

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive

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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWAITH	THE EXECUTIVE
DYDD LLUN 30 TACHWEDD 2015 10.00 o'r gloch	MONDAY 30 NOVEMBER 2015 10.00 am
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER COUNCIL OFFICES LLANGFNI
Swyddog Pwyllgor	Mairwen Hughes 01248 752 516 Committee Officer

Annibynnol/Independent

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

Plaid Lafur/Labour Party

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

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

Aled Morris Jones

COPI ER GWYBODAETH / COPY FOR INFORMATION

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

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

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

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

A G E N D A

1 DECLARATION OF INTEREST

To receive any 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 (Pages 1 - 10)

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

- 19th October, 2015
- 9th November, 2015

4 MINUTES FOR INFORMATION (Pages 11 - 14)

To submit for information, the draft minutes of the Voluntary Sector Liaison Committee held on 14th October, 2015.

5 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 15 - 26)

To submit the report of the Head of Democratic Services.

6 2016/17 COUNCIL TAX BASE (Pages 27 - 32)

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

7 2016/17 COUNCIL TAX REDUCTION SCHEME (Pages 33 - 52)

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

8 CORPORATE SCORECARD - QUARTER 2, 2015/16 (Pages 53 - 68)

To submit the report of the Head of Corporate Transformation.

9 2015/16 REVENUE BUDGET MONITORING REPORT - QUARTER 2 (Pages 69 - 80)

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

10 2015/16 CAPITAL BUDGET MONITORING REPORT - QUARTER 2 (Pages 81 - 96)

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

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- 11** **COMMON ALLOCATION POLICY** (Pages 97 - 176)
To submit the report of the Head of Housing Services.
- 12** **TAITH JOINT COMMITTEE** (Pages 177 - 180)
To submit the report of the Head of Highways, Waste and Property.
- 13** **WEEKLY WASTE COLLECTION - OPTIONS APPRAISAL RE: 3 OR 4 WEEKLY COLLECTIONS** (Pages 181 - 256)
To submit the report of the Head of Highways, Waste and Property.
- 14** **AREA OF OUTSTANDING NATURAL BEAUTY (AONB) MANAGEMENT PLAN REVIEW 2015-2019** (Pages 257 - 260)
To submit the report of the Head of Planning and Public Protection.
- 15** **HOLYHEAD MARKET HALL HUB** (Pages 261 - 268)
To submit the report of the Head of Learning.
- 16** **EXCLUSION OF THE PRESS AND PUBLIC** (Pages 269 - 270)
To consider adoption of the following:-

"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".
- 17** **SCHOOL MODERNISATION - NORTH WEST ANGLESEY AREA (LLANNAU)**
(Pages 271 - 306)
To submit the report of the Head of Learning.

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THE EXECUTIVE

Minutes of the meeting held on 19 October 2015

PRESENT: Councillor Ieuan Williams (Chair)
Councillor J Arwel Roberts (Vice-Chair)

Councillors R Dew, K P Hughes, A M Jones, H E Jones and Alwyn Rowlands.

IN ATTENDANCE: Chief Executive,
Corporate Director of Community,
Corporate Director of Sustainability,
Head of Democratic Services (Item 5),
Head of Learning (Item 9),
Head of Adult's Services (Item 8),
Head of Housing Services (Item 13),
Policy Strategy Manager (CWO) (Item 7),
Principal Valuation Officer (TDE) (Item 11),
Accountancy Services Manager
Revenue and Benefits Services Manager (GHJ) (Item 6),
Principal Development Officer (Housing Services) (AJ) (Item 13),
Senior Engineer (Highways Development Control) (EJ) (Item 7),
Finance Manager (CK),
Committee Officer (MEH).

ALSO PRESENT: Councillors Lewis Davies, Ann Griffith, T. Victor Hughes,
Llinos M. Huws, R. Meirion Jones, R.Ll. Jones, Alun Mummy.

APOLOGIES: None

1 DECLARATION OF INTEREST

Councillor H.E. Jones declared that he is a Governor of both Brynsiencyn and Llanddaniel Primary School but having sought the advice of the Monitoring Officer he was able to take part and vote as his interest was not prejudicial on account that he has no family at either school.

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

None received.

3 MINUTES

The minutes of the previous meeting of the Executive held on 21 September, 2015 were presented for confirmation.

It was RESOLVED that the minutes of the previous meeting of the Executive held on 21st September, 2015 be approved.

4 MINUTES FOR ADOPTION

The draft minutes of the Corporate Parenting Panel held on 7th September, 2015 were presented for the Executive's information.

It was RESOLVED to adopt the draft minutes of the Corporate Parenting Panel held on 7th September, 2015.

ARISING THEREON

Fostering Recruitment -Technology

Submitted – the report of the Fostering Recruitment and Marketing Officer in relation to the above.

The Director of Community stated that fostering micro-sites and social media offers a higher level of direct engagement between services and their local, target audience, and fostering agencies are making full use of this technology. Establishing Facebook, twitter accounts and a micro-site for fostering on Anglesey would support the Invest to Save initiative, which aims to increase the number of foster carers on Anglesey.

It was RESOLVED :-

- **To develop an Isle of Anglesey County Council fostering micro-site;**
- **To establish Facebook and Twitter accounts.**

5 THE EXECUTIVE'S FORWARD WORK PROGRAMME

The report of the Head of Democratic Services incorporating the Executive's Forward Work Programme for the period November 2015 to June 2016 was presented for the Executive's approval.

The Head of Democratic Services updated the Committee on the contents of the Work Programme as follows :-

Items new to the Work Schedule

- Item 12 – The Council's Corporate Asset Management Plan (Land and Buildings scheduled for 30 November, 2015
- Item 13 – TAITH Joint Committee scheduled for 30 November, 2015
- AONB Management Plan - A new item not on the work schedule which is anticipated to be discussed at the 30 November, 2015 meeting.

Slippages on the Work Programme

- Rescheduled to 30 November 2015 is Item 9 – Council Housing Development Strategy 2015 – 2020;
Rescheduled to 30 November 2015 is Item 10 – Schools Modernisation – North West Anglesey Area (Llannau).

It was **RESOLVED** to confirm the Executive's updated Forward Work Programme for the period from November, 2015 to June, 2016.

6 BRYN TREWAN ESTATE, CAERGEILIOG - SEWAGE CHARGES FOR YEARS PRIOR TO 2015/16

The report of the Interim Head of Function (Resources)/Section 151 Officer in relation to sewage charges for years prior to 2015/16 and the favoured option for the collection of sewage charges was presented for consideration.

It was **RESOLVED** :-

- To note the Interim Head of Function (Resources)/Section 151 Officer's decision that the actual sewage charge cost to the Council for 2014/15 from the MoD's agent (£15,073.92) is recharged and recovered in full from the property owners of the 58 relevant properties at Bryn Trewan, Caergeiliog during 2015/16;
- To further note the Interim Head of Function (Resources)/Section 151 Officer's decision that the Consumer Price Index is used to measure the official rate of inflation when calculating the annual increase in the recharge to each property owner, comparing this to the actual charge from the MoD's agent. The greater of the two shall be the recharge;
- That the preferred option be Option 1 within the report;
- Any outstanding or recharges not billed older than 6 years old (i.e. prior to April 2009) are, if unpaid, written off in accordance with Financial Procedure Rules and for those not yet billed no recharge invoices to property owners are issued. The figure calculated for not billed periods older than 6 years old, is also written off in accordance with Financial Procedure Rules (total value bills not raised older than 6 years £21,276.12, outstanding older than 6 years £435.00)

7 STREET AND HOUSE NAMING AND NUMBERING POLICY

The report of the Chief Executive and Head of Service – Highways, Waste and Property in relation to street and house naming and numbering policy was presented for consideration.

The Policy and Strategy Manager stated that the Council does not have any statutory powers to enforce names on individual houses. She noted that the

Council's Language Task Group considers that the tradition and cultural heritage of the island should be promoted by encouraging house owners to keep indigenous Welsh names on their homes.

It was RESOLVED :-

- **To approve a policy on naming and numbering streets and houses which promotes the island's tradition and cultural heritage.**
- **To delegate responsibility for monitoring success in relation to naming houses to the Language Task Group.**

8 OLDER ADULT ACCOMMODATION - HAULFRE RESIDENTIAL HOME

The report of the Head of Adult's Services was presented in respect of the Older Adult Accommodation at Haulfre Residential Home.

The Head of Adult's Services stated that the Council has agreed to progress towards a model of Extra Care reducing reliance on residential provision and targeting future investment towards this goal. In doing so the Council has indicated that it will aim to maintain currently operated residential care homes within its control up to the point that Extra Care is developed, and the homes decommissioned. To achieve this goal it has been estimated that the cost for Haulfre would total £168k.

Councillor Lewis Davies, a local member for the Seiriol Ward wished to thank the Officers for their work in respect of Haulfre Residential Home. He stated that there has been strong opposition by the local community to the potential closure of Haulfre.

The Portfolio Holder for Social Services and Housing stated that £168k needed to be spent on Haulfre Residential Home to secure safety measures for the residents until the Extra Care facility within the Seiriol area is in place.

It was RESOLVED :-

- **That the Council invest in Haulfre to address all areas associated with basic standards of dignity (short term costed Option 1). This work will provide a home which has appropriate sluice facilities, provides additional toileting facilities, ensuring adequate provision on each floor and ensures toilet facilities within easy reach of the communal areas. As a result of the continued increase in the cost per bed at Haulfre additional revenue support will be required by Adult Services to meet these additional costs over the next two years;**
- **A target date of no later than October 2017 be set for identifying a site, securing planning permission, identifying a developer and approving a business case for the development of extra care in the Seiriol area, or in the south of the Island;**

- **Once new Extra Care facility is opened all current facilities at Haulfre will be closed (should the Haulfre site be selected for Extra Care closure at an earlier point may be required);**
- **Should it not be possible to identify a site, secure planning permission and receive approval for a business case for the development of Extra Care in this area by October 2017, there will be further public consultation regarding the closure of Haulfre Residential Home, including the identification of suitable provision for the residents of Haulfre at that time. In reaching its decision the Council will have due regard to all relevant factors, including, but not limited to, the consultation process which has just been undertaken, the commitment already made to developing extra care on Anglesey and the concerns highlighted in relation to the adequacy/shortcomings of the current home and the costs of continuing to operate the home.**

9 SCHOOL MODERNISATION - RHOSYR AREA

The report of the Head of Learning was presented outlining the options considered as part of the statutory consultation process with regard to Bro Rhosyr and Bro Aberffraw areas school modernisation provision.

The Portfolio Holder for Education stated that following consultation Option B4a was the preferred option for the provision of primary education in the Bro Rhosyr and Bro Aberffraw areas.

Councillor Ann Griffith, a local member area requested that a further one month formal consultation process needed to be undertaken as parents and local residents within the areas of Bro Rhosyr and Bro Aberffraw consider that they have not received the adequate information regarding proposed Church status of the school before any decision is made. She also referred to concerns in respect of the future of the playing fields attached to the schools that are proposed to be closed and the Bodorgan Community Centre.

The Chair of the Corporate Scrutiny Committee stated that the Scrutiny Committee discuss in detail the issue that a Church in Wales School would have a right to appoint one quarter of the governing board membership of such school. He suggested that the County Council should discuss this matter further.

It was RESOLVED to approve option B4a as the preferred option for the provision of primary education provision in the Bro Rhosyr and Bro Aberffraw areas as outlined in the report.

10 EXCLUSION OF THE PRESS AND PUBLIC

It was RESOLVED to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the 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.”

11 ANGLESEY FURTHER EDUCATION TRUST FUND

The report of the Chief Executive was presented in relation to the Anglesey Further Education Trust.

It was **RESOLVED** :-

- To approve the accounts as outlined in Appendix C of the report;
- To delegate authority to the Authority’s Section 151 Officer for signing the accounts from 2005/2006 to 2013/14 and future annual accounts;
- To approve recharging the Anglesey Further Education Trust for governance costs including financial administration, legal services and strategic management of the Trust, subject to receiving advice from the Section 151 Officer and the Monitoring Officer concerning charging powers;
- To delegate authority to the Head of Highways, Waste and Property for a programme of refurbishment and maintenance for 2016/2021 for the properties within the David Hughes Endowment Estate;
- That a press release on behalf of the County Council be made regarding the programme of refurbishment and maintenance of the David Hughes Smallholdings Estate.

12 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** to adopt the following :-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the 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.”

13 TRANSFORMATION OF THE SHELTERED HOUSING ACCOMMODATION WARDEN SERVICE

The report of the Head of Housing Services was presented in relation to the transformation of the Sheltered Housing Accommodation Warden Service.

It was **RESOLVED** that Option 1 within the report be the preferred option.

The meeting concluded at 11.30 a.m.

**COUNCILLOR IEUAN WILLIAMS
CHAIR**

THE EXECUTIVE

Minutes of the extraordinary meeting held on 9 November, 2015

- PRESENT:** Councillor Ieuan Williams (Chair)
Councillor J. Arwel Roberts (Vice-Chair)
- Councillors Richard Dew, Kenneth Hughes, Aled Morris Jones,
H. Eifion Jones, Alwyn Rowlands
- IN ATTENDANCE:** Chief Executive
Director of Sustainability
Head of Resources and Section 151 Officer
Head of Highways, Waste and Property
Committee Officer (ATH)
- APOLOGIES:** None
- ALSO PRESENT:** Councillors Lewis Davies, John Griffith, Victor Hughes, Llinos Medi Huws,
R. Meirion Jones, Richard Owain Jones, Alun Mummery, R. G. Parry, OBE,
Dylan Rees.
-

1 DECLARATION OF INTEREST

No declaration of interest was received.

2 DRAFT REVENUE BUDGET 2016-17

The report of the Head of Resources and Section 151 Officer incorporating the initial draft high level standstill revenue budget for 2016/17 (Appendix A) was presented for the Executive's consideration.

The Portfolio Member for Finance reported on the following underlying financial considerations relating to the draft Revenue Budget –

- The draft proposals as presented signal the launch of the engagement with stakeholders on the 2016/17 Budget. The budget consultation process this year is commencing sooner and will include drop-in sessions with the Leader of the Council in locations around the Island. Credit is due to services for succeeding in formulating their proposals in preparation for the earlier consultation start date.
- A programme of savings amounting to £3.919m has been put forward by the Directorates (Appendix B) which is the result of work undertaken over the course of the summer entailing a detailed review of service budgets and a series of Member involved budget workshops which have sought to identify budget reductions with the least direct impact on the Council's operations and frontline services.
- A higher than usual level of uncertainty applies to the Budget setting process this year on account of the timing of the Funding Settlement with the results of the National Government's Spending Review not due until 25th November and the announcement of the Welsh Government's indicative provisional budget settlement for local government for 2016/17 expected in December with the definitive settlement figure to follow thereafter in March, 2016. Thus the process of agreeing and setting the budget is tighter and more uncertain this year and consequently, the budget report will have the potential for considerable change upon receipt of the Final Settlement.
- The draft Revenue Budget is based on a prudent estimate of a cut of 4.5% on the Aggregate External Finance. Cuts in grant funding are also anticipated, and where those are confirmed, services affected will be expected to respond flexibly and to be able to adjust their budgets accordingly.

- The budget gap at the draft initial standstill position is £5.57m. Savings to the value of £3.319m have been identified which still leaves a significant funding gap of £1.652m. The funding gap has increased due to the impact of increased national insurance costs from April, 2016 which have been provided for as a contingency budget at this stage.
- The savings proposals submitted to date do not include any anticipated redundancies. The Executive has previously approved the inclusion of the Voluntary Redundancy Scheme as part of the 2016/17 Budget options and the Council's staff have been given the opportunity to apply for voluntary redundancy. Subject to the feasibility of the applications submitted, and to there being no impact on the effective delivery of the service involved, the release of staff may contribute to bridging the savings gap.
- It is assumed that there will be no use of reserves to fund the Revenue Budget in 2016/17. However, this will need to be revisited dependent on the Final Settlement.
- It is intended to increase the Council Tax by 4.5% which is considerably higher than the rate of inflation and regarding which the public's views will be sought. However, a reduced increase in the Council Tax will mean that additional savings measures will have to be identified.

The Head of Resources and Section 151 Officer said that the report puts forward initial proposals for the 2016/17 Budget and that it is the Finance Service's intention to work with departments to go through their savings proposals in order to formulate a specific plan and timetable to ensure their timely delivery. Whilst it is hoped that the settlement from the Welsh Government will be better than that projected in the report, a budget shortfall will still remain meaning that the Council's reserves may have to be drawn upon. Although the Council's position as regards its reserve balances is sound at present, there could be pressure on those reserves during the winter months meaning that balances might be reduced by the time of the Final Settlement in March, 2016 and the confirmation of the 2016/17 Budget. In any event the use of reserves to support revenue expenditure can only be on a one-off basis and is not sustainable in the longer term.

Members of the Executive were given the opportunity to put forward their views on the 2016/17 Budget proposals and there was consensus that the degree of uncertainty and the scale of the savings required whilst still seeking to improve standards and efficiency makes the formulation of next year's budget a very difficult challenge.

The Chair emphasised that work on reducing the budget shortfall is ongoing including the separation of the Council's statutory and non-statutory responsibilities with more detailed work to be undertaken with regard to the latter. The additional uncertainty in relation to the details of grant allocations is also recognised as a financial risk.

It was resolved:-

- **To adopt the draft standstill budget as a basis for the 2016/17 Revenue Budget.**
- **That the Executive should seek to make sufficient savings in 2016/17 to balance the Revenue Budget without the use of reserves.**
- **That the Executive should plan to cover unavoidable costs of severance or other one-off costs of delivering savings through use of contingencies without the use of reserves.**
- **That the opinion of the public on the proposed savings should be sought.**

3 CAPITAL BIDS 2016/17

The report of the Head of Resources and Section 151 Officer incorporating a schedule of capital bids proposed by departments for inclusion in the 2016/17 to 2020/21 Capital Programme was presents for the Executive's consideration.

The Portfolio Member for Finance reported as follows –

- That the items shaded on Appendix A to the report to the value of £26.301m are recommended for inclusion in the Capital Programme for 2016/17 to 2020/21. Whilst the programme is an ambitious one, capital resources are shrinking partly because of the year on year reduction in the Council's revenue stream.
- An estimate of capital resources was prepared (Appendix C) against which the schedule of bids was compared.

- To fund the proposed Capital Programme for 2016/17, it is recommended that the Authority undertake Unsupported Borrowing of £4.497m; Appendix D shows the cost of borrowing this amount over a number of years and, in the event that it is determined an alternative amount needs to be borrowed to fund more schemes, the cost of borrowing £1m, £5m and £10m over a 30 year period also shown.
- To reduce the costs that come with borrowing, the Council needs to ensure that it is maximising capital receipts and as part of that endeavour, it will need to examine its portfolio of assets and their use for the future. There is a challenge for the Council in managing borrowing and generating a greater level of income.

The Head of Resources and Section 151 Officer said that although unsupported borrowing is higher than in previous years, it is linked to the two new 21st Century schools in Holyhead and Y Llannau and that process brings savings on the revenue side. The Officer said that the list of capital bids has been generated by a scoring matrix and he referred to two specific schemes in this context – the bid for a new waste collection system (weighted rank 33) which is included because of the revenue savings it will produce per annum and the Amlwch Extra Care Housing scheme which although it has scored highly is omitted because if it was to be included, due to its scale a number of other schemes would then have to be taken out of the programme and also because it has not attracted external investment to date. In response to a question by the Executive, the Officer confirmed that the capital programme as presented remains comfortably within the Authority's borrowing limits. A formal report in confirmation of this will be presented to the Executive in the next two months in accordance with the normal timetable.

It was resolved –

- **That the items shaded on Appendix A to the report (to the value of up to £26.301m) be included in the Capital Programme for 2016/17 to 2020/21.**
- **That the items for the HRA shaded in the second table on Appendix A to the report (to the value of up to £11.636m) be referred to the Housing Services Board for consideration for the Capital Programme 2016/17 to 2020/21.**

**Councillor Ieuan Williams
Chair**

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VOLUNTARY SECTOR LIAISON COMMITTEE

Minutes of the meeting held on 14 October 2015

PRESENT: Mr Islwyn Humphreys (Chair)

Local Authority

Councillor Aled Morris Jones (Portfolio Holder for Social Services and Housing)

Councillor Alun Mummery

Councillor Ieuan Williams

Voluntary Sector

Mrs Dilys Shaw (Medrwn Môn)

Ms Eleri Lloyd Jones (Age Cymru - Gwynedd and Môn)

IN ATTENDANCE: Mrs Gwen Carrington (Director of Community)
Mr J Huw Jones (Head of Democratic Services)
Mr John R Jones (Chief Officer, Medrwn Môn)
Ms Lyndsey Williams (Lleisiau Lleol - Medrwn Môn)
Ms Sian Purcell (Medrwn Môn)
Mrs Shirley Cooke (Committee Officer)

APOLOGIES: Councillor Alwyn Rowlands
Margaret Roberts (Merched y Wawr)
Wyn Thomas (BCUHB)

The Chair welcomed Councillor Aled Morris Jones to the meeting as Portfolio Member for Social Services and Housing.

1 DECLARATION OF INTEREST

No declaration of interest was received.

2 MINUTES

The draft minutes of the meeting of the Voluntary Sector Liaison Committee held on 9th July, 2015 were confirmed as correct.

Matters arising thereon:-

Item 4 - In relation to engagement arrangements and the work undertaken in the Seiriol Ward, the Chief Officer, Medrwn Môn reported that Lesley Griffiths, the Minister for Communities and Tackling Poverty is unable to visit the Seiriol Ward on

the 5th November as planned. He stated that she was very eager to re-schedule her visit at a later date.

Item 5(a) – Review of the Third Sector - Final Report

The Director of Community noted that the status of the draft report would be changing from draft to final and that there were two elements to consider, namely:-

1. To ensure that action in the final report be addressed.
2. To ensure that key information is kept up to date and information shared.

Item 5(a) 1. Terms of Reference for the Committee

In relation to meetings, the Head of Democratic Services sought the views of the Committee as to whether current arrangements in relation to holding three meetings per year should be changed.

RESOLVED that the Voluntary Sector Liaison Committee continues to convene meetings three times per year.

Nomination of Lead Member

Item 5(a) 3. Nomination of Lead Member

The Council Leader advised that the Portfolio Holder for Social Services and Housing be nominated as Lead Member.

Item 7 – The Council’s Procurement Arrangements

The Chief Officer, Medrwn Môn reported that a briefing session to support the Third Sector would be taking place in November.

3 BUDGET PLANNING 2016/17

(a) The Leader of the Council provided an update on the budget setting process and savings programme and advised that the Council was currently holding a series of Member workshops to consider how to address a funding gap of 5.7 million for 2016/17. Furthermore, the Executive would be meeting on the 9th November to consider budget proposals and public consultation would take place during November/December, 2016 and the Voluntary Sector briefed.

Arising from discussion in the context of reduced budgets going forward, it was noted that there was scope for Medrwn Môn to discuss funding opportunities via the Charitable Trust. The Chief Officer, Medrwn Môn stated that this would be considered by the Third Sector.

RESOLVED to accept the report.

4 FUNDING CODE OF PRACTICE AND OBLIGATIONS

The Director of Community provided an update following the joint workshop held on 1st October which was welcomed by the 3rd Sector as a basis for partnership working.

The following points were highlighted:-

- Need to encourage consistent practice by both Council officers and voluntary sector to ensure that the framework is implemented;
- Need timely information regarding Council priorities and implications for commissioning and budgets;
- Further opportunities for joint learning and support from organisation eg. "Wales Co-operative";
- The scope for the Council's procurement services to provide guidance on the Council's procurement arrangements.

RESOLVED to accept the report and to request feedback from Medrwn Môn on the draft document prior to confirmation by this Committee and subsequent annual reviews.

5 COMMUNITY BENEFIT

The Chief Officer, Medrwn Môn referred to the report on Community Benefits arising from the Wylfa Newydd project prepared by the Economic Development Department in February, 2014 and requested that this Committee be provided with information in due course on the work done as part of the Community Voices project in North Anglesey.

RESOLVED to note the report.

6 SOCIAL SERVICES AND WELLBEING ACT

The Director of Community reported on the provision of information by key agencies and training opportunities in advance of when the Act is implemented in April 2016.

Specific reference was made to arrangements across North Wales and key information on the Care Council Wales website.

RESOLVED to note the report.

7 THIRD SECTOR CAPABILITY AND RESILIENCE

The Director of Community referred to a report by Powys Association of Voluntary Organisations on Third Sector Capability and Resilience in Powys. It was agreed that the Director of Community and representatives from Medrwn Môn would meet to explore the benefits of undertaking a similar exercise on the Isle of Anglesey.

Ms Lyndsey Williams, Community Voice Project reported that a training session on Collective Learning and Action would be held on 3rd November, 2015 at Carreg

Bran Hotel, Llanfairpwll in connection with the work undertaken in the Seiriol Ward to embed community engagement.

RESOLVED to note the report.

8 THE EXECUTIVE'S FORWARD WORK PROGRAMME

The Head of Democratic Services reported on the Executive's Forward Work Programme for the period October, 2015 to May, 2016 as presented to the Executive on the 21st September, 2015.

The Head of Democratic Services referred to the Work Programmes of the two Scrutiny Committees and ongoing work with Medrwn Môn to utilise the Community Voice project to inform discussions.

RESOLVED to accept the report.

9 FIRST MINISTER TO ESTABLISH SYRIAN REFUGEE TASK FORCE

Information was presented to this Committee in the work of the Refugee Task Force established by the First Minister.

RESOLVED to note the report and await further information in due course.

10 NEXT MEETING

RESOLVED that the next meeting of this Committee will be held at Penysarn Village Hall on the 15th January, 2016.

Before concluding the meeting, the Chairman referred to the impending retirement of Mrs Gwen Carrington, and he wished to record the Committee's appreciation and thanks for her support and contribution to the work of this Committee.

**Mr Islwyn Humphreys
Chair**

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	30 November 2015
Subject:	The Executive's Forward Work Programme
Portfolio Holder(s):	Cllr Ieuan Williams
Head of Service:	Lynn Ball Head of Function – Council Business / Monitoring Officer
Report Author: Tel: E-mail:	Huw Jones, Head of Democratic Services 01248 752108 JHuwJones@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>In accordance with its Constitution, the Council is required to publish a forward work programme and to update it regularly. The Executive Forward Work Programme is published each month to enable both members of the Council and the public to see what key decisions are likely to be taken over the coming months.</p> <p>The Executive is requested to:</p> <p>confirm the attached updated work programme which covers December 2015 – July 2016;</p> <p>identify any matters subject to consultation with the Council's Scrutiny Committees and confirm the need for Scrutiny Committees to develop their work programmes further to support the Executive's work programme;</p> <p>note that the forward work programme is updated monthly and submitted as a standing monthly item to the Executive.</p>

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

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

-

C – Why is this a decision for the Executive?

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

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

Yes.

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

Not applicable.

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

* Key:

Strategic – key corporate plans or initiatives

Operational – service delivery

For information

2

F – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
FF - Appendices:		
The Executive's Forward Work Programme: December 2015 – July 2016.		

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

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2015 – July 2016

Updated 19.11.15



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

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

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

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

The Executive's draft Forward Work Programme for the period **December 2015 – July 2016** is outlined on the following pages.

* Key:

S = Strategic – key corporate plans or initiatives

O = Operational – service delivery

FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: December 2015 – July 2016

Updated 19.11.15

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Department	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
DECEMBER 2015						
1	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 14 December 2015
2	Final Report of the Scrutiny Outcome Panel: Asset Disposal	This is a matter for the full Executive as there are a number of recommendations which require their approval.	Council Business	Huw Jones Head of Democratic Services Cllr R Meirion Jones	1 December 2015	The Executive 14 December 2015
3	The Council's Corporate Asset Management Plan (Land and Buildings) Approval of Plan.	Forms part of the Council's Policy Framework - a collective decision is required to make a recommendation to the full Council.	Sustainable Development	Dewi Williams Head of Highways, Waste and Property Cllr J Arwel Roberts	8 October 2015 Scrutiny Outcome Panel – Asset Disposal	The Executive 14 December 2015 10 March 2016
4	Procurement Strategy and Policy Progress report.	This progress report was requested at the Executive meeting held on 20 April 2015.	Resources	Marc Jones Head of Function - Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 14 December 2015

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5 Treasury Management Mid-Year Review 2015/16		Resources	Marc Jones Head of Function - Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 14 December 2015	
6 Llawr y Dref, Llangefni – Business Case (S)	The approval of the full Executive is sought as it is a strategic and transformational decision affecting the future use of Llawr y Dref, Llangefni.	Community	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 14 December 2015	
7 Council Housing Development Strategy 2015 – 2020 (S) Approval of strategic direction.	Decision to be taken by the full Executive (unless powers will be deputised to the new Housing Services Board), links to the HRA business plan which is a statutory document.	Community	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 14 December 2015	

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JANUARY 2016							
8	<p>The Executive's Forward Work Programme (S)</p> <p>Approval of monthly update.</p>	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	<p>Huw Jones Head of Democratic Services</p> <p>Cllr Ieuan Williams</p>		The Executive 25 January 2016	
9	<p>Business Rates Discretionary Relief Policy for Charities and Non-Profit making Organisations 2016/17</p> <p>To determine policy.</p>	A collective Executive decision is required to detail business rates relief support for charities and non-profit making organisations.	Resources	<p>Marc Jones Head of Function – Resources / Section 151 Officer</p> <p>Cllr Hywel Eifion Jones</p>		The Executive 25 January 2016	
10	<p>Housing Revenue Account 30 year Business Plan (S)</p> <p>Approval.</p>	Decision to be taken by the full Executive. HRA Business Plan is a statutory document. Approval before submitting the Business Plan to Welsh Government.	Community	<p>Shan L Williams Head of Housing Services</p> <p>Cllr Aled Morris Jones</p>		The Executive 25 January 2016	

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FEBRUARY 2016						
11	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 8 February 2016	
12	Gypsy Travellers Accommodation Needs Assessment	The approval of the full Executive is sought before submitting the Accommodation Needs Assessment to Welsh Government.	Community Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 8 February 2016	
13	Transformation of the Library Service To decide on a shortlist of options for formal consultation.	A decision is requested from the Executive on the shortlist of options to be subject to statutory consultation by September 2016.	Lifelong Learning Delyth Molyneux Head of Learning Cllr Kenneth P Hughes	2 February 2016	The Executive 8 February 2016	
14	Transformation of the Culture Service To decide on the options to implement following public consultation and expressions of interest.	A decision is requested from the Executive on the preferred options for implementation in Stage 2 of the transformation programme (from April 2016).	Lifelong Learning Delyth Molyneux Head of Learning Cllr Kenneth P Hughes	1 February 2016	The Executive 8 February 2016	

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15 Transformation of the Youth Service To decide on the preferred option for implementation following full public consultation.	The Executive is requested to agree and decide on the preferred option and the structure and nature of the service from April 2017 onwards.	Lifelong Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes	1 February 2016	The Executive 8 February 2016	
16 Licensing Policy Approval of policy.	Forms part of the Council's Policy Framework - a collective decision is required to make a recommendation to the full Council.	Sustainable Development	Jim Woodcock Head of Planning and Public Protection Cllr Richard Dew		The Executive 8 February 2016	10 March 2016
MARCH 2016						
17 2016/17 Budget (S) Adoption of final proposals for recommendation to the County Council.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones	1 February 2016	The Executive 7 March 2016	10 March 2016
18 Council Tax Premiums for Second Homes and Long Term Empty Property To recommend to Full Council the level of premiums to adopt from April 2017.	A collective decision is required to make a recommendation to the full Council as part of the Budget and Council Tax setting framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 7 March 2016	10 March 2016

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19	Rent and Service Charge for Council Housing Tenants 2016-2017. Approval.	This is a matter for the Executive as it falls within the HRA Business Plan and a statutory duty to agree annual rent and service charges levels. 4 weeks' notice required before it becomes operational April 2016.	Community	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 7 March 2016	
20	Application to suspend Right To Buy (RTB) Approval.	The approval of the full Executive is sought before submitting the application to Welsh Government.	Community	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 7 March 2016	
21	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 14 March 2016	
22	Corporate Scorecard – Quarter 3, 2015/16 (S) Quarterly performance monitoring report.	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Alwyn Rowlands	14 March 2016	The Executive 14 March 2016	

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23 2015/16 Revenue and Capital Budget Monitoring Report – Quarter 3 (S) Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones	14 March 2016	The Executive 14 March 2016	
24 Discretionary Housing Payments Policy 2016/17 Report on administration of policy in 2015/16 and any recommended changes – determine policy.	There is a requirement for a collective decision by the Executive in detailing additional help towards housing costs for some benefit claimants.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 14 March 2016	
25 Supporting People Commissioning Plan 2016-2019	The approval of the full Executive is sought before submitting the Commissioning Plan to Welsh Government.	Community	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 14 March 2016	
26 Common Allocations Policy – Adoption of final policy, post consultation	This is a matter for the full Executive to decide as it involves a key Council policy.	Community	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 14 March 2016	

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APRIL 2016						
27	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 25 April 2016
MAY 2016						
28	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. May 2016
JUNE 2016						
29	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. June 2016
JULY 2016						
30	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. July 2016

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ISLE OF ANGLESEY COUNTY COUNCIL

REPORT TO:	THE EXECUTIVE
DATE:	30 NOVEMBER 2015
SUBJECT:	THE COUNCIL TAX BASE FOR 2016/2017
PORTFOLIO HOLDER(S):	COUNCILLOR HYWEL EIFION JONES (PORTFOLIO HOLDER - FINANCE)
HEAD OF SERVICE:	MARC JONES - HEAD OF FUNCTION (RESOURCES) (SECTION 151 OFFICER)
REPORT AUTHOR:	GERAINT H. JONES (REVENUES & BENEFITS SERVICE MANAGER)
TEL:	01248 752651
E-MAIL:	GHJFI@ANGLESEY.GOV.UK
LOCAL MEMBERS:	NOT APPLICABLE

A - Recommendation/s and reason/s

I recommend that the Executive makes the following decisions:-

1. That the calculation by the Head of Function (Resources) (Section 151 Officer) for the calculation of the Council Tax Base for the whole and parts of the area for the year 2016/17 is approved (see **Appendix A** for the calculation of the tax base).
2. That, in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base)(Wales) Regulations 1995 (SI19956/2561) as amended by SI1999/2935 and the Local Authorities (Calculation of Council Tax Base) and Council Tax (Prescribed Classes of Dwellings)(Wales) Amendment) Regulations 2004, the amounts calculated by Isle of Anglesey County Council as its tax base for the year 2016/17 shall be 30,250.23 and for the parts of the area listed below shall be:-

Amlwch	1,464.36
Beaumaris	1,036.95
Holyhead	3,798.84
Llangefni	1,894.81
Menai Bridge	1,394.41
Llanddanielfab	370.17
Llanddona	359.12
Cwm Cadnant	1,124.64
Llanfair Pwllgwyngyll	1,314.95
Llanfihangel Esceifiog	670.81
Bodorgan	436.68
Llangoed	627.71
Llangristiolus & Cerrigceinwen	600.12
Llanidan	397.94
Rhosyr	983.39
Penmynydd	234.82
Pentraeth	554.26
Moelfre	602.76
Llanbadrig	651.90
Llanddyfnan	486.52

Llaneilian	543.19
Llannerchymedd	500.27
Llaneugrad	178.60
Llanfair Mathafarn Eithaf	1,745.30
Cylch y Garn	400.92
Mechell	526.01
Rhosybol	460.39
Aberffraw	292.06
Bodedern	415.17
Bodffordd	416.68
Trearddur	1,222.42
Tref Alaw	248.22
Llanfachraeth	224.69
Llanfaelog	1,218.82
Llanfaethlu	280.72
Llanfair-yn-neubwll	562.14
Valley	961.23
Bryngwran	355.40
Rhoscolyn	337.72
Trewalchmai	355.12

REASONS AND BACKGROUND

The calculations have been carried out according to the Welsh Government Council Tax Dwellings (CT1) 2016/17 Notes for Guidance based on the number of properties in various bands on the valuation list as at 31 October 2015 and applying discounts and exemptions. The calculations also take account of changes to the valuation list that appear likely to occur during 2016/17.

The Isle of Anglesey, as billing authority is required under the regulations to calculate the Council Tax base for its area and for different parts of its area and these amounts, must be notified to the precepting and levying bodies by 31 December 2015. This year the Welsh Government had requested the information for Revenue Support Grant setting purposes by 6 November 2015 and the final tax base for tax setting purposes (ratified by Executive decision) by 4 January 2016.

The calculations in **Appendix A** are based on discounts of nil being confirmed for Classes A, B and C for 2016/2017 by the full Council. The calculations are also based on the full Council confirming that the current local Council Tax Reduction Scheme will continue unchanged for 2016/17. The Welsh Government continues to meet the cost of the previous UK national scheme in full, but costs due to caseload and/or Council Tax increase will fall on local councils.

Consequently, the Band D equivalent or “relevant number” continues to be adjusted by a provision for non-collection of 1.5%. Dwellings owned by the Ministry of Defence are added to give the figures shown above.

The total proposed tax base for 2016/2017 is 30,250.23. This compares with 30,188.51 in respect of 2015/16 which is an increase of 0.2%

The main reason for this movement is the normal annual increase for expected completions and occupation of new properties, adjusted for exemptions and discounts.

FUTURE DEVELOPMENTS

The Housing Act (Wales) 2014 (“the Act”) gives local authorities discretionary powers to charge an additional amount of Council Tax (a premium) on long-term empty homes and dwellings referred to as “second homes”. Local authorities may charge up to an additional 100% of the standard rate of Council Tax and will have the discretion to charge the premiums from 1 April 2017. The Act also gives Welsh Ministers powers to make regulations setting out exceptions to the premium i.e. the classes of dwelling in relation to which a local authority may not charge a premium. The Welsh Government consulted on the proposed exemptions between 13 March and 13 June 2015.

The Council Tax (Exceptions from Higher Amount) (Wales) Regulations 2015 reflect the Welsh Government’s policy decisions following the consultation and consideration of the responses. The Welsh Government undertook a technical consultation on these draft regulations in a four week period from 16 October to 13 November 2015. This consultation was aimed at local authorities, software companies and other organisations with an interest in the operation of the draft regulations.

In the title of the draft regulations, the term ‘exception’ is used rather than ‘exemption’. This differentiates between exceptions to the premiums and the standard Council Tax exemptions. These draft regulations therefore prescribe the classes of dwelling which a Billing Authority may not make a determination to apply the premium. If a property is already exempt from Council Tax altogether it will not be liable for either of the premiums. **Appendix B** lists the classes of dwelling prescribed by the draft regulations that will be exceptions from the premium. Following responses to the technical consultation, draft regulations will be revised as appropriate before they are laid before the National Assembly for Wales in December 2015.

The Welsh Government also advises that it will issue a technical consultation on amendments to the Council Tax base, which might be required as a result of the introductions of premiums. This will then apply to the calculation of the tax base for 2017/18

onwards.

WHAT DOES THIS MEAN FOR LOCAL AUTHORITIES?

These measures will allow local authorities time to consider their policy and decide whether they wish to implement one or both of the premiums, so that by 1 April 2016 this Authority can:

- Make a determination to charge a premium on second homes; and
- Identify homes which are empty (required to determine whether they have been empty and unfurnished for at least twelve months by 1 April 2017).

Local authorities, who choose to do so, will be able to implement the premiums from 1 April 2017.

The Welsh Government intends to provide guidance to local authorities on the administration and application of the premiums including exceptions and the reporting requirements as regard the implementation of premiums. The aim being to have a fair and consistent implementation of policy across Wales.

WHAT IS THE CURRENT POSITION AS REGARDS SECOND HOMES AND LONG TERM EMPTY PROPERTIES IN THIS COUNCIL'S AREA?

At present, second homes (Class B) and long term empty properties (Class C) pay the full Council Tax and when calculating the Council Tax Base are included in row B.1 of the calculation. In memoranda items, the Council informs the Welsh Government the number of second homes or long term empty properties they have when calculating the Tax Base. On 31 October 2015 2,337 second homes were recorded being equivalent to 2,510.78 Band D with 749 long term empty properties equivalent to 710.00 Band D.

Care must be taken when considering these figures and before the Council determines the premiums by April 2016 the figures, in good time, must be verified to ensure that they reflect the correct position and if possible, also taking into account the proposed exceptions. As a result, the estimation of the additional income will be robust.

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

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

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

C - Why is this a decision for the Executive?

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

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

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

D - Is this decision within the budget approved by the Council?		
The tax base calculation will enable the full Council to set its Council Tax requirement to meet its approved budget for 2016/2017.		
DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No Comments
2	Finance / Section 151 (mandatory)	Author of report
3	Legal / Monitoring Officer (mandatory)	No Comments
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	The calculation of the tax base may not be sufficiently accurate i.e. inaccurate calculation of exemptions and discounts, overstating of changes likely to occur in 2016/17, underestimation of erosion in the tax base over years e.g. banding reductions and a too optimistic collection rate. The risk to the Council would be a shortfall in its Council Tax Requirement for the year. Mitigation is by taking a conservative approach when estimating new builds, allowances for erosion of the tax base and eventual collection rate.
F - Appendices:		
Appendix A: Calculation of the Local Tax Base 2016/17		
Appendix B: List of Classes of dwellings prescribed by the Regulations as exceptions from the premiums		
FF - Background papers (please contact the author of the Report for any further information):		
Welsh Government Council Tax Dwellings (CT1) 2016/17 Notes for Guidance		
Technical Consultation on The Council Tax (Exceptions from Higher Amount) (Wales) Regulations 2015 (16 October 2015)		

**CLASSES OF DWELLING PRESCRIBED AS EXCEPTIONS TO
THE PREMIUMS BY THE REGULATIONS**

	DESCRIPTION
Class 1	Properties being marketed for sale
Class 2	Properties being marketed for let
Class 3	Annexes forming part of, or being treated as part of, the main dwelling
Class 4	Dwellings which would be someone's sole or main residence if they were not residing in Armed Forces accommodation or were not in service in the Armed Forces of the Crown
Class 5	Occupied caravan pitches and boat moorings
Class 6	Seasonal homes where year-round occupation is prohibited
Class 7	Job-related dwellings
Class 8	Dwellings where a tenant has exclusive use of a dwelling but occupied it periodically

Classes 1, 2, 3 and 4 are exceptions from both premiums i.e. second homes and long term empty.

