fluent Welsh speaker with Welsh being a second language for the remainder.	5 clubs
Number of Youth Clubs where Welsh is a second language for staff.	1 club
Number of Clubs with at least one member of staff who is a fluent Welsh speaker present every evening.	35 out of 36 clubs
Service level agreement with the Urdd and Young Farmers to support a network of Welsh clubs across the island.	9 clubs
Service level agreement with the Urdd and Young Farmers to support a wide range of activities through the medium of Welsh, including Eisteddfodau, Sports, Entertainment Competitions, Public Speaking, Activities Rally, Stock Judging Competitions. The majority of the activities will lead to an opportunity to compete on a national level in Welsh.	
A fully bilingual joint bus outreach service with Voluntary Organisations.	3 or 4 nights a week
Youth Forums Project (jointly with the Children and Young People’s Partnership and Youth Services). 5 Area Forums are held, one County Forum and a number of other task and finish activities. The service is fully bilingual.	6 Youth Forums
Duke of Edinburgh Award Outdoor Centre – 4 are bilingual	4
Groups working towards achieving accreditation in Youth Achievement Schemes (ASDAN), Agored Cymru	15 groups
Since January the service is in the process of appointing Schools Youth Workers for all school catchment areas and they will be responsible for developing accreditation opportunities for young people within schools and youth clubs through the Potential Scheme (ESF funds).	4 of the 5 secondary schools and their catchment areas offer a Welsh-medium service

### 2. Joint working with partners

There is a Service Level Agreement with the Urdd and Young Farmers to offer Welsh-medium clubs and activities on area, county and national levels.

Support was given to the Urdd to hold a course for Junior Leaders to enable them to ensure that they had qualified young people to increase the number of villages and interest groups supported by the Urdd. Unfortunately, the majority of young people have left to attend Colleges. However, the course has been offered again to the junior group during 2012/13 in the hope that they would be available to help with the island's groups during 2013/14.

**Target:** 10 young persons having completed an 'Agored Cymru' Course, level 2, in Youth Work, through the medium of Welsh during the summer of 2012. A new group of 8 to follow the same course during 2012/13.

**Outcome to be achieved:** Evidence of these young people offering new provision, or progressing to lead current clubs, over the next 2 years.

Discussions are also continuing between the Youth Service and the Urdd to take over the Youth Centre in Penmynydd as a Rural Youth Centre to be developed as a centre for Welsh and rural developments on the island. Due to legal complications, the building was not transferred during 2012/13 as intended but it is hoped that this will be completed during 2013/14.

The Youth Services's Accreditation Development Worker has been working with the Urdd, through their two 'Reaching the Heights' Officer (ESF funded), to hold 'Writing Squads' workshops, where Agored Cymru certificates for writing skills were awarded over a period of 10 weeks (15 young people). Joint working also took place with the Urdd to ensure the availability of Welsh trainers to work towards the Duke of Edinburgh Awards.

As Young Farmers clubs' membership levels have reduced over the past 2 years, the Youth Service has worked with Young Farmers to secure funding from the Assembly's Revenue Grant for Youth Services to work on a marketing package to create a contemporary image for the organisation.

**Targets** were to:

- Prepare a marketing plan
- Plan and produce attractive marketing material, eg pamphlets, posters, banners and new headed paper.

**Outcome achieved in 2012/13** – increase of 3% in the membership of Young Farmers as at the end of March ac membership will not close until July (an improvement on the target of an increase from 1.4% to 2% of the county's young Welsh people).

**Supporting and Maintaining Welsh-medium Activities:** As a result of the training provided through the revenue grant for members of Young Farmers to qualify in First Aid, Food Hygiene and Risk Assessment, members of the movement have been working in collaboration with the Appeals Committee of the Royal Welsh Show. A series of Welsh-medium activities were held for over 3,000 people between January 2012 and March 2013. So far, these two organisations are the only ones that have arranged gigs with Welsh Bands for the Summer of 2013 (apart from the Copper Festival in Amlwch) (eg Gigs with Moniars, #Band6 and Gwibdaith during May, gig with Celt during May, gig with Bryn Fôn and other bands during August). The aim is that approximately 2,500 people take part in either Welsh or bilingual activities between these three events. This will also enable Young Farmers to work towards generating income so as to ensure the viability of the organisation and its clubs.

### Youth Forum

The Youth Service has been working in collaboration with Young Farmers and the Children and Young Peoples' Partnership to run the **Llais Ni** Participation Development Project (supporting 5 Area Youth Forums and 1 County Youth Forum).

#### Outcome:

30 young people have gained confidence to discuss matters of importance to them in public at discussion forums and by delivering presentations.

In addition, the Urdd and Young Farmers have their own Youth Forum which meets regularly.

### 3. Staff Skills

#### Staff Recruitment - Youth Service Staff Profile

	Full-time Staff	Part-time Staff
Staff who are fluent Welsh speakers	11	57
Staff with Welsh as a second language	2	13
Non-Welsh speaking staff	0	1

Full-time posts – Welsh essential. Members of staff wishing to attend Language Improvement courses are released during work time in order to improve their skills to use the language. All correspondence from the main office is expected to be bilingual.

Part-time Staff – Welsh essential in 29 youth clubs and desirable in the other 5. In clubs where Welsh is desirable, it is sought to ensure that at least one member of staff is a fluent Welsh speaker. 'Welsh desirable' areas are decided based on the percentage of Welsh-speaking young people in the area.



## Appendix 2 – Questions on Priority Areas

All clubs are expected to comply with the Welsh language guidelines for clubs which were presented to the Seminar in 2011. Monitoring is undertaken by pastoral staff to ensure that this is adhered to by all clubs. This is followed up with further training if the need is identified at appraisal meetings during April-July.

When undertaking interviews for new staff, we ensure that all members of staff display goodwill towards the Welsh language.

The service records annually the number of members noting that they are Welsh-speakers, numbers with some skills in the Welsh language and numbers with no Welsh language skills.

### 4. Finance

Section	Organisation	Agreement	Sum	Length of agreement	Comments
Youth	Urdd	SLA	£20,880 £20,380	Grant: 2012/13 2013/14	To be reviewed in Jan 2014 for 2014/15
Youth	Anglesey Young Farmers Federation	SLA	£20,880 £20,380	Grant: 2012/13 2013/14	To be reviewed in Jan 2014 for 2014/15
Youth	Youth Service		£4,000		Provision of simultaneous translation at meetings as needed.
CYPP	Youth Service and CYPP	SLA	£45,000	1 year	Develop the <b>Llais Ni</b> project (engagement / involvement)
Youth	Urdd and Young Farmers		£6,000	Annual	Maintenance of Penmynydd Youth Centre – Rural Welsh Centre.
Families First Grant	Youth Service and Red Cross	SLA	£50,000	3 years	Provision of a bilingual outreach service

The administration of the Youth Service is fully bilingual, therefore these costs form part of the department's basic administration.

### 5. Consultation

Regular consultation was undertaken with staff during pastoral support to ensure that the service's language policy is adhered to.



## **Questions on Priority Areas – Children and Young People’s Partnership**

In response to the questions asked, we can report the following for 2012/13:

### **How do you as a local authority ensure that members of your Children and Young People’s Partnership comply with the requirements of your Welsh Language Scheme?**

The Anglesey Children and Young People’s Partnership is no longer in existence. The work is led by the Local Service Board. No meetings have been held during 2012/13, due to the rationalisation of the project board across the two counties. The implementation group will be required to adhere to the requirements of the Local Service Board.

Membership of the Gwynedd and Môn Partnership’s Implementation Board will be established in June.

### **How do you assess the extent to which the Welsh language services offered through the Partnership meet the needs of young people in the county?**

We use quarterly reports to monitor the work and needs assessments are held on a regular basis.

**Appendix 3 – Language Compliance Questionnaire  
(Supporting People Programme)**



Holiadur Monitro ar gyfer sicrhau cydymffurfiaeth gan Ddarparwyr Rhaglen Cefnogi Pobl gyda'r

**DDEDDF IAITH GYMRAEG 1993 /**

Monitoring Questionnaire to ensure Supporting People Provider Compliance with the  
**WELSH LANGUAGE ACT 1993**

**Enw'r Darparydd a Chyfeiriad / Provider Name and Address**

**Nifer o Staff sy'n darparu Cefnogaeth sy'n ymwneud â Tai o fewn eich mudiad /**  
Number of Staff employed by your organisation who provide housing related support

**Gwybodaeth a Sgiliau Staff o'r Iaith Gymraeg / Staff Knowledge and skill of the Welsh language;**

**Ar lafar/ Spoken**

(rhowch nifer y staff yn y blwch/*put the number of staff in the box* )

Dim <i>None</i>		Rhywfaint <i>Some</i>		Dysgwr(aig) <i>Learner</i>		Rhugl <i>Fluent</i>	
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**Yn ysgrifenedig/ Written**

(rhowch nifer y staff yn y blwch/*put the number of staff in the box* )

Dim <i>None</i>		Rhywfaint <i>Some</i>		Dysgwr(aig) <i>Learner</i>		Rhugl <i>Fluent</i>	
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**Appendix 3 – Language Compliance Questionnaire  
(Supporting People Programme)**

<p><b>Ydi'r holl ddeunydd sydd yn cael ei rannu gyda'r cyhoedd yn ddwyieithog? (Atodwch neu amgeuwch ddwy ddogfen i wirio hyn os gwelwch yn dda. e.e. taflen wybodaeth, ffurflen gyfeirio a.y.b).</b></p> <p><i>Is all material which is shared with the public, bilingual? (Please enclose or attach two copies as verification e.g. information leaflet, referral form etc).</i></p>	
<p><b>A yw'r cyhoedd/defnyddwyr gwasanaeth yn cael cynnig dewis o'r iaith Gymraeg pan yn derbyn gwasanaeth trwy lythyr, ffurflen, dros y ffôn neu sgwrs wyneb yn wyneb?</b></p> <p><i>When the public/service user receives a service do they get a choice of using the Welsh language when dealing with the contractor by letter or form, over the telephone, or face to face?</i></p>	
<p><b>Ydi'ch rotas staff yn ystyried ac yn sicrhau bod staff dwyieithog ar gael drwy'r amser?</b></p> <p>Do your staff rotas take into consideration and ensure that bilingual staff are available at all times?</p>	
<p><b>A yw llythyrau yn cael eu hateb yn yr iaith a ddefnyddiwyd gan yr aelod o'r cyhoedd/defnyddiwr?</b></p> <p><i>Are letters answered in the same language used by the public/service user?</i></p>	
<p><b>A ydych yn cynnig cyrsiau/hyfforddiant dysgu Cymraeg i'ch staff?</b></p> <p>Do you offer courses/training on learning Welsh to your staff?</p>	
<p><b>Ydi holl arwyddion eich cwmni/mudiad yn ddwyieithog?</b></p>	

**Appendix 3 – Language Compliance Questionnaire  
(Supporting People Programme)**

<i>Is all of your company's/organisation's signage bilingual?</i>	
<b>Oes gennych bolisi iaith Gymraeg cyfredol?</b> (a wnewch chi gynnwys copi o'r polisi os gwelwch yn dda)  Do you have a current Welsh language policy? (Can you please include a copy of the policy)	

**Enw'r Person sydd wedi cwblhau'r holiadur /**

Name of Person completing the questionnaire

**Teitl Swydd / Job Title:**

**Dyddiad / Date**

## ISLE OF ANGLESEY COUNTY COUNCIL

<b>REPORT TO</b>	<b>EXECUTIVE COMMITTEE</b>
<b>DATE</b>	<b>10 JUNE 2013</b>
<b>SUBJECT</b>	<b>CAPITAL BUDGET 2012/13 OUT-TURN</b>
<b>PORTFOLIO HOLDER(S)</b>	<b>COUNCILLOR H E JONES</b>
<b>LEAD OFFICER(S)</b>	<b>CLARE J WILLIAMS</b>
<b>CONTACT OFFICER</b>	<b>CLARE J WILLIAMS</b>

### **Nature and reason for reporting**

To enable the Executive Committee to be responsible for monitoring of budget at a corporate level.

### A – Introduction / Background / Issues

#### **1. BACKGROUND**

**1.1** During the year progress against the capital budget and any financial consequences have been reported quarterly. This report gives the situation for the year just ended and draws attention to any problems identified. I will report any significant changes to final out-turn on the capital budget, as necessary, in the first appropriate report for the current year. The relevant departments will report on any individual projects according to normal reporting arrangements.

**1.2** Expenditure on major items in the capital budget is shown below:-

Major Capital Projects	Funding	Expenditure in Year £'000	Cumulative Spend £'000	Total Project Budget £'000
Ysgol y Bont- relocation	IOACC / WG	4,335	4,562	10,932
Housing Stock – Internal Packages WHQS	Funded within HRA	7,378	28,470	Complete
Strategic Infrastructure on Anglesey – Llangefni & Mona Sites and Premises	WEFO / WG	Nil	Nil	2,013
Local Government Borrowing Initiative (LGBI)	WG	1,795	1,795	5,300
Penhesgyn Household Waste Recycling Centre (HWRC)	WG	986	986	1,000
3 Towns Regeneration	Convergence	669	4,765	8,248
Coastal Environment	Convergence	538	4,718	4,590
Smallholdings Programme of Improvements	IOACC / WG	1,043	3,489	Contingent

**1.3** Major projects and schemes commenced during the year

**1.3.1** There are a number of projects and schemes which have commenced this year.

**1.3.2** The Sites and Premises scheme is in the preparatory stages. As previously reported, a project officer has been appointed and the master plan is currently being developed. Architectural design consultants have now been appointed and the planning application will be submitted this summer, with a decision expected in September. The scheme is expected to be completed in 2014/15.

- 1.3.3** The first year of the three year Local Government Borrowing Initiative scheme was completed, with £1,795 being invested in improving the functionality and condition of the Authority's highways asset. This scheme is funded from borrowing supported through Welsh Government grant. The following two years will see a further £3.6m of investment.

The other significant project to commence was the improvement works to the Penhesgyn Household Waste Recycling Centre. As previously reported, the initial project budget has been increased by £150k in order to enable additional enhancement works to be performed. Completion is expected this June, with opening date of early July. The project is funded from the Sustainable Waste Management Grant reserve.

**1.4** Major projects and schemes completed during the year

- 1.4.1** There were three major projects that were completed during the year.
- 1.4.2** The first of these being the completion of the Welsh Housing Quality Standards (WHQS) programme of improvements. This authority was only the second in Wales to complete this scheme and years ahead of some other local authorities.
- 1.4.3** The only other major project to be completed during the year was the Convergence funded Coastal Environment works to Beaumaris Pier, for which final contract negotiations are underway. The Coastal Environment programme works are now complete.

**1.5** Major ongoing projects and schemes commenced in prior years

- 1.5.1** There were a number of projects and schemes commenced prior to this year which run into future years.
- 1.5.2** The smallholdings programme of improvements, now entering its fourth year, saw a significantly reduced level of expenditure compared with the previous year. In quarter two, it was reported that the programme had been revised in order to reflect the depressed market conditions, which were resulting in the timing of capital receipts falling behind expenditure. The programme continues to run ahead of capital receipts, with a deficit of £1,589k at year end. It is anticipated that the revisions to the programme of works and the sales of smallholdings will see the programme return to a balanced/surplus funding position during 2013/14.
- 1.5.3** The construction of a new building for Ysgol y Bont continues into 2013/14 with completion expected towards January 2014. The expenditure for the year was £1,868k behind programme, mainly due to delays caused by inclement weather. The project is 70% funded from Welsh Government grant and the delays encountered and slippage incurred did not impact upon the grant eligibility for the year. The project will continue to be monitored until completion and any identified risks mitigated as far as possible.
- 1.5.4** The only other significant scheme is the Convergence funded Three Towns (Physical Regeneration) Scheme. As previously reported, the timeframe for this scheme has been extended and completion is now expected in 2015/16.

## B - Considerations

### 2. EXPENDITURE IN THE YEAR

**2.1** Provisional expenditure is £25.4m. This is higher than the previous year (£21.6m). There has been an increase in relative expenditure as a result of the relocation of Ysgol y Bont and (expenditure £4.1m greater than in 2011/12), together with the first year of the LGBI (£1.8m) and the Penhesgyn HWRC (£1m). This was countered by reduced activity on the Three Towns and Coastal Environment Convergence schemes as they come to a close (expenditure £2.3m lower than in 2011/12), and also the revised smallholdings improvements programme (expenditure £1.2m lower than in 2011/12). These movements, together with other more general minor movements on the programme, account for the increased expenditure.

**2.2** The total budget available for spending in 2012/13 was £32.3m. There are also some unallocated contingencies. A significant part of the core capital budget is funded from resources which can be carried forward.

**2.3** The expenditure by programme can be summarised as follows:-

	GENERAL		HOUSING (HRA)		HOUSING (PRIVATE)		TOTAL	
	£000	%	£000	%	£000	%	£000	%
Original	13,055		9,800		1,200		24,055	
Brought Forward	2,516		0		912		3,428	
Changes in Year	4,588		0		203		4,791	
Total Available	20,159		9,800		2,315		32,274	
Expenditure	15,589	77	8,751	89	1,088	47	25,428	79
Slippage	4,570	23	1,049	11	1,227	53	6,846	21

**2.3.1** This shows that £32.3m was available and allocated in 2012/13, £24.0m from the original budget, a further £3.4m brought forward and £4.8m net arising in the year.

**2.4** Overall, it is expected that projects and budgets totalling £4.9m will transfer to the current year, together with unallocated contingencies of £3.8m.

**2.5** The comparable expenditure for 2011/12 was:-

	GENERAL		HOUSING (HRA)		HOUSING (PRIVATE)		TOTAL	
	£000	%	£000	%	£000	%	£000	%
Total Available	15,427		9,500		2,384		27,311	
Expenditure	10,910	71	9,237	97	1,472	62	21,619	79
Slippage	4,517	29	263	3	912	38	5,692	21

**2.6** There were a small number of cost over-runs during the year which have been funded from service revenue budgets. The only significant risks, as reported during the year, were the Convergence funded works to Beaumaris Pier (Coastal Environment scheme) and the relocation of Ysgol y Bont. The works to Beaumaris Pier are complete and the outcome of the final negotiations will be reported at the first opportunity. The Ysgol y Bont relocation project will continue to be monitored closely.

### 3. CAPITAL RESOURCES

#### 3.1 CAPITAL GRANTS

3.1.1 In previous reports it was reported that, for some grant aided projects, it would be necessary to spend the entire budget before year end or face the potential loss of resources. According to provisional out-turn figures the position is:-

**21<sup>st</sup> Century Schools Transitional Funding (Tranche 3) – Relocation of Ysgol y Bont**

Grant allocation for the year fully spent.

**Amlwch, Plas Arthur and Holyhead Leisure Centres – Energy Efficiency Grant**

Fully spent in year.

**Plas Arthur and Holyhead Leisure Centres – Heat Recovery Units Grant**

Fully spent in year.

**Anglesey Business Centre – Energy Efficiency Grant**

Fully spent in year.

**Local Government Borrowing Initiative**

Fully spent in year.

**Sustainable Travel Centre Initiative Grant**

Fully spent in year.

**Safe Routes in Communities Grant**

Fully spent in year.

**Regional Transport Consortia Capital Grant**

Fully spent in year.

**Beaumaris, Amwlch and Treaddur Bay – Streetscape and Environmental Improvements Grant**

Fully spent in year.

**Sustainable Waste Management Grant**

Fully spent in year.

**Cemaes Toilets**

Approval received from WG to carry forward unspent amount into 2013/14.

**Convergence grants**

Potential issues with Beaumaris Pier as reported.

3.1.2 The Authority received an additional grant (£310k) towards the end of the year for capital maintenance and investment in schools. This was fully utilised in the year.

#### 3.2 CAPITAL RECEIPTS

3.2.1 It has previously been reported that projected capital receipts were below budget. The provisional actual receipts on a 'useable' basis are shown below:-



Capital Receipts (Useable)*			Budgeted Receipts £000	Receipts as at Q4 £000
Housing:	Housing Revenue Account	Right to Buy Sales	100	30
		Land Sales	500	0
	Private Sector Housing	Sales of plots Repaid Charges Repaid grants	} 200	163
Other:	Smallholdings**		250	391
	General***		} 1,150	375
	Industrial		}	

\* Not including capital contributions

\*\* Smallholdings income against indicative budget

\*\*\*The Authority's funding in the year for the relocation of Ysgol y Bont is derived from the anticipated future capital receipts from the future sale of the former Ysgol y Graig site. Due to slippage in the scheme, the project is so far fully grant funded.

- 3.2.2** Other capital receipts are short of budget due to a downturn in market activity, particularly with regard to industrial and commercial land, where a number of sites have been on the market with very limited interest to date.
- 3.2.3** The reduced sales does not impact upon the Council's Outcome Agreement Grant, with those targets being achieved.
- 3.2.4** The receipts shown against smallholdings have been ring-fenced to finance the improvement of the Authority's smallholdings portfolio. As reported during the year, the expenditure is ahead of capital receipts but the receipts are expected to catch up in the coming year.
- 3.2.5** HRA capital receipts are short of the budget, mainly due to the £0.5m that was anticipated from land sales not being achieved. However, the WHQS programme has now been completed and slippage in the programme compensates for this shortfall.

#### **4. FINANCING**

- 4.1** At the time of producing this report, the financing of the capital programme is being reviewed and will be confirmed in the next quarterly report.
- 4.2** Borrowing is covered in separate reports on Treasury Management. No loans matured during the year and no new borrowing was taken out as it was decided that, subject to ongoing review, continuing to internalise borrowing would be most beneficial in the current economic climate. This resulted in external borrowing at the year end of £96.1m (31 March 2012: £96.1m). The average rate of the debt portfolio was 5.5% during the year. The capital financing requirement brought forward was £4.6m above external borrowing (i.e. £4.6m of borrowing had been internalised). The financing options for 2012/13 are being finalised and it will be necessary to further extend the capital financing requirement and therefore the extent of internal borrowing.

## 5. UNALLOCATED CONTINGENCIES AND SLIPPAGE

5.1 The unallocated contingencies will slip into 2013/14 and become:-

• Feasibility Studies	£0.5m
• Unallocated contingency (asset rationalisation programme)	£1.3m
• Regeneration/match funding contingency	£0.8m
• Leisure Improvements	£0.2m
• Unallocated	£1.0m

The unused element of the unsupported borrowing contingency is not carried forward.

5.2 Most of the slippage on general capital budgets (Council Fund £3.7m and Council Fund Housing £1.2m) can transfer to the current year. No slippage has been provided against the Housing Revenue Account: the current year's programme will be reviewed and any additional requirement for unsupported borrowing will be considered later in the year.

## 6. LOOKING AHEAD

6.1 There are two significant schemes to note at this point - the 21<sup>st</sup> Century Schools and the asset rationalisation programmes.

6.2 There are two elements to note in the 21<sup>st</sup> Century Schools programme. It has previously been reported that the Strategic Outline Case (SOC) for the Band A Scheme (new primary school in Holyhead) is currently on hold whilst investigation and options appraisal works are performed. It is anticipated that this SOC will be submitted to WG in early 2014.

6.2.1 Additionally, a revised draft Strategic Outline Programme (SOP) is currently being produced. This document covers the entire programme (Bands A to D). The latest draft is due to be submitted by mid June, and a response from WG is expected within a month of submission.

6.2.2 Progress with regards to the Band A SOC and the draft SOP are being reported separately and updates will be included in these quarterly reports as appropriate.

6.3 It has previously been reported that Local Partnerships are working with officers to perform option appraisal work with regards to the Council's asset rationalisation programme. Proposals are being reviewed that are aligned with the transformation of services, delivery options and associated asset requirements.

<b>C – Implications and Impacts</b>	
1	<b>Finance / Section 151</b>
2	<b>Legal / Monitoring Officer</b>
3	<b>Human Resources</b>
4	<b>Property Services</b> (see notes – separate document)
5	<b>Information and Communications Technology (ICT)</b>
6	<b>Equality</b> (see notes – separate document)
7	<b>Anti-poverty and Social</b> (see notes – separate document)
8	<b>Communication</b> (see notes – separate document)
9	<b>Consultation</b> (see notes – separate document)
10	<b>Economic</b>
11	<b>Environmental</b> (see notes – separate document)
12	<b>Crime and Disorder</b> (see notes – separate document)
13	<b>Outcome Agreements</b>

<b>CH - Summary</b>
<ol style="list-style-type: none"> <li>1. Provisional out-turn on an expenditure basis is £25.4m against an available total of £32.3m. As part of the 2012/13 budget, some budgets and contingencies were clawed back or re-profiled. Most of the other unspent budgets are funded from the Council's own resources and can be carried forward where services confirm that the funding is still required. Variances on capital receipts will be reflected in 2013/14 budgets where appropriate.</li> <li>2. On the basis of the latest assessment of projects slipping into 2013/14, it is likely that it has been possible to safeguard the majority of the capital resources including those general grants, capital receipts and revenue contributions which could be used for the programme generally.</li> </ol>

<b>D - Recommendation</b>
To note the report.

**Name of author of report : Clare J Williams**  
**Job Title : Head of Function (Resources)**  
**Date : 28 May 2013**

<b>Appendices:</b>
Appendix A : Draft Capital Out-turn 2012-13.

<b>Background papers</b>

## Draft Capital Outturn 2012-13

Projects	Budget 2012-13 £'000	Slippage 2011-12 £'000	Total £'000	Expenditure £'000	Expenditure %	Comments
<b>Housing</b>	<b>11,203</b>	<b>912</b>	<b>12,115</b>	<b>9,839</b>	<b>81</b>	
Council Houses	9,800	0	9,800	8,751	89	Works generally proceeded as anticipated. As scheduled, the WHQS programme was completed during December, with the Authority being the second in Wales to achieve this. Works on energy efficiency slip into next year due to delays in the external contractors performing the work.
Private - Grants	1,200	458	1,658	835	50	Slippage is slightly larger than anticipated. This was due to the timing of the revised housing renewal strategy being towards the end of the year.
Affordable Housing	203	454	657	253	39	
<b>Education</b>	<b>7,406</b>	<b>1,008</b>	<b>8,414</b>	<b>5,528</b>	<b>66</b>	
Ysgol y Bont - Relocation	6,110	93	6,203	4,335	70	The construction of a new building for Ysgol y Bont continues into 2013/14 with completion expected towards January 2014. The expenditure for the year was £1,867k behind programme mainly due to delays caused by inclement weather. The project is 70% funded from Welsh Government grant and the delays encountered and slippage incurred did not impact upon the grant eligibility for the year. The project will continue to be monitored until completion and any identified risks mitigated as far as possible.
Education : Other	1,296	915	2,211	1,193	54	These are minor schemes totalling £1.4m and a contingency of £0.9m towards 21st Century Schools costs. The minor schemes were significantly complete at year end.
<b>Regeneration</b>	<b>7,359</b>	<b>-361</b>	<b>6,998</b>	<b>6,794</b>	<b>97</b>	
Econ Development: Strategic Infrastructure - Sites and Premises	150	0	150	0	0	The scheme is in the preparatory stages. As previously reported, a project officer has been appointed and the master plan is currently being developed. Architectural design consultants have now been appointed and the planning application will be submitted this summer, with a decision expected in September. The scheme is expected to be completed in 2014/15.
Econ Development : Other	375	721	1,096	260	24	The significant part of the slippage relates to capital feasibility studies and partnership funding. Activity in these areas is gaining momentum and the majority of these balances are committed.
Property : Coastal Environment	502	0	502	538	107	The works to Beaumaris Pier, for which final contract negotiations are underway, are complete. The Coastal Environment programme works are now complete.
Property: Smallholdings Programme of improvements	535	-1,081	-546	1,043	-191	The programme of improvements, now entering its fourth year, saw a significantly reduced level of expenditure compared with the previous year. In quarter two it was reported that the programme had been revised in order to reflect the depressed market conditions, which were resulting in the timing of capital receipts falling behind expenditure. The programme continues to run ahead of capital receipts, with a deficit of £1,589k at year end. It is anticipated that the revisions to the programme of works and the sales of smallholdings will see the programme return to a balanced/surplus funding position during 2013/14.

Waste Management: Civic Amenities Site - Penhesgyn	992	0	992	986	99	As previously reported, the initial project budget was increased by £150k in order to enable additional enhancement works to be performed. Completion is expected this June, with opening date of early July. The project is funded from the Sustainable Waste Management Grant reserve.
Physical Regeneration (3 Towns)	1,601	0	1,601	669	42	The vast majority of the works this year relate to the Holyhead Town Heritage scheme. As previously reported, the timeframe for this scheme has been extended and completion is now expected in 2015/16.
Highways: Local Government Borrowing Initiative 2012/13	1,700	0	1,700	1,796	106	The objectives for the 2012/13 programme have been achieved. The scheme is funded from borrowing supported by WG grant and variances in expenditure can be addressed over the three year scheme.
Highways: Sustainable Travel Centre Initiative Grant / Regional Transport Consortia Grant 2012/13	626	0	626	626	100	All works were completed by the year end. This scheme encompassed the provision of a park and ride facility in Llanfairpwll and also improvements to Lôn Las Cefni.
Highways: Streetscape and Environmental Works Grant 2012/13	585	0	585	585	100	The project is complete.
Highways : Safe Routes in Communities Grant 2012-13	293	0	293	292	99	All the works were complete by year end.
<b>Other</b>	<b>2,878</b>	<b>1,868</b>	<b>4,747</b>	<b>3,267</b>	<b>69</b>	
Leisure: Heat Recovery Units	227	117	344	344	100	The project is complete.
Leisure: Leisure Centres Energy Efficiency	485	0	485	476	98	This project was implemented at Plas Arthur, Holyhead and Amwlch Leisure Centres. Works are significantly complete.
Highways : Other	896	59	955	523	55	The balance mainly relates to slippage on the purchase of new vehicles of £100k. This is planned to be spent in the coming year.
Property: Other	413	576	989	676	68	Works progressed as anticipated. The majority of the slippage relates to budget for works to cemeteries and the Cemaes Bay public conveniences.
Other Departmental Schemes	857	1,116	1,973	1,248	63	Schemes progressed as anticipated. The budget slippage relates to a number of minor budgets which are expected to be spent in the coming year.
<b>Total</b>	<b>28,846</b>	<b>3,428</b>	<b>32,274</b>	<b>25,428</b>	<b>79</b>	

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## ISLE OF ANGLESEY COUNTY COUNCIL

<b>REPORT TO:</b>	<b>MEETING OF THE EXECUTIVE</b>
<b>DATE:</b>	<b>10 JUNE 2013</b>
<b>SUBJECT:</b>	<b>REVENUE BUDGET 2012-13 – PROVISIONAL OUTTURN</b>
<b>PORTFOLIO HOLDER(S):</b>	<b>COUNCILLOR H E JONES</b>
<b>LEAD OFFICER(S):</b>	<b>CLARE WILLIAMS</b>
<b>CONTACT OFFICER:</b>	<b>TONY FURBER</b>

**Nature and reason for reporting:**

Spending against service and corporate budgets has been monitored throughout the year and reported to Members on a quarterly basis. These reports have included details of both the position to date and projections to the end of the financial year. The accounts for 2012-13 are now being finalised and the Statement of Accounts prepared.

### **A – Introduction / Background / Issues**

The purpose of this report is to give an early indication of the final position on revenue spending in the Council Fund, although it should be noted that the figures remain provisional at this stage.

The net revenue budget for 2012-13 was set at £119m. This incorporated spending reductions of £3.7m and required the use of £1.2m from reserves. The most recent year end projections were contained in the Quarter 3 Monitoring Report presented to the Executive on 18 February. This indicated that there was expected to be a significant overspend, principally because of pressures on budgets in Education and Social Services. Actions were identified to limit the net impact to an overspend of £1m (see paragraph 5.3 on page 6 of February report).

The provisional outturn figures show a net underspend of £1.1m, representing a total change of £2.1m from the Quarter 3 position. The biggest factor in this is a significant turnaround in the situation in Education, where the previously forecast overspend of £774k has become an underspend of £90k. Beyond this, rather than a small number of large movements, there is a consistent pattern of more limited movement across all headings, which have cumulatively produced the remainder of the change. Factors in producing this pattern have been:-

- the impact of the moratorium on certain types of expenditure in the later months of the year;
- a general restraint shown by services in response to the current outlook for the Council's finances; and
- the cautious approach taken by both Finance staff and budget holders when forecasting the year end position, given the need to avoid unforeseen overspends.

More detail in respect of individual service lines is shown in Section B below. It is stressed again that the figures shown remain provisional and will remain so until the accounts are finalised. The Statement of Accounts will be presented for audit by the end of June and the audit will be completed and the accounts approved by the end of September.

Further decisions are still to be made in respect of the appropriation of reserves and potential

increases in provisions and these will be a key part in determining the final amount that is required from general reserves. Nonetheless, there seems to be an excellent prospect that the final outturn position will show a welcome strengthening of the Council's underlying financial position and allow for increased flexibility in managing the transformation of services and the phasing of spending reductions.

## B – Considerations

The position for each service area is shown at Appendix 1. As noted above, there is a consistent pattern of improved financial performance across most headings, compared to the Quarter 3 projection. All movements over £200k are summarised in the table below:

Service Area	Change From Quarter 3 (£'000)
Education	864
Highways	289
Homelessness	273
Benefits	328
Council Tax Income	146
<b>Total</b>	<b>1,900</b>

These total almost the full amount of the net movement, with the other net changes being offset by a slightly higher overspend in Social Services, which has increased to £656k compared to £500k.

Comments in respect of individual service areas are as follows.

### Education

- The Integration budgets have been a consistent source of overspends over recent time. Although it has still not been possible to eliminate this altogether, careful monitoring and control has reduced the figure by £292k, from its projected level of £650k to £358k.
- Higher than forecast grant in respect of funding sixth form places has produced additional income of £230k.
- The underspend on the Youth Service has been increased by £73k, from its forecast level of £20k to £93k.
- The cost of school meals has shown an improvement of £200k, turning an anticipated overspend to £100k to an underspend of the same amount.
- Movements against other budgets show a net change of £49k, producing the total net movement of £864k for the service.

### Highways

Spending on Street Lighting is underspent by £171k. An underspend against profiled budget had been identified earlier in the year. There was an expectation that this would be offset by relatively high expenditure in the final quarter, but this has proved not to be the case.

A forecast overspend of £25k on Public Transport has become an underspend of £48k, a movement of £73k.

Net movements of £45k on other budget headings produce the net change for the service, compared to Quarter 3, of £289k.

### Homelessness

Higher than expected income has resulted in a net underspend of £333k, compared to a forecast level of £60k, a change of £273k.

### Benefits

Updated information on the levels of subsidy receivable has resulted in a net change to the forecast position of £328k, with the previously projected overspend of £145k becoming an



underspend of £183k.

**Council Tax**

Better than expected collection rates in the closing months of the year have seen the shortfall in income fall by £145k, from the forecast level of £300k to £155k.

**Social Services**

The provision for non-recovery of income has been increased by £36k.

Staffing and premises costs for residential homes are £100k greater than previously forecast.

Net movements of £20k on other budget headings produce the net increase in the overspend for the service, compared to Quarter 3, of £156k.

<b>C - Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	
<b>3</b>	<b>Human Resources</b>	
<b>4</b>	<b>Property Services</b> (see notes – separate document)	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b> (see notes – separate document)	
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	
<b>8</b>	<b>Communication</b> (see notes – separate document)	
<b>9</b>	<b>Consultation</b> (see notes – separate document)	
<b>10</b>	<b>Economic</b>	
<b>11</b>	<b>Environmental</b> (see notes – separate document)	
<b>12</b>	<b>Crime and Disorder</b> (see notes – separate document)	
<b>13</b>	<b>Outcome Agreements</b>	

**CH – Summary**

The provisional outturn for the Council Fund for 2012-13 is an overall underspend of £1.1m, representing a significant improvement on the previously forecast overspend of £1.0m.

The biggest single factor in the turnaround is the change in the position on Education, where a previously forecast overspend of £774k has become an underspend of £90k. This results partly from higher than forecast grant income, but also reflects significant improvements in respect of expenditure on Integration and School Meals. Beyond this, there is a consistent pattern of better than expected financial performance across most services. This partly reflects the relative caution shown in making the previous year-end projections, but also shows the results of the efforts that have been made, over the closing months of the year, to constrain spending generally.

The impact on the level of general reserves will not be known until further decisions have been made, in respect of appropriations to service and specific reserves and the levels of provisions required and, beyond this, final confirmation cannot be given until the completion of the audit and the approval of the accounts. Nonetheless, there seems to be an excellent prospect that the final outturn position will show a welcome strengthening of the Council's underlying financial position and allow for increased flexibility in managing the transformation of services and the phasing of spending reductions.

**D – Recommendation**

That the report be noted.

**Name of Author : Tony Furber,**  
**Job Title : Interim Accountancy Manager**  
**Date: 24 May 2013**

**Appendices:**

Appendix 1: Provisional Outturn Figures 2012-13

**Background papers**

**GWARIANT AMODOL 2012/13  
PROVISIONAL OUTTURN FIGURES 2012/13**

	<b>CYLLIDEB ADDASIEDIG ADJUSTED BUDGET</b>	<b>GWIRIONDDOL ADDASIEDIG ADJUSTED ACTUAL</b>	<b>GWAHANIAETH VARIANCE (Tanwario)/ Drosodd / (Under) / Over</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Addysg Gydol Oes / Lifelong Learning</b>	48,925	48,835	<b>(90)</b>
<b>Cymuned / Community</b>			
Gwasanaethau Cymdeithasol/ Social Services	26,358	27,014	<b>656</b>
Gwasanaeth Tai/ Housing Service	925	926	<b>1</b>
Gwasanaeth Hamdden a Chymuned/ Leisure and Community Service	4,113	4,181	<b>68</b>
<b>Datblygu Cynaliadwy / Sustainable Development</b>			
Gwasanaeth Datblygu Economaidd/ Economic Development Service	1,507	1,507	<b>0</b>
Gwasanaeth Cynllunio ae Amgylcheddol / Planning and Environment	3,379	3,236	<b>(143)</b>
Gwasanaeth Eiddo/ Property Service	977	797	<b>(180)</b>
Gwasanaeth Priffyrdd a Thrafnidiaeth/ Highways and Transportation Service	11,068	10,814	<b>(254)</b>
Gwasanaeth Gwastraff / Waste Service	8,479	8,209	<b>(270)</b>
<b>Dirprwy Brif Weithredwr / Deputy Chief Executive</b>			
Uwch Reolwyr / Senior Management	1,224	1,176	<b>(48)</b>
Gwasanaethau Pwyllgorau a Cyfreithiol/ Committee and Legal Services	175	139	<b>(36)</b>
Gwasanaeth Polisi/ Policy Service	(216)	(144)	<b>72</b>
Gwasanaeth Cyllid/ Finance Service	1,073	1,066	<b>(7)</b>
Gwasanaeth Archwilio/ Audit Service	1	8	<b>7</b>
Gwasanaeth Adnoddau Dynol / HR Service	201	129	<b>(72)</b>
Gwasanaeth Technoleg Gwybodaeth a Chyfathrebu/ Information Communication Technology Service	317	<b>63</b>	<b>(254)</b>
	<b>108,506</b>	<b>107,956</b>	<b>(550)</b>
<b>Cyllidebau sy'n Risg Corfforaethol/ Budgets treated as Corporate Risks</b>			
Digartrefedd/Homelessness	1,559	1,469	<b>(90)</b>
All Sirol Addysg/ Out of County Education	1,028	879	<b>(149)</b>
All Sirol Gwasanaethau Cymdeithasol/ Out of County Social Services	307	(26)	<b>(333)</b>
Budd-daliadau/ Benefits	28	(155)	<b>(183)</b>
Cyllido Cyfalaf a Llog / Capital Financing and Interest	8,075	8,176	<b>101</b>
Costau Corfforaethol a Democraidd / Corporate and Democratic Costs	1,461	1,403	<b>(58)</b>
	<b>120,964</b>	<b>119,702</b>	<b>(1,262)</b>
Grant Cymorth Refeniw / Revenue Support Grant	(73,544)	(73,544)	<b>0</b>
Incwm Treth Annomestig / Non Domestic Rate Income	(18,787)	(18,787)	<b>0</b>

Y Dreth Gyngor / Council Tax	(26,704)	(26,550)	154
Grant Cymell Perfformiad / Performance Incentive Grant	(729)	(729)	0
<b>Newid mewn Cronfeydd Clustnodedig a Balansau Cyffredinol / Change in Earmarked Reserves and General Balances</b>	<b>1,200</b>	<b>92</b>	<b>(1,108)</b>



**CYNGOR SIR YNYS MÔN**

<b>ADRODDIAD I:</b>	<b>PWYLLGOR GWAITH</b>
<b>DYDDIAD:</b>	<b>10 MEHEFIN 2013</b>
<b>PWNC:</b>	<b>CYLLIDEB REFENIW 2012-13 – CANLYNIADAU DROS DRO</b>
<b>DEILYDD(ION) PORTFFOLIO:</b>	<b>CYNGHORYDD H E JONES</b>
<b>SWYDDOG(ION) ARWEINIOL:</b>	<b>CLARE WILLIAMS</b>
<b>SWYDDOG CYSWLLT:</b>	<b>TONY FURBER</b>

**Natur a rheswm am adrodd**

Mae gwariant yn erbyn cyllidebau gwasanaeth a chorfforaethol wedi bod yn cael ei fonitro drwy'r flwyddyn ac adroddiadau ar hynny wedi bod yn cael eu cyflwyno i'r Aelodau bob chwarter. Mae'r adroddiadau hyn wedi cynnwys manylion am y sefyllfa gyfredol a'r rhagamcanion hyd ddiwedd y flwyddyn ariannol. Mae'r cyfrifon ar gyfer 2012-13 wrthi'n cael eu cwblhau a'r Datganiad Cyfrifon wrthi'n cael ei baratoi.

**A – Cyflwyniad / Cefndir / Materion sydd angen sylw**

Pwrpas yr adroddiad hwn yw rhoi syniad buan ynglŷn â'r sefyllfa derfynol o ran gwariant refeniw yng Nghronfa'r Cyngor er dylid nodi mai ffigyrau dros dro ydynt ar hyn o bryd.

Cafodd cyllideb refeniw net o £119m ei phennu ar gyfer 2012-13. Roedd yn cynnwys gostyngiad o £3.7m mewn gwariant a bu'n rhaid defnyddio £1.2m o'r arian wrth gefn. Cafodd y rhagamcanion diweddaraf ar gyfer diwedd y flwyddyn eu cynnwys yn Adroddiad Monitro Chwarter 3 a gyflwynwyd i'r Pwyllgor Gwaith ar 18 Chwefror. Yn yr adroddiad, dywedwyd y byddid yn disgwyl gorwariant sylweddol yn bennaf oherwydd y pwysau ar y cyllidebau Addysg a Gwasanaethau Cymdeithasol. Nodwyd camau gweithredu i gyfyngu'r effaith net ar orwariant o £1m (gweler paragraff 5.3 ar dudalen 6 adroddiad mis Chwefror).

Mae'r ffigyrau canlyniadau dros dro yn dangos tanwariant net o £1.1m sy'n dangos newid o £2.1m i'r sefyllfa yn Chwarter tri. Gellir priodoli hyn yn bennaf i'r newid mawr yn y sefyllfa o ran Addysg, lle mae'r rhagamcan blaenorol o orwariant o £774k wedi troi'n danwariant o £90k. Ar wahân i hyn, yn hytrach na nifer fechan o symudiadau mawr, gwelwyd patrwm o symudiadau mwy cyfyngedig ar draws yr holl benawdau, sydd, gyda'i gilydd, i gyfrif am weddill y newid. Y ffactorau a gyfrannodd at y patrwm hwn oedd:-

- effaith y moratoriwm ar rai mathau o wariant ym misoedd diwethaf y flwyddyn;
- y pwyll cyffredinol a ddangoswyd gan y gwasanaethau mewn ymateb i'r rhagolygon cyfredol o ran sefyllfa ariannol y Cyngor; a
- y dull gwylidwrus a fabwysiadwyd gan staff Cyllid a deiliaid cyllidebau wrth ddarogan y sefyllfa diwedd blwyddyn oherwydd yr angen i osgoi gorwariant annisgwyl.

Ceir mwy o fanylion ynghylch llinellau gwasanaethau unigol yn Rhan B isod. Pwysleisir eto mai ffigyrau dros dro yw'r rhain ac y byddant yn parhau felly hyd oni fydd y cyfrifon wedi'u cwblhau. Cyflwynir y Datganiad Cyfrifon i'w archwilio erbyn diwedd mis Mehefin a bydd yr archwiliad yn cael ei gwblhau a'r cyfrifon yn cael eu cymeradwyo erbyn diwedd mis Medi.

Mae penderfyniadau yn parhau i fod angen eu gwneud ynghylch dyrannu arian wrth gefn a chynnydd posibl mewn darpariaeth a bydd y rhain yn ffactorau allweddol wrth benderfynu ar y swm terfynol y bydd ei angen o'r arian wrth gefn cyffredinol. Serch hynny, mae rhagolygon ardderchog y bydd y canlyniadau terfynol yn dangos bod sefyllfa ariannol sylfaenol y Cyngor yn cryfhau – sydd i'w groesawu – ac yn caniatáu ar gyfer mwy o hyblygrwydd o ran rheoli trawsnewidiad gwasanaethau a gostwng gwariant fesul dipyn.

## B – Ystyriaethau

Dangosir y sefyllfa ar gyfer pob maes gwasanaeth yn Atodiad 1. Fel y nodir uchod, mae yna batrwm cyson o berfformiad ariannol gwell ar draws y rhan fwyaf o benawdau o gymharu â'r rhagolygon yn Chwarter 3. Caiff pob symudiad dros £200k eu crynhoi yn y tabl isod:

Maes Gwasanaeth	Newid o gymharu â Chwarter 3 (£'000)
Addysg	864
Priffyrdd	289
Digartrefedd	273
Budd-daliadau	328
Incwm Dreth Gyngor	146
<b>Cyfanswm</b>	<b>1,900</b>

Mae'r rhain yn cyfrif am bron y swm cyfan o'r symudiadau net gyda newidiadau net eraill yn cael eu gwrthbwysu gan orwariant ychydig yn uwch yn y Gwasanaethau Cymdeithasol, gorwariant sydd wedi codi o £500k i £656k.

Isod, ceir sylwadau mewn perthynas â'r meysydd gwasanaeth unigol:

### Addysg

- Yn ddiweddar, gorwariwyd yn gyson ar y cyllidebau integreiddio. Er na fu modd dileu hyn yn gyfan gwbl, mae monitro a rheolaeth ofalus wedi gostwng y ffigwr gan £292k o'r lefel ragdybiedig o £650k i £358k.
- Mae grant uwch na'r disgwyl ar gyfer cyllido llefydd yn y chweched dosbarth wedi cynhyrchu £230k o incwm ychwanegol.
- Mae'r tanwariant ar y Gwasanaeth Ieuentid wedi cynyddu gan £73k o'r swm rhagamcanedig o £20k i £93k.
- Mae costau prydau ysgol wedi gwella gan £200k gan droi gorwariant o £100k yn danwariant am yr un swm.
- Mae symudiadau yn erbyn cyllidebau eraill yn dangos newid net o £49k gan arwain at gyfanswm o £864k mewn perthynas â symudiadau yn y gwasanaeth.

### Priffyrdd

Mae tanwariant o £171k ar oleuadau stryd. Nodwyd tanwariant yn erbyn y gyllideb a broffiliwyd yn gynharach yn y flwyddyn. Disgwyliwyd y byddai hynny'n cael ei wrthbwysu gan wariant gweddol uchel yn y chwarter olaf, ond ni ddigwyddodd hynny.

Mae gorwariant o £25k a ragamcanwyd ar gyfer Cludiant Cyhoeddus wedi troi'n danwariant o £48k, symudiad o £73k.

Mae symudiadau net o £45k ar benawdau cyllidebol eraill yn cynhyrchu newid net ar gyfer y gwasanaeth o £289k o'i gymharu â Chwarter 3.

### Digartrefedd

Mae incwm uwch na'r disgwyl wedi arwain at danwariant net o £333k o gymharu â'r rhagolygon o £60k, newid o £273k.

### **Budd-daliadau**

Mae gwybodaeth ddiwedddaredig ar lefelau'r cymhorthdal a dderbyniwyd wedi arwain at newid net o £328k o gymharu â'r rhagolygon gyda'r gorwariant o £145k a ragdybiwyd yn flaenorol yn troi'n danwariant o £183k.

### **Y Dreth Gyngor**

Oherwydd y llwyddwyd i gasglu mwy na'r disgwyl yn ystod misoedd diwethaf y flwyddyn, mae'r diffyg mewn incwm wedi gostwng gan £145k, o'r lefel o £300k a ragdybiwyd i £155k.

### **Gwasanaethau Cymdeithasol**

Mae'r ddarpariaeth ar gyfer anallu i adennill incwm wedi cael ei chodi gan £36k.

Mae costau staffio ac adeiladau mewn perthynas â'r cartrefi preswyl £100k yn uwch na'r rhagolygon cynharach.

Mae symudiadau net o £20k ar benawdau cyllidebol eraill yn cynhyrchu'r cynnydd net o £156k yn y gorwariant ar gyfer y gwasanaeth o gymharu â Chwarter 3.

## **C - Goblygiadau ac Effeithiau**

<b>1</b>	<b>Cyllid / Adran 151</b>	
<b>2</b>	<b>Swyddog Cyfreithiol / Monitro</b>	
<b>3</b>	<b>Adnoddau Dynol</b>	
<b>4</b>	<b>Gwasanaethau Eiddo</b> (gweler nodiadau – dogfen ar wahân)	
<b>5</b>	<b>Technoleg Gwybodaeth a Chyfathrebu (TGCh)</b>	
<b>6</b>	<b>Cydraddoldeb</b> (gweler nodiadau – dogfen ar wahân)	
<b>7</b>	<b>Gwrthdodi a Chymdeithasol</b> (gweler nodiadau – dogfen ar wahân)	
<b>8</b>	<b>Cyfathrebu</b> (gweler nodiadau – dogfen ar wahân)	
<b>9</b>	<b>Ymgynghori</b> (gweler nodiadau – dogfen ar wahân)	
<b>10</b>	<b>Economaidd</b>	
<b>11</b>	<b>Amgylcheddol</b> (gweler nodiadau – dogfen ar wahân)	
<b>12</b>	<b>Trosedd ac Anrhefn</b> (gweler nodiadau – dogfen ar wahân)	
<b>13</b>	<b>Cytundeb Canlyniadau</b>	



## CH – Crynodeb

Mae'r canlyniadau dros dro ar gyfer Cronfa'r Cyngor am 2012-13 yn dangos tanwariant cyffredinol o £1.1m, sy'n welliant sylweddol ar y sefyllfa a ragamcanwyd yn flaenorol, sef gorwariant o £1.0m.

Gellir priodoli'r rhan fwyaf o'r gwelliant hwn i'r newid yn y sefyllfa mewn perthynas ag Addysg – daeth gorwariant o £774k a ragamcanwyd yn flaenorol yn danwariant o £90k. Mae hyn o ganlyniad yn rhannol i incwm grant uwch na'r disgwyl ond mae'n adlewyrchiad hefyd o'r gwelliant sylweddol o ran gwariant ar Integreiddio a Phrydau Ysgol. Y tu draw i hynny, mae patrwm cyson o berfformiad ariannol gwell na'r disgwyl ar draws y rhan fwyaf o wasanaethau. Mae hyn yn adlewyrchu'n rhannol y pwyll a ddangoswyd o ran gwneud rhagolygon ar gyfer diwedd y flwyddyn ond mae'n dangos hefyd y gwnaed ymdrechion yn ystod misoedd diwethaf y flwyddyn i ffrwyno gwariant yn gyffredinol.

Ni wyddys beth fydd lefel yr arian wrth gefn cyffredinol hyd oni fydd penderfyniadau pellach wedi cael eu gwneud mewn perthynas â dyraniadau i wasanaethau ac arian wrth gefn penodol a lefelau'r darpariaethau sydd eu hangen ac, y tu draw i hyn, ni ellir cadarnhau'r sefyllfa'n ffurfiol hyd oni fydd yr archwiliad wedi cael ei gwblhau a'r cyfrifon wedi'u cymeradwyo. Serch hynny, mae rhagolygon ardderchog y bydd y canlyniadau terfynol yn dangos bod sefyllfa ariannol sylfaenol y Cyngor yn cryfhau - sydd i'w groesawu - ac yn caniatáu ar gyfer mwy o hyblygrwydd o ran rheoli trawsnewidiad gwasanaethau a gostwng gwariant fesul dipyn.

## D – Argymhelliad

Nodi'r adroddiad

**Enw awdur yr adroddiad: Tony Furber**  
**Swydd Ddisgrifiad : Rheolwr Cyfrifeg Dros Dro**  
**Dyddiad : 24 Mai 2013**

## Atodiadau:

Atodiad 1: Ffigyrau Canlyniadau Dros Dro 2012-13

## Papurau Cefndirol:



## AGENDA ITEM NO.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>THE EXECUTIVE AND THE COUNTY COUNCIL</b>
<b>Date</b>	<b>10 JUNE 2013 AND 18 JUNE 2013</b>
<b>Subject</b>	<b>APPOINTMENT OF NON VOTING CO-OPTees TO SCRUTINY COMMITTEES</b>
<b>Lead Officer(s)</b>	<b>MONITORING OFFICER</b>
<b>Contact Officer</b>	<b>SCRUTINY MANAGER</b>
<b>Nature and reason for reporting: Appointment of non voting co-optees to Scrutiny Committees.</b>	

<b>A – Introduction / Background / Issues</b>
A change that requires Executive consideration and Council approval to simplify the process of appointment of non voting co-optees to Scrutiny Committees.

<b>B - Considerations</b>
Appointment of non voting co-optees to Scrutiny Committees is encouraged by the Welsh Government in the local Government Measure 2011.

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	
<b>3</b>	<b>Human Resources</b>	

<b>C – Implications and Impacts</b>		
<b>4</b>	<b>Property Services</b>  (see notes – separate document)	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b>  (see notes – separate document)	
<b>7</b>	<b>Anti-poverty and Social</b>  (see notes – separate document)	
<b>8</b>	<b>Communication</b>  (see notes – separate document)	
<b>9</b>	<b>Consultation</b>  (see notes – separate document)	Consultation with: <ul style="list-style-type: none"> <li>• Head of Function – Legal and Administration/ Monitoring Officer</li> <li>• Head of Function- Resources /S151 Officer</li> </ul>
<b>10</b>	<b>Economic</b>	
<b>11</b>	<b>Environmental</b>  (see notes – separate document)	

<b>C – Implications and Impacts</b>	
<b>12</b>	<b>Crime and Disorder</b>  (see notes – separate document)
<b>13</b>	<b>Outcome Agreements</b>

<b>CH - Summary</b>
In order to comply with the Welsh Government’s aim to encourage Scrutiny Committees to co-opt non voting members it is suggested that the Council delegates to each Scrutiny Committee the discretion to appoint non voting co-optees, for whatever period of time and terms each Scrutiny Committee considers appropriate, without having to obtain Council approval.

<b>D - Recommendation</b>
That the Council delegates to each Scrutiny Committee the discretion to appoint non voting co-optees, for whatever period of time and terms each Scrutiny Committee considers appropriate, without having to obtain Council approval.

**Name of author of report: Bev Symonds**

**Job Title: Scrutiny Manager**

**Date: 30 May 2013**

<b>Appendix :</b>
Report on appointment of non voting co-optees to Scrutiny Committees

<b>Background papers</b>
<ul style="list-style-type: none"> <li>• Statutory Guidance from the Local Government Measure 2011 dated June 2012</li> <li>• Independent Remuneration Panel for Wales Annual Report dated December 2012.</li> </ul>

## ISLE OF ANGLESEY COUNTY COUNCIL

<b>REPORT TO :</b>	<b>THE EXECUTIVE AND COUNTY COUNCIL</b>
<b>DATE:</b>	<b>10 JUNE 2013 AND 18 JUNE 2013</b>
<b>TITLE OF REPORT:</b>	<b>APPOINTMENT OF NON-VOTING CO-OPTEEES TO SCRUTINY COMMITTEES</b>
<b>LEAD OFFICER:</b>	<b>MONITORING OFFICER</b>
<b>CONTACT OFFICER:</b>	<b>SCRUTINY MANAGER</b>

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To seek approval for the Council to delegate to each Scrutiny Committee the discretion to appoint non voting co-optees, for whatever period of time and terms each Scrutiny Committee considers appropriate, without having to obtain Council approval.

### **2.0 BACKGROUND TO VOTING AND NON VOTING CO-OPTED MEMBERS ON SCRUTINY COMMITTEES IN WALES**

#### **2.1 VOTING CO-OPTED MEMBERS**

Within the provisions of paragraph 8 to schedule 1 to the Local Government Act 2000 and the Parent Governor Representatives and Church Representatives ( Wales) Regulations 2001, certain co-optees are statutory and automatically have voting rights when a Scrutiny Committee deals with educational matters. The Independent Remuneration Panel for Wales has determined that Councils in Wales should pay such voting co-opted members a fee of £198 (daily fee- more than 4 hours) and £99 (half daily fee-less than 4 hours) but can decide on the maximum number of days for which co-opted members may be paid in any one year.

- 2.2 The Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the Crime and Disorder (Overview and Scrutiny) (Amendment) regulations 2010 deals with the co-option of additional members to a Scrutiny Committee dealing with a crime and disorder matter. The co-option of additional members is at the discretion of the relevant Scrutiny Committee including whether any co-optee should have voting rights. If the co-optee is given voting rights by the Committee then the Independent Remuneration Panel for Wales has determined that Councils in Wales pay such voting co-opted members a fee of £198 (daily fee-more than 4 hours) and £99 (half daily fee-less than 4 hours) but can decide on the maximum number of days for which co-opted members may be paid in any one year.

### **2.3 NON VOTING CO-OPTED MEMBERS**

Apart from co-optees referred to in paragraph 2.1 and 2.2 of this report, all other co-optees appointed to a Scrutiny Committee are non-voting and there is no prescribed fee payable by the Council other than claimable travel and subsistence allowance. The procedure for appointing such co-optees (contained in the Scrutiny Procedure Rules of the Council's Constitution) is that each Scrutiny Committee shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

### **3.0 APPOINTMENT OF NON VOTING CO-OPTES TO SCRUTINY COMMITTEES**

- 3.1 The Local Government Measure 2011 introduced changes intended to strengthen the structures and working of local government in Wales and to ensure that local councils reach out to engage with all sectors of the communities they serve
- 3.2 Under statutory guidance issued under the Local Government Measure 2011 the Welsh Government considers that including a broader range of specialists or community representatives or service users as non-voting co-optees in scrutiny is advantageous as it enables elected members to send powerful messages about citizen centered services and partnership working through their own structures and practices.
- 3.3 The precedent of having co-opted members on Committees is already well established. For example, on the Standards Committee 'independent' members shall be appointed in accordance with arrangements set out in the Standards Committee (Wales) Regulations 2001 and the Standards Committees (Wales) (Amendment) Regulations 2006. In addition there is a requirement, under the Local Government Measure 2011, that the membership of the Audit Committee includes one lay member. Both these Committees advertised in the press for lay independent members.
- 3.4 In order to comply with the Welsh Government's aim to encourage Scrutiny Committees to appoint non-voting co-optees, and to simplify the process for appointing such non-voting co-optees, it is considered beneficial that the Council delegates to each Scrutiny Committee the discretion to appoint non-voting co-optees, for whatever period of time and terms each Scrutiny Committee considers appropriate, without having to obtain Council approval. This delegation of authority to Scrutiny Committee will enhance the flexibility of Scrutiny Committees to appoint non-voting co-optees to deal with a specific review or task it has to undertake and make it more responsive to events.

3.5 If the Council agrees to the delegation of authority to the Scrutiny Committees to appoint non voting co-optees the Scrutiny Unit will thereafter discuss the matter with Scrutiny Committee Chairs prior to submitting any report to the Scrutiny Committees for the appointment of non voting co-optees.

3.6 Each Scrutiny Committee holds six ordinary meeting in every municipal year but additional extra-ordinary meetings and Panel meetings may also be called.

#### **4.0 RECOMMENDATION**

4.1 That the Council delegates to each Scrutiny Committee the discretion to appoint non voting co-optees, for whatever period of time and terms each Scrutiny Committee considers appropriate, without having to obtain Council approval.

Report by: Scrutiny Manager

Dated: 30 May 2013



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10 June 2013</b>
<b>Subject</b>	<b>Proposal to amend the Council’s Housing Allocation Policy, and to undertake a wholesale review of the policy</b>
<b>Portfolio Holder(s)</b>	<b>Councillor Kenneth Hughes</b>
<b>Lead Officer(s)</b>	<b>Shan L Williams, Head of Service (Housing)</b>
<b>Contact Officer</b>	<b>Shan L Williams</b>
<p><b>Nature and reason for reporting</b></p> <p>To report to the Executive Committee:</p> <ul style="list-style-type: none"> <li>(1) Confirming the outcome of a consultation with the Council’s partner Registered Social Landlords regarding the Council’s Housing Allocation Policy;</li> <li>(2) Recommending immediate amendments to the Housing Allocations Policy for prioritising applications for social housing via the Housing Register waiting list;</li> <li>(3) Recommending the setting up of a Housing Allocation Task and Finish Group for the purpose of reviewing the Council’s Housing Allocations Policy.</li> </ul>	

<b>A – Introduction / Background / Issues</b>
<p><b>Introduction</b></p> <p>On 18 March 2013 the Executive Committee agreed to the Council’s partner registered social landlords (RSLs) being consulted after 2 May 2013 on proposed amendments to the Council’s Allocation Policy. That consultation was duly undertaken, and concluded on 20 May 2013.</p> <p>This paper recommends that a number of amendments are made immediately to the Council’s Allocation Policy in connection with issues that were the subject of that consultation.</p> <p>This paper further recommends that a Housing Allocation Review Task and Finish Group consisting of elected Members is constituted, for the purpose of reviewing how social housing on the island is allocated.</p>

Housing Allocation Policy (March 2013) [showing proposed amendments for consideration on 10 June 2013](#)

A copy of the current Allocation Policy (March 2013), and a version incorporating the amendments proposed herein is attached to this report.

### **Purpose of the Allocation Policy & brief overview of legislative requirements**

The Allocation Policy is the document which governs how the Council must act when prioritising applications for permanent social housing tenancies, and how properties are allocated, included those held by the Council's partner registered social landlords (RSLs)<sup>1</sup> for which nominations are made from the Council's waiting list.

The statutory framework contained in Part 6 of the Housing Act 1996 provides the Council with considerable discretion on how to frame its allocation scheme, albeit that the legislation sets down certain minimum requirements. For example, the Council must afford certain categories of applicant, including homeless persons<sup>2</sup> and persons with other prescribed forms of need<sup>3</sup> some 'reasonable preference' for housing,<sup>4</sup> i.e. a "head start" in terms of priority on the waiting list.<sup>5</sup>

The allocations scheme also provides a means of terminating the substantive homelessness housing duty (or 'main housing duty'),<sup>6</sup> owed to those homeless persons who are in 'priority need'<sup>7</sup> and became homeless unintentionally,<sup>8</sup> albeit that Part 6 of the 1996 Act is concerned with the allocation of *permanent* social housing, and not the duties to secure *temporary* accommodation for homeless persons, which is dealt with under a separate regime set out in Part 7 of the 1996 Act.

### **Legal requirements when amending a housing allocation scheme**

Before amending the Allocation Policy, the Council must:

- be aware of its responsibilities under the public sector equality duty;<sup>9</sup>
- have regard to those matters listed in section 149 of the Equalities Act 2010;
- consider the potential effect of its decision on different persons covered by the public sector equality duty;<sup>10</sup>

<sup>1</sup> i.e. non-profit making providers of housing, registered with the Welsh Government, ordinarily housing associations. The Council's partners, who participate in the Common Housing Register, are Clwyd Alyn Housing Association, Cymdeithas Tai Eryri, and North Wales Housing.

<sup>2</sup> Housing Act 1996, s.167(2)(a) and (b).

<sup>3</sup> Persons occupying insanitary or overcrowded housing (Housing Act 1996, s.167(2)(c)), people who need to move on medical or welfare grounds (HA 1996, s.167(2) (d)), and persons who need to move to a particular locality within the authority's district, where failure to meet that need would cause hardship (HA 1996, s.167(2)(e)).

<sup>4</sup> Housing Act 1996, s.167(2).

<sup>5</sup> *R (on the application of Ahmed) v Newham LBC* [2009] UKHL 14.

<sup>6</sup> Housing Act 1996, s.193.

<sup>7</sup> The various priority need categories (i.e. those classes of homeless person who are ordinarily owed a substantive housing duty) are set out in section 189 of the Housing Act 1996, and the Homeless Persons (Priority Need) (Wales) Order 2001, SI No 607.

<sup>8</sup> i.e. did not become homeless 'intentionally' within the meaning of Housing Act 1996, s.191.

<sup>9</sup> Under the Equality Act 2010.

<sup>10</sup> Housing Allocation Policy (March 2013) [showing proposed amendments for consideration on 10 June 2013](#)

- consider whether the proposed changes constitute ‘a major change of policy’.<sup>11</sup>

Local authorities must ensure that their allocations policy does not discriminate, directly or indirectly, on the grounds of a ‘protected characteristic’. The protected characteristics for this purpose are age, disability, gender, gender reassignment, pregnancy and maternity, race, religion, and sexual orientation.<sup>12</sup>

Before effecting a ‘major change of policy’, the Council must:

- notify and consult with those registered social landlords with whom it has nomination arrangements, and provide them a reasonable opportunity to comment on the proposals.<sup>13</sup> This has now been done in respect of the amendments proposed to take effect immediately;
- consider whether, in addition, to consult more widely, as recommended at para 4.45 of the statutory guidance.<sup>14</sup> There is no statutory requirement to consult other persons or bodies, and it is suggested that a wider consultation is not undertaken, given the urgency of effecting the proposed changes.

There are additional legal provisions with which an allocation scheme must comply.<sup>15</sup> These shall continue to be met if the proposed amendments are approved.

### **Issues precipitating the proposed amendments**

The background to the concluded consultation was set out in agenda item 11 of the 18 March 2013 meeting, but is reiterated below for ease of reference.

The proposed amendments have been prompted by the following:

- changes to the rules governing housing benefit entitlement – specifically, the changes colloquially known as the ‘bedroom tax’<sup>16</sup> – which took effect on 1 April 2013. This is expected to have an adverse effect on the ability of social housing tenants<sup>17</sup> to afford their rent payments, specifically those who are entitled to housing benefit but whose accommodation is larger than the relevant bedroom size their household is deemed to require by the housing

<sup>10</sup> *FAQs on the equality duty: What public authorities need to do on assessing impact on equality under the general equality duty*, ECHR website, August 2012.

<sup>11</sup> Housing Act 1996, s.167(7) [Wales].

<sup>12</sup> Equality Act 2010, s.149(7).

<sup>13</sup> Housing Act 1996, s.167(7) [Wales].

<sup>14</sup> *Code of Guidance for Local Authorities, Allocation of Accommodation and Homelessness 2012* (Welsh Government, August 2012).

<sup>15</sup> Such as the duty to include a statement on the policy offering choice to applicants (HA 1996, s.167(1A) [Wales]), and those rights set out at HA 1996, s.167(4A)).

<sup>16</sup> ‘Under occupation penalty’ is a more accurate term.

<sup>17</sup> Both Council and RSL tenants.

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benefit regulations<sup>18</sup> (see the 'Proposed amendments (1) (bedroom tax related)' section below);

- poor performance relating to the average length of time taken to terminate the main homelessness housing duty<sup>19</sup> (see 'Proposed amendments (2) (Discharge of homeless duty performance)' section below);
- the fact that the current policy on the choice offered to main duty homeless applicants prevents the Council discharging that duty in a significant number of cases (see 'Proposed amendments (3) (policy on choice for homeless households)' section below).

### **Proposed amendments (1) (bedroom tax related)**

Various aspects of the current Allocation Policy do not correspond with the bedroom tax rules, including the rules governing:

- the size of accommodation for which those applicants deemed to be in housing need are eligible;
- the circumstances in which housing applicants are deemed to be under-occupying accommodation, and thus entitled to additional priority (points);
- the circumstances in which housing applicants are prioritised because of a need for additional bedrooms, i.e. overcrowding.

The current policy applies the following criteria for establishing the size of property for which applicants are eligible, and whether applicants are under-occupying or overcrowded:

- The following persons in a household are treated as requiring a separate bedroom:
  - a single person aged 18 or over;
  - a husband and wife or partners;
  - children of the same gender where there is an age gap of ten years or more;
  - children of different gender, where one of those children is aged 8 or over;

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<sup>18</sup> The Housing Benefit (Amendment) Regulations 2013, SI No 665.

<sup>19</sup> Which arises by virtue of Housing Act 1996, s.193.

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with no more than two persons treated as occupying one bedroom;<sup>20</sup>

- single persons are considered for two bedroom flats;<sup>21</sup>
- couples are considered for two bedroom bungalows, ahead of single persons;<sup>22</sup>
- persons with one child are considered for three bedroom houses.<sup>23</sup>

The generous arrangements, whereby applicants with one child are considered for three bedroom properties, were adopted because of the comparatively small number of two bedroom properties becoming available to let. It was judged that these provisions would help applicants in this class (or at least those with a high housing need) have a realistic opportunity of receiving an allocation of social housing, notwithstanding the small number of two bedroom houses becoming available for allocation.

Until 1 April 2013 allocations where there were 'surplus' bedrooms did not impact upon the Council's ability to collect rent, not least because the calculation of housing benefit for occupiers of social housing took no account of the size of accommodation occupied, unlike in the private sector. Thus, the Council had considerable flexibility as regards applicants' household composition when allocating a property.

In this context it is useful to note how few general needs Council properties were allocated in 2012/13, when compared with the numbers of persons registered on the waiting list:

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<sup>20</sup> Housing Allocation Policy, paras 6.5 and 14.3.

<sup>21</sup> Housing Allocation Policy, para 6.5.

<sup>22</sup> *Ibid.*

<sup>23</sup> *Ibid.*

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Bed size	Number of dwellings (gross) <sup>24</sup>	Number of sheltered dwellings <sup>25</sup>	Number of general needs dwellings <sup>26</sup>	Number of applicants <sup>27</sup>	Number of general needs lettings 2012/13 <sup>28</sup>
1	704	365	339	58	10
2	1,333	122	1,211	462 <sup>29</sup>	35 (13 houses) (22 flats)
3	1,689	4	1,685	595 <sup>30</sup>	69
4	62	0	62	84	3
5	10	0	10	14	1

It can be seen from the above that the extent to which the housing needs of residents can realistically be met via social housing is limited. For example, of the 35 two bedroom properties allocated, only 13 were houses, with the remaining 22 being flats. This is significant because flats are generally not allocated to persons with dependent children.<sup>31</sup> Consequently, of those households requiring a two bedroom property with dependent children, only around 3% of applicants had their need for housing met via a tenancy from the Housing Register in 2012/13. The

<sup>24</sup> As at 2 May 2013.

<sup>25</sup> As at 2 May 2013.

<sup>26</sup> As at 2 May 2013.

<sup>27</sup> Live Housing Register applications, as at 23 May 2013, excluding applicants applying for sheltered accommodation, bungalows, and over-40s accommodation. Unfortunately, no data is available for the *total* number of persons who made an application for housing in each bedroom category during 2012/13. Accordingly, a snapshot figure is quoted of the number of housing applicants on the waiting list as at 23 May 2013. It is assumed for the purposes of illustration that the numbers on the waiting list at any one time during the previous financial year are roughly comparable with the total number of applicants. However, this discrepancy probably results in a more favourable position being depicted than was actually the case.

<sup>28</sup> Incorporating lettings made by RSLs, that were subject to nominations from the Council's waiting list, but excluding sheltered and those dwellings reserved for senior citizens and persons over 40 years of age.

<sup>29</sup> The quoted numbers for two and three bedroom accommodation are approximate figures only. The position is somewhat complicated by the fact that, under the current policy, applicants may qualify and express a preference for both two and three bedroomed properties, and until a review is undertaken, the data available shall be imprecise.

<sup>30</sup> See previous footnote.

<sup>31</sup> Since households with under-16s and/or children aged 16-18 in full time education or training are given priority for houses (Housing Allocation Policy, paras 6.1), and demand from such persons outstrips the supply of vacancies.

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equivalent figures for three and four bedroom properties are 12% and 4% respectively.<sup>32</sup>

It is suggested that the bedroom tax now makes the aforementioned bedroom allocation criteria untenable. The principal risk for the Council is that the ability of persons allocated a property which is larger than deemed necessary under the benefit regulations shall be less likely to discharge their rental liability. Affected benefit claims are adjusted by way of a fixed percentage deduction from the 'eligible rent',<sup>33</sup> amounting to 14% where there is deemed to be one additional bedroom, and 25% for two or more bedrooms. For Council tenants this has been seen to result in the following deductions:<sup>34</sup>

Size and type of property	Location	Number of 'additional' bedrooms	Weekly rent <sup>35</sup>	Weekly reduction in housing benefit
2 bed flat	Plas Tudor, Llangefni	1	£79.68	£11.16
2 bed house	Brynglas Close, Holyhead	1	£63.20	£8.85
3 bed house	Ffordd Hirnos, Holyhead	1	£72.45	£10.14
3 bed house	Trem Eryri, Menai Bridge	2 <sup>36</sup>	£94.05	£23.51

It is significant that approximately 70% of Council tenants receive housing benefit,<sup>37</sup> that around 620 *existing* tenants have already been affected by the bedroom tax,<sup>38</sup> and that the losses due to uncollected rent is, in any event, increasing. As at 19 May 2013, gross rent arrears stood at £590,090.87,<sup>39</sup> which is equivalent to 4.1% of the total annual collectable rent. Clearly, since the Council relies on rental income to ensure business viability and continuity, there are far reaching implications should all appropriate steps to minimise the risks to effective income collection not be taken.

It should be noted that the risk of non-payment by allocating housing applicants properties with – in benefit terms – surplus bedrooms does not merely relate to housing applicants who rely on benefits *at the time of the allocation*. Inevitably, a certain proportion of persons allocated a property shall experience a subsequent change in circumstances and become reliant on housing benefit. This risk is of

<sup>32</sup> For the reason set out in footnote (27) these figures are likely to be optimistic.

<sup>33</sup> i.e. the amount of the weekly rent which is used for the purpose of calculating benefit eligibility.

<sup>34</sup> The precise figures stated are examples. Rents for properties of a particular bedroom size may vary, depending on their precise characteristics, including location, attributes and facilities.

<sup>35</sup> See previous footnote.

<sup>36</sup> Illustrative example, as opposed to actual case.

<sup>37</sup> The figure as at the December 2012 was 71%, Housing Stock Business Plan 2013-2043.

<sup>38</sup> Figure provided by Benefit Services before the bedroom tax came into effect on 1 April 2013.

<sup>39</sup> For current tenancies, i.e. excluding former tenant arrears.

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course particularly acute given current economic conditions.

In addition, the impact of the bedroom tax is likely to be exacerbated by further reforms to the administration of welfare benefits, most notably the introduction of Universal Credit and compulsory 'direct' payment of housing benefit to the claimant on a monthly basis (rather than to Housing Services, every week, as is currently the case).<sup>40</sup>

Another relevant factor is the role of our partner RSLs. Most new RSL lets on the island are the subject of nomination arrangements, whereby persons are forwarded to the RSL for consideration from the Common Housing Register administered by the Council's Housing Services. Clwyd Alyn Housing Association, Cymdeithas Tai Eryri, and North Wales Housing are understandably anxious not to let to persons who, by reason of the bedroom tax, may not be in a position to meet their rent payments. There is anecdotal evidence from elsewhere in the UK that RSLs receiving nominations of such households are (understandably) unwilling to offer such applicants tenancies. On the island current nomination arrangements typically involve the forwarding of three applicants from the Housing Register. A failure to make the proposed amendments increases the risk that our partners might prefer those tenants who pose less of a risk. The corollary would be that the Council would be more likely to re-house those households affected by the bedroom tax. Addressing the present divergence shall ensure the continuing viability of existing partnership working and nomination arrangements.

For the above reasons it is contended that the Council's current criteria for calculating bedroom eligibility is untenable.

It is proposed that the criteria by which housing applicants are assessed as being in housing need on the grounds of overcrowding and under-occupation are amended so as to reflect the bedroom tax rules, as set out in the accompanying draft Housing Allocation Policy.<sup>41</sup>

In summary, it is proposed that housing applicants shall be deemed eligible for one bedroom for each of the following persons residing in the applicant's household:

- a couple;
- a single person aged 16 or over;
- two children of the same gender, where both of the children are aged under 16; and
- two children under 10 years of age, irrespective of their gender;

In addition, an additional bedroom shall be deemed necessary, subject to an affordability assessment, where:

- the tenant or their partner is disabled, and as a result they require a non-

<sup>40</sup> Commencing from October 2013. In addition many tenants shall have to make additional payments towards their Council Tax, once the Council Tax Reduction Scheme commences in April 2014.

<sup>41</sup> The proposed changes are highlighted in red text.

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resident overnight carer; or

- it is inappropriate or unreasonable for two persons to share a bedroom on a continual basis, as a result of a serious illness or disability.

In respect of the latter two categories, whether the provision applies in an individual case shall be a factual matter for the Housing Options Team to determine, having regard to the factors at play in the particular case. For example, where it appears that the applicant might qualify under either category, one would ordinarily expect medical evidence to be readily available. Further, the relevant person would be likely to be in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP). Decision-making officers would most likely consider factors such as the nature and extent of the disability, the nature and frequency of care required during the night, and the extent and regularity of the disturbance to the sleep of the person who would otherwise be required to share the bedroom.

To a large extent the above mirrors the factors that would be considered by the Benefits Office when considering whether an exemption to the normal bedroom criteria applies, albeit that the proposed amended criteria are slightly more generous than the housing benefit regulations.<sup>42</sup>

Clearly, the proposed changes may have a significant impact on some households applying for housing via the Housing Register. Whether any particular applicant shall be adversely affected is to a large degree dependant on their specific household circumstances. An analysis was recently undertaken of how a sample of applicants recently allocated a property would have fared, had the proposed criteria been in force, instead of the current policy. Our analysis suggests that in the majority of cases any detrimental effect shall be offset, not least because of the beneficial effect of the provision under which a person qualifies for his or her own bedroom upon reaching 16 (again, to reflect the bedroom tax rules), as opposed to 18 years at present.

An adverse consequence is most likely for those applicants with one child<sup>43</sup> or two children that share a bedroom. In general terms, this category of applicant is even less likely to receive an offer of social housing than at present.

Clearly, this is regrettable. However, the nature of the Westminster-imposed bedroom tax is that all local housing authorities have been presented with a dilemma, whereby any course of action carries significant adverse implications. It is suggested that the aforementioned implications for certain housing applicants is the 'lesser of two evils', given the imperative of ensuring income collection for delivering Housing Services' Business Plan. It is understood that most local housing authorities<sup>44</sup> and RSLs have already effected amendments similar to those recommended herein, to maximise and protect their income stream.

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<sup>42</sup> For example the benefit regulations currently make no provision for adults (as opposed to minors) that are unable to share a bedroom by virtue of a disability, albeit that leave has been granted for a judicial review of the legality of the regulations on equality grounds.

<sup>43</sup> Or one household member other than the applicant (and his or her partner, if any) who requires a second bedroom.