Classes 5, 6, 7 and 8 only apply to second homes.

A dwelling is a "long-term empty home" and therefore liable to the premium, if it has been both unoccupied and substantially unfurnished for a continuous period of at least one year.

A "second home" is a home that is not a person's sole or main residence and which is substantially furnished.

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	THE EXECUTIVE
DATE:	30 NOVEMBER 2015
SUBJECT:	COUNCIL TAX REDUCTION SCHEME 2016/17
PORTFOLIO HOLDER(S):	COUNCILLOR HYWEL EIFION JONES (PORTFOLIO HOLDER – FINANCE)
HEAD OF SERVICE:	MARC JONES HEAD OF FUNCTION (RESOURCES) (SECTION 151 OFFICER)
REPORT AUTHOR:	GERAINT H. JONES (REVENUES AND BENEFITS SERVICE MANAGER)
TEL:	01248 752651
E-MAIL:	GHJFI@ANGLESEY.GOV.UK
LOCAL MEMBERS:	NOT APPLICABLE

A - Recommendation/s and reason/s
<p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> The Executive recommends to the Isle of Anglesey County Council (full Council) in its meeting on 9 December 2015 that its current local Council Tax Reduction Scheme should not be revised or replaced with another scheme. The Executive recommends to the full Council in its meeting on 9 December 2015 to formally adopt the current Council Tax Reduction Scheme for the financial year 2016/17. The Executive recommends to the full Council in its meeting on 9 December 2015 that it provides authority to the Head of Function (Resources)(Section 151 Officer) to make administrative arrangements so that all annual changes for uprating of financial figures or technical revisions in any amending regulation or regulations are reflected in the Council's Council Tax Reduction Scheme and for each subsequent year. <p>REASONS AND BACKGROUND</p> <p>See attached report - Appendix A</p>
B - What other options did you consider and why did you reject them and/or opt for this option?
<p>See attached report – Appendix A</p>
C - Why is this a decision for the Executive?
<p>Regulations state that this is a decision for the full Council. The Executive is asked to endorse a Council Tax Reduction Scheme for approval by the full Council.</p>
CH - Is this decision consistent with policy approved by the full Council?
<p>The Council Tax Reduction Scheme for 2016/17 which the Executive is asked to endorse is consistent with the schemes approved by full Council with regard to the Council Tax Reduction that applied for the financial years 2014/15 and 2015/16.</p>

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

The Welsh Government's Provisional Local Government Revenue and Capital Settlement for 2016/2017 is not expected until 8 December 2015 and therefore the Council Tax Reduction Scheme Grant to be awarded to the Council to meet the cost of its local Council Tax Reduction Scheme for 2016/17 is not yet known (at the time of writing this report). The projections below are made based on the grant received for 2015/16.

Current expenditure, end of Quarter 2, 2015/16 is £5,342,301, offset by a Welsh Government Council Tax Reduction Scheme Grant of £5,228,000. This gives a projected shortfall of £114,301 to be borne by the Authority for 2015/16 for which a sufficient budget has been provided to meet this cost.

Two factors for 2016/17 will affect the expenditure on the scheme:-

- During 2015/16 there has been a caseload reduction of 1% - 2%, compared to the 2% - 3% reduction in 2014/15. Caseload may continue to reduce at a slower pace or even stabilise during 2016/17;
- Planned increase in Council Tax of 4.5% for 2016/17.

An uncertain factor, during 2016/17, affecting expenditure on the scheme will be the impact of Chancellor of Exchequer's proposed reforms for Tax Credits and living wage. Tax Credits is counted as income for Council Tax Reduction purposes and any reduction in their level will impact on the reduction paid. The Chancellor of the Exchequer is expected, in the Autumn statement scheduled for 25 November, to make further announcements with regard to Tax Credits.

Having regard to the above, at best, the estimated expenditure on the scheme will be £5,471,050 (assuming a 2% reduction in caseload with a 4.5% increase in Council Tax) and at worst, estimated expenditure at £5,582,705 (assuming no caseload reduction with a 4.5% increase in Council Tax).

There is therefore an estimated expected shortfall of between £243k and £355k in grant funding which will have to be met by the Council. This is based on the full Council readopting the current scheme unchanged. However, the extent of the shortfall will become clearer during the budget setting process.

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

DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No Comments
2	Finance / Section 151 (mandatory)	Author of report
3	Legal / Monitoring Officer (mandatory)	No Comments
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	<p>The main risk to the Council is additional costs of its Council Tax Reduction Scheme above the Welsh Government's Grant for 2016/17. The Council has no control on fluctuations in caseload and should caseload increase the costs borne by the Council will consequently increase. A 1% increase in caseload will be an additional burden on the Authority of approximately £55,000.</p> <p>The impact of Tax Credits reforms is uncertain at present.</p>
F - Appendices:		
Appendix A: Report to full Council to consider 9 December 2015		
FF - Background papers (please contact the author of the Report for any further information):		

ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	COUNTY COUNCIL
DATE:	9 DECEMBER 2015
SUBJECT:	COUNCIL TAX REDUCTION SCHEME
LEAD OFFICER(S)	MARC JONES HEAD OF FUNCTION (RESOURCES) (SECTION 151 OFFICER)
CONTACT OFFICER	GERAINT JONES REVENUES AND BENEFITS SERVICE MANAGER (EXT. 2651)
ACTION :	TO ADOPT THE COUNCIL TAX REDUCTION SCHEME FOR 2016/17

1. Purpose of the report

- 1.1** The report explains the requirement to adopt a scheme by 31 January 2016 with regard to 2016/17.

2. Background Information

- 2.1** The full Council on 4 December 2014 adopted its Council Tax Reduction Scheme for the financial year 2015/16. The full Council is required to consider under Part 2, Regulation 18 of "The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 No. 3029 (W.301) (the Regulations) for each financial year whether to revise its scheme or replace it with another Council Tax Reduction Scheme. The full Council must make any revision to its scheme, or any replacement scheme, no later than 31 January in the financial year preceding that for which the revision or replacement comes into effect.
- 2.2** The full Council under the current scheme formally adopted the Regulations as its scheme and using discretionary powers decided to use local discretion to adopt a Local War Disablement Pension and War Widow's or Widower's Pension Discretionary Scheme in accordance with the Regulations. The elements disregarded as income are detailed in the current scheme for the purpose of this local discretion. This provides additional Council Tax support to that statutorily required to pay under the Regulations. This is the only local discretion awarded by the full Council under its current Local Council Tax Reduction Scheme.
- 2.3** The full Council must also have regard to Regulation 17 of the Regulations when revising or replacing a scheme. If the full Council decides to revise or replace its scheme it must publish a draft revised scheme in such a manner it think fits and must consult with any persons it considers likely to have an interest in the operation of its Council Tax Reduction Scheme. There is however no expressed requirement to consult annually, it is only if a scheme is revised or replaced when consultation has to take place.
- 2.4** For 2016/17 the Welsh Government is not revising or changing the Regulations, but as for 2015/16 the Welsh Government will be making amending regulations to uprate the financial figures used in the Regulations and to reflect any other technical amendments required as a result of changes to underlying benefits. Again, as for 2015/16 the timing of these amending regulations is dependent on the Chancellor of Exchequer's Autumn Statement (25 November 2015) and the subsequent uprating schedule published by the Department for Work and Pensions a few days after the Autumn Statement. The earliest date the Welsh Government will be able to lay the new draft Regulations reflecting the uprate to financial figures or any other technical amendment before the National Assembly for Wales is early December 2015. These regulations must be laid in draft for 20 working days with recess dates not being counted and a plenary debate held before they come into effect. For 2015/16 these amending regulations did not come into effect until 21 January 2015 and it is expected a similar timetable will apply for 2016/17.

- 2.5 As the full Council is meeting on 9 December 2015 to determine its local Council Tax Reduction Scheme for 2016/17 it is proposed that the Head of Function (Resources) (Section 151 Officer) is given the authority to make administrative arrangements so that all annual changes for uprating of financial figures or technical revisions are reflected in the Council's Council Tax Reduction Scheme and for each subsequent year.

3. REVIEW OF CURRENT COUNCIL TAX REDUCTION SCHEME

- 3.1 In **Appendix B** the full Council is provided with information, statistics and values concerning the impact of its Council Tax Reduction Scheme for 2015/16. This information will be useful in future to the full Council in its consideration whether to revise or replace its current scheme, in that:–

- It can use this data to measure trends (currently accurate at 30 September 2015) against the effective baseline (accurate at December 2012) when the Equality Impact Assessment was undertaken of protected characteristics and incidence of vulnerability. These trends are measured annually in September (similar data was provided to the full Council when it considered its scheme for 2015/16);
- To begin to understand the impact of the scheme upon the inhabitants of the Island with reference to age, disabled people, gender and race;
- For the future, to potentially inform the full Council's understanding of the potential costs of different potential schemes and of the potential costs of full or partial protection of particular client groups and vulnerable people. At present up to 100% reduction must be provided under the Regulations (if eligible) but the Welsh Government has stated that this is not sustainable in the longer term with those in receipt of a partial Council Tax Reduction probably having to pay more or for those currently receiving 100% reduction having for the first time contribute towards their Council Tax costs after April 2017.

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

- **Caseload:** the reduction in the caseload continues but at a slower rate. From December 2012 to September 2014 there was an overall reduction in the caseload of 6.3% (6,960 down to 6,525). During the annual period up to September 2015 the caseload was further reduced by 1.8% to 6,410;
- **Caseload:** the number of passported claimants i.e. passported claimants are claimants on Job Seekers Allowance (Income Based), Income Support, Employment Support Allowance (Income Related) and Pension Credit Guarantee where the Department for Work and Pensions have already verified income has declined from 71.4% to 69.7% of the caseload during the 12 months prior to September 2015. Non-passported claimants i.e. standard claimants has increased from 28.6% to 30.3%. For standard claimants the local authority has to verify income details. These claimants are usually in work but income is at a level where they are eligible for a full or partial Council Tax Reduction or are pensioners with savings and other income;
- **Age:** the analysis at December 2012 suggested a slightly higher incidence of Working Age over Pensioner Age claims by number (51.5%/48.5% split). By September 2014 this had increased very slightly (51.7%/48.3% split) and by September 2015 this trend continues (52.7%/47.3% split), but at a faster rate;
- **Age:** the analysis of households with children claiming a Council Tax Reduction in December 2012 was 21.9% of caseload. By September 2014 this has increased to 24.2% but by September 2015 it remained almost static at 24.1%;

- **Disability:** the analysis of households who receive a Council Tax Reduction where specified disability payments were received (these being – Care Component of a Disability Living Allowance (Low, Middle or High), Attendance Allowance, Support Component of Employment Support Allowance, Incapacity Benefit and Personal Independence Payments) in December 2012 this was 39.3% of caseload. By September 2014 this had decreased to 34.8%. This trend during the last 12 months has been reversed with 37.0% of households receiving a reduction where specified disability payments were received;
- **Gender:** the incidence of female single parents as at December 2012 was 92.5% (13.3% of caseload). By September 2014 this was 92.3% (14.3% of caseload). For September 2015 the figures are 92.1% (13.2% of the caseload);
- **Race:** The Office of National Statistics in December 2012 published its March 2011 Census relating to diversity for the Isle of Anglesey. All claimants completing a Council Tax Reduction application form are asked to complete a voluntary ethnic survey. (See Table 6 in Appendix B for a breakdown based on the voluntary survey which is compared to the March 2011 Census figures).

3.3 For the first 6 months of 2015/16, 782 new Council Tax Reduction Scheme claimants have been processed (compared with 864 for the same period last year) with 8,594 changes in circumstances processed (compared to 7,989 for the same period last year). The average time taken to process new claims and changes in circumstances is 6.4 days in this period (for the same period last year the average time was 7.3 days).

4. Review of the current scheme – local discretions

4.1 As the Welsh Government is not proposing to amend the Regulations, apart from financial upratings and technical amendments that are used in the Regulations, the only considerations available to the full Council to review and decide, is in the area of local discretions allowed by the Regulations. Under the Regulations, the full Council has local discretion in these areas only:-

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

Estimated increased costs for 2016/17 associated with extending the statutory extended period ranges between £7,500 for two weeks up to £22,000 for 6 weeks beyond the standard 4 weeks. Under the previous Council Tax Benefits rules no special provision existed to allow this and the full Council did not apply this when Council Tax Reduction was introduced. It is recommended therefore not to revise the scheme and extend the payment period for 2016/17.

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

The full Council already has a local scheme allowing additional disregards in this area. It is recommended that this should continue. The cost to the Council is estimated to be £22,600 in 2016/17. It is recommended therefore, that the additional disregards applied under the current local scheme will continue unrevised for 2016/17.

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

The full Council has always held the view that 3 months is an adequate time period to allow backdating of Council Tax Reduction for both pensioner and working age claims. The full Council is of the view that there are sufficient support networks available to advise claimants. There is a great deal of uncertainty about the likely cost if such a local scheme was applied and it is recommended therefore not to revise the scheme by extending the back-dating period beyond 3 months during 2016/17.

- 4.2** It should be noted that there is no additional money available from the Welsh Government to fund these discretionary elements.
- 4.3** Under Appendix 1 of its Council Tax Reduction Scheme for 2015/16, the full Council details the procedure by which a new claimant can apply for a reduction under the scheme. Below is provided an analysis of the method of application used by new claimants for the Council Tax Reduction Scheme between 1 April 2015 and 30 September 2015.

Method of application	Number	Percentage(%)
A. Electronic based application		
i. By appointment/self help at Revenues & Benefits Office, Llangefni	110	14.1
ii. By appointment over the telephone to Revenues & Benefits Office, Llangefni	79	10.1
iii. By appointment with approved and suitably trained partners	48	6.1
iv. On-line application via web site	347	44.4
v. Department for Work and Pension input documents	157	20.1
B. Paper based application	3	0.4
C. Method of application not known as not properly recorded	38	4.8
TOTAL	782	100

It is also recommended that these procedures remain the same and are not revised for 2016/2017 (apart for required changes due to the introduction of Universal Credit for certain claimants from September 2015 onwards).

5. Financial and Risk Implications

5.1 The Welsh Government's Provisional Local Government Revenue and Capital Settlement 2016/17 is not expected until 8 December 2015 and therefore the Council Tax Reduction Scheme Grant to be awarded to the Council to meet the cost of its local Council Tax Reduction Scheme for 2016/17 is not yet known (at the time of writing this report) The projections below are made based on the grant received for 2015/16. Current expenditure, end of Quarter 2 2015/16 is £5,342,301, offset by a Welsh Government Council Tax Reduction Scheme Grant of £5,228,000. This gives a projected shortfall of £114,301 to be borne by the Authority for 2015/16 for which a sufficient budget has been provided to meet this cost.

5.2 Two factors for 2016/17 will affect the expenditure on the scheme:-

- During 2015/ 16 there has been a caseload reduction of 1% - 2%, compared to the 2% - 3% reduction in 2014/15. Caseload may continue to reduce at a slower pace or even stabilise during 2016/17;
- Planned increase in Council Tax of 4.5% for 2016/17.

An additional uncertain factor, during 2016/17, affecting expenditure on the scheme will be the impact of Chancellor of Exchequer's proposed reforms for Tax Credits and living wage. Tax Credits is counted as income for Council Tax Reduction purposes and any reduction in their level will impact on the reduction paid. The Chancellor of the Exchequer is expected, in the Autumn statement scheduled for 25 November, to make further announcements with regard to Tax Credits.

5.3 Having regard to the above, at best the estimated expenditure on the scheme will be £5,471,050 (assuming a 2% reduction in caseload with a 4.5% increase in Council Tax) and at worst an estimated expenditure at £5,582,705 (assuming no caseload reduction with a 4.5% increase in Council Tax).

5.4 There is therefore an estimated expected shortfall of between £243k and £355k in grant funding which will have to be met by the Council. This is based on the full Council readopting the current scheme unchanged. However, the extent of the shortfall will become clearer during the budget setting process.

6. Legal Implications

6.1 The Council is obliged to make a Council Tax Reduction Scheme under the Prescribed Requirements Regulations. Although the legislation provides for a default scheme to apply in the absence of the Council making a scheme, the Council is, nevertheless, under a statutory duty to adopt its own scheme, even if it chooses not to apply any of the discretionary elements.

7. Equalities Implications

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

8. Background Documents

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

The Council Tax Reduction Schemes (Prescribed Requirements and Default Schemes) (Wales) (Amendment) Regulations 2016 No ????? (W????)

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

9. Recommendation

- That the full Council does not revise or replace its current Council Tax Reduction Scheme with another scheme;
- That the full Council formally adopts the current Council Tax Reduction Scheme for the financial year 2016/17. **(see Appendix A)**
- That the full Council in its meeting provides authority to the Head of Function (Resources) (Section 151) to make administrative arrangements so that all annual changes for uprating of financial figures or technical revisions in any amending regulation or regulations are reflected in the Council's Council Tax Reduction Scheme and for each subsequent year.



Isle of Anglesey County Council

Council Tax Reduction Scheme 2016/17

Prescribed Scheme for Pensioner and Non Pensioner Claimants

Introduction

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

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

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

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

Default Scheme Regulations

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

Prescribed Requirements Regulations

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

Amending Regulations

On ?? January 2016, a further set of amending regulations to mainly update the financial figures in line with the cost of living increases and address a number of minor technical points were approved by the National Assembly for Wales - the Council Tax Reduction Schemes (Prescribed Requirements and Default Schemes) (Wales) (Amendment) Regulations 2016 (**Amending Regulations**). These can be accessed:

<http://www.legislation.gov.uk/wsi/2016/??/contents/made>

These regulations therefore prescribe the main features of the scheme to be adopted by all Councils in Wales. An obligation, therefore, remains upon the Isle of Anglesey County Council to adopt a scheme. The Isle of Anglesey County Council is required to adopt a Council Tax Reduction Scheme by 31 January 2016 for 2016/17 onwards.

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

If the Isle of Anglesey County Council fails to make a scheme by 31 January 2016, then the default scheme shall apply under the provisions of the Default Scheme Regulations. The Isle of Anglesey County Council can, however, only apply discretion if it adopts its own scheme under the Prescribed Requirements Regulations.

Local Council Tax Reduction Scheme Requirements

The full Council of the Isle of Anglesey County Council approved its Local Council Tax Reduction Scheme on 9 December 2015 relating to the year beginning 1 April 2016. It specifies, in accordance with the Prescribed Requirements Regulations:–

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

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

The Isle of Anglesey County Council formally adopted its Local Council Tax Reduction Scheme based on requirements as detailed in the Welsh Government's "The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 No.3029 (W.301) (Prescribed Requirements Regulations) and the Council Tax Reduction Schemes (Prescribed Requirements and Default Schemes) (Wales) (Amendment) Regulations 2015 No.?? (W.??6) (Amending Regulations). The Prescribed Requirements Regulations and amending regulation can be accessed at:-

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

<http://www.legislation.gov.uk/wsi/2016/??/contents/made>

In summary:-

Part 1 of the Prescribed Requirements Regulations:

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

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

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

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

Pensioners who fall within Classes A to B.

Non-pensioners who fall within Classes C to D.

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

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

Persons whose capital exceeds £16,000.

Persons who are absent for a period from a dwelling.

Persons who are students.

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

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

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

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

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

This provides for the application of this scheme to students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- iv. Electronically via the Isle of Anglesey County Council’s web site or at the self – service point within the Revenues and Benefits Section Offices, Resources Function, County Offices, Llangefni, LL77 7TW;
- v. Department of Work and Pension Local Authority Input Document (LAID) and Local Authority Customer Information (LACI) where they declare an intention to claim a Council Tax Reduction;
- vi. the following Universal Credit forms in electronic format from the Department for Work and Pensions where they declare an intention to claim a Council Tax Reduction:
 - LCTR2 – Local Council Tax Reduction Proforma
 - LCTR3 – Local Council Tax Reduction Proforma
- vii. Electronically in some other format as the Isle of Anglesey County Council may decide in the future.

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

- i. By approved application form received by the Isle of Anglesey Resources Function, Revenues and Benefits Section at its designated offices at Council Offices, Llangefni, LL77 7TW or the Benefits Office, Room 3, 2nd Floor, Town Hall, Newry Street, Holyhead, LL65 1HU.
- ii. the following Universal Credit forms from the Department for Work and Pensions where they declare an intention to claim a Council Tax Reduction:
 - LCTR2 – Local Council Tax Reduction Proforma
 - LCTR3 – Local Council Tax Reduction Proforma

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

INDIVIDUAL ELEMENTS	INCOME DISREGARDED
War Disablement Pension	Yes (£10 statutory, 100% Local)
War Widows or War Widower's Pension	Yes (£10 statutory, 100% Local)
War Widow Pension (Pre 1973 – SPAL)	Yes (2016/17) 100% statutory, £???.?? subject to annual uprating*)
Unemployability Supplement	No
Additional Allowance for Wife (paid with Unemployability Supplement)	No
Constant Attendance Allowance	Yes (statutory)
Invalidity Allowance	No
Comforts Allowance	No
Age Allowance	No
Allowance for Lower Standard of Occupation	No
War Pensioners Mobility Supplement	Yes (statutory)
Exceptionally Severe Disablement Allowance	Yes (statutory)
Severe Disablement Occupational Allowance	Yes (statutory)
Child Allowance	No

* this is set by the Naval, Military and Air forces etc. "Disablement and Death" Service Pension Order 2006. Uprating for 2016/17 has not yet been received.

Table 1: Caseload 30 September 2015

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	6,410	100%	£5,342,301	100%
Percentage Awarded				
Council Tax Reduction full awards i.e. 100%	4,945	77.1%	£4,422,901	82.8%
Council Tax Reduction partial awards i.e. less than 100%	1,465	22.9%	£919,400	17.2%
Claim Type				
Passported* claims	4,471	69.7%	£3,964,758	74.2%
Non passported claims i.e. Standard Claims	1,939	30.3%	£1,377,543	25.8%
Council Tax Bands				
Band A (Disabled reduction)	9	0.1%	£5,743	0.1%
Band A	2,020	31.5%	£1,369,683	25.6%
Band B	2,023	31.6%	£1,592,875	29.8%
Band C	1,147	17.9%	£1,018,357	19.1%
Band D	738	11.5%	£738,868	13.8%
Band E	348	5.4%	£424,789	8.0%
Band F	107	1.7%	£160,540	3.0%
Band G	16	0.3%	£27,310	0.5%
Band H	2	0.0%	£4,136	0.1%
Band I	0	0.0%	£0	0.0%
Local town and community areas				
Holyhead	1,764	27.5%	£1,306,953	24.5%
Llangefni	551	8.6%	£436,517	8.2%
Amlwch	477	7.4%	£400,777	7.5%
Llanfair Mathafran Eithaf	219	3.4%	£208,171	3.9%
Rhosyr	217	3.4%	£191,920	3.6%
Menai Bridge	215	3.4%	£187,489	3.5%
Beaumaris	196	3.1%	£168,388	3.2%
Valley	171	2.7%	£141,920	2.7%
Llanfairpwll	153	2.4%	£134,931	2.5%
Llanbadrig	151	2.4%	£131,542	2.5%
Llanfaelog	145	2.3%	£125,934	2.4%
Llanfair yn Neubwll	137	2.1%	£113,179	2.1%
Llanerchymedd	136	2.1%	£115,475	2.2%
Llanfihangel Esceifiog	115	1.8%	£102,766	1.9%
Bodedern	104	1.6%	£90,220	1.7%
Pentraeth	103	1.6%	£89,700	1.7%
Llangoed	100	1.6%	£86,284	1.6%
Mechell	100	1.6%	£91,188	1.7%
Bodorgan	96	1.5%	£77,857	1.5%
Llaneilian	94	1.5%	£89,194	1.7%
Trewalchmai	92	1.4%	£78,083	1.5%
Llanidan	88	1.4%	£69,659	1.3%
Moelfre	86	1.4%	£72,226	1.4%
Rhosybol	86	1.4%	£78,935	1.5%
Cwm Cadnant	81	1.3%	£69,982	1.3%
Bryngwran	78	1.2%	£64,651	1.2%
Aberffraw	74	1.2%	£58,672	1.1%
Bodffordd	71	1.1%	£63,458	1.2%
Llangristiolus and Cherrigceinwen	64	1.0%	£68,376	1.3%
Cylch y Garn	58	0.9%	£56,334	1.1%
Trearddur	56	0.9%	£56,323	1.1%

Description	Number	Percentage	Value	Percentage
Local precepting areas (continued)				
Llanddona	50	0.8%	£45,795	0.9%
Tref Alaw	49	0.8%	£54,439	1.0%
Llanddaniel	49	0.8%	£42,913	0.8%
Llanfaethlu	45	0.7%	£40,231	0.8%
Llanfachraeth	44	0.7%	£36,549	0.7%
Llanddyfnan	43	0.7%	£45,321	0.9%
Rhoscolyn	24	0.4%	£24,717	0.4%
Penmynydd	19	0.3%	£16,288	0.3%
Llaneugrad	9	0.1%	£8,741	0.2%

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

Table 2: Age - Working and Pension Claims 30 September 2015

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	6,410	100%	£5,342,301	100%
Age Group				
Working Age	3,375	52.7%	£2,716,757	50.9%
Pensioner Age	3,035	47.3%	£2,625,544	49.1%
Passported claims* by Age Group				
Working Age	2,459	38.4%	£2,093,205	39.2%
Pensioner Age	2,011	31.4%	£1,871,554	35.0%
Non Passported i.e. standard claims by Age Group				
Working Age	971	15.1%	£678,414	12.7%
Pensioner Age	969	15.1%	£699,128	13.1%
Household Composition by Age Group - Couple				
Working Age	823	12.8%	£814,057	15.2%
Pensioner Age	836	13.0%	£858,320	16.1%
Household Composition by Age Group - Single				
Working Age	2,535	39.6%	£1,892,661	35.4%
Pensioner Age	2,216	34.6%	£1,777,263	33.3%

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

Table 3: Age – Households with responsibility for Children 30 September 2015

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	6,410	100%	£5,342,301	100%
Household Composition - status				
Couple	1,659	25.9%	£1,672,378	31.3%
Single	4,751	74.1%	£3,669,923	68.7%
Household Composition - children				
No children	4,867	75.9%	£4,066,281	76.1%
1 child	699	10.9%	£540,750	10.1%
2 children	470	7.3%	£392,583	7.3%
3 children	251	3.9%	£227,467	4.3%
4 children	83	1.3%	£72,675	1.4%
5 children	32	0.5%	£32,410	0.6%
6 children	4	0.1%	£5,562	0.1%
7 children	3	0.1%	£3,509	0.1%
8 children	0	0.0%	£0	0.0%
9 children	1	0.0%	£1,064	0.0%
Couples with children				
Working Age	489	7.6%	£473,830	8.9%
Pensioner Age	21	0.3%	£23,359	0.4%
Single with children				
Working Age	1,011	15.7%	£754,759	14.1%
Pensioner Age	22	0.3%	£24,072	0.5%
Couples with children under 5 years old				
Working Age	221	3.5%	£207,649	4.0%
Pensioner Age	0	0.0%	£0	0.0%
Single with children under 5 years old				
Working Age	409	6.4%	£301,648	5.7%
Pensioner Age	2	0.0%	£2,082	0.0%

Table 4: Households in which specified disability payments* received 30 September 2015

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	6,410	100%	£5,342,301	100%
Household Composition by age group				
Working Age	1,094	17.1%	£949,665	17.8%
Pensioner Age	1,276	19.9%	£1,156,111	21.6%

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

Table 5: Analysis of protected characteristics: Gender, Single Parents 30 September 2015

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	6,410	100%	£5,342,301	100%
Single Parents Household - Female				
Working Age	933	14.6%	£684,394	12.8%
Pensioner Age	14	0.2%	£12,236	0.2%
Single Parents Household - Male				
Working Age	73	1.1%	£57,715	1.1%
Pensioner Age	8	0.1%	£7,482	0.1%

Table 6: Ethnic Background Isle of Anglesey 30 September 2015

Ethnic Origin	March 2011 Census	Council Tax Reduction Scheme September 2015
White British	96.6%	87.1%
White other	1.7%	11.9%
Mixed heritage	0.8%	0.3%
Asian (All)	0.7%	0.4%
Black (All)	0.1%	0.2%
Other (All)	0.3%	0.1%

Table 7: Additional Council Tax Reduction Awarded under local discretionary scheme 30 September 2015

Description	Number	Percentage	Value	Percentage
Total Council Tax Reduction awarded	6,410	100%	£5,342,301	100%
War Widows (Pre 1973)	4	0.1%	£3,639	0.1%
War Disablement Pension	22	0.3%	£17,977	0.3%

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE / CORPORATE SCRUTINY COMMITTEE
DATE:	November 30th / December 1ST, 2015
SUBJECT:	SCORECARD MONITORING REPORT - QUARTER 2 (2015/16)
PORTFOLIO HOLDER(S):	COUNCILLOR ALWYN ROWLANDS
HEAD OF SERVICE:	SCOTT ROWLEY
REPORT AUTHOR: TEL: E-MAIL:	GETHIN MORGAN 01248 752111 GethinMorgan@anglesey.gov.uk
LOCAL MEMBERS:	n/a

A - Recommendation/s and reason/s	
1.1	This is the second scorecard of the financial year 2015/16.
1.2	It portrays the position of the Council against its operational objectives as outlined and agreed collaboratively between the Senior Leadership Team / Executive and Shadow Executive for Q2.
1.3	The Committee is requested to scrutinise the scorecard and note the areas which the Senior Leadership Team are managing to secure improvements into the future. These can be summarised as follows – <ul style="list-style-type: none"> 1.3.1 People Management - continue to further embed good management processes and practices with regards to sickness management with a focus on long term cases which can be influenced, and improvements in the undertaking of ARMs within timescales as to further improve on our sickness rates, costs and management as a Council 1.3.2 Financial Management – through the SLT, commentary and discussion re; financial issues are to be noted from the Q2 finance report considered at this meeting. 1.3.3 Performance Management – underperformance against indicators is recognised and managed through the mitigation measures noted to aide improvement during Q3.

<p>1.3.4 Customer Service – The Mystery Shop Audit will be considered by the Customer Service Excellence Board in November and any actions will be implemented as part of the project.</p> <p>1.4 The Committee is asked to accept the mitigation measures outlined above.</p>		
B - What other options did you consider and why did you reject them and/or opt for this option?		
n/a		
C - Why is this a decision for the Executive?		
This matter is delegated to the Executive		
CH - Is this decision consistent with policy approved by the full Council?		
Yes		
D - Is this decision within the budget approved by the Council?		
Yes		
DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	This was considered by the SLT at their meeting on the 9th of November and their comments are reflected in the report
2	Finance / Section 151 (mandatory)	No further comment
3	Legal / Monitoring Officer (mandatory)	No further comment
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
F - Appendices:		
Appendix A - Scorecard Monitoring Report – Quarter 2, 2015/16 & Scorecard		
FF - Background papers (please contact the author of the Report for any further information):		

- 2015/16 Scorecard monitoring report - Quarter 1 (as presented to, and accepted by, the Executive Committee in September 2015).

APPENDIX A: SCORECARD MONITORING REPORT – QUARTER 2 (2015/16)

1. INTRODUCTION

- 1.1 One of the Council's aims under the Wales Programme for Improvement is to secure the means by which continuous improvement can be evidenced and presented across the board. To that end, on an annual basis, a performance report has been drafted and published at the end of October, which demonstrates progress.
- 1.2 This scorecard was developed in parallel to identify and inform Council leaders of progress against indicators which explicitly demonstrates the successful implementation of the Council's day to day work and assists in providing the evidential base from which the performance report is drafted.
- 1.3 The scorecard continues to develop and embed, reflecting those changes that have been undertaken to traditional systems and practices within the Council. This year's indicators included within the scorecard (similar to last year) have been decided through a process of engagement and consultation with the Penaethiaid, Senior Leadership Team, the Executive and Shadow Executive.
- 1.4 The scorecard (Appendix 1) portrays the current end of Q2 position and will be considered further by the Corporate Scrutiny Committee and the Executive during November and December.

2. CONSIDERATIONS

- 2.1 This is the third year of collating and reporting performance indicators in a co-ordinated manner. The Council is now seeing trends establish themselves with regards to a number of those indicators and SLT / Scrutiny and Executive comments are having an impact on operational delivery.

2.2 PEOPLE MANAGEMENT

- 2.2.1 With regard to Absence Management, Q2 performance showed a slight decline (5.33 Days Sick per FTE) in performance when compared to the same period in 2014/15 (5.12 Days Sick per FTE).
- 2.2.2 This along with the underperformance in Q1 means that we are on course to hit 12 Days Sick per FTE this year (Table 1) and therefore 2 Days Sick per FTE over our target of 10 Days Sick per FTE. This is a 0.47day decline in performance based on 14/15 figures for the first half year.

Sickness absence - average working days/shifts lost

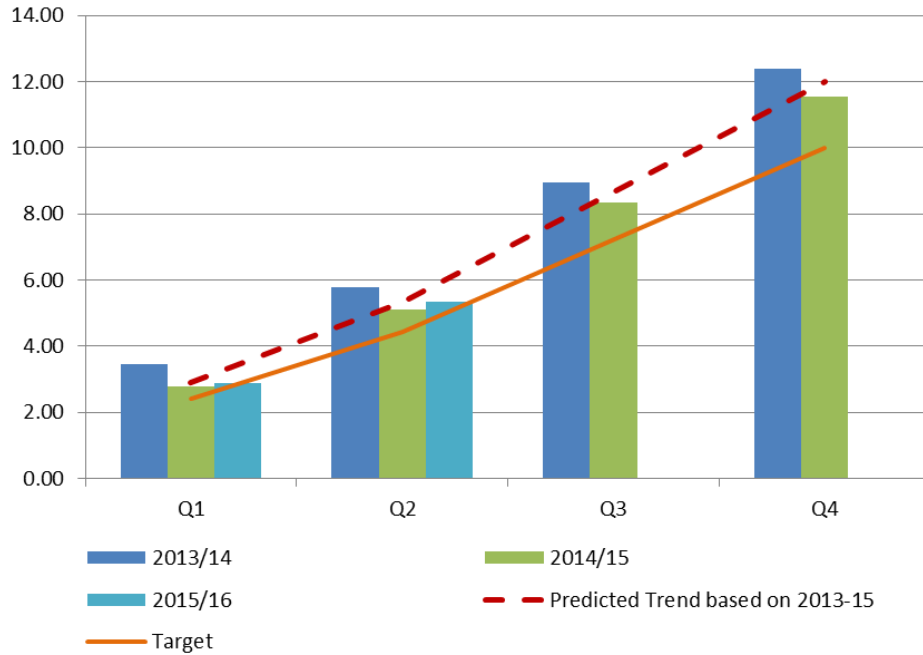


Table 1

2.2.3 Analysis of the associated data shows that one of the main reasons for not achieving our corporate target for Q2 of 5 days sick per FTE, was due to a decline in the Long Term Sickness rates which are not performing as well in comparison with Q2 results for 2013 & 2014. During Q2 we saw an approximate 3,700 working days lost due to long term sickness as noted in Table 2 below.

LONG TERM SICK DAYS

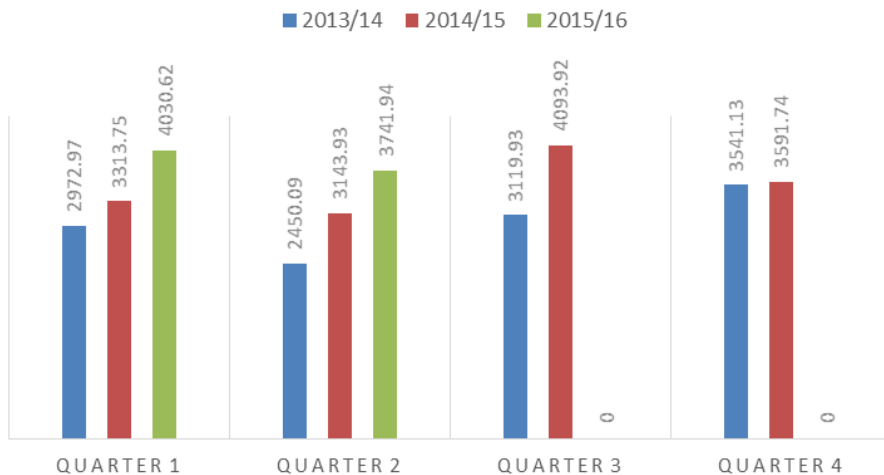


Table 2

2.2.4 Long Term sickness equated to 66% of our total sickness for Q2, an increase of 8% when compared to the same period for 2014/15 (58%).

2.2.5 In complete contrast, our short term sickness for Quarter 2 (1922 days) improved from the same period last year (2306 days). The recommendations agreed (in previous reports) and enacted upon to tackle short term sickness have made a significant improvement and can be evidenced in Table 3 below.

SHORT TERM SICK DAYS

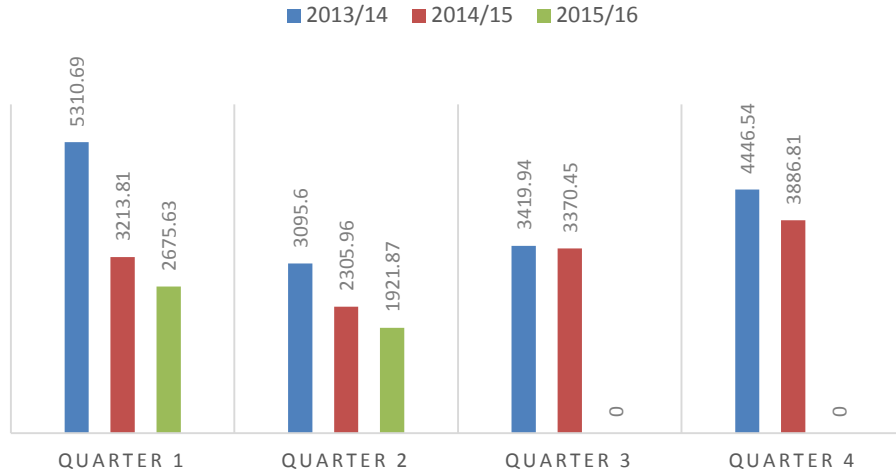


Table 3

2.2.6 Whilst this is a positive step in the right direction re: short term sickness the overall picture does demonstrate poor performance in comparison with previous years and the rest of Local Authorities in Wales where it is evidenced that our performance will continue to be placed in the lower quartile and perhaps worsen our overall position.

2.2.7 During Q2 the Council's Heads of Service have considered options of improving Long Term Sickness, and in particular focussing our efforts on the Long Term Sickness cases which can be influenced in accordance with our Managing Absence Policy. Expectations are that these improvements will be evidenced during Q3 and Q4.

2.2.8 Associated with sickness rates is the 'management' of sickness. An integral part of the management process within the Council is staff's compliance with corporate sickness policies which include return to work interviews (*indicator 5 on scorecard*).

2.2.9 The Council has embedded this working practice across its services. This improvement has continued during Q2, with Return To Work (RTW) interviews being held 85% of the time within 5 working days when compared to 82% for the same period in 14/15 (Table 4).

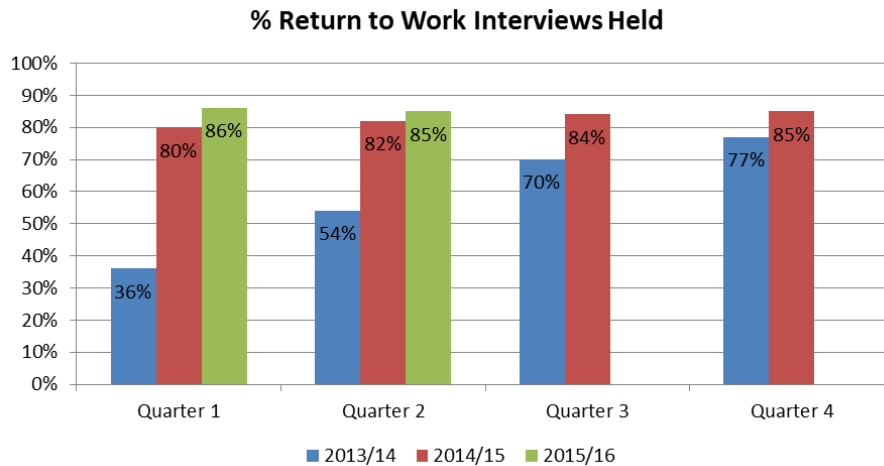


Table 4

2.2.10 With regards to the ‘management’ of sickness, and staff’s compliance with corporate sickness policies, significant improvements have been evidenced regarding the return to work practise.

2.2.11 It was recommended by the SLT, that further consideration and focus is given to the management of recurring short-term sickness absence where trigger points are reached and the completion of attendance review meetings (ARMs) are undertaken. These are now reflected in the new 2015/16 scorecard and a target of 85% has been set for the number of ARMs to be completed during the forthcoming year.

2.2.12 Figures for Q1 (33%) showed an underperformance against this target and figures for Q2 (24%) further demonstrates the need for ARMs to be embedded into the working practise of the Council during the forthcoming year. At the time of writing this report only 15 out of 63 ARM interviews took place within timescale (2 weeks). A further 7 ARMs took place outside of the timescale giving an overall figure of 35% (22 out of 63) up to the end of Q2.

2.2.13 The SLT therefore recommends –

- To continue to further embed good management processes and practices with regards to sickness management with a focus on long term cases which can be influenced, and improvements in the undertaking of ARMs within timescales as to further improve on our sickness rates, costs and management as a Council.

2.2.14 The ‘% of staff with a Disclosure Barring Service (DBS) Certificate’ (item 14 on the people management section) now includes data from all services and is, at the time of writing this report, showing 98.5% of staff have a DBS in place. The remaining 1.5% of staff are in the process of applying for a DBS.

2.3 FINANCIAL MANAGEMENT

2.3.1 As a whole, the Council following its second quarter financial performance envisages seeing an end of year net overspend of £0.9M. This predicted outturn position is an improvement on that reported at quarter 1 where an overspend of £1.6m was estimated.