<sup>44</sup> Who retain management of housing stock.

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In addition, it is suggested that the amendments are required to reduce repeat incidences of homelessness, due to social housing tenants not being able to afford their accommodation. It would be somewhat perverse to be compelled by the provisions of the current policy to discharge the main homelessness duty by offering social housing which may become unaffordable, and trigger a fresh homelessness duty.

The amendments include provisions that would enable applicants whose household size would not ordinarily qualify them for a larger property to be considered, in circumstances where the appropriate bedroom size list<sup>45</sup> has been exhausted. So, for example, if there was no applicant on the waiting list who was eligible for an allocation of a three bedroom house in a particular locality, or if all such applicants had refused the property, households who would only ordinarily qualify for a two bedroom property could then be considered. Such lettings would be subject to an affordability assessment.

In the event that the recommendations are approved, Housing Services shall of course provide advice to all affected housing applicants. Initially, this shall take the form of a letter to all Housing Register applicants, summarising the changes to the Allocation Policy. In addition, all housing applicants whose priority (points) assessment is affected shall be notified in writing. The Council has, in any event, a legal duty to provide advice and information about the right to apply for an allocation of housing.<sup>46</sup> In addition, housing applicants have a right to request certain information in connection with their application.<sup>47</sup> New and existing applicants contacting Housing Services shall be advised of their options for obtaining suitable housing.<sup>48</sup> Given the disparity between new social housing lettings and the numbers of persons in housing need, it is unfortunately already the case that the only realistic housing option for many customers (at least those requiring general needs housing) is to secure a private let.

It is also proposed that where a prospective allocation to an OAP bungalow is being considered, and where the Independent Community Specialist recommends increasing the required property size on medical grounds, any allocation will be subject to an affordability assessment.

The Council's partner RSLs were consulted on the aforementioned proposals, but made no comments. This is presumably because they consider such amendments to be a necessary, indeed inevitable, development, for the stated reasons. As alluded to above, the amendments also reflect and give effect to their own business requirements.

The proposed amendments are unlikely to adversely impact upon equality of opportunity between those persons with protected characteristics<sup>49</sup> and those without such characteristics, or have a significant adverse impact in connection with those matters to which the Council is obliged to have regard under section 149 of the Equality Act 2010. As referred to above, specific provision is made for those

<sup>45</sup> For the relevant size, type and location of property.

<sup>46</sup> Housing Act 1996, s.166(1)(a), reflected in para 8.1 of the Housing Allocation Policy.

<sup>47</sup> Housing Act 1996, s.167(4A)(a), (b), Housing Allocation Policy, para 8.1.

<sup>48</sup> Either by the Customer Services Team, or the Housing Options Team.

<sup>49</sup> Within the meaning of the Equality Act 2010, s.4.

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households with disabled persons who cannot share a bedroom or require an overnight carer.

### **Proposed amendments (2) (Discharge of homelessness duty performance)**

Of those persons who apply for housing on grounds of homelessness under Part 7 of the 1996 Act, the Council owes an ongoing duty to secure temporary accommodation (the 'main housing duty') only to those applicants who the Council accept have become homeless unintentionally, have a priority need,<sup>50</sup> and have a local connection.<sup>51</sup>

The Council's performance relating to the time taken to terminate the main duty is very poor, when compared to other Welsh authorities. The average time taken to discharge the main housing duty to those persons found to be unintentionally homeless and in priority need (HHA/002) was 740 days in 2012/13. This was up from 680 days in 2011/12, compared with a Welsh average of 128 days. The average number of days homeless households spent in non-bed & breakfast accommodation (HHA/017b) was 975 days in 2012/13. While this was a significant improvement from 1199 days in 2011/12, the Council compares unfavourably with the Welsh average, which in 2011/12 stood at 136 days.

Not only is the Council the worst performer in Wales as regards the length of time taken to discharge the homelessness duty, but its performance falls far outside what was achieved by the other poorly performing authorities. The next poorest performer on the HHA/002 measure in 2011/12<sup>52</sup> took an average of 337 days to discharge the main duty, making Anglesey's performance (680 days) equivalent to 355% of the next poorest performer. The next poorest performer on the HHA/017b measure in 2011/12<sup>53</sup> accommodated all main duty homeless households in non-bed and breakfast accommodation for an average of 210 days, making Anglesey's performance (1,199 days) equivalent to 324% of the next poorest performer.

When adopted in July 2010 the current version of the Allocation Policy significantly *reduced* the priority given to homeless households, when compared with other categories of housing need.

The homelessness legislation prevents the Council from terminating the homelessness duty by securing privately rented accommodation for a household.<sup>54</sup> As a result, an offer of social housing is often the only realistic means of ending the housing duty. While the Head of Service has made detailed representations to the Housing Minister on this issue,<sup>55</sup> it remains that the priority given to homeless

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<sup>50</sup> Housing Act 1996, s.193.

<sup>51</sup> Or, put more accurately, those unintentionally homeless persons who have a priority need, for whom the local connection referral conditions set out in Housing Act 1996 s.198, are not satisfied, and those applicants where the Council has not exercised the power to refer to another authority (this latter category is rare).

<sup>52</sup> No national average figure is yet available for 2012/13.

<sup>53</sup> Again, no national average figure is yet available for 2012/13.

<sup>54</sup> Unless the applicant consents to the ending of the main duty: Housing Act 1996, s.193(7AC),(7D) and (7E).

<sup>55</sup> Specifically suggesting that proposed reforms to the homelessness legislation should enable local authorities to discharge the homeless duty by offering an ordinary periodic or six month assured shorthold tenancy from a private landlord, on the basis that such persons would no longer in any Housing Allocation Policy (March 2013) [showing proposed amendments for consideration on 10 June 2013](#)

households on the housing waiting list (relative to other applicants) is a major factor which determines the Council's 'discharge of duty' performance.

A recent review of temporary accommodation<sup>56</sup> identified that 57% of homeless households occupying temporary accommodation had not received an offer of settled accommodation, despite the duty to secure accommodation having been accepted over two years previously. The numbers of homeless applicants accommodated temporarily<sup>57</sup> are summarised below.<sup>58</sup>

<u>Waiting time</u>	<u>Type of accommodation</u>	<u>Number of applicants</u>	
<b>&gt; 1day</b>	<b>Total</b>	<b>64</b>	
	(Private leasing scheme)	49)	
	(Council stock)	15)	
<b>&gt; 1 year</b>	<b>Total</b>	<b>46</b>	<b>(72%)</b>
	(Private leasing scheme)	33)	
	(Council stock)	13)	
<b>&gt; 2 years</b>	<b>Total</b>	<b>36</b>	<b>(56%)</b>
	(Private leasing scheme)	23)	
	(Council stock)	13)	
<b>&gt; 5 years</b>	<b>Total</b>	<b>12</b>	<b>(19%)</b>
	(Private leasing scheme)	3)	
	(Council stock)	9)	

An analysis undertaken of allocations in 2012/13<sup>59</sup> suggests that 50% of those households occupying temporary accommodation for over two years are unlikely to receive an allocation of social housing without additional priority being awarded to their application.

Even bringing the Council within the range of the worst performers in Wales on the above measures shall require the backlog of longstanding main duty cases to be cleared, by the securing of settled accommodation.

The present policy provides some additional priority to main duty applicants in circumstances where they occupy temporary accommodation for a length of time. Ten points is awarded once an applicant has occupied temporary accommodation for six months, and a further ten points is awarded after twelve months. However, as the above figures show, this has simply been insufficient to ensure all such applicants receive a final offer within a reasonable period.

meaningful sense be homeless, and that to prevent local authorities from being relieved of the legal duty to secure housing is onerous and irrational.

<sup>56</sup> Temporary Accommodation Reduction Strategy Review and Strategy, October 2012.

<sup>57</sup> Excluding short term bed and breakfast placements.

<sup>58</sup> Figures correct, as at 24 May 2013.

<sup>59</sup> An analysis was undertaken of general needs properties allocated between 1 April 2012 and 14 January 2013, and compared the priority of the housing applicant who was successful in receiving an allocation, with the priority of those main duty homeless applicants who have not received an allocation of housing, despite occupying temporary accommodation for over two years.

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In order to achieve a significant improvement it is proposed that additional priority also be awarded to such persons in the form of an additional ten points after the expiry of every six month period, from 18 months to 5 years. The incremental nature of this additional priority will ensure that a fair balance is struck between the 'reasonable preference' categories, i.e. that a significant proportion of allocations shall still go to non-homeless households.

The proposed amendments are set out at para 14.1 of the attached version which shows the proposed amendments.

The proposed amendments are unlikely to adversely impact upon equality of opportunity between those persons with protected characteristics and those without such characteristics, or significantly impact upon those matters to which the Council is obliged to have regard under section 149 of the Equality Act 2010.

The Council's partner Registered Social Landlords were consulted on the aforementioned proposals, but made no comments. Presumably they recognise and accept the rationale of ensuring that main duty homeless households should be secured settled housing within a period which is reasonable, and within the normal range for Welsh authorities.

### **Proposed amendments (3) (policy on choice for homeless households)**

The Council is obliged to include a statement in the allocation scheme regarding its policy on choice, and the opportunity for applicants to express preferences about the accommodation that is likely to be offered to them.<sup>60</sup> The most significant means by which housing applicants are offered choice is the opportunity to express a preference about the geographical area in which they wish to be considered for offers. Applicants are given the opportunity to specify those letting areas in which they wish to be considered for an allocation of housing.

The Allocation Policy currently provides *all* applicants – including homeless households to whom the Council owes a duty under the homelessness legislation to secure temporary housing – the same rights to exercise a choice about the areas in which they may receive an allocation. The analysis of lettings made in 2012/13 identified that 33% of applicants then housed temporarily in the Private Leasing Scheme had expressed a preference for only one letting area. In many cases, it was highly unlikely that the applicant would receive an allocation in their chosen area(s). This was most commonly because the applicant did not have sufficient priority when compared to other housing applicants, or no property of the size required was likely to become available. This included cases where there was simply no social housing of the size and type required by the homeless person in the particular letting area(s) chosen by the applicant.

Put simply, it is perverse that a housing applicant to whom the Council owes an ongoing accommodation duty may, by the strict terms of the policy – to which the

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<sup>60</sup> Housing Act 1996, s.167(1A) [Wales].

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Council must abide – effectively prevent the securing of suitable housing to resolve their homelessness.

The Council is not obliged to provide the same opportunity for expressing preferences to those owed a homelessness duty, as it offers to other housing applicants. However, in order to lawfully terminate the main homelessness duty via a 'final offer' of accommodation from the waiting list, the policy must make specific provision enabling the Council to allocate housing which is outside of the applicant's stated preferences.

The proposed amendments are set out at paras 9.1 and 9.4.

Even if the proposed amendment is adopted, the Council shall remain under a duty to ensure that any offer of accommodation made for the purpose of finally discharging the homelessness duty is suitable for the needs of the applicant, and the members of his or her household.

It is possible that a homeless person with a protected characteristic who requires a service and/or support as the result of that characteristic (whether from a statutory service, informal networks, or otherwise) may experience a disadvantage in circumstances where, as the result of the proposed amendments, he or she is secured settled accommodation at a distance from his existing or previous accommodation, with is greater than that which would otherwise be the case. It is possible that any adverse impact of the proposed amendments may disproportionately be experienced by those applicants who share a protected characteristic.

However, it is important to note that the homelessness legislation stipulates that any accommodation secured for the applicant (whether temporary accommodation, or accommodation secured to terminate the main duty<sup>61</sup>) must be suitable, both for the applicant and all members of his or her household.<sup>62</sup> When securing accommodation for an applicant (including those with a protected characteristic), the Council is obliged to conduct an assessment of all the characteristics of the accommodation, in the light of the particular needs of the applicant. In addition, regulations specifically provide that, when determining whether particular accommodation is suitable for the needs of an applicant, the Council must consider the specific health needs of the person, any disabilities, and the proximity and accessibility of adult care and children's services, family support, and support services.<sup>63</sup> Further, the proposed amendment provides that, when considering whether to override an applicant's stated area preferences after expiry of the three month period, the suitability of any additional geographical areas must be considered.

The proposed amendments are otherwise unlikely to adversely impact upon equality of opportunity between those persons with protected characteristics and those without such characteristics, or have a significant adverse impact in connection with

<sup>61</sup> Such as a final offer from the housing waiting list.

<sup>62</sup> Housing Act 1996, s.206(1).

<sup>63</sup> Homelessness (Suitability of Accommodation) Wales Order 2006, SI No 650 (W.71), art 3.

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those matters to which the Council is obliged to have regard under section 149 of the Equality Act 2010.

### **Proposal for a Housing Allocation Scheme Task and Finish Group to review the policy**

Clearly, the Council should review the adequacy of its allocation scheme policy from time to time, to ensure its strategic objectives are being met. The format of the current policy has remained largely unchanged since 2004. The extent to which it adequately meets current needs is questionable.

The substantive allocation provisions undoubtedly could be explained in a clearer manner. This, together with incorporating more detail of the procedural aspects of the allocation process into the published document, could significantly improve transparency for customers, officers and elected members alike.

More fundamentally, the Council's current policy might be viewed as unnecessarily complex, resulting in increased administration costs. There might be considerable scope for creating efficiencies by simplifying the allocation process and/or by increased collaboration with our partner RSLs. It is proposed that we discuss the possibility of a Common Allocations Policy for Anglesey with the RSLs.

Clearly Elected Members shall want to consider and oversee such fundamental policy issues. Accordingly it is recommended that a Housing Allocation Task and Finish Group is constituted for the purpose of reviewing the Council's Housing Allocations Policy

## **B - Considerations**

### **Equality Act 2010 duties**

It is considered that the proposed amendments comply with the Equality Act 2010 duties.

### **Welfare benefit reform**

The proposed amendments to the Allocation Policy are required to ensure accommodation allocated by the Council is affordable for tenants, to ensure that the adverse effects of welfare reform are mitigated, and to reduce repeat incidences of homelessness, due to social housing tenants not being able to afford their accommodation.

### **Discharge of homeless duty performance**

The proposed amendments to the Allocation Policy are required to ensure the Council demonstrates continuous improvement to the homelessness and housing service, and specifically that homeless persons are assisted to obtain settled

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housing within a reasonable period, which broadly corresponds with that achieved by other local housing authorities.

### **Policy on choice for homeless households**

The proposed amendment to the Allocation Policy is required to ensure the Council is able to make ‘final’ offers of suitable accommodation to homeless persons, whether or not the accommodation is situated in a letting area specified by the applicant as an area they would prefer to reside in. Failure to amend the policy shall effectively prevent the Council from terminating the housing duty in a significant number of homeless cases, including those who have occupied temporary accommodation for a substantial period, and prevent the Council demonstrating improvement in the length of time it takes to discharge the main housing duty, and alleviate housing applicants’ homelessness.

The proposed amendment may also contribute to removing a possible perverse incentive for persons wanting to access social housing to contrive homelessness for the purpose of securing additional priority. The change would enable Council officers to advise potential homeless applicants that, should they opt to pursue a homeless application, an offer of housing in their preferred areas could not be guaranteed.

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	Consulted
<b>2</b>	<b>Legal / Monitoring Officer</b>	Consulted
<b>3</b>	<b>Human Resources</b>	
<b>4</b>	<b>Property Services</b>	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b>	
<b>7</b>	<b>Anti-poverty and Social</b>	
<b>8</b>	<b>Communication</b>	
<b>9</b>	<b>Consultation</b>	
<b>10</b>	<b>Economic</b>	



## C – Implications and Impacts

11	Environmental	
12	Crime and Disorder	
13	Outcome Agreements	

## D - Summary

## E - Recommendation

**R1** that the Executive Committee agrees to amend the Housing Allocation Policy with immediate effect, so as to incorporate those provisions contained in the attached draft ('showing proposed amendments for consideration on 10 June 2013') which amends the bedroom eligibility criteria, under-occupation priority criteria and overcrowding priority criteria, so as to address the compatibility of the policy with the housing benefit under-occupancy penalty amendments.

**R2** that the Executive Committee agrees to amend the Housing Allocation Policy with immediate effect, so as to incorporate those provisions contained the attached draft, which amend the priority awarded to homeless applicants who are occupying temporary accommodation pursuant to section 193 of the Housing Act 1996;

**R3** that the Executive Committee agrees to amend the Housing Allocation Policy with immediate effect, so as to incorporate those provisions contained the attached draft, which restrict the ability of main duty homeless households to exercise choice and preferences in connection with the areas in which they may be offered accommodation;

**R4** that the Executive Committee agrees to the setting up of a Housing Allocation Policy Review Task and Finish Group to work in conjunction with the Head of Service and Housing Services officers, to oversee a wholesale review of the policy.

**Name of author of report; Shan L Williams**

**Job Title: Head of Service (Housing)**

**Date: 24 May 2012**

**Appendices:**

The following additional related documentation is attached:

- Housing Allocation Policy;<sup>64</sup>
- Housing Allocation Policy (showing proposed amendments).

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<sup>64</sup> March 2013.

| Housing Allocation Policy (March 2013) [showing proposed amendments for consideration on 10 June 2013](#)

## HOUSING ALLOCATION POLICY (INCORPORATING & HIGHLIGHTING PROPOSED AMENDMENTS FOR CONSIDERATION BY THE EXECUTIVE COMMITTEE ON 10 JUNE 2013)

### INTRODUCTION

The allocation of social rented housing is largely governed by the legislative framework set out in Part 6 of the Housing Act 1996. Amendments under the Homelessness Act 2002 revoked the *duty* to keep a Housing Register although there remains the requirement to have an allocations scheme which shows the priorities and procedures used to allocate accommodation. The scheme must contain a statement of the Authority's policies on choices and preferences.

S159 of the Housing Act 1996 defines the allocation of housing accommodation by housing authorities as:-

- Selecting a person to be a secure or introductory tenant of accommodation held by the local authority;
- a nomination to such tenancies of accommodation held by another person (i.e. as stipulated in s80 Housing Act 1985);
- A nomination to an assured tenancy (including assured shorthold tenancy) of accommodation held by Registered Social Landlords.

The broad framework sets out who is eligible/ineligible for inclusion in the allocations scheme and identifies groups of people who must be given reasonable preference.

The Welsh Government's Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness 2012 must also be taken into account.

The following Statutory Instruments also apply -:

'The Allocation of Housing (Wales) Regulations 2003' cites two cases where the provisions of Part 6 do not apply:-

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- Where a local housing authority secures the provision of suitable alternative accommodation under s39 of the Land Compensation Act 1973(3) (duty to rehouse residential occupiers).
- In relation to the grant of secure tenancy under s554 and s555 of the Housing Act 1985(4)(grant of tenancy to former owner-occupier or statutory tenant of defective dwelling-house).

'The Allocation of Housing (Wales)(Amendment)Regulations 2006' amended the 2003 provisions which prescribe classes of persons who are subject to immigration control who are eligible to include persons having humanitarian protection.

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## **1.0 COMMON HOUSING REGISTER**

**1.1** The Isle of Anglesey County Council maintains a common housing register for its residential properties as well as for those housing associations in the area that have chosen to participate in the Ynys Môn Housing Partnership - Cymdeithas Tai Eryri, Clwyd Alyn and North Wales Housing.

**1.2** This document sets out the Council's detailed procedures for processing new applications for social housing and applications from existing tenants wishing to transfer to alternative accommodation and the processes involved in allocating dwellings.

**1.3** The Council is committed to promoting equal opportunities and all applicants will be treated equally and without any discrimination.

**1.3A** The Council will, when administering the allocation scheme, comply with the public sector equality duty. The Council shall have due regard to those matters listed in section 149(1) of the Equality Act 2010, including the need to eliminate discrimination, harassment and victimisation, the need to advance equality of opportunity, and the need to foster good relations between persons who share 'protected characteristics' and other persons.

**1.3B** The Council will, where necessary, take appropriate steps to meet the needs of persons who share a protected characteristic, and to remove or minimise disadvantages they suffer. In this context, the protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, and sexual orientation.

**1.3C** Applicants shall be asked a series of questions, as part of the application process, and allocations shall be monitored, to enable the Council to monitor equality of opportunity, and the impact of the allocation scheme on persons who share protected characteristics.

**1.3D** The Council shall make this policy and any associated documentation or literature available in another language or format, where necessary for the purpose of advancing equality of access, including to an individual applicant, upon receiving a request to do so.

**1.4** The policy seeks to ensure that people in the greatest housing need have the highest priority for being housed or rehoused in the area of their choice.

## **2.0 ELIGIBILITY FOR SOCIAL HOUSING**

**2.1** Everyone is entitled to go onto the Housing Register unless they are excluded under the Housing Act 1996 as amended by the Homelessness Act 2002.

### **2.2 Statutory Exclusion**

Applicants who are subject to immigration control within the meaning of the Asylum and Immigration Act 1996(c.49) are not eligible *unless*:

- a) they are existing secure or introductory tenants or assured tenants of housing accommodation allocated by a local housing authority or
- b) the applicant is a British Citizen
- c) a Commonwealth citizen who has the right of abode in the UK
- d) a citizen of a member country within the European Economic Area
  
- e) a person who has been granted refugee status
- f) a person who has been granted exceptional leave to enter or remain in the UK which is not subject to a condition requiring him/her to maintain and accommodate him/herself and any dependants without recourse to public funds
- g) a person who has a current leave to enter or remain in the UK which is not subject to any time limit or condition. (Other than a sponsored immigrant who has been here for at least 5 years and whose sponsor(s) is still alive)

**2.3** Persons who are not habitually resident within the Common Travel Area of the UK, Republic of Ireland, Isle of Man and Channel Islands.

**2.4** Nationals of the European Economic Area with no right to reside.

A person who is a national of a country within the EEA and who is notified by the Home Secretary that he/she no longer has a right to reside in the UK.

**2.5** A person who is excluded from entitlement to Housing Benefit by Section 115 of the Immigration and Asylum Act 1999(c.33).

**2.6** Discretionary Exclusion (power to exclude on basis of unacceptable behaviour)

The Council will only exclude those persons falling within the statutory provisions. This approach ensures that the allocation policy is not only inclusive but accurately reflects housing need on the island. This does not necessarily mean that all applicants will be actively considered for housing. Please refer to Paragraph 12.0 'SUSPENDED APPLICATIONS'.

**2.7** Applicants who feel they should become eligible can reapply to the Housing Authority at any time but will be required to demonstrate that their circumstances have changed.

### **3.0 DATA PROTECTION**

**3.1** The Council will not disclose information regarding a person's application for housing to any third party or member of the public without their express consent unless required to do so by law. By signing the Housing Register application form, the applicant gives consent to the Council to make relevant enquiries in connection with their application and their suitability to be a tenant



## **4.0 MAKING AN APPLICATION**

**4.1** The Council will provide advice and information free of charge to potential applicants about their right to join the Housing Register, including an application form. The Council will also provide help directly or indirectly in making an application, free of charge, to anyone on the island who is likely to have difficulty applying without assistance.

**4.2** The Council will endeavour to provide information in alternative formats upon request.

## **5.0 APPLICATIONS FROM 16/17 YEAR OLDS**

**5.1** Section 1 of the Law of Property Act 1925 prevents minors from holding a legal estate in land. Consequently applicants will normally only be considered where the Council has a duty under the homelessness legislation or the Children Act 1989 and an appropriate adult will be required to enter into a guarantee in relation to the tenancy agreement. There may also be a requirement for appropriate support arrangements.

The offer of permanent accommodation before an applicant is 18 is at the discretion of the Head of Housing Services.

**5.2** The housing and support needs of lone parents under 18 years of age will be subject to joint assessment with Social Services and other agencies (where relevant). The consent of the applicant must be sought unless there are child protection concerns.

## **6.0 ELIGIBILITY CRITERIA FOR SPECIFIC PROPERTY TYPES / SIZE**

**6.1** Priority for houses will be given to households with children under the age of 16 years or with children 16 - 18 who are in full time education or training.

**6.2** To qualify for OAP bungalows/flats, an applicant must be 60 years of age or over.

**6.3** To qualify for sheltered accommodation, an applicant must be 60 years of age or over OR be registered disabled. Offers of accommodation will be made subject to an assessment of housing and support needs by a Panel comprising Allocation Officers, Occupational Therapists and Disability Advisors.

**6.4** To qualify for properties designed or adapted for special needs (e.g. disabled person) an applicant or a member of the applicant's household, must be medically assessed as requiring such specialised accommodation.

**6.5** The Council assesses the size of home each applicant requires, according to their household size and composition ~~and any other special considerations~~. Size is expressed in terms of the number of bedrooms. Applicants ~~with one child will be considered for 3 bedroomed houses. Single applicants will be considered for 2 bedroomed flats~~ will be prioritised for accommodation of a size that accords with their bedroom requirement, which shall be assessed using the following criteria.

One bedroom shall be deemed necessary for each of the following persons in the applicant's household:

- a single person or couple aged 16 or over; and
- two children of the same gender, where both of the children are aged under 16; and
- two children aged under 10, regardless of gender; and
- any remaining child.

In addition, an additional bedroom shall be deemed necessary where:

- the tenant or his or her partner is disabled, and they require a non-resident overnight carer, providing that the Council is satisfied that the prospective tenant is able to afford the accommodation; or

- it is unreasonable for two persons to share a bedroom, as the result of an illness or disability, providing that the Council is satisfied that the prospective tenant is able to afford the accommodation.

For the purpose of the above calculation, foster children and persons whose principle home is elsewhere shall not be included.

Where, in respect of a particular allocation, there is no applicant eligible for that size of property, or where all the eligible applicants have refused an offer, households with other bedroom requirements may be considered for an allocation, subject to an assessment of their ability to afford the rent and other household expenses.

—Couples will be considered for 2 bedrooed OAP bungalows ahead of single applicants. Prospective allocations to OAP bungalows will be subject to an affordability assessment.

**6.6** A single -parent household is entitled to the same size of accommodation as a two-parent household with the same number of children

**6.7** Households that include a pregnant woman expecting her first child are assessed after 6 months as if the baby had already been born when being considered for houses.

## **6.8 EXCEPTIONS**

a) When the Independent Community Specialist recommends increasing the required property size on medical grounds, subject to an affordability assessment.

b) The Head of Housing Services may allocate property types/sizes outside the eligibility criteria if there are no eligible applicants and/or it is in the best interest of the Council to do so in terms of managing its housing stock, meeting genuine housing need and minimising rent loss on void properties. The Head of Housing Services may also authorise the use of such properties as temporary

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accommodation for households towards whom the Council has a statutory duty under Part 7, Housing Act 1996 as amended by the Homelessness Act 2002.

## **7.0 JOINT TENANCIES**

The Council encourages joint tenancies, where two adults in a household become joint tenants in the same Council property. Both tenants are then jointly and individually responsible for ensuring the tenancy agreement is kept to. Both parties must individually qualify to join the housing register and be eligible to be considered for offers of accommodation. If the Council refuses to grant a joint tenancy, it will provide written notification detailing the reasons for the refusal.

## **8.0 RIGHT TO GENERAL INFORMATION**

**8.1** Eligible applicants have the right to request such general information as will enable them to know how their application is likely to be treated, what preference they are likely to be given, what kind of accommodation is likely to be made available to them, and when such accommodation is likely to become available.

## **9.0 CHOICE**

**9.1** All eligible applicants have the opportunity to state preferences on property type, size and areas/neighbourhoods, [subject to the following provisions, including the removal of area choice for homeless households after a period of three months.](#)

**9.2** All eligible applicants have the opportunity to register an interest in being accommodated by any of the participating Registered Social Landlords (Housing Associations) and approved Private Landlords.

**9.3** Low turnover and high demand for some areas means that it may not always be possible to meet applicants' preferences for particular types of accommodation or areas on the island. Offers of accommodation will however be suitable for the applicant's needs even if they do not meet their preferences as regards location.

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9.4 Applicants to whom the Council owes the main homelessness housing duty (Housing Act 1996, section 193) or the corresponding 'threatened with' duty under section 195(2), shall have the opportunity to express, via letting area choices, a preference about the location of accommodation they wish to be offered. At the end of the period of three months, beginning with the acceptance of the homelessness duty, the Council may unilaterally widen the letting areas for which the applicant may be considered. This will only be done where it is considered that accommodation in the additional letting areas would most likely be suitable for the needs of the applicant and his or her household members, for the purpose of discharging the main homelessness duty.

## **10.0 THE PROCESSING OF APPLICATIONS**

**10.1** Applicants will be required to provide relevant documents to support their application before they will be made an offer including proof of identification and proof of residency. If an applicant fails to provide the requisite information within the specified timescale, the application will be cancelled.

**10.2** References will be required from a landlord or mortgage provider and further checks will be undertaken where there are concerns that the behaviour of the applicant (or a member of his/her household) may affect their suitability to be a tenant.

**10.3** Applicants with convictions subject to a custodial sentence will be required to have undergone a risk assessment

**10.4** Any children included in an application must normally be dependent on and reside with the applicant before they are taken into account when assessing the points levels.

**10.5** Applicants will be sent an acknowledgement letter within 5 working days and will be notified of the status of their application within the following 30 days once it has been processed. This will enable them to establish their prospects of being rehoused.

**10.6** Applicants will be removed from the register at their own request provided it is made in writing. Written confirmation will be provided where a forwarding address is known

**10.7** If information is received which infers that an applicant already on the list is ineligible, he will be informed in writing and advised of the reasons.

**10.8** Should the applicant request information about their application over the telephone, they will be asked to confirm their N.I. number or any other information known only to them.

**10.9** Making a false statement or withholding relevant information to obtain a tenancy is a Ground for Possession (eviction) and a criminal offence for which a fine is payable on summary conviction. Any such applications identified prior to allocation will be cancelled.

**10.10** If it is found that an applicant has purposely changed address or acted otherwise to worsen his/her circumstances to increase the award of points the application will be pointed as if such a change had not been made for a period of 12 months or, where the applicant is found to be intentionally homeless, until such time as there is a change in circumstances which would overturn the finding of intentionality.

## **11.0 CHANGE OF CIRCUMSTANCES**

**11.1** Applicants are required to notify the Council in writing of any changes to their personal circumstances so that their details can be amended accordingly.

**11.2** Periodic reviews of the Housing Register are undertaken and applicants who fail to return the review form within the specified timescale will be removed from the register.

## **12.0 SUSPENDED APPLICATIONS**

**12.1** In some circumstances applications will be suspended i.e. they will be credited with housing need/local connection points but will not be actively considered when a property becomes available for letting. Suspensions can last up to a maximum of 12 months at which time the case will be reviewed. The decision on whether to suspend will be made on the basis of the facts of individual cases and applicants will be notified in writing of the reasons for the suspension and afforded the opportunity to request a review of the decision. See Paragraph 22.0 'RIGHT TO REVIEW OF DECISIONS'.

**12.2** Suspensions will be applied in the following circumstances (this list is not exhaustive):-

**12.2.1** At applicant's own request

**12.2.2** Pending further information required to process an application e.g. proof of divorce / legal separation / property settlement / property sale and equity released / pregnancy / residence arrangements for children

**12.2.3** Eligible applicants with tenancy related debts with any Local Authority, RSL or Private Landlord (arrears/recharges/court costs). Applicants will be required to enter into and maintain an agreed repayment schedule. Whilst suspensions will be lifted when the debt is equivalent to 4 weeks rent net of any benefit, the offer of accommodation before the debt is cleared in full will be at the discretion of the Head of Housing Services or the Housing Associations/Private Landlords and only then in exceptional circumstances.

**12.2.4** Applicant is in prison.

**12.2.5** Applicant is in HM Forces pending confirmation of discharge from Commanding Officer.

**12.2.6** Applicant has refused 2 reasonable offers in the areas of his choice. Suspension for 12 months.

**12.2.7** Applicant is occupying tied accommodation – pending receipt of Notice to Terminate Employment.

**12.2.8** Applicant has adequate financial resources to secure own accommodation at market rent or purchase. The average rental cost or purchase price in the applicant's areas of choice will be considered at the time of the assessment. For rental purposes applicants with an annual income of £35,000 will be deemed to have adequate resources to house themselves. Applicant will still be given appropriate advice and assistance.

**12.2.9** Applicant is a freehold, leasehold or shared owner unless they have a minimum of 20 housing need points (excluding local connection). Applicants will only be considered when they are in the process of disposing of the property and have obtained a completion date unless:-

a) urgent re-housing is required on medical grounds (must have minimum 20 medical points) and it is not possible to adapt current accommodation OR applicant needs to live in close proximity to a carer (property must be in the process of being sold or applicant will be required to give a written undertaking to dispose of it within 12 months);

b) the applicant is a joint owner at relationship breakdown and the property is not being disposed of as one partner is to continue to live in it (written confirmation from solicitor required)



c) the property is considered to be 'difficult to let' (property must be in the process of being sold or applicant will be required to give a written undertaking to dispose of it within 12 months)

**12.2.10** There are issues relating to current/recent anti-social behaviour which are considered relevant to the applicant and/or household members in terms of their suitability as tenants. Consideration will be given to the need to strike a balance between the rights of the individual and the interests of the wider community. Where there is evidence to suggest that an applicant's unacceptable behaviour is due to disability, the application will not be suspended if the Council is satisfied that the person would be able to maintain a tenancy satisfactorily with appropriate support. Any decision will be based on consultation with relevant agencies e.g. GP, Social Services, Mental Health Team, support providers.

**12.2.11** Transfer applicants who have not occupied their present home for a minimum of 12 months unless there has been a change of circumstances which means they now fall within the reasonable preference categories. (The Head of Housing Services may allow a transfer in exceptional circumstances, which will be recorded on the applicant's file).

**12.2.12** Transfer applicants with rent arrears/recharges/court costs until they enter into and maintain an agreed repayment schedule. Whilst suspensions will be lifted when the debt is equivalent to 4 weeks rent net of any benefit, the offer of accommodation before the arrears are cleared in full will be at the discretion of the Head of Housing Services or the Housing Associations/Private Landlords and only then in exceptional circumstances.

**12.2.13** Transfer applicants where their present home does not meet acceptable standards of cleanliness and decoration (the standard required is such that a new tenant could reasonably move into the dwelling straight away if the tenant left today).

**12.2.14** Transfer applicants pending making good defects which are the tenant's responsibility.

**12.2.15** Transfer applicants pending bringing garden area to a reasonable standard (having regard to his physical capabilities and those of his family members).

**12.2.16** Transfer applicants where there are issues relating to current/recent anti-social behaviour which has warranted intervention by the Council .

Applicants will be notified in writing of the reasons for the deferral and, where necessary how to remedy the situation and the proposed review dates. Applicants suspended on the basis of anti-social behaviour will be required to demonstrate to the reasonable satisfaction of the council, why they consider themselves suitable to be a tenant.

## **13.0 PRIORITISING APPLICATIONS**

**13.1** Eligible applicants are awarded points to reflect housing need and other factors.

**13.2** Reasonable preference must be given to the following categories of people set out in s167(2) Part 6 Housing Act 1996 (as amended) :-

- a) people who are homeless within the meaning of Part 7 of the 1996 Housing Act;
- b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3);
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;

d) people who need to move on medical or welfare grounds including grounds relating to a disability;

e) people who need to move to a particular locality in the area of the housing authority, where failure to meet that need would cause hardship (to themselves or to others).

**13.3** When distinguishing between applications the Council will take into account the following factors:-

- a) The financial resources available to applicants to meet their own housing need;
- b) any behaviour of the applicant or a member of that household which affects the applicant's suitability to be a tenant;
- c) any local connection between the applicant and the district.

**13.4** The Council also has the power under s167(2E) to allocate particular housing accommodation to persons of a particular description regardless of whether or not they fall under s167(2). Any such specific lettings plans would be ancillary to the main Allocation Policy and would allow accommodation developed for a specific purpose to be allocated either primarily or exclusively to a specific category of people irrespective of whether or not they would attract priority under other provisions of the 1996 Act or the Allocation Policy.

## **14.0 HOUSING NEED POINTS**

### **14.1 HOMELESSNESS, UNSETTLED OR INSECURE ACCOMMODATION**

a) The applicant is homeless/threatened with homelessness unintentionally - **20 points OR**

b) The applicant is homeless, unintentionally and in priority need as a result of violence or threats of violence likely to be carried out - **30 points**

c) the applicant is homeless and in priority need but homeless intentionally - **5 points OR**

d) The applicant is living in lodgings, staying with family/friends - **10 points OR**

e) The applicant is in local authority care or has been living in a hostel/supported housing project for a minimum period of 6 months and written confirmation has been received that they are ready to move on. – **45 points OR**

f) The applicant has been placed in temporary local authority or private accommodation under Section 193(2) of the Housing Act 1996 (as amended) – **20 points**. This category will also attract **10 points** after the first 6 months spent in the temporary accommodation and an additional **10 points** after a ~~every~~ further 6 months period they spend in temporary accommodation (at 12, 18, 24 months, and so on), up until the applicant has occupied the temporary accommodation for five years.

**NB** If an applicant pointed under 14.1(a) ~~or 14.1(b)~~, or (f) refuses a final offer of suitable accommodation under Part 6 (allocation of housing) , the homelessness points will be removed. This also applies to non-priority need applicants.

#### **14. 2 OCCUPYING ACCOMMODATION WHICH IS UNSANITARY, OR LIVING IN UNSATISFACTORY HOUSING CONDITIONS (Applies to tenants and owner-occupiers)**

a) applicants lacking cooking facilities - **5 points**

b) applicants living in poor housing conditions - **up to 20 points**

The assessment will be undertaken by an Environmental Health Officer using the Housing Health & Safety Rating System risk assessment framework. Rating scores will be calculated for each hazard identified based on the severity of each hazard, and its potential to cause injury to the occupiers.

## RATING SCORE:

5 – 25	5 points
30 – 45	10 points
50 – 65	15 points
over 70	20 points

### 14.3 OVERCROWDING

Points will be awarded for each bedroom deficiency ~~to ensure separate bedrooms are available for:-~~

- ~~a) husband/wife or similar partnership;~~
- ~~b) each person aged 18 years or over;~~
- ~~c) children aged 8 or over of different sex from children of any age;~~
- ~~d) no more than 2 persons should occupy one bedroom;~~
- ~~e) children of the same sex where there is an age gap of 10 years, using the following criteria of the household's need for bedrooms:~~

One bedroom is deemed necessary for each of the following persons in the applicant's household:

- a single person or couple aged 16 or over; and
- two children of the same gender, where both of the children are aged under 16; and
- two children aged under 10, regardless of gender; and
- any remaining child.

In addition, an additional bedroom shall be deemed necessary where:

- the tenant or their partner is disabled, and they require a non-resident overnight carer every day; or
- it is unreasonable for two persons to share a bedroom, as a result of illness or disability.

For the purposes of the above calculation, foster children and persons whose principal home is elsewhere shall not be included.

- **20 points for each bedroom deficiency**

#### **14.4 MEDICAL POINTS**

Applicants, who maintain that their present accommodation is detrimental to their health, may apply for medical points. The Council utilises the services of an independent Community Medicine Specialist to undertake such assessments. Requests for adapted accommodation are referred to the 'Housing Link' panel which comprises Housing and Social Services staff.

Medical points will only be awarded when a move to more suitable accommodation would be beneficial in alleviating their medical condition. The degree of urgency in the need for alternative accommodation will be reflected in the points awarded as follows:

a) to improve quality of life (although existing accommodation is not detrimental to applicant's health) - **5 points**

b) some medical benefit in moving - **10 points**

c) significant medical benefit in moving - **20 points**

d) unable to be discharged from hospital or live in present accommodation.

- **30 points**

#### **14.5 HARDSHIP POINTS**

Applicants wishing to move to a particular locality to avoid hardship to themselves or others e. g to give/receive care and support and rehousing would dispense with the need for services to be provided by the local authority - **10 points**

## 14.6 SOCIAL STRESS / SOCIAL MANAGEMENT POINTS

Points will only be considered in this category in exceptional circumstances where the applicant's personal/housing circumstances are not met by other needs factors.