2.3.2 The main service variances impacting on this projected overspend at the end of Q2 are as follows:-

Adults Social Care – This service was £265k (2.6%) overspent for the period, with the forecast outturn for the year as a whole being a predicted overspend of £505k (2.3%)

The most significant increases in forecast overspend are in learning disabilities and mental health services. An estimated underspend in management and support is reducing the impact of these.

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

The service areas where we are currently experiencing overspends due to (i) higher than expected demand and (ii) cost pressures, include –

- external home care placements (£569k)
- Learning Disabilities Day Care (£85k) and
- external Mental Health residential care (£245k).

Management of overall placement occurs through allocation panels which allow managers to consider in detail how placements are commissioned. This ensures not only a safe outcome for service users but also the most cost effective outcome for the Council. A specific review of LD Day Care is currently underway. An example of the cost pressures on the service is the 1.7% increase on fees for external residential placements for 15/16 for which no additional budget has been provided. We estimate the impact of this alone to be £150k across the service for 15/16.

Resources – The service was overspent by £213k (13.8%) at the end of the period, with a forecast overspend of £197k (25%) for the year as a whole. This is a declining position from the overspend estimated at quarter 1 of £97k. The increase is due to expected difficulty in achieving the savings to be found for the bank tender exercise which will instead contribute savings for one year mainly in 2016/17. Agency costs also contribute to the overspend but these will reduce from October 2015 onwards.

Transformation – This section underspent by £88k (28.7%) during the period however is forecast to be £170k (45%) overspent for the year as a whole. This is a significant increase on the predicted underspend of £55k reported for quarter 1. The function's operational budget is expected to underspend by £130k. However the potentially unachievable smarter working savings target of £300k may cause an overall overspend position at year end. Remedial action has been taken within the service through vacancy management. However the savings to be found target poses a risk to the service as there is no indication at this stage that these savings can be achieved.

2.3.3 At a time of continued financial constraints in the public sector, it is noted that these projected figures may change due to events, service demands and information which may impact on the projections. However, through the SLT, Penaethiaid

should consider all options for remedial action during Q3 to try and reduce the estimated overspend in the future. This message is re-iterated at regular Penaethiaid meetings for action. Further detail is to be considered in the Q2 financial report.

2.4 PERFORMANCE MANAGEMENT

2.4.1 The scorecard for Performance Management has been amended for 2015/16 to show performance against indicators requested by the Senior Leadership Team, Executive and Shadow Executive. The following provides the narrative against the challenges and drive needed to further succeed in 2015/16.

2.4.2 At the end of Q2 we note that 4 indicators are RED against their annual target for the year and 7 indicators which are AMBER.

2.4.3 One indicator within Adult Services shows RED –

- (i) *03 - LI/018b - the % of carers of Adults who requested an assessment or review that had an assessment or review in their own right during the year which shows as RED on the scorecard. The result for Q2 (77.9%) is below the target of 93%, it is however an improvement on the Q1 performance of 66.5%. Since April 2015 a total of 362 requested an assessment or where due review and 282 of these were assessed. 80 are awaiting assessment or review*

Mitigation - A list of outstanding reviews and assessments as well as future Q3 reviews have been passed to the carers team for actioning during Q3. An internal review of processes will also be undertaken with a view of streamlining the pathway and providing robust data.

2.4.4 Three indicators within Childrens Services shows as **AMBER** –

- (i) SCC/002 - During the year, the percentage of children looked after at 31 March, who have experienced one or more changes of school, during the periods of being looked after, which were not due to transitional arrangements – Q2 16.67%, Target – 15% **AMBER**. This compares with a performance of 5% for Q1.

The service endeavours to ensure that our Looked after children are able to continue their schooling in their current school wherever possible. Sometimes it is better for the child to change school rather than travel many miles to school, every morning and afternoon; however each decision for a change of school is always only undertaken after looking at all the positives and negatives of such a change. Therefore this PI is very difficult to adhere to, due to each individual child's circumstances, wishes and requirements. In Q2 8 children changed school and 6 of these were in accordance with their permanency plans, whilst the remainder moved into residential settings.

- (ii) SCC/025 – *the % of statutory visits to looked after children due in the year that took place in accordance with regulations Q2 – 90.52% Target – 100 **AMBER**. This is a slight improvement on the performance of 89.87% in Q1.*

Visits have slightly improved, but struggle to be within timescales. Staff absence has played a part in being off target; Managers of FIT and LAC

teams both use tracking tools as reminders to staff to complete visits, unfortunately tracking meetings do not take place as often as required. In Q2, 18 visits (7%) were late, rather than not completed, with 3% of visits not undertaken.

. **Mitigation** to improve these standards for Q3 are as follows –

- FIT team capacity to be reviewed as demands have increased. Service Manager and Team will continue to address this.
- Sickness absence / Annual leave to be continually managed via the corporate policies and procedures with monthly updates recorded.
- The trackers system to continue to be used weekly and system to be devised to ensure visits are completed when staff are on leave or there are sickness absences.

(iii) SCC/043a: The % of required core assessments completed within 35 working days; Q2 – 75.8, Target 85, **AMBER**. This is slightly down when compared with a performance of 78.13% during Q1.

During the quarter, core assessments not meeting timescales related to three families. One was missed by 1 day while the other two were 9 days late.

Mitigation – to improve these standards during Q3 the following will continue to be actioned –

- Team Managers to remind staff of related timescales, individual staff members to be addressed via reflective discussions and the tracker system to be updated.

2.4.5 One indicator within Learning shows an underperformance –

(i) 18 – LCL/004: The number of library materials issued during the year is **AMBER** on the scorecard with a performance of 148k issues compared to a target of 153k issues.

Library materials issued are under target and slightly down on 2014/15 figures but the library service has set a high target (above last years performance) as a mechanism for improvement. This is challenging given the economic and staffing realities. These figures exclude e-resources which are increasing.

Mitigation – to improve the issues during Q3 the service will –

- Continue to promote reading and borrowing through engaging in Reader Development Activities.

2.4.6 One indicator within Economic & Community Regeneration shows an underperformance –

- (i) 19 – LCS/002b – The number of visits to local authority sport and leisure centres during the year where visitors will be participating in physical activity is **RED** on the scorecard. The result of 207k against a target of 248k.

Further interrogation of the data during Q2 identified anomalies between the old system (Torex) and the new system (Cascade) which explains why the target has not been achieved.

Mitigation – the following will be implemented during Q3:

- Target setting for the year will be revised to reflect the anomalies identified during Q2.
- The Management Booking system is now being checked by a Senior Officer to ascertain if it contains any defects.
- The Leisure function have obtained quotations for an Access Control system, which would enable the Leisure Centres to improve the accuracy of participation numbers further.

2.4.7 Four indicators within the Housing Service shows an underperformance –

- (i) 20 - % of tenants satisfied with responsive repairs; Q2 - 88.4%, Target 92%; **AMBER**

There was 410 responses to the end of Q2. Of the 410 responses, 43 had questioned unanswered, this has a negative effect on the result returned.

Mitigation - A review of all operatives' returns will be carried out and further Tool Box Talks (TBT) arranged to ensure data is correctly captured

- (ii) 21 – Average number of housing repair jobs completed per operative per day; Q2 – 3.1, Target – 6; **RED**
&
(iii) 22 - Productivity of workforce - % of time which is classified as productive; Q2 – 69.5%, Target – 75%; **AMBER**

There is a need to review the data that is being captured to calculate the figures. Currently the count of jobs carried out on void properties and servicing is not being captured by operatives due to these elements not having an appropriate Schedule of Rates item to record productive time against.

Mitigation – A Schedule of Rates will be built into the data collection system for future records. A slight improvement should be seen in Q3 with a further improvement in Q4.

- (iv) The average no. of calendar days to let lettable units of accommodation (excluding DTL's); Q2 – 38.4, Target – 25; **RED**

A review of the Void management process has been undertaken and the recommendations are being implemented.

Mitigation – to improve this for Q3 the following will be actioned -

- Weekly Void monitoring meetings will take place with Housing and BMU Officers
- Additional local PIs will be introduced to monitor further steps in the Void process

In addition to the above mitigation Corporate Scrutiny have identified, in their meeting on September 14th, the need to establish an Outcome Panel to further scrutinise performance on how we manage Voids. This work will be undertaken in Q4.

2.4.8 Whilst the remaining indicators reported for Q2 are all ragged **GREEN** within the performance management section it should be noted that this does not mean that our position on a national basis has improved across all areas. Based on 14/15 quartile results it appears that although 61% of our work related the NSI / PAM indicators have seen an improvement our ranking on a national basis has suffered due to other Council's performing better during the year.

2.4.9 Further analysis of the overall performance can be gained through the Annual Performance Report which has been published at the end of October and was reported to the Scrutiny and Executive Committees in September

2.5 CUSTOMER SERVICE

2.5.1 Regarding Customer Complaints Management, by the end of Q2 27 Complaints were received and 4 Stage 2 Complaints in Social Services. All of the complaints have received a response and of these complaints 8 were upheld in full, 3 were partially upheld whilst the remaining 16 were not upheld.

2.5.2 There were 55 concerns recorded from April to September and of these concerns 33 related to Waste Management, 9 for Planning, 9 for Resources and 4 for Leisure. The majority of the Waste Management concerns relates to phone calls not being answered due to staffing shortages

2.5.3 The SLT therefore recommends –

- A review of Waste Management Customer Services is undertaken during Q3 to ascertain why there are a high number of concerns and also identify suitable solutions to the issues affecting its' current performance

2.5.4 One indicator which continues to improve is the % of FOI requests responded to within timescale, performing at 73% at the end of Q2 compared to 59% for Q2 in 2014/15, although this is still below the target of 80%.

2.5.5 There were 373 FOI requests to the council between April and September with a total of 1321 questions needing to be responded to within timescale. This compares favourably with the 467 requests and 2357 questions needing to be responded to during the same period in 14/15.

2.5.6 During Q2 the Tenant Auditing Group (TAG) undertook an audit of the Council as part of the Customer Service Excellence Project. TAG consists of 10 Anglesey Council tenants who have received 'Tenant Auditing' training facilitated by TPAS Cymru and have completed 5 audits to date. The aim of the mystery shop was to ensure all services within the council are adhering to the Customer Care Charter.

2.5.7 To audit the Charter the auditors completed the following activities:

- Visited a cross section of Council services to carry out 28 face-to-face interactions
- 2 home visits which did not result in additional costs to the Council
- Telephoned 40 published numbers across the Council
- Sent 31 emails to published email addresses
- Sent 30 letters to a cross section of Council services

2.5.8 The Tenant Auditing Group will present the Audit report to the Customer Service Excellence Board in November who will decide on the best way to action the recommendations from the report as well as communicate the findings to members and staff.

2.5.9 In short, the results of the audit are positive. It provides documented evidence that the majority of citizen interactions with the Council are in-keeping with customer charter expectations. Exceptions exist which are expected in any large organisation and these are reflected in some of the report's recommendations.

These include:

- Officers need to familiarise themselves with the Corporate Customer Care Charter
- Officers need to be reminded of their commitment to equality and diversity
- All services/officers need to ensure they have voice mail facility
- Set up automated acknowledgement responses for all publically available emails
- Officers need to take ownership of letters.
- Letters should be acknowledged by the person or service that the letter was directed to.

2.5.10 The SLT recommends that –

- The Mystery Shop Audit be considered by the Customer Service Excellence Board in November and any actions are to be implemented as part of the project.

3. RECOMMENDATIONS

3.1 The Committee is requested to scrutinise the scorecard and note the areas which the Senior Leadership Team are managing to secure improvements into the future. These can be summarised as follows –

3.1.1 People Management - continue to further embed good management processes and practices with regards to sickness management with a focus on long term cases which can be influenced, and improvements in the undertaking of ARMs within timescales as to further improve on our sickness rates, costs and management as a Council.

3.1.2 Financial Management – through the SLT, commentary and discussion re; financial issues are to be noted from the Q2 finance report considered at this meeting.

3.1.3 Performance Management – underperformance against indicators is recognised and managed through the mitigation measures noted to aide improvement during Q3.

3.1.4 Customer Service – The Mystery Shop Audit be considered by the Customer Service Excellence Board in November and any actions are to be implemented as part of the project.

3.2 The Committee is asked to accept the mitigation measures outlined above.

Corporate Scorecard C-Q2

Customer Service	Actual	Target	RAG	Trend	14/15 Result
01) No of Complaints received (excluding Social Services)	27	32	Green	↑	65
02) No of Stage 2 Complaints received for Social Services	4	-	-	-	-
03) Total number of complaints upheld / partially upheld	8	-	-	-	16
04) Total % of complaints acknowledged within 5 working days	100%	100%	Green	→	100%
05) Total % of written responses to complaints within 20 days	100%	100%	Green	→	100%
06) Number of concerns (excluding Social Services)	55	-	-	↓	71
07) Number of Stage 1 Complaints for Social Services	28	-	-	-	-
08) Number of Ombudsman referrals upheld	0	1	Green	→	0
09) Number of Compliments	366	-	-	-	521
10) % of FOI requests responded to within timescale	73%	80%	Amber	↑	68%
11) Number of FOI requests received	359	-	-	-	608
12) Average 'rings' taken to answer telephone (1 Ring = 3 Sec)	3	5	Green	↑	3
13) % of telephone calls not answered	12%	15%	Green	→	16%
14) % of written communication replied to within 15 working days of receipt (Mystery Shop - Q2)	67%	-	-	-	-
15) % of written responses in the customers language of choice (Mystery Shop - Q2)	100%	-	-	-	-
16) % of telephone calls answered bilingually (Mystery Shop - Q2)	77%	-	-	-	-
17) % of staff that took responsibility for the customer query (Mystery Shop - Q2)	90%	-	-	-	-

People Management	Actual	Target	RAG	Trend	14/15 Result
01) Sickness absence - average working days/shifts lost	5.33	5	Green	↓	11.53
02) Short Term sickness - average working days/shifts lost per FTE	1.98	-	-	↑	-
03) Long Term sickness - average working days/shifts lost per FTE	3.35	-	-	↓	-
04) % of RTW interview held	85%	80%	Green	↓	85%
05) % of stress related sickness	8%	9%	Green	↓	5%
06) Number of employees that have hit trigger points requiring a Attendance Review Meeting (ARM)	24%	85%	Red	↓	-
07) Number of staff authority wide, including teachers and school based staff (FTE)	2321	-	-	-	2336
08) Number of staff authority wide, excluding teachers and school based staff(FTE)	1316	-	-	-	1362
09) % of PDR's completed within timeframe	76%	80%	Amber	↑	53%
10) Local Authority employees leaving (%) (Turnover) (Annual)	6%	-	-	-	-
11) Local Authority employees made redundant (compulsory)	7	-	-	-	-
12) Local Authority employees made redundant (voluntary)	4	-	-	-	-
13) No. of Agency Staff	22	-	-	↑	21
14) % of staff with DBS Certificate (if required within their role)	98.50%	-	Green	-	-

Financial Management	Spend (£)	Variance (%)	RAG	Trend	14/15 Result
01) Forecasted end of year outturn	£124,953,000	0.77%	Red	-	-
02) Salary Year to Date Variance	£737,510	3.59%	Red	-	-
03) % of Budget spent on Salary	-	39.10%	-	-	-
04) Cost of agency staff	£502,484	-	Red	-	-
05) Cost of consultancy	£1,309,597	-	Red	-	-
06) Notional cost of sickness absence	£1,085,721	-	-	-	-
07) Budget v Actuals (Resources)	£1,049,601	18.99%	Red	-	-
08) Budget v Actuals (Adult Services)	£376,703	3.75%	Red	-	-
09) Budget v Actuals (Transformation)	£111,979	5.65%	Red	-	-
10) Achievement against efficiencies (Resources)	-£73,000	90.12%	Red	-	-
11) Achievement against efficiencies (Adult Services)	-£80,000	19.66%	Amber	-	-
12) Achievement against efficiencies (Highways, Waste & Property)	-£139,000	9.89%	Red	-	-
13) Income v Targets (excluding grants) (Childrens Services)	£61,700	39.79%	Red	-	-
14) Income v Targets (excluding grants) (Resources)	£63,500	81.19%	Red	-	-
15) Income v Targets (excluding grants) (Adult Services)	£168,736	4.89%	Red	-	-
16) % of Council Tax collected (for last 3 years)	-	98.60%	-	↑	-
17) % of Business Rates collected (for last 3 years)	-	98.50%	-	↑	-
18) % of Sundry Debtors collected (for last 3 years)	-	97.10%	-	↑	-
19) % Housing Rent collected (for the last 3 years)	-	97.20%	-	↑	-

Performance Management	Actual	Target	RAG	Trend	14/15 Target	13/14 Result	4/15 Quartil
01) SCA/02b: The rate of older people (aged 65 or over) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March	21.99	22	Green	↓	22	23.28	Lower
02) SCA/018a: The percentage of carers of adults who were offered an assessment or review of their needs in their own right during the year	94	93	Green	↓	93	92.87	Lower Median
03) LI/18b The percentage of carers of adults who requested an assessment or review that had an assessment or review in their own right during the year	77.9	93	Red	↑	93	-	-
04) SCA/016c: The % of carers of adults who were assessed or re-assessed in their own right during the year who were provided with a service	96.8	96	Green	→	96	96	-
05) SCA/019: The % of adult protection referrals completed where the risk has been managed	97.37	90	Green	↑	90	91.92	Lower
06) SCC/002: During the year, the percentage of children looked after at 31 March, who have experienced one or more changes of school, during the periods of being looked after, which were not due to transitional arrangements	16.67	15	Amber	↓	15	18.5	Lower
07) SCC/025: The % of statutory visits to looked after children due in the year that took place in accordance with regulations	90.52	100	Amber	↑	100	93.53	Upper
08) SCC/041a: The percentage of eligible, relevant and former relevant children that have pathway plans as required	86.36	90	Green	↑	90	78.26	Lower
09) SCC/43a: The % of required core assessments completed within 35 working days	75.81	85	Amber	↓	85	77.88	-
10) Attendance - Primary (%)	94.7	94.5	Green	↑	94.5	-	TBC Q3
11) Attendance - Secondary (%)	93.5	93.3	Green	↑	93.3	-	Lower Median
12) No. of days lost to temp exclusion - Primary	-	-	-	-	25	-	-
13) No. of days lost to temp exclusion - Secondary	-	-	-	-	94	-	-
14) KS4 - % 15 year olds achieving L2+ (Annual)	-	-	-	-	56	-	-
15) EDU/015a: The percentage of final statements of special education need issued within 26 weeks including exceptions (Annual)	-	-	-	-	-	-	-
16) EDU/015b: The percentage of final statements of special education need issued within 26 weeks excluding exceptions (Annual)	-	-	-	-	-	-	-
17) LCL/001b: The no. of visits to public libraries during the year	144k	144k	Green	↑	285k	-	Lower
18) LCL/004: The no. of library materials issued, during the year	148k	153k	Amber	→	305k	-	-
19) The number of applicants with dependent children who the Council secured non-self contained bed and breakfast accommodation	0	-	-	-	-	-	-
20) % tenants satisfied with responsive repairs	88.4	92	Amber	↓	92	-	-
21) Average number of housing repair jobs completed per operative per day	3.1	6	Red	-	6	-	-
22) Productivity of workforce- % time which is classified as productive	69.5	75	Amber	↑	75	-	-
23) The average number of calendar days to let lettable units of accommodation (excluding DTLs)	38.4	25	Red	↑	25	-	-
24) STS/005b: The percentage of highways inspected of a high or acceptable standard of cleanliness	92.2	94	Amber	-	95	96.3	Lower Median
25) STS/006: The percentage of reported fly tipping incidents cleared within 5 working days	99	94	Green	↑	95	95.9	Lower Median
26) WMT/009b: The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled	60.37	58	Green	↓	58	55.2	Lower Median
27) WMT/004b: The percentage of municipal waste sent to landfill	23.6	40	Green	↑	41	43.2	Lower
28) THS/011c: The % of non-principal (C) roads that are in an overall poor condition (annual)	-	-	-	-	-	-	THS/012 - Lower
29) No. of attendances (young people) at sports development / outreach activity programmes	53k	35k	Green	→	85k	144k	-
30) LCS/002b: The number of visits to local authority sport and leisure centres during the year where the visitor will be participating in physical activity	207k	248k	Red	↑	540k	531k	Upper Median
31) No of new apprenticeships	-	-	-	-	-	-	-
32) Adult Social Care Programme	-	-	Green	→	-	Green	-
33) Leisure Transformation Project	-	-	Green	→	-	Green	-
34) Library Transformation Project	-	-	Green	→	-	-	-
35) School Modernisation Programme	-	-	Green	→	-	Green	-

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	EXECUTIVE COMMITTEE
DATE:	30 NOVEMBER 2015
SUBJECT:	REVENUE BUDGET MONITORING, QUARTER 2 2015/16
PORTFOLIO HOLDER(S):	COUNCILLOR H E JONES
HEAD OF SERVICE:	MARC JONES
REPORT AUTHOR:	CLAIRE KLIMASZEWSKI
TEL:	01248 751865
E-MAIL:	ClaireKlimaszewski@anglesey.gov.uk
LOCAL MEMBERS:	n/a
A - Recommendation/s and reason/s	
<ol style="list-style-type: none"> 1. In February 2015, the Council set a net budget for 2015/16 with net service expenditure of £124.6m to be funded from Council Tax income, NNDR and general grants. 2. The budget for 2015/16 included required savings of £4.3m. These have been incorporated into the individual service budgets and achievement or non-achievement of these is reflected in the net under/overspends shown. 3. This report sets out the financial performance of the Council's services for the second quarter of the financial year which relates to the period 1 April 2015 to 30 September 2015. The projected position for the year as a whole is also summarised. 4. The overall projected financial position for 2015/16 is an overspend of £980k which is less than 1% (0.78%) of the Council's net budget for 2015/16. This is an improvement on the forecast overspend of £1.62m (1.3%) which was reported during quarter 1. The explanations for significant variances are included within the report. 5. It is recommended that the following are noted:- <ol style="list-style-type: none"> (i) the position set out in respect of financial performance to date; (ii) the projected year end deficit; and (iii) actions being taken to address this. 	
B - What other options did you consider and why did you reject them and/or opt for this option?	
n/a	
C - Why is this a decision for the Executive?	
This matter is delegated to the Executive.	
CH - Is this decision consistent with policy approved by the full Council?	
Yes	
D - Is this decision within the budget approved by the Council?	
Yes	

DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No comment received
2	Finance / Section 151 (mandatory)	n/a – this is the Section 151 Officer's report
3	Legal / Monitoring Officer (mandatory)	No comment received
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	
F - Appendices:		
<ul style="list-style-type: none"> Appendix A - Revenue Budget Monitoring Report – Quarter 2, 2015/16 (includes Annex A – table of forecast revenue outturn 2015/16 and Annex B - summary of use of contingencies budgets). 		
FF - Background papers (please contact the author of the Report for any further information):		
<ul style="list-style-type: none"> 2015/16 Revenue Budget (as recommended by this Committee on 16 February 2015 and adopted by the the County Council on 26 February 2015). 		

REVENUE BUDGET MONITORING – QUARTER 2 2015/16

1. General Balance – Opening Position

1.1 The provisional outturn for 2014/15 resulted in general balances at the start of the current financial year of £7.5m, a healthier position than previously expected.

2. Period to end of Quarter 2 (herein referred to as ‘the period’) – Financial Performance by Service

2.1 The details of the financial performance by service for the period and the projected outturn position for each is set out in Annex A. A net overspend of £980k is predicted at 31 March 2016. This is an improvement on the estimated outturn reported at Quarter 1 which predicted an overspend on the services of £1.62m. The table below summarises the variances.

Summary of projected variances at 31 March 2016 based upon financial information as at 30 September 2015	
	(Under) /Overspend £000
Lifelong Learning	12
Adult Social Care	505
Children’s Social Care	104
Leisure	111
Highways and Transport	160
Planning and Public Protection	(395)
Waste Management	300
Corporate - Other Services	(193)
Resources – excluding benefits granted	197
Transformation	170
Other	9
Net	980

3. Explanation of Significant Variances

3.1 Lifelong Learning

3.1.1 Central Education

3.1.1.1 This service was overspent by £189k (16.3%) at the end of Quarter 2. The forecast for the year-end is an overspend of £7k (less than 1%). The forecast overspend is mainly as a result of a forecast overspend of £128k on integration placements and a predicted overspend on school transport of £173k. These are countered by a forecast underspend of £193k on Out of County placements and underspends in Youth Services, School Meals and Appetite for Life. The outturn has improved from an overspend of £51k to an estimated overspend of £7k due to more information on likely demand now the academic year has started. The forecast overspend includes remedial action taken to reduce the overspend from current levels through reduced out of county placements. However, this is a demand-led budget which may be subject to change.

3.1.2 Culture

3.1.2.1 This service was £26k (3.8%) underspent during the period, with the forecast outturn for the year being an overspend of £5k (less than 1%). This is the same as the predicted outturn reported in Quarter 1. The estimated outturn is the result of overspends in Museums due to unachievable income targets. This overspend is offset by an underspend predicted for Library Services of £50k and due to increased income at South Stack. This forecast includes remedial action taken through vacancy management to reduce the impact of the museums on the overall service outturn.

3.2 Communities

3.2.1 Adult Social Care

3.2.1.1 This service was £377k (3.8%) overspent for the period, with the forecast outturn for the year as a whole being a predicted overspend of £505k (2.3%).

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

- Services for the Elderly: forecast overspend of £335k;
- Physical Disabilities: forecast underspend of £151k;
- Learning Disabilities: forecast overspend of £231k;
- Mental Health: forecast overspend of £200k;
- Provider Unit: forecast underspend of £60k; and
- Management and Support: an underspend of £50k is predicted.

3.2.1.3 The most significant increases in forecast overspend are in Learning Disabilities and Mental Health services. An estimated underspend in Management and Support is reducing the impact of these.

3.2.1.4 Approximately 59% of the Service's budget is demand-led. Work is continuously on-going on predicting future costs of this demand-led budget. The year-end prediction at each month-end is based on the latest available information on each adult placement. Indeed, the circumstances can change from one week to the next. This makes predicting the year-end position extremely difficult and can result in large swings from one period to the next. The service areas where we are currently experiencing overspends due to (i) higher than expected demand and (ii) cost pressures, include external home care placements (£569k), Learning Disabilities Day Care (£85k) and external Mental Health residential care (£245k). Management of overall placement occurs through allocation panels which allow managers to consider in detail how placements are commissioned. This ensures not only a safe outcome for service users but, also, the most cost effective outcome for the Council. A specific review of LD Day Care is currently underway. An example of the cost pressures on the service is the 1.7% increase on fees for external residential placements for 2015/16 for which no additional budget has been provided. We estimate the impact of this alone to be £150k across the service for 2015/16.

3.2.2 Children's Services

3.2.2.1 The service was £2k (less than 1%) underspent during the period and is projected to be overspent by £104k (1.6%) for the year as a whole, this includes a projected overspend of £314k for Looked-after-Children; which includes a high cost placement under secure order provisions. This is a small increase on the forecast overspend of £97k reported for Quarter 1. All remaining areas within Children's Services are estimated to underspend due to remedial action such as vacancy management which is reducing the impact of the overspend on looked after children on the whole service outturn.

3.2.2.2 The projections are based on a worst case assumption on the demand/costs for Looked-after Children based on the service costs/demand/likely demand for the future. The financial projections are based on assumptions relating to case decisions/developments. These are far from predictable, and individual circumstances can, and do, change. During Quarter 2 more work on the detail of the demand/cost/projection has been undertaken by the Service in conjunction with Accountancy Service and the individual circumstances of some children have changed. Based on the information available at this point, and assumptions relating to case decisions/developments, a best possible projection has been made. This is related to an area of high cost provision – where weekly cost can vary between £3k – £10k. For example should the Service have to accommodate one child in a mid-cost placement for the duration of this financial year, this would cost £130k. This makes predicting the year-end position extremely difficult.

3.2.3 Housing (Council Fund)

3.2.3.1 This service was underspent by £74k (7.4%) during the period. An underspend of £50k (5%) is estimated. The underspend is due to welfare reform projects starting later than anticipated. A forecast was not provided during Quarter 1 due to difficulty in forecasting during a significant restructure of the service.

3.2.4 Housing (HRA)

3.2.4.1 This service was underspent by £10k (less than 1%) during the period, with a forecast underspend of £500k (76.6%) by the year end. The underspend is due to increased income and savings generated through the restructured Housing Maintenance Unit (HMU). The surplus will remain within the HRA and will be used to reduce the HRA debt.

3.3 Sustainable Development

3.3.1 Economic Development

3.3.1.1 This service was underspent by £54k (7%) at the end of the period, with the projected outturn for the year as a whole being on budget. There are pressures within the service in relation to under-achievement of income targets. However, these are being offset by underspends within staffing budgets. However, this a short-term measure and lack of specialist capacity is a risk.

3.3.2 Leisure

3.3.2.1 This service was £76k (10.2%) overspent during the period, with an overspend of £111k (4.8%) forecast for the year as a whole. This is an improvement from the estimated overspend of £146k reported for Quarter 1. This improvement is due to redundancy severance payments being funded from contingencies for redundancies which lead to efficiency savings. The reasons for the estimated overspend at 31 March 2016 are as follows:-

3.3.2.2 The Park and Outdoor Facility budgets formed part of the efficiency savings accepted for 2012/13 but not all sites have been outsourced, the projected overspend is £68k (£nil budget). The service is progressing proposals for outsourcing to reduce overspends longer-term.

3.2.2.3 The golf course has a projected overspend of £39k due to historic over-optimistic income targets. The responsibility for the course has now transferred to the Llangefni Partnership since July 2015.

3.2.2.4 Sports development is expected to overspend by £4k due to unbudgeted redundancy costs on a grant-funded post.

3.3.3 Maritime

3.3.3.1 This service was underspent by £27k (21%) at the end of the period. However an overspend is predicted for 2015/16 of £40k (8.7%). A balanced budget was reported at Quarter 1 due to uncertainty around income headings arising from a review of these by the Function. The overspend is predicted due to an estimated shortfall in marine oil sales due to the decline in the number of larger vessels visiting Holyhead and requiring fuel. Remedial action has and continues to be taken within the service through reducing expenditure on staffing and running expenses. It is hoped that the elements relating to the Oil/Stock will recover slightly and that there is potential for underspends in other areas such as repairs and maintenance, though these are weather dependent.

3.3.4 Highways

3.3.4.1 This service was £46k (1%) overspent during the period and is projected to be £160k (1.7%) overspent by the year-end. This excludes the effects of the winter works budgets (traffic, lighting and maintenance) as the forecast year-end position is unknown as the impact of winter on these budgets is unquantifiable at this stage. The estimated outturn is a slight improvement on the overspend of £166k predicted during Quarter 1.

3.3.4.2 The main reason for the projected overspend is the under-achievement of car park income amounting to £50k, an overspend of £50k is estimated on planned maintenance due to traffic works and an overspend of £40k is predicted on maintenance management due to contract costs and under-achieved income. In addition there are other minor variances amounting to a net overspend of £20k.

3.3.5 Planning and Public Protection

3.3.5.1 This service was £114k underspent (8.8%) underspent during the period and is projected to be £395k (13.8%) underspent by the year-end. This is a significant improvement on the overspend of £142k reported at Quarter 1.

3.3.5.2 Planning Administration is expected to have an underspend of £34k due to a vacant post, while Planning Control and Major Developments are expected to be underspent as income has exceeded target in the quarter. Costs for the Joint Planning Policy Unit (JPPU) are £41k lower than expected for the year and slippage on the local development plan has released £258k to be returned to the Centre.

3.3.5.3 Public Protection is predicting minor overspends on Dog/Pest Control, Hackney licenses, Licenses and Animal Movement Licensing, however, these overspends have reduced due to an improved income position and reduced costs. Similarly, there is an improved income position at Registrars, Environmental Health and Markets. Trading Standards is expected to be overspent as costs have increased and income is unachieved.

3.3.6 Property

3.3.6.1 This service was £109k (17%) underspent during the period and is projected to be underspent by £54k (8.8%) for the year as a whole.

3.3.7 Waste Management

3.3.7.1 This service was £143k (4%) overspent by the end of the period, with a projected overspend of £300k (4.2%) for the year as a whole. This is an increase on the forecast overspend of £256k reported at Quarter 1. The worsened position is due to increased estimated costs on Penhesgyn Transfer Station. The reasons for the forecast overspend are as follows:-

- Forecast overspend on waste collection contract of £200k;
- Forecast overspend on the Penhesgyn Transfer Station of £200k;
- Forecast underspend of £100k on waste disposal contract.

3.4 Deputy Chief Executive

3.4.1 Corporate - Other Services

3.4.1.1 This budget was £237k (35.9%) underspent during the period, with a projected underspend of £193k (7.2%) for the year as a whole. This is a significant improvement on the overspend of £176k reported at Quarter 1. The main reason for this improvement is due to an accounting transfer for an amount of £262k from the balance sheet to revenue relating to a prior year transaction.

3.4.2 Corporate & Democratic

3.4.2.1 This budget area was £4k (1%) overspent during the period, with an overspend of £2k (less than 1%) projected for the year as a whole.

3.4.3 Deputy Chief Executive's Office

3.4.3.1 The budget was underspent by £31k (8.6%) during the period but is projected to be £34k (153%) overspent by the year-end. This is an improvement of £50k from the overspend of £84k reported at Quarter 1. The overspend is due to unachievable savings targets to be found. The improvement, however, is due to part-year savings arising from the management restructure.

3.4.4 Resources – Excluding Benefits Granted

3.4.4.1 The service was overspent by £213k (13.8%) at the end of the period, with a forecast overspend of £197k (24.7%) for the year as a whole. This is a worsened position from the overspend estimated at Quarter 1 of £97k. The increase is due to expected difficulty in achieving the savings to be found for the bank tender exercise which will, instead, contribute savings for one year, mainly in 2016/17. Agency costs also contribute to the overspend but these will reduce from October 2015.

3.4.5 Resources - Benefits Granted

3.4.5.1 The forecast overspend for the year stands at £50k (less than 1%). The bulk of the current overspend will be recoverable from the DWP in increased grant though it will not cover the costs in their entirety.

3.4.6 Human Resources

3.4.6.1 This section was overspent by £250k (51.8%) in the period but is forecast to be £30k (15.2%) underspent for the year as a whole. £163k of the period's overspend related to Job Evaluation, for which funding has been requested from reserves. The underspend is due to remedial action through vacancy management.

3.4.7 ICT

3.4.7.1 This section was underspent by £20k (2.4%) during the period and is forecast to achieve a balanced budget at year-end. The section had previously reported an estimated underspend of £26k at Quarter 1. This underspend is no longer predicted as the section is commissioning consultants to support specific projects funded by the underspend on staffing budgets due to vacant and late appointed posts.

3.4.8 Legal & Committees

3.4.8.1 This service was underspent by £1k (less than 1%) during the period and is forecast to be £37k (27.2%) overspent by the year-end. An overspend of £7k was reported for Quarter 1. The main reason for the overspend is due to £47k of land litigation costs relating to 2014/15.

3.4.9 Transformation

3.4.9.1 This section underspent by £88k (28.7%) during the period but is forecast to be £170k (45%) overspent for the year as a whole. This is a significant increase on the predicted underspend of £55k reported for Quarter 1. Work is underway on the smarter working projects where posts and efficiencies are being identified. Vacancies within the team have delayed some of these projects, however, these have now been addressed to support the delivery of the transformation agenda. This has created a time-lag in the delivery of some of the savings targets.

3.4.10 Audit

3.4.10.1 This section underspent by £19k (14.4%) during the period and is forecast to underspend by £20k at 31 March 2016 due to savings from restructuring. This is an improvement on Quarter 1 where a balanced budget was reported.

3.4.11 Corporate Resources

3.4.11.1 This budget header contains a number of areas such as investment income, financing costs and contingencies. It is too early to forecast the outturn positions on investment income and financing costs at this stage given the scope for uncertainty that can arise on these types of expenditure. The contingencies budgets, which amounted to £2.124m at the start of the year, are expected to be on budget for the year as a whole. £0.399m has been vired to services in line with the original purpose of the contingencies. An additional £1.5m has also been committed to date. The salary and grading contingency is over-committed by £54k. This will need to be offset by reduced spend in the general contingency. An estimated £0.554m is estimated to be spent on redundancy related severance payments from contingencies. Annex B below provides a summary of the contingencies budgets.

4. Conclusion

4.1 The net revenue expenditure incurred by the Authority to the end of September 2015 and the forecast financial position of each service has been outlined above and included in Annex A. An estimated overspend of £0.980m on services is predicted at this stage. This may change in the future due to events, service demands and information which may impact on the forecast. This predicted outturn position is an improvement on that reported at Quarter 1, where an overspend of £1.6m was estimated. The report highlights that the most significant estimated overspends are in Adults Social Care (£505k); Children's Social Care (£104k); Leisure (£111k); Highways and Transport (£160k); Resources (£197k) and Transformation (£170k). The reasons for these estimated overspends are explained above. SLT is monitoring the outturn position regularly and is proactively encouraging services to take remedial action to reduce overspends.

Quarter 2 - Estimated Revenue Financial Performance 2015/16

Service/Function	Annual Budget	Q2 Budget	Q2 Actual & Committed spend	Q2 Variance	Q2 Estimated Expenditure to 31 March 2016	Q2 Estimated Outturn 31 March 2016	Q1 Estimated Outturn 31 March 2016
	£'000	£'000	£'000	£'000	£,000	£'000	£,000
Lifelong Learning							
Delegated Schools Budget	43,770	23,125	23,125	0	43,770	0	0
Central Education	8,099	1,157	1,852	189	8,106	7	51
Culture	1,728	689	662	-26	1,733	5	5
Communities							
Adult Services	21,914	10,048	10,425	377	22,419	505	452
Children's Services	6,673	3,352	3,349	-2	6,777	104	97
Housing	994	997	923	-74	944	-50	0
Sustainable Development							
Economic Development (inc. Maritime)	1,716	873	792	-81	1,756	40	0
Leisure	2,293	746	822	76	2,404	111	146
Highways & Transport	9,232	4,596	4,642	46	9,392	160	166
Planning & Public Protection	2,867	1,297	1,183	-114	2,472	-395	142
Property	612	642	534	-109	558	-54	0
Rechargeable Works	0	132	106	-25	0	0	0
Directorate Management	58	29	20	-10	58	0	0
Waste	7,063	3,587	3,731	143	7,363	300	256
Deputy Chief Executive							
Corporate - Other Services	2,687	661	424	-237	2,494	-193	176
Corporate and Democratic Costs	2,233	411	415	4	2,235	2	2
Deputy Chief Executive's Office	-64	361	330	-31	-30	34	84
Finance - Excluding Benefits Granted	798	1,545	1,758	213	995	197	97
Finance - Benefits Granted	5,918	3,851	4,706	855	5,968	50	50
Human Resources	198	482	733	250	168	-30	-30
ICT	-6	832	812	-20	-6	0	-26
Legal and Committees	136	686	686	-1	173	37	7
Transformation	377	307	219	-88	547	170	-55
Audit	0	132	113	-19	-20	-20	0
Corporate Finance	4,695	1,515	1515	0	4,695	0	0
Total Council Fund	123,994	62,559	63,877	1,318	124,974	980	1,620

Service/Function	Annual Budget	Q2 Budget	Q2 Actual & Committed spend	Q2 Variance	Q2 Estimated Expenditure to 31 March 2016	Q2 Estimated Outturn 31 March 2016	Q1 Estimated Outturn 31 March 2016
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
HRA	653	-5,005	-5,015	-10	153	-500	0
Total Council Fund and HRA	124,646	57,555	37,102	-17,690	125,126	480	1,620
FUNDED BY							
NNDR	21,986						
Council Tax	30,955						
Outcome Agreement Grant	725						
Revenue Support Grant	70,980						
	124,646						

**CONTINGENCY BUDGETS
2015/16**

Contingencies Budget at 1 April 2015	Original Budget £	Virements £	Amended Budget £	Committed to date (as at 30/09/15) £	Current Remaining Un-Committed
Improvement	190,000.00	0.00	190,000.00	190,000.00	0.00
General Contingency	394,197.00	-27,350.00	366,847.00	118,000.00	248,847.00
Salary and Grading	500,000.00	-153,690.00	346,310.00	400,710.00	-54,400.00
Job Evaluation	600,000.00	0.00	600,000.00	600,000.00	0.00
Cost of Change	220,000.00	-48,000.00	172,000.00	159,850.00	12,150.00
NNDR Allow disc rate	50,000.00	0.00	50,000.00	50,000.00	0.00
Education School Breakfast	170,000.00	-170,000.00	0.00	0.00	0.00
Total contingency budgets	2,124,197.00	-399,040.00	1,725,157.00	1,518,560.00	206,597.00

ISLE OF ANGLESEY COUNTY COUNCIL		
REPORT TO:	EXECUTIVE COMMITTEE	
DATE:	30 NOVEMBER 2015	
SUBJECT:	BUDGET MONITORING REPORT SECOND QUARTER 2015/16 - CAPITAL	
PORTFOLIO HOLDER(S):	COUNCILLOR H E JONES	
HEAD OF SERVICE:	MARC JONES	(EXT. 2601)
REPORT AUTHOR:	GARETH ROBERTS	
TEL:	01248 752675	
E-MAIL:	GarethJRoberts@anglesey.gov.uk	
LOCAL MEMBERS:	n/a	
A - Recommendation/s and reason/s		
<ul style="list-style-type: none"> The expenditure on general schemes to the end of September 2015 was £6.3m (29%) of the total general schemes budget). Housing schemes incurred expenditure of £2.9m (24% of the total housing budget) to September 2015. The overall expenditure was 27% of the total budget, as many of the schemes are weighted towards the latter part of the year. It is recommended to note progress of expenditure and receipts against the capital budget. 		
B - What other options did you consider and why did you reject them and/or opt for this option?		
n/a		
C - Why is this a decision for the Executive?		
<ul style="list-style-type: none"> This report sets out the financial performance of the Capital budget for the second quarter of the financial year. Budget monitoring is a designated Executive function. 		
CH - Is this decision consistent with policy approved by the full Council?		
Yes		
D - Is this decision within the budget approved by the Council?		
Setting of the annual Capital Budget.		
DD - Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	n/a – this is the Section151 Officer’s report
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	
E - Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	

F - Appendices:

Appendix A - Capital Budget Monitoring Report – Quarter 2 2015/16
Appendix B – Capital Expenditure against the Quarter 2 budget profile 2015/16
Appendix C - Capital Budget 2015/16 – Summary of the Capital Expenditure against the Capital Budget 2015/16

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

- 2015/16 capital budget, as recommended by this Committee on 16 February 2015;
- 2015/16 Public Sector Housing Investment Programme 2015/16 (as presented to, and accepted by, this Committee on 20 April 2015); and
- 2015/16 capital monitoring report for the first quarter 2015/16.

1. BACKGROUND

- 1.1 This is the capital budget monitoring report for the second quarter of the financial year. Appendix B is a summary of expenditure against the budget up to the end of September 2015.
- 1.2 In February 2015, the Council approved a Capital Programme for non housing services of £15.150m for 2015/16. In April 2015, the Council approved a Capital Programme for the HRA of £8.589m. There have been new Grants awarded in 2015/16 totalling £5.960m, and there was £4.029m Capital Commitments brought forward from 2014/15. This gives a total Capital budget for 2015/16 of £33.728m.

2. PROGRESS

- 2.1 Expenditure to the end of September 2015 is £6.3m (£3.8m in 2014/15) on general schemes, which equates to 29% (30% in 2014/15) of the total general schemes budget. The reason for this is that most of the Capital schemes are weighted towards the latter part of the financial year. The profiled budget for the first two quarters (as shown in Appendix B) is £8.962m, which equates to 27% of the total annual budget. An example of a project of this type is the Vibrant and Viable Places Grant, where most of the £2.4m budget is weighted towards the last quarter.
- 2.2 Expenditure to the end of September 2015 on housing Capital schemes is £2.9m (£2.5m 2014/15).
- 2.3 This report focuses on grant aided schemes and other projects where there can be considerable risk if projects slip or over-run the budget. As previously reported, the number of grant aided projects has reduced following cuts in Welsh Government budgets, although there are some large European Grant aided projects underway (being the Sites and Premises project and the Anglesey Coastal Environment). There are also currently 7 (4 continued from 2014/15) Welsh Government aided projects underway, the most significant of which being the Vibrant and Viable Places Grant.

2.3.1 The four most significant projects in terms of risk are detailed below:-

2.3.1.1 The Isle of Anglesey County Council secured grant funding of £7.490m from the Welsh Government Vibrant and Viable Places Programme for a three year period, from 2014/15 to 2016/17. The total Capital budget approved by the Welsh Government for 2015/16 is £2.411m. This budget of £2.411m has been split over six categories, Enabling New Homes (£0.371m), Enabling Town Homes (£0.576m), Viable Town Centre (£0.411m), Market Hall Hub (£0.09m), Jobs and Business (£0.392m), Active Community (£0.571m). However, at the end of the second quarter, there was only £0.474m spent on this programme. The majority of the expenditure for this grant is profiled for quarter 4, therefore, if there is slippage, there is a significant risk that funding will be lost. However, the VVP board are monitoring the spend closely with a view to reallocating any potential underspend at the December and January board meetings. There is a list of reserve schemes under development to utilise any potential underspend. The board is confident that the 2015/16 grant allocation will be utilised in full.

2.3.1.2 The smallholdings programme of improvements, financed from the ring-fenced capital receipts from the sale of smallholdings and rental income, is in its sixth and final year. Expenditure on this programme continues to exceed the funding through sales and rental income. A deficit of £1.393m was brought forward from 2014/15, capital receipts to the end of the second quarter amounted to £0.814m, with expenditure of £0.356m incurred to date. As a

result the deficit now stands at £0.935m. There are further sales projected for 2015/16 and 2016/17, and these sales will be sufficient to cover the current deficit.

2.3.1.3 A number of projects and schemes allied to service and corporate transformation are in progress or are expected to start over the short to medium term; this includes the recent, in principle, approval of the 21st Century Schools Programme, Band A, and projects involving older adult social care. These projects and schemes will place a significant capital financing requirement on this Authority and the corporate strategic asset management plans will need to be closely aligned to deliver the capital receipts necessary to minimise the need to borrow. Any borrowing that is taken up will increase the pressures on the future budgets and increase the general risks associated with debt.

2.3.1.4 There are three Capital Grant schemes that have limited spend against the budget as at the end of Quarter 2. The Llangefni Link Road scheme has a budget of £1.936m, with only £0.119m expenditure (6%), The Safer Route In Communitas has £0.001m expenditure against a budget of £0.174m (1%) and the Road Safety Grant nil expenditure against a budget of £0.191m. However, there should not be any great concern regarding these at the moment, as the expenditure is profiled towards the final quarter, but if there is slippage, there is a significant risk that funding will be lost.

2.4 The proposed Waste Management project with a budget of £119k will no longer proceed, and the expenditure incurred to date will be transferred to revenue. The current expenditure on the project is £3,450, but there are more costs for design fees, procurement and site investigation to follow, although these costs are to be confirmed. There is no revenue budget for this.

3. RESOURCES

3.1 Capital Grants

3.1.1 A Flying Start grant of £5,000 has been received to create a baby changing area at Llanfawr.

3.1.2 During the quarter, the Capital works on the Jesse Hughes Centre completed, and the centre opened. The Capital Grant is yet to be fully spent as there are still outstanding invoices, however the grant will be fully spent upon receipt of these invoices.

3.1.3 Two European Regional Development Fund grant funded schemes have now been completed. These schemes were the Strategic Infrastructure Sites and Premises and the Anglesey Coastal Environment project. The Sites & Premises project created 910m² of new industrial floor-space through seven bespoke BREEAM "Excellent" business units at the Pen yr Orsedd site in Llangefni. All 7 units have since been leased on long-term lets to tenants creating new employment opportunities on Anglesey and demonstrating the need for continued investment in our infrastructure. The £6.9m ERDF funded Anglesey's Coastal Environment Project aspired to harness and support the development of the Island's unique coastal characteristics to capitalise upon current and future levels of leisure, recreation and tourism. Upon its completion the project, the coastal infrastructure at 22 sites across Anglesey have been enhanced maximising the economic benefits and impacts of Anglesey's coastline.

3.2 Capital Receipts

3.2.1 The capital receipts for this year to date are:-

	Budget 2015/16 £'000	Received to 30 September 2015 £'000
Housing HRA		
Right to Buy Sales	170	375
Land Sales	0	0
Private Sector Housing		
Sales of plots	0	0
Repaid charges	0	105
Repaid grants	5	10
Council Fund:		
Smallholdings	2,739	814
General	1,540	414
Industrial	2	0
Schools	190	0
Total	4,646	1,718

3.2.2 The Capital Receipts for Quarter 2 was slightly behind profile, but it is expected to pick up over the next two Quarters. There are a number of disposals currently at the advanced legal stage and are pending completion.

3.2.3 The budget for the HRA right to buy sales was taken from the HRA 30 year plan which assumed that 3 properties would be sold during 2015/16. To date, there have been 5 properties sold.

4. LOOKING AHEAD

4.1 The significant items worthy of note at this point are as follows:-

4.1.1 New Holyhead School – The Full Business Case has been approved by Welsh Government. Final details of the Contract are currently being agreed with the main contractor prior to the signing of the Contract. A programmed start date of the 16th November has been agreed – which will be subject to receiving Listed Building Consent and the signing of the contract. Listed Building Consent should be issued next week..

4.1.2 New Area School North-West Anglesey (Ysgol y Llannau) – The scheme received full Planning Approval on the 7th October. Agreement has been reached with the landowner regarding the purchase of the land.

Additional Archaeological excavation works have been completed on site to. Tenders for construction works were received on the 30th October and were above budget. Further work to bring the cost down to budget is ongoing. If the scheme remains over budget this will need to be managed within the total budget for the Band A programme. This might impact on other schools within the programme. It is anticipated that the works will commence on site in February 2016 – with a construction period of 12 months – for completion in February 2017.

4.2 The Capital bids for the 2016/17 Capital Programme have been submitted by departments. These bids have been scored against a specific set of criteria by the Capital Asset Group and ranked the bids in order of their score. The group then put forward their recommendation based on the scoring to this committee in its meeting on November 9.

4.3 Since the quarter ended, the settlement for the Beaumaris Pier has been paid to the contractor. The matter has now been completed.

APPENDIX B

	Annual Budget	Profiled Budget at Period 6	Actual to Period 6	Committed	Total	Variance to profile	Comment
<u>Housing General Fund</u>							
Houses into homes to let	97,890	97,890	94,908	0	94,908	-2,982	
Home Improvement Loan	90,000	90,000	88,945	0	88,945	-1,055	
Unallocated Budget Town Homes - VVP Grant	518,820	0	0	0	0		This is an unallocated VVP budget therefore there is no profile
Housing Study & Fees VVP	17,000	0	0	0	0	0	
VVP Housing Grant 1	20,000	20,000	19,963	0	19,963	-37	
VVP Housing Grant 2	20,000	10,000	3,672	0	3,672	-6,328	
Compulsory Purchase-Pilot Scheme	180,000	0	0	0	0	0	
Disabled Facilities Grants	846,000	306,000	303,239	0	303,239	-2,761	
First Time Buyer Grants	10,000	5,000	5,000	0	5,000	0	
Unallocated Budget Enabling New Homes - VVP Grant	23,660	0	0	0	0	0	This is an unallocated VVP budget therefore there is no profile
Cyttir Lane Social Housing VVP Grant	186,900	0	0	0	0	0	
Bwlch Alltran VVP	160,530	0	0	0	0	0	
Affordable Housing Contingency brought forward 2014/15	305,070	0	0	0	0	0	
Total	2,475,870	528,890	515,727	0	515,727	-13,163	
<u>Housing HRA</u>							
Central Heating Contract	250,000	0	331	0	331	331	
Planned Maintenance Contract	5,087,000	2,025,000	1,776,782	152,515	1,929,297	-95,703	
BMU Vehicles 15/16	370,000	320,900	342,451	0	342,451	21,551	
Environmental Works	500,000	60,000	21,959	12,997	34,956	-25,044	
Fire Risk Management	250,000	0	0	0	0	0	
Remodelling of Existing Stock	1,530,000	0	0	0	0	0	
Acquisition of Existing Properties	1,372,000	548,800	0	0	0	-548,800	
Public Sector Adaptations	150,000	60,000	54,570	2,243	56,813	-3,187	
WHQS Int Works Package	750,000	375,000	0	0	0	-375,000	
Totals for : Housing HRA	10,259,000	3,389,700	2,196,093	167,755	2,363,848	-1,025,852	

	Annual Budget	Profiled Budget at Period 6	Actual to Period 6	Committed	Total	Variance to profile	Comment
Education							
Refurbish School Toilets	198,490	158,792	135,575	0	135,575	-23,217	
Rewire Education Buildings	253,010	198,000	332,013	0	332,013	134,013	
Reducing Fire Risk	148,800	118,800	111,643	0	111,643	-7,157	
Grant Datblygu Canolfan Bro Alaw	58,843	29,422	27,454	0	27,454	-1,968	
21st Century Schools - BAND A1 - Holyhead	5,728,000	220,000	191,597	36,799	228,396	8,396	This budget will not be fully spent, therefore there will be slippage on this scheme
21st Century Scools - Llanau	3,431,000	190,000	96,900	125,710	222,610	32,610	This budget will not be fully spent, therefore there will be slippage on this scheme
Flying Start Capital Grant 2014/15	441,830	441,830	302,826	398	303,224	-138,606	
Flying Start Capital Grant Llanfawr	5,000	5,000	4,277	0	4,277	-723	
Flying Start Cent Holyhead VVP Grant	189,350	160,000	161,592	0	161,592	1,592	
Total	10,454,323	1,521,844	1,363,877	162,907	1,526,784	4,941	
Leisure							
Plas Arthur Leisure Centre Upgrade	85,000	42,500	73,129	0	73,129	30,629	
Amlwch Leisure Centre Upgrade	85,000	42,500	3,808	254	4,062	-38,438	
Unallocated Budget Active Community - VVP Grant	102,210	42,420	0	0	0		This is an unallocated VVP budget therefore there is no profile
Holyhead Leisure Centre Upgrade VVP Grant	70,380	70,380	92,215	0	92,215	21,835	Overspend to be funded from Reserves
Total	342,590	197,800	169,152	254	169,406	14,026	

	Annual Budget	Profiled Budget at Period 6	Actual to Period 6	Committed	Total	Variance to profile	Comment
<u>Economic Development</u>							
Unallocated Budget Jobs and Business - VVP Grant	109,220	0	0	0	0		This is an unallocated VVP budget therefore there is no profile
Holyhead Bus. Inv. Fund VVP Grant	145,000	72,500	45,259	0	45,259	-27,241	
Sites & Premises (WEFO) Phase 1	446,930	446,930	779,845	0	779,845	332,915	Funded by Grant. Multi year programme, overspend only in 2015/16.
Partnership Funding Unallocated Budget	58,000	0	0	0	0		This is an unallocated budget therefore there is no profile
Public Conveniences	86,000	43,000	34,728	0	34,728	-8,272	
Anglesey Coastal Env Project	244,120	244,120	318,658	0	318,658	74,538	Funded by Grant. Multi year programme, overspend only in 2015/16.
Cemaes Toilets	5,000	5,000	3,371	0	3,371	-1,629	
Penrhos Units Upgrade VVP Grant	120,000	6,000	6,494	95	6,589	589	
HAWFC Extension VVP Grant	30,000	28,000	28,000	0	28,000	0	
Caban Kingsland V.V.P Grant	50,220	47,178	47,178	0	47,178	0	
Ynys Mon Gymnastics Club VVP 14/15	1,440	0	0	0	0	0	
Active Community Development VVP Grant	47,900	5,695	5,695	0	5,695	0	
Kingsland Community Centre VVP Grant	69,360	55,624	55,627	0	55,627	3	
Total	1,413,190	954,047	1,324,855	95	1,324,950	370,903	
<u>Highways and Transportation</u>							
Market St Imp VVP Grant	15,840	3,583	4,737	1,300	6,037	2,454	
Car Parks	45,300	0	0	0	0	0	
Vehicles	537,450	329,700	169,120	307,992	477,112	147,412	
County Prudential Borrowing Initiative	2,000,000	1,000,000	1,296,225	0	1,296,225	296,225	
Beaumaris Flood Alleviation Works (WG)	900,000	450,000	398,594	0	398,594	-51,406	
Visitor Signage and Parking Meters VVP	18,240	0	0	0	0	0	
Llangefni Link Road	1,936,000	151,653	117,411	1,898	119,309	-32,344	
Active Travel Mapping	5,000	0	0	0	0	0	
SRIC 15/16	174,000	0	0	1,100	1,100	1,100	
Road Safety Grant	191,000	0	0	0	0	0	
Total	5,822,830	1,934,936	1,986,087	312,290	2,298,377	363,441	

	Annual Budget	Profiled Budget at Period 6	Actual to Period 6	Committed	Total	Variance to profile	Comment
Waste Management							
Waste Containers Compound	118,520	0	3,450	0	3,450	3,450	This Scheme is no longer going ahead, and the spend to date is to be transferred to revenue
Total	118,520	0	3,450	0	3,450	3,450	
Property							
Building Risk Management Works	122,570	0	48,035	0	48,035	48,035	
Holyhead Fishdock	96,340	0	0	0	0	0	
Llanbedrgoch cemetery	105,740	20,000	9,675	4,575	14,250	-5,750	
Llanddona Cemetery	112,370	5	1,150	3,300	4,450	4,445	There is a further 25k expenditure Anticipated December & January but the scheme is now shelved. To be funded by ring-fenced Capital Receipts.
Smallholdings	0	0	330,857	25,430	356,287	356,287	
Total	437,020	20,005	389,717	33,305	423,022	403,017	
Corporate							
Smarter Working-Capital	1,125,000	0	6,319	64,453	70,772	70,772	
ICT Strategy Contingency	23,960	0	0	0	0	0	This is an unallocated budget Therefore there is no profile.
IT BACKUP SYSTEM	150,000	0	0	0	0	0	This scheme is due to be completed in March 2016. However, there is a small risk of slippage.
IT MICROSOFT EXCHANGE	21,830	21,830	21,830	0	21,830	0	
IT 3 COMM REFRESH	50,000	0	0	0	0	0	
IT ADDITIONAL BACKUP SYSTEM	20,000	0	0	0	0	0	
IT REPLACEMENT OF 2003 SERVERS	100,000	70,000	0	70,000	70,000	0	
IT PROVISION FOR MICROSOFT & ORACLE LICE	15,210	15,210	15,210	0	15,210	0	
IT CMS Upgrade	15,000	14,218	14,218	0	14,218	0	
IT - Infrastructure Enhancement	40,000	20,000	0	11,000	11,000	-9,000	This is a new scheme approved during the quarter that is funded from reserves.
Total	1,561,000	141,258	57,577	145,453	203,030	61,772	

	Annual Budget	Profiled Budget at Period 6	Actual to Period 6	Committed	Total	Variance to profile	Comment
Planning							
HLF	350,000	210,000	208,885	0	208,885	-1,115	
Breakwater Park Study VVP	10,000	10,000	10,000	0	10,000	0	
Unallocated Budget Market Hall Hub - VVP Grant	9,290		0	0	0	0	This is an unallocated VVP budget therefore there is no profile.
Mkt Hall Study VVP Grant	80,710	1,072	1,072	86,930	88,002	86,930	
Development Fees VVP THI phase 2	59,000	24,485	14,149	48,877	63,026	38,541	
THI Phase 2 Implementation	336,000	28,298	0	0	0	-28,298	
Total	845,000	273,855	234,106	135,807	369,913	96,058	
<hr/>							
Total	33,729,343	8,962,335	8,240,641	957,866	9,198,507	278,593	

APPENDIX C

Slippage 2014/15 £'000	Budget 2015/16 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)	Expenditure At Q2 (£000)	Expenditure % to budget
		Housing						
		Public Sector Housing :						
1,300	8,959	Housing Capital Programme	Planned Maintenance on Council Houses	5,087	2,650	2,437	1,929	38
			Central Heating Works	250		250	0	0
			Environmental works	500		500	35	7
			WHQS Internal Works Package & Asbestos Management	750		750	0	0
			Fire Risk Management	250		250	0	0
			Remodelling of Existing Stock (Llawr y Dref)	1,530		1,530	0	0
			Acquisition of Existing Properties	1,372		1,372	0	0
			Public Sector Adaptations	150		150	57	38
			Purchase Vehicles for the BMU	370		370	342	92
		Private Sector Housing Schemes :						
	98	Private Sector Housing Grants and Loans Schemes	Houses Into Homes To Let	98	98		95	97
	90		Home Improvement Loan	90	90		89	99
	10		First Time Buyer Grants	10		10	5	
30	816		Disabled Facilities Grants	846		846	303	36
	180		Compulsory Purchase Pilot Scheme	180		180	0	0
	20		VVP Housing Grant 1	20	20		20	100
	20		VVP Housing Grant 2	20	20		4	20
	17		Housing Study and Fees VVP Grant	17	17		0	0
	187		Cyttir Lane Social Housing VVP Grant	187	187		0	0
	161		Bwlch Alltran VVP Grant	161	161		0	0
305		Affordable Housing Schemes		305		305	0	0
1,635	10,558	Total Housing		12,193	3,243	8,950	2,879	24
		Education						
	442	Flying Start Capital Expansion Programme	Adjustment to Flying Start Building, Holyhead	442	442		303	69
	189	Flying Start VVP Grant		189	189		162	86
	5	Flying Start Grant - Llanfawr		5	5		4	80
	9,159	21st Century Schools	Ysgol Caergybi	5,728	2,864	2,864	228	4
			Ysgol Llannau	3,431	1,716	1,715	223	6
	198	Schools - Refurbishment	Ysgol Gynradd Meolfre	22		22	0	0
			Ysgol Gynradd Pentraeth	16		16	17	106
			Ysgol Gynradd Llanfairpwll	19		19	28	147
			Ysgol Gynradd Talwrn	13		13	20	154
			Ysgol David Hughes	53		53	29	55
			Ysgol Uwchradd Caergybi	31		31	21	68
			Ysgol Rhoscolyn	24		24	20	83
			Ysgol Gynradd Cemaes	20		20	0	0
	253	Rewiring Education Building	Ysgol Uwchradd Caergybi	55		55	70	127
			Ysgol Gynradd Bodffordd	83		83	59	71
			Ysgol Gynradd Moelfre	115		115	141	123

Slippage 2014/15 £'000	Budget 2015/16 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)	Expenditure At Q2 (£000)	Expenditure % to budget
			Ysgol Gynradd Cemaes				23	
			Ysgol Uwchradd Bodedern				39	
	149	Reduction in Fire risk in Council Building	Ysgol David Hughes	59		59	112	189
			All Schools	24		24	0	0
			Ysgol Gynradd Penysarn	11		11	0	0
			Ysgol Uwchradd Bodedern	55		55	0	0
	59	Grant Datblygu canolfan Bro Alaw	Develop Canolfan Bro Alaw	59	59		27	46
	10,454	Sub-Total		10,454	5,275	5,179	1,526	15
		Leisure						
85		Plas Arthur Leisure Centre Upgrade		85		85	73	86
85		Amlwch Leisure Centre Upgrade		85		85	4	5
	70	Holyhead Leisure Centre Upgrade VVP Grant		70	70		92	131
170	70	Sub-Total		240	70	170	169	70
		Economic Development						
447		Strategic Infrastructure on Anglesey - Sites and Premises		447	447		780	174
86		Public Conveniences		86		86	35	41
		Cemaes Toilets					3	
244		Anglesey Coastal Environment Project		244	244		318	130
63		Unallocated Funding		63		63	0	
	145	Holyhead Business Investment Fund VVP Grant		145	145		45	31
	120	Penrhos Units Upgrade VVP Grant		120	120		7	6
	30	HAWFC Extension VVP Grant		30	30		28	93
	50	Caban Kingsland VVP Grant		50	50		47	94
	1	Ynys Mon Gymnastics Club VVP Grant		1	1		0	0
	48	Active Community Development VVP Grant		48	48		5	10
	69	Kingsland Community Centre VVP Grant		69	69		56	81
840	463	Sub-Total		1,303	1,154	149	1,324	102

Slippage 2014/15 £'000	Budget 2015/16 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)	Expenditure At Q2 (£000)	Expenditure % to budget
		Highways						
45		Car Parks		45		45	0	0
387	150	Vehicles		537		537	477	89
	2,000	County Prudential Borrowing Initiative	Brynteg, Gorad Road, Valley	17		17	18	106
			Lôn Pandy Llywenan, Llanfigael	44		44	23	52
			Lôn Fferm Bodloigan, Llanfigael	52		52	52	100
			Lôn Glanrafon, Llanfechell	42		42	41	98
			Stad Nant y Mynydd, Llanfechell	27		27	29	107
			Breeze Hill, Benllech	40		40	50	125
			Moelfre Square to Bus shelter	20		20	21	105
			Maes Hyfryd, Lôn Newydd, Moelfre	30		30	35	117
			Nebo to Llys Dulas, Penysarn	30		30	35	117
			Maenaddwyn to Brynteg, Brynteg	100		100	103	103
			Ednyfed Hill / Bonc yr Odyn, Amlwch	31		31	1	3
			Old Post Office, Brynrefail	15		15	0	0
			Pengraigwen	20		20	1	5
			Lôn Fferam Uchaf, Llansadwrn	40		40	39	98
			Hill Street, Menai Bridge	44		44	1	2
			Biwmares to Lairds Junction, Llanfaes	80		80	0	0
			Hendre Hywel, Pentraeth	24		24	1	4
			Maes y Coed Estate, Talwrn	15		15	21	0
			Lôn Bryn Ceinwen (The Outbuildings)	23		23	26	104
			Brig y Nant Estate, Llangefni	24		24	0	0
			Llandaniel village	30		30	0	0
			Capel Mawr to Pont Marquis	30		30	52	173
			Bethel village	34		34	0	0
			Lôn Tre Dryw, Brynsiencyn	22		22	23	105
			Greenfield Avenue, Llangefni	55		55	33	60
			Kingsland Road, Holyhead	62		62	60	97
			Lôn Ty Main, Caergeiliog	34		34	36	106
			Four Mile Bridge, Trearddur Bay	123		123	0	0
			Seacroft junction, Beach Road	50		50	0	0
			Turnpike Nant Roundabout Surfacing	100		100	0	0
			Allt Goch, Beaumaris Drainage	70		70	0	0
			Llanfairynghornwy Culvert Drainage	100		100	15	15
			Surface Dressing various locations	572		572	581	102
	900	Beaumaris Flood Alleviation	Reduce the risk of floods in Beaumaris	900	765	135	399	44
	1,936	Llangefni Link Road		1,936	1,867	69	119	6
	5	Active Travel Mapping		5	5		0	0
	174	Safer Route in Communities	Improve accessibility and safety and encourage walking and cycling in communities in the village of Talwrn	174	174		1	1
	191	Road Safety Grant	B4419 Pentre Berw to Llangaffo	42	42		0	0
			A4080 Brynsiencyn to Newborough	82	82		0	0
			A4080 Engedi to Aberffraw	67	67		0	0
	16	Market Street Improvement VVP Grant		16	16		6	38

Slippage 2014/15 £'000	Budget 2015/16 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)	Expenditure At Q2 (£000)	Expenditure % to budget
	18	Visitor Signage and Parking Meters VVP Grant		18	18		0	0
432	5,390	Sub-Total		5,822	3,036	2,786	2,299	39
		Waste Management						
119		Waste Containers Compound		119		119	3	3
119		Sub-Total		119		119	3	3
		Property						
123		Building Risk Management works		123		123	48	39
96		Holyhead Fishdock		96		96	0	0
106		Llanbedrgoch Cemetery		106		106	14	13
112		Llanddona Cemetery		112		112	4	4
		Smallholdings					356	
437		Sub-Total		437		437	422	97
		Corporate						
	1,125	Smarter Working	Reception	77		77	0	0
			ICT Associate Costs - Reception	9		9	0	0
			Professional Support	103		103	63	61
			Main Building	588		588	0	0
			Shire Hall	33		33	1	3
			ICT Associate Costs - Main Building	34		34	0	0
			ICT Associate Costs - Shire Hall	11		11	7	64
			Unified Comms Solution (MS Lync)	8		8	0	0
			Remote Access	54		54	0	0
			Additional Storage for Records Management	29		29	0	0
			Audio/Visual Equipment for Meeting Rooms	5		5	0	0
			Energy Efficiency: LED Light Fittings	151		151	0	0
			New Flexi System	21		21	0	0
			Voice Recognition Software	2		2	0	0
396		ICT	ICT Backup System	150		150	0	0
			Microsoft Exchange	22		22	22	100
			3Comm Refresh	50		50	0	0
			Additional Cost for Backup Systems	20		20	0	0
			Replacement of 2003 servers	100		100	70	70
			Provision for Microsoft and Oracle licensing costs	15		15	15	100
			ICT Contingency	24		24	0	0
			CMS Upgrade	15		15	14	93
	40		Infrastructure Enhancement	40		40	11	28
396	1,165	Sub Total		1,561		1,561	203	13

Slippage 2014/15 £'000	Budget 2015/16 £'000	SERVICE	Detail of the planned Capital Expenditure	Budget Amount ('000)	External Funding (specific grants & contributions) ('000)	Cost borne by IOACC ('000)	Expenditure At Q2 (£000)	Expenditure % to budget
		Planning						
	350	HLF		350	350		209	60
	10	Breakwater Park VVP Grant		10	10		10	100
	81	Market Hall Study VVP Grant		81	81		88	109
	59	Development Fees VVP Grant		59	59		63	107
	336	THI Phase 2 Implementation VVP Grant		336	336		0	0
	836	Sub-Total		836	836		370	44
		Other VVP Grants						
	102	Active Community Unallocated		102	102			
	9	Market Hall Hub Unallocated		9	9			
	109	Jobs and Business Unallocated		109	109			
	519	Town Homes Unallocated		519	519			
	24	Enabling New Homes Unallocated		24	24			
	763	Sub-Total		763	763			
2,394	19,141	Total - General		21,535	11,134	10,401	6,316	29
4,029	29,699	TOTAL BUDGET		33,728	14,377	19,351	9,195	27

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	30 November 2015
Subject:	Housing allocation scheme
Portfolio Holder(s):	Councillor Aled Morris Jones
Head of Service:	Shan Lloyd Williams
Report Author: Tel: E-mail:	Mark Prichard 01248 752286 markprichard@ynysmon.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<p>Recommendations</p> <p>R1. That the Executive Committee approves a consultation to give the Council’s partner Registered Social Landlords (RSLs) and members of the public an opportunity to comment on a proposed new housing allocation scheme, with a consultation period of six weeks from December 2015 to January 2016.</p> <p>R2. That the Executive Committee notes the contents of this report and the draft housing allocation policy.</p> <p>R3. That the Executive Committee agrees to consider the results of the consultation in the last quarter of 2015/16, with a view to implementing a new scheme in the first quarter of 2016/17 (subject to the outcome of the consultation, and RSL approval).</p> <p>Introduction</p> <p>A Task & Finish Group set up by the Scrutiny Committee in 2014, incorporating RSL representatives and Elected Members, has reviewed the current arrangements for allocating social housing and proposes a new allocation scheme.</p> <p>Strategic Aims</p> <p>The accompanying draft policy, which incorporates a simplified banding system, is recommended as a means of achieving the following key strategic objectives:</p> <ul style="list-style-type: none"> (a) A single access point for persons interested in applying for all social housing on the Isle of Anglesey. (b) A simpler, fairer and more transparent method of prioritising housing applications and allocating social housing tenancies.

- (c) Prioritising those in housing need for social housing.
- (d) Making best use of the limited number of social housing vacancies.
- (e) Better advice for persons seeking housing, including advice on options other than social housing, and incorporating estimates of how long applicants are likely to have to wait for social housing, based on previous allocations (achieved by largely removing the ability of housing applicants to 'leapfrog' other applicants and improved data reporting capability).
- (f) Ensuring persons with a local connection to Anglesey are appropriately prioritised.
- (g) An appropriate balance between customer choice and restrictions on choice, so as to ensure best use of housing stock.
- (h) Greater flexibility and discretion for decision-makers in relation to applying sanctions to applications from persons who:
 - (i) have been guilty of unacceptable behaviour
 - (ii) have housing-related debts, or
 - (iii) have sufficient financial resources to meet their housing needs in the private sector, whether via owner-occupation or rented accommodation.
- (i) Achieving value for money by adopting a policy that enables Housing Services to dispense with unnecessary administration.
- (j) Achieving greater commonality with policies elsewhere in North Wales that govern how social housing is allocated.

Key features of the proposed policy

The proposed policy dispenses with the current complex pointing system. Its key features are that it:

- (a) Adopts four priority 'band' groups that largely replicate the priority categories already adopted in Conwy and Flintshire.
- (b) Makes 'waiting time' a key determinative factor when prioritising housing applications.
- (c) Makes a housing options interview compulsory for all applicants.
- (d) Dispenses with the 'parish points' system, since this is incompatible with simplifying the allocation system, reducing administration, and making best use of housing stock.
- (e) Increases the 'local connection' residence/employment requirement to five years for most applicants.
- (f) Provides a mechanism enabling strategic managers and our RSL partners to routinely review letting outcomes, whether strategic objectives are being met, and how the housing allocation function is being administered and managed.

A summary of the proposed scheme accompanies this report.

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

Other options considered may broadly be summarised as:

- (a) No change – incompatible with objectives of ease of administration, value for money and transparency.
- (b) Amend current points-based system – incompatible with objective of achieving transparency, better prediction of likely waiting times, and greater commonality with policies adopted elsewhere in North Wales.
- (c) A ‘choice-based’ letting system – incompatible with objective of achieving value for money, given relatively small number of lettings per annum and significant investment that would be necessary.

We are obliged to conduct a consultation under section 167(7) [Wales] of the Housing Act 1996.

C – Why is this a decision for the Executive?

Concerns the approval of a new housing allocation scheme, which is the responsibility of the Executive.

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

Yes.

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

Yes.

E – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	

5	Human Resources (HR)	No comment
6	Property	
7	Information Communication Technology (ICT)	
8	Scrutiny	
9	Local Members	
10	Any external bodies / other/s	

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

FF - Appendices:	
<ul style="list-style-type: none"> ▪ Draft 'Common Housing Allocation Policy'. ▪ Draft information booklet: 'Applying for Council or housing association accommodation on Ynys Môn: a summary of the Common Housing Allocation Scheme'. 	

G - Background papers (please contact the author of the Report for any further information):
Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness (Welsh Government, April 2015), including paras 3.7, 3.59, 3.60, 3.83, 4.25-4.34 regarding the duty to consult.

COMMON HOUSING ALLOCATION POLICY

YNYS MÔN SOCIAL HOUSING ALLOCATION PARTNERSHIP

[insert month, year of adoption]



This policy is divided into sections and follows a 'question and answer' format. Please refer to the contents on pages 3 to 8 to find the section you need.

A summary of this policy is available on the Council's website: <http://www.anglesey.gov.uk/housing/>

Isle of Anglesey County Council's Housing Options Team manages the Common Housing Register on behalf of Clwyd Alyn Housing Association, Grŵp Cynefin and North Wales Housing.

Housing Options Team
Isle of Anglesey County Council
Council Offices
Llangefni
Anglesey
LL77 7TW

Housing Customer Services: (01248) 752200
housing@anglesey.gov.uk
www.angleseyhousing.co.uk

CONTENTS

1. INTRODUCTION

- 1.1 What is this policy about?
- 1.2 Is there a summary of this policy?
- 1.3 Does this policy cover lettings by all social landlords with properties on Anglesey?
- 1.4 Does this policy apply to people who are already social housing tenants as well as those who don't have a social tenancy?
- 1.5 Does this policy include all of the rules social landlords apply when letting social housing?
- 1.6 What is a housing 'allocation'?
- 1.7 Are there any other ways I can get social housing apart from receiving an allocation?
- 1.8 Do you hold a list of people who are entitled to be considered for an allocation of housing?
- 1.9 Who is responsible for managing the Housing Register?

2. HOW DO I APPLY FOR SOCIAL HOUSING?

- 2.1 Can I apply for social housing?
- 2.2 How do I apply for social housing?
- 2.3 I am 16 or 17 years old. Are there any special rules?
- 2.4 Can I apply with someone else?
- 2.5 I applied before and my application was refused. Can I re-apply?
- 2.6 Must I attend a housing options interview?
- 2.7 Will my request for an interview be acknowledged in writing?
- 2.8 Do I have a choice about when I'm interviewed?
- 2.9 What if I'm homeless or I'm going to lose my home?
- 2.10 What if I'm already listed on someone else's housing application?
- 2.11 What if I need support to apply for housing?

3. WHAT DO I NEED TO DO ONCE MY INTERVIEW HAS BEEN ARRANGED?

- 3.1 What if I can't attend the housing options interview?
- 3.2 Do I need to bring anything to my housing options interview?
- 3.3 What if I don't bring the documents to my housing options interview?
- 3.4 What if I repeatedly fail to bring my documents to my interviews?
- 3.5 What if I'm having difficulty finding the documents I've been asked to bring to my interview?
- 3.6 What will the housing options interview involve?

- 3.7 Will the Council need to contact anyone else before processing my application?
- 3.8 Does the Council consider every application for housing?
- 3.9 What do I have to do to make sure my application is considered?
- 3.10 What happens if I don't meet the 'procedural requirements' listed at 3.9?
- 3.11 What if I don't have a settled address?
- 3.12 Will I be visited at home?

4. WHAT CHOICES DO I HAVE, AND WHAT HOUSING DO I QUALIFY FOR?

- 4.1 Can I choose the areas I want to live in?
- 4.2 Can I choose which roads or estates I want within a letting area?
- 4.3 What letting areas I can choose?
- 4.4 How do I find out what housing is available in each area?
- 4.5 How do I find out how many properties are likely to become available in my preferred areas?
- 4.6 Are there any situations where my chosen areas won't be accepted?
- 4.7 I'm homeless. Will this affect my choice of areas?
- 4.8 Can I choose the types of properties I want?
- 4.9 I'm homeless. Will this affect the types of property I can choose?
- 4.10 How does the Council decide what size of property I'm entitled to?
- 4.11 Who can be registered as part of my household?
- 4.12 How many bedrooms am I entitled to?
- 4.13 Are there any situations where I might be offered a larger property than I'm entitled to?
- 4.14 Can I choose which landlord I want?
- 4.15 Can the Council and housing associations set qualifying criteria for certain properties or housing schemes?

5. WHEN WILL I GET A DECISION ON MY APPLICATION?

- 5.1 When will I receive a decision on my application?
- 5.2 What will the decision letter tell me?
- 5.3 What if I want an update on how my application is progressing?
- 5.4 If I disagree with the Council's decision can I ask them to reconsider it?

6. WILL I BE ALLOWED ONTO THE HOUSING REGISTER?

- 6.1 Is everyone entitled to go onto the Housing Register?
- 6.2 How will the Council help me if I'm not entitled to go on the Housing Register?
- 6.3 Why do you look at nationality and immigration status?

- 6.4 How do I find out if my immigration status disqualifies me from being allocated housing?
- 6.5 I'm ineligible for housing because of my immigration status. Can I be given a joint tenancy with someone else?
- 6.6 Restricted persons
- 6.7 My children are ineligible because of their immigration status. Will you take their needs into account?
- 6.8 Are there situations where the Council won't register someone on the waiting list because of past behaviour?
- 6.9 When isn't someone entitled to go on the Housing Register because of past behaviour?
- 6.10 Will the Council ask for tenancy references?
- 6.11 If the Council decides someone in my household is ineligible because of unacceptable behaviour can they be given a joint tenancy with me?

7. WHAT PRIORITY WILL I HAVE FOR HOUSING?

- 7.1 How does the Council decide what priority I have for housing?
- 7.2 What if I don't qualify for any of the priority bands?
- 7.3 Will the Council take my income and financial situation into account?
- 7.4 What does the Council take into account when deciding if I can afford housing in the private sector?
- 7.5 What if I'm already on the Housing Register when this policy takes effect?
- 7.6 Will I get more priority if I apply as homeless?

8. WHAT HAPPENS ONCE I'M REGISTERED ON THE WAITING LIST?

- 8.1 Where will I be placed when I'm first entered onto the list?
- 8.2 Can my waiting time date be backdated?
- 8.3 When will I get to the top of the waiting list?
- 8.4 Will I definitely be offered social housing?
- 8.5 What happens if my situation changes?
- 8.6 Are there situations where my application will be suspended so I don't qualify for an offer of housing?
- 8.7 Are there any situations where my application may be removed from the Housing Register?
- 8.8 What if I'm homeless or at
- 8.9 risk of losing my home?
- 8.10 Will the Council regularly review my application?

9. HOW DOES THE BANDING SYSTEM WORK?

- 9.1 What is banding?

- 9.2 How does banding work?
- 9.3 How does my priority compare with other people who've been awarded the same band?
- 9.4 What bands do I need a local connection for?
- 9.5 What counts as a local connection?
- 9.6 Who qualifies for the 'Urgent' band?
- 9.7 Who qualifies for Band 1?
- 9.8 Can I qualify for Band 1 if I'm intentionally homeless?
- 9.9 Who qualifies for Band 2?
- 9.10 Who qualifies for Band 3?
- 9.11 Can my priority be reduced?
- 9.12 If the Council decides to reduce my priority how will you reduce it?
- 9.13 How does the Council decide if my priority should be reduced?
- 9.14 Will the Council tell me if my priority is reduced?
- 9.15 Can I ask the Council to look again at a decision to reduce my priority under **9.11**?
- 9.16 Are there any situations when I could be given a higher priority than under the usual rules?

10. HOW DO THE LANDLORDS DECIDE WHO RECEIVES OFFERS OF ACCOMMODATION?

- 10.1 Are there different ways applicants can be selected for an allocation of housing?
- 10.2 How do the landlords decide which method will be used to allocate a property?
- 10.3 How do the landlords decide which applicant is going to be allocated a property?
- 10.4 When will you select a housing applicant and allocate a property?
- 10.5 What happens if the person allocated a property refuses it?
- 10.6 I have previously engaged in anti-social behaviour in the area in which a vacant property is becoming available. Can I be considered for the property?
- 10.7 Will you review my situation if you're considering allocating me a property?
- 10.8 What happens if I've the same priority and waiting time as another applicant?

11. WHAT HAPPENS WHEN I'M OFFERED A PROPERTY?

- 11.1 How will I know I've been offered a property?
- 11.2 If the Council verbally offers me a tenancy can I insist the offer is confirmed in writing before I accept or refuse the offer?
- 11.3 Can I be offered a joint tenancy with my partner or another household member?
- 11.4 Can I view the property?
- 11.5 Do I have to accept a property I'm offered?
- 11.6 How long will I be given to accept or refuse an offer of tenancy?

- 11.7 How many offers can I receive?
- 11.8 What happens if I refuse two offers of housing?
- 11.9 What if I think the accommodation offered to me was unsuitable?
- 11.10 I think a refusal of housing should not be counted as one of my two offers. What can I do?
- 11.11 My application has been removed from the Housing Register because I've refused two offers. Can I reapply and go back on the waiting list?

12. YOUR RIGHT TO ASK FOR DECISIONS TO BE REVIEWED

- 12.1 What decisions can I ask the Council to reconsider?
- 12.2 What does category 12.1(g) mean?
- 12.3 How do I find out if I have a right to review a particular decision?
- 12.4 When will the Council tell me about my right to ask for a review?
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1. INTRODUCTION

1.1 What is this policy about?

This policy explains how social housing on Anglesey is allocated. It contains the rules we follow when assessing applications for housing and deciding who is offered social housing.

1.2 Is there a summary of this policy?

Yes. You can find it on the Council's website.

1.3 Does this policy cover lettings by all social landlords with properties on Anglesey?

Yes. All lettings by partner landlords are covered by this policy, subject only to the exceptions contained in this policy. The partner landlords are Clwyd Alyn Housing Association, Grŵp Cynefin, Isle of Anglesey County Council and North Wales Housing.