This category would mainly be to assist Social Services to fulfil their duties under the Children Act 1989 (Section 17 (1)).....'Duty of every Local Authority Social Services Department.....to

- to safeguard and promote the welfare of children within the area who are in need:

- so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to those children's needs.'

Under S27 of the Children Act 1989, Social Services can ask Housing Services to help in delivering services for children in need and they must comply to the extent that it is compatible with their own statutory duties and other obligations and does not unduly prejudice the discharge of any of their own functions. Points variable and will only be awarded for one offer only.

## 14.7 CHILDREN IN FLATS

If the applicant has a child under the age of 11 and is living in;

a) a ground floor flat or maisonette without the sole use of a garden - **20 points**

b) a maisonette or flat above ground floor - **30 points**

## 14.8 PREGNANCY

Applicants who are over 6 months pregnant and living in a flat or maisonette above ground floor - **10 points**

## 14.9 SHARING POINTS

Applicants who have to share facilities with separate households will be awarded points (A separate household does not include relations who have jointly occupied or owned the accommodation with the applicant for a substantial period of time immediately prior to applying for housing).

Points will be awarded for shared:

- living room - **5 points**
- kitchen - **5 points**
- toilet - **5 points**
- bathroom - **5 points**

## 14.10 UNDER OCCUPATION (COUNCIL/PARTNER HOUSING ASSOCIATION TENANTS ONLY)

In order to give priority to existing council tenants who are under occupying accommodation which is too large for their current needs, points will be awarded for each bedroom in excess of their needs.

In assessing those needs it will be assumed that separate bedrooms are required for husband/wife or similar partnership; each person 18 years or above; children aged 8 or over of different sex from children of any age; no more than 2 persons should occupy one bedroom; children of same sex where there is an age gap of 10 years -

**30 points for each bedroom in excess of need.**

## 14.11 FOSTER CARERS

Applicants who are registered foster carers and whose present accommodation is unsuitable in terms of size or location to prevent them from providing that care -

**30 points**



#### **14.12 ADAPTED PROPERTIES**

Applicants releasing an adapted property ( council or housing association partner) where there is an identified need for the property i.e. Social Services have identified an applicant for whom the adaptations are appropriate - **30 points**

#### **14.13 TIED ACCOMMODATION**

Applicants occupying accommodation as a condition of employment with the council or partner housing association leaving through no fault of their own e.g. retirement, redundancy, ill health – **30 points**

#### **14.14 SMALLHOLDINGS**

Applicants occupying council owned smallholdings leaving through no fault of their own - **30 points**

#### **15.0 TRANSFER APPLICANTS**

Transfer applicants (i.e. all existing tenants of the Council or participating Housing Associations) - **10 points**

#### **16.0 LOCAL CONNECTION POINTS**

The Council aims to prevent the dispersal and break up of local communities and strengthen family support networks.

Local connection points will be awarded:-

a) for each year an applicant has had his/her place of work, or had his/her only or principal home in Anglesey, up to 10 years - **3 points for each year up to 10 years**

**OR**

b) if the applicant's mother, father, sister, brother or children have been living in Anglesey for at least 5 years - **10 points**

**OR**

c) applicant has been living in Anglesey for 6 out of the last 12 months - **1 point**

**OR**

d) Special circumstances e.g. need to be near special medical or support services only available in Anglesey - **5 points**

Up to 20 additional points will be awarded if the applicant has had his/her place of work, or had his/her only or principal home in the parish that they wish to be rehoused for a period of 10 years - **2 points per year up to 10 years.**

## **17.0 VERIFICATION VISITS**

A Council Officer may visit the applicant to verify that the housing circumstances are as set out in the application form and that the correct points have been awarded. Applicants are expected to allow access to all parts of their home.

## **18.0 SELECTION OF APPLICANTS AND GRANTING TENANCIES**

*The operation of the allocations scheme is delegated to the Head of Housing Services and his staff.*

**18.1** When a property becomes available for letting, the Lettings Officer will draw up a short list of the highest pointed eligible applicants who have requested that type of property in that particular area.

**18.2** Consideration will be given to the overriding need to make the best use of the Council's stock, the nature of the stock in the locality, turnover rates and levels of local need.

**18.3** Where there are more than one equally pointed suitable applicants the original date of application will be taken into account

**18.4** Successful applicants will be notified in writing that the offer is made provisionally and will not constitute a legally binding contract until the tenancy agreement is signed.

## **19.0 ROLE OF ELECTED MEMBERS IN THE ALLOCATION PROCESS**

**19.1** Local Members are responsible for approving, adopting and monitoring the implementation of allocations policies that comply with the Housing Act 1996 (as amended by the Homelessness Act 2002), the Welsh Assembly Government's 'Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness' 2003 and Equal Opportunities Legislation.

**19.2** The Local Housing Authorities (Prescribed Principles for Allocation Schemes) (Wales) Regulations 1997 (Statutory Instrument 1997 No. 45) prevent an Elected Member from being part of a decision-making process, when either:

- a) The unit of housing accommodation concerned is situated in their electoral ward; or
- b) The person subject to the decision has their sole or main residence in the Member's electoral ward.

This is reinforced in the Code of Guidance referred to in Paragraph 19.1

**19.3** Local Members enquiring about the status of a property will be advised whether it is currently void or has been allocated. However, to comply with the Data Protection Act 1998, personal information in relation to the new tenant cannot be disclosed.

**19.4** Local Members may make written enquiries on behalf of applicants within their constituency only in relation to the status of their housing register application provided that the written consent of the applicant is held on file by the Council.

## **20.0 NOMINATIONS TO HOUSING ASSOCIATIONS**

The Allocation Policy not only dictates the selection of applicants for council tenancies, but also covers nominations to assured/ assured shorthold tenancies offered by Housing Associations. Associations with properties on the island are required to offer a proportion of their lettings to the Council (minimum 50%). When a vacancy is offered for nomination, the Council will nominate the 3 highest pointed applicants. The Association will then decide which of the nominated applicants is the most suitable in the context of their own eligibility criteria.

## **21.0 RIGHT TO INFORMATION ABOUT DECISIONS**

**21.1** Applicants have the right to be notified in writing of any decision: -

- a) to exclude them from the Housing Register
- b) to suspend their application

- c) to remove them from the register

The Council must give clear grounds based on relevant facts of the case, state the duration of the exclusion/suspension and how the decision may be reversed.

**21.2** Applicants have the right, on request, to be informed of any decision about the facts of their case which have been or are likely to be, taken into account in considering whether to make an allocation to them.

## **22.0 RIGHT TO REVIEW OF DECISION**

**22.1** Applicants have the right, on request, to review a decision mentioned in 21.1 or 21.2 above.

Request for review must be made within 21 days of the date of the notification letter and the review will be based on written representations submitted by the applicant or someone acting on their behalf. Representations must be made within 14 days of the date the Council notifies the applicant that it is undertaking the review.

The review will be conducted by someone not involved in the original decision and senior in position to the person who made the original decision.

The local authority will make a decision within 8 weeks of the date the review was requested. Applicants will be notified in writing of the decision on review. If it confirms the original decision, they will be notified of the reasons for the decision.

Following the review, the applicant has no further right to challenge but may appeal to the High Court for a judicial review on a point of law.

If the applicant is dissatisfied with any aspect of the process followed in dealing with the application, he may seek redress through the Council's Complaints Procedure and, if still dissatisfied, may complain to the Public Services Ombudsman for Wales.

## **23.0 MONITORING AND REVIEW**

The Allocation Policy is regularly monitored to ensure compliance with legislative changes, case law and guidance documents. The Council is committed to ongoing training for staff and elected members.

## **24.0 ALLOCATIONS EXCLUDED FROM THE ALLOCATION SCHEME**

- a) Offers of secure tenancies of their current home to introductory tenants;
- b) offers of non-secure tenancies to homeless households in pursuance of duties owed under Part 7 Housing act 1996 (as amended);
- c) transfer of tenancies in pursuance of court orders in the course of divorce or other family proceedings;
- d) statutory succession to secure or introductory tenancies on the death of the tenant;
- e) assignment of secure or introductory tenancies to a person who is qualified to succeed;
- f) mutual exchanges;
- g) other circumstances may be prescribed by the Secretary of State.

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10.6.13</b>
<b>Subject</b>	<b>Local Supporting People Commissioning Plan 2013/14. (Copy of document enclosed as appendix)</b>
<b>Portfolio Holder(s)</b>	
<b>Lead Officer(s)</b>	<b>Shan Lloyd Williams, Head of Housing Services.</b>
<b>Contact Officer</b>	<b>Arwel Jones, Principal Development Officer, Housing Services, Communities Directorate.</b>
<b>Nature and reason for reporting</b>	
To approve the contents and commissioning proposals contained in the Local Supporting People Commissioning Plan 2013-14, prior to its submission to Welsh Government.	

<b>A – Introduction / Background / Issues</b>
<p><b>1.0 Introduction</b></p> <p>1.1 The Supporting People Programme is a policy and funding framework initiative by the Welsh Government that provides housing related support for a range of diverse but equally vulnerable groups of people. The services provided do not include the funding of the accommodation or care provision.</p> <p>1.2 The programme focuses on the planning ,commissioning and monitoring of supported accommodation and floating support services which are delivered by various providers across a range of tenures that include accessible and affordable housing, sheltered accommodation, community warden support services, assisted living and supported tenancies, and extra care housing.</p> <p>1.3 One of the Supporting People funding requirements is the need to prepare an annual plan to inform Welsh Government and all partners and key stakeholders of our commissioning intentions and priorities. Until this year, this has been achieved via the production of the Supporting People Operation Plan (SPOP).</p> <p>1.4 However, following the publication of the findings of the All Wales Aylward Review (published November 2010), which witnessed the most radical review of the Supporting People Programme nationally, 25 key recommendations were implemented to ensure more effective and efficient administration of the funding provided.</p> <p>1.5 One of the major changes has seen the formation of 6 Regional Collaborative Committees across Wales. This includes one for the six North Wales Counties. The North Wales</p>

Collaborative Committee is responsible for providing advice to Local Authorities and other stakeholders, The Supporting People National Advisory Board and Welsh Government Ministers on:

- Local and collaborative delivery of the Supporting People Programme to ensure services are delivered as effectively and efficiently as possible.
- Inform and advise the Welsh Government on the production of proposed Supporting People Commissioning Plans which highlights details of the allocation of grant against agreed priorities.

1.6 Membership of the Regional Collaborative Committees consists of a multi-agency approach and is made up of

- Local Authority Cabinet Members or Senior Local Authority Officials of Head of Service level or higher.
- Health
- Probation
- Providers (1 short and 1 long term ) elected and supported by Cymorth Cymru and Landlord Representatives supported by Community Housing Cymru.
- Service User Representation ( to be formalised).
- Appropriate Local Authority Officers, the Regional Development Co-ordinator and Welsh Government Officials also attend but have no voting rights.

1.7 The Isle of Anglesey' County Council is represented by Head of Housing Services Head and the Elected Member with Portfolio responsibility for Housing. The Supporting People Lead Officer also attends in an advisory capacity but does not hold voting rights.

1.8. The Supporting People Local Commissioning Plan (SPLCP) therefore replaces the Supporting People Operational Plan (SPOP). However, although written in an alternative format, it continues to provide the strategic overview and commissioning intentions and priorities for the Supporting People Programme for Anglesey during the 2013-14 financial year.

## **2.0 Background**

2.1 The main objective of the Local Operational Plan 2013/14 is to ensure compliance with the All Wales Supporting People guidance for the implementation and administration of the Supporting People Programme Grant. The Commissioning Strategy includes a breakdown of expenditure per client group for which there are currently 47 projects delivered to a diverse range of service users by 19 providers.

2.2 The Supporting People Programme has a vital role in ensuring that the strategic aims of a raft of national and local strategies and frameworks are achieved. The local strategic documents include:



- The Isle of Anglesey's Single Integrated Plan – Our Island Our Future
- The Isle of Anglesey's Health Social Care and Wellbeing Strategy
- The Isle of Anglesey's Children and Young People Plan
- The Isle of Anglesey's Local Housing Strategy.

2.3 In April 2011, the Welsh Government introduced a National Outcomes Framework to monitor the progress of Service Users, who access the Supporting People Programme, with the aim of increasing their levels of independence. It is a mandatory requirement for providers to submit outcomes data at 6 monthly intervals during April and October of each Financial year. There are 4 key themes and eleven 11 domains which are all intrinsically associated in meeting the strategic aims and objectives of the key local strategic documents listed in point 2.2 above. These are:

**Promoting Personal and Community Safety**

- Feeling Safe
- Contributing to the safety and wellbeing of themselves and others

**Promoting Independence and Control**

- Managing accommodation
- Managing relationships
- Feeling part of the community

**Promoting Economic Progress and Financial Control**

- Managing money
- Engaging in education / learning
- Engaging in employment / voluntary work

**Promoting Health and Wellbeing**

- Physically healthy
- Mentally healthy
- Leading a healthy and active lifestyle.

**3.0 Financial Implications.**

3.1 The implementation of the recommendations of the Aylward Review has resulted in substantial reductions to the Supporting People budget that Anglesey receives annually from the Welsh Government. This has also been the case across all the 6 North Wales Authorities. This has not been the case across all Welsh regions following the introduction of a revised formula which is used to calculate the sums disseminated to all Local Authorities.

3.2 From April 2012 to March 2017, it is anticipated that Anglesey will receive a total decrease of £664,111 which is equivalent to 23% over a 5 year period. No further financial details are

currently available post March 2017.

- 3.3 The allocation issued to the Isle of Anglesey County Council for the 2013/14 financial year will be £3,052,209 which equates to a 4.17% reduction from the previous year.
- 3.4 The table below provides an overview of the anticipated reductions to the Isle of Anglesey's annual funding of Supporting People Services. The amounts are based on indicative amounts received from the Welsh Assembly Government. The data is based 2012/13 financial year 's budget which saw the first reduction of circa 4% and is expected to increase to 5% from 2014/15 onwards.

2011-12 Budget £3,281,000 (which includes £990k SPRG funding)			
Year	Reduction	Total Funding for Year	Total Reduction
2012/13	4%	£3,179,385	£101,615
<b>2013/14</b>	<b>4%</b>	<b>£3,052,210</b>	<b>£127,175</b>
2014/15	5%	£2,899,600	£152,610
2015/16	5%	£2,754,620	£144,980
2016/17	5%	£2,616,889	£137,931
<b>Total reduction</b>			<b>£664,111</b>

- 3.5 We are currently undergoing a detailed review process for all Service Areas during the current financial year. At present, all Housing Related Support Services for People with Mental Health needs and Older People Service User Groups are being reviewed, with the view to remodel current provision. A gap in service provision has been identified in relation to people presenting with low level needs with emphasis on preventing escalation and referral to the Community Mental Health Team. Furthermore, there appears to be a lack of move-on from supported accommodation projects to enable people to live more independently within the community. These two areas will need to be addressed within a full strategic overview of housing related support for people with mental health needs.
- 3.6 The Welsh Government's Supporting People Programme Grant Guidance document clearly states that all Housing Related Support for Older People must be based on need and not on tenure. We are currently undertaking a review of all our Older People Services with a view to remodel. Any future remodelling will need to dovetail with the Community Department's vision and modernisation programme for Accommodation Services for Older

People and may include joint commissioning arrangements.

- 3.7 The Supporting People Team have also commenced reviews of Housing related support provision for People with Learning Disabilities. There are currently joint commissioning arrangements in place with the Council's Adult Care Department to provide a combination of housing related support and care packages to individuals with learning disabilities.
- 3.8 However, it is apparent following the commencement of service provider reviews, that some of the jointly commissioned packages contain a disproportionate number of hours of housing related support compared with the care element of provision.
- 3.9 The cost of providing housing related support for people with Learning Disabilities is by far the highest of all the 14 eligible groups who receive Supporting People Funding. Despite only accounting for 3% (47 Service Users) of the total number of units provided, the cost of this provision is commensurate to £905,000. This accounted for 28% of the total Supporting People Budget.
- 4.0 As a result of the proposed reduction to the Supporting People Programme Grant, sustaining current levels of investment in Learning Disability Services would appear to be problematic for the future. We have therefore prioritised the need to conduct a full service review of all Housing Related Support provision for people with Learning Disability Services funded via the Supporting People Programme.
- 4.1 The reviews will follow a prescribed method already undertaken within Housing Services, Mental Health and Older People funded services. Focus will be based upon eligibility, strategic relevance and value for money.
- 4.2 Excessive packages of housing related support and ineligible tasks such as care will need to be addressed in order to comply with the Supporting People Programme Grant. A substantial risk is therefore posed to the Learning Disability Service Budget within the Community Department's core funding. Reducing the Supporting People funding may result in reduced packages for service users and these unavoidable changes will result in revisions to future commissioning arrangements. It is essential that we collaborate across the relevant agencies, such as Housing, Social Services, Registered Social Landlords, Voluntary and Private Sectors.
- 4.3 Further housing related support service reviews across, substance misuse, domestic violence, offending issues, young people and homelessness needs are scheduled to be undertaken during the current financial year.
- 4.4 The decommissioning of an ineligible service within the Isle of Anglesey's Housing Service provision has identified a saving of £100,000 for the current financial year. This almost accounts for the total reduction of £101,615 in the total amount of Supporting People funding received for 2012/13 compared with the previous year's total of £3,281,000.
- 4.5 We have therefore been able to maintain a financial management strategy which has allowed us to sustain service levels and develop new services during 2013/14. However, it is inevitable that considerable challenges will be posed over the next three to five years and

possibly longer. The situation is further exacerbated by the radical changes being introduced within the Welfare Reform Programme. This is likely to impact adversely on the Supporting People Programme, with anticipated increases in the number of people presenting as homeless or showing significant risks to their abilities to sustain their tenancies due to substantial reductions to their welfare benefit entitlement. These anticipated increases will need to be addressed at a time when Anglesey's Supporting People funding is also being substantially reduced.

## **5.0 Supporting People Programme Priorities.**

5.1 The following represent the commissioning priorities included in the 2013/14 Supporting People Commissioning Plan.

- Procure a specialist Specialist 24 hr Supported Accommodation Service for young people with complex needs, aged 16-24. Provision will be based upon a core and cluster model of support, jointly commissioned with the Families First Project. The core element will consist of 6 self-contained units within Coedlys, located in Llangefni. Two cluster models will be located within walking distance and will be managed from the Coedlys Building.
- Procure 6 units of Floating Support Service for Young Vulnerable Families with priority given to two parent families following the identification of unmet need within this service area.
- Procure a Housing First model of support for Individuals aged 25 or over who present as homeless or are sleeping rough. An intensive package of floating support will be provided with the aim of ensuring that these vulnerable individuals are able to sustain their tenancies.
- Reconfigure housing related support services for older people and ensure that the services are based on need rather than tenure in accordance with Welsh Government Guidance. In addition Supporting People funding will be essential to provide preventative services thus reducing dependency upon core services and contributing and complementing the Community Services vision for the delivery of accommodation services for older people.
- Reconfiguration of services for those presenting with mental health needs to ensure equitable access to services as well as providing a more preventative low level floating support service for individuals who do not require the intervention of the Community Mental Health Team.
- Reconfiguration of services commissioned for people with learning disabilities to ensure the funding of eligible housing related support services

- Undertake strategic reviews of services provided to individuals deemed as being young and vulnerable or with domestic abuse, substance misuse, homelessness or offending needs and explore joint commissioning opportunities with Gwynedd Council to achieve efficiency savings.

## **B - Considerations**

- To consider the identification of commissioning priorities in accordance with identified need as noted above.

## **C – Implications and Impacts**

<b>1</b>	<b>Finance / Section 151</b>	None noted
<b>2</b>	<b>Legal / Monitoring Officer</b>	None noted
<b>3</b>	<b>Human Resources</b>	N/A
<b>4</b>	<b>Property Services</b> (see notes – separate document)	N/A
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	N/A
<b>6</b>	<b>Equality</b> (see notes – separate document)	None anticipated during 2013/14. However, strategic service reviews conducted during the year may impact upon the number of Domestic Abuse services commissioned in future. This is a service that is predominantly provided to female service users
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	The implementation of the Welfare Reform Programme and in particular the Bedroom Tax and shared room rate for people under 35 years of age may result in an increase of people at risk of or actually registered as homeless, which would increase the number of people presenting with Housing or Housing Related Support Needs.
<b>8</b>	<b>Communication</b> (see notes – separate document)	None
<b>9</b>	<b>Consultation</b> (see notes – separate document)	Draft document shared with key stakeholders and partners. Consultation event held to

<b>C – Implications and Impacts</b>		
	document)	engage and receive feedback from relevant stakeholders and partners
<b>10</b>	<b>Economic</b>	None
<b>11</b>	<b>Environmental</b> (see notes – separate document)	None
<b>12</b>	<b>Crime and Disorder</b> (see notes – separate document)	None
<b>13</b>	<b>Outcome Agreements</b>	Outcomes framework implemented within Supporting People Programme from April 2012 and gathered at 6 monthly intervals during April and October of each year.

<b>D - Summary</b>
Please see above

<b>E - Recommendation</b>
R1. To approve the contents and commissioning priorities of the Local Supporting People Commissioning Plan 2013-14.

**Name of author of report** R.Arwel Jones  
**Job Title** –Principal Development Officer, Housing Services,  
 Communities Directorate  
**Date** 22.5.13

<b>Appendices:</b>
None

<b>Background papers</b>
Supporting People Operational Plan 2013/14

# **Isle of Anglesey County Council Supporting People Commissioning Plan 2013/14**

**Empowering people with support needs to live independently through  
the provision of appropriate high quality housing related support  
services**

**and**

**to achieve this through working in partnership with service users and  
other stakeholders so that we can enhance quality of life, maximise  
choice and ensure value for money**

# 1. Introduction.

- 1.1 This is the first Supporting People Local Commissioning Plan (LCP) and it replaces the previous Supporting People Operational Plan (SPOP). Although written in an alternative format to the previous annually produced SPOP, this document continues to provide a strategic overview of the commissioning intentions and priorities for the Supporting People programme on Anglesey for the 2013-14 financial year.
- 1.2 Supporting People is a policy and funding framework initiative by the Welsh Government that provides housing related support for a range of diverse but equally vulnerable people. However, this does not include the funding of accommodation and care provision. The programme focuses on the planning, commissioning and monitoring of supported accommodation and floating support services which are delivered by various providers across a range of tenures that include accessible and affordable housing, sheltered accommodation, community warden support services, assisted living and supported tenancies as well as extra care housing.
- 1.3 The services make an invaluable contribution towards achieving local, and national policy objectives, particularly in relation to health, social care and wellbeing, reducing homelessness and social exclusion and promoting community safety.
- 1.4 The Supporting People Programme has undergone a radical process of change following the publication of the Independent Review carried out by Professor Mansel Aylward in November 2010.
- 1.5 The review recommended that a more robust governance and monitoring system be implemented with one of the key recommendations of the 25 contained in the report being the establishing of Regional Collaborative Committees.
- 1.6 In addition the implementation of the Review recommendations the programme, has witnessed the merging of the previous Supporting People Grant and the Supporting People Revenue Grant Funding Streams and is now known as the Supporting People Programme Grant.
- 1.7 This Local Commissioning Plan will be submitted for analysis and approval by the North Wales Collaborative Committee. The commissioning intentions within this document along with the 5 other North Wales Local Commissioning Plans will inform the direction of the Regional Commissioning Plan, where emphasis will be placed upon increased collaboration and co-production during a period of sustained reductions in Supporting People Funding across Wales at a time where demand is likely to increase.

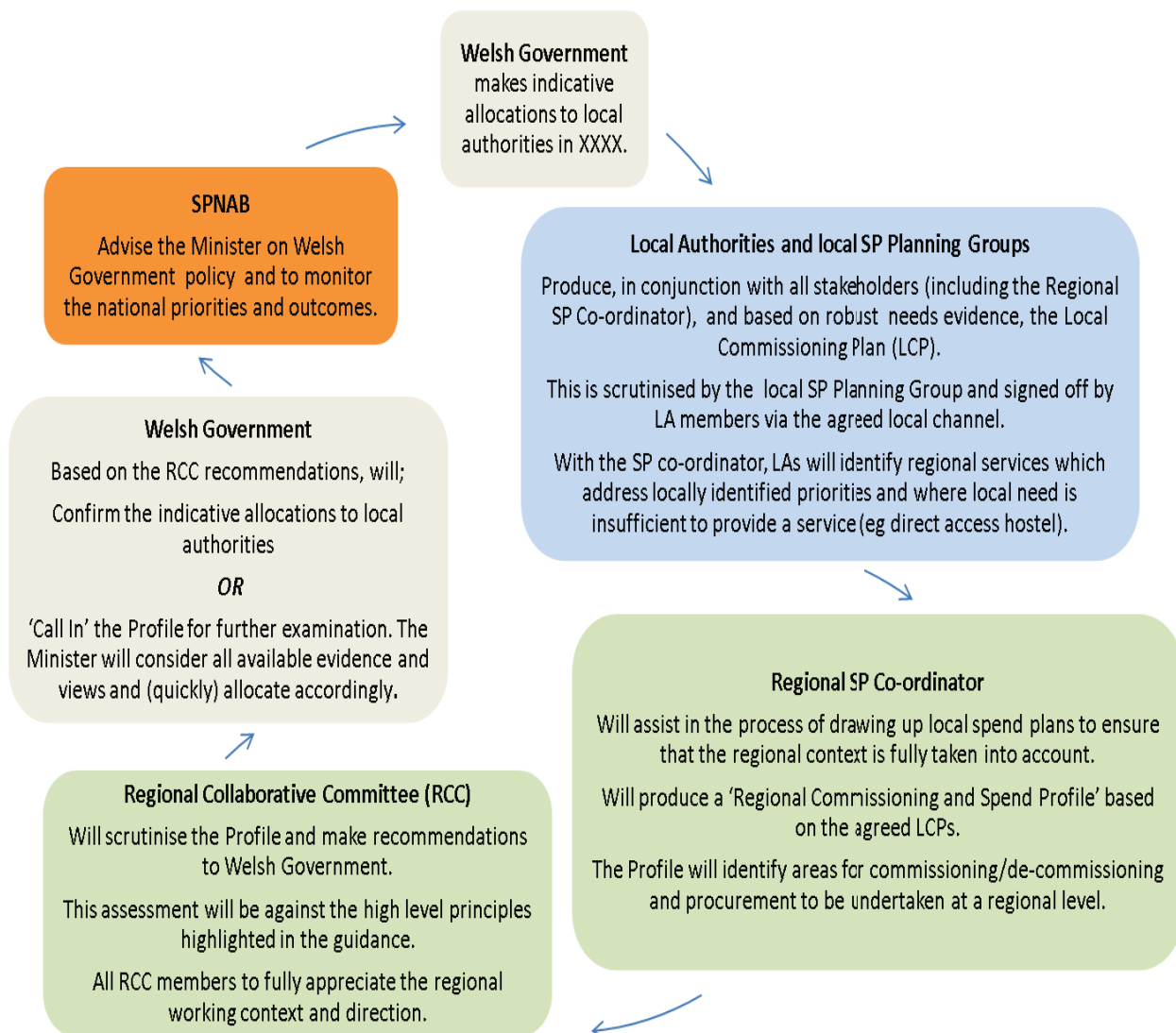


## 1.8 Regional Developments in North Wales.

1.8.1 Changes to the Supporting People Programme in Wales have resulted in a shift towards an increased regional influence. Membership of the Regional Collaborative Committees includes a designated Local Authority Cabinet Member with portfolio responsibility for the Supporting People Programme, appropriate Senior Officers from Local Authority, Health and Probation. Additionally, there are two elected provider representatives (one of long term and one short term services), Community Housing Cymru and co-opted members at the discretion of the respective Regional Collaborative Committees.

1.8.2 The diagram below provides an outline of the Supporting People Governance arrangements across Wales since August 2012.

Table 1



1.8.3 Following the publication of a draft National Supporting People Strategy published by the Welsh Government, North Wales Supporting People appointed a Regional Development Officer in 2010 in order to drive forward governance issues relating to regional working, and implement a regional action plan. Regional and sub-regional work undertaken to date include.

- Establishing and roll-out of a North Wales Needs Mapping Database that can provide local, sub-regional and regional data.
- Commissioning of a North Wales Housing Related Support Service for People with HIV/AIDS needs, initially for a 12 month pilot period which has since been extended for a further 12 months.
- Joint –Commissioning of a review of Move-On Services in Anglesey and Gwynedd
- Discussions held by Anglesey and Gwynedd Supporting People Teams with Service Providers who work across both counties with a view of potential monetary savings and added value.
- Establishing of a North Wales Monitoring and Review Officer Group to share good practice and create greater consistency.
- Production of a North Wales Information Sharing Protocol (does not include personal service user information)
- Production of a North Wales Domestic Abuse Group
- Lead Officer Service User Groups
- Establishment of a Regional Service User Group.

## 2. Strategic Context and Priorities.

2.0 The Isle of Anglesey County Council's Supporting People Local Commissioning Plan will be underpinned by a raft of national and local strategies and frameworks. These include:

- **The National Housing Strategy, Improving Lives and Communities – Homes in Wales,**
- **The Ten Year Homelessness Plan for Wales 2009-2019,**
- **The National Supporting People Outcomes Framework**
- **The Isle of Anglesey Single Integrated Plan – Our Island Our Future.**
- **The Isle of Anglesey Health Social Care and Wellbeing Strategy**
- **The Isle of Anglesey Children and Young People Plan**

Below is a synopsis of the main themes and links with the Supporting People Programme

### 2.1 National

#### 2.1.1 The National Housing Strategy, Improving Lives and Communities – Homes in Wales,

This Welsh Government produced document sets out three key priorities for Wales, these being:

- Increased housing and a greater choice
- Improving homes and communities
- Improving housing related support services and support particularly for vulnerable people and people from minority groups.

The Supporting People Programme is therefore a crucial resource to achieve the aims and outcomes of the National Housing Strategy.

#### 2.1.2 The Ten Year Homelessness Plan for Wales 2009-2019

The strategic aims underpinning this document are:

- Preventing homelessness where possible
- Working across organisational and policy boundaries
- Placing the service user at the centre of service delivery
- Ensuring social inclusion and equality of access to services
- Making the best use of resources.

2.1.3 Supporting People continues to be at the forefront of homeless prevention and will doubtless continue to play a crucial role in this field following the publication of a Code of Guidance by the Welsh Government in August 2012 which emphasizes the need to utilize and prioritize the Supporting People Programme Grant to reduce and prevent levels of homelessness.

## **2.2 The National Supporting People Outcomes Framework**

2.2.1 The National Supporting People Outcomes Framework was introduced as a mandatory requirement for all Supporting People Providers to report upon from April 2012. Although currently in its infancy, and still being developed, it is considered as vital component in the monitoring of the quality of services provided to service users, to enable them to improve their quality of life and increase their levels of independence. All Service Providers are required to report at six monthly intervals on the progress of their service users. There are four key themes and eleven individual domains to report upon. These are:

### **Promoting Personal and Community Safety**

- Feeling Safe
- Contributing to the safety and wellbeing of themselves and others

### **Promoting Independence and Control**

- Managing accommodation
- Managing relationships
- Feeling part of the community

### **Promoting economic progress and financial control**

- Managing money
- Engaging in education / learning
- Engaging in employment / voluntary work

### **Promoting Health and Wellbeing**

- Physically healthy
- Mentally healthy
- Leading a healthy and active lifestyle

## **2.3. Local**

2.3.1 The Isle of Anglesey County Council's corporate aims are to:

2.3.2 'Promote and protect the interests of the Island local, regionally and nationally. In meeting this aim, the Council will aspire to create an Anglesey:

- Which has a thriving and prosperous rural economy
- Where people achieve their full potential
- Where people are healthy and safe
- Where people enjoy, protect and enhance their built and natural environment for future generations
- Where people are proud of their council.

#### **2.3.4 Isle of Anglesey Single Integrated Plan – Our Island Our Future 2013-2025**

2.3.5 During February 2012, the Isle of Anglesey County Council, commissioned a Residents Survey. The survey provided valuable intelligence on what the Island's population felt were the main factors in ensuring that Anglesey was a good place to live. These were:

- **Health Services**
- **Low Crime levels**
- **Education facilities**
- **Support for Older People and**
- **Jobs and job prospects**

2.3.6 The Isle of Anglesey's Local Service Board who lead on the development and implementation of this Strategic Document which replaces the Community Plan. The Community Plan was previously the overarching strategic document for the Authority and its key partners.

2.3.7 In developing and ensuring its successful implementation and fulfilling the aims, the Local Service Board have identified the following vision which seeks to ensure that all partners

**2.3.8 'Work together to create jobs, improve health and deliver a safe and sustainable place to live'**

2.3.9 Realising the vision will focus on 3 key themes:

- **People**
- **Place**
- **Jobs**

2.4. The Supporting People Programme will have a vital role in achieving this vision, with its main focus around the People and Places themes, and in particular contributing to ensuring that individuals live within:

- **Safe and secure environments, and**
- **Lead healthy and active lifestyles**

#### **2.5 Health Social Care and Wellbeing Strategy 2011-14**

2.5.1. The Health, Social Care and Wellbeing Strategy 2011-14, sets the strategic direction for planning, commissioning and developing services in specific priority areas to improve the health and wellbeing of individuals and communities on the Island by focusing on the following areas.

- **Promoting independence for vulnerable people**
- **Promoting healthy lifestyles**
- **Managing long term conditions**

2.5.3 The Supporting People Programme will contribute to achieving the strategic outcomes of the Health Social Care and Wellbeing Strategy by:

- **Enabling people to live in their own homes and communities via the provision of appropriate support**
- **Reducing discharge times from hospitals**
- **Promoting social inclusion by assisting people to access community based social and leisure opportunities**
- **Promoting the participation of adults from vulnerable groups in a range of activities which include volunteering, training and employment opportunities.**
- **Increasing the satisfaction of service users with services they receive.**

## 2.6 **Children and Young People Strategy 2011-14**

The underlying theme of the Children and Young People Plan 2011-14 is the tackling of child poverty. One of the aims of this plan that is particularly pertinent to the Supporting People Programme on Anglesey is Core Aim 6, this being:

**Children and Young People have access to a safe home and community which supports physical and emotional wellbeing.**

Children and Young People Plan (2011/2014).

### 3. Need, Supply and Service Gaps.

- 3.1 The main tool used to assess need is the Needs Mapping form which is completed by providers when a new service user presents with housing or support needs. The information is recorded on all individuals who present regardless of whether they are assessed as requiring a form of housing related support and subsequently allocated a support service.
- 3.2 The 6 North Wales Authorities have adopted a partnership approach to the gathering of NME data. A regional needs mapping form and database has been introduced from May 2012 and will enable data to be analysed at both local and regional levels in order to provide a comprehensive picture of need across the North Wales region.
- 3.3 Despite the comprehensive data that can be extracted from the database, there remains some difficulties with using this method. These include:
- Not all providers complete the forms
  - There may be double counting
  - There are inconsistencies of approach and understanding in completing the form.

#### 3.4 Returned NME Forms

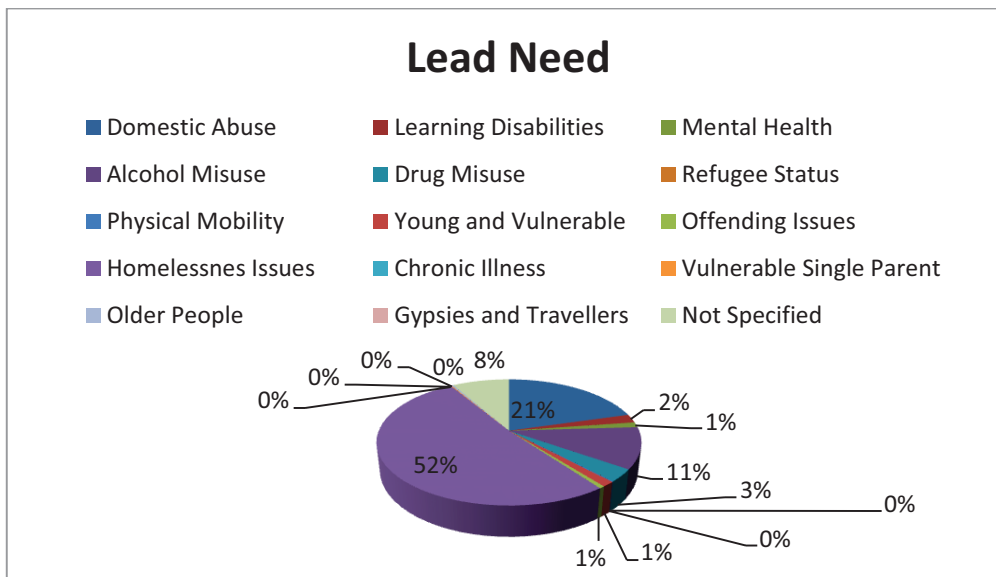
- 3.4.1 .A total of 690 forms were completed and returned by service providers between June 2011 and May 2012. This represents a drop of 135 (20%) compared with the corresponding period in 2010/11.

Table 2

Year	Number of NME forms Completed
2008/09	617
2009/10	724
2010/11	825
2011/12	690

- 3.4.2 The number of needs mapping returns received from the Housing Services during 2011/12 have decreased by 130 (49%) compared with the previous year This corresponds with the overall reduction in the number of referrals received. Anecdotal evidence would appear to suggest that one reason for the significant decrease in the number of referrals received from the Housing Services is due to the high level of success achieved in their homeless prevention services provided.

**Table 3 – NME – Lead Support Need**

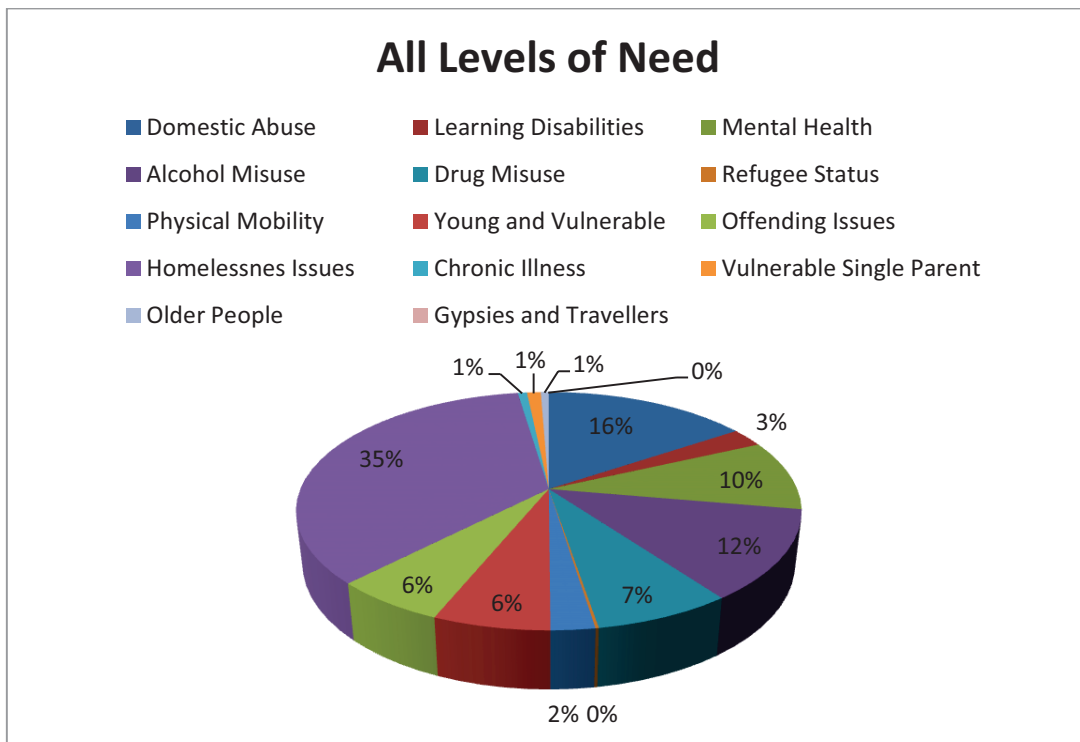


### 3.5 Analysis

- Homeless continues to be the largest reported lead support need by a significant margin. However, there has been a substantial decrease in the number of people who have recorded Homeless as their lead need compared with previous years. A total decrease of 166 forms recorded homelessness as the lead need during 2011/12 compared with 2010/11. This could be attributed to the high level of preventative work undertaken by the Housing Services to reduce homelessness.
- Domestic Abuse was the second highest recorded category of lead need. A total of 142 (21%) individuals were recorded with domestic abuse needs. This compares with 158 (19.2%) during the previous 12 months.
- Alcohol abuse increased by 16 from 57(6.9%) to 73 (10.6%) for the corresponding period.
- A total of 57 returns were submitted as being unspecified. This again is a significant increase from the 18 recorded during 2010/11 and highlights the inconsistencies within this process of reporting.