1.4 Does this policy apply to people who are already social housing tenants as well as those who don't have a social tenancy?

Yes.

1.5 Does this policy include all the rules social landlords apply when letting social housing?

This policy includes most of the rules partner landlords have to apply. There are also procedures and guidance that help housing officers administer this policy. Please see **16.5** for your legal right to ask for a copy of the whole allocation scheme.

1.6 What is a housing 'allocation'?

An allocation happens when you are selected from the Housing Register to be offered a tenancy of a property owned by one of the partner landlords.

1.7 Are there any other ways I can get social housing apart from receiving an allocation?

Yes. People sometimes become a social housing tenant but not because of an allocation. Please see **Appendix 1** for details of these exceptions. This policy does not cover these other ways of obtaining social housing.

1.8 Do you hold a list of people who are entitled to be considered for an allocation of housing?

Yes. It is called the 'Housing Register'. This is the waiting list for housing. **Sections 2** and **3** explain how you can apply to be included on the Register. **Sections 6 to 10** explain how we assess applications and how we decide who is offered social housing.

1.9 Who is responsible for managing the Housing Register?

The Council manages and maintains the Register on behalf of all social landlords who have properties on the Isle of Anglesey. The Partnership has agreed that all partners will access the Housing Register so they can make allocations, subject to the funding of these arrangements being agreed.

2. HOW DO I APPLY FOR SOCIAL HOUSING?

2.1 Can I apply for social housing?

If you are aged 16 or over you can apply to be included on the Housing Register.

2.2 How do I apply for social housing?

If you want to apply visit Housing Services at the Council Offices in Llangefni or phone the Council's Housing Customer Services Team on (01248) 752200. Customer Services will:

- give you advice
- arrange a housing options advice appointment, and
- confirm the information and documents you need to bring to your interview.

2.3 I am 16 or 17 years old. Are there any special rules?

Yes. If you're 16 or 17 you can apply for housing like anyone else. However, if you're offered housing before you reach 18 the landlord will expect you to provide a guarantor and trustee. The landlord will need to be satisfied this person (or organisation) is appropriate and able to act as your guarantor and trustee. For example they must be able to afford to pay the rent for any tenancy you're given (in case you don't pay the rent). If you're unable to provide a guarantor and trustee the landlord may refuse to offer you the tenancy. If you're 16 or 17 we'll advise you about providing a guarantor and trustee during your housing options interview.

2.4 Can I apply with someone else?

When you apply we'll ask you if you'd like a sole tenancy or a joint tenancy with someone else in your household. Only one person can be the main applicant. This will be the person we'll contact in relation to the application. See **11.3** for when the landlords give joint tenancies.

If you apply and are thinking of asking for a joint tenancy it's very important to realise that:

- a joint tenant will have the same rights as you under the tenancy, including the right to occupy the whole of the property (because there would only be one tenancy, which you'd jointly hold)
- there's no legal right to 'convert' a joint tenancy into a sole tenancy, eg if your joint tenant moves out and you want a sole tenancy in just your own name
- a joint tenant can end your tenancy without your permission by giving the landlord a notice to quit. Your joint tenant doesn't even have to tell you before they do this
- if your joint tenant ends your tenancy and you're left living at the property without a tenancy it won't always be possible to give you a new tenancy, eg if you have more bedrooms than you need
- joint tenants are 'jointly and severally responsible' for all of the rent and all other obligations under the tenancy agreement until the tenancy ends. If you're a joint

tenant you'll continue to be responsible for rent and all tenancy obligations, even if you move out of the property, as long as the tenancy continues

- if your joint tenant dies you become a sole tenant automatically. However if you then die your family members cannot 'succeed' to the tenancy. The position if you were given a sole tenancy is different: members of your family who are living with you may succeed to the tenancy when you die.

2.5 I applied before and my application was refused. Can I re-apply?

If your application was refused under the previous policy you can re-apply. We'll then decide if you qualify to go on the Housing Register under this policy.

If you've had an application refused under this policy you can re-apply if your situation has changed. We may refuse to consider your application if there's been no material change in your circumstances since the previous decision.

2.6 Must I attend a housing options interview?

Everyone wanting to apply to go on the Housing Register must be interviewed by a housing options officer.

2.7 Will my request for an interview be acknowledged in writing?

Yes. We'll send you a letter or email to:

- Confirm the date and time of your housing options interview
- Tell you what information and documents you must bring to your interview
- Tell you where you can find a summary of this policy online.

2.8 Do I have a choice about when I'm interviewed?

Yes. We'll try and arrange a time that's suitable for you.

2.9 What if I'm homeless or I'm going to lose my home?

If you're homeless or may become homeless within 56 days we'll arrange an appointment so we can decide if the Council owes you any duties under the homelessness legislation. We'll also help you apply for social housing if this is appropriate in your particular situation.

2.10 What if I'm already listed on someone else's housing application?

If you're already registered on someone else's housing application we'll ask you to confirm that you don't want to be re-housed with them. Once you've confirmed this you'll be able to apply in your own right. We will also contact the other applicant and may suspend their application (see **8.6**).

2.11 What if I need support to apply for housing?

We'll provide you with any support you need to apply for housing. For example we'll make sure you get any help you need because of a disability or literacy issue, or if you need translation services.

3. WHAT DO I NEED TO DO ONCE MY INTERVIEW HAS BEEN ARRANGED?

3.1 What if I can't attend the housing options interview?

We'll try to arrange a date and time that's convenient for you. If you find you can't attend please contact us to arrange an alternative time. If you genuinely can't attend a housing options interview in person we'll offer you a telephone interview. For example if you live a long distance away. If you can't attend an interview at our offices because you're disabled we can visit you at home.

3.2 Do I need to bring anything to my housing options interview?

Yes. We'll tell you when we make the appointment what you need to bring. We'll also confirm this in your appointment letter (or email). We'll usually ask you to bring documents to prove:

- Your identity.
- Your income, capital, and ownership of any properties.
- Your current place of residence.
- The identity of people living with you (or who may live with you) and where they are living.

If you have any letters or documents that are relevant to why you need housing please bring these with you, eg a notice to quit from your landlord.

3.3 What if I don't bring the documents to my housing options interview?

If you don't bring the documents we've asked you to provide (see 3.2) we can't take your application. We'll arrange another appointment for you.

3.4 What if I repeatedly fail to bring my documents to my interviews?

If you don't bring the documents we've asked you to provide (see 3.2) to a re-arranged interview we'll ask you to send the documents to us. We'll only arrange another interview and agree to take your application once we've received the documents.

3.5 What if I'm having difficulty finding the documents I've been asked to bring to my interview?

If you think you may have difficulty getting the documents we've asked you to bring to your interview it's important you tell us before the day of your interview so we can advise you.

3.6 What will the housing options interview involve?

The interview gives you a chance to discuss your situation in detail. We'll tell you if you're likely to qualify for social housing. We'll also advise you if waiting for social housing is realistic in your particular situation. During the interview you'll be:

- Told about criminal offences you must avoid when applying for social housing.

- Told how your personal information will be used, and your legal rights in relation to your personal information.
- Asked to give permission for how your personal information will be used (eg by giving us permission to contact other organisations if we need to).
- Asked to provide your contact details, and given a choice about whether you want to receive correspondence by email or post.
- Asked to provide information about your situation and the type of housing you need. You will also be asked about what type of housing you would prefer, including its type, size and location.
- Asked to confirm if you or your household members need any special kind of housing or have any particular needs, eg ground floor accommodation because of restricted mobility, or adaptations because of a physical disability.
- Advised how your application is likely to be treated, including what priority band you're likely to be awarded (see **section 9**), and if you're likely to be offered social housing.
- Told what will happen next. We will usually write to you after the interview confirming the decision we've made on your application (see **5.1** and **5.2**).
- Advised on ways of keeping your present accommodation or other ways of finding housing (if appropriate, eg if you may lose your current housing or if you're at risk of homelessness).

3.7 Will the Council need to contact anyone else before processing my application?

We may need to contact other organisations to get information we need before processing your application. For example we may need to check information you have provided, eg by asking for tenancy references. We will ask your permission to contact third parties.

3.8 Does the Council consider every application for housing?

Yes. We consider every application, providing you comply with certain procedural requirements (see **3.9** for these 'things you must do'). However it's important to note that having your application assessed does not necessarily mean you'll be entitled to go onto the Housing Register. See **6.1** for who isn't entitled to be registered on the waiting list.

3.9 What do I have to do to make sure my application is considered?

If you want your application to be considered you must:

- Attend or participate in a housing options interview.
- Cooperate by answering the questions we ask about your situation and your household's circumstances.
- Provide acceptable evidence of your identity.

- Provide acceptable evidence of your nationality and immigration status (if we ask for it).
- Provide a postal address.
- Provide acceptable evidence of where you live.
- Provide acceptable evidence of the identity of persons residing in your household and where they are living.
- Allow us to visit you at home (if we decide a home visit is needed).

We may need you to do other things. These ‘things you must do’ are called ‘procedural requirements’. Additional procedural requirements may be included in the guidance for staff that accompanies this policy.

3.10 What happens if I don’t meet the ‘procedural requirements’ listed at 3.9?

If you don’t do those ‘things you must do’ which are listed above at 3.9 we’ll tell you in writing that we cannot make a decision on your application. We’ll give you a reasonable amount of time to put this right. If you still don’t put this right we’ll cancel your application. We’ll tell you in writing if we do this.

3.11 What if I don’t have a settled address?

If you only have temporary housing you should give us that address. If you don’t have any accommodation at all you’ll need to provide a c/o address so we can write to you. This can be the address of a family member or friend who’s willing to receive post for you. If you provide a c/o address you’ll need to make sure someone at that address tells you when you receive letters.

3.12 Will I be visited at home?

We may need to visit you at home to confirm your situation, so we can make a decision on your eligibility and priority for re-housing. For example we may visit you at home if we need to check overcrowding, poor property conditions, that a property has been brought up to standard (if you have a tenancy with a partner landlord), or for other reasons.

4. WHAT CHOICES DO I HAVE, AND WHAT HOUSING DO I QUALIFY FOR?

4.1 Can I choose the areas I want to live in?

Yes. You can choose as few or as many areas as you like (unless you’re homeless, see 4.7 below). You should only choose an area if you genuinely want to live there. This is because your application will be removed from the Register if you refuse two offers of housing (see 11.8). Unfortunately some areas have very little social housing or have a lot of people wanting to live there. We’ll tell you if it’s realistic to choose a particular area.

4.2 Can I choose which roads or estates I want within a letting area?

No. If you choose an area you could be offered a property in any part of that letting area.

4.3 What letting areas I can choose?

Please see **Appendix 2** for a map showing each letting area.

4.4 How do I find out what housing is available in each area?

We can give you a summary of what housing we have in each letting area. It's important to note that this is the total number of properties and only a few properties (or none) may become available each year. If you ask for this information we'll therefore also tell you:

- how many properties have previously become available for an allocation in each area during the past year
- what band the successful applicant had, and
- how long they had to wait in that band before being allocated the property they accepted.

4.5 How do I find out how many properties are likely to become available in my preferred areas?

We don't know in advance what properties will become available. We can only provide you general information, eg how many properties of the type and size you need have previously become available in a letting area over a particular length of time, and how many people are ahead of you on that waiting list (see **4.4**). This gives you a rough idea of how long it's likely to be before you might be allocated a property (see also **16.5** for your right to ask for information).

4.6 Are there any situations where my chosen areas won't be accepted?

Yes. We may refuse to register you for an area if we think it's unlikely you'll be offered housing in that area. For example there may be little or no housing of the size and type you need in a particular area. Or you may not meet the landlord's letting criteria.

4.7 I'm homeless. Will this affect my choice of areas?

Yes. If the Council owes you one of the homeless duties below you'll have to choose at least six letting areas. The only exception is if we decide there aren't six areas where accommodation would be legally suitable for you (as defined by the homelessness legislation). The homeless duties are:

- the section 195(2) duty under the Housing Act 1996 (the duty to take reasonable steps to prevent you losing accommodation if you're unintentionally threatened with homelessness and in priority need)
- the section 193(2) duty under the 1996 Act (the duty to arrange accommodation if you're unintentionally homeless and in priority need)
- the section 66 duty under the Housing (Wales) Act 2014 (the duty to help prevent you losing accommodation if you may become homeless within 56 days)

- the section 68 duty under the 2014 Act (the duty to arrange interim accommodation if you may be eligible for help, homeless and in priority need)
- the section 73 duty under the 2014 Act (the duty to help you find accommodation if you're homeless), and
- the section 75 duty under the 2014 Act (the duty to arrange accommodation if you're unintentionally homeless and in priority need, and your homelessness was not resolved when the section 73 duty was owed).

If you're owed one of the above duties you'll have two months in which you can express a preference about the letting areas in which you'd like to be re-housed. At the end of the two months, beginning with the acceptance of one of the duties, we may widen the letting areas you're registered for. However, this will only be done if we think accommodation in the additional letting areas would most likely be suitable for you when ending the homelessness duty.

4.8 Can I choose the types of property I want?

Yes. You can choose the types of properties (house, flat etc) and the floor levels you want to be considered for. However, the type of property you're eligible for is decided not only by what you'd like, but also by your household type (see [4.12](#) below).

4.9 I'm homeless. Will this affect the types of property I can choose?

Yes. If the Council owes you one of the duties listed at [4.7](#) you may have your preferences overridden. We may choose the types of properties you are eligible to be offered, based on what we consider is suitable for you.

4.10 How does the Council decide what size of property I'm entitled to?

We assess the size of home you need according to your household size and composition. We'll assess the number of bedrooms you need. See also [4.11](#) and [4.12](#) below.

4.11 Who can be registered as part of my household?

We'll decide who is entitled to be included on your housing application as part of your household. People counted as needing to live with you must usually:

- normally reside with you as a member of your family, or
- be your child and be dependent on you.

If you have a child who is dependent on both you and someone else (eg a former partner) we'll consider if they should be treated as part of your household. If there's a shared custody arrangement we may decide the child should not be treated as part of your household, eg because they've already got accommodation with their other parent/guardian.

4.12 How many bedrooms am I entitled to?

The number of bedrooms you need is assessed using the following rules. You qualify for one bedroom for each of the following people in your household:

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

You may qualify for an extra bedroom if:

- you or your partner is disabled, and a non-resident overnight carer is needed, or
- it's unreasonable for two persons to share a bedroom because of an illness or disability

providing this need is evidenced and we're satisfied you'd be able to afford the accommodation.

The following table provides a guide to the size of properties the most common types of household are usually registered for.

HOUSEHOLD & PROPERTY SIZE

Household make-up	Number of bedrooms				
	1	2	3	4	5
Single person					
Couple					
Pregnant woman (single or in couple)					
Couple or single parent with one child under 16					
Couple or single parent with two children under 16 of the same sex, or with two children of opposite sex who are both under 10					
Couple or single parent with two children under 16 of opposite sex where one child is at least 10					
Couple or single parent with three children under 16					
Couple or single parent with four children under 16, in any of the following cases: <ul style="list-style-type: none"> ▪ all of same sex; ▪ 2 boys and 2 girls; ▪ 3 of one sex, where at least 2 children of different sex are under 10. 					
Couple or single parent with four children under 16, 3 of one sex, where either 3 of one sex are all over 10, or the child of the other sex is over 10.					
Couple or single parent with five children under 16					
Couple or single parent with more than five children under 16					

4.13 Are there any situations when I might be offered a larger property than I'm entitled to?

You'll usually only be offered the size of property you qualify for (see **4.12** above). We may sometimes offer a larger property, but this will only happen if:

- the waiting list has been exhausted, and
- the landlord is satisfied you can afford the rent.

4.14 Can I choose which landlord I want?

No. If you're accepted onto the Housing Register you may be offered a tenancy with any of the four partner landlords.

4.15 Can the Council and housing associations set qualifying criteria for certain properties or housing schemes?

Yes. For example some properties may be reserved for people over a certain age.

5. WHEN WILL I GET A DECISION ON MY APPLICATION?

5.1 When will I receive a decision on my application?

We'll process your application once you've been interviewed and once you've met all the procedural requirements (these 'things you must do' are explained at **3.9**). We'll write to you within 21 calendar days of your housing options interview, or within 21 days of when we received all the information and documents we need (if this is later). We may email you the decision if you've agreed to receive emails.

5.2 What will the decision letter tell me?

We'll write to you and tell you:

- if you've been accepted onto the waiting list and if so
- what priority (band) you've been awarded
- the type (or types) of housing you're registered for, and
- the size of properties you qualify for.

We'll also tell you if we make any of the following types of decision:

- A decision that you're not eligible to be included on the Housing Register. We'll tell you the reasons why.
- A decision that your priority band status has been reduced because of past conduct, and if so what band you have been awarded. We'll tell you the reasons why.

We'll tell you about your right to ask for a review if you're dissatisfied with our decision on your application (see **section 12** for details about your right to ask for a review).

5.3 What if I want an update on how my application is progressing?

If you have any questions about your application please phone Housing's Customer Services on (01248) 752200 or email them at housing@anglesey.gov.uk. If your interview was in the last 21 days and you haven't received a decision we suggest you wait for our letter or email confirming the outcome of your application.

5.4 **If I disagree with the Council's decision can I ask them to reconsider it?**

Yes. When we write and tell you about the decision on your application we'll also tell you about your right to ask for a review (see **section 12** for more details about your right to ask for a review).

6. **WILL I BE ALLOWED ONTO THE HOUSING REGISTER?**

6.1 **Is everyone entitled to go onto the Housing Register?**

No. Some people aren't entitled to be registered on the waiting list. For example you won't be placed on the Housing Register:

- If you haven't met the 'procedural requirements' (see **3.9** for these 'things you must do').
- If you're not in housing need (see **section 9** for the banding rules).
- If you have sufficient financial resources to meet your housing needs (see **7.3** and **7.4** for more details).
- If you're ineligible because of your immigration status (see **6.3** to **6.7** and **Appendix 3** for the rules about immigration and nationality)
- If you're ineligible because of past behaviour (see **6.8** to **6.9** and **Appendix 4** for the rules about being unsuitable to be a tenant).
- If you've applied before, had your application refused, and your situation hasn't materially changed since the previous decision (see **2.5**).

We'll write and tell you if we decide you don't qualify to be included on the Register. We'll tell you our reasons for making the decision and tell you about your right to ask for a review (see **section 12** for details about asking for a review).

6.2 **How will the Council help me if I'm not entitled to go on the Housing Register?**

We'll advise you about your other housing options.

6.3 **Why do you look at nationality and immigration status?**

By law we can't allocate housing to people who are disqualified because of their immigration status. We won't register applications from anyone who is ineligible for an allocation under section 160A(1)(a) of the Housing Act 1996 and the related regulations.

6.4 **How do I find out if my immigration status disqualifies me from being allocated housing?**

Appendix 3 lists the groups of people who are ineligible for a housing allocation because of their immigration or nationality. Please contact us if you need advice on how this may affect your application.

6.5 **I'm ineligible for housing because of my immigration status. Can I be given a joint tenancy with someone else?**

No. A household member who is ineligible can't be granted a sole or joint tenancy with an eligible applicant as the result of an allocation.

6.6 Restricted persons

We won't register the application of anyone who is entitled to reasonable preference (see **16.1**) because of homelessness but only because their household includes a 'restricted person'. A restricted person is someone who:

- is ineligible for help under Chapter 2 of the Housing (Wales) Act 2014, and
- is subject to immigration control within the meaning of the Asylum and Immigration Act 1996, and
- either:
 - does not have leave to enter or remain in the United Kingdom, or
 - has leave to enter or remain in the United Kingdom subject to a condition to maintain and accommodate themselves, or any dependents, without recourse to public funds.

6.7 My children are ineligible because of their immigration status. Will you take their needs into account?

Yes. If you're eligible but you have ineligible dependents we'll take their housing needs into account, eg when deciding your priority and the type and size of housing you qualify for. However, we may take relatives' immigration status into account when deciding if they form part of your household. If your household includes a 'restricted person' we may not give you priority for housing (see **6.6**).

6.8 Are there situations where the Council won't register someone on the waiting list because of past behaviour?

Yes. If we decide that your immigration and nationality status means you're eligible for the Housing Register we'll then go on to consider if you may be ineligible because of unacceptable behaviour.

6.9 When isn't someone entitled to go on the Housing Register because of past behaviour?

We consider:

- if you or a member of your household has been guilty of unacceptable behaviour, and if so
- if the behaviour is serious enough to make you unsuitable to be a social housing tenant, and if so
- if you remain unsuitable to a tenant at the time we consider your application.

Appendix 4 gives more information on how we make this decision and the rules we apply.

6.10 Will the Council ask for tenancy references?

Yes. If you are currently a tenant or have held tenancies in the past we'll contact your landlord (or landlords) and ask them for a reference.

6.11 If the Council decides someone in my household is ineligible because of unacceptable behaviour can they be given a joint tenancy with me?

No. Someone who is ineligible because of previous behaviour cannot be given a joint tenancy with an eligible applicant as the result of an allocation.

7. WHAT PRIORITY WILL I HAVE FOR HOUSING?

7.1 How does the Council decide what priority I have for housing?

If you're eligible to go on the Housing Register (see section 6) we'll then go on to decide if you have a housing need. There are four priority 'bands'. Your band award is based on whether or not you have a local connection and how urgently you need housing. The bands, in descending order of priority, are:

Band	You qualify if you have:
Urgent	An urgent housing need + A local connection
Band 1	A housing need + A local connection
Band 2	An urgent housing need but No local connection
Band 3	A housing need but No local connection
No band award	No housing need

The band criteria are fully explained in **section 9**.

7.2 What if I don't qualify for any of the priority bands?

If you don't qualify for any of the priority bands you won't be allowed onto the Housing Register. This means you won't be considered for an allocation of housing. We'll send you our decision in writing and explain why you don't qualify for the waiting list. We'll also tell you about your right to ask for a review (see **section 12** for more details about asking for a review). We can advise you on your other housing options if you need it.

7.3 Will the Council take my income and financial situation into account?

Yes. Social housing is generally only provided if you will have difficulty obtaining suitable housing because of your financial situation. We may decide you can't be included on the Housing Register if you can afford to obtain housing in the private sector. We may

disqualify you if you can't afford housing where you'd prefer to live, but could afford housing elsewhere on the Isle of Anglesey.

7.4 What does the Council take into account when deciding if I can afford housing in the private sector?

We'll take various factors into account, depending on your situation. For example:

- your financial resources and (if relevant) those of household members
- ownership of and equity in land or property
- your reasonable expenditure and commitments
- the supply and cost of private market housing on the Isle of Anglesey that would be suitable for you
- if your current property could be sold and the resulting equity released to buy or rent privately
- your mortgage potential
- if adaptation of your current property is a viable option.

The procedural guidance for housing officers (see **1.5**) includes guidance on how to assess individual cases, including guideline figures for the amount of income, savings and capital that may typically be considered acceptable for certain types of household.

7.5 What if I'm already on the Housing Register when this policy takes effect?

If you have an active housing application when this policy takes effect we'll reassess your eligibility for housing using the new rules. You'll no longer get points but instead be awarded a band (if you qualify). If you don't qualify for one of the four bands your application will be removed from the Register.

We'll write to tell you whether or not your application is included on the Register. If you qualify under the new policy we'll confirm your priority band status and waiting time date. Your waiting time date will be the date you would have qualified for your band status had the banding scheme been previously operating. If your application is taken off the Register we'll confirm the reasons for the decision. We'll also tell you about your right to ask for a review (see **section 12** for more details about asking for a review).

7.6 Will I get more priority if I apply as homeless?

If the Council accepts you're homeless you'll be awarded a band status reflecting your priority for re-housing (see **9.6** to **9.10** for the banding categories). However applying as homeless doesn't usually make an offer of social housing more likely. This is because we can end homelessness duties by arranging privately rented housing. Also if you're owed a homelessness duty you'll have less choice about:

- where you are offered housing (see **4.7**), and
- the type of properties you'll be offered (see **4.9**).

8. WHAT HAPPENS ONCE I'M REGISTERED ON THE WAITING LIST?

8.1 Where will I be placed when I'm first entered onto the list?

If you're a new applicant your application will be entered at the bottom of the band that you're entitled to. This is because all applicants are awarded a 'waiting time date'. This is the date on which you were awarded your current band status. You'll be placed below other applicants in your band who need the same type and size of housing because they've been waiting longer to be re-housed. Those who apply after you will be below you on the waiting list (assuming they need the same type of housing in the same area).

8.2 Can my waiting time date be backdated?

We may decide to award you a different waiting time date if there are exceptional circumstances. For example we may award an earlier date if we unreasonably delayed in processing your application, and this was not because of anything you did, eg failing to provide information or documents.

8.3 When will I get to the top of the waiting list?

You will gradually move up the waiting list as other applicants with the same band priority and earlier waiting time dates are re-housed or come off the list. We can give you advice about how many properties of the type you need have previously become available and how many people are ahead of you on the list in a particular area (see [4.4](#)). This can help you decide if you want to wait for social housing, consider other options, or consider other letting areas (see [4.1](#)) or other types of housing (see [4.8](#)).

8.4 Will I definitely be offered social housing?

No. We can't guarantee you'll be offered housing, even if you're accepted onto the waiting list. Unfortunately there aren't as many vacancies as people wanting social housing.

8.5 What happens if my situation changes?

You must tell us in writing if your situation changes. If you become aware of any changes in circumstances that might affect your priority for housing please tell the Council's Housing Customer Services Team. For example you must tell us if:

- you move home
- someone leaves or joins your household
- your income or financial situation changes.

We may cancel your application if you don't tell us about your situation changing (see [8.7](#)). We may also be unable to offer you a property when you get to the top of the waiting list (see [10.7](#)). We may ask you to attend a housing options interview and provide supporting information and documentation if your circumstances change.

8.6 Are there any situations where my application will be suspended so I don't qualify for an offer of housing?

Yes. We may suspend your application or withdraw an allocation if:

- We've received information suggesting your situation may have changed and you may no longer be eligible for an allocation of housing, or your band priority status.
- You're a social housing tenant and haven't brought the condition of your home or garden up to the required standard.
- You're not in a position to take up an offer of accommodation, eg because you're in hospital, custody or an institution.
- We think one of the situations at **8.7** may apply but we've yet to make a decision.

We'll write to you and tell you if we suspend your application (or withdraw an allocation). We'll tell you the reasons for our decision. We'll also tell you if you need to provide information or do something before your application can be made active again.

8.7 Are there any situations where my application may be removed from the Housing Register?

Yes. We may remove your application from the waiting list if you:

- You refuse two reasonable offers of accommodation (see **11.8**).
- You ask us to withdraw your application.
- Your situation changes and you're not entitled to remain on the Housing Register (see **6.1**).
- You withhold or fail to provide information we have asked you to provide in connection with your application.
- You don't comply with our 'procedural requirements' (see **3.9** for these 'things you must do').
- You don't reply to us when we've attempted to contact you, eg a request for you to confirm your circumstances and that you want to remain on the Housing Register (see **8.9**).
- You deliberately worsen your housing circumstances with the aim of receiving priority for accommodation on the Housing Register.
- You knowingly or recklessly give false or misleading information in connection with your application.
- You are ineligible for an allocation (see **section 6**).

8.8 What if I'm homeless or at risk of losing my home?

If you may be losing your home it's important to contact us as soon as possible. We'll be able to give you help and advice. You may be entitled to help under the homelessness legislation. If you become homeless we may need to arrange temporary accommodation for you. Contact the Customer Services Team on (01248) 852200 as soon as you think you may become homeless. They'll make you an appointment with a housing options officer if necessary.

8.9 Will the Council regularly review my application?

Yes. You'll need to renew your application or re-apply at regular intervals. We need to keep an accurate record of people wanting social housing who continue to qualify. You'll be asked to confirm your current situation when we review your application. If you don't respond or don't provide the information we need we'll remove you from the Register. We'll tell you in writing if we do this. You can ask us to reconsider any decision to remove you from the waiting list (see **section 12**)

9. HOW DOES THE BANDING SYSTEM WORK?

9.1 What is banding?

We use banding to decide what priority you have for housing. Banding helps us to rank your application against everyone else who's entitled to go on the Housing Register. The priority you're entitled to depends on three things:

- if you need housing very urgently;
- if you have a local connection; and
- how long you've spent waiting for social housing.

9.2 How does banding work?

There are four priority bands. If you're eligible to be included on the Register we'll award you a band that reflects your particular situation.

In descending order of priority the bands are:

- Urgent Band
- Band 1
- Band 2
- Band 3

You can find out which band you qualify for by looking at **9.6** to **9.10**.

9.3 How does my priority compare with other people who've been awarded the same band?

Within each band applications are prioritised by how long everyone has been waiting for social housing. Waiting time is the number of days since you were awarded your current band status.

9.4 Which bands do I need a local connection for?

You need a local connection to be awarded the Urgent band or Band 1 priority (see **7.1**, **9.6** and **9.9**).

9.5 What counts as a local connection?

You have a local connection with the Anglesey area if you or a member of your household:

- have been normally and continuously resident in the area for the previous five years, or
- have been normally resident in the area for five out of the previous ten years, or
- have family associations in the area. Family associations normally arise when someone has a parent, adult child, brother or sister who has resided in the area for a period of at least five years at the date of application, and you and the locally residing close relative in question indicate a wish for you to be near the relative, or
- provide or receive essential support from a person or specialist provider in the area, or
- have had continuous employment in the area for the last five years, or
- have been offered employment in the area but have a disability and are unable to take up the offer because of difficulties in finding adequate accessible housing in the area (the disability and the employment offer must be evidenced), or
- need to move to the area so that a member of the household with a disability can attend school or receive specialist support, but are unable to do so because of the difficulty in finding adequate accessible housing in the area (the need must be a consequence of the disability, and the disability and the need to move to the area must be evidenced), or
- are serving in the Armed Forces and are either employed or resident in the area;
- are serving in the Armed Forces or are former members of the Armed Forces who are not currently employed or resident in the area but have previously been resident in the area, including residency as a result of a former posting in the area while serving in the Armed Forces, or
- are approved as ready to move from care or supported housing under the Urgent Band's category 4 (see 9.6), or
- are awarded priority under the Urgent Band's category 6 (see 9.6), or
- are awarded priority because of abuse under the Urgent Band's category 7 (see 9.6), or
- are awarded priority under the Urgent Band's category 8 (see 9.6).

9.6 Who qualifies for the 'Urgent' band?

You qualify for the 'Urgent' band if you:

- have an urgent housing need (as set out in the box below), and
- have a local connection (please see 9.5 for what counts as a local connection).

The Urgent Band is reserved for very urgent cases. Very few applicants are likely to be awarded this status.

URGENT BAND

1. Urgent medical, welfare or disability related need

Applicants whose household includes someone who:

- (a) has a medical condition which is life-threatening or likely to become so, and the current accommodation (or lack of accommodation) is significantly detrimental to the condition, or re-housing is likely to result in significant improvement;
- (b) has been assessed as having a need to move urgently to an accessible property;
- (c) has a serious physical or mental illness, disability, medical condition or behavioural disorder, which is causing serious dysfunction to themselves or the household unit such that they are completely unable to cope in their present accommodation and re-housing would alleviate the problem. For example, terminal illness or advanced progressive condition;
- (d) is hospitalised and unable to return home because the accommodation is wholly unsuitable for their long term needs by way of design, location and/or is unsuitable for adaptations that are required because of disability;
- (e) is disabled and is unable to access essential facilities within the property, for example where bathing or WC or access to the property itself is wholly unsuitable. The property cannot be economically adapted to meet their needs;
- (f) needs to move to provide support to a person with a serious illness, disability or medical condition, and that person cannot cope in their present accommodation without the applicant's support; or
- (g) is living in overcrowded accommodation which leaves the person vulnerable to a potentially fatal or very serious infection, for example where they are suffering from late stage HIV.

Evidence will be required in these cases to demonstrate the legitimacy of the claim.

2. Loss of home as a result of a disaster

Applicants who suddenly and permanently lose their existing home as a result of a disaster and who have a reasonable prospect of an allocation within a short period.

3. Leaving armed forces or serious injury whilst serving in armed forces

- (a) An applicant who needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability which they, or a member of their household, sustained as a result of service in the armed forces.
- (b) An applicant needing accommodation because of leaving the armed forces and losing military accommodation. People who have left the armed forces under Discharge as of Right (DAOR) are excluded from this provision and are not given urgent housing need band status.

4. People accommodated by the local authority in care or approved supported housing who are deemed ready to 'move on'

5. The household needs social housing urgently to prevent a child being taken into care or remaining in care

Examples include:

- (a) Foster parents who urgently need accommodation to take a child.
- (b) Cases where a child care plan has identified the need for accommodation to prevent the child being looked after by the authority (for example, child in need / looked after child / child protection).

6. Existing tenants who are either under-occupying by one or more bedroom and wish to transfer to a smaller property or who are occupying an adapted property which they do not need, provided that one of the following applies:

- (a) They are suffering financial hardship; or
- (b) Their moving would release a property for someone in urgent need who most likely would otherwise have to wait an unreasonably long time to be re-housed.

Applicants must hold a social housing tenancy on Anglesey with a partner landlord.

7. Homeless due to abuse or threat of abuse

Those owed one of the following homelessness duties by Isle of Anglesey County Council:

- (a) the section 193(2) duty under the Housing Act 1996;
- (b) the section 73 duty under the Housing (Wales) Act 2014; or
- (c) the section 75 duty under the Housing (Wales) Act 2014, and who needs housing urgently as the result of:
 - (aa) violence (within the meaning of section 177 of the 1996 Act); or
 - (bb) abuse (within the meaning of 58 of the 2014 Act).

8. Exceptional case of urgent need where the circumstances or the urgency of the circumstances are not dealt with elsewhere in this scheme

An applicant who has been assessed as having an exceptional housing need and where Urgent band status has been approved by the Head of Housing Services.

9.7 Who qualifies for Band 1?

You qualify for Band 1 if you:

- have a housing need (as set out in the box below), and
- have a local connection (please see **9.5** for what counts as a local connection).

BAND 1

9. Applicants who are homeless within the meaning of Part 2 of the Housing (Wales) Act 2014, with the exception of applicants who have become homeless intentionally, as defined in section 77 of the 2014 Act.

This category includes homeless applicants both in priority need and not in priority need, provided they have not become homeless intentionally.

The definition of homelessness used is contained in sections 55 to 57 of the Housing (Wales) Act 2014. Under this definition a person is homeless if they do not have accommodation which they are entitled to occupy, which is physically and legally available for them to occupy, and which is reasonable for them to continue to occupy. This includes the following:

- (a) A person who has no accommodation available for their occupation in the United Kingdom or elsewhere, which they
 - (i) are entitled to occupy by virtue of an interest in it or by virtue of a court order;
 - (ii) have an express or implied license to occupy; or
 - (iii) occupy as a residence by virtue of any enactment or rule of law giving the person the right to remain in occupation, or restricting the right of another person to recover possession.
- (b) A person is also homeless if they have accommodation but
 - (i) they cannot secure entry to it, or
 - (ii) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where the person is entitled or permitted both to place it and reside in it.

A person is not treated as having accommodation unless it is accommodation which would be reasonable for them to continue to occupy, as defined under section 57 of the 2014 Act.

Accommodation may only be regarded as available for a person's occupation if it is available for occupation by that person together with:

- (aa) a person who normally resides with them as a member of their family, or
- (bb) any other person who might reasonably be expected to reside with them.

Applicants will ordinarily be accorded this status by a Housing Options Officer following a homelessness assessment under section 62 of the 2014 Act (or a review of such an assessment).

10. Applicants who are owed a duty by a local housing authority under section 73 or 75 of the Housing (Wales) Act 2014 or section 193(2) of the Housing Act 1996, or who are unintentionally threatened with homelessness within 56 days and are likely to be in priority need:

This category includes applicants who are:

- (a) unintentionally homeless and in priority need and who have been accepted as being owed the main housing duty under section 193(2) of the 1996 Act or the duty to secure accommodation under section 75 of the 2014 Act;
- (b) homeless and owed the duty to help to secure accommodation under section 73 of the 2014 Act, providing the authority is satisfied there are no grounds by which the applicant is likely to subsequently be found intentionally homeless under section 77 of the 2014 Act;
- (c) threatened with homelessness and owed the duty to help to secure that suitable accommodation does not cease to be available for the applicant's occupation under section 68 of the 2014 Act, providing the authority is satisfied there are no grounds by which the applicant is likely to subsequently be found intentionally homeless under section 77 of the 2014 Act;
- (d) unintentionally threatened with homelessness in the next 56 days, providing the authority is satisfied there are:
 - (i) grounds by which the applicant is likely to be found to have a priority need under section 70 of the 2014 Act, and
 - (ii) no grounds by which the applicant is likely to subsequently be found to have become homeless intentionally under section 77 of the 2014 Act.

This category does not include applicants who have become homeless intentionally, or whose circumstances provide grounds by which the applicant is likely to subsequently be found to have become homeless intentionally.

Where an applicant is either homeless or threatened with homelessness within 56 days and the authority is satisfied there are grounds by which the applicant is likely subsequently to be found intentionally homeless they may qualify for lesser priority under Band 3

11. Applicants occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions

This category includes the following:

- (a) Applicants whose current property:
 - (i) lacks a bathroom with facilities or the facilities are located in an insanitary location, for example within a kitchen;
 - (ii) lacks a kitchen and/or appropriate cooking facilities;
 - (iii) lacks an inside toilet;
 - (iv) lacks a hot or cold water supply due to a defect to the property;
 - (v) lacks an electrical supply due to a defect with the property;
 - (vi) lacks a gas supply due to a defect with the property where such a supply is

required to operate existing or necessary services such as heating.

- (b) Applicants who share facilities with occupiers who are not part of the applicant's household on a permanent basis. This applies to the sharing of a kitchen, bathroom/shower, or toilet.
- (c) Applicants living in overcrowded housing. Accommodation is deemed to be overcrowded if it lacks at least one bedroom under the following definition on a permanent basis. One bedroom is deemed necessary for each of the following persons in the applicant's household:
 - (i) a single person or couple aged 16 or over; and
 - (ii) two children of the same gender, where both of the children are aged under 16; and
 - (iii) two children aged under 10, regardless of gender; and
 - (iv) any remaining child

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

- (v) the tenant or their partner is disabled, and they require a non-resident overnight carer, providing the Council is satisfied that the applicant would be able to afford accommodation of the relevant size; or
 - (vi) 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 applicant would be able to afford accommodation of the relevant size.
- (d) Applicants who have been referred by the Council's Housing Enforcement Team department for re-housing because they are occupying accommodation where Category 1 hazards exist under the Health and Housing Safety Rating System, which the Council are satisfied the landlord or licensor should remedy, but which are unlikely to be remedied.

All applicants occupying insanitary or hazardous accommodation will be referred to Environmental Health so that the problem can be resolved if possible and to enable the applicant to remain in occupation wherever possible. The Housing Enforcement Team will refer the case with a recommendation for priority under this category if, despite their best efforts, they consider the above definition is satisfied and the problem cannot be resolved within a reasonable period of time.

12. People who need to move on medical or welfare grounds

The following categories of applicant qualify:

- (a) Applicants whose household includes someone with a medical condition which is directly linked to unsuitable housing and where re-housing is necessary to significantly improve their health.
- (b) Applicants occupying accommodation that causes difficulties with access to the property to a member of the household, that have a detrimental impact on the person's welfare such that it cannot be resolved in the current property, and would be significantly alleviated if they were suitably re-housed.

Such cases will be assessed following an assessment by a relevant practitioner as to whether the person requires a move to an accessible property within the above definition.

- (c) Applicants whose household includes a person who has social care needs that are not being met, and re-housing is necessary to significantly improve their care.

13. People who need to move to a particular locality in the district, where failure to meet that need will cause hardship (to themselves or to others)

Examples include:

- (a) A failure to move to the particular locality will cause exceptional financial hardship.
- (b) The applicant or a member of their household is at risk of being admitted to residential care or hospital if they are not re-housed in the particular locality.

- (c) The applicant needs to move to the particular locality due to a relationship breakdown, and there is need to safeguard and promote the welfare of associated child(ren).
- (d) The applicant is a 'relevant child' under the Children Leaving Care Act 2000, is a care leaver, vulnerable and has a high housing need that is best met by the provision of long term settled housing in the particular locality.
- (e) The applicant or a member of their household has permanent employment which continue, or an offer of the same which they cannot take up, unless they reside in the particular locality.
- (f) The applicant is giving or receiving essential support, which can only be delivered if they live in the particular locality.

14. Exceptional case of housing need where the circumstances are not dealt with elsewhere in this scheme

An applicant who has been assessed as having an exceptional housing need and where Band 1 status has been approved by the Head of Housing Services.

9.8 Can I qualify for Band 1 if I'm intentionally homeless?

No. If we've decided you're homeless but that you became homeless intentionally you won't qualify for Band 1. This is the case even if your situation is covered by one of the other Band 1 categories and you have a local connection. Instead you'll be awarded Band 3 status (see category Band 3 category 20 at 9.10). You'll be disqualified from having priority under any of the Band 1 categories for 12 months. The 12 months starts when we decide you became homeless intentionally. If you then get accommodation and are no longer homeless you'll no longer qualify for Band 3 priority under category 20. If your application is removed from the Housing Register and you re-apply for housing after 12 months you may be awarded Band 1 priority if your situation is covered by one of the housing need categories 9 to 12, and you have a local connection.

9.9 Who qualifies for Band 2?

You qualify for Band 2 if you:

- have an urgent housing need (as set out in the box below), and
- do not have a local connection (please see 9.5 for what counts as a local connection).