**Table 4 All Levels of Need**



- Based upon all levels of need there have been significant percentage decreases in the number of people with domestic abuse needs which has dropped from 30% in 2010/11 to 16% in 2011/12. Homelessness issues has also recorded a decrease from 42% of the all needs during 10/11 to 35% in 2011/12.
- Conversely, alcohol needs has increased from 7% to 12% over the 12 month period, whilst offending issues has increased from 1% to 6%. Mental Health has also increased from 4% to 10%.
- Although homelessness again predominates as a category, it is also clear that the shorter term services such as domestic abuse, young and vulnerable, alcohol and drug misuse occupy a much higher proportion of total responses than other issues.

**Table 5 Cross Authority Issues**

Local Authority currently live in	Male		Female		Unknown		Total	
	No	%	No	%	No	%	No	%
Anglesey	240	88.2%	368	95.3%	29	90.6%	637	92.3%
Gwynedd	21	7.7%	9	2.3%	1	3.1%	31	4.5%
Conwy	1	0.4%	1	0.3%	0	0.0%	2	0.3%
Denbighshire	1	0.4%	1	0.3%	0	0.0%	2	0.3%
Not specified	5	1.8%	2	0.5%	0	0.0%	7	1.0%
Other	4	1.5%	6	1.6%	1	3.1%	11	1.6%
<b>Total</b>	<b>272</b>	<b>100%</b>	<b>386</b>	<b>100%</b>	<b>32</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

3.5.1 The NME data indicates that there appears to be some movement by service users across local authority borders. A similar pattern has emerged in the number of Anglesey people who presented with a housing related support need over the past three years, with 91.9%, 91.4% and 92.3% of those presenting from Anglesey.

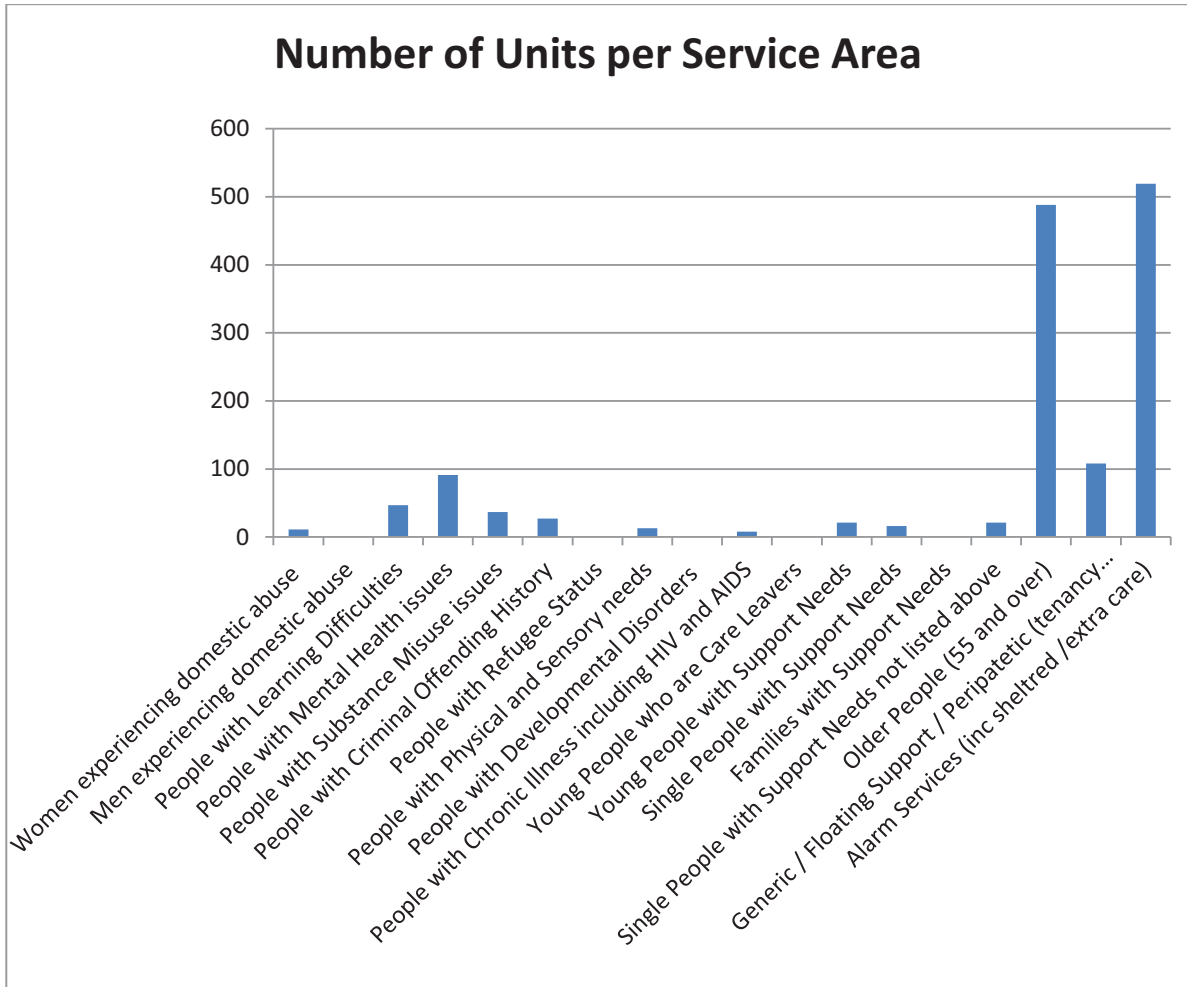
3.5.2 The highest recorded cross boundary movement continues to be from Gwynedd with 31 (4.55) having moved to Anglesey compared with 39 (4.7%) during the previous 12 months. Once again this highlights the need to further consider opportunities for cross boundary working across North Wales Authorities and in particular, with Gwynedd on a sub-regional basis.

**Table 6 Supply Map**

<b>Service User Group</b>	<b>No of Accommodation Based Units</b>	<b>Floating Support Units</b>	<b>Total Number of Units</b>
Domestic Abuse	5	6	11
Learning Disabilities	44	3	47
Mental Health	9	82	91
Alcohol / Drug Misuse	4	33	37
Refugees	0	0	0
Physical Disability	0	13	13
Young Single Homeless and Care Leavers	12	9	21
Offenders	6	21	27
Vulnerable Single Parents	4	12	16
Homeless /Potentially Homeless	0	21	21
Chronic Illness	0	8	8
Older People	16	472	488
Generic Services	0	108	108
Telecare /Alarms	0	519	519
<b>Total</b>	<b>100</b>	<b>1307</b>	<b>1407</b>

3.5.3 Supporting People funds or jointly funds 1,407 units of housing related support on Anglesey. This consists of 100 supported accommodation units and 1,307, floating support units.

Table 7



3.5.4 The above graph provides a visual comparison reflecting the data contained in the previous table relating to the number of units commissioned per service area. Further details on the number of units and cost per service area are included in chapter 7, Spend Plan, within this document.

### 3.6 Service Gaps

There are no current units specialising in men experiencing domestic abuse, people with refugee status, people with developmental disorders, young people who are care leavers, and families with support needs who . However, it should be noted, that services do engage with individuals who have a multitude of needs. Consequently, the lead need does not always reflect this. Where appropriate, a more generic provision which can meet the needs across all service users should be considered in order to meet the diverse and often complex needs of individuals and families who present as homeless or potentially homeless.

3.6.1 There are no housing support services for families who are struggling to maintain their accommodation. They may have difficulties because of anti-social behaviour or problems with paying housing costs. We have commissioned a new service from 2013, which will support

young families in both an accommodation based support service and floating support. There is a need for a service for families where the parents are over 25 years old.

3.6.2 Recent reviews identified that there is a gap for short term mental health services on the island. We continue to research the need for this area and aim to remodel mental health funded housing related support to fill this gap.

3.6.3 We do not have a service that is specifically for care leavers only. However our well established services for young people and our new young people service also support people who have been in 'Looked After' children.

### **3.7 Housing support for older people in the private sector including owner occupiers:**

3.7.1 Our current housing related support service for older people include sheltered accommodation that is owned by either the council or Registered Social Landlords. Service reviews undertaken in 2012/13 will feed into the strategic review of housing related support services for older people on Isle of Anglesey.

3.7.2 Current Housing Related Support Services for Older People include provision of community alarms, resident wardens within sheltered schemes as well as a peripatetic co-ordinator model. Other services within this area include support within an extra care project re-ablement, support for people with early onset dementia and a floating support service which complements domiciliary care.

3.7.3 The Isle of Anglesey County Council are currently undergoing a transformation programme to re-model services across older people. Supporting People will have a vital preventative role within this programme and it is envisaged that housing related support provision will be remodelled to complement the Local Authority's vision for future provision within this service area.

3.7.4 A clear gap has been identified in providing access to and delivery of services to older people within the private sector, who include owner occupiers. Future provision will address this gap as part of the remodelling process.

### **3.8 Welfare Reform**

3.8.1 The introduction of radical changes to benefit regulations via the Welfare Reform programme will have unavoidable effects on the Supporting People Programme.

3.8.2 At the time of writing it is estimated from statistics provided by our Housing Benefit colleagues that approximately 40 Anglesey families will be affected by the benefit cap which will result in single parents having a maximum amount of £350 per week and couples receiving up to £500 per week.

3.8.3 Furthermore it is estimated that of the 7,300 Housing Benefit recipients on Anglesey, approximately 622 households will be affected by the introduction of the bedroom tax, which will result in households who over-occupy for Housing Benefit purposes by one bedroom,

having their weekly entitlement reduced by 14%. Households who over-occupy by two bedrooms will receive a reduction of 25%. In addition, all households will be expected to contribute 10% of the property's Council Tax costs. The amount of income in respect of the 622 households equates to £372,000. It is therefore imperative that the Local Authority is able to collect the maximum amount of income under these circumstances.

- 3.8.4 It is therefore inevitable that such radical changes will significantly affect households within social tenancies and may result in increases in the number who require private sector accommodation. In addition the above mentioned changes and the introduction of the shared room rate of for single tenants having been increased to include up to 35 years of age, there will be a substantial need for one bedroomed properties or encouraging of house sharing.
- 3.8.5 The pressure for smaller accommodation or shared properties will be further exacerbated by an influx of people who will require accommodation, should the proposed Wylfa B Power Station be implemented. Once again, there is a significant risk that private sector landlords will be able to maximize their income from workers seeking local accommodation. This would without doubt restrict the number of properties available to vulnerable individuals and their families in the short to medium term.

## 4. Consultation Evidence.

- 4.1 We have begun to make progress in the development of our Service User Involvement in Isle of Anglesey
- 4.1.1 Our new Service Review procedure puts service users at the centre of the process by including a variety of methods to get service user views of the Housing Related Support service they receive. This has included one to one meetings, attending coffee mornings at sheltered housing schemes, focus groups and postal surveys.
- 4.1.2 Service users have also been involved in the development of the service specification for newly established services. In February 2011, a discussion group was held with men using the night shelter in Holyhead as part of the development of a business case for a Housing first service as well as two further focus groups with 'Experts by Experience'. These focus groups helped us to develop the service specification and to identify interest in helping us to evaluate bids.
- 4.1.3 In addition to consulting potential and actual service users about the Housing First service we have held two successful focus groups with young people to also develop the service specification and to be part of the tender evaluation panel.

### 4.2 Feedback from Service Users

- 4.2.1 We asked young people living in supported housing or who have had housing related support views on their experience of housing support services to influence and support the way the service is set up and delivered.
- 4.2.2 Seven current and ex-service user's were asked what they felt were the issues they faced when trying to find accommodation and what support they felt they would need to maintain the accommodation. Some of the issues they felt they faced were;
- lack of housing,
  - private landlords not accepting Housing Benefit
  - not being able to choose where they would like to live
  - not knowing how to access accommodation options
- 4.2.3 and the main areas they felt they needed support were;
- Budgeting, paying debts
  - Mediation with friends and family
  - Setting up utility bills
  - Furnishing
  - Education
  - Filling in forms
  - Council tax (benefits and payments)
  - Sign posting to other services

- Access to health services
- Cooking (buying food which is value for money)
- General housekeeping
- Finding move on accommodation

4.2.4 The young people were asked what would be their expectations from service providers and some of the answers listed were that they would expect to have a say and for the providers to be on their side. The young people would expect providers they can trust and who listen to individuals need. The young people also felt it was important for them to have a choice of who supports them and that the visits from their support workers would need to be planned with the young person.

4.2.5 The young people were also asked to prioritise the following outcomes from one to five with one being the most important and five being the least important;

1. Maintaining accommodation and avoid eviction
2. Contact with family and friends
3. Paid work
4. education and training
5. Being physically and mentally healthy

4.2.6 Discussions with rough sleepers and homeless on Anglesey indicated barriers to Private Sector tenancies due to 'no DSS' bars, delays in getting HB agreed and affordability. Service users also felt that they are not given a second chance when things go wrong and that the local connection could be a problem if moving out of an area to 'start again'.

4.2.7 They felt that support was needed in the following areas:

- To stop other people from taking advantage when they get a new place to live
- To resolve any neighbour disputes
- To buy affordable furniture
- To prevent anti social behaviour
- To get voluntary or paid work
- To pay bills and manage money
- To motivate with housekeeping and cleaning etc
- To develop friendships

4.2.8 Support should depend on the needs of the individual and be non-judgmental

4.2.9 At the time of writing, these 'Expert by Experience' have agreed to attend a briefing session on the evaluation process and will be part of the tender panels in January 2013.

4.2.10 In February 2013 we will hold an event to launch our regular Service User Panel which we aim to involve in consultation about our future strategic direction, service reviews and commissioning.



## **5. Priorities for Development.**

### **5.1 Reviewing and Monitoring of Services**

- 5.1.1 The Isle of Anglesey's Supporting People Team have since the inception of the Supporting People Programme in 2003 continuously worked with service providers and have undertaken 3 yearly strategic reviews to determine, eligibility, strategic relevance, value for money as well as promoting service development.
- 5.1.2 A current programme of service reviews is currently in place for all service providers which will assist service planners and commissioners to make informed decisions on any future service development, re-commissioning, decommissioning, and remodelling as appropriate.
- 5.1.3 The Supporting People team have during the past 12 months revised its review and monitoring forms in line with national guidance. A North Wales Regional Reviewing and Monitoring Group has also been established and it is hoped that a more consistent approach can be adopted across the region, particularly as a number of providers work across two or more Local Authority areas. It is also envisaged that such arrangements will be conducive to identifying opportunities for increased regional or sub regional collaboration and where appropriate implementing such arrangements
- 5.1.4 Data monitoring will be undertaken on a quarterly basis with regular contact between commissioners and providers to be facilitated and improve the arrangements that currently exist in the gathering of data. This will be further strengthened by the collection and analysis of service outcomes. Improving arrangements in the process of data gathering, monitoring and its subsequent analysis has been identified as an immediate priority for the Anglesey Supporting People Team.

### **5.2 Service User Groups**

- 5.2.1 The current financial constraints which has resulted in significant reductions over a five year period from 2012-2016 -and possibly longer - will present substantial challenges to Supporting People Commissioners over the short to medium term. Sustaining current services whilst simultaneously developing new projects to meet changing priorities and needs will provide the ultimate challenge.
- 5.2.2 It is therefore inevitable that as commissioners we will need to maximise opportunities to utilise other available income from other financial sources where possible, be it other grants and jointly commission with our partners within both the statutory and voluntary sectors.
- 5.2.3 Over the forthcoming 12 month period, we have identified the following areas highlighted below have been identified as priorities for development or reconfiguration. However, additional service reviews scheduled over the corresponding period may also result in further reconfiguration as we assess need and quality locally, sub-regionally and regionally.

#### 5.2.4 The following areas have been identified as immediate priorities for development

- Young People with Complex Needs including Care Leavers
- Homeless People aged 25 and over who may rough sleep or are at risk of being homeless.
- People with Mental Health Needs
- Older People
- People with Substance Misuse needs.
- Review of Learning Disability Services
- Housing Services Review
- Consider merging of Floating Support Projects

#### 5.3 Young People with Complex Needs including Care Leavers.

5.3.1 At the time of writing, a tender process is currently being undertaken to enable the development of a supported accommodation and floating support service for this vulnerable young Group to be located in Lllangfni.

Table 9 Supply Map

Provider	Units	Description
Digartref Ynys Môn	8	Hostel
Digartref Ynys Môn	4	Move-on
Digartref Ynys Môn	7	Floating Support – Low Level (also include provision for young parents)
Digartref Ynys Môn	2	Dispersed Units
Total Number of Units	21	

5.3.2 During 2012 a business case was presented highlighting the need to develop provision for care leavers and individuals with higher support needs and higher risk levels than those who are currently supported. The business case highlighted the lack of support available at this level of need and risk and also underlined that a number of young people were being located in costly out of county provision because as a result.

5.3.3 A core and cluster model of provision was agreed for development. The Core service will be provided and managed from a designated supported accommodation site providing six units , with the cluster provision located within walking distance. The service will provide 24hour on call support.

5.3.4 A further 6 units of floating support for young families will also be provided within this service, with the accommodation dispersed.

5.3.5 The project is to be jointly commissioned between the Isle of Anglesey Supporting People Planning Group and the Families First Project and will include the provision of individualised budgets managed by the service provider with the aim of supporting and empowering vulnerable service users to be taught appropriate lifeskills and achieve the desired outcomes

towards gaining full independence and the ability to maintain their own home without the need of support.

5.3.6 The development of this project has been identified in previous Supporting People Operational Plans and funding has been prioritised.

**5.4 Homeless People aged 25 and over who may rough sleep or are at risk of being homeless.**

5.4.1 A tender process for the development of a support service for the above mentioned group is also currently being undertaken.

Table 10 **Supply Map**

Provider	Units	Description
Cefni Lettings	21	Floating Support – Low Level
<b>Total</b>	<b>21</b>	

5.4.2 The submission of a business case which considered a range of alternatives to enable the development of a service for adults aged 25 and resulted in the approval of a 12 month pilot project which based on the Housing First Model. A total of 12 units are to be commissioned.

5.4.3 Data obtained from NME collection has historically shown, that Homelessness is by far the lead need to which people present to service providers. From a total of 690 presentations between June 2011 and May 2012, a total of 355 (52%) said that homeless was their lead need.

5.4.4 The top four reasons for homelessness have remained unchanged over recent years, although not necessarily in the same order. Latest NME data show a considerable increase in the number of domestic abuse cases from 67 to 164.

5.4.5 A summary of the data relating to the top four reasons is included below.

Table11

Reason	2011/12	%	2010/11	%	2009/10	%
Relationship Breakdown	98	16.8%	130	20.4%	95	19.4%
Have to leave parental relative home	77	13.2%	99	15.5%	97	19.8%
Notice from Landlord	54	9.3%	97	15.2%	75	15.3%
Domestic Abuse	164	28.1%	67	10.5%	51	10.4%

## 5.6 Rough Sleepers

	2011/12	2010/11	2009/10
Number Sleeping Rough	64	57	49

Table 12

5.6.1 The number of people reporting that they have been rough sleeping has shown a significant increase over the past 3 years. The latest returns show that 64 reported an episode of rough sleeping during 2011/12 of which 51 were male. In percentage terms the number of reports of rough sleeping has increased by 31% since 2010.

5.6.2 The commissioning of a Housing First model of provision is seen as a preferred solution to a Hostel. It provides immediate intensive multi agency support to a small but chaotic cohort of the population within their own home and replaces the more linear model of support which sees vulnerable individuals move from hostel, to move on, to floating support, before support is ended.

5.6.3 The Housing First Project also includes the provision of individualised budgets for the same reasons mentioned above.

5.6.4 The development of this project has been included in previous Supporting People Operational Plan and funding has been prioritised.

## 5.7 People with Mental Health Needs.

5.7.1 A review of all mental health services has been completed and discussions with service managers are to be undertaken with a view to reconfigure the current provision of housing related support to this group during the 2013 /14 financial year.

Table 13 Supply Map

Provider	Units	Description
Anheddau Cymdeithas Tai Eryri	3	Supported Housing
Anheddau	12	Floating Support Service – High Intensity and Low Level
Community Support Services	70	Floating Support Service – High Intensity and Low Level Support and Low Level Support
Community Support Services	6	Supported Housing Core and Cluster Model
Total	91	

5.7.2 National prevalence levels suggest that 1 in 6 of the population are affected by a mental health issue. Based on 690 presentations, this would suggest that 115 people would present with such needs.

- 5.7.3 The number of people who have presented with mental health needs during 2011/12 was only 9 of which 7 were male. This compares with 8 and 6 from the previous two years, and is a substantial drop from submissions prior to 2009. However, mental health is a cross-cutting issue which may be present itself in parallel with other needs, such as alcohol and substance misuse, domestic abuse, offending etc.
- 5.7.4 Evidence gleaned from the reviews conducted in respect of mental health needs clearly point towards the need to provide a preventative service which addresses the need of individuals with low levels of anxiety and possible indications of depression. All provision currently caters for individuals who have been referred to the Community Mental Health Service and may receive a housing related support as part of this pathway.
- 5.7.5 This restricts self- referrals and individuals who may be treated by General Practitioner - but are not deemed to be in sufficient need of CMHT intervention – from accessing this service and is therefore inequitable. Furthermore, there is evidence of some service users receiving support for a prolonged period of time, thus questioning the effectiveness of the current model of provision.
- 5.7.6 It is therefore proposed to reconfigure future provision into a tiered approach which would involve the commissioning of a low level short term floating support service for those showing signs of mental health needs, with a supported accommodation service and higher floating support service for those in recovery and possibly leaving hospital, and continue to provide a supported accommodation service for those with more acute levels of need.

## 5.8 Reconfiguration of Learning Disability Services

- 5.8.1 The provision of housing related support for people with learning disabilities by far accounts for the highest cost of all eligible groups who receive Supporting People funding. The annual outlay in respect of this group amounts to £905,000. This is commensurate with 28% of the total Supporting People Budget for 2012/13. Furthermore, the number of units provided for Learning Disability Service Users provided total 47 which is commensurate with 3.3% of the total units provided (1407).

Table 14 **Supply Map**

Provider	Units	Description
Cartrefi Cymru	16	Permanent Supported Housing Projects – 6 Schemes
Tyddyn Môn	18	Permanent Supported Housing Projects – 5 Schemes
Môn Care	12	9 Permanent Supported Housing Projects and 3 Floating Support Units
Anheddau	1	Floating Support Scheme
<b>Total</b>	<b>47</b>	

- 5.8.2 Recent statutory guidance from the Welsh Government states the need for Supporting People funding to prioritise homelessness and the risk of homelessness within its commissioning arrangements. As a result sustaining current expenditure levels utilised for learning disability services, may prove to be problematic.
- 5.8.3 Anecdotal evidence relating to the number of hours of housing related supported currently utilised within some projects will need to be reconfigured. It is essential that housing related support activities are demarcated from care and health functions. This may result in savings within the supporting people budget which can be utilised to commission or re-model service provision.
- 5.8.4 It is our intention to undertake a full strategic review of all current housing related support services for each individual client group. The findings of our reviews will assist us to make informed decisions based upon need, eligibility, and strategic relevance across all these services. However, given the higher level of Supporting People funding within Learning Disabilities, compared with other service groups, the impact upon future funding arrangements may be significant and it is essential that a collaborative approach and engagement with all relevant agencies and stakeholders is undertaken to ensure effective and efficient commissioning arrangements for the future.

## 5.9 Reconfiguration of Older People Services.

- 5.9.1 The current Supporting People Programme Grant Guidance clearly states that provision of Supporting People funding in respect of service for older people should be based on need and not on age or tenure. Careful consideration will be required when considering the implications of these changes and in particular their impact upon the provision of services within Alarm Schemes, Sheltered Housing and Extra Care facilities. These issues will need to be factored into the Community Department's Modernisation Programme for Older People Services. Once again a collaborative approach is required to ensure a menu of options is commissioned to effectively meet the support and accommodation needs of our older population.

Table 15 **Supply Map**

Provider	Units	Description
Carelink	2	Floating Support for 2 older people with physical disabilities
Cymdeithas Tai Eryri	44	Llys Mair (21 Units) Penucheldre (23 units)
Tai Eryri	8	Alarms
Môn Care	491	Sheltered Housing
Môn Care	697	Telecare
Môn Care	17	Floating Support
Mon Care	16	Reablement
Clwyd Alyn	40	Alarm Service (includes former Wales and West Alarms)
Tai Eryri	54	Extra Care
Total	1,369	

5.9.2 Anglesey's first extra care scheme was officially launched during October 2012 and provides 54 units of support.

5.9.3 The provision of housing related support for people with early onset dementia was also increased from 13 units to 20 during 2012, following a review of the service and clear evidence of an increase in demand. It is envisaged, from forecasted projections that demand levels will continually increase within this area which could result in the need to review current levels of provision.

5.9.4 The Isle of Anglesey County Council's Supporting People Team are currently undertaking a strategic review of its sheltered housing provision for both internal and external providers. Reviews of the reablement and alarm services have already been undertaken and completed during over the past 18 months.

5.9.5 A holistic view of the current provision of services for older people will need to be taken in order to comply with the conditions within the Supporting People Guidance and maximise the resources available and be strategically relevant with the Local Authority's vision.

5.9.6 Any future reconfiguration of the service would be inevitably be open procurement rules and the requirement to engage in a full tender process.

#### 5.10 Reconfiguration of Housing Services.

5.10.1 A review of the housing related support provision undertaken by the Isle of Anglesey County Council's Housing Department was completed in December 2012. The review findings reported that the grass cutting service which was a legacy funding was no longer eligible or strategically relevant and as a result arrangements are in place to decommission from 1.4.13.

Service User Group	Provider	Units	Description
Generic	Housing Services	97	Floating Support Service
Generic	Housing Services	108	Legacy Funding – Decommissioned from 1.4.13
Alarms	Housing Services	1188	Monitoring and Maintenance of Community alarms
Total		1,393	

Table 16

5.10.2 Discussions remain on-going in relation to the provision of generic floating support as well as the contribution made by Supporting People funding in relation to the maintenance and monitoring of Alarm Services. Strategically, there are clear links between the alarm service funding and service commissioning for older people and will need to be addressed within either service prior to any future reconfiguration.



## 5.11 Reconfiguration of Floating Support Services

5.11.1 Eight floating support services are currently provided in Anglesey in respect of substance misuse, domestic abuse, generic homeless, offenders, vulnerable single parents and young people. All these services were prior to August 2012 funded under the Supporting People Revenue Grant before being transferred to Local Authorities to be administered. The total cost of this provision amounts to £399,468.07 In respect of 407 support hours per week. This equates to an average hourly cost of £18.87 per service.

Table 17 **Supply Map**

Service User Group	Provider	Units	Description
Substance Misuse	CAIS	6	High Level Floating Support
	CAIS	3	High Level Floating Support
	CAIS	24	Low Level Floating Support
Domestic Abuse	Gorwel	6	High Level Floating Support
Homeless	Agorfa	21	Low Level Floating Support
Young and Vulnerable	Digartref Ynys Môn	9	Low Level Floating Support
Vulnerable Single Parents	Hafan Cymru	12	Low Level Floating Support
Generic	NACRO	13	Low Level
<b>Total</b>		<b>94</b>	<b>Floating Support</b>

5.11.2 In addition to the above supply map a further 6 schemes provide a level of floating support services within Mental Health, Learning Disability Services, Physical Disabilities, and Older People. The following table provides a similar breakdown of this services.

Table 18 **Supply Map**

Service User Group	Provider	Units	Description
Mental Health	Community Support Services	70	Floating support
	Anheddau	12	Floating Support
Physical Disabilities	Anheddau	2	Floating Support
Learning Disabilities	Môn Care	3	Floating Support
Older People	Môn Care	17	Floating Support
Generic	Housing Services	108	Floating Support
<b>Total</b>		<b>212</b>	<b>Floating Support</b>



5.11.3 A number of options need to be considered in relation to improving the efficiency of floating support provision. These include the following models of provision:

- Commission one generic floating support service across all vulnerable groups;
- Merge multiple contracts with the same provider into one contract
- Merge designated identified service areas where there are clear crossover issues, e.g Substance Misuse, Offending, Mental Health
- Further explore the options of sub-regional commissioning with Gwynedd Council, whilst also considering the above mentioned options.

## 6.0 SPEND PLAN.

6.1 The information and data below relates to the current spend plan and proposed expenditure from April 2013/14.

Table 19

Financial Year	Supporting People Programme Grant	Proposed Reduction in Funding following redistribution
2012/13 (August –March)	£2,111,315.05	4%
2013/14	£3,052,211	4%
2014/15	£2,899,600	5%
2015/16	£2,754,620	5%
2016/17	2,616,889	5%

6.1.1 The above amounts from 2013/14 have been assumed in accordance with the proposed annual reduction in Supporting People funding which emanated following the Aylward Review's recommendation to redesign the formula used to calculate the annual dissemination of funding per local authority. This has resulted in Anglesey's Supporting People Budget being reduced by an approximately 23% over a 5 year period between April 2012 and April 2017.

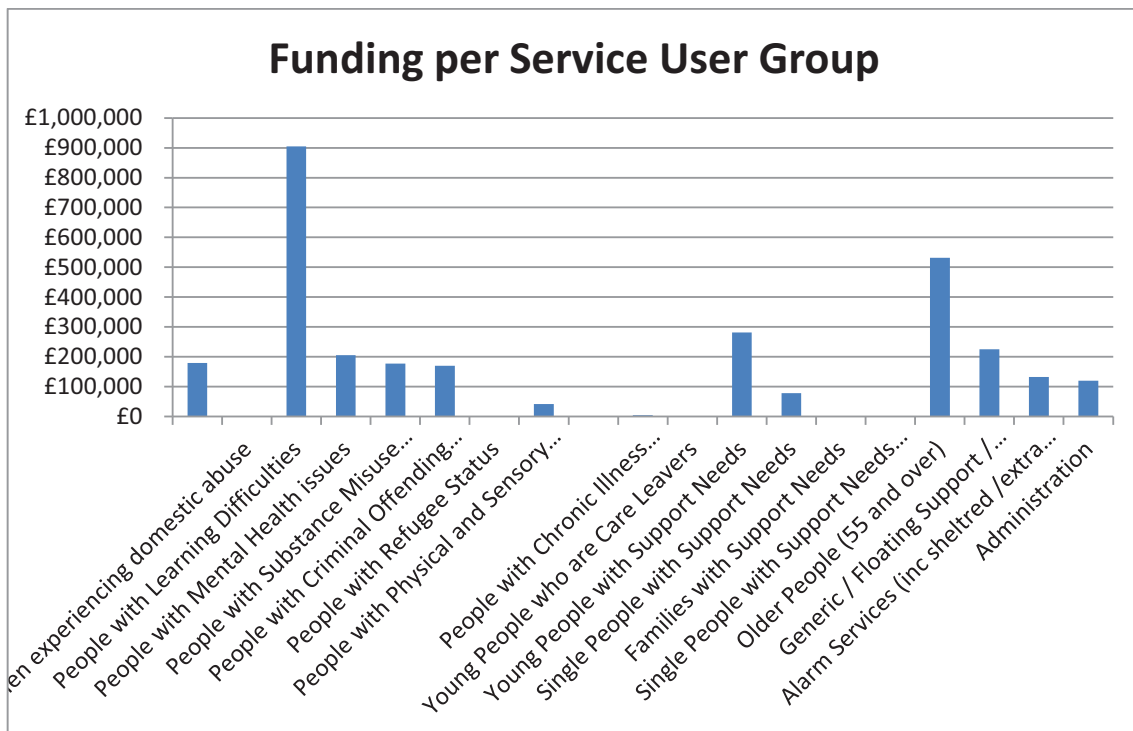


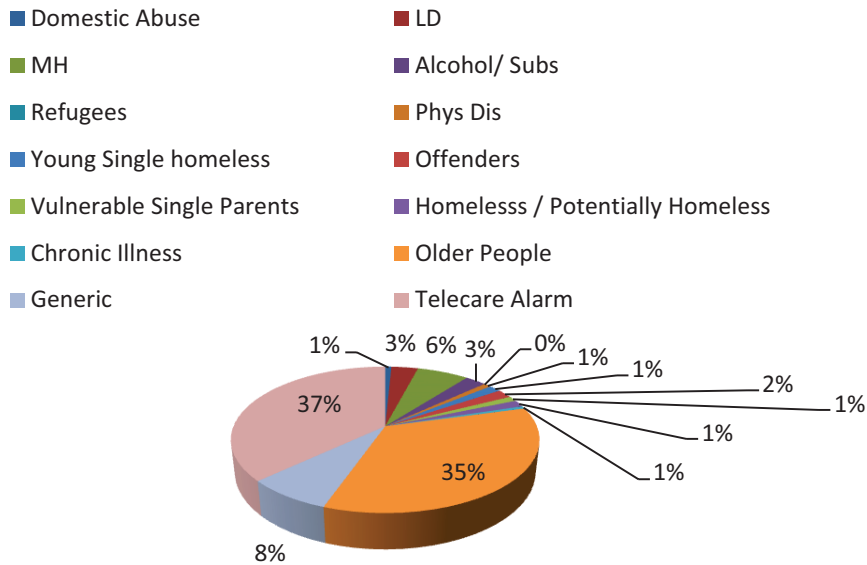
Table 21

## 6.2 Supporting People Spend Plan

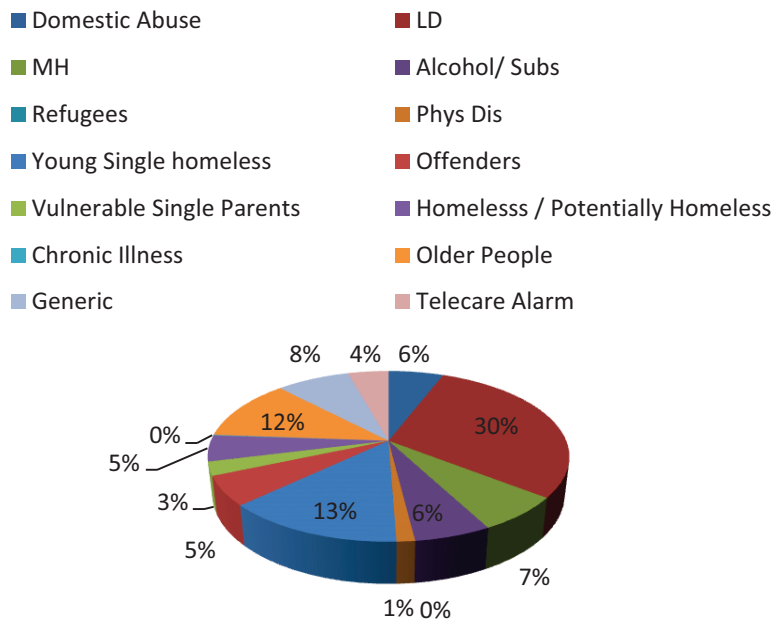
Table 22

Client Group	Projected August 2012 to March 2013	Projected Full Year 2012-13	2013/14	
			Total Grant Allocated £	
			Supporting People Funding	Local Authority Contribution
Women experiencing domestic abuse	£119,481	179,224	£179,224	£0
Men experiencing domestic abuse	£0	£0	£0	£0
People with Learning Disabilities	£603,345	£905,019	£905,019	£0
People with Mental Health issues	£136,790	£205,187	£205,187	£0
People with Alcohol Issues	£0	£0	£0	£0
People with Substance Misuse issues	£117,977	£176,974	£176,974	£0
People with Criminal Offending History	£113,215	£169,835	£169,835	£0
People with Refugee Status	£0	£0	£0	£0
People with Physical and Sensory Disabilities	£27,888	£41,821	£41,821	£0
People with Developmental Disorders (i.e. Autism)	£0	£0	£0	£0
People with Chronic illness (including HIV and Aids)	£2,727	£4,091	£4,091	£0
Young People who are Care Leavers	£0	£0	£0	£0
Young People with Support Needs (16-24)	£187,929	£281,894	£413,897	£0
Single Parent Families with Support Needs	£52,501	£78,752	£78,752	£0
Families with Support Needs	£0	£0	£0	£0
Single People with Support Needs not listed above (25-44)	£0	£0	£150,000	£0
People aged over 55 years of age with Support Needs (exclusive of alarm services)	£316,831	£475,247	£355,462	£45,000
Generic/ Floating Support/ Peripatetic (tenancy support services which cover a range of needs)	£224,302	£336,453	£239,454	£0
Alarm Services (inc sheltered /extra care)	£88,329	£132,494	£132,493	£0
Administration and other costs	£120,000	£192,394	£0	£0
<b>Total</b>	<b>£2,111,315</b>	<b>£3,179,385</b>	<b>£3,052,209</b>	<b>£45,000</b>

## % Number of Units per Service User Group



## % Cost Per Service User Group



6.2.1 Supporting People funds or jointly funds 1407 units of housing related support / supported accommodation on Anglesey

- 6.2.2 A significant proportion of the units are dedicated to older people services. These account for 72 % (including alarms) of the total number of housing related support that are commissioned solely or jointly and are commensurate with 12% of the total funding costs across all services.
- 6.2.3 In comparison, housing related support for people with learning disability needs account for 3% of the total units commissioned per service user group, whilst in terms of overall cost is commensurate with 30% of the total expenditure within the Supporting People Budget.
- 6.2.4 Services for young people who are homeless or are at risk of becoming homeless, account for the second highest level of investment per service group, commensurate with 13% of the funding. This is due to the development of a new service for young people with complex needs which will be operational in the early part of the 2013/14, financial year. However in terms of units this accounts for only 1% of the overall provision.
- 6.2.5 Services for people with mental health needs account for 6% of the total number of units commissioned. The cost of providing these services is commensurate with 7% of the total Supporting People funding.
- 6.2.6 Historically, there has been a clear trend within needs mapping data that shows homelessness or risk of homelessness as the lead need. Despite the needs mapping returns indicating that homelessness was the lead need 52%, the total expenditure on meeting this need accounts for only 5% of the total budget and 1% of the number of units commissioned. The main reason for this anomaly is the non dis- aggregation of secondary needs and the fact that a number of needs and issues are often cross cutting across several of the designated service user groups. This also demonstrates the anomalies and lack of robustness attached to the reliance upon needs mapping data to inform the needs assessment process to enable informed commissioning decisions to be made.

## **7. Equality Impact Assessment**

- 7.1 Future commissioning arrangements for Supporting People Services on Anglesey will include an equality impact assessment process. This will assess the impact of commissioning new services, remodelling, or de-commissioning and will ensure parity and equality across all components of the Equality Act 2010.**

## 9. Appendices – Appendix 1

Basic Details		
Group	No. Completed	%
Men	264	38.3%
Women	381	55.2%
Unkown	31	4.5%
Children under sixteen	14	2.0%
<b>Total</b>	<b>690</b>	<b>100.0%</b>

Agency Referrals Specified	Male		Female		Unkown		Total	
	No	%	No	%	No	%	No	%
Agorfa	2	0.81%	0	0.00%	0	0.00%	2	0.29%
Anheddau	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Alzheimers Society	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Cais Ltd	31	12.60%	32	9.28%	3	10.00%	66	9.57%
Cartrefi Cymru	5	2.03%	9	2.61%	0	0.00%	14	2.03%
Cefni Lettings	45	18.29%	64	18.55%	6	20.00%	115	16.67%
Digartref Ynys Môn	45	18.29%	19	5.51%	2	6.67%	66	9.57%
Gorwel	0	0.00%	78	22.61%	0	0.00%	78	11.30%
Hafan Cymru	0	0.00%	22	6.38%	0	0.00%	22	3.19%
Housing Projects (IoACC)	59	23.98%	61	17.68%	15	50.00%	135	19.57%
IDVA Service	1	0.41%	47	13.62%	3	10.00%	51	7.39%
Lighthouse	2	0.81%	1	0.29%	0	0.00%	3	0.43%
Nacro	40	16.26%	11	3.19%	1	3.33%	52	7.54%
Shelter Cymru	14	5.69%	1	0.29%	0	0.00%	15	2.17%
Tai Hafan	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Tyddyn Môn	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Not Specified	2	0.81%	0	0.00%	0	0.00%	71	10.29%
<b>Grand Total</b>	<b>246</b>	<b>100%</b>	<b>345</b>	<b>100%</b>	<b>30</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

Ethnicity	Male		Female		Unkown		Total	
	No	%	No	%	No	%	No	%
Asian or Asian British	4	1.5%	2	0.5%	1	2.6%	7	1.0%
Black or Black British	0	0.0%	0	0.0%	0	0.0%	0	0.0%
White	241	89.6%	347	90.8%	30	76.9%	618	89.6%
Mixed	1	0.4%	3	0.8%	0	0.0%	4	0.6%
Other Group	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Not Known	23	8.6%	30	7.9%	8	20.5%	61	8.8%
<b>Grand Total</b>	<b>269</b>	<b>100%</b>	<b>382</b>	<b>100%</b>	<b>39</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

Current Accommodation	Male		Female		Unkown		Total	
	No	%	No	%	No	%	No	%
Armed Forces	0	0.0%	1	0.3%	0	0.0%	1	0.1%
Bed & Breakfast	19	7.7%	6	1.7%	3	3.0%	28	4.1%
Children's Home / Foster Care	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hospital - Medical	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hospital - Psychiatric	1	0.4%	1	0.3%	0	0.0%	2	0.3%
Hostel	8	3.3%	2	0.6%	0	0.0%	10	1.4%
Living with Parents/ Partner/ Other family	34	13.8%	45	13.0%	5	5.1%	84	12.2%
Night Shelter	4	1.6%	0	0.0%	0	0.0%	4	0.6%
Ordinary Accommodation	69	28.0%	153	44.3%	9	9.1%	231	33.5%
Other	17	6.9%	44	12.8%	3	3.0%	64	9.3%
Prison	14	5.7%	1	0.3%	1	1.0%	16	2.3%
Residential Accommodation	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Refuge	0	0.0%	50	14.5%	0	0.0%	50	7.2%
Sheltered Accommodation	0	0.0%	1	0.3%	0	0.0%	1	0.1%
Sleeping Rough	33	13.4%	3	0.9%	3	3.0%	39	5.7%
Specialist Supported Accommodation	12	4.9%	12	3.5%	1	1.0%	25	3.6%
Staying with Friends	35	14.2%	22	6.4%	5	5.1%	62	9.0%
Not specified	0	0.0%	4	1.2%	69	69.7%	73	10.6%
<b>Total</b>	<b>246</b>	<b>100%</b>	<b>345</b>	<b>100%</b>	<b>99</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

Current Accommodation - Other Specified	Male		Female		Unkown		Total	
	No	%	No	%	No	%	No	%
A Fixed Abode	1	5.9%	8	18.2%	0	0.0%	9	14.1%
Car	0	0.0%	1	2.3%	0	0.0%	1	1.6%
Caravan	4	23.5%	1	2.3%	0	0.0%	5	7.8%
Council Private Base	1	5.9%	27	61.4%	3	100.0%	31	48.4%
Ex partners property	0	0.0%	0	0.0%	0	0.0%	0	0.0%
No fixed adobe	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Private leasing scheme	1	5.9%	2	4.5%	0	0.0%	3	4.7%
Rehab	1	5.9%	0	0.0%	0	0.0%	1	1.6%
Room with employment	1	5.9%	0	0.0%	0	0.0%	1	1.6%
Sofa Surfing	5	29.4%	1	2.3%	0	0.0%	6	9.4%
Tent	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Tied accommodation	2	11.8%	0	0.0%	0	0.0%	2	3.1%
Not specified	1	5.9%	4	9.1%	0	0.0%	5	7.8%
<b>Grand Total</b>	<b>17</b>	<b>100%</b>	<b>44</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>64</b>	<b>100%</b>

Current Landlord	Male		Female		Unkown		Total	
	No	%	No	%	No	%	No	%
Housing Association	10	4.1%	63	18.3%	2	2.0%	75	10.9%
Local Authority	30	12.2%	51	14.8%	7	7.1%	88	12.8%
Other	66	26.8%	49	14.2%	6	6.1%	121	17.5%
Owner Occupier	12	4.9%	37	10.7%	3	3.0%	52	7.5%
Privately Rented	49	19.9%	106	30.7%	6	6.1%	161	23.3%
Voluntary / Charity Organisation	12	4.9%	4	1.2%	0	0.0%	16	2.3%
Not Specified	67	27.2%	35	10.1%	75	75.8%	177	25.7%
<b>Total</b>	<b>246</b>	<b>100%</b>	<b>345</b>	<b>100%</b>	<b>99</b>	<b>100%</b>	<b>690</b>	<b>100%</b>



Type of Accommodation Required	Male		Female		Unknown		Total	
	No	%	No	%	No	%	No	%
A Refuge - Escaping Domestic Abuse	0	0.0%	6	1.6%	0	0.0%	6	0.9%
A Shared House - own bedroom and shared facilities - with 24 hr support	7	2.6%	8	2.1%	0	0.0%	15	2.2%
A Short Term Hostel	29	10.7%	18	4.7%	1	3.1%	48	7.0%
Need to return to family home	1	0.4%	1	0.3%	0	0.0%	2	0.3%
None: Floating Support Required Only	5	1.8%	3	0.8%	0	0.0%	8	1.2%
Ordinary Accommodation - a house or a flat	155	57.0%	190	49.2%	24	75.0%	369	53.5%
Other	33	12.1%	123	31.9%	4	12.5%	160	23.2%
Sheltered Accommodation / Extra Care Accommodation of frail or elderly	3	1.1%	3	0.8%	1	3.1%	7	1.0%
Specialist Detox Facility	4	1.5%	1	0.3%	0	0.0%	5	0.7%
Not Specified	35	12.9%	33	8.5%	2	6.3%	70	10.1%
<b>Grand Total</b>	<b>272</b>	<b>100%</b>	<b>386</b>	<b>100%</b>	<b>32</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

Main Reason For Moving Into Area	Male		Female		Unknown		Total	
	No	%	No	%	No	%	No	%
Access Accommodation / Services	59	56%	24	11%	2	18.18%	83	24.9%
Education / Training	7	7%	12	5%	1	9.09%	19	5.7%
Escaping The Risk of Offending	4	4%	3	1%	0	0.00%	7	2.1%
Escape Domestic Abuse	3	3%	146	64%	3	27.27%	149	44.7%
Move Nearer to Friend / Family	25	24%	23	10%	4	36.36%	48	14.4%
Work	8	8%	19	8%	1	9.09%	27	8.1%
Other	0	0%	0	0%	0	0.00%	0	0.0%
<b>Grand Total</b>	<b>106</b>	<b>100%</b>	<b>227</b>	<b>100%</b>	<b>11</b>	<b>100%</b>	<b>333</b>	<b>100%</b>

Local Authority currently live in	Male		Female		Unknown		Total	
	No	%	No	%	No	%	No	%
Anglesey	240	88.2%	368	95.3%	29	90.6%	637	92.3%
Conwy	1	0.4%	0	0.0%	1	3.1%	2	0.3%
Denbighshire	1	0.4%	1	0.3%	0	0.0%	2	0.3%
Gwynedd	21	7.7%	9	2.3%	1	3.1%	31	4.5%
Other	4	1.5%	6	1.6%	1	3.1%	11	1.6%
Not specified	5	1.8%	2	0.5%	0	0.0%	7	1.0%
<b>Total</b>	<b>272</b>	<b>100%</b>	<b>386</b>	<b>100%</b>	<b>32</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

	Male		Female		Unknown		Total	
	No	%	No	%	No	%	No	%
<b>Rough Sleepers</b>	51	80%	12	19%	1	2%	64	100

Reason For Homelessness Or Threat Of Homelessness	Male		Female		Unknown		Total	
	No	%	No	%	No	%	No	%
*Based on homelessness data that was filled in within questionnaire								
<b>Relationship Breakdown</b>	56	25%	33	10%	9	31.03%	98	16.8%
Eviction	16	7%	8	2%	2	6.90%	26	4.5%
Leaving Care	4	2%	0	0%	0	0.00%	4	0.7%
Hospital Discharge	2	1%	0	0%	0	0.00%	2	0.3%
Domestic Abuse	3	1%	158	48%	3	10.34%	164	28.1%
Other Violence	3	1%	5	2%	0	0.00%	8	1.4%
Money Problems	13	6%	14	4%	1	3.45%	28	4.8%
Leaving Prison	21	9%	1	0%	2	6.90%	24	4.1%
Difficulty in Maintaining Accommodation / Tenancy	16	7%	8	2%	3	10.34%	27	4.6%
Have to Leave Parent / Relative's Home	34	15%	38	12%	5	17.24%	77	13.2%
Notice From Landlord	23	10%	29	9%	2	6.90%	54	9.3%
Other	33	15%	36	11%	2	6.90%	71	12.2%
<b>Grand Total</b>	224	100%	330	100%	29	100%	583	100%

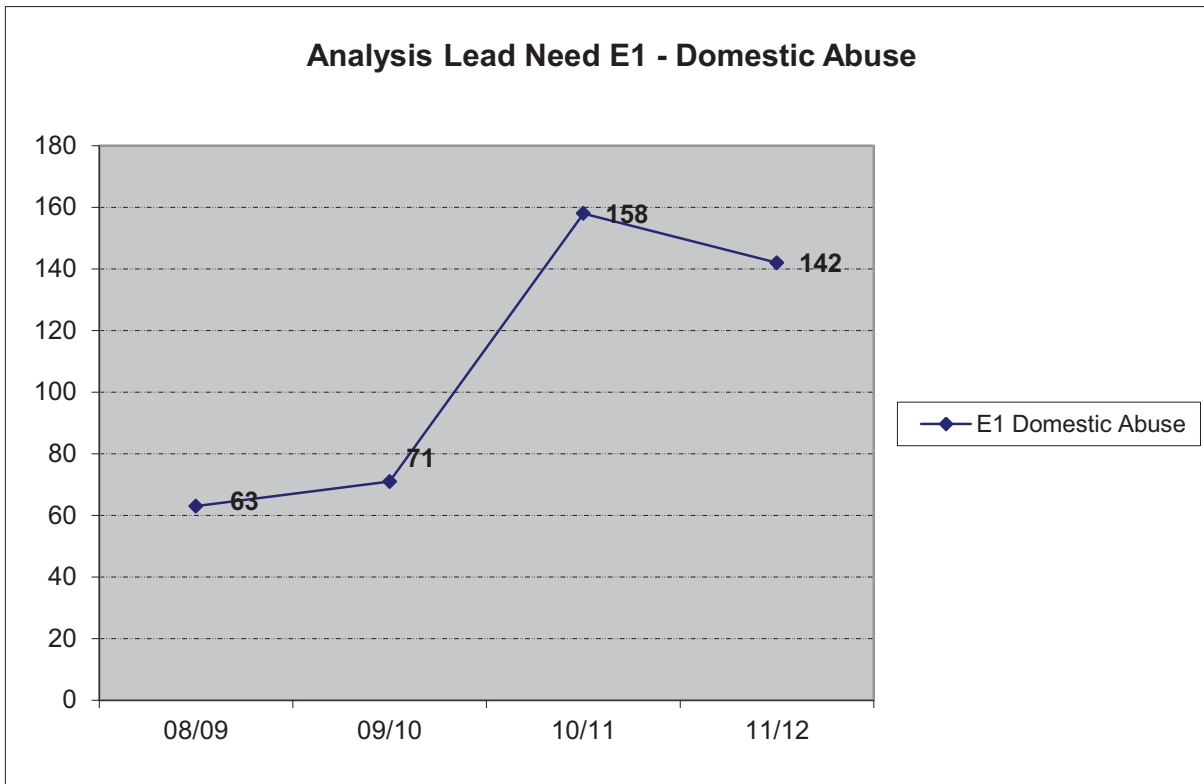
Type and Level of Need	Low Support Needs						Medium Support Needs						High Support Needs					
	Male		Female		Unknown		Male		Female		Unknown		Male		Female		Unknown	
	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%
<b>Domestic Abuse</b>	2	2%	2	4%	1	33.33%	3	2%	19	16%	0	0.00%	3	1%	145	39%	3	10.71%
<b>Learning Difficulties</b>	5	4%	5	11%	0	0.00%	1	1%	1	1%	0	0.00%	8	3%	9	2%	0	0.00%
<b>Mental Health</b>	31	26%	10	21%	1	33.33%	21	14%	16	14%	3	18.75%	17	6%	10	3%	0	0.00%
<b>Alcohol Misuse</b>	23	20%	9	19%	0	0.00%	23	15%	12	10%	3	18.75%	40	14%	26	7%	3	10.71%
<b>Drug Use</b>	10	9%	3	6%	0	0.00%	32	21%	7	6%	1	6.25%	19	7%	12	3%	1	3.57%
<b>Refugee Status</b>	1	1%	0	0%	0	0.00%	0	0%	0	0%	1	6.25%	0	0%	0	0%	0	0.00%
<b>Physical Mobility</b>	4	3%	3	6%	0	0.00%	5	3%	3	3%	1	6.25%	5	2%	6	2%	0	0.00%
<b>Young &amp; Vulnerable</b>	3	3%	4	9%	0	0.00%	9	6%	7	6%	0	0.00%	26	9%	22	6%	1	3.57%
<b>Offending Issues</b>	24	21%	5	11%	1	33.33%	21	14%	1	1%	3	18.75%	11	4%	4	1%	0	0.00%
<b>Homelessness Issues</b>	12	10%	6	13%	0	0.00%	28	19%	42	36%	3	18.75%	157	55%	134	36%	20	71.43%
<b>Chronic Illness</b>	2	2%	0	0%	0	0.00%	2	1%	2	2%	0	0.00%	2	1%	0	0%	0	0.00%
<b>Vulnerable Single Parent</b>	0	0%	0	0%	0	0.00%	1	1%	5	4%	0	0.00%	0	0%	6	2%	0	0.00%
<b>Older People</b>	0	0%	0	0%	0	0.00%	3	2%	2	2%	1	6.25%	0	0%	1	0%	0	0.00%
<b>Gypsies and Travelers</b>	0	0%	0	0%	0	0.00%	0	0%	0	0%	0	0.00%	0	0%	0	0%	0	0.00%
<b>Total</b>	117	100%	47	100%	3	100%	149	100%	117	100%	16	100%	288	100%	375	100%	28	100%

Type and Level of Need	Total (Gender Split)							
	Male		Female		Unknown			
	No	%	No	%	No	%		
Domestic Abuse E1	8	1.4%	166	30.8%	4	8.5%	178	15.6%
Learning Difficulties E2	14	2.5%	15	2.8%	0	0.0%	29	2.5%
Mental Health E3	69	12.5%	36	6.7%	4	8.5%	109	9.6%
Alcohol Misuse E4	86	15.5%	47	8.7%	6	12.8%	139	12.2%
Drug Use E5	61	11.0%	22	4.1%	2	4.3%	85	7.5%
Refugee Status E6	1	0.2%	0	0.0%	1	2.1%	2	0.2%
Physical Mobility E7	14	2.5%	12	2.2%	1	2.1%	27	2.4%
Young & Vulnerable E8	38	6.9%	33	6.1%	1	2.1%	72	6.3%
Offending Issues E9	56	10.1%	10	1.9%	4	8.5%	70	6.1%
Homelessness Issues E10	197	35.6%	182	33.8%	23	48.9%	402	35.3%
Chronic Illness E11	6	1.1%	2	0.4%	0	0.0%	8	0.7%
Vulnerable Single Parent E12	1	0.2%	11	2.0%	0	0.0%	12	1.1%
Older People E13	3	0.5%	3	0.6%	1	2.1%	7	0.6%
Gypsies and Travelers E14	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total</b>	<b>554</b>	<b>100%</b>	<b>539</b>	<b>100%</b>	<b>47</b>	<b>100%</b>	<b>1140</b>	<b>100%</b>

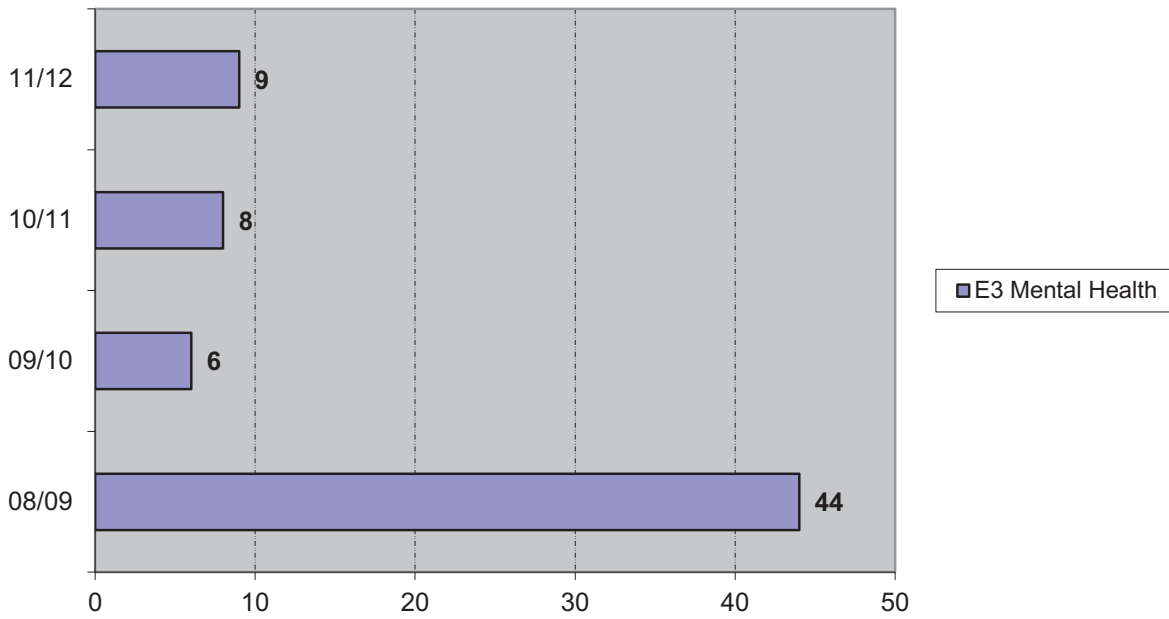
Lead Need	Total (Gender Split)											
	Male			Female			Unknown					
	No	%		No	%		No	%		No	%	
Domestic Abuse	E1	1	0.4%	138	35.8%	3	9.4%	142	20.6%			
Learning Difficulties	E2	5	1.8%	10	2.6%	0	0.0%	15	2.2%			
Mental Health	E3	7	2.6%	2	0.5%	0	0.0%	9	1.3%			
Alcohol Misuse	E4	40	14.7%	30	7.8%	3	9.4%	73	10.6%			
Drug Use	E5	12	4.4%	8	2.1%	2	6.3%	22	3.2%			
Refugee Status	E6	0	0.0%	0	0.0%	0	0.0%	0	0.0%			
Physical Mobility	E7	1	0.4%	0	0.0%	0	0.0%	1	0.1%			
Young & Vulnerable	E8	4	1.5%	5	1.3%	0	0.0%	9	1.3%			
Offending Issues	E9	3	1.1%	0	0.0%	1	3.1%	4	0.6%			
Homelessness Issues	E10	170	62.5%	162	42.0%	23	71.9%	355	51.4%			
Chronic Illness	E11	0	0.0%	0	0.0%	0	0.0%	0	0.0%			
Vulnerable Single Parent	E12	0	0.0%	1	0.3%	0	0.0%	1	0.1%			
Older People	E13	2	0.7%	0	0.0%	0	0.0%	2	0.3%			
Gypsies and Travellers	E14	0	0.0%	0	0.0%	0	0.0%	0	0.0%			
Not Specified		27	9.9%	30	7.8%	0	0.0%	57	8.3%			
<b>Total</b>		<b>272</b>	<b>100%</b>	<b>386</b>	<b>100%</b>	<b>32</b>	<b>100%</b>	<b>690</b>	<b>100%</b>			

Length of Support	Male		Female		Unkown		Total	
	No	%	No	%	No	%	No	%
Up to six months	100	36.8%	87	22.5%	13	40.63%	200	29.0%
6-12 months	20	7.4%	19	4.9%	6	18.75%	45	6.5%
12-18 months	56	20.6%	73	18.9%	5	15.63%	134	19.4%
Over 18 months	50	18.4%	24	6.2%	4	12.50%	78	11.3%
Permanently	8	2.9%	10	2.6%	0	0.00%	18	2.6%
Don't know / Other	33	12.1%	167	43.3%	4	12.50%	204	29.6%
Not specified	5	1.8%	6	1.6%		0.00%	11	1.6%
<b>Total</b>	<b>272</b>	<b>100%</b>	<b>386</b>	<b>100%</b>	<b>3200%</b>	<b>100%</b>	<b>690</b>	<b>100%</b>

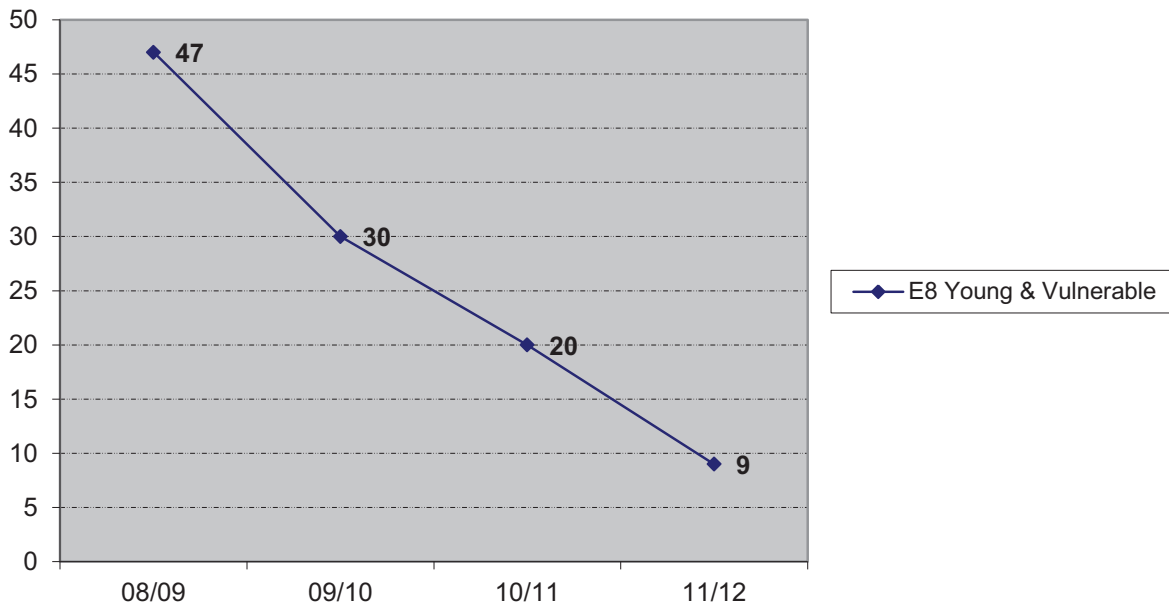
## Appendix 2



**Analysis Lead Need E3 - Mental Health**

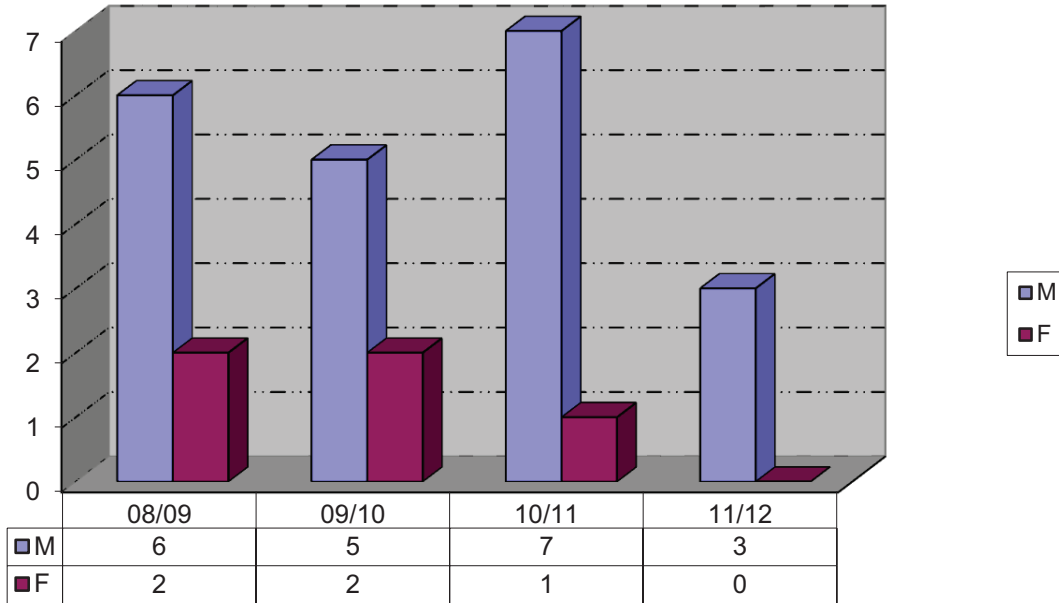


**Analysis Lead Need E8 - Young & Vulnerable**

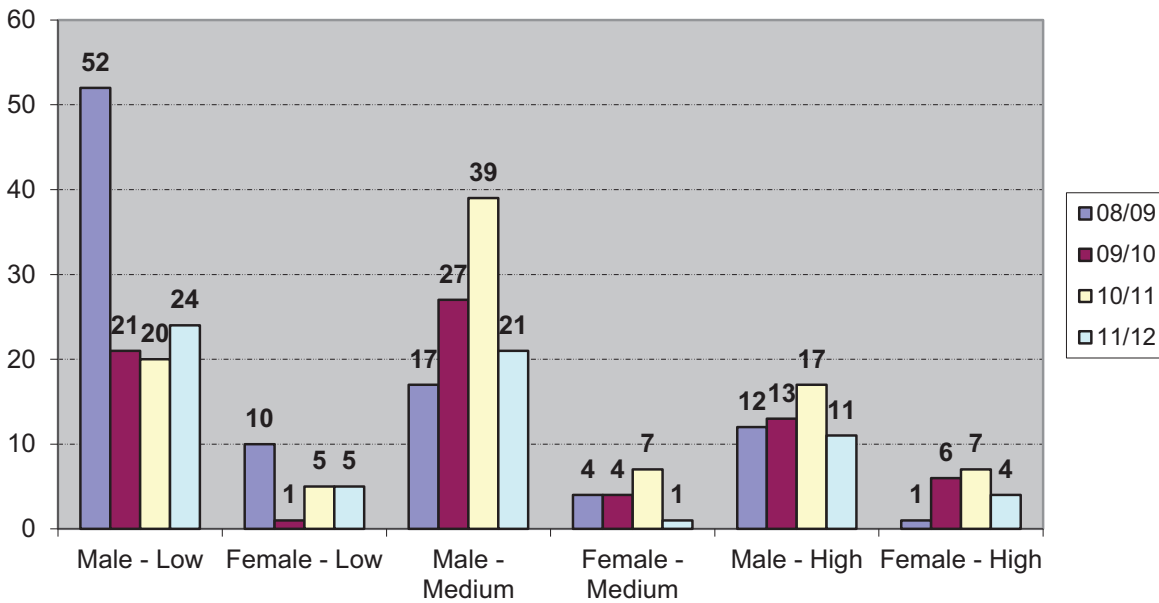




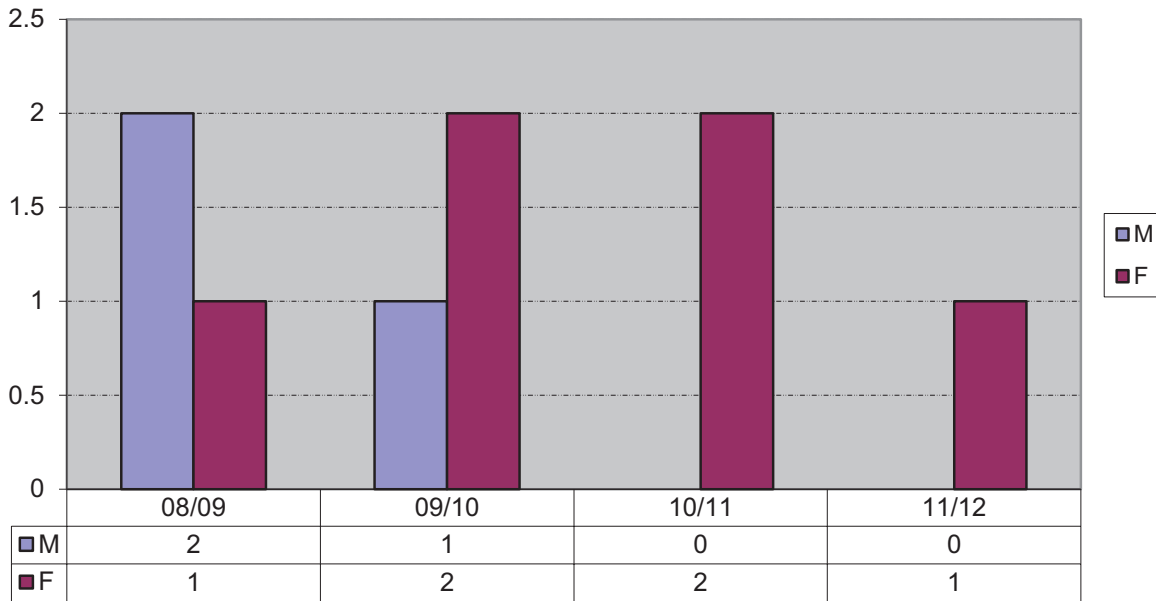
### Analysis Lead Need E9 - Offending Issues



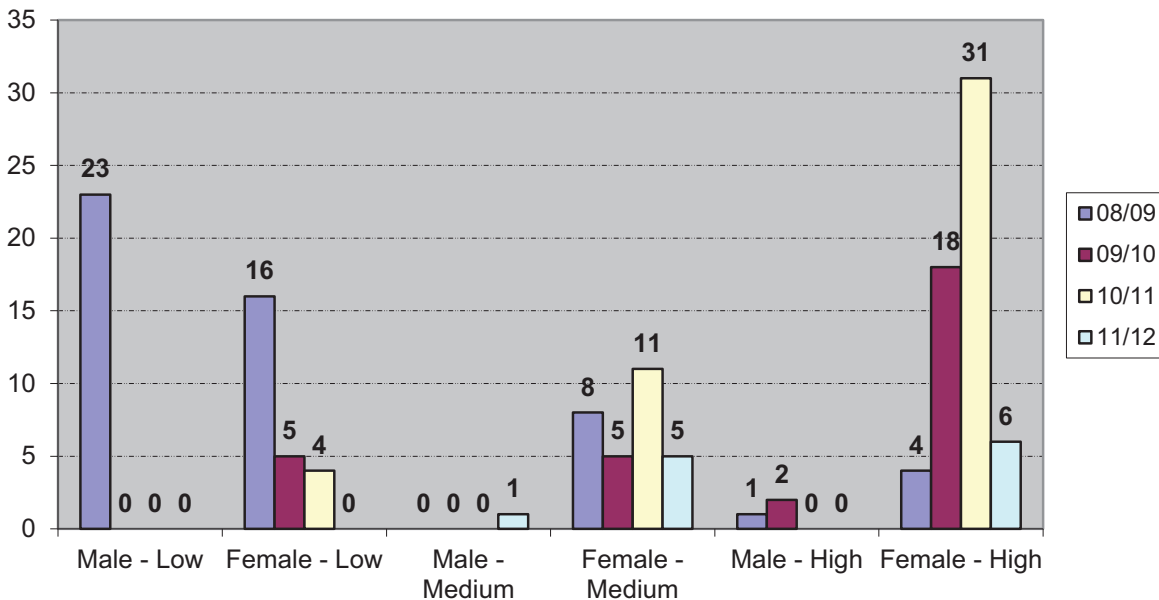
### Analysis Type and Level of Need E9 - Offending Issues



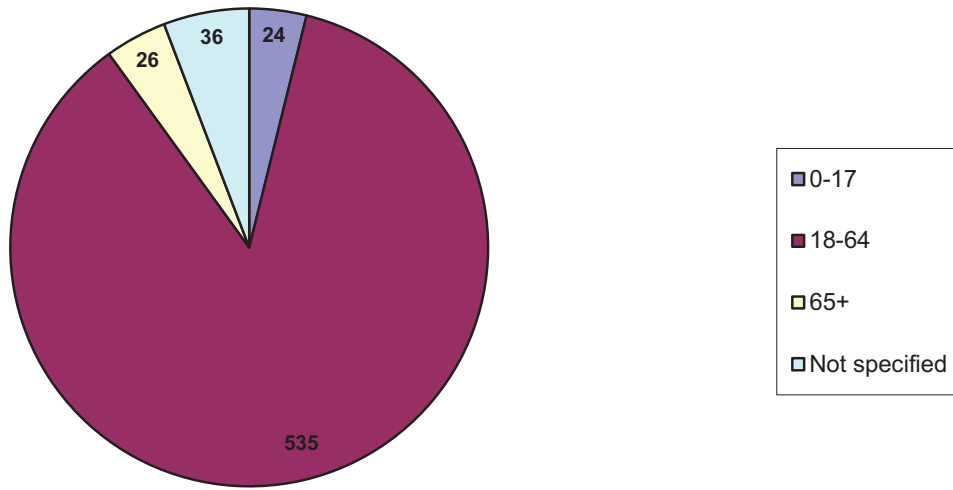
### Analysis Lead Need E12 - Vulnerable Single Parent



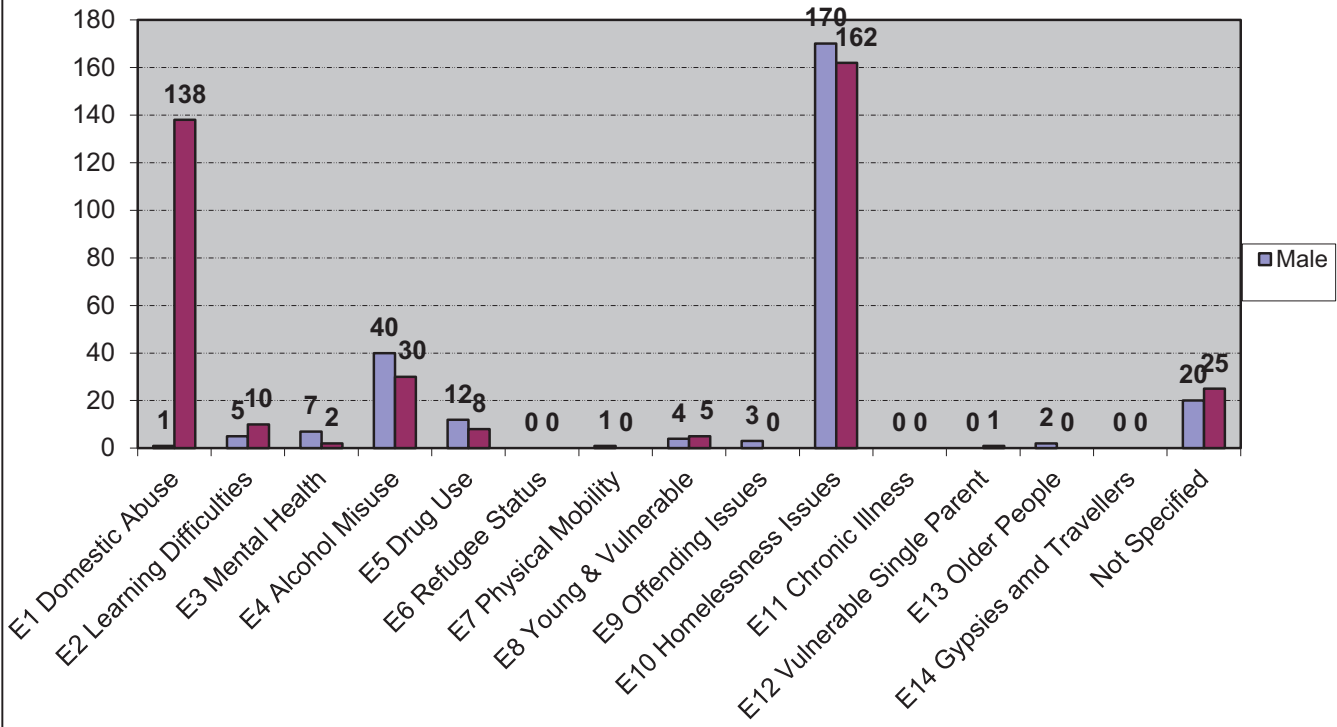
### E12 Vulnerable Single Parent Type and Level of Need