BAND 2

15. Urgent medical, welfare or disability related need

Applicants whose household includes someone who:

- (a) has a medical condition which is life-threatening or likely to become so, and the current accommodation (or lack of accommodation) is significantly detrimental to the condition, or re-housing is likely to result in significant improvement;
- (b) has been assessed as having a need to move urgently to an accessible property;
- (c) has a serious physical or mental illness, disability, medical condition or behavioural disorder, which is causing serious dysfunction to themselves or the household unit such that they are completely unable to cope in their present accommodation and re-housing would alleviate the problem. For example, terminal illness or advanced

progressive condition;

- (d) is hospitalised and unable to return home because it is wholly unsuitable for their long term needs by way of design, location and/or is unsuitable for adaptations that are required because of disability;
- (e) is disabled and is unable to access essential facilities within the property, for example where bathing or WC or access to the property itself is wholly unsuitable. The property cannot be economically adapted to meet their needs;
- (f) needs to move to provide support to a person with a serious illness, disability or medical condition, and that person cannot cope in their present accommodation without the applicant's support; or
- (g) is living in overcrowded accommodation which leaves the person vulnerable to a potentially fatal or very serious infection, for example where they are suffering from late stage HIV.

Evidence will be required in these cases to demonstrate the legitimacy of the claim.

16. Loss of home as a result of a disaster

Applicants who suddenly and permanently lose their existing home as a result of a disaster and who have a reasonable prospect of an allocation within a short period.

17. Leaving armed forces or serious injury whilst serving in armed forces

- (a) An applicant who needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability which they, or a member of their household, sustained as a result of service in the armed forces.
- (b) An applicant needing accommodation because of leaving the armed forces and losing military accommodation. People who have left the armed forces under Discharge as of Right (DAOR) are excluded from this provision and are not given Band 2 priority status.

18. Urgent cases where the household needs social housing to prevent a child being taken into care or remaining in care

Examples include:

- (a) Foster parents who urgently need accommodation to take a child.
- (b) Cases where a child care plan has identified the need for accommodation to prevent the child being looked after by the authority (for example, child in need / looked after child / child protection).

19. Exceptional case of urgent need where the circumstances or the urgency of the circumstances are not dealt with elsewhere in this scheme

An applicant who has been assessed as having an exceptional housing need and where Band 2 status has been approved by the Head of Housing Services or a senior manager.

9.10 Who qualifies for Band 3?

You qualify for Band 3 if you:

- have a housing need (as set out in the box below), and
- do not have a local connection (please see **9.5** for what counts as a local connection).

BAND 3

20. Applicants who are homeless within the meaning of Part 2 of the Housing (Wales)

Act 2014.

This category includes homeless applicants both in priority need and not in priority need, and who became homeless either intentionally or unintentionally.

The definition of homelessness used is contained in sections 55 to 57 of the Housing (Wales) Act 2014. Under this definition a person is homeless if they do not have accommodation which they are entitled to occupy, which is physically and legally available for them to occupy, and which is reasonable for them to continue to occupy. This includes the following:

- (a) A person who has no accommodation available for their occupation in the United Kingdom or elsewhere, which they
 - (i) are entitled to occupy by virtue of an interest in it or by virtue of a court order;
 - (ii) have an express or implied license to occupy; or
 - (iii) occupy as a residence by virtue of any enactment or rule of law giving the person the right to remain in occupation, or restricting the right of another person to recover possession.
- (b) A person is also homeless if they have accommodation but
 - (i) cannot secure entry to it, or
 - (ii) it consists of a moveable structure, vehicle or vessel designed or adapted for human habitation and there is no place where the person is entitled or permitted both to place it and reside in it.

A person is not to be treated as having accommodation unless it is accommodation which would be reasonable for them to continue to occupy, as defined under section 57 of the 2014 Act.

Accommodation may only be regarded as available for a person's occupation if it is available for occupation by that person together with:

- (cc) a person who normally resides with them as a member of their family, or
- (dd) any other person who might reasonably be expected to reside with them.

Applicants will ordinarily be accorded this status by a Housing Options Officer following a homelessness assessment under section 62 of the 2014 Act (or a review of such an assessment).

21. Applicants who are owed a duty by a local housing authority under sections 66, 73 or 75 of the Housing (Wales) Act 2014 or sections 190(2) or 193(2) of the Housing Act 1996 or who are occupying accommodation secured by an authority under section 75(1) of the 2014 Act or section 193(3) of the 1996 Act.

This category includes applicants who are:

- (a) unintentionally homeless and in priority need and who have been accepted as being owed the duty to secure accommodation under section 75 of the 2014 Act or the main housing duty under section 193(2) of the 1996 Act;
- (b) unintentionally homeless but not in priority need for whom accommodation has been made available under section 192(3) of the 1996 Act;
- (c) are owed the interim housing duty under section 68 of the 2014 Act, but have been assessed as becoming homeless intentionally, and accordingly have been secured accommodation only for such period of time that will enable them to secure their own accommodation.

Applicants will ordinarily be accorded this status by a Housing Options Officer following a homelessness assessment under section 62 of the 2014 Act (or a review of such an assessment).

22. Applicants occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions

This category includes the following:

- (a) Applicants whose current property:

- (i) lacks a bathroom with facilities or the facilities are located in an insanitary location, for example within a kitchen;
 - (ii) lacks a kitchen and/or appropriate cooking facilities;
 - (iii) lacks an inside toilet;
 - (iv) lacks a hot or cold water supply due to a defect to the property;
 - (v) lacks an electrical supply due to a defect with the property;
 - (vi) lacks a gas supply due to a defect with the property where such a supply is required to operate existing or necessary services such as heating.
- (b) Applicants who share facilities with occupiers who are not part of the applicant's household on a permanent basis. This applies to the sharing of a kitchen, bathroom/shower, or toilet.
- (c) Applicants living in overcrowded housing. Accommodation is deemed to be overcrowded if it lacks at least one bedroom under the following definition on a permanent basis. One bedroom is deemed necessary for each of the following persons in the applicant's household:
- (i) a single person or couple aged 16 or over; and
 - (ii) two children of the same gender, where both of the children are aged under 16; and
 - (iii) two children aged under 10, regardless of gender; and
 - (iv) any remaining child
- In addition, an additional bedroom will be deemed necessary where:
- (v) the tenant or their partner is disabled, and they require a non-resident overnight carer, providing the Council is satisfied that the applicant would be able to afford accommodation of the relevant size; or
 - (vi) 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 applicant would be able to afford accommodation of the relevant size.
- (d) Applicants who have been referred by the Council's Housing Enforcement Team for re-housing because they are occupying accommodation where Category 1 hazards exist under the Health and Housing Safety Rating System, which the Council are satisfied the landlord or licensor should remedy, but which are unlikely to be remedied.
- (e)
- All applicants occupying insanitary or hazardous accommodation will be referred to Environmental Health so that the problem can be resolved if possible and so as to enable the applicant to remain in occupation wherever possible. The Housing Enforcement Team will refer the case with a recommendation for priority under this category if, despite their best efforts, they consider the above definition is satisfied and the problem cannot be resolved within a reasonable period of time.

23. People who need to move on medical or welfare grounds

The following categories of applicant qualify:

- (a) Applicants whose household includes someone with a medical condition which is directly linked to unsuitable housing and where re-housing is necessary to significantly improve their health.
- (b) Applicants occupying accommodation which causes difficulties with access to the property to a member of the household, which have a detrimental impact on that person's welfare that cannot be resolved in the current property, and would be significantly alleviated if they were suitably re-housed.

Such cases will be assessed following an assessment by a relevant practitioner as to whether the person requires a move to an accessible property within the above definition.

- (c) Applicants whose household includes a person who has social care needs that are not being met, and re-housing is necessary to significantly improve their care.

24. People who need to move to a particular locality in the district, where failure to meet that need will cause hardship (to themselves or to others)

Examples include:

- (a) A failure to move to the particular locality will cause exceptional financial hardship.
- (b) The applicant or a member of their household is at risk of being admitted to residential care or hospital if they are not re-housed in the particular locality.
- (c) The applicant needs to move to the particular locality due to a relationship breakdown, and there is need to safeguard and promote the welfare of the associated child(ren).
- (d) The applicant is a 'relevant child' under the Children Leaving Care Act 2000, is a care leaver, vulnerable and has a high housing need that is best met by the provision of long term settled housing in the particular locality.
- (e) The applicant or a member of their household has permanent employment which continue, or an offer of the same which they cannot take up, unless they reside in the particular locality.
- (f) The applicant is giving or receiving essential support, which can only be delivered if they live in the particular locality.

25. Exceptional case of housing need where the circumstances are not dealt with elsewhere in this scheme

An applicant who has been assessed as having an exceptional housing need and where Band 3 status has been approved by the Head of Housing Services or a senior manager.

9.11 Can my priority be reduced?

Yes. We may award you a lower band (than usual under **9.6 to 9.10**) if we're satisfied:

- you have sufficient financial resources to meet your housing needs (see **7.3** and **7.4**), or
- your behaviour or the behaviour of a member of your household means you're unsuitable to be a tenant (see **Appendix 4**);
- you have property-related debts (such as rent arrears, council tax arrears, housing benefit overpayment, a debt resulting from property damage etc) that exceed £100, either relating to your existing or a former home, providing the debt is legally recoverable.

9.12 If the Council decides to reduce my priority how will you reduce it?

We may reduce your priority by:

- awarding you a lower band priority than you would otherwise be entitled to
- adjusting your waiting time date
- temporarily suspending you from being entitled to an allocation (so your application is 'bypassed' when we allocate a property that you'd normally be entitled to be considered for), or

- a combination of the above.

For example we may decide temporary suspension is appropriate because you owe a debt to a partner landlord and the suspension will give you a chance to clear the debt or come to an agreed arrangement.

If we adjust your waiting time date we may decide it's appropriate to award a date reflecting when the 'offending' issue was resolved or when a suspension was lifted.

9.13 How does the Council decide if my priority should be reduced?

When deciding whether to sanction an application (under **9.11**) and what the sanction should be (under **9.12**) we treat each case on its own merits and consider all relevant issues. We also consider the need to achieve broader policy aims such as the need to achieve fairness between applicants, equality of opportunity, social inclusion, and the need to move under-occupying tenants who rely on welfare benefits to appropriately sized accommodation. In exceptional circumstances we may decide no sanction should be applied even though one of the criteria at **9.11** applies. If you have a property-related debt of over £100 we may decide not to reduce your priority if you have made an agreement to reduce the debt by making regular payments and have kept to the agreement for a significant period. The procedural guidance for housing officers includes guidance on how decisions to reduce priority are made (see **1.5**).

9.14 Will the Council tell me if my priority is reduced?

Yes. We'll confirm a decision to reduce your priority in writing, and set a date by when we'll review the reduction in priority. We'll write to you again if, when reviewing the reduction in priority, we decide the reduction in priority should continue. Whenever we write to you to tell you about a decision on reducing your priority we'll also tell you about your right to ask for a review (see **9.15** and section **12**).

9.15 Can I ask the Council to look again at a decision to reduce my priority under 9.11?

Yes. If you want us to reconsider the decision we must receive your request for a review within 21 days of the decision (see **12.7**).

9.16 Are there any situations where I could be given a higher priority than under the usual rules?

This is rare and only happens in exceptional circumstances. For example we may place someone in a higher band or award an earlier waiting time because the Public Services Ombudsman for Wales has recommended this, or because of a legitimate expectation (legally binding promise).

10. HOW DO THE LANDLORDS DECIDE WHO RECEIVES OFFERS OF ACCOMMODATION?

10.1 Are there different ways applicants can be selected for an allocation of housing?

Yes. For example, certain properties may be reserved for someone who:

- has a particular connection with the locality in which the property is situated (see **section 14**)
- needs an adapted or accessible home because of a physical disability (see **section 13**)
- meets criteria applying to that particular property or housing scheme, or
- has specifically applied for a particular property.

Some properties don't have any particular letting criteria and can be allocated to anyone on the waiting list (providing they have chosen that letting area and qualify for the type and size of the property).

10.2 How do the landlords decide which method will be used to allocate a property?

When a property becomes available we'll decide the method to be used to allocate it. If a property is reserved for a particular type of applicant (see **4.15** and **10.1**) we'll use that method to select who should receive an allocation.

The partner landlords may change the letting methods used to allocate particular housing schemes or properties.

10.3 How do the landlords decide which applicant is going to be allocated a property?

We decide:

- (a) Which letting method will be used (see **10.1**).
- (b) Which applicants meet the specific letting criteria (if there are any).
- (c) Which applicants qualify for that type and size of property. Partner landlords may specify if the bedrooms are suitable for one or two people.
- (d) Which applicant has the highest priority. For properties with no specific letting criteria this usually means the applicant with the highest band priority that has been waiting the longest (according to their waiting time date, see **8.1** and **9.3**).

10.4 When will you select a housing applicant and allocate a property?

We can decide to allocate a property either before or after the property becomes available to let. Sometimes we allocate the property before the previous tenant moves out.

10.5 What happens if the person allocated a property refuses it?

If the applicant we select for a property refuses it we will select someone else from the Housing Register to receive an allocation. For properties with no specific letting criteria this usually means the applicant with the next highest priority by band status and waiting time.

10.6 I have previously engaged in anti-social behaviour in the area in which a vacant property is becoming available. Can I be considered for the property?

We may not consider your application when choosing who should receive an allocation. We may do this if you, a member of your household, or a visitor to your home were

previously responsible for anti-social behaviour in the area in which the property is situated. We can decide to 'bypass' you on the waiting list when shortlisting for the property, even if we think you're suitable to be a tenant (see 6.9). We may advise you to consider choosing other letting areas if you're likely to be affected by this rule.

10.7 Will you review my situation if you're considering allocating me a property?

Yes. We can review how we have assessed your case before you're allocated a property or offered a tenancy. If you haven't told us about a change to your situation we may be unable to offer you a tenancy (see 8.5).

10.8 What happens if I've the same priority and waiting time as another applicant?

If you have the same priority band status and waiting time as another applicant we'll exercise our discretion when deciding who should receive the allocation. We'll consider various factors. For example, someone may be favoured because they've spent more time waiting for social housing before being awarded their current band status, or because it may free up a larger unit of accommodation, or because they have a stronger connection with the letting area. This isn't a complete list. We may take other factors into account, depending on the situation.

11. WHAT HAPPENS WHEN I'M OFFERED A PROPERTY?

11.1 How will I know I've been offered a property?

If we allocate you a property one of the partner landlords will usually tell you about this in writing. We may tell you by letter or email.

We may initially tell you verbally. If you refuse the offer this will count towards your two refusals (see 11.7 and 11.8) providing you were entitled to the allocation.

11.2 If the Council verbally offers me a tenancy can I insist the offer is confirmed in writing before I accept or refuse the offer?

Yes. You can then choose if you want to accept or refuse the offer of tenancy.

11.3 Can I be offered a joint tenancy with my partner or someone in my household?

If you're the applicant you can ask to be given a joint tenancy with your partner or someone else in your household if they:

- are eligible for housing (see 6.5 and 6.11)
- are aged 16 or over
- are included on your application
- intend to occupy the property as their only and main home.

If you've asked for a joint tenancy the landlord will decide whether or not to grant a joint tenancy. If a landlord refuses to grant a joint tenancy it will give you reasons in writing for the refusal.

11.4 Can I view the property?

Yes. The landlord will give you a time when you can view the property. A housing officer will be present to answer any questions you have about the property. You would usually be expected to accept or refuse at the viewing.

11.5 Do I have to accept a property I'm offered?

No. You're free to accept or refuse any property offered to you. However it's important to note that refusing an offer may result in:

- you being taken off the Housing Register (see **11.8**), and
- the Council deciding that any duty owed to you under the homelessness legislation has ended.

11.6 How long will I be given to accept or refuse an offer of tenancy?

We must make sure properties are let quickly. You'll therefore need to decide quickly if you want to accept the offer of tenancy. We'll give you a time you need to tell us by. This is usually when you view the property. If you don't tell if you want to accept or refuse within the time we've given you we may decide you want to refuse the offer.

11.7 How many offers can I receive?

You can receive a maximum of two offers of accommodation if you've been awarded Band 1, 2, or 3 priority.

If you've been awarded the Urgent Band you'll receive one offer before losing the Urgent Band award. If you refuse that offer you'll then be placed in Band 1 and be eligible for one further offer. Your waiting time date will be amended to reflect your new band award (see **8.1** and **9.3**)

11.8 What happens if I refuse two offers of housing?

If you refuse two offers your application will be removed from the Housing Register providing we're satisfied both offers were properly made under this policy. This is to ensure fairness to other applicants. You will not get a third offer.

11.9 What if I think the accommodation offered to me was unsuitable?

If you refuse a property of the type you qualify for, in an area you chose, the refusal will count as one of your two offers. There would have to be exceptional circumstances for this not to be the case.

11.10 I think a refusal of housing should not count as one of my two offers. What can I do?

There may be situations where you think refusing a property should not be counted against you. For example if the property was not in one of your chosen areas. If you're unhappy with a decision that you've refused an offer or that a refusal should be counted against you, you can ask us to review that decision. If it was your first offer you must ask for the review within 21 days of us telling you about the offer. If it was your second offer

you must ask for the review within 21 days of us notifying you of the decision that you've been taken off the Housing Register (see **section 12**).

11.11 My application has been removed from the Housing Register because I've refused two offers. Can I re-apply and go back on the waiting list?

Yes. But you cannot apply within 12 months of refusing the second offer of housing (unless you ask for a review and it's successful, see **11.10**).

12. YOUR RIGHT TO ASK FOR DECISIONS TO BE REVIEWED

12.1 What decisions can I ask the Council to reconsider?

You can ask the Council to review the following decisions:

- (a) a decision that you're not entitled to a higher priority band status (see **5.2**)
- (b) a decision that you're not entitled to go on the Housing Register (see **5.2**)
- (c) a decision that your application will be taken off the Housing Register (see **8.7**)
- (d) a decision that your priority has been reduced (see **9.11** and **9.12**)
- (e) a decision that you refused an offer of housing (see **11.10**)
- (f) a decision that a refusal of housing should count as one of your two offers (see **11.10**)
- (g) a decision about the facts of your case that are likely to be, or have been, taken into account when considering whether to allocate accommodation (see **12.2**).

12.2 What does category 12.1(g) mean?

Category **12.1(g)** covers various possible negative decisions that you may not be told about. These decisions usually form part of another decision that you *will* have been notified of. For example, you may want us to review a decision that someone doesn't form part of your household, a decision about your financial resources, or a decision about the nature and effect of a medical condition you have. We may not tell you about these kinds of decisions because they're part of another decision, eg what band priority you are entitled to, or whether or not you're entitled to go on the Housing Register. If you want us to look again at a decision of the type described at **12.1(g)** it's usually a good idea to ask us first to confirm the information we took into account. This will help you to effectively exercise your right to a review.

12.3 How do I find out if I have a right to review a particular decision?

If you're unsure if you can ask us to review a decision contact the Housing Customer Services Team and we'll help you. You can contact Customer Services by telephoning (01248) 752200 or by emailing housing@anglesey.gov.uk.

12.4 When will the Council tell me about my right to ask for a review?

We'll tell you about your right to ask for a review whenever we notify you of a decision that carries the right to review.

12.5 What will the Council tell me about my right to review when I receive a decision on my application?

We'll tell you:

- About your right to ask for a review of the decision.
- The kinds of decisions you can ask us to review (see **12.1**)
- That if you want to ask for a review we must receive your request within 21 days of you being notified of the decision (unless the decision concerns the refusal of offers, see **11.10**)
- About where you can get independent advice.

The decision letter (or email) explains that a copy of the decision notification is available to collect from the Council's office for a reasonable period. The letter also explains that if you do not receive the decision letter (or email) you'll be treated as having been notified when the letter was sent to the postal or email address you gave us.

12.6 How do I ask for a review?

If you want us to review a decision you must ask us within 21 days of being notified of the decision (subject to **11.10** where the review concerns the refusal of offers). If you don't receive the decision letter you must ask us within 21 days of when the decision letter was produced and sent to the address or email address you gave us. You don't need to complete a special form to ask for a review (although you can choose to use the form we give you). You can telephone or email us and ask for review. You'll need to make sure you clearly ask for a review and tell us which decision you want us to look at again.

12.7 What if I don't receive the decision letter? Can I still ask for a review?

Yes, you can still ask for a review if you don't receive a copy of the decision. However, there are special rules. You must ask us to reconsider the decision within 21 days of when you're legally treated as having received the decision (this is called 'the date of deemed service').

The date of deemed service depends on how we sent the decision to you, and is:

- the second business day after the letter was posted, if sent by first class post, or
- the day you were sent or given the decision if it was hand delivered, personally served or emailed to you on a business day before 4.30 pm, or if after 4.30 pm, on the next business day.

If you don't ask us to reconsider the decision within 21 days of the date of deemed service you will lose your right to a review. However you can still ask if we're willing to extend the time limit (see **12.8**).

12.8 I've missed the 21-day time limit. Can I still ask for a review?

A review request received after the 21-day period has expired will be referred to the Housing Options Team Manager or another senior officer. They'll consider why your request was late and decide if we should extend the time limit and carry out a review.

12.9 Do I need to provide reasons for asking for a review?

Yes. We prefer it if you provide your reasons when you submit your review request. This helps us make a quicker decision. However we'll write to you and give you a date by when you must provide your reasons and provide any supporting information you want us to consider (see **12.10** for details of the review procedure).

12.10 What procedure does the Council follow if I ask for a review?

Once we've received your review request we will, within 21 days, notify you in writing:

- that you, or someone acting on your behalf, can make representations in writing to the Housing Options Team in connection with the review
- of the procedure we'll follow in connection with the review, including the dates by which:
 - we must receive any supporting information (this cannot be earlier than 14 days from our letter confirming the procedure)
 - the date by which you'll be notified of the decision
- who will be carrying out the review
- the reviewing officer's contact details
- that the review decision will be notified in writing
- that the decision notification will include the reasons for any adverse findings
- that you may ask for further information about any decision made about the facts of your case (see **12.1(g)**).

The reviewing officer may offer you an opportunity to make verbal representations in connection with the review. They may also ask other officers within the Housing Options Team to carry out tasks in connection with the review, eg making enquiries.

If, before the deadline for receipt of representations, you ask for further information about any decision relevant to the decision under review (including matters covered by see **12.1(g)**) the reviewing officer will ensure a response is given, and if fairness requires it, extend the period for receiving representations.

12.11 Can I ask for a copy of my housing file?

Yes. We'll usually charge you £10 to provide this. Please also see **16.5** for information about your right to obtain information.

12.12 Who will make the review decision?

A Housing Services officer who was not involved in the original decision and who is senior to the officer who made the original decision will make the decision on your review.

12.13 How will the decision on my review be made?

The reviewing officer will consider the information you've given, and reconsider all of the relevant facts at the time the review is decided, in light of this policy and any legal requirements. We may consider information received since the original decision was made if it is relevant.

12.14 How will you tell me about the review decision?

We'll confirm the review decision in writing by post or email.

12.15 When will I get the review decision?

We'll usually notify you of the decision within eight weeks of when we received your review request. We may take longer if:

- we need more time to make the decision
- the extension of time is reasonable, having regard to the facts of your particular case, and
- we have notified you in writing of our reasons for needing an extension.

12.16 I'm dissatisfied with the review decision. Can I appeal?

No. You don't have any statutory right to appeal a negative review decision. You may be able to go to court using a process called judicial review. However to apply to court you'd need reasons for claiming that the Council has acted unlawfully. You should seek independent legal advice.

12.17 Can I complain about the review decision?

Yes. You can complain under the Council's Concerns and Complaints Policy if you're dissatisfied with a review decision or the manner in which it was made. You can also complain if you're dissatisfied with any other aspect of how your housing application has been dealt with. A copy of the Council's Concerns and Complaints Policy is available on the Council's website.

If your complaint is about something a partner Registered Social Landlord (housing association) has done (that doesn't concern something the Council has done or is responsible for) you may complain using that landlord's complaints policy (details of their complaints policies are given on each partner landlord's website).

If you want to complain to the Public Services Ombudsman for Wales you must usually first exhaust the formal complaints procedure.

13. WHAT IF I NEED AN ADAPTED OR ACCESSIBLE PROPERTY OR HAVE A MEDICAL NEED FOR HOUSING?

13.1 I have a medical condition. Does this mean I'll get extra priority for housing?

Having a medical condition does not necessarily mean you'll be given priority for housing (or awarded a higher band).

13.2 Who gets priority for medical reasons?

To receive priority because of a medical condition your situation must be covered by one of the priority groups contained in the banding scheme (see **section 9**). The table below lists the groups where a medical condition can give you a priority for housing:

Band	Category	Section	Found on page...
Urgent	1	9.6	27
1	12	9.7	30
2	15	9.9	31-32
3	24	9.10	35

13.3 How do I apply for medical priority?

We'll ask you at your housing options interview if you have any medical conditions. We'll discuss with you how your medical condition is affected by your housing situation. If you may qualify for priority because of your medical condition under the banding categories we'll take details of your medical condition and how it affects your need for housing.

13.4 Do I need to supply evidence?

Yes. We'll need to see evidence of your medical condition and why this means you need housing. You can provide a letter from your GP (or another medical professional). However the letter must say how your current accommodation is having an adverse effect on your medical condition (or how having suitable accommodation would alleviate the condition). The letter will only help your case if it includes this information.

13.5 Who decides if I get extra priority on medical grounds?

We'll decide if you're entitled to priority under the banding system because of your medical condition. This will be based on the information you provide. If someone has provided information supporting your application (eg a doctor) this will also be considered. If we can't make a decision without more information we may make enquiries and/or contact your doctor. We may also get advice on what you need from someone who is medically qualified before we make our decision.

13.6 I have a serious medical condition and have provided supporting letters. Why haven't I received extra priority because of my ill-health?

Medical priority is only awarded if your situation is covered by the one of the banding categories (see **section 9** and **13.2**). This normally means that your housing must be having a significant detrimental effect on your medical condition. No matter how serious your medical problems, we can't give you priority unless we're satisfied your housing is making your condition worse. For the same reasons you won't necessarily get priority just because you've provided supporting letters. If we don't award you higher priority

because of your ill-health it doesn't mean that we haven't accepted you have a medical condition.

13.7 What if I need an extra bedroom on medical grounds?

We'll only decide you need an extra bedroom if there are exceptional circumstances. We would usually expect evidence that an extra bedroom is essential for the health and well-being of a household member, or that you need care overnight on a regular and ongoing basis. If your child has challenging behaviour we'll consider your situation and what you need. However, we can't guarantee you'll be assessed as needing an extra bedroom.

13.8 What if I need a physically adapted property?

We'll discuss any need you have for adaptations at your housing options interview. If you may need adaptations we will assess what you need.

13.9 What happens next?

We may arrange for an occupational therapist to visit you at home to carry out a detailed assessment of your needs. We'll make a decision once we're satisfied we have all the information we need. We'll then write and tell you the outcome of the assessment and what band you've been awarded.

13.10 I'm unhappy with how the Council have assessed my needs. What can I do?

You can ask us to review the decision if you disagree with how we have assessed your needs (see **section 12** for more about asking for a review).

13.11 Do you reserve certain properties for people who need an accessible or adapted home?

Yes. Properties may be excluded from the general pool and earmarked for allocation to applicants who need adaptations because of a physical disability. We allocate adapted properties to households that will make best use of the facilities in place. This helps to ensure we make best use of the properties we have and avoids unnecessary expenditure. We may also exclude properties from the general housing pool if they aren't currently adapted but are suitable for adaptations.

13.12 How do you decide which applicant is allocated a particular adapted property?

We keep a record of:

- the adaptations you need
- what adaptations each property becoming available has, and
- what additional adaptations might be made.

When a property in the 'adapted properties pool' becomes available we match applicants with the property and decide which applicant should receive the allocation. Before confirming the allocation we may seek further information from relevant professionals and we may ask an occupational therapist to visit the property to advise us on its suitability.

14. LOCAL AND SENSITIVE LETTINGS POLICIES

14.1 Introduction

This policy recognises that partner landlords may wish to adopt policies designed to tackle local housing issues through the use of local lettings policies and sensitive lettings. Local lettings policies are used to achieve a wide variety of housing management and other housing policy objectives. They are usually developed when we decide we need to manage the balance of the community.

All local lettings policies must be based on a sound evidence base and are developed following a robust assessment of this evidence. Details must be provided by the partner landlord of:

- (a) The particular issue affecting the community which requires a local lettings policy.
- (b) The area or list of dwellings to be incorporated.
- (c) The proposed duration of the policy.
- (d) The objectives the landlord hopes to achieve.
- (e) The policy provisions.
- (f) The impact the policy is likely to have on those groups of applicants who re-housing opportunities are reduced, including persons with protected characteristics under the equality legislation.

14.2 How do the partner landlords identify a local letting policy is needed?

All local policies will be based on an identified and evidenced need. Examples of local housing issues that may require a local policy include:

- (a) concentrations of deprivation
- (b) under-occupation
- (c) overcrowding
- (d) a need to facilitate tenant employment through job-related moves
- (e) the needs and sustainability of rural communities, for example where affordability of accommodation is an issue
- (f) allowing transfers for existing social housing tenants even where they do not fall into a reasonable preference category
- (g) ensuring compliance with planning obligations under section 106 of the Town and Country Planning Act 1990
- (h) properties being located within a regeneration area
- (i) large new developments

14.3 How are local letting policies approved?

The formulation of local policies will follow a protocol agreed by the Housing Allocations Sub-Group of the Anglesey Housing Partnership (see **17.1**). A proposal for a local lettings policy must:

- (a) contain detailed criteria governing the procedures by which lettings will be made
- (b) be approved by the Housing Allocations Sub-Group, and
- (c) make provision for the policy to be reviewed after a certain period of time.

When considering whether to approve the local policy the sub-group must invite views of the operational managers with responsibility for overseeing administration of the housing allocation function, and must have particular regard to the ease of administering the proposed criteria. The sub-group must have particular regard to the ease of administering the proposed criteria.

14.4 What are sensitive lettings and when are they used?

There may be occasions when partner landlords wish to make lettings outside the usual allocation rules to protect the interests of existing residents. For example, a sensitive lettings approach may be considered appropriate when re-letting a property if a community has been subject to prolonged and serious anti-social behaviour.

Partner landlords will inform the Housing Options Manager of any sensitive lettings made, together with the following information:

- The reasons why the sensitive letting is needed, and
- The position on the waiting list of the applicant who the letting is made to (if applicable).

14.5 Section 106 agreements

Section 106 agreements determine the allocation of housing on new developments. These agreements are adopted to provide ways of restricting the occupancy of dwellings to those who have a local community need for an affordable home, both on first occupation and in perpetuity. Properties developed on sites incorporating a section 106 agreement will be let under the terms of that agreement.

15. IMMEDIATELY AVAILABLE TO LET PROPERTIES

15.1 Introduction

There may be a small number of properties that are immediately available to let at any given time. This will usually happen when there's no-one on the Housing Register eligible to be offered a particular property, or where the Register has been exhausted.

The number and type of available properties may vary greatly and will be allocated on a case-by-case basis, having regard to the property type and any other allocation criteria which may apply to that particular dwelling i.e. local letting policy, property designation criteria etc.

15.2 How can I find out about immediately available to let properties?

We advertise details of any immediately available to let properties on our website and at www.angleseyhousing.co.uk.

15.3 How do I apply to be considered for an immediately available to let property?

If you want to be considered for a property you've seen advertised you should contact the Council's Customer Services Team or follow the guidance contained in the property advert. We will offer you an appointment if you may qualify to be offered the property.

15.4 How do you decide who immediately available properties are let to?

Any allocation will be based on an applicant's circumstances including such matters as:

- your need for housing
- your local connection (either to the district or to the locality the property is situated in)
- your financial situation
- your previous tenancy record, and/or
- any other matters relevant to the aim of letting the property to a person in housing need.

15.5 What information will I have to provide?

You'll need to provide documents to verify your identity and circumstances.

16. WHAT DOES THE LAW SAY ABOUT HOW HOUSING MUST BE ALLOCATED?

16.1 What legal requirements are there in relation to allocation policies?

The various legal requirements concerning the allocation of social housing by councils are principally contained in Part 6 of the Housing Act 1996.

Councils are required to have an allocations scheme for determining the priorities and procedure to be followed in allocating social housing. The Council can adopt its own policy, provided the scheme complies with certain statutory requirements and basic legal principles of fairness and rationality. The Council must act in accordance with this policy and the accompanying procedures.

The housing association partners are Industrial and Provident Societies with charitable aims. The charitable aims of each association require them to accommodate people who need assistance with housing and accommodation because of financial hardship (because their financial means are so limited they are unable to obtain suitable accommodation on the open market) or because of needs relating to their age or infirmity.

The allocation scheme must state which officers make each type of decision (not by name but by description). This information is included in the procedures and guidance

that accompanies this policy and which helps housing officers administer this policy (see **1.5**).

The allocation scheme must ensure that a reasonable preference ('head start') is given to people who fall into one or more of the following categories:

- (a) People who are homeless within the meaning of Part 2 of the Housing Act 2014.
- (b) People who are owed a duty by a local housing authority under sections 66, 73 or 75 of the 2014 Act.
- (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.
- (e) People who need to move to a particular locality in the district, where failure to meet that need would cause hardship.

The registering of an application and the award of reasonable preference is no guarantee that an allocation will be made. There is no legal right to be allocated long term social housing (see also **8.4**).

This policy ensures reasonable preference is given to the above groups by adopting priority categories based on the statutory preference groups and by excluding people who do not have a housing need. The legislation allows for, and this policy provides, additional preference (or extra weight) for persons with urgent housing needs and people with a local connection. This policy also takes advantage of the legal power to take into account, when defining priority for re-housing, applicants' financial resources and behaviour by an applicant or a household member that affects their suitability to be a tenant. In addition, we have exercised the power to make provision for excluding applicants or demoting an applicant's priority because of serious unacceptable behaviour. Further details on how applicants are prioritised are given in **section 9**.

The Council must have regard to statutory guidance issued by the Welsh Ministers under section 169 of the Housing Act 1996, both when formulating the allocation scheme, and when making decisions on individual housing applications. The Council will have regard to guidance contained in Part 1 of the *Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness* (Welsh Government, April 2015), and any amendments or subsequent statutory guidance.

The Council must, and has, given its partner registered social landlords an opportunity to comment on the new allocation scheme. The Council has also taken reasonable steps to bring the policy to the attention of those likely to be affected by it, including people who were registered under the previous policy and tenants of the partner landlords. Partner organisations were consulted, including advice agencies. The Council has also taken into account its local housing strategy, and its homelessness review and strategy when formulating this policy.

16.2 Equality and diversity

We are committed to providing equality of opportunity to everyone who wishes to apply for housing. The partners are satisfied this policy does not discriminate against any person on the grounds of race, gender, sexuality, age, disability, class, appearance, religion or religious beliefs, responsibility for dependents, unrelated criminal activity, HIV or AIDS status, or any other matter that might cause a person to suffer injustice. This policy has been subject to an equality impact assessment. The partner landlords are satisfied this policy complies with their respective equality policies.

We will comply with the statutory requirements relating to equality and the relevant codes of practice. The operation of this policy will be monitored to ensure fair and equitable treatment of customers and legal compliance, including the obligation not to discriminate directly or indirectly on grounds related to the protected characteristics contained in the Equality Act 2010.

The Council's Welsh Language Scheme applies to the maintenance of the Housing Register and those functions administered by the Council. We will communicate with customers in the most appropriate language. All written advice is made available in Welsh and English.

16.3 Confidentiality and the protection of your personal data

If you apply for social housing you have a right to confidentiality. The fact you have applied for housing cannot be divulged to any other member of the public without your consent.

You will be asked to give permission to allow the Council to ask other people or organisations for information if we need to do this to administer your application. You will be told about your statutory rights and how your personal data will be used.

The partner landlords will share relevant information about housing applicants for the purpose of administering applications, making allocations and managing tenancies. It is therefore a condition of applying for housing that you must be willing to consent to the sharing of your personal data with the partner landlords.

Each partner will ensure they have appropriate policies and arrangements in place to ensure customers' personal data is held securely and lawfully processed.

The partner landlords will agree a protocol governing the sharing of information about housing applicants, which complies with the Wales Accord on the Sharing of Personal Information (WASPI) standard.

16.4 What role do elected members (councillors) have in the allocation process?

The Council's elected members can advise and represent you if you have applied for housing. They have an important role in ensuring this policy is followed and operates in a fair and consistent way. You can contact your local councillor if you want them to make representations or make enquiries on your behalf.

Councillors aren't legally allowed to be involved in an allocation decision if the accommodation or your sole or main residence is located in their ward. It is important that landlords are not placed under (or give an appearance of) undue influence.

Councillors making enquiries on your behalf about the status of your housing application or a related matter must provide your written consent. We may ask for written clarification from you if it's unclear if the consent remains effective. For example, we may ask for evidence to demonstrate the consent is contemporaneous or covers the matter about which information is being sought.

An elected member may ask about the status of a property. We will tell them if it is currently held under a tenancy or 'void', and if void if it has been allocated to another applicant. However, to comply with the Data Protection Act 1998 personal information relating to a prospective or new tenant cannot be disclosed.

16.5 What information do I have a legal right to ask for?

The partner landlords provide general advice and information to members of the public about the right to apply for social housing. If you want to apply for housing you will be advised to contact the Council's Housing Customer Services Team (see **2.2**).

A copy and summary of this policy is available on the Council's website. You are entitled to be given a free copy of the summary.

You can also ask for a copy of the housing allocation scheme. This is a full copy of all the rules, covering all aspects of the allocation process, including the procedures and guidance we provide for staff. A fee of £10 is payable. A copy of housing allocation scheme is also available for you to inspect at the Council's Housing Services department at the Council Offices in Llangefni.

If you apply for social housing you have a legal right to ask for certain information. You are entitled to ask for and be given:

- (a) such general information as will help you assess:
 - (i) how your application is likely to be treated under this policy, including if you're likely to be treated as a member of a group given priority
 - (ii) if appropriate accommodation is likely to be made available to you, and if so how long it is likely to be before accommodation becomes available for allocation to you
- (b) information about any decision about the facts of your case which has been, or is likely to be, taken into account when considering whether to allocate accommodation
- (c) details of the information you have previously provided about yourself or your family that we have recorded as being relevant to your application.

We will tell you the information at **(a)(i)** during your housing options interview. This will help you evaluate your chances of obtaining social housing. We will provide you the information at **(a)(ii)** and **(b)** if you ask for it. The information at **(a)(ii)** will be given by

telling you about the number of vacancies in a previous period (or periods) for the relevant size and type of property in the letting areas for which you are registered (or for the letting area where you're likely to have to wait the shortest time for accommodation), and by confirming the number of other applicants with greater priority than you (see also 4.4 and 4.5).

If you ask for it we'll provide information about specific aspects of the housing allocation process if we're legally obliged to.

The above rights are in addition to your right to access your personal information under section 7 of the Data Protection Act 1988. Further information about the partner landlords' data protection policies and how to access your personal information are available on each partner's website.

17. HOW DO SOCIAL LANDLORDS MONITOR THE ALLOCATION OF HOUSING?

17.1 How is this policy monitored?

Clwyd Alyn Housing Association, Grŵp Cynefin, Isle of Anglesey County Council and North Wales Housing participate in the Anglesey Housing Partnership. A sub-group of the Partnership meets regularly to monitor allocations and the effectiveness of this policy in meeting the Council's strategic objectives. The Housing Allocation Sub-Group consists of at least one senior manager from each of the partner landlords. The Council and partner Registered Social Landlords also report to their respective committees / boards as appropriate.

The Sub-Group will:

- Agree their terms of reference.
- Meet at least twice a year, or more often if required.
- Ask the Housing Options Manager and partner landlords to provide regular statistical information concerning the administration of housing applications and the letting of properties.
- Agree a schedule of the statistical indicators the Housing Options Team and partner landlords must provide, having regard to the ease of producing the indicators.
- Consider the effectiveness of arrangements for administering applications for housing.
- Consider the need for amending policy and procedures in light of changes to:
 - the law
 - statutory guidance
 - strategic objectives
 - the outcomes of review and appeals, or
 - any other relevant matters.

- Consider proposals to introduce local lettings policies and review their impact.
- Monitor the use of sensitive lettings by partner landlords.
- Monitor the use of management moves by partner landlords.
- Monitor the number of applicants not offered tenancies by the Registered Social Landlord partners because an offer would conflict with their charitable objectives.

17.2 Are lettings made outside of the usual allocation rules monitored?

Yes. The Housing Allocation Sub-Group (see **17.1**) monitors the number of management moves and sensitive lettings or management moves. Each partner landlord must notify the Housing Options Manager when they propose to make a sensitive letting, and confirm:

- the reason why they consider the letting is justified, and
- the position on the Housing Register of the applicant who is being considered.

The Housing Options Manager will report to the Housing Allocation Sub-Group and confirm:

- the number of sensitive lettings made by each partner landlord
- the reasons for the use of sensitive lettings, and
- the mean average number of applicants overlooked when sensitive lettings have been made.

17.3 Do the partner landlords set targets for who receives social housing?

The Housing Allocation Sub-Group (see **17.1**) may (but does not have to) adopt targets to ensure a proportion of allocations (or a proportion of particular types of property) go to particular groups of applicants.

APPENDIX 1 – WAYS OF OBTAINING SOCIAL HOUSING THAT DO NOT COUNT AS AN ALLOCATION

This policy does not cover the following ways you may obtain accommodation:

- (a) A transfer initiated by the landlord, for example to enable property works or for management reasons.
- (b) Being provided temporary accommodation under the homelessness legislation.
- (c) Being granted a tenancy that is not an introductory, secure, assured shorthold or assured tenancy.
- (d) Automatically becoming a secure tenant when an introductory tenancy ends, or automatically becoming an assured tenant when an assured shorthold tenancy ends.
- (e) Succeeding to an existing tenancy when the previous tenant dies.
- (f) Becoming a tenant by assignment, e.g. when exercising a legal right to exchange your tenancy with another social housing tenant ('mutual exchange').
- (g) Becoming a tenant because a court has ordered an existing tenancy to be transferred to you.
- (h) Re-housing because of compulsory purchase.
- (i) Being provided accommodation by the Council under the Land Compensation Act 1973, s.39.
- (j) Being provided accommodation that is let at an intermediate market rent.
- (k) Being offered 'extra-care' housing.

APPENDIX 2 – LETTING AREAS

The map below and the key on the opposite page show the letting areas you can choose.