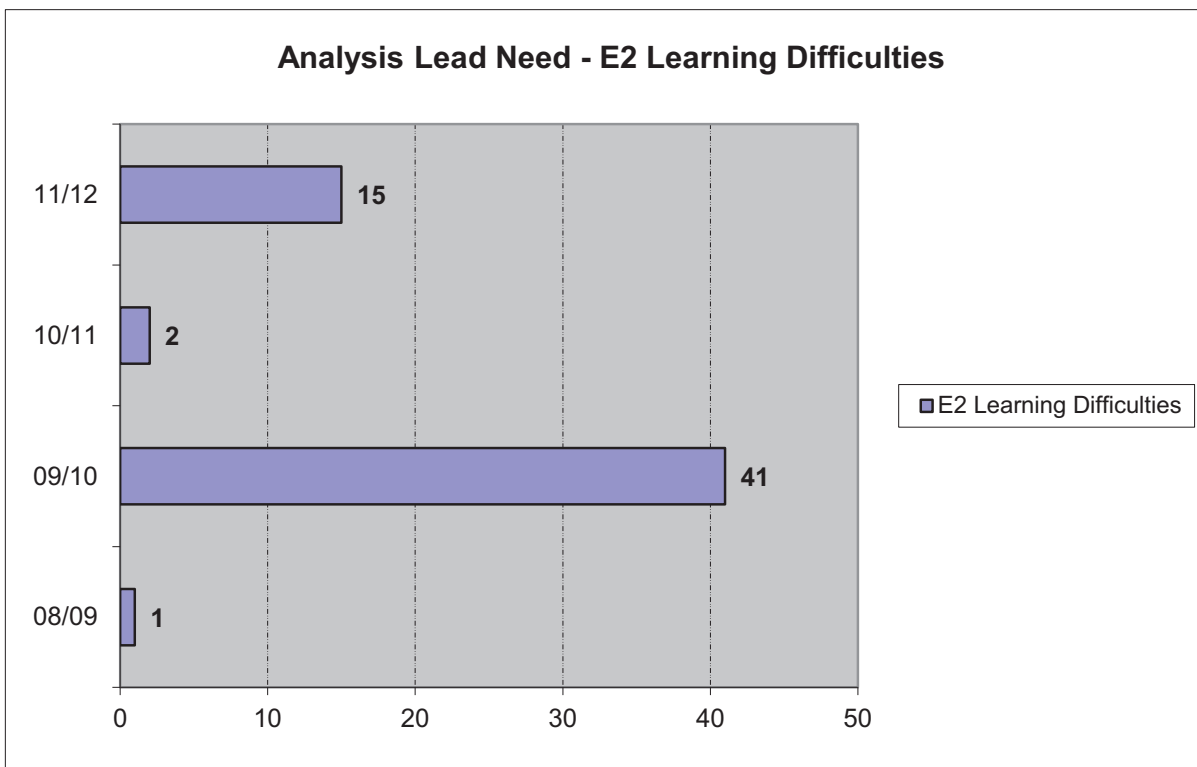
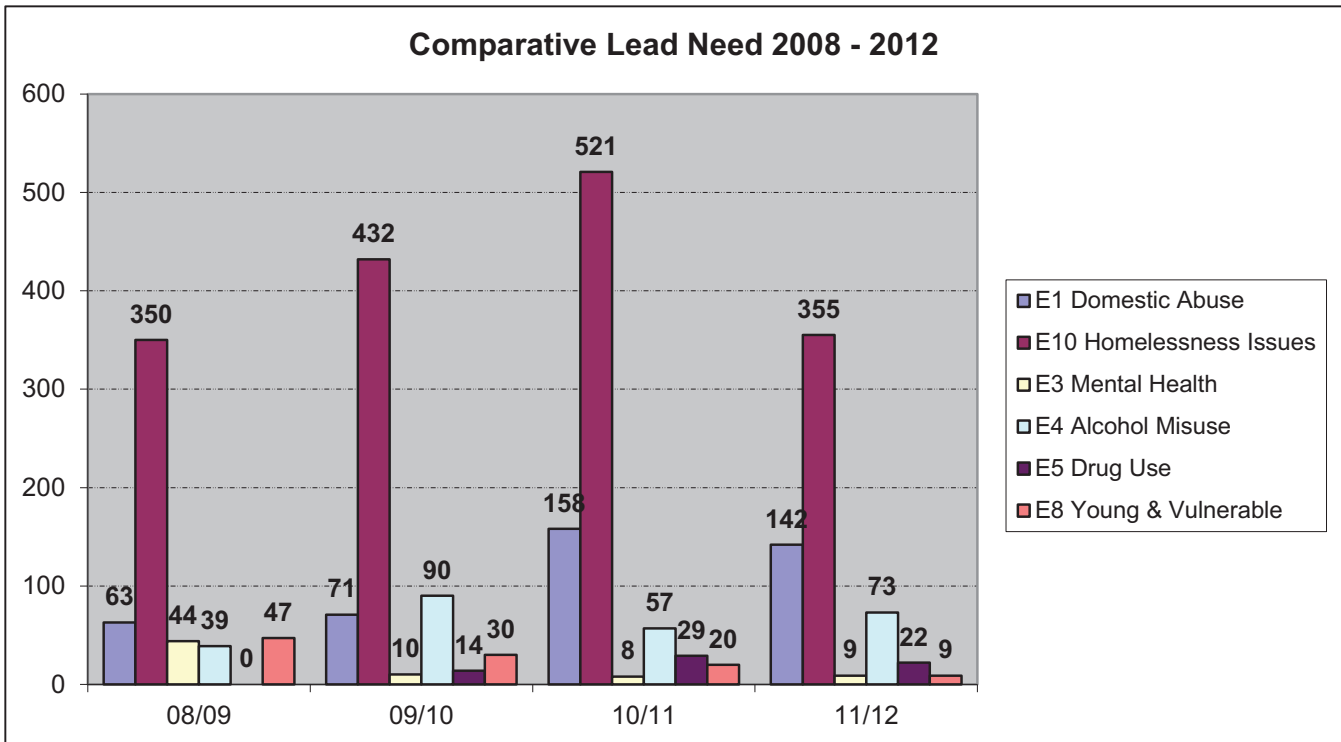


### Anglesey Tenant Profile by Age Profile

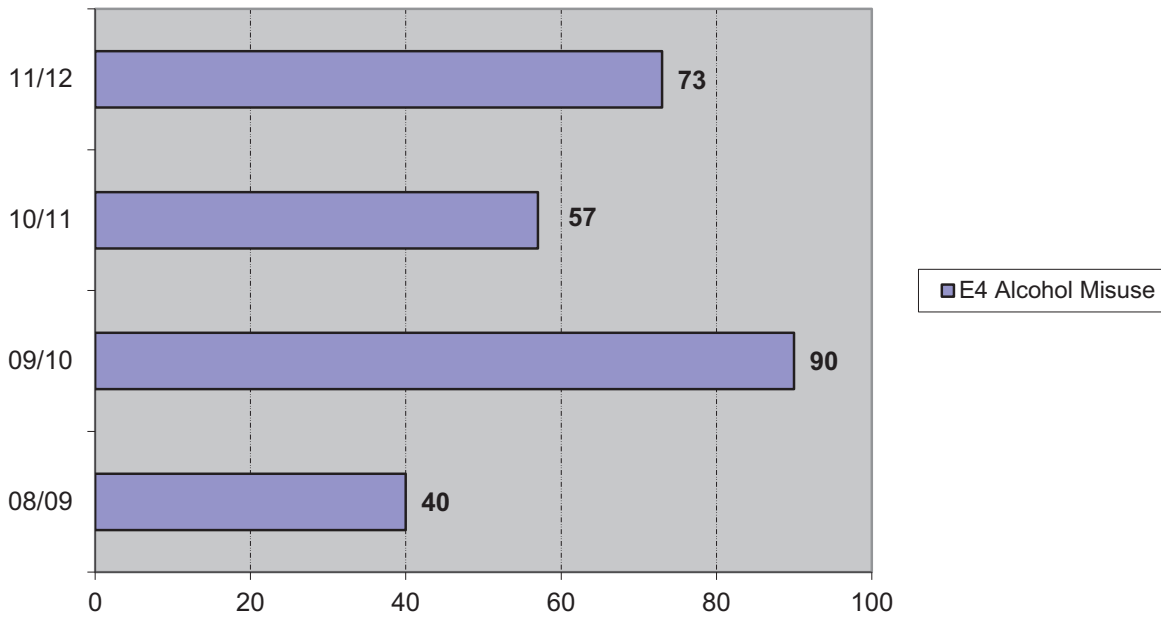


### Lead Need 2011 - 2012

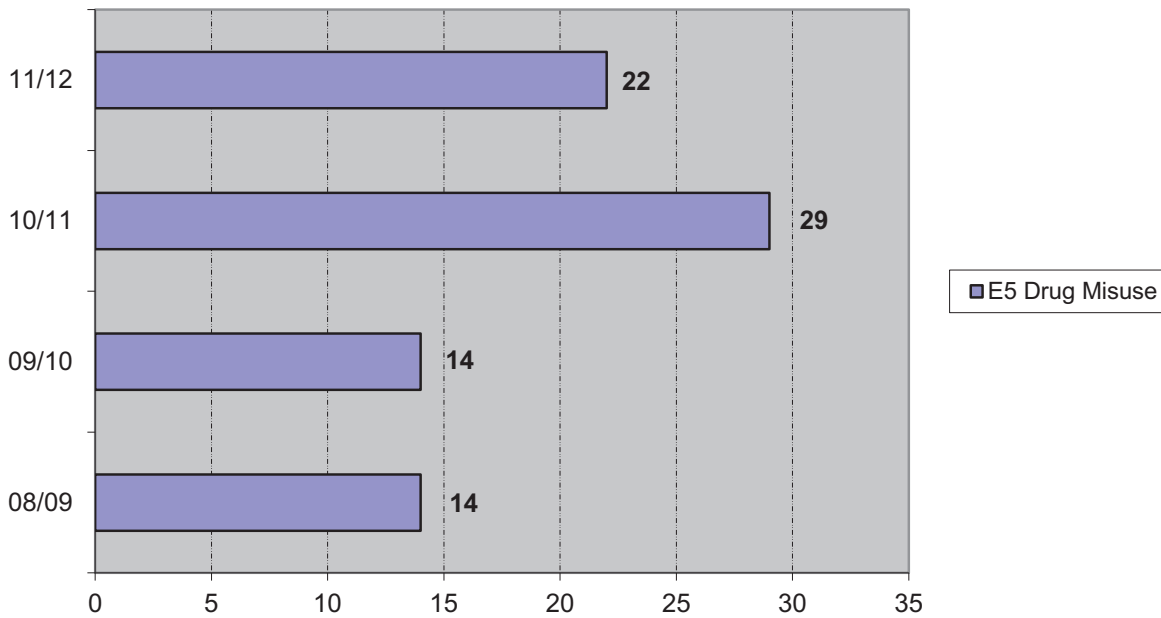


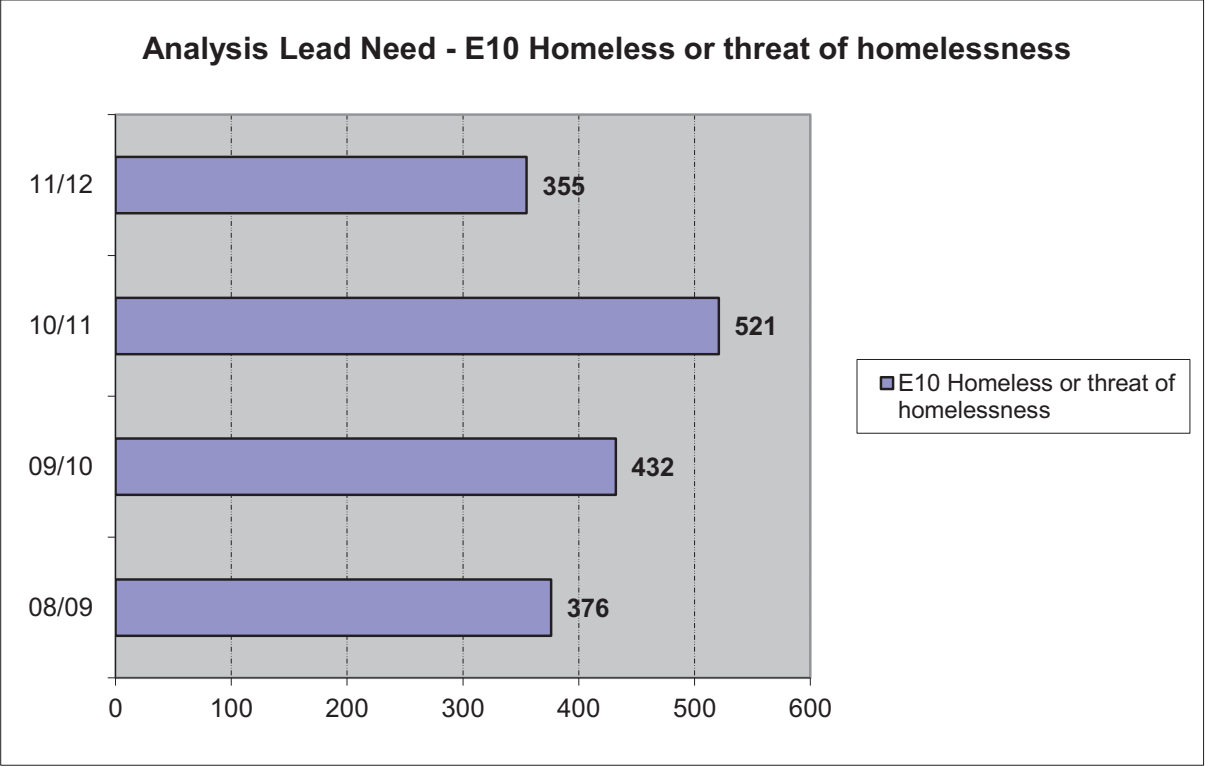
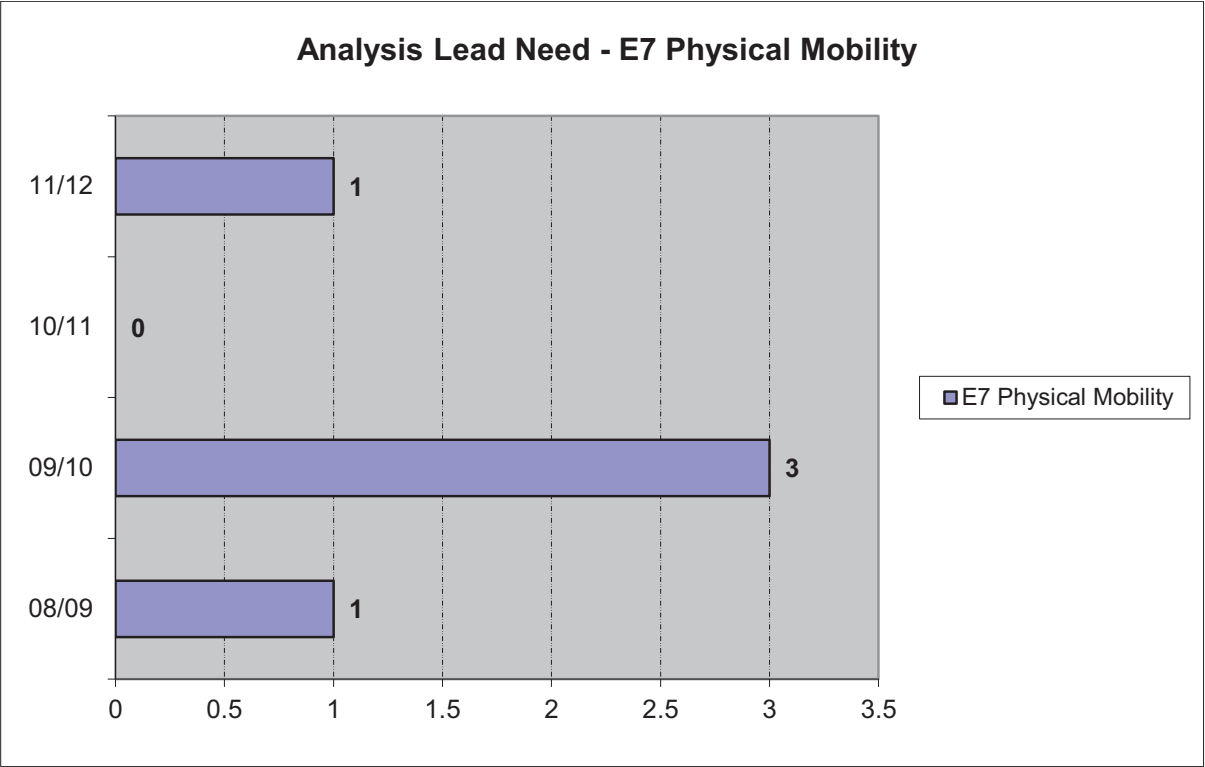


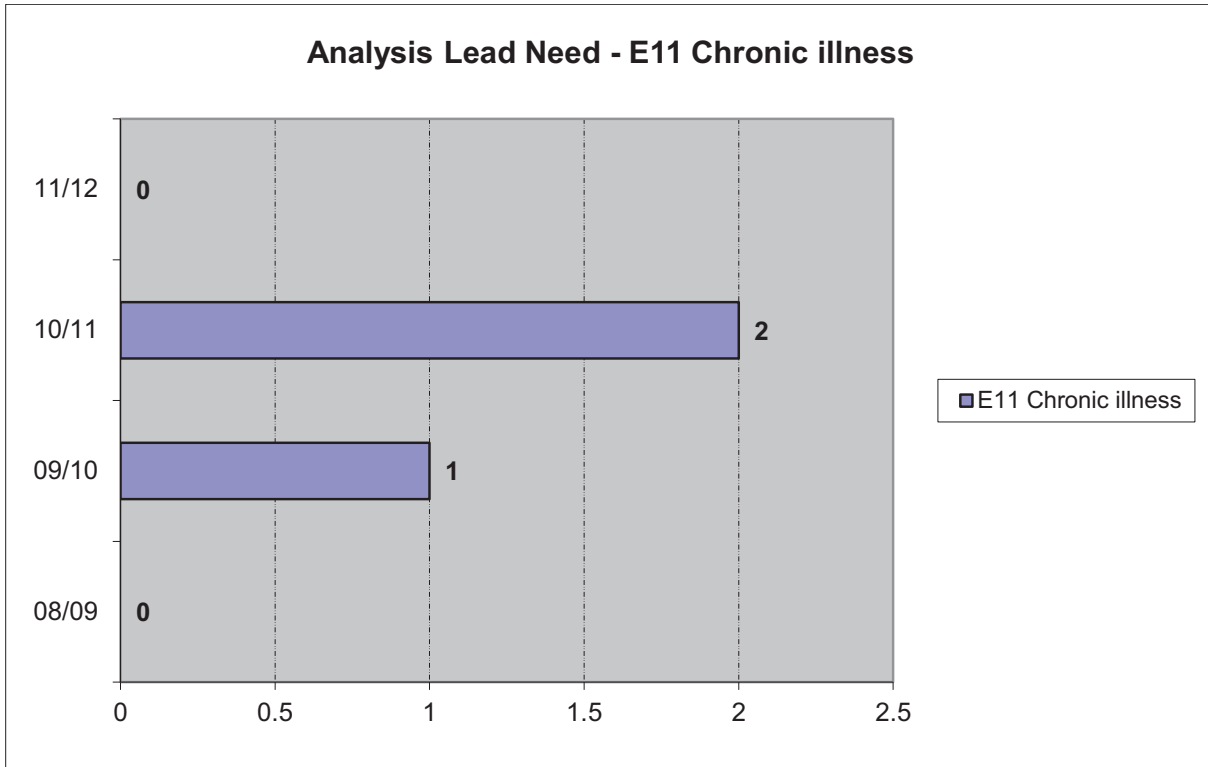
### Analysis Lead Need - E4 Alcohol Misuse



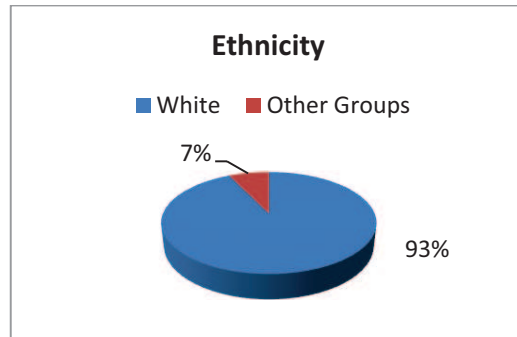
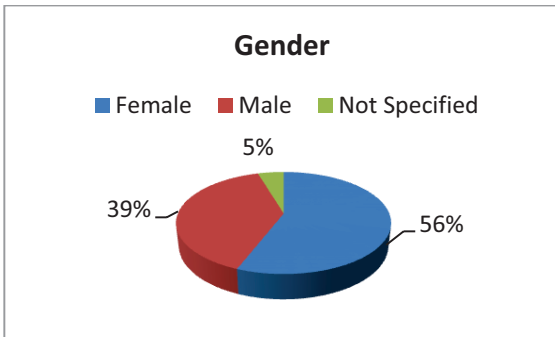
### Analysis Lead Need - E5 Drug Misuse

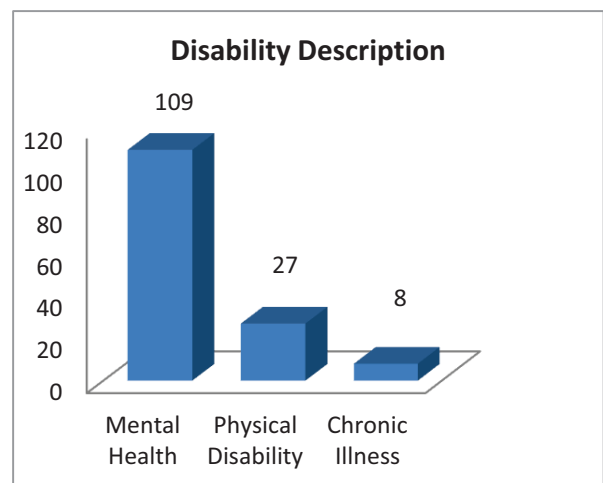
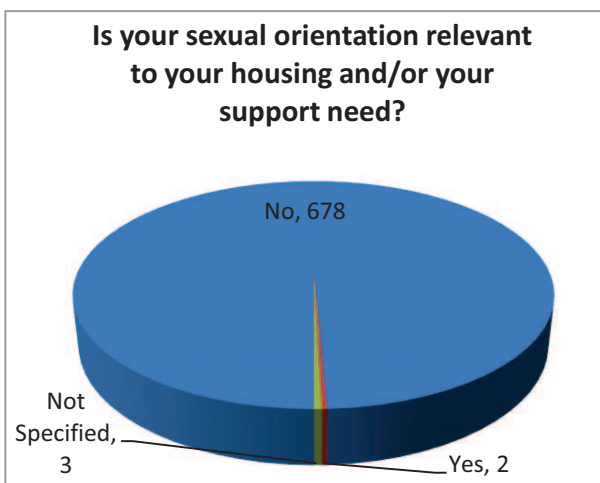
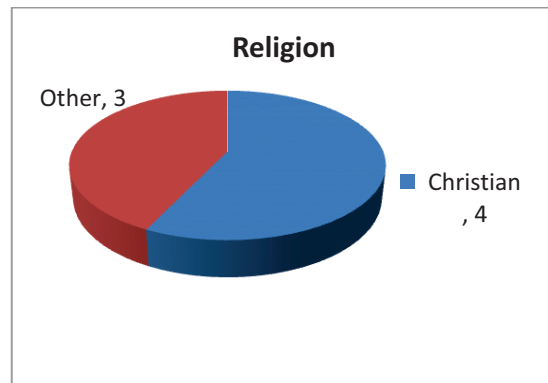
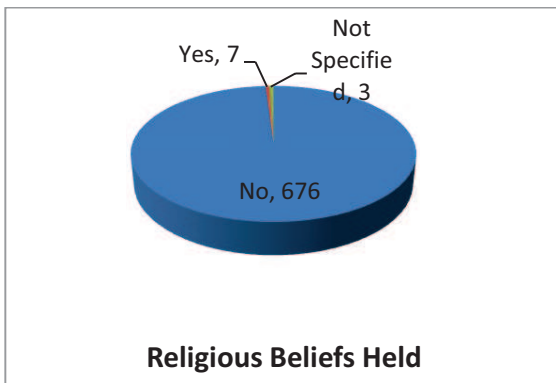
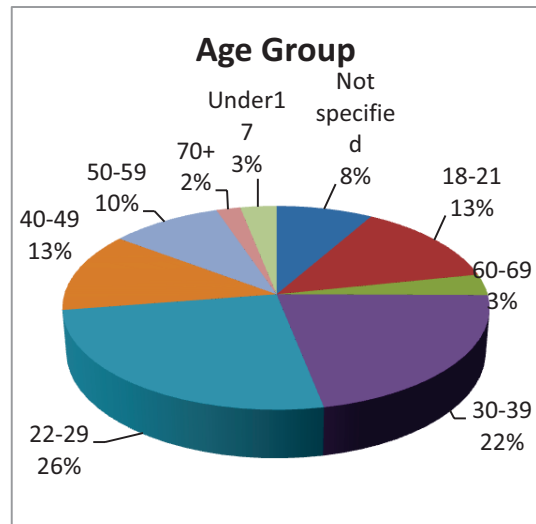
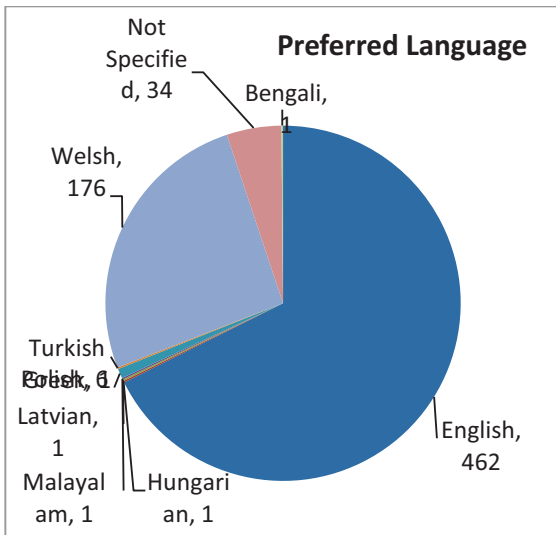






## 8. Equality Monitoring Information





From a total of 690 returns, 144 recorded a form of disability. This is representative of 21%.



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10<sup>th</sup> June, 2013</b>
<b>Subject</b>	Disposal of HRA land for affordable housing
<b>Portfolio Holder(s)</b>	Councillor Kenneth Hughes
<b>Lead Officer(s)</b>	Shan Lloyd Williams, Head of Housing Services
<b>Contact Officer</b>	
<p><b>Nature and reason for reporting</b>            To recommend that Elected Members adopt the draft amended policy previously approved on 24 August 2011, for application to all future disposal of HRA land for Affordable Housing purposes.</p>	

<b>A – Introduction / Background / Issues</b>	
<b>1.0</b>	<b>Background</b>
<b>1.1</b>	<p>The Isle of Anglesey County Council is committed to meeting the need for affordable homes on the Island. In order to meet this commitment the Council utilises a number of delivery models. These include:</p> <ul style="list-style-type: none"> <li>▪ Home Buy Môn;</li> <li>▪ Developing affordable housing [new build] in partnership with Registered Social Landlords [RSL's], through a combination of funding methods including Social Housing Grant, Welsh Government bonds, mortgages;</li> <li>▪ Houses into Homes loans for bringing empty properties back into use and let at affordable rents;</li> <li>▪ Loans for first time buyers to bring back empty properties into use;</li> <li>▪ Mortgage rescue scheme;</li> <li>▪ Self-build schemes.</li> </ul>
<b>1.2</b>	<p>Work is also currently under-way to develop a mortgage deposit scheme, a product known as the Local Authority Mortgage scheme. The Council will continue to explore ways of supporting affordable housing developments, either individual bespoke properties or group projects, as part of achieving mixed and balanced communities.</p>

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- 1.3** The Council has been pro active in assisting self builders by providing plots, at below market value, for building affordable homes on a number of sites on the Island. The original conditions for these 'plot for sale' initiatives were approved by the Executive on 27th March 2006. The basis being that the plots were sold at 25% of their market value with the remaining 75% being a deferred Legal Charge. This has been the principle used on the plots for sale schemes at Nant y Pandy, Llangefni.
- 1.4** At its meeting on 11<sup>th</sup> January 2011, The Affordable Housing Panel endorsed the principle of using land value as a subsidy to develop affordable housing schemes by confirming their view that, *'the land value, where in the Council's ownership, should be invested in the development and only be repayable when either the occupier wishes to own their home outright or due to a lack of affordable housing need, the property is sold on the open market'*. The Panel agreed that further work should be undertaken to identify possible partners and to work up a pilot proposal for the development of a site to demonstrate the viability. Accordingly, a report was considered by the Board of Commissioners in February 2012 when approval was given to use a HRA site adjoining Bryn Paun, Llangoed for the development of 10 affordable homes, subject to confirmation of local housing need. Detailed planning permission has now been granted for this scheme.
- 1.5** In recognition of reducing capital grant for Housing Association developments and limited private developments due to both a lack of development funding and mortgage availability, the Council needs to be innovative in order to continue to provide affordable homes for local people.

## **B - Considerations**

### **AMENDMENTS TO EXISTING POLICY**

- 2.1** As a consequence of the economic crisis, financial institutions have become risk averse and there is reduced mortgage availability particularly for first time buyers. This change of approach has significantly affected lending for the Council's affordable housing schemes and/or individual homes that have restrictions on occupation and re-sale.
- 2.2** In order to assist people wanting to purchase self build plots at Nant y Pandy, Llangefni, a report was submitted by the Head of Service [Housing] and approved, on 24<sup>th</sup> August 2011, by Commissioner Margaret Foster. The significant change being to respond to the requirements of Mortgage providers by replacing the deferred 75% Legal Charge on the plot value with a 20% 'market value discount' on the completed property.

- 2.3** In progressing amendments to the Section 106 Agreements used to secure the provision of affordable homes, to respond to the changing requirements of mortgage providers, the Affordable Housing Panel agreed a market value discount of 20% for individually owned self-build plots on the Island. This means that should the property ever be sold on the open market then 20% of the sales value is payable to the Council's Affordable Housing Account and 'recycled' to meet other affordable needs. As noted above, in the (2011) policy amendment, this percentage was similarly approved for the Council's plots for sale to demonstrate fairness and consistency.
- 2.4** In recognition that the Council wishes to sell an affordable housing plot and to deal with similar opportunities on Housing Revenue Account [HRA] Land, an amended policy is required to deal with these issues that reflects the current economic climate and enables purchasers to obtain mortgage finance while at the same time securing the Council's interest.
- 2.5** In recognition that the Council wishes to sell HRA land to Registered Social Landlords, the calculated land value % is the difference between the market value and the development costs. This value will be secured by a Legal Charge Agreement and shown as a % market value discount, (*i.e. where the affordable dwelling(s) are to be sold, then the first and all subsequent sales shall be at a price no greater than the specified % of the open market price of the affordable dwelling(s) free from any restriction imposed by this Agreement*). If at a later date the occupier is able, in accordance with planning requirements and wishes to own the property outright then they will need to pay to the Council the market value discount % specified in the Legal Charge Agreement as calculated at the time of purchase. Any such receipts being credited to the Council's Affordable Housing Account and 'recycled' to meet other affordable housing needs.
- 2.6** The draft policy [Appendix 1] was presented to and scrutinised by Housing and Social Services Scrutiny Committee Members on the 25<sup>th</sup> February, 2013, and their comments have been included within the revised draft policy.

<b>C – Implications and Impacts</b>		
<b>1</b>	<b>Finance / Section 151</b>	The new policy does introduce future variables based on market values, which makes any receipts to the Council less certain in value, however, the original policy was itself subject to market conditions and so any variation in individual receipts may be either up or down.
<b>2</b>	<b>Legal / Monitoring Officer</b>	Consulted
<b>3</b>	<b>Human Resources</b>	
<b>4</b>	<b>Property Services</b> (see notes – separate document)	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b> (see notes – separate document)	
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	
<b>8</b>	<b>Communication</b> (see notes – separate document)	
<b>9</b>	<b>Consultation</b> (see notes – separate document)	
<b>10</b>	<b>Economic</b>	The proposed changes to the policy will provide greater opportunities for Registered Social Landlords, individuals and developers to build affordable homes. They will not impose any costs on the Council. In the longer term, on selling the properties, a sum of money will be recycled into the Council's Affordable Housing budget.

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<b>C – Implications and Impacts</b>	
<b>11</b>	<b>Environmental</b> (see notes – separate document)
<b>12</b>	<b>Crime and Disorder</b> (see notes – separate document)
<b>13</b>	<b>Outcome Agreements</b>

<b>CH - Summary</b>
As a consequence of the economic crisis, financial institutions have become risk averse which has led to reduced mortgage availability particularly for first time buyers. This amended policy enables purchasers of HRA land / developed property on HRA land to obtain mortgage finance while at the same time securing the Council's interest.

<b>D - Recommendation</b>
<b>Executive Committee Members are requested to:</b>
<b>R1    approve the draft policy</b>

**Name of author of report: Shan Williams, Head of Housing Services  
N. Hayward, Affordable Housing Advisor**

**Date: 21/05/13**

<b>Appendices:</b>
Appendix 1: draft policy

<b>Background papers</b>

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## Appendix 1

### Disposal of HRA Land for Affordable Housing Draft POLICY

- 1.1 In order to continue to meet the need for affordable homes, new initiatives are being developed to use existing Housing Revenue Account [HRA] land as the subsidy to provide homes below market value.
- 1.2 Identifying the affordable housing needs of the Island is achieved through the Local Housing Market Assessment which is supported by local housing needs assessments and subsequent discussions with stakeholders to identify potential opportunities in areas of identified housing needs. Identification is also assisted by the Tai Teg 'Affordable Housing web site,' that promotes registration of affordable housing needs and opportunities. (See [www.taiteg.org.uk](http://www.taiteg.org.uk) ).
- 1.3 In order, therefore, to maximise the use of HRA land in meeting affordable housing needs this Policy enables the disposal of sites in appropriate and justified circumstances.

#### 2.1 Individual Plots

- 2.1.1 Plots for self-building of affordable homes on HRA land will be sold to qualifying purchasers, see 3.3 below, at a market value discount of 75% which will be secured by way of a Legal Agreement requiring the payment of 20% of the market value of the completed home should it ever be sold.
- 2.1.2 Guidance notes will accompany the Policy which will address restricted size, stipulate the standards that the property is built and meet both energy and water efficiency aspects.

#### 2.2 HRA Sites for development

- 2.2.1 HRA sites can be disposed for development of affordable housing. The type of proposal would use the land value as the subsidy to make the developed homes affordable, ie they will be sold at build costs and not market value. The development will be constructed by a Registered Social Landlord without any initial land costs, but the land value will be calculated in the overall market value of the properties and is potentially realisable at a later date. In terms of potential return, the land value can be identified by deducting the development cost from the market value. The process for identifying the partner Registered Social Landlord will be documented within the revised guidance note which will accompany this policy.
- 2.2.2 The calculated land value % is the difference between the market value and the development costs. This value will be secured by a Legal Charge Agreement and shown as a % market value discount, *(i.e. where the affordable dwelling(s) are to be sold, then the first and all subsequent sales shall be at a price no greater than the specified % of the open market price of the affordable dwelling(s) free from*

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*any restriction imposed by this Agreement*). If at a later date the occupier is able, in accordance with planning requirements and wishes to own the property outright then they will need to pay to the Council the market value discount % specified in the Legal Charge Agreement as calculated at the time of purchase. Any such receipts being credited to the Affordable Housing Account and 'recycled' to meet other affordable housing needs.

An example of how this applies is as follows:  
Development / Purchase cost = £110,000.00  
Market value = £145,000.00  
Discounted market value % = 24.14% (i.e. £35,000.00)

If when the purchase option is utilised the market value is £160,000.00  
24.14% is payable to the Council = £38,624.00

**2.2.3** Similarly, if in the future when a home becomes available and no qualifying applicant in affordable housing need can be identified then the property can be sold on the open market and the market value discount % credited to the affordable housing account as above.

**2.2.4** The above process ensures that the Council's initial land contribution to achieve affordable homes is repayable in the future if the affordable housing need has been met.

### **3.0 DEFINING LOCAL HOUSING NEEDS**

**3.1** The eligibility for affordable homes, ie qualifying persons, is contained in the Section 106 Agreement and these requirements are stated as follows:

#### **3.2 Local Connection**

Means a person who has for at least 5 years prior to purchasing or renting an affordable dwelling either had their only or principal residence on Anglesey, or had their place of work on Anglesey or a combination of both, or where not resident on Anglesey, they have an offer of employment on Anglesey or they have established links (for example, elderly people who need to move to a locality to be close to relatives).

#### **3.3 Housing Needs**

Means a person shall be in "housing need" if they are demonstrably unable to afford to purchase or rent a house of a size suitable for their needs (which shall include the needs of any others who live with that person as part of one family) on the open market, as certified by a body registered with the Financial Services Authority to provide mortgages via written confirmation of the maximum amount of mortgage eligibility, with the applicant's income details stated, AND as assessed by the Council's Housing Services AND that person (or at least one

person if there is more than one) qualifies under the definition of “local connection” as stated above.

### **3.4 Qualifying Purchaser**

Means a person who qualifies as having a local connection and housing needs as defined above.

## **4.0 POLICY IMPLEMENTATION**

**4.1** The Head of Housing Services will be responsible for implementing the Policy, and approving the use of HRA land to meet the identified need for affordable homes.

**4.2** The benefits of utilising HRA sites in this way must be evidenced and supported both by the Head of Service [Housing], Head of Service [Property – for exchange of land], 151 Officer in discussion with the Housing Portfolio Holder.

**Date of issue: revised draft 22/05/13**

**Review date: 22/05/14**

### **References :**

- i. Section 32 of the Housing Act 1985.
- ii. Report 24<sup>th</sup> August 2011, approved by Commissioner Margaret Foster, regarding self-build plots



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10<sup>th</sup> June 2013</b>
<b>Subject</b>	<b>Purchase of Stock Condition Survey</b>
<b>Portfolio Holder(s)</b>	
<b>Lead Officer(s)</b>	<b>Shan Lloyd Williams, Head of Housing Services</b>
<b>Contact Officer</b>	<b>Dafydd J Rowlands, Technical Services Manager</b>
<p><b>Nature and reason for reporting</b>            To ensure compliance with Contract Procedure Rule 4.9.2.4.2 and obtain the prior approval of the Executive in order to join a Framework Agreement procured by Places for People Group Limited in relation to the Client Professional Services Hub .</p>	

<b>A – Introduction / Background / Issues</b>
<p><b>1.0 Background</b></p> <p>During 2008 Housing Services engaged the professional services of a suitably qualified company to undertake a full condition survey of the public sector housing stock. The procurement process involved complying with the requirements of the Public Contracts Regulations 2006 and the Official Journal of the European Union (OJEU).</p> <p>The primary purpose of the aforementioned survey was the identification of works required to each property in order to inform and implement a strategy for compliance with the Welsh Government’s Welsh Housing Quality Standard (WHQS) by 2012.</p> <p>Subsequently the Council entered into a Framework Agreement for the delivery of an Internal Investment Programme involving the supply , replacement and renewal of kitchens, bathrooms, electrical services, heating services and associated works. The programme reached a successful conclusion during December of 2012.</p> <p>The Public Sector Housing Investment Programme for 2013 – 14, approved by the Executive on the 18<sup>th</sup> March 2013, confirmed that Housing Services intend to commission a post WHQS sample Stock Condition Survey. The main objectives of this proposal are:</p>

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- To seek independent verification that WHQS compliance has been achieved,
- To inform future investment planning priorities and financial requirements, and
- To update stock condition data prior to the adoption of asset management software, namely Keystone, during 2013. This forms part of the 2<sup>nd</sup> phase of installing a new Housing Management System.

### **PROPOSED PROCUREMENT PROCESS**

Housing Services proposes to utilise an external Framework Agreement procured by the Places for People Group Ltd. The Framework Agreement established a Client Professional Services Hub which allows a range of social housing providers to join the Hub and access a series of services that social housing clients require. The professional services that can be delivered under the Framework Agreement include surveying services and investment planning.

### **B - Considerations**

The Framework Agreement procured by People for Places Group Ltd was awarded to a single operator. This operator undertook our Stock Condition Survey during 2008.

By using an OJEU compliant Framework Agreement to procure a sample Stock Condition Survey, Housing Services will save time and money on procurement processes and secure continuity and consistency of professional services.