[insert map with numbers to indicate location of towns and villages]

Key to letting areas

No.	Letting area	No.	Letting area	No.	Letting area
1	Aberffraw	28	Llanddaniel	55	Niwbwch / Newborough
2	Amlwch	29	Llanddeusant	56	Penmynydd
3	Beaumaris	30	Llaneilian	57	Penrhoslligwy
4	Benllech	31	Llanerchemedd	58	Pentraeth
5	Bodedern	32	Llaneugard	59	Pentre Berw
6	Bodorgan	33	Llanfairynghonwy	60	Penysarn
7	Boddfordd	34	Llanfairyneubwll	61	Rhodogeidio
8	Bryngwran	35	Llanfachraeth	62	Rhoscolyn
9	Brynsiencyn	36	Llanddaniel	63	Rhosgoch
10	Brynteg	37	Llanfaethlu	64	Rhosmeirch
11	Caergeiliog	38	Llanfechell	65	Rhosneigr
12	Caergybi / Holyhead	39	Llanfairpwll	66	Rhostrehwfa
13	Capel Coch	40	Llanfihangel Ysgeifiog	67	Rhosybol
14	Carmel	41	Llangaffo	68	Rhydwyn
15	Carreglefn	42	Llangejni	69	Soar
16	Cemaes	43	Llangoed	70	Star
17	Coedana	44	Llangristiolus	71	Talwrn
18	Dwyran	45	Llanidan	72	Trearddur
19	Fourmile	46	Llantrisant	73	Trefor
20	Gaerwen	47	Llanynghenedl	74	Tregaian
21	Gwalchmai	48	Llanddona	75	Tregele
22	Hermon	49	Llansadwrn	76	Ty Croes
23	Llanfaes	50	Llynfaes	77	Tyn Lôn PO
24	Llanbabo	51	Maenaddwyn	78	Tynygongl
25	Llanbedrgoch	52	Malltreath	79	Valley
26	LLandegfan	53	Menai Bridge		
27	Llandyrfrydog	54	Moelfre		

[Question for RSL OWG members – are any of your properties not covered by the above areas?]

APPENDIX 3 – INELIGIBILITY BECAUSE OF IMMIGRATION AND NATIONALITY STATUS

1. What rules do the Council have to apply when deciding if I'm eligible to go on the Housing Register on immigration or nationality grounds?

The Government sets the rules we have to apply. They are contained in section 160A of the Housing Act 1996 and in regulations issued by the Welsh Ministers. These regulations are currently The Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014 if you applied for housing on or after 31 October 2014. The rules explained below from 5 to 6 are the rules if you applied on or after this date.

2. Will I need to provide documents to prove my nationality and immigration status?

Yes (see 3.9).

3. I'm already a social housing tenant and have a secure/ introductory / assured tenancy. I received my accommodation because of a previous allocation from a council waiting list. Am I eligible to go on the waiting list and be allocated social housing?

Yes. If this is your situation you are eligible even if you wouldn't normally qualify under the usual rules that are explained below.

4. What does 'subject to immigration control' mean?

You're subject to immigration control if you:

- need permission to enter or remain in the United Kingdom but don't yet have permission, or
- have permission to enter or remain in the UK only if you don't claim benefits or use other public funds, or
- were given permission to enter or remain in the UK within the last five years on the grounds that someone else signed a maintenance undertaking agreeing to support you.

5. I'm subject to immigration control. Am I eligible for an allocation of housing?

The general rule is you will be ineligible for housing if you are subject to immigration control. However, there are exceptions to this general rule. If you are subject to immigration control and fall into on the following groups you will be eligible for an allocation of housing:

- (a) You are recorded by the Secretary of State as a refugee within the definition of Article 1 of the Refugee Convention and have leave to enter or remain in the United Kingdom.

- (b) You:
 - (i) have exceptional leave to enter or remain in the UK granted outside the provisions of the Immigration Rules, and
 - (ii) your leave to enter or remain is not subject to a condition requiring you to maintain and accommodate yourself, and any person who is dependent on you, without recourse to public funds.
- (c) You are habitually resident in the UK, the Channel Islands, the Isle of Man, or the Republic of Ireland and your leave to enter or remain in the UK is not subject to any limitation or condition, unless you:
 - (i) were given leave to enter or remain in the UK upon an undertaking given by your sponsor, and
 - (ii) you have been resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland for less than five years beginning on the date of entry or on the date on which the undertaking was given in respect of you, whichever date is the latter, and
 - (iii) your sponsor or where there is more than one sponsor, at least one of your sponsors is still alive.
- (d) You have humanitarian protection granted under the Immigration Rules.
- (e) You are habitually resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland and you have limited leave to enter the UK as a relevant Afghan citizen under paragraph 276BA1 of the Immigration Rules.

6. I'm not subject to immigration control. Am I eligible for an allocation of housing?

The general rule is you are eligible for housing if you are not subject to immigration control. However, there are exceptions to this general rule. If you are not subject to immigration control and fall into on the following groups you will be ineligible for an allocation of housing:

- (a) You are not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland and you do not fall into any of the categories in the asterisked paragraph below.
- (b) Your only right to reside in the UK:
 - (i) is derived from your status as a jobseeker or a family member of a jobseeker, or
 - (ii) is an initial right to reside for a period not exceeding three months under regulation 13 of the Immigration (European Economic Area) Regulations 2013, or
 - (iii) is a derivative right to reside to which you are entitled under regulation 15A(1) of the EEA Regulations, but only in a case where the right exists

under that regulation because you satisfy the criteria in regulation 15A(4A) of those regulations, or

- (iv) is derived from Article 20 of the Treaty on the Functioning of the European Union, if your right to reside arises because a British citizen would otherwise be deprived of the genuine enjoyment of the substance of their rights as a European Union citizen.
- (c) Your only right to reside in the Channel Islands, the Isle of Man or the Republic of Ireland:
- (i) is a right equivalent to one of those mentioned above in (b)(i), (ii) or (iii) which is derived from the Treaty on the Functioning of the European Union, where your right to reside:
 - (aa) in the Republic of Ireland arises because an Irish Citizen, or
 - (bb) in the Channel Islands or the Isle of Man arises because a British citizen also entitled to reside there,would otherwise be deprived of the genuine enjoyment of the substance of their rights as a European Union citizen.

* You are not ineligible under **6(a)** above if you are:

- a worker
- self-employed
- treated as a worker under the definition of a “qualified person” in regulation 6(1) of the Immigration (European Economic Area) Regulations 2013 (right of residence of an accession State national subject to worker authorisation)
- the family member of a person who is a worker, self-employed or treated as a worker under the “qualified person” definition
- someone with a right to reside permanently in the UK under regulation 15(1)(c), (d), or (e) of the Immigration (European Economic Area) Regulations 2013, or
- in the UK as a result of your deportation, expulsion or other removal by compulsion of law from another country to the UK.

APPENDIX 4 – INELIGIBILITY BECAUSE OF SERIOUS UNACCEPTABLE BEHAVIOUR

1. What effect does a decision about unacceptable behaviour have on my application?

If we decide that your behaviour, or the behaviour of a member of your household, makes you unsuitable to be a tenant we may:

- exclude you from the Housing Register (see 6.9), or
- reduce your priority (see 9.11 and 9.12).

2. What counts as unacceptable behaviour that may disqualify me from being considered for housing?

Examples of behaviour that may affect your suitability to be a tenant include:

- rent arrears
- anti-social behaviour
- a previous property-related debt resulting from damage to premises, or
- a housing benefit overpayment.

The above are only examples, and other situations can result in us deciding you're unsuitable to be a tenant.

3. How do you judge if behaviour is unacceptable and makes me unsuitable to be a social housing tenant?

By law we must consider:

- (a) whether – if you were a Council tenant – the behaviour was serious enough to entitle the Council to an outright possession order under section 84A of the Housing Act 1985 or under section 84 of the 1985 Act on any of the grounds listed in Part 1 of Schedule 2 to that Act (other than ground 8), and
- (b) if you're unsuitable to be a tenant because of the behaviour at the time of your application.

4. If the Council decides I've been guilty of unacceptable behaviour will I definitely be excluded from the Housing Register?

No. We consider each case on its own merits, taking all relevant factors into account. We also consider the need to achieve broader policy aims such as equality of opportunity, social inclusion and the needs of existing residents. We may still exercise our discretion to not treat you as ineligible for housing and include your application on the Housing Register. We may not sanction your application at all. Or we may include you on the waiting list, but award you a lower band than you would otherwise qualify for (see 9.11 and 9.12. See also 9.6 to 9.10 for the priority categories).

[The following is draft text for a public information booklet explaining how to apply for social housing under the proposed new housing allocation scheme]

Applying for Council or housing association accommodation on Ynys Môn

A summary of the Common Housing Allocation Scheme



We hope you find this booklet helpful. If you need more information you can:

Write to: Housing Services, Council Offices, Llangefni, Anglesey LL77 7TW

Call in person at: Housing Services Reception at the above address
Monday to Thursday – between 8.45 am and 5.05 pm, or
Friday – between 8.45 am and 5.00 pm

Telephone: 01248 752200

Email: housing@anglesey.gov.uk

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Introduction

This leaflet provides information about how to apply for social rented housing on Anglesey. It explains who is prioritised for housing and summarises Isle of Anglesey County Council's housing allocation scheme.

Q1. What is the housing allocation scheme?

The allocation scheme contains the rules about:

- who we place on the waiting list for social housing
- how we prioritise applicants, and
- who receives offers of housing.

We have a 'common allocation scheme'. It's one system under which all social rented housing is let, including Council housing and housing let by Clwyd Alyn Housing Association, Grŵp Cynefin and North Wales Housing.

Q2. Does the Council keep a waiting list for social housing?

Yes. It's called the 'Housing Register'.

Applying for housing

Q3. How do I apply for social housing?

Please contact the Customer Services Team in Housing Services (Tel: 01248 752200) if you want to apply for housing. They will:

- give you advice
- arrange a housing options advice appointment, and
- confirm the information and documents you need to bring to your interview.

Q4. Must I attend a housing options interview?

Everyone wanting to apply to go on the Housing Register must be interviewed. We'll try and arrange a time that's suitable for you. If you're disabled or genuinely can't come to the Council Offices we'll interview you at home or over the telephone.

Q5. How will I know what to bring to my housing options interview?

When we arrange your housing options interview we'll tell you what documents and information you need to bring and confirm this in writing. If you're unsure what to bring or are having difficulty finding the documents please contact our Customer Services Team before your interview for advice. The contact details are on the front of this leaflet.

Q6. What if I don't bring the necessary documents to my interview?

We'll have to re-arrange your interview so your application for housing can be processed. It's better to re-arrange your appointment rather than turn up without the documents we've asked for.

Q7. What happens during the housing options interview?

We'll discuss your situation in detail and see how we can help you. We'll tell you if you're likely to qualify for social housing. We'll also tell you if waiting for social housing is realistic in your particular situation. We'll ask you for information about your situation so we can decide if you can go on the Housing Register and what priority you're entitled to. We may also advise you on your other housing options, eg if you're unlikely to qualify for social housing or if you'll have to wait a long time to be offered housing.

Q8. What if I need support to apply for housing?

We'll provide you with any support you need to apply for housing. For example if you're disabled and need support please contact us so we can help you.

Q9. What if I need a physically adapted property?

We'll discuss any need you have for adaptations at your housing options interview. We'll assess what adaptations you need.

Q10. What happens if my situation changes?

You must always tell the Council in writing of any changes as it could affect your band status and whether you're entitled to housing. For example you must tell us if:

- You move home.
- Someone leaves or joins your household.
- Your income or financial situation changes.

We may cancel your application if you don't tell us about your situation changing.

Q11. Can I ask for a joint tenancy with my partner?

Yes. But you should be aware that:

- A joint tenant would have the same rights as you under the tenancy, including the right to occupy the whole of the property (because there would only be one tenancy, which you'd jointly hold).
- There's no legal right to 'convert' a joint tenancy into a sole tenancy, eg if your joint tenant moves out and you want a sole tenancy in just your own name.
- Your joint tenant can end your tenancy without your permission by giving the landlord a notice to quit. Your joint tenant doesn't even have to tell you before they do this.
- If your joint tenant ends your tenancy you won't have a tenancy. If you're left living at the property it won't always be possible to give you a new tenancy, eg if you have more bedrooms than you need.
- Joint tenants are 'jointly and severally responsible' for all of the rent and all other obligations under the tenancy agreement until the tenancy ends. If you're a joint tenant you'll continue to be responsible for rent and all tenancy obligations, even if you move out of the property, as long as the tenancy continues.

- If your joint tenant dies you become a sole tenant automatically. However if you then die your family members cannot ‘succeed’ to the tenancy. The position if you’re given a sole tenancy is different: members of your family who are living with you may succeed to the tenancy when you die.

The landlord will make a decision about whether to grant a joint tenancy if you’re offered a property.

Q12. What address should I give if I don’t have a permanent address?

If you only have temporary housing you should give us that address. If you don’t have any accommodation at all you’ll need to provide a c/o address so we can write to you. This can be the address of a family member or a friend who’s willing to receive post for you. We can also email you.

What if I’m homeless?

Q13. What if I’m homeless or I’m going to lose my home?

If you’re homeless or may become homeless we’ll arrange an appointment so we can decide what help the Council has to give you under the homelessness legislation. We’ll also help you apply for social housing if this is appropriate in your particular situation.

Q14. Will I get more priority if I apply as homeless?

If you’re homeless you’ll be awarded a band reflecting your priority for housing (see **Q19**). However, applying as homeless doesn’t usually make an offer of social housing more likely. This is because we can end homelessness duties by arranging privately rented housing. Also, if you’re owed a homelessness duty you’ll have less choice about:

- where you’re offered housing (see **Q24**), and
- the type of properties you’ll be offered (see **Q27**).

How are applications prioritised?

Properties are usually offered to the applicant with the highest band priority who’s been waiting the longest according to their ‘waiting time date’.

Q15. How do you decide what priority I have for housing?

Every applicant who’s entitled to go on the waiting list is awarded one of four priority ‘bands’ (we don’t award points anymore, you’re given a band instead). Your band status is based on:

- whether you have a local connection (see **Q18**), and
- how urgently you need housing (see **Q19**).

The bands, in descending order of priority, are:

Band	You qualify if you have:
Urgent	An urgent housing need + A local connection
Band 1	A housing need + A local connection
Band 2	An urgent housing need but No local connection
Band 3	A housing need but No local connection
No band award	No housing need

See **Q19** for more details of who qualifies for each band.

Q16. Where will I be placed when I'm first entered onto the list?

If you're a new applicant your application you'll be entered at the bottom of the band that you're entitled to. This is because all applicants are awarded a 'waiting time date' and other applicants in your band have been waiting longer to be re-housed.

'Waiting time date' – the date you were awarded your current band status.

People after you will be placed below you on the waiting list (assuming they need the same type of housing in the same area).

Q17. When will I get to the top of the waiting list?

You'll gradually move up the waiting list as other applicants with the same band priority and earlier waiting time dates are re-housed or come off the list. We can give you advice about how many properties of the type you need have previously become available and how many people are ahead of you on the list – for the same type of housing in the same area (see **Q35**). This can help you decide if you want to wait for social housing, consider other options, or consider other letting areas or other types of housing.

Q18. What counts as a local connection?

You have a local connection if any of the following apply:

- You've lived on Anglesey for the past 5 years.
- You've lived on Anglesey for 5 out of the previous 10 years.
- You have relatives who've lived on Anglesey for the last 5 years who want you to live near them.
- You've been continuously employed on Anglesey for the past 5 years.
- You're a social housing tenant on Anglesey who is under-occupying your home, and you're experiencing financial hardship.

- You provide or receive essential support from someone on Anglesey.
- You're disabled and can't take up an offer of employment because you don't have accessible housing.
- You're serving in the Armed Forces and are employed or live on Anglesey.
- You're serving (or have served) in the Armed Forces and have previously lived on Anglesey.
- You've been approved to 'move on' from care or supported housing on Anglesey.
- You're homeless as a result of domestic abuse and owed a homelessness duty by Isle of Anglesey County Council.

Q19. Who qualifies for each band?

The boxes below give an indication of your likely priority. However, you should always wait for written confirmation from the Housing Options Team. The information below is only a summary; the full banding criteria are set out in the Housing Allocation Policy, which is available online at [www.anglesey.gov.uk/\[??\]](http://www.anglesey.gov.uk/[??]).

Urgent Band	To qualify: <input type="checkbox"/> you must have a local connection (see Q18) and <input type="checkbox"/> one of the following must apply
<ul style="list-style-type: none"> ▪ You have a very urgent medical, welfare or disability related need for housing ▪ You have permanently lost your home as a result of a disaster ▪ You are leaving the armed forces and losing military accommodation, or you've suffered a serious injury while serving in the armed forces and need adapted housing ▪ You're in care or supported housing and need to 'move on' ▪ You need housing urgently to prevent a child being taken into care or remaining in care ▪ You have a social housing tenancy on Anglesey, are under-occupying, and are suffering financial hardship ▪ You're homeless because of abuse or a threat of abuse ▪ Your need for housing is exceptional 	

Band 1	To qualify: <input type="checkbox"/> you must have a local connection (see Q18) and <input type="checkbox"/> one of the following must apply
<ul style="list-style-type: none"> ▪ You're homeless or threatened with homelessness (but not intentionally) ▪ Your accommodation is overcrowded 	

- Your accommodation lacks essential facilities, eg bathroom, kitchen, toilet, hot or cold water supply, electrical supply.
- You share a kitchen, bathroom/shower or toilet with other people who aren't part of your household (this doesn't usually include sharing with family)
- You live in insanitary housing or in unsatisfactory housing conditions resulting in Category 1 hazards under the Health and Housing Safety Rating System (HHSRS), which are unlikely to be resolved, and you've been recommended for re-housing by the Council's Housing Enforcement Team
- You need to move on medical or welfare grounds
- You need to move to a particular part of the district, and not doing this will cause hardship

Band 2

To qualify: you **don't** need a local connection (see **Q18**) but
 one of the following **must** apply

- You have a very urgent medical, welfare or disability related need for housing
- You have permanently lost your home as a result of a disaster
- You are leaving the armed forces and losing military accommodation, or you've suffered a serious injury while serving in the armed forces and need adapted housing
- You need housing urgently to prevent a child being taken into care or remaining in care

Band 3

To qualify: you **don't** need a local connection (see **Q18**) but
 one of the following **must** apply

- You're homeless or threatened with homelessness
- Your accommodation is overcrowded
- Your accommodation lacks essential facilities, eg bathroom, kitchen, toilet, hot or cold water supply, electrical supply.
- You share a kitchen, bathroom/shower or toilet with other people who aren't part of your household (this doesn't usually include sharing with family)
- You live in insanitary housing or in unsatisfactory housing conditions resulting in Category 1 hazards under the Health and Housing Safety Rating System (HHSRS), which are unlikely to be resolved, and you've been recommended for re-housing by the Council's Housing Enforcement Team

- You need to move on medical or welfare grounds
- You need to move to a particular part of the district, and failure to do this will cause hardship

Q20. What if I don't qualify for any of the priority bands?

If you don't qualify for any of the bands you won't be allowed onto the Housing Register. We'll send you our decision in writing, explain why you don't qualify for the waiting list, and tell you about your right to ask for a review of the decision (see **Q40**). We'll also advise you about your other housing options if you need it.

Q21. Can my priority be reduced?

Yes. In some situations we can reduce someone's priority by awarding a lower band, eg if:

- you have enough money or financial resources to obtain housing for yourself
- your behaviour or the behaviour of someone in your household makes you unsuitable to be a tenant, or
- you have housing-related debts, eg rent arrears, council tax arrears or a former tenancy debt.

What choices do I have?

Q22. Can I choose which landlord I want?

No. If you're accepted onto the Housing Register you may be offered a tenancy with any of the four partner landlords:

- Clwyd Alyn Housing Association.
- Grŵp Cynefin.
- Isle of Anglesey County Council.
- North Wales Housing.

Q23. Can I choose the areas I want to live in?

Yes. You can choose as few or as many areas from the list [opposite/overleaf] as you like. However, make sure you only choose an area if you genuinely want to live there. Your application will be removed from the Register if you refuse two offers of housing (see **Q39**).

Q24. Are there any situations where my chosen areas won't be accepted?

Yes. We reserve the right not to register you for an area if we think it's unlikely you'll be offered housing there. Also, if you're owed certain homelessness duties special rules apply. If you're homeless you'll be asked to choose at least six letting areas, and after two months we may widen the areas you're registered for.

Q25. Can I choose which roads or estates I want within a letting area?

No. If you choose an area you could be offered a property in any part of that letting area. This helps us be fair to everyone who needs housing.

Q26. What letting areas can I choose?

[insert map of island with numbers for towns and villages listed below]

Key to letting areas

No.	Letting area	No.	Letting area	No.	Letting area
1	Aberffraw	28	Llanddaniel	55	Niwbwch / Newborough
2	Amlwch	29	Llanddeusant	56	Penmynydd
3	Beaumaris	30	Llaneilian	57	Penrhoslligwy
4	Benllech	31	Llanerchemedd	58	Pentraeth
5	Bodedern	32	Llaneugard	59	Pentre Berw
6	Bodorgan	33	Llanfairynghonwy	60	Penysarn
7	Boddfordd	34	Llanfairyneubwll	61	Rhodogeidio
8	Bryngwran	35	Llanfachraeth	62	Rhoscolyn
9	Brynsiencyn	36	Llanddaniel	63	Rhosgoch
10	Brynteg	37	Llanfaethlu	64	Rhosmeirch
11	Caergeiliog	38	Llanfechell	65	Rhosneigr
12	Caergybi / Holyhead	39	Llanfairpwll	66	Rhostrehwfa
13	Capel Coch	40	Llanfihangel Ysgeifiog	67	Rhosybol
14	Carmel	41	Llangaffo	68	Rhydwyn
15	Carreglefn	42	Llangefni	69	Soar
16	Cemaes	43	Llangoed	70	Star
17	Coedana	44	Llangristiolus	71	Talwrn
18	Dwyran	45	Llanidan	72	Trearddur
19	Fourmile	46	Llantrisant	73	Trefor
20	Gaerwen	47	Llanynghenedl	74	Tregaian
21	Gwalchmai	48	Llanddona	75	Tregele
22	Hermon	49	Llansadwrn	76	Ty Croes
23	Llanfaes	50	Llynfaes	77	Tyn Lôn PO
24	Llanbabo	51	Maenaddwyn	78	Tynygongl
25	Llanbedrgoch	52	Malltreath	79	Valley
26	Llandegfan	53	Menai Bridge		
27	Llandyrffrydog	54	Moelfre		

Q27. Can I choose the types of property I want?

Yes. You can choose the type of properties (houses, flats etc) and the floor levels you want (i.e. ground floor, first floor etc). However, the type of property you're eligible for is decided not only by what you'd like, but also by your household type (see **Q28** below). Also, your preferences may be overridden if you're owed a homelessness duty. Some properties are only let to certain groups, eg older persons or people needing physically adapted homes.

Q28. How many bedrooms am I entitled to?

You qualify for one bedroom for each of the following people in your household:

- A single person or couple aged 16 or over.
- Two children of the same gender, if both of the children are aged under 16.
- Two children aged under 10, regardless of gender.
- Any remaining child.

The table [below / on the opposite page/ overleaf] provides a guide to the size of properties common household types are usually registered for:

HOUSEHOLD & PROPERTY SIZE

Household make-up	Number of bedrooms				
	1	2	3	4	5
Single person					
Couple					
Pregnant woman (single or in couple)					
Couple or single parent with one child under 16					
Couple or single parent with two children under 16 of the same sex, or with two children of opposite sex who are both under 10					
Couple or single parent with two children under 16 of opposite sex where one child is at least 10					
Couple or single parent with three children under 16					
Couple or single parent with four children under 16, in any of the following cases: <ul style="list-style-type: none"> ▪ all of same sex; ▪ 2 boys and 2 girls; ▪ 3 of one sex, where at least 2 children of different sex are under 10. 					
Couple or single parent with four children under 16, 3 of one sex, where either 3 of one sex are all over 10, or the child of the other sex is over 10.					
Couple or single parent with five children under 16					
Couple or single parent with more than five children under 16					

When is someone not allowed onto the waiting list?

Q29. When are applications rejected?

Your application won't be placed on the Housing Register if:

- you haven't had a housing options interview

- you haven't provided the information and documents we've asked you to provide
- you haven't allowed us to visit you at home (if we've decided a home visit is needed)
- you don't qualify for any of the bands (see **Q19** for which situations qualify)
- you have enough money or financial resources to obtain housing for yourself
- you're ineligible because of your immigration status
- you're unsuitable to be a tenant because of past behaviour or the behaviour of someone in your household, or
- you've applied before, had your application refused, and your situation hasn't materially changed since the previous decision.

Q30. What if I have rent arrears or another type of housing-related debt?

If you have a housing-related debt of over £100 this could result in:

- your priority being reduced (i.e. given a lower band, see **Q21**), or
- you not receiving an offer of tenancy, even if you're admitted onto the waiting list.

We suggest you clear the debt or arrange to make regular payments and keep to the arrangement.

Q31. How would I know my application has been rejected?

We'll write and tell you if we decide your application can't be included on the Register. We'll give you reasons for our decision, and tell you that you can ask us to reconsider the decision (see **Q40**)

Getting a decision on your application

Q32. What happens once I've had my housing options interview?

We'll write to you within 21 days of your interview with a decision on your application, providing you've given us all the information and documents we need.

Q33. What will the decision letter tell me?

We'll write to you and tell you:

- if you've been accepted onto the Housing Register, and if so
- what priority (band) you've been awarded
- the type (or types) of housing you're registered for, and
- the size of properties you qualify for.

We'll give you reasons for any negative decisions. We'll also tell you that you can ask us to reconsider the decision. (see **Q40**).

Q34. What if I disagree with the decision?

You can ask us to look again at a decision, providing you ask within 21 days (see **Q41**).

How long am I likely to have to wait for housing?

Q35. Can you tell me how long it'll take for me to receive an offer of housing?

We can't tell you how long you'll have to wait for housing. This is because we don't know in advance what properties will become available. However, we can give you a summary of:

- What housing of your type and size is available in each area
- How many properties have previously become available for an allocation in each area during the past year
- What band the successful applicant had, and
- How long the successful applicant had to wait in that band before being allocated the property they accepted.

This information gives you a general idea of how long you're likely to have to wait. It also helps us suggest other areas you may want to consider, eg because you're likely to be re-housed quicker there.

Being offered a tenancy

Q36. What happens when a property becomes available?

When a property becomes available for letting we decide:

- how the property is going to be let (some properties are let to particular groups, eg older persons or people needing physically adapted homes)
- which applicants meet the criteria and qualify for that type and size of property, and
- which applicant has the highest priority. The property is usually offered to the applicant with the highest band priority (see **Q19**) who's been waiting the longest according to their 'waiting time date' (see **Q16**).

Q37. Can I view the property when I receive an offer?

Yes. The landlord will give you a time when you can view the property. A housing officer will be present to answer any questions you have about the property. You will usually be expected to accept or refuse the offer at the viewing (we must make sure we let properties quickly and make it available for someone else if you don't want it).

Q38. How many offers can I receive?

You can receive a maximum of **two** offers of accommodation if you have Band 1, Band 2, or Band 3 priority.

If you've been awarded the Urgent Band you'll receive **one** offer before losing the Urgent Band award. You'll then be placed in Band 1 and your waiting time date will be amended to reflect your new band award (see **Q16** about the waiting time date).

Q39. What happens if I refuse two offers of housing?

Your application will be removed from the Housing Register if you refuse two offers of housing. This helps us to be fair to everyone who needs housing. You won't get a third offer. You can re-apply to go on the waiting list after one year.

What if I'm unhappy with a decision?

Q40. What decisions can I ask the Council to reconsider?

You can ask us to reconsider a decision that:

- you're not entitled to a higher priority band status.
- you're not entitled to go on the Housing Register.
- your application will be taken off the Housing Register.
- your priority has been reduced.
- you refused an offer of housing.
- a refusal of housing should count as one of your two offers.

You can also ask us to review:

- a decision about the facts of your case that are likely to be, or have been, taken into account when considering whether to allocate accommodation.

Q41. How do I ask for a review?

If you want us to review a decision you must ask us within 21 days of being notified of the decision. You'll need to make sure you clearly ask for a review and tell us which decision you want us to look at again.

Complaints

Q42. What if I'm unhappy with the way my application has been dealt with?

You should contact us to discuss your concerns. You can contact the person who's dealing with your case or ask to speak to their manager. We may make an appointment for you so we can discuss the issue in person. If the matter isn't resolved to your satisfaction you can make a formal complaint. If you want to complain:

- ask for our concerns and complaint form from the person who's dealing with your case, or
- contact our Customer Care Officer:
 - Email: complaints@anglesey.gov.uk
 - The website: www.anglesey.gov.uk - complaints
 - Phone: 01248 752588
 - Writing to: The Customer Care Officer, Legal Section, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW.

If you're unhappy about a decision that carries a right of review, you can ask us to review the decision (see **Q40** and **Q41**).

More information about your housing application

Q43. What information about my application do I have a right to ask for?

Please refer to paragraphs **4.4**, **4.5** and **16.5** of the Housing Allocation Policy, which is available online at [www.anglesey.gov.uk/\[?\]?](http://www.anglesey.gov.uk/[?]?).

Q44. What if I want more information about how social housing is allocated?

If you need more information please contact Housing Services' Customer Services Team by:

- telephoning (01248) 752200
- emailing housing@anglesey.gov.uk
- or calling in person at Housing Services at the Council Offices in Llangefni (see the front page of this booklet for our opening times).

If you want more information in writing you can:

- see a full copy of the Housing Allocation Policy online at [www.anglesey.gov.uk/\[?\]?](http://www.anglesey.gov.uk/[?]?).
- ask for see a full copy of the housing allocation scheme at the Council Offices in Llangefni.
- pay £10 for a full copy of the allocation scheme to be sent to you.

Receiving information in other formats

Q45. Can you provide information in large print, in braille, on audio tape, or in another language?

Yes. If you need information in these other formats please let us know.

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee
Date:	30th November 2015
Subject:	TERMINATION OF THE TAITH JOINT COMMITTEE
Portfolio Holder(s):	Cllr J Arwel Roberts
Head of Service:	Dewi R Williams – Head of Highways, Waste and Property
Report Author:	Dewi R Williams
Tel:	01248 752303
E-mail:	drwht@ynysmon.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
<p><u>Purpose of Report</u></p> <p>To notify partner authorities that the Taith Board at its meeting held on 29 September 2015, agreed that in view of the fact that there was no substantive reason to continue the Joint Committee, that the Joint Committee be wound up. As there is no specific mechanism contained in the Joint Committee Constitution covering this issue, the report is to notify each partner in the Joint Committee of the intention to wind up the Committee.</p> <p><u>Background</u></p> <p>Taith was established as a Joint Committee of the six Local Authorities in 2007. The Aims and Objectives of the Joint Committee are contained in the Taith Constitution. This was last reviewed in 2013 to reflect the changes needed within the Constitution to allow Taith to manage and deliver the then new arrangements for Bus Funding.</p> <p>As a Joint Committee Taith has a mandate to deliver on behalf of the partner authorities in those areas included within the Aims and Objectives. In effect therefore the partner Authorities have delegated to the Joint Committee the power to act on their behalf in the areas identified.</p> <p>In January 2014 the Minister for Economy Science and Transport, Edwina Hart AM, announced changes to the role of the then Regional Transport Consortia that in effect removed the majority of the functions of the RTC. Up to the Ministerial announcement, Taith had a significant role coordinating regional transport advice for the Welsh Government and administering capital funding programmes on their behalf. These roles have ceased and with this the main part of the requirement for a Joint Committee has gone.</p>

Importantly however the requirement to produce a Regional Transport Plan that was the catalyst behind the establishment of Taith and the other Regional Transport Consortia disappeared. The Welsh Government in 2014 made changes to the Transport (Wales) Act 2000 that discharged this obligation. Although the six partner authorities successfully collaborated to produce a joint Local Transport Plan in 2014, this activity did not require a Joint Committee to deliver the plan.

The fact that the Joint Committee was in existence was helpful in that a mechanism to support the development of the LTP was available and the formula for the recovery of costs in the Constitution made the task easier. There remained a possibility that similar work may be needed in the future, which would be eased if the Joint Committee was still in place and could be reactivated without the need to negotiate a new arrangement. Such proposals could include future transport plans, delivering major cross-boundary projects or other transformational infrastructure services. In considering the issues at the Taith Board however, members were of the view that the costs and audit requirements of retaining the Joint Committee outweighed the possible future utility.

On this basis the Taith Board agreed that the Joint Committee be wound up as soon as practicable.

Future Arrangements

The requirement to have a strong voice for transport in North Wales still exists. The North Wales Transport Taskforce initiated by Edwina Hart and chaired by Lesley Griffiths in 2014 produced a number of recommendations and among these were proposals that regional contributions to the identification of transport interventions should be coordinated through the North Wales Economic Ambition Board (NWEAB). The Chair of the NWEAB, Cllr Dilwyn Roberts subsequently received a letter from the Minister confirming this arrangement.

The NWEAB has a specific work stream on Connectivity and Infrastructure, as transport is a key component in supporting economic growth.

The Taith Board report highlighted that the NWEAB will need to utilise the experience of the Portfolio Holders for highways and transport that currently sit on the Taith Board, given that most members of the NWEAB do not have this portfolio responsibility.

Accordingly, the Chair of the NWEAB has proposed that a formal Transport Forum for the NWEAB be established to undertake this role. The Forum would meet two to four times annually, based on demand, to support the Connectivity and Infrastructure work stream and to ensure that an effective working relationship with the highways and transport teams in authorities exists.

Such an arrangement would not need formal constitution arrangements similar to the existing Joint Committee, and could be established informally.

The proposal to establish a Transport Forum for the NWEAB is one that would ensure an effective link between transport portfolio holders and the NWEAB. This would ensure that members continue to have an input into region wide strategic transport issues.

Recommendations

Members are invited to note that the Taith Board agreed that the Joint Committee be wound up with effect from the 29 September 2015

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

N/A

C – Why is this a decision for the Executive?

For information

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

N/A

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

N/A

DD – Who did you consult?

What did they say?

1	Chief Executive / Strategic
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	Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

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

F - Appendices:

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

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	<ul style="list-style-type: none"> • Partnership and Regeneration Scrutiny Committee -12/11/15 • Executive- 30/11/15
Date:	12 November 2015 and 30 November 2015
Subject:	Waste Collections Options Appraisal
Portfolio Holder(s):	Councillor John Arwel Roberts, Portfolio Holder for Highways, Property and Waste Management
Head of Service:	Dewi R. Williams
Report Author: Tel: E-mail:	Meirion P. Edwards 2818 mpepp@anglesey.gov.uk
Local Members:	All Members

A –Recommendation/s and reason/s
<p>Based on the assessment of risk in terms of meeting statutory recycling targets, the need to avoid £200 per tonne Welsh Government fines, and to maximise the available savings opportunities from any change to Anglesey’s future waste collection system, the following actions are recommended:</p> <p>a) that Option 3a) (4 weekly residual collection) be implemented from October 2016 as the Council's preferred method of waste collection as it ensures statutory targets are met, that fines are avoided, that savings are maximised and capital investment is kept to a minimum;</p> <p>b) that the relevant capital funding (£509k) be made available for the introduction of Option 3a);</p> <p>c) that Council officers, working with WRAP Cymru, negotiate with the Council's waste collection contractor, Biffa, to maximise the available savings that can be released as part of any Contract Variation in implementing Option 3a);</p> <p>d) that the relevant financial savings generated from the introduction of Option 3a) be incorporated into the required budget cuts for 2016/17, and for this change to be consulted upon as part of the wider savings consultation plan for the Council in the usual way;</p> <p>e) that if any future funding becomes available to provide stackable trolley boxes as an alternative to Option 3a), that these be introduced on an area by area basis in consultation with the relevant stakeholders.</p>

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

See Appendix 1 – several options have been considered as part of the enclosed Options Appraisal but none provide such strong benefits as four weekly residual waste collection.

Introducing smaller residual waste bins and maintaining the fortnightly collection cycle (Option 1) does not appear a cost effective solution. It was found to require a very significant capital budget (£1.25 million) and generate annual revenue savings of only £46k per annum. The performance improvement is also lowest of all considered variant collection options.

It can be expected that making a transition to three weekly residual waste collection will present much the same challenges as a transition to four weekly, but with considerably less benefit. Three weekly residual collection was shown to deliver under half the annual revenue savings of four weekly collection, and the performance improvement can be expected to be less.

Finally, from a survey of authorities who have switched to three weekly residual collection, it was highlighted that many of these saw no reason why a four weekly residual waste collection service could not work, with the added benefits of additional recycling and improved financial savings.

C – Why is this a decision for the Executive?

This is a major service change which will impact every household on Anglesey.

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

Any change to the waste collection service will need to be reflected in an updated Waste Collection Policy.

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

Each option considered will result in varying degrees of annual revenue savings to the existing budgets. Additional capital budget will be required for the purchase of new containers etc.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	AO – 1) Need for a Risk Register – <i>prepared</i> . 2) Other questions considered within Section 7. GC 1) Service for vulnerable householders – <i>Fetch and Return bin service still provided as existing</i> .
2	Finance / Section 151 (mandatory)	1) Capital bid has changed from £523k to £509k. - Yes
3	Legal / Monitoring Officer (mandatory)	No comments.
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	<ul style="list-style-type: none"> • That Option 2a a three weekly ‘black bin’ residual waste collection, be the favoured option, which includes the provision of one extra recycling box for additional recycling; • That consequential recommendations within the report to allow implementation of the three weekly collection be approved.
8	Local Members	
9	Any external bodies / other/s	<p>Economic</p> <ol style="list-style-type: none"> 1) Additional marketing and promotion bid required – <i>Agreed, £90k included within the Capital bid</i>. 2) Pilot Area – <i>would be problematic</i>. 3) Impact on small businesses – <i>No change to commercial collections</i>. 4) Major Energy Island projects – <i>Shared along commercial collections</i>. 5) Potential for fly tipping increase – see <i>section 7</i>. 6) Garden waste collection charge – <i>not at present</i>. <p>Welsh Government – see <i>Section 6</i></p> <p>Questions returned from Bury, Rochdale, Fife and Conwy.</p>

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

F - Appendices:
Appendix 1 – Restricted Residual Waste Collection Options Appraisal Modelling Report.
Appendix 2 – Response by Biffa.

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

1.0 BACKGROUND

1.1 Anglesey's Waste Management service has now reached a critical point where a fundamental step change in service delivery will be required to meet long term targets. Major challenges exist in meeting future statutory recycling targets set by the Welsh Government (WG) combined with a need to operate services more efficiently due to budget cuts.

1.2 The fundamental principle of this report is that collecting and processing recycling materials is far cheaper than collecting and disposing/treating left over 'black bag' residual waste. Therefore, if new collection systems can be put into place where the level of residual waste can be restricted in some way, this will result in increased recycling and therefore reduce overall costs.

1.3 This report summarises the results of a recent waste collections options appraisal and compares recycling outputs and potential savings.

2.0 DRIVERS FOR CHANGE

2.1 WG has set very ambitious statutory local authority targets for reuse, recycling and recovery as set out in their waste strategy document titled Towards Zero Waste. These statutory targets are 58% recovery of municipal waste for 2015/16; 64% for 2019/20 and; 70% for 2024/25. Failure to meet these statutory targets can result in WG imposing fines of £200 per tonne based on the number of tonnes below the statutory target listed. For Anglesey, this means for every 1% failure in the recycling target set, the Council would have to pay around **£80k** in fines. As an example, based on the 2019/20 recycling target, if the Council failed to do any further recycling above the 55% baseline figure, this would result in a 9% shortfall, which would equate to an annual fine of around **£720k**.

2.2 The cost to collect and process recycling material is currently over **£40 per tonne** cheaper compared to the cost of collecting and disposing/treating a tonne of residual waste. If collection systems can be changed to encourage householders to recycle more, then the overall cost to deal with municipal waste will be reduced. Therefore, by restricting the volume of space available for left over 'black bag' residual waste, this automatically encourages householders to fully utilize their recycling services and recycle more.

2.3 Restricting residual waste therefore has a triple benefit; it increases recycling rates, it reduces the risk of fines and can bring about immediate savings in overall waste collection, processing and disposal/treatment costs.

3.0 CURRENT SERVICE AND OUTPUTS

3.1 The Council currently has a waste collection and cleansing contract with Biffa Municipal which started in 2007 and will continue until 2021. Biffa collects residual waste in standard refuse collection vehicles and dry recycling and food waste in purpose built resource recovery vehicles that maximize the amount of recyclable materials that are collected at the kerbside.

3.2 The current service provided to householders at the kerbside is noted below:

Container Provided	Materials Collected	Frequency
55 litre Blue Box	<ul style="list-style-type: none"> • Plastic Bottles • Mixed Cans • Mixed Glass • Batteries • Mobile phones 	Weekly
40 litre Red Box	<ul style="list-style-type: none"> • Paper • Grey Card • Brown Card 	Weekly
23 litre Brown Bin	<ul style="list-style-type: none"> • Food Waste 	Weekly
240 litre Green Bin	<ul style="list-style-type: none"> • Green Garden Waste 	Fortnightly
240 litre Black Bin	<ul style="list-style-type: none"> • Leftover 'black-bag' Residual Waste 	Fortnightly

* Average weekly volume available combining all waste containers = 358 litres

3.3 The current recycling performance based on all the existing 'front-end' recycling streams (recycling collected from the kerbside, recycling bring sites, household waste recycling centres etc) is estimated to be around 55% for 2015/16. The recycling service

on Anglesey has reached a plateau in terms of 'front-end' recycling at around the 55% mark and even increased promotional initiatives have failed to further increase this recycling output.

3.4 To maximise the chances of meeting the 58% statutory recycling target for 2015/16, the Waste Management Section is currently sending some of its residual waste for treatment rather than all to landfill, where some of the 'back-end' Incinerator Bottom Ash material produced following incineration can be counted as recycling. It is hoped that the combination of 'front-end' and 'back-end' recycling will ensure the 58% target for 2015/16 will be achieved.

3.5 It is clear that based on the current flat-lining output of the existing recycling service on Anglesey that future statutory targets will not be met. Continuing with the current service moving forward will not be an option and therefore a further significant step change will be required to ensure WG statutory targets are achieved and fines avoided.