### **C – Implications and Impacts**

<b>1</b>	<b>Finance / Section 151</b>	Consulted
<b>2</b>	<b>Legal / Monitoring Officer</b>	Comments made by Legal Services have been taken into account when drafting the report.
<b>3</b>	<b>Human Resources</b>	None identified
<b>4</b>	<b>Property Services</b> (see notes – separate document)	None identified
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	None identified

CC-015195-RMJ/119742

<b>C – Implications and Impacts</b>		
<b>6</b>	<b>Equality</b> (see notes – seperate document)	None identified
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – seperate document)	None identified
<b>8</b>	<b>Communication</b> (see notes – seperate document)	None identified
<b>9</b>	<b>Consultation</b> (see notes – seperate document)	Legal Services and Corporate Procurement have been consulted
<b>10</b>	<b>Economic</b>	None identified
<b>11</b>	<b>Environmental</b> (see notes – seperate document)	None identified
<b>12</b>	<b>Crime and Disorder</b> (see notes – seperate document)	None identified
<b>13</b>	<b>Outcome Agreements</b>	None identified

<b>D - Summary</b>
<p>Following full consultation with Legal Services I have been advised that the service has been procured in compliance with the Public Contract Regulations of 2006 and that as a contracting authority the Council is able to use this Framework Agreement for the Client Professional Services Hub and that we can engage the single operator by means of a call off contract.</p>

<b>E - Recommendation</b>
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Pursuant to Contract Procedure Rule 4.9.2.4.2 the Executive is requested to approve the appointment of consultants to undertake a sample Stock Condition Survey via the People for Places Group Ltd Framework Agreement.
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**Name of author of report: Shan Lloyd Williams**  
**Job Title: Head of Housing Services**  
**Date: 20/05/13**

<b>Appendices:</b>
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<b>Background papers</b>
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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>EXECUTIVE</b>
<b>Date</b>	<b>10 JUNE 2013</b>
<b>Subject</b>	<b>MUSEUMS AND CULTURE SERVICE, FORWARD PLAN: 2013-2015</b>
<b>Portfolio Holder(s)</b>	
<b>Lead Officer(s)</b>	John R Thomas, Head of Service: Leisure and Culture
<b>Contact Officer</b>	Pat West, Principal Officer: Museums, Culture and Archives
<p><b>Nature and reason for reporting</b></p> <p><b>Oriel Ynys Môn, Llynonn, Llys a Carchar Biwmares : Accredited Museums.</b> The Accreditation Scheme sets nationally agreed standards for museums in the UK. There are currently just under 1,800 museums participating in the scheme, demonstrating their commitment to managing collections effectively for the enjoyment and benefit of users. The Museum Registration Scheme was established in 1988. Since then it has supported museums across the UK to focus on standards and identify areas for development. In 2004, the scheme was renamed Accreditation to better reflect its purpose.</p> <p>The scheme is regarded as one of the most innovative and effective developments in the museum sector. It has led the way in raising museum standards in the UK, and has been used as a model and source of inspiration for similar schemes overseas. The scheme is administered by Arts Council England in partnership with CyMAL: Museum, Archives, Libraries Wales; Museums Galleries Scotland and the Northern Ireland Museum Council.</p> <p>Effective forward planning is a key element within the Accreditation application process. It is a given that museums seeking accredited status must plan effectively for long-term success and to make sure they can adapt in a changing environment in order to survive. The administrating body for Museums Accreditation in Wales, CyMAL, requires Executive Committee approval of the 'Forward Plan' element of the Accreditation Process.</p>	

## **A – Introduction / Background / Issues**

In line with the official guidance, the Isle of Anglesey Museums and Culture Service 'Forward Plan, April 2013-March 2015' covers the following areas:

- the museum's statement of purpose
- a review of the previous forward plan
- an analysis of the environment in which it exists
- consultation and an analysis of views
- its key aims
- the specific objectives beneath each key aim
- how it will achieve its objectives
- a resource plan showing the people and money available to meet its objectives
- the date the plan will be reviewed

## **B - Considerations**

## **C – Implications and Impacts**

<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	
<b>3</b>	<b>Human Resources</b>	
<b>4</b>	<b>Property Services</b> (see notes – separate document)	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b> (see notes – separate document)	
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	
<b>8</b>	<b>Communication</b> (see notes – separate document)	
<b>9</b>	<b>Consultation</b> (see notes – separate document)	

<b>C – Implications and Impacts</b>	
<b>10</b>	<b>Economic</b>
<b>11</b>	<b>Environmental</b> (see notes – separate document)
<b>12</b>	<b>Crime and Disorder</b> (see notes – separate document)
<b>13</b>	<b>Outcome Agreements</b>

<b>CH - Summary</b>

<b>D - Recommendation</b>
<b>To approve the Isle of Anglesey Museums and Culture Service ‘Forward Plan, April 2013-March 2015’ .</b>

<b>Name of author of report</b>	<b>John R Thomas</b>
<b>Job Title</b>	<b>Head of Service – Leisure and Culture</b>
<b>Date</b>	

<b>Appendices:</b>

<b>Background papers</b>
Isle of Anglesey Museums and Culture Service ‘Forward Plan, April 2013-March 2015’

# Isle of Anglesey Museums and Culture Service

## Forward Plan

April 2013 – March 2015





## 1. Purpose

This forward plan for the period 2013-2015 aims to provide a focus for the development of the museums within the service taking into account the resources both currently and potentially available. It is intended as a working document to guide decisions and to inform all staff, partners, stakeholders and external bodies of the intentions of the Service.

The plan will be reviewed in December 2013.

## 1. Mission Statements

The County Council Strategic Priorities:

*Anglesey has a thriving and prosperous rural economy.*

*People in Anglesey achieve their full potential.*

*People in Anglesey are healthy and safe.*

*People enjoy, protect and enhance their built and natural environment for future generations.*

*People in Anglesey will be proud of their Council.*

## Vision for Leisure and Culture Service

**Leisure services keep our communities healthy and encourage active lifestyles. Cultural services encourage communities to appreciate their heritage, respect diversity and develop creative skills. Libraries are important in providing communities with opportunities for reading, research and reference and are community hubs for developing literacy and basic skills. Archive services conserve and make available records of local significance.**  
**Underpinning Vision for Leisure and Culture is the development of opportunities for all.**

**Oriel Ynys Môn** strives to care for, interpret and promote Anglesey's unique heritage. It seeks to inspire creativity, and to provide learning opportunities and enjoyment for everyone.

**Beumaris Gaol and Courthouse** explore crime and punishment in the past by presenting aspects of prison life and policing, and justice and government on Anglesey.

**Llynnon Mill** celebrates the rich agricultural history of Anglesey. It provides a living experience of past technologies and an insight into rural traditions and ways of life.

## 2. Review of previous plan

### What was achieved in 2010 – 2012

#### Oriel Ynys Môn

VAQAS (Visitor Attraction Quality Assurance Service) in 2010 and 2012.

Visitor figures increased to over 90,000 annually.

During this period priority was given to activities relating to the County Council's Improvement Agreement:

Developing Saturday art workshops for children 5-11.

Increasing family workshops during all the school holidays.

Pilot sessions with a learning needs group and families from the North Wales Deaf Association.

Lifelong learning sessions for over 50s club.

Actively sought strong partnerships to enhance its reputation and working practices. Having initiated Arts B – art on prescription for those with mental health issues. In 2011 extended into a West Wales initiative called Artefact with funding from CyMAL to work with the Health Boards.

Criw Celf – master classes for children 9-11 showing a great flair or talent for art. Again north Wales wide project.

Cyffro Celf – learning Welsh through learning about art. University Bangor, Welsh for adults Centre North Wales and Welsh Government. Oriol initiated project based on Council strategic aim to support the Welsh language.

Highlight in 2012 major exhibition of loans of Iron Age artefacts from the National Museum Cardiff. Part of long term plan to become a regional centre showing national collections.

Purchased new Temperature, Relative Humidity/Light and UV sensors for Oriol Kyffin Gallery part of the MEACO monitoring system.

### Llynon

VAQAS accreditation.

Visitor surveys undertaken from 2010.

Copper trail bike ride marketed by Tourism section, Economic Development and signs and information panel located at the Mill. A new Llynon family friendly trail established with Rural Development Plan funding.

Programme of events and demonstrations during summer holidays developed.

Living history – first person interpretation project – partnership with Tourism section Economic Development.

### Gaol and Courthouse

Audio tour wands purchased for Gaol and Courthouse adult and children versions.

Living history – first person project.

Moved punishment exhibition to ground floor space and turned the vacated room into a school room which was its original use. To support school group experience.

### **What was not achieved?**

#### Oriol Ynys Môn

Upgrading the History Gallery (now known as the museum) to get more objects on display. Partially undertaken.

Discovery Den needs full overhaul. Some jigsaws, dressing up changed only.

Regular inputting of information on CALM. Museums officer diverted to front of house projects

Developing a Living History volunteer group for the open season and educational assistance throughout the year. Partly achieved and member of staff responsible diverted to other projects.

### **3. The environment in which the service exists**

Government led strategies and priorities can impact on the work of museums such as the Changing Cultures Initiative providing different ways of sharing museums with young people, children and families especially those from disadvantaged backgrounds.

County Council elections in May 2013 will bring major changes to the composition of the Council as elected members are reduced due to boundary changes from 40 to 30.

It is clear that budgetary pressures on the County Council will continue increasing over the next 3-4 years. Whilst the Museum Service cannot hope to remain unaffected the scope for reducing the service without compromising drastically its ability to deliver services is very limited. The issue of alternative service delivery has been visited on several occasions and needs to be revisited again.

The Destination Management Plan is led by the County Council and operates in partnership with private and public sector bodies to co-ordinate a strategic approach to tourism on the island. Promotion of Council-owned attractions is part of this plan.

Due to the continued economic downturn disposable income available can affect visitor figures to charging sites and income generation at free admission venues. An increase in income generation expectation is also problematic.

### **4. Consultation and an analysis of views**

The museums have a number of audiences which reflect the nature of the collections and the appeal of the variety and high standard of what is on offer.

The museums have consulted widely within its workforce, and other departments of the County Council. County Councillors individually and through the Scrutiny Committee have contributed suggestions and comments at formal reporting meetings.

Visitors have been consulted in a number of ways as outlined in the returns. There is a weakness in consultation with non-users which needs to be addressed.

SWOT analysis undertaken from staff and input from other consultations has informed the Forward Plan.

### **Aims and Objectives for the period 2013-2015**

**All the following are linked to Welsh Government Initiatives, A Museum Strategy for Wales, The Isle of Anglesey County Council Strategic Aims and Corporate Business Plan, Transformation Plan, Destination Management Plan, Service Business Plan and the additional requirements of museums.**

<b>Key Aim</b>	<b>Objectives</b>	<b>Resources</b>	<b>Staff/Other</b>	<b>Date</b>
<b>1</b> Review management and sustainability of Oriol Ynys Mon, Gaol & Courthouse, and Llynnon Mill and South Stack heritage site.	To commission an options appraisal with recommendations.	£10,000 Central funding	Lead - Principal officer	09/ 2013
<b>2</b> To provide workforce development opportunities	Agree and arrange day placements for front of house staff	Relief staff cover and travelling costs from budget	Permanent full time staff Part time permanent staff	09/ 2013 – 03/2014 09/2014 – 03/20 15
<b>2.1</b>	Develop informal mentoring. Pilot scheme – agreement with mentor of choice and establish terms of reference.	Travelling budget Video conferencing/Skype Staff time – Half day monthly meeting.	Arts Officer	04/2014 – 03/20 15
<b>2.2</b> (Succession planning)	Associate of the Museums Association formal professional CPD qualification.	To be include in appraisal December 2013 for application for funding Cost approx. £420 for first year.	Museums Officer	Register 2014

<b>2.3</b>		Develop opportunities for public speaking and collections research. Create programme of 10 minute talks on artefacts or themes within all galleries	Staff time	Arts Officer to lead on programming	07/2013 onwards
<b>3</b>	To continue to provide a planned approach to the care and conservation of collections.	Repacking the Ellen Rogers Jones costume collection	Packing material from care of collections budget.. £525 fees from museum consultant budget	Museums Assistant External consultant	19/09 – 27/09 2013
<b>3.1</b>		Remount and box Charles Tunncliffe 'Tales of Ebony' drawings	Materials in store	Museums Officer Museums Assistant	10/12 2013
<b>3.2</b>		Art on canvas/board condition survey and conservation priorities	Care of collections budget and grant	Conservation Centre Liverpool	2014/15
<b>4</b>	Develop the use of CALM 2000 documentation database in order to provide internet access to collections	(from 2010/12 forward plan) To recruit volunteer to assist in inputting information.	Museum Officer time Volunteer travelling costs.	Museum Officer assisted by Volunteer Co-ordinator.	Volunteer in place by September 2013
<b>5</b>	To upgrade the building security provision of Oriol Ynys Môn government indemnity standards for high value exhibitions	To carry out upgrades to the ADT alarm system and purchase individual painting alarms as per National Security Adviser recommendations.	£5,200 revenue buildings budget	Lead Technical Officer with ADT Security Systems	05/ 2013

<b>6</b>	Develop a volunteer programme to enhance the visitor experience	Oriel Ynys Môn – Volunteer/s in Discovery Den on weekends and school holidays using handling collections. 1-2 weekly in summer.	Travelling costs Handling collections already in place but only used with schools or groups visits at present	Volunteer Coordinator and all staff assistance.	07/2013
<b>6.1</b>		Gaol and Courthouse First person interpretation for Adult Learners week special events.  Develop cohort of 3 volunteer first person interpreters annually for both sites	Travelling costs. Use of costumes in Museums service ownership	Access and Learning Officer: Museums and Archives. Bangor University drama club.	17 and 19/05 2013  07/2013 – 03/2015 04/2014 – 03/2015
<b>6.2</b>		Llynonn First person interpretation Develop cohort of 3 volunteer first person interpreters			
<b>7</b>	Consultation and evaluation of Museum Service	Update visitor surveys at all sites with emphasis on information gathered based on learning and discovery experiences using Inspiring Learning Framework.	In house forms.	Front of house staff and	From 07/2013

7.1		<p>Consultation with non- users survey forms for the Royal Welsh Show, Anglesey Show and outreach events.</p> <p>Use of e survey e.g. survey monkey</p>	<p>In house forms</p> <p>Free</p>	<p>Publicity Officer to liaise with Tourism section, Economic Development Unit.</p> <p>Publicity officer to liaise with Library Service principal officer who has used the survey</p>	<p>Ready for use by 8/07/2013</p>
8	<p>Developing Customer Care</p>	<p>A front of house initiative to produce a Customer Care Charter.</p> <p>Discussions between front of house staff and draft to be presented for further discussion and refinement with Service personnel officer.</p>		<p>Ann Aitken lead front of house. (Completed NVQ in customer care). All front of house staff to take part.</p>	<p>First draft ready for 31/05, 2013. Meeting personnel officer 3/06. Final version for 22/07, 2013.</p>

9	Broaden the users and their experiences	General but specifically or new young visitors, family visitors and empty nesters development of items such as apps. Digitising sites in this way will make the offer unique and innovative and links into the Destination Management Plan goal of providing high quality tourist attractions.	Grant £15,000 possible from Visit Wales Digital Fund. Then up to £200,000 for improvements.	Principal Officer with Senior Tourism Officer.	Initial grant application 05/2013.
9.1		Website redevelopment. To create a comprehensive website that will include aspects of learning and research for remote users.	£740 from revenue budget.	Principal Officer lead. All staff. Website hosts will trial and evaluate as new site develops	Initial ideas with Delwedd. Website to go live 08/2013.
9.2		Partnership working with CADW to offer enhanced learning and discovery opportunities and new users to the Gaol, Courthouse and the Edwardian Castle in Beaumaris.	Staff time and access and learning budget.	CADW, Education Officer for North Wales and Access and Learning Officer Museums and Archives	Report on possible projects 10/2013. Implementation of a pilot project 2014.



9.3		Questionnaire and some face to face interviews with all primary school art leads on Anglesey for feedback on the present art learning offer to schools and ideas for its development.	Staff time.	Access and Learning Officer Art.	Consultation on 09/12 2013. Evaluation of replies and create plan for implementation 01/03 2014 Trial 09/2014 – 03/2015
9.4		Develop 6 new story sacks for 3-5 year olds in Discovery Den Oriel Ynys Môn. (carry over from previous forward plan)	Small grant Archives or museum fund CyMAL. Staff time.	Archives staff and Museum staff.	03/3014.
9.5	Enhance opportunities for young people, children and their families to access museums especially those from disadvantaged backgrounds.	Establish a Youth Panel	Staff time. Possible travelling costs for young people	Access and Learning Officer Museums to work through secondary schools. Children and Young People's Partnership officer to partner.	Coordinate from 09/2013 Launch panel during Kids in Museum Take over day

<b>9.5.1</b>		Take part in Kids in Museum Takeover day.	Staff time. Refreshments for young people.	Access and Learning Officer Museums	November 2013 – date to be confirmed.
<b>9.5.2</b>		Sign up to and adopt Kids in Museums Manifesto.			Sign up 2014 and 2015.
<b>9.6</b>		Encourage set up of new independent Friends organisation	Staff time	Liaise with individuals who have shown interest.	2014

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>EXECUTIVE</b>
<b>Date</b>	<b>10 June 2013</b>
<b>Subject</b>	<b>Payments to Outside Bodies - Leisure and Culture 2013-2014</b>
<b>Portfolio Holder(s)</b>	
<b>Lead Officer(s)</b>	<b>John R Thomas - HoS – Leisure and Culture / Dr.Gwynne Jones Corporate Director Lifelong Learning</b>
<b>Contact Officer</b>	<b>John R Thomas HoS – Leisure and Culture</b>
<p><b>Nature and reason for reporting</b>                      The County Council makes payments on an annual basis through the Education Department and the Leisure and Cultural Service to outside organizations which provide a range of education and youth as well as arts and cultural services. The payments are allocated to organizations operating in areas the Authority wishes to support and which are consistent with the aims and objectives of the Council.                      The officers require to be authorized to process the payments to the relevant organizations.                      The recommended allocation for Education Grants / Leisure and Arts 2013-2014 are set out in Appendix 1.</p>	

<b>A – Introduction / Background / Issues</b>
<p><b>Grants for the Arts:</b> It is recommended that the grant allocated to support local organizations will be held at the level of 2012-2013, the total recommended allocation is well within the allocated budget.</p> <p>For the first time in some years, it is proposed that a new organization is added to the list (for 2013-2014) , this organization being Alleni Mon. Alleni have a proven programme of successful activities and have recently been successful in gaining the support of the Arts Council of Wales.</p> <p>It is recognized that there is a need to amend the list of cultural organizations that are supported, this for the better targeting of available funding, and preparation for options to reduce the budget for the future. This work will be undertaken immediately, with the aim of establishing a definitive list by October 2013.</p> <p><b>Central Local Schools Budget:</b> It is recommended that the grant aid awarded to</p>

institutions is at a level 6.8% below the level allocated in 2012-2013.

**Youth and Community Service:** It is recommended that the grant aid awarded to organizations will be maintained at the same level from 2012 to 2013.

## B - Considerations

## C – Implications and Impacts

<b>1</b>	<b>Finance / Section 151</b>	
<b>2</b>	<b>Legal / Monitoring Officer</b>	
<b>3</b>	<b>Human Resources</b>	
<b>4</b>	<b>Property Services</b> (see notes – separate document)	
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b> (see notes – separate document)	
<b>7</b>	<b>Anti-poverty and Social</b> (see notes – separate document)	
<b>8</b>	<b>Communication</b> (see notes – separate document)	
<b>9</b>	<b>Consultation</b> (see notes – separate document)	
<b>10</b>	<b>Economic</b>	

<b>C – Implications and Impacts</b>	
<b>11</b>	<b>Environmental</b> (see notes – seperate document)
<b>12</b>	<b>Crime and Disorder</b> (see notes – seperate document)
<b>13</b>	<b>Outcome Agreements</b>

<b>CH - Summary</b>

<b>D - Recommendation</b>
To accept the report and to authorize the officers to distribute the grants as indicated.

**Name of author of report : John Rees Thomas**  
**Job Title : HoS – Leisure and Culture**  
**Date: 28/05/2013**

<b>Appendices:</b>
Appendix 1. Education / Leisure and Culture Grants : Proposed allocation for 2013-2014

<b>Background papers</b>
None.

**Atodiad 1. Grantiau Addysg / Hamdden a'r Celfyddydau : Dyraniad ar gyfer 2013-2014 / Appendix 1. Education / Leisure and Culture Grants : Proposed allocation for 2013-2014**

**Rhan A : Grantiau i'r Celfyddydau : Dyraniad ar gyfer 2013-2014 / Part A : Grants to the Arts : Proposed allocation for 2013-2014.**

	<b>Enw'r Corff / Name of organisation</b>	<b>Pwrpas y corff / grant : Purpose of organisation / grant</b>	<b>Dyraniad 2012 – 2013 Allocation</b>	<b>2013 – 2014 Argymheliad / Recommendation</b>
1	<b>Theatr Ieuencid Môn / Anglesey Youth Theatre</b>	Theatr Ieuencid Cymunedol / Community youth theatre	£2,900	£2,750
2	<b>Theatr Fach Llangejni</b>	Theatr Gymunedol / Community Theatre	£2,650	£2,500
3	<b>Theatr Bara Caws</b>	Cwmni drama cydweithredol / Community drama company .	£4,200	£4,000
4	<b>Dawns I Bawb</b>	Cwmni dawns gymunedol yng Ngogledd Orllewin Cymru / Organisation for community dance in North West Wales.	£3,200	£3,050
5	<b>Canolfan Ucheldre Centre</b>	Cefnogi costau craidd Canolfan Ucheldre / Support for core costs at Canolfan Ucheldre	£47,000	£47,000
6	<b>Fforwm Celf Ynys Môn / Anglesey Arts Forum</b>	Fforwm Gelf Ynys Môn hyrwyddo'r celfyddydau ar Yr Ynys / The Anglesey Arts Forum promote the arts on Anglesey.	£1,600	£1,500
7	<b>Ensemble Cymru</b>	Sefydlwyd Ensemble hyrwyddo cerddoriaeth siambr /Ensemble Cymru promotes chamber music.	£2,100	£2,000
8	<b>Papurau Bro</b>	Papurau newydd cymunedol Cymraeg eu hiaith / Welsh language local community newspapers. . .	£4,000	£4,000
9	<b>Cyhoeddiau Lleol / Local Publications</b>	Cefnogi cyhoeddi llyfrau o ddiddordeb lleol. / Support the publication of books of local interest.	£1,500	£1,500
10	<b>Gweithgareddau Adrannol / Departmental Activities</b>	Cefnogi ystod o brosiectau celf o fewn y gymuned / Support for a range of arts projects within the community.	£3,000	£3,000
11	<b>Alleni (Môn)</b>	Cwmni theatre cymunedol yn cynnig profiadau a cyfleuon i blant a phobl ifanc Ynys Môn. / Community theatre providing experiences and opportunities to children and young people on Anglesey.	-	£2,000
			<b>Total : 2012 - 2013</b> <b>£72,150</b>	<b>Total : 2013 - 2014</b> <b>£73,300</b>

<b>Rhan B : Cyllidebau Ysgolion Lleol Canolog / Part B : Schools Discretionary Exceptions Budget</b>					
	<b>Enw'r Corff / Name of organisation</b>	<b>Pwrpas y corff / grant : Purpose of organisation / grant</b>	<b>Dyranïad / Allocation 2012-2013</b>	<b>Argymhelliad / Recommendation 2013 – 2014</b>	
1	<b>Mudiad Addysg Grefyddol Cymru / Religious Education Movement Wales</b>	Paratoi deunyddiau a hyfforddiant ar gyfer dysgu Addysg Grefyddol / Preparation of teaching and training materials for Religious Education teachers	£915	£855	
2	<b>Canolfan Genedlaethol Addysg Grefyddol / Welsh National Religious Education Centre</b>	Darparu cefnogaeth arbennigol I athrawon Addysg grefyddol / Specialist support for RE teachers	£1,343	£1,255	
3	<b>Cwmni'r Fran Wen</b>	Theatr mewn addysg / Theatre in education	£23,730	£22,174	
4	<b>Cymdeithas Chwaraeon - Môn ac Eryri – Schools Sports Societies</b>	Er hybu gweithgareddau chwaraeon ysgolion yn sirol / To organise school sports events	£4,286	£4,005	
5	<b>Cymdeithas Llywodraethwyr Cymru / Governors Wales</b>	Darparu cefnogaeth I Lywodraethwyr / Support for school Governors	£930	£869	
6	<b>WASSACRE</b>	Cymdeithas CYSAGau Cymru / Wales Association of SACRE's	£410	£314	
			<b>Total : 2012 - 2013 £31,614</b>	<b>Total : 2013 - 2014 £29,472</b>	
<b>Rhan C : Gwasanaeth Ieuencid a Chymuned / Part C : Youth Service and Community</b>					
	<b>Enw'r Corff / Name of organisation</b>	<b>Pwrpas y corff / grant : Purpose of organisation / grant</b>	<b>Dyranïad grant / Grant allocation 2012-2013</b>	<b>Argymhelliad Grant / Grant recommended 2013-2014</b>	
1	<b>Urdd Gobaith Cymru</b>	Cyfraniad tuag at gyflogi swyddogion datblygu / Contribution to the employment of development officers	£20,380	£20,380	
2	<b>Ffederasiwn Ffermwyr Ieuanic Ynys Môn / Anglesey Federation of Young Farmers Clubs</b>	Cyfraniad tuag at gyflogi swyddogion datblygu / Contribution to the employment of development officers	£20,380	£20,380	
3	<b>Y Sgowtiaid / Scouts</b>	Cyfraniad at gost rhedeg y mudiad yn y Sir /	£710	£710	

			Contribution to the cost of running the organisation in Anglesey			
4	<b>Y Geidiaid / Guides</b>		Cyfraniad at gost rhedeg y mudiad yn y Sir / Contribution to the cost of running the organisation in Anglesey	£710		£710
5	<b>Ymddiriedolaeth Cerdd Ynys Môn / Anglesey Music Trust</b>		Cyrsiau haf I blant yr Ynys Môn / Summer Courses for Anglesey pupils	£514		£514
6	<b>Gwobr Dug Caeredin - trwydded Sirol / Duke of Edinburgh Award - County licence</b>			£1,000		£1,000
				<b>Total : 2012 - 2013</b>		<b>Total : 2013 - 2014</b>
				<b>£43,694</b>		<b>£43,694</b>



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to</b>	<b>Executive Committee</b>
<b>Date</b>	<b>10 June 2013</b>
<b>Subject</b>	<b>Lowering Age of Admission at Ysgol Dwyran</b>
<b>Portfolio Holder(s)</b>	
<b>Lead Officer(s)</b>	<b>Gareth Jones</b>
<b>Contact Officer</b>	<b>Gareth Jones</b>
<b>Nature and reason for reporting</b>	
<p>Following the receipt of a request from the Bro Rhosyr Governing Body - Ysgolion Dwyran and Newborough - for the Authority to consider lowering the age of admission so as to admit pupils part time in the September following their third birthday permission was given to Authority officers by the Executive (14 January, 2013) to consult with all those who have an interest in the proposal. It is now necessary to seek the permission of the Executive Committee to publish statutory notices on the proposal.</p>	
<b>A – Introduction / Background / Issues</b>	
<p>Ysgol Dwyran admits children full time in the September following their fourth birthday. The school is one of 9 schools with this policy. The other 39 primary schools admit children part time in the September following their third birthday.</p> <p>There is a set process to this-</p> <ol style="list-style-type: none"> <li>1. Prepare a consultation document and to present it in a public meeting.</li> <li>2. Ensure a wide consultation with all who have an interest.</li> <li>3. Prepare a report and recommendation to the Executive.</li> <li>4. If there is a decision to implement the proposal then publish a statutory order and collect objections.</li> <li>5. Consider any objections. If there is a decision to continue with the proposal a report is sent to the Minister for Education for a decision.</li> </ol> <p>Following the receipt of permission by the Executive (14 January 2013) for Authority officers to consult with all those who have an interest in the proposal, a consultation document was produced and then consultation took place on the proposal between 23 April and 17 May, 2013, by</p>	

1. Holding a meeting at the school on Tuesday, 23 April that started the consultation process. There were 16 people present who included Governors, parents, an officer of Mudiad Meithrin and staff and committee of the local cylch. There was an open discussion which discussed the process and the implications of the proposal for the school and the cylch. There were no objections to the proposal. The school and then cylch were asked to share the document amongst parents and the community.

2. During the period of the consultation the following correspondence was received-

- a. Letter of support from the staff of the cylch and the registered person.
- b. Letter of support from Rhosyr Community Council.
- c. Letters of support from three of the school's parents.
- ch. Letter of support from an individual Governor.

3. The Governing Body had already declared support for the proposal. The discussion on the evening and the contents of the correspondence was very supportive of the proposal and all were eager to implement the proposal in September 2013.

There is a need to now move to publish statutory notices and to invite any objections to the proposal.

#### **B - Considerations**

The school wishes to move towards a policy that is accepted in the majority of our schools. Following the period of consultation strong support was seen for the proposal from all with an interest and an obvious desire for immediate implementation.

On publishing statutory notices there is a need to allow two months for any person to register an objection. The period would therefore come to an end during the school summer holidays.

#### **C – Implications and Impacts**

<b>1</b>	<b>Finance / Section 151</b>	The school will place the children with the rest of the Foundation Phase with no staffing implications
<b>2</b>	<b>Legal / Monitoring Officer</b>	
<b>3</b>	<b>Human Resources</b>	No implications
<b>4</b>	<b>Property Services</b> (see notes – separate document)	There is sufficient space within the school.
<b>5</b>	<b>Information and Communications Technology (ICT)</b>	
<b>6</b>	<b>Equality</b>	No implications

<b>C – Implications and Impacts</b>		
<b>7</b>	<b>Anti-poverty and Social</b>	
<b>8</b>	<b>Communication</b>	
<b>9</b>	<b>Consultation</b>	The Authority has followed the statutory process for consultation with all who have an interest.
<b>10</b>	<b>Economic</b>	
<b>11</b>	<b>Environmental</b>	
<b>12</b>	<b>Crime and Disorder</b>	
<b>13</b>	<b>Outcome Agreements</b>	

<b>CH - Summary</b>
The Bro Rhosyr Governors have presented a request to lower the school's age of admission. The Authority are following the required process. Permission is requested to publish statutory notices.
<b>D - Recommendation</b>
<ol style="list-style-type: none"> <li>1. Permit Authority officers to publish statutory notices on the proposal to lower the age of admission for Ysgol Dwyran.</li> <li>2. Permit officers to move immediately on the proposal if no objection is received and to discuss on the best way forward with the school and the cylch to implement the proposal in September 2013. The process will be reported on to the Executive Committee during the Autumn Term 2013.</li> </ol>

**Name of author of report - Gareth Jones**

**Job Title - Education Officer**

**Date 22 May 2013**

<b>Appendices:</b>
<ul style="list-style-type: none"> <li>• Consultation Document regarding proposals to lower the admission age of Ysgol Dwyran as from 31 August 2013.</li> <li>• Minutes of the Consultation meeting on 23 April 2013.</li> </ul>
<b>Background papers</b>
None



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

***CONSULTATION DOCUMENT  
REGARDING PROPOSALS TO LOWER  
THE ADMISSION AGE OF YSGOL  
DWYRAN  
AS FROM  
31 AUGUST 2013***

The Lifelong Learning Department, at the request of the Governing Body of Ysgol Dwyran is consulting regarding the possibility of admitting 3 year old nursery pupils to the school. The enclosed document provides information regarding the proposal, what it would mean and what are the next steps and invites you to a consultation meeting at Ysgol Dwyran as follows to discuss the matter with an officer of the Authority.

## **HOW YOU MAKE YOUR VIEWS KNOWN**

A consultation meeting will be held and you are welcome to attend:

Venue: **Ysgol Dwyran**

Date: **Tuesday 23 April, 2013**

Time : **6.30 p.m.**

The following are invited-

- Ysgol Dwyran parents, staff and Governors.
- Committee, staff and parents of Cylch Meithrin Dwyran

The schools and cylchoedd meithrin/playgroups of Brynsiencyn, Llangaffo and Niwbwrch will also be invited to respond to this consultation document. In addition a meeting will be held with the School Council.

You are also welcome to put your views in writing to:

Lifelong Learning Department  
Ffordd Glanhwfa  
LLANGFNI  
Ynys Môn  
LL77 7EY

[Please mark for the attention of **Mr Gareth Jones**]

or you can e-mail: [dgjed@anglesey.gov.uk](mailto:dgjed@anglesey.gov.uk)

All views must be received by

**no later than midday 17 May, 2013**

**ISLE OF ANGLESEY COUNTY COUNCIL**

**CONSULTATION WITH REGARD TO PROPOSALS TO LOWER THE ADMISSION AGE  
OF YSGOL DWYRAN AS FROM 31 AUGUST 2013**

**CONSULTATION PAPER**

**1. PROPOSAL**

- 1.1 This consultation is on a proposal to lower the admission age of Ysgol Dwyran to admit pupils on a part time basis from the September following their 3<sup>rd</sup> birthday with effect from 31 August 2013.
- 1.2 Those being consulted are the parents, governors and staff of Ysgol Dwyran; parents, committee and staff of Cylch Meithrin Dwyran as well as neighbouring schools and voluntary providers in the area, the local community and other interested parties.
- 1.3 The consultation will take place during the period **23 April 2013** to **17 May 2013**. A report on the outcome of these consultations will be submitted for consideration by the Executive Committee at a meeting on 10 June 2013.

**2. WHAT WOULD THIS PROPOSAL MEAN?**

- 2.1 Cylch Meithrin Dwyran are the current providers of early years education in the area from the beginning of term following the 3<sup>rd</sup> birthday to the September following the 4<sup>th</sup> birthday. Cylch Meithrin Dwyran meets in the Community Room at Ysgol Dwyran for those children who are 3 years old for 4 mornings a week, 9.00 to 11.30.
- There are currently 6 pupils who had achieved their 3<sup>rd</sup> birthday by 1 September 2012, and 3 pupils who had not achieved their 3<sup>rd</sup> birthday by 1<sup>st</sup> September 2012, attending Cylch Meithrin Dwyran.
- 2.2 Pupils are admitted to Ysgol Dwyran on a full time basis in the September following their 4<sup>th</sup> birthday. In April 2013 there were 25 pupils on roll who are taught in 2 classes as follows:

<u>Class</u>	<u>Age</u>	<u>Number of Pupils</u>
1	Foundation Phase	10
2	Key Stage 2	15

2.3 If the proposal to admit 3 year olds to the school on a part time basis is implemented the nursery pupils would be admitted in the afternoon and taught within the Foundation Phase class. Ysgol Dwyran would be the local providers for children from the September following their 3<sup>rd</sup> birthday.

2.4 Early Years education up to the September following the 3<sup>rd</sup> birthday would still be provided by Cylch Meithrin Dwyran.

The Cylch Meithrin would accept pupils once they are 2 years old. At this moment in time the Cylch has 4 names to start in September 2013. The Cylch would provide for these during the 4 mornings with various plans being considered for the children.

2.5 Ysgol Dwyran had a good report following the Estyn inspection in March 2010.

<b>Aspect</b>	<b>Grade</b>
<i><u>Key Question 1: How good are the outcomes?</u></i>	<i>Good</i>
Standards	Good
Wellbeing	Good
<i><u>Key Question 2: How good is provision?</u></i>	<i>Good</i>
Learning Experiences	Adequate
Teaching	Good
Care, support and guidance	Good
Learning environment	Good
<i><u>Key Question 3: How good are leadership and management?</u></i>	<i>Good</i>
Leadership	Good
Improving Quality:	Adequate
Partnership working	Good
Resource management	Good
<b>The school's current performance</b>	<b>Good</b>
<b>The school's prospects for improvement</b>	<b>Adequate</b>

2.6 Cylch Meithrin Dwyran received a sound Estyn report.

2.6.1 When Cylch Meithrin Dwyran was inspected by Estyn in January 2009, the main finding of the report was that the quality and standards of educational provision was appropriate and successfully promotes the Foundation Phase Outcomes for children's learning.

The standards achieved by children in the six areas of learning were

Area of learning	Grade
Personal and social development, wellbeing and cultural diversity	2
Language, literacy and communication skills	2
Mathematical development	2
Knowledge and understanding of the world	3
Physical development	2
Creative development	2

The quality of education provided was deemed to be as follows:

Quality of provision for children's spiritual, moral, social and cultural development	2
Quality of planning for children's learning	2
Quality of teaching	2
Quality of assessment and recording of children's progress, and reports for parents and carers	2
Quality of the relationships with parents, carers and the community	2
The extent to which the setting contributes to children's wellbeing	3
Quality of the leadership and management of the setting	2



### 3. WHAT ARE THE NEXT STEPS?

- 3.1 Consultation will be carried out by the Council with staff, governors, parents and other interested parties during the period **23 April 2013** to **17 May 2013**. The outcome of the consultation will be considered by the Executive Committee at a meeting on 10 June 2013. Should the Executive Committee decide to proceed with the proposal to lower the admission age of Ysgol Dwyran a statutory notice will be published and posted at the school, the voluntary group's rooms, the nearest library and in the local press inviting any formal written objections to be submitted within two months of publication.

If there are objections, the matter will be referred to the Welsh Government for determination. The Welsh Ministers will consider the objections, the department's response to those objections, all the supporting evidence and will then decide to approve, reject or modify the proposal.

If there are no objections, the Council will decide if it is to implement the proposal.

- 3.2 The provisional timetable and procedure which is required by law would be as follows:

**10 June 2013** Consideration of consultation responses followed by a decision on whether to proceed with the proposal

**June 2013 (middle)** Publication of statutory notices [followed by a two month objection period]

**August 2013 (middle)**

If there are no objections to the proposal, the Council will proceed with lowering the admission age of Ysgol Dwyran. If there are objections, the proposal will fall to the Welsh Government for determination. The Welsh Ministers usually require six months from the publication of statutory notices to consider the proposal but it is hoped a decision can be made in time to take effect on January 2013.



**Corff Llywodraethu BRO RHOSYR Governing Body**

**YSGOLION DWYRAN - NIWBWRCH SCHOOLS**

Dwyran: 01248 430447

Niwbwrch: 01248 440651



**Pennaeth / Headteacher: Mr Huw J Thomas**

**Clerc / Clerk: Miss Carole Richardson**



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**Cofnodion cyfarfod a gynhaliwyd yn Ysgol Dwyran, Nos Fawrth 23<sup>ain</sup> o Ebrill 2013 am 6.30yh.**

**Minutes of the meeting held in Dwyran School, Tuesday Evening 23<sup>rd</sup> of April 2013 at 6.30pm.**

### **1 Presennol / Present**

Gareth Jones (Swyddog Addysg Ynys Mon)

Huw Thomas (Pennaeth Ysgol Niwbwrch a Dwyran)

Menna Hughes-Jones (Ysgol Niwbwrch/ Llywodraethwyr)

Adrienne Wiltshire (Ysgol Niwbwrch/ Llywodraethwyr)

Tim Owen (Llywodraethwyr/Rhiant)

Helen Granton (Llywodraethwyr)

Peter Rogers (Cadeirydd Llywodraethwyr)

Natasja Woodcock (Llywodraethwyr/Rhiant)

Jen Dafydd ( Swyddog Datblygu Mudiad Meithrin)

Carys Jones (Cylch Meithrin Dwyran)

Anwen Jones (Llywodraethwyr/Rhiant)

Rhiannon Geal (Cylch Meithrin Dwyran)

Sian Griffith (Athrawes Ysgol Dwyran)

Lowri Williams (Athrawes Ysgol Dwyran)

Tracey Frazer (Rhiant)

Carole Richardson (clerc)

## **Umddiheuriadau / Apologies**

Roy Roberts (Llywodraethwyr)

Reg Hinchcliffe (Rhiant/Llywodraethwyr)

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## **2. Introduction**

### **Presented:**

Mr Gareth Jones, welcomed everyone to the meeting. Mr Thomas, the Head Teacher and Mr Rogers, the Chair of the Governing Body we introduced to everyone present at the meeting.

Mr Jones explained that there was a request from the Bro Rhosyr Governing Body to accept Nursery pupils in the school, therefore asking to change the school's composition.

### **Resolved:**

Mr Jones distributed the consultation documents for all to read and discuss during this meeting.**3. Consultation Document Regarding proposals to lower the admission age of Ysgol Dwyran**

### **Presented:**

Mr Jones lead everyone through each step of the proposal. Each section was read, discussed and questions were raised and answered.

A discussion was had regarding the possibility of nursery aged children attending the 'Cylch Meithrin' in the morning, being looked after during the lunchtime period and then to attend the school's Foundation Phase class in the afternoon.

Concern was raised regarding the process taking a long time and that it would not be in place for the beginning of the new academic year in September.

One person present offered to present the proposal in the next Community Council meeting.

### **Resolved:**

Mr Jones suggested that all parties who would like to show their support for the proposal can do so in the form of an email or letter by 12 noon, 17<sup>th</sup> May. Mr Jones would compile all the documents to support the application and present them to the Work Committee on June 10<sup>th</sup>. Everyone agreed.

The Chairperson thanked everyone for their attendance.

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