4.0 COLLECTIONS OPTIONS APPRAISAL

4.1 Officers of the Council have been in discussions with WRAP Cymru Collaborative Change Programme (funded by WG to support local authorities with service design, delivery and strategy), Biffa and officers from other Welsh local authorities over the last 12 months, to discuss what options exist to bring about the required step increase in recycling outputs. The conclusion of these discussions is that the most effective option to meet future recycling targets is to restrict residual waste capacity for householders, thus encouraging more recycling. A restriction on residual waste capacity is also included in the WG Collections Blueprint.

4.2 A recent compositional analysis of Anglesey's waste proved that significant tonnages of recyclable waste are still being thrown away and therefore not recycled. Restricting the available volume in the black bin encourages householders to fully utilise their recycling service. Most councils across Wales are looking at options to restrict residual waste further and several have implemented or are in the process of introducing smaller bins or 3 weekly collections of residual waste. An increasing number of local authorities are also considering 4 weekly collections of residual waste.

4.3 Using WRAP Cymru funding, an experienced external consultant (Eunomia) has been appointed to carry out a detailed options appraisal on different kerbside collection

systems and to determine their resultant resources and costs, where the levels of residual waste would be restricted in some way. A joint working group made up of Council officers, WRAP Cymru, Biffa and Eunomia was formed earlier in the year to scope and review this work.

4.4 This joint working group identified some key principles that would need to be adopted as part of any new options appraisal modelling work related to any changes to the waste collection system. These included:

- i) Mixed plastics would need to be added to any new kerbside collection systems (rather than just plastic bottles as is collected at present);
- ii) To deal with the additional recycling volume collected, a third recycling box would have to be provided to householders with clear guidance provided to confirm which materials needed to be placed in which box;
- iii) Any modelling should ensure that families with young children should be offered a service where nappies would be collected at the same frequency as currently (i.e. fortnightly).
- iv) That the use of a three box stackable trolley for dry recycling (trolley-box) should be considered.

4.5 The options modelled considered the baseline outputs and costs, and compared these to the new restricted residual waste options. Taking into account all the points raised in 4.4) above, the following options (and their variants) were modelled:

- i) Collecting residual waste in new 120 litre bins but still fortnightly (as existing),
- ii) Collecting residual waste in the existing 240 litre bins but every three weeks (with and without the trolley box option for dry recycling);
- iii) Collecting residual waste in the existing 240 litre bins but every four weeks (with and without the trolley box option for dry recycling).

5.0 RESULTS OF THE COLLECTIONS OPTIONS APPRAISAL

5.1 The full Options Appraisal prepared by Eunomia is shown in **Appendix 1**. However, in summary, the overall findings are shown in the table below:

Table Showing Summary of all findings of the Collections Options Appraisal

	Baseline 2014/15	Baseline + Incinerator Bottom Ash (IBA) only	Op 1: New 120L bins x2 wk	Op 2a: Existing 240L bins x3 wk	Op 2b(i): Existing 240L bins x3wk + Trolley Box	Op 3a: Existing 240L x4wk	Op 3b(i): Existing 240L bins x4wk +Trolley Box
A) TARGETS & FINES							
Overall total estimated recycling output (from all waste streams)	55%	63%	67%	68%	68%	71%	71%
Meets long-term 70% target	No	No	No	No	No	Yes	Yes
Estimated annual fine to be applied from 2019/20	£720k	£80k	£0	£0	£0	£0	£0
Estimated annual fine to be applied from 2024/25	£1.2M	£560k	£240k	£160k	£160k	£0	£0
B) POTENTIAL SAVINGS							
Estimated savings (Eunomia Report – Appendix 1)	£0	£0	£46k	£94k	£108k	£253k	£253k
Estimated savings (Biffa – Appendix 2)	£0	£0	£46k	£4k	£18k	£168k	£168k
C) CAPITAL INVESTMENT							
New containers, promotion, site re-processing adaptations etc.	£0	£0	£1.25M	£509k	£1.34M	£509k	£1.34M

5.2 The Council's waste collection contractor, Biffa, have been an integral part of the team who helped to complete the Collections Options Appraisal. However, the appointed consultant, Eunomia, and Biffa, were unable to reach agreement on the level of resources required on some of the options modelled - this means that Biffa believe that additional resources are required to deliver some of the options and that these, in their opinion, would therefore cost more to implement. This disagreement between the level of resources required is not unusual, and in all likelihood an expected outcome of such a process. In summary, the consultant's analysis is based on a complex computer modelling programme using Anglesey data plus information from other examples across the United Kingdom, whereas Biffa's analysis is based on their own direct experience of managing frontline waste collection services. Biffa have provided a formal response to the Collections Options Appraisal report highlighting this point and have provided some further feedback. Biffa's response is shown in **Appendix 2**.

|

6.0 FEEDBACK FROM THE WELSH GOVERNMENT

6.1 The following feedback has been received from WG regarding the future waste collection options being proposed:

“Any change in containers or frequency of residual collection, together with improved recycling, need to be both cost effective and contribute to 70% recycling by 2025.

Option 1 – This would have a high capital cost as the 240l bins are replaced with 120l bins. The option would effectively restrict weekly containment to 60l.

Option 2 – This would have a lower capital cost than option 1, however it might be less effective because it is not restricting the residual to the same extent, as it restricts weekly containment to 80l.

Option 2a) – This would have a higher cost than both Options 1 and 2 without necessarily achieving better results, with 80l/week containment.

Option 3 – This would have low capital costs and make the greatest revenue savings of the options, restricting containment to 60l/week.

Option 3a) – This would have a higher capital cost than Option 3, though it would be as effective in terms of residual containment.

*Whichever of the options is chosen they will need to meet the statutory recycling targets set by Welsh Government. They should also deliver against the goals of the Wellbeing of Future Generations Act. There is evidence from other N Wales local authorities and from Northern Ireland that the introduction of trolley boxes helps to increase recycling, particularly amongst those who were previously non participants. **Options 3a) and 3b) are likely to deliver the greatest reductions in residual waste and thus to increase recycling rates most.** Option 3b) might see a greater increase in recycling as the new*

pg. 10

containers incentivise wider participation. **The options presented align with the Welsh Government’s strategies and policies including its Municipal Sector Plan and Collections Blueprint and would therefore be supported.** The final decision needs to be a balance between performance and cost. **Welsh Government statutory recycling targets of 70% have to be reached by 2025 and the assessment is that only Option 3b) has a realistic chance of achieving those targets then serious consideration should be given to this investment”.**

7.0 TYPICAL QUESTIONS & ANSWERS

No.	Typical Question	Answer
1	“Collecting waste every 4 weeks is a huge reduction in service”	This is not so. All householders will still have a weekly collection of dry recycling and food waste and continue with a fortnightly collection of green garden waste. An <u>additional 55 litre box</u> will be provided to all householders and <u>mixed plastics will be added</u> to the recycling collections once the new service starts. The net effect when all available volumes from all containers are compared is only a 1% (5 litre) reduction per week in available space per week across all waste containers.
2	“Collecting every 4 weeks will result in rotting food which will attract rats and flies etc”.	Food waste will continue to be collected <u>every week</u> and compostable bags will be provided free of charge to help householders contain their food waste. Food waste bins are secure and lockable to prevent unwanted access by pests. If everyone uses the weekly food waste collection service then no food waste should be left in the black bin and therefore any nuisance complaints should be kept to an absolute minimum.
3	“I have a baby in nappies and can’t manage a cut from the existing 2 weekly collection to a 4 weekly collection from my black bin – I simply don’t have the space”.	The Council will organise a dedicated stand-alone collection service to any family with a young child in nappies, to ensure they are collected at the same frequency as present.
4	“Mixed plastics such as butter tubs, yogurt pots etc form a large part of my black bin now	Mixed plastics will be collected as part of any change to 4 weekly collections. As noted, an additional 55 litre recycling box will be

No.	Typical Question	Answer
	and therefore I will have no space if you change to a 4 weekly collection”.	provided to all householders to assist with increased volumes.
5	“Why collect green garden waste during November, December and January – you could save a fortune if this was stopped?”	Even over these winter months significant levels of green garden waste is collected at the kerbside - over <u>750 tonnes</u> by the Council’s waste collection contractor in 2014/15. This contributes a significant level of recycling to the overall Council’s target to ensure statutory targets are met (and fines are avoided). If this green garden waste ended up in landfill it would cost over £80k per annum to dispose of. In addition, Biffa have based their original tender on a whole year cost which takes into account the peak and low tonnages for the whole service i.e. as an integrated collection service with black bag residual waste. Although the option does exist to charge householders to collect and dispose of green garden waste, the Council has decided not to apply this at the current time.
6	“Changing to 4 weekly collections will increase fly-tipping”.	Dry recycling and food waste will still be collected on a weekly basis with mixed plastics added as an additional material. In addition, feedback from external consultation with other local authorities who have been through a significant change in their waste collection service suggests that there are no significant increases in fly-tipping. Fly-tipping incidents will continue to be investigated.
7	“When would any change to 4 weekly collections be introduced?”	Based on lead times for ordering new vehicles and containers, and to avoid a service change at a time of increased tourist population during the summer months, it is recommended that any change is carried out during October 2016.

8.0 CONCLUSIONS

8.1 The purpose of this report and accompanying appendices is to appraise future waste collection options to ensure statutory recycling targets are met, fines are avoided and savings are made. Based on the modelling in Appendix 1, the only option which meets all three of these criteria is Option 3 (collecting left over residual 'black bag' waste every 4 weeks).

8.2 Option 3 is only realistically feasible if householders are provided with additional services to allow them to practically recycle every possible material. For this reason, every household will be given a new 55 litre recycling box under this option, to deal with the additional volume and also mixed plastics will be added as an additional material (only plastic bottles are collected currently). In addition, a new separate nappy collection service will be offered to householders where they have children in nappies.

8.3 A variant option exists around Option 3 which uses a stackable trolley-box (3 boxes), but this would be very expensive to roll-out for all householders across Anglesey. It is recommended that a trolley-box service be rolled out on an area by area basis as funds become available.

8.4 All options give varying degrees of savings but it is Options 3 that gives the maximum amount of annual savings to the Council. There is disagreement between the consultant (Eunomia) and Biffa (the Council's waste collection contractor) regarding the level of savings which could be achieved by implementing the various options. For Option 3, Eunomia state the saving should be around £253k per annum but Biffa state that this should be around £168k per annum. Further detailed negotiation will be required over the coming weeks and months between all parties to arrive at a mutually agreeable position. However, even accepting the £168k per annum saving as a backstop position, this would save almost **£590k** over the remaining length of the current waste collection contract.

9.0 RECOMMENDATIONS

9.1 Based on the assessment of risk in terms of meeting statutory recycling targets, the need to avoid £200 per tonne Welsh Government fines, and to maximise the available savings opportunities from any change to Anglesey's future waste collection system, the following actions are recommended:

- a) that Option 3a) (4 weekly residual collection) is recommended from October 2016 as the Council's preferred method of waste collection as it ensures statutory targets are met, that fines are avoided, that savings are maximised and capital investment is kept to a minimum;
- b) that the relevant capital funding (£509k) be made available for the introduction of Option 3a);
- c) that Council officers, working with WRAP Cymru, negotiate with the Council's waste collection contractor, Biffa, to maximise the available savings that can be released as part of any Contract Variation in implementing Option 3a);
- d) that the relevant financial savings generated from the introduction of Option 3a) be incorporated into the required budget cuts for 2016/17, and for this change to be consulted upon as part of the wider savings consultation plan for the Council in the usual way;
- e) that if any future funding becomes available to provide stackable trolley boxes as an alternative to Option 3a), that these be introduced on an area by area basis in consultation with the relevant stakeholders.

Isle of Anglesey County Council Restricted Residual Waste Collection Options Appraisal: Modelling Report



**Cost and Performance Modelling for the Collection of Household
Waste for Isle of Anglesey County Council**

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Written by: Adrian Gibbs, Bethany Ledingham and Wayne Lewis (Eunomia Research & Consulting)



Front cover photography: View across the Swellies of Thomas Telford's Menai Suspension Bridge, with Anglesey's Church Island (Ynys Dysilio) to the left and Snowdonia behind.

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Executive Summary

Background

Isle of Anglesey County Council (IoACC) faces challenging statutory Local Authority Recovery Targets of 58% by 2015/16, 64% by 2019/20 and 70% by 2024/25. Whilst recycling performance in Anglesey is good, rates have stagnated in recent years. Recycling performance was 55.2% in 2012/13, 54.4% in 2013/14, and 55.2% in 2014/15. It is clear that service changes will be needed if IoACC is to meet its future targets and avoid infraction fines of £200 per tonne. Failing to meet the targets could result in fines for IoACC of £80,000 per percentage point below the relevant target rate.

Improvements in non-kerbside waste streams may help IoACC towards the target recovery rates, but it is the household kerbside collection system where the greatest gains could be achieved. In this regard, IoACC has a waste collection services contract in place with Biffa until 2021. The current service configuration comprises a weekly dry recycling collection from kerbside boxes (a 55L blue box and 40L red box), weekly food waste collection (from 23L containers), fortnightly garden waste collection (from 240L wheeled bins, free of charge) and fortnightly collections of residual waste (from 240L wheeled bins).

The purpose of this report is to undertake an options appraisal of waste collection options that restrict residual waste capacity, helping to boost recycling performance, and reduce cost by diverting material from landfill to recycling. The report provides detailed information on the projected costs and recycling performance of each option.

Methodology and Options Investigated

A series of cost assumptions used for options modelling were developed and agreed. These are set out in Appendix A.1.0. The cost assumptions include the gate fees and material incomes for each material, annualised costs of vehicles, unit cost figures for employees, annualised costs of containers including an estimation of replacement costs and delivery charges. Any one off capital expenditures and infrastructure adaptation costs are shown separately from annual revenue costs. All costs are presented in real terms at 2015/16 values.

A baseline was built that reflects the current service and performance in Anglesey. This allows alternative collection options to be modelled and compared to the agreed baseline. The baseline was developed using 2014/15 data. The baseline was also considered in the situation where Anglesey's residual waste is sent to incineration, and hence the impact of incinerator metals and bottom ash recycling on progress towards the statutory local authority recovery targets can be observed.

A variety of options for restricting residual waste were modelled. These included the introduction of a smaller, 120l wheeled bin emptied fortnightly, a three-weekly and four-weekly collection cycle of 240L wheeled bins. With the exception of the baseline options, each option includes the addition of plastic pots, tubs and trays to the dry recycling collection, and also the introduction of an additional nappy collection service for properties requiring it. Switching the existing dry recycling service containment from

kerbside boxes to stackable “trolley box” container systems was also examined. The nine options modelled are summarised below:

- Baseline 2014/15 – Weekly kerbside sort from boxes, weekly food waste, fortnightly free garden waste, fortnightly 240L residual;
- Baseline + IBA – as above but with residual waste sent to incineration and ash recycling credited to the statutory recycling rate;
- Option 1 – as above, but with the addition of plastic pots, tubs, and trays to recycling collections, a third recycling box provided to all households, and fortnightly residual waste collections from 120L wheeled bins;
- Option 2a – as per option 1, but with residual waste collected 3-weekly from 240L wheeled bins, and an optional nappy collection service available;
- Option 2b(i) – as per option 2a, but with trolley boxes used for dry recycling containment;
- Option 2b(ii) – as per 2b(i), but an additional 5 seconds modelled for each trolley box collection (providing a sensitivity analysis);
- Option 3a – as per option 2a, but residual waste collected four-weekly from 240L wheeled bins;
- Option 3b(i) – as per option 3a, but with trolley boxes used for dry recycling containment;
- Option 3b(ii) – as per option 3b(i), with an additional 5 seconds modelled for each trolley box collection.

Key Results

The overall impact of the options on IoACC’s local authority recovery rate is shown in Figure E. 1. The headline financial results from the modelling are shown across a chart and a table. Figure E. 2 shows the annual revenue costs of all options relative to no change. Table E. 1 identifies the capital and other one off costs associated with the restricted residual waste options. The impact of potential fines should IoACC miss the recovery targets are not shown here but represent £80k per annum for every 1% under the target rates.

The four weekly residual waste collection options will provide the highest recycling rate for IoACC, and the best chance of meeting a 64% recovery rate for 2019/2020 and 70% recovery rate for 2024/25. Informed by the benchmarking and analysis undertaken, this change to kerbside systems is projected to take the County recycling rate from 55% to 65% on its own, or to 71% together with incinerator bottom ash recycling.

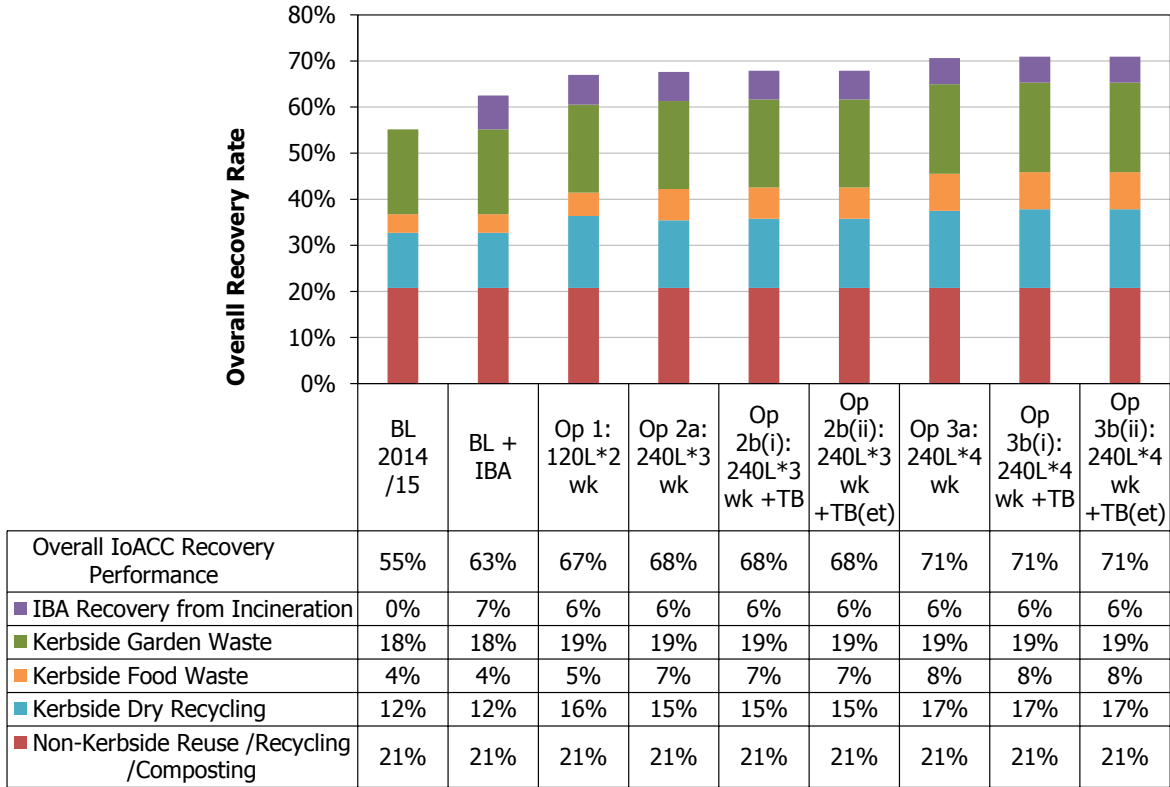
The recycling rate uplift for three weekly residual waste options is less significant, with the end result falling short of the long term recovery target at 68%.

The two weekly small bin option is shown to lead to a similar result as the three weekly options in relation to recycling rates (67%), but the total capital investment is significant (over £1.2m), and ongoing revenue savings the lowest of all considered options.

Although both three and four weekly residual waste collection are shown to deliver annual revenue savings, the savings are roughly twice as significant in the four weekly residual collection options.

On the basis of the analysis undertaken, Option 3a gives the highest of all annual revenue savings modelled (£253k per annum compared to the baseline) but it also requires a comparatively low level of capital and one-off cost investment (£509k in total). The same option but with trolley boxes provided is shown to be equivalent in annual revenue cost savings if the boxes can be collected as quickly as a three box approach. If more collection time per property is required and an additional vehicle is needed then the net annual revenue savings are reduced slightly to £186k per annum.

Figure E. 1: IoACC Overall Recovery Rate as Related to Statutory Local Authority Targets



Key: BL = Baseline.
 BL+IBA = Baseline but with residual waste to incineration and 17% ash recovery credited as recycling.
 *2 wk = Fortnightly residual waste collection. *3 wk = three weekly collection, etc.
 TB = Trolley box.
 (et) = Extra time for trolley box collection operation.

To opt for trolley boxes would require capital investment in containers alone of around £1 million (the combined total including communications and facility adaptation costs is £1,343k of capital spend). However, although this may be a significant investment, it needs to be considered whether this may be a compensating factor that makes reduced residual waste collection frequencies both publically palatable and politically deliverable.

Although a waste prevention effect is not included within the modelling (due to lack of available evidence upon which to base assumptions), further performance improvement and cost savings may be achieved if the restricted residual waste options caused this to

occur. The impacts would be expected to be strongest under the lowest frequency (and volume) of residual waste collection. This gives further support to a four weekly residual waste collection from householder’s existing 240L bins.

It should be considered that change, of any form, is likely to meet some resistance upon implementation, but that this resistance tends to fade when the public become accustomed to the new systems. Ultimately there is little reason to consider that a four weekly residual collection option gives particular dis-benefits to residents compared to the three weekly alternative, if they are properly using their separate collection services.

Figure E. 2: Net Revenue Costs per Annum Relative to Baseline (units: £k)

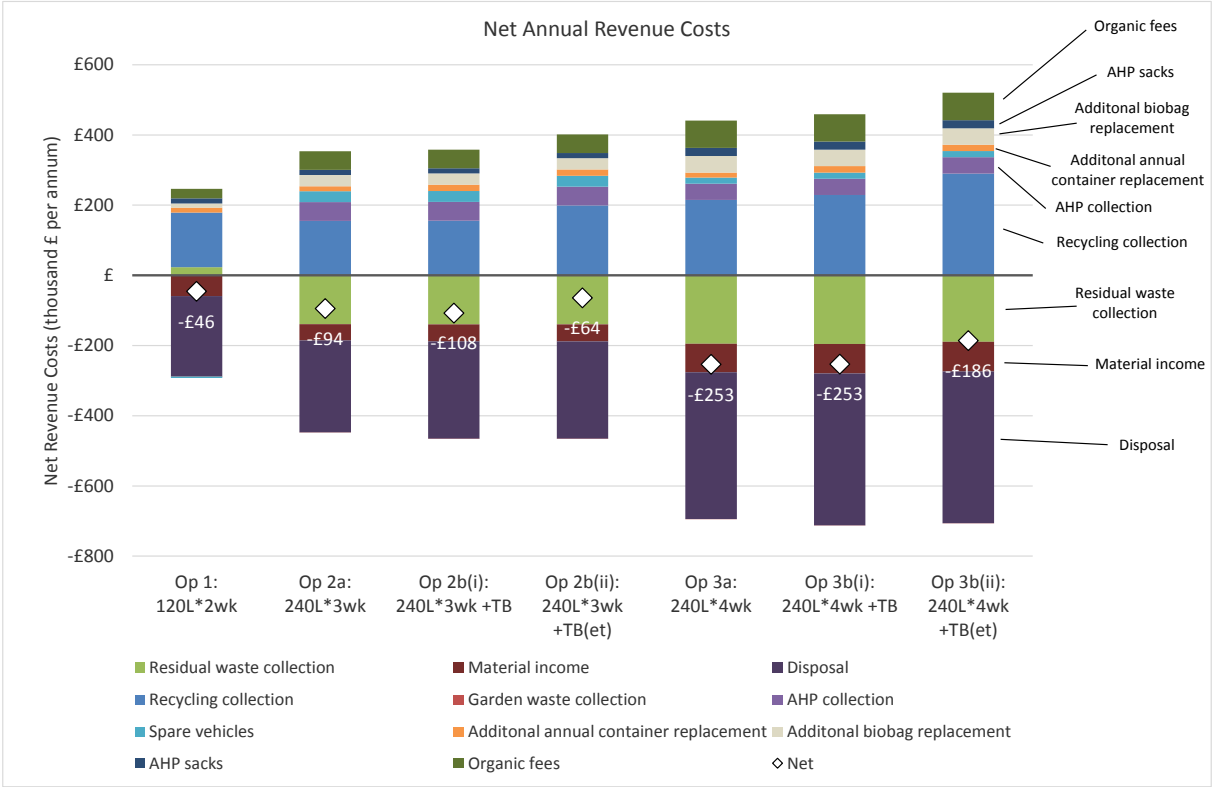


Table E. 1: Additional Capital and One-off Costs Associated with Modelled Options (units: £k)

	Op 1	Op 2a	Op 2b(i)	Op 2b(ii)	Op 3a	Op 3b(i)	Op 3b(ii)
Trolley boxes	-	-	£990	£990	-	£990	£990
Third recycling box (55L) and hat	£174	£174	£19	£19	£174	£19	£19
Battery pouch	£15	£15	£15	£15	£15	£15	£15
120L bins	£746	-	-	-	-	-	-
Additional communications costs	£90	£90	£90	£90	£90	£90	£90
Adaptations at Gwalchmai	£229	£229	£229	£229	£229	£229	£229
Total	£1,254	£509	£1,343	£1,343	£509	£1,343	£1,343

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1.0 Introduction

1.1 Background and Purpose of the Report

Isle of Anglesey County Council (IoACC) faces challenging statutory Local Authority Recovery Targets of 58% by 2015/16, 64% by 2019/20 and 70% by 2024/25. Whilst recycling performance in Anglesey is good, rates have stagnated in recent years. Recycling performance was 55.2% in 2012/13, 54.4% in 2013/14, and 55.2% in 2014/15. It is clear that service changes will be needed if IoACC is to meet its future targets and avoid infraction fines of £200 per tonne. Failing to meet the targets could result in fines for IoACC of £80,000 per percentage point below the relevant target rate.

A comprehensive modelling exercise was undertaken for IoACC in 2013 and included a range of recycling collection systems and residual waste restriction options.¹ As a result, Resource Recovery Vehicles (RRVs) are now being used for recycling collections and corrugated card has been added to the lift of materials collected. The residual waste service, however, remains unchanged as a fortnightly 240L collection. If targets are to be met, further changes to the service will be required.

Data from other UK local authority restricted residual waste service trials is now becoming available to inform modelling assumptions and future service choices. The restriction on available household residual waste containment volume is considered to be the strongest mechanism that IoACC has available to change the waste and recycling behaviour of residents and improve recycling rates.

The objective of this work is to undertake an options appraisal of restricted residual waste collections and to provide a detailed report on the costs and recycling performance projections for each option. The nine options modelled are defined in full in Section 2.3, and cover the following broad overarching principles:

- A baseline of current services against which costs and performance of the alternate options can be compared.
- No change to the baseline other than for residual waste going to energy from waste, from which the recycling of metals and incinerator bottom ash (IBA) is credited to the council's statutory recovery rate.
- Residual waste collection options with the following variants:
 - Fortnightly 120L;
 - Three weekly 240L; and
 - Four weekly 240L.
- Plastic pots, tubs and trays added to the existing weekly recycling collection system;
- Recycling container variants to cope with additional volumes of recycling:
 - Provision of a third recycling box to all households.

¹ *Eunomia Research & Consulting (2013) Isle of Anglesey County Council Collection Options Appraisal, Report for WRAP, 2013*

- Provision of mobile stackable recycling containers (trolley boxes) to suitable households.
- A separate fortnightly collection of nappies in options with a reduction in the frequency of residual waste collection.

1.2 Structure of this Report

This report is structured as follows. As far as possible, technical detail and statistical analysis have been placed in the appendices.

- **Section 1.0: Current Position** - This provides background to the current situation at IoACC, its current contractual arrangements, and an overview of the services currently operated.
- **Section 2.0: Kerbside Collection Modelling** - This sets out the key principles and assumptions informing the modelling exercise, and the key results from the modelling.
- **Section 3.0: Considerations Surrounding Collection Options** – provides a discussion on the issues arising from the modelling that will impact IoACC.
- **Section 4.0: Summary and Recommendations** - This section brings together the analysis results with the wider implications for IoACC of the options considered, in order to draw overall conclusions and recommendations.
- **Appendices:** The detailed modelling assumptions are included in the appendices along with technical notes on the modelling process. This incorporates an updated version of the assumptions report shared with IoACC, Biffa and WRAP Cymru during the course of the project, as was used to debate and agree the background assumptions used in the modelling.

1.3 Current Situation for IoACC

IoACC has a 14 year contract in place with Biffa for all its household kerbside waste collection services, which will end in 2021. The services currently provided are weekly recycling, weekly separate food waste, fortnightly free garden waste collection and a fortnightly residual waste collection.

The details of the collection services are as follows:

- Weekly box based dry recycling collection, with a 55 litre blue recycling box for plastic bottles, mixed cans, mixed glass, household batteries and mobile phones, and a 40 litre red recycling box for paper (soft mix), corrugated card and textiles.
- Weekly food waste collection from 23 litre kerbside containers. Residents are also provided with a kitchen caddy and biobag liners which are replaced for free on request. Eight new 12t long wheel base Romaquip RRV vehicles are used for the front line recycling services.

One mid wheelbase and one short wheelbase 12t RRV are used on a 60:40 shift pattern across the working week (the former operated three days per week and the

latter two days per week), where the short wheelbase truck services 1,140 narrow access properties.

One additional 7.5t kerbsider is used for a further 750 narrow access properties.

- Fortnightly free garden waste collection from 240 litre wheeled bins, collected on a mix of 26 tonne and 16 tonne Refuse Collection Vehicles (RCVs).
- Fortnightly residual waste collection from 240 litre wheeled bins, collected by the same vehicles used for the fortnightly garden waste service.
- 750 restricted access properties are served by a 12t RCV collecting residual and garden waste on the standard alternating week basis.
- In addition, 350 remote properties are served under a one-pass co-collection approach where their weekly dry recycling (collected co-mingled in sacks and sorted at Gwalchmai), weekly separate food waste and alternating weekly residual / garden waste is co-collected on a 3.5 tonne caged vehicle.

The Biffa contract covers waste collection and cleansing only. IoACC takes responsibility for bulking and transfer of all wastes, including the marketing of collected recyclates.

2.0 Kerbside Collection Modelling

The following sections set out the key principles and assumptions informing the modelling exercise.

2.1 Benchmarking and Cost Assumptions

The recycling benchmarking figures which informed the captures modelled for Anglesey were set out and agreed upon in the Collections Assumptions Report, which is reproduced and updated where necessary in Appendix A.1.0. Data was taken from four restricted residual waste trials/implementations across the UK (see Table A. 13) to determine the likely future performance of IoACC under the restricted residual waste options modelled. This data was coupled with the capture rate analysis from Figure A. 1 (i.e. to ensure that all individual materials remain below 100% recycling) and was used to inform the yield adjustments for the alternate collection systems for Anglesey; the assumed yields in the various options being considered are shown in Table A. 14, and the associated capture rates are shown in Table A. 15.

The cost assumptions that were used in the modelling were also laid out and agreed upon through the Collections Assumptions Report process. All costs modelled and presented in this report are in real terms at 2015/16 values. The cost assumptions made included the gate fees and material incomes for each material, annualised costs of vehicles, unit cost figures for employees, costs of containers including annual replacements and delivery charges, and costs associated with changes to infrastructure at the Gwalchmai bulking facility.

2.2 Baseline Modelling

A baseline was built up to reflect the waste arisings, recycling performance, geographical challenges and deployment of vehicles and collection staff in Anglesey. This allows the alternative options modelled to be compared against an agreed baseline, with the difference in costs between the baseline and the alternative options representative of the potential costs and savings that may be achievable in Anglesey. This is captured in the 2014/15 baseline, as the data provided was from this particular financial year.

The baseline was also reproduced for a future point in time where residual waste goes to energy from waste and hence recycled bottom ash (17% of all combusted municipal waste) is credited towards the statutory recycling rate. This variant on the baseline, is referred to in this report as 'Baseline + IBA' (or 'BL + IBA').

It is important to point out that no housing or waste growth is assumed in any of the modelled options as this was not included in the project scope.

2.3 Options Modelled

A number of alternative residual waste collection options were selected for modelling (these were included within the original work specification and then were refined through an inception and options selection meeting held in Anglesey in July 2015). The restricted residual options also include the addition of plastic pots, tubs and trays to the weekly recycling collection and additional containment provided, as well as the introduction of a separate fortnightly collection of nappies where the residual waste collection frequency is reduced.

Where the trolley box collection system is concerned, this is modelled under two separate options to consider the possibility of additional collection time per property being needed compared to a two box system.

The current number of properties for remote and restricted access is assumed to remain unchanged in all modelling options.

The options modelled are shown in Table 1.

Table 1: Summary of Options to be Modelled

Option	Residual Waste	Separate Collection Services	Additional Services
Baseline 2014/15	As current	As current	-
Baseline + IBA	As current	As current	-
Option 1	Fortnightly collections using 120L bin	Mixed plastics added to current materials collected. Inclusion of one extra recycling box for households	Nappy collection
Option 2a	Three weekly collections using 240L bin	Mixed plastics added to current materials collected. Inclusion of one extra box for all households	
Option 2b(i)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box)*	
Option 2b(ii)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box) <i>and</i> additional collection time allocated per set-out compared to the dual box collection time	
Option 3a	Four weekly collections using 240L bin	Mixed plastics added to current materials collected. Inclusion of one extra box for all households	
Option 3b(i)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box)	
Option 3b(ii)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box) <i>and</i> additional collection time allocated per set-out compared to the dual box collection time	

*Note: For the purposes of the modelling it was assumed that 30,000 households are provided with trolley boxes and 3,600 households are provided with a third recycling box. All additional boxes are provided with a hat.

2.4 Nappy Collections for Households with Young Families

'Absorbent hygiene product' collections (which include nappies, feminine hygiene products and adult incontinence products) have been trialled successfully in several local authorities across the UK. It has been discussed in the course of this project that a reduction in frequency and/or volume of residual waste could have a disproportionate and potentially problematic impact on households with children in nappies in particular. In order to make a restricted residual service more viable, a separate collection service for nappies can be implemented alongside any reduction in residual collection frequency. This not only provides dedicated disposal capacity for nappies, but it also serves to ensure that the frequency of collection for such unhygienic items is not reduced from fortnightly (as per the current household collection services).

Table 2: Nappy Collection Arrangements Under the Different Residual Collection Cycles

	Collection Schedules
Option with fortnightly residual collections	No separate nappy collection service provided
Options with three weekly residual collections	Week 1: Dedicated nappy collection service
	Week 2: -
	Week 3: Full refuse collection service
Options with three weekly residual collections	Week 1: Dedicated nappy collection service
	Week 2: -
	Week 3: Full refuse collection service
Options with four weekly residual collections	Week 1: Dedicated nappy collection service
	Week 2: -
	Week 3: Full refuse collection service
	Week 4: -
	Week 1: Dedicated nappy collection service
	Week 2: -
	Week 3: Full refuse collection service
Week 4: -	

It may be noted that since there is no local nappy recycling provision, and the true recycling rates achieved through a typical nappy recycling process are questionable, the collected nappy waste is assumed to be sent for disposal. This means that specialist nappy collection only needs to be provided on those weeks when residual waste is not being collected. On weeks when residual waste is collected, nappy sacks would be collected by the residual waste truck. This scheduling is shown by the week-by-week illustration in Table 2.

It should be noted that the intention behind providing the collection service is to alleviate a capacity issue and unpleasant waste build-up in properties with children in nappies who may strongly desire such a service. There is merit in restricting the provision of the service as far as is acceptable both to keep costs down, and also to maintain the residual capacity restriction concept as far as possible. As such, the intention is to offer the service for free but as a subscription only service for those properties who qualify for it, who request it (acknowledging that not all households with children in nappies will seek to take up the service), and who continue to use it (reflecting that the service should be withdrawn from those who cease using it).

Evidence from other authorities provides some lessons that might be considered for potential service design in Anglesey:

- Monmouthshire (fortnightly sack residual – maximum 2 sacks per property):
 - Previously using the Birmingham nappy recycling facility, which has since closed down. Nappies placed out in yellow sacks now disposed along with residual waste.

- Originally provided as a weekly collection service, but reduced this to fortnightly collection. Aside from a few general complaints during the transition, the service is reported to be working well.²
- Stevenage:
 - One week residents place nappies in the refuse, the next week use the purple sack collection service.
 - "Problems include:
 - *Residents overfilling bags – manual handling issue with constant heavy lifting.*
 - *Residents requesting the service and then not using it or only partially using it (need to constantly monitor this).*
 - *Rising costs of the service should it prove popular.*"³
- Watford:
 - Sacks sold to the public at 25p each.
- Teignbridge District Council (fortnightly residual bin collection):
 - System has been running for 7 years.
 - Eligibility is for two or more children in nappies under the age of two, i.e. a more restrictive system. Of 54,000 households in the district, it is estimated within the ZWS report that only 200 properties (approximately) use the service.
- Bury – 3 weekly residual collection:
 - No nappy collection.
- Rochdale – currently rolling out 3 weekly collection:
 - No additional nappy collection currently, but contingency to allow 120L bin with pink lid for nappies if needed.

Lessons taken from this information support the view that a weekly collection service is expensive and unnecessary, as well as highlighting some additional operational measures to limit the uptake, and therefore costs, of the service.

Evidence of the performance of nappy collections were taken from Gwynedd (where collections have been implemented in some areas), as well as from an evaluation report written on several nappy trials in Scotland.⁴ Additional research into birth rates in Anglesey suggests that around 6% of properties in the county are likely to have children in

² Personal communication with Laura Carter, Monmouthshire County Council 01/10/2015

³ Appendices to the 'Absorbent Hygiene Products Collection Trials' report referenced below.

⁴ Nicki Souter Associates (2013) *Evaluation of the Absorbent Hygiene Products Collection Trials in Scotland*, Report for Zero Waste Scotland, 2013

nappies.⁵ A nappy collection service modelled on the collection cycles identified in Table 2 are assumed to lead to an 80% opt in rate in the three weekly residual waste collection options, and 95% for the four weekly residual waste collection options. The full assumptions made can be found Table A. 12 in Appendix A.1.6. Results of the modelling are presented within Section 2.9.

2.5 Optional Additional Kerbside Box and Trolley Box Adaptations

The main aim of restricting residual capacity is to displace material from the residual stream into other collections streams. Therefore it is essential to ensure that there is enough capacity within the dry recycling containers to take this displaced material. It is for this reason that the possibility of providing an additional recycling box or trolley boxes have been included in the modelling as variants of the three and four weekly residual waste collection options.

In the '*additional box*' options, an additional box with a hat (to keep materials contained and dry) is provided to all households, and the presentation of materials across the three boxes is reconfigured as described in Table 3.

Trolley boxes are comprised of three boxes which stack together on a trolley to enable them to be wheeled to the kerb. Householders separate their recyclable material into the three boxes based on the configuration also described in Table 3. This is shown alongside the configurations for the current service and other options for comparison, identifying the total number of streams to indicate the sorting requirement.

To summarise the information in the table, the third container, be this a kerbside box or trolley box container, can be used to separate glass and corrugated brown card from the soft mix stream, helping to protect material quality. One box is used to co-collect cans and plastics, helping to speed up the collection process.

As is clear from the identified material splits, in theory the three box system or trolley box approach (which both follow the same segregation of materials) both reduce the amount of materials sorting required by the crew at the kerbside compared to a two box approach. This might be expected to decrease the sort time per property. The trolley box system also allows all containers to be brought from the kerbside to the vehicle (and returned) in one motion, also theoretically providing a shortening effect on the collection time per property. However, the trolley box system requires crews to remove and replace the individual boxes back onto the trolley in the correct manner, which has the potential to be more time consuming than a dual kerbside box collection.

⁵ On the basis of the mean average birth rate in Anglesey from 2009 to 2013 (794 births, source: stats.wales.gov.uk) multiplied by a typical 2.5 year period for children in full time nappies (i.e. approximately 2,000 households or 6% of the total). In reality, there may be expected to be a small number of properties with adult absorbent hygiene product requirements, but that there is also likely to be some households with two children in nappies at the same time (from multiple child pregnancies and where separate births are relatively close together), so the figure of 2,000 properties is taken as a fair estimate.

Table 3: Trolley Box and Kerbside Box Sorting Configuration

Option	Number of streams sorted from each container
<p>i) Baseline:</p> <ul style="list-style-type: none"> ○ 40L red box: <ol style="list-style-type: none"> 1. Soft mix [paper and light card] (collected mixed onto vehicles) 2. Brown [corrugated] card 3. Textiles (low presentation) ○ 55L blue box: <ol style="list-style-type: none"> 4. Mixed glass (collected as one stream onto vehicles) 5. Mixed cans and plastic bottles (collected as one stream onto vehicles) 6. Batteries (low presentation) 7. Mobile phones (very rare if at all) ○ Loose alongside / bundled: <ol style="list-style-type: none"> 8. Further corrugated card overflow 	<p>2 streams sorted plus rare material check</p> <p>2 streams sorted plus rare materials check</p> <p>1 stream</p>
<p>ii) Options with a third box provided:</p> <ul style="list-style-type: none"> ○ 40L red box: <ol style="list-style-type: none"> 1. Soft mix [paper and light card] (collected mixed onto vehicles) 2. Textiles (low presentation) ○ 55L blue box: <ol style="list-style-type: none"> 3. Mixed cans and mixed plastics (collected as one stream onto vehicles) ○ New 55L box (of a different distinctive colour): <ol style="list-style-type: none"> 4. Mixed glass (collected as one stream onto vehicles) 5. Brown [corrugated] card 6. Batteries (low presentation) – contained in a pouch 7. Mobile phones (very rare if at all) – in the pouch ○ Loose alongside / bundled: <ol style="list-style-type: none"> 8. Further corrugated card overflow 	<p>1 stream plus rare material check</p> <p>1 stream</p> <p>2 streams sorted plus rare materials check</p> <p>1 stream</p>
<p>iii) Trolley box options:</p> <ul style="list-style-type: none"> ○ Top box: <ol style="list-style-type: none"> 1. Soft mix [paper and light card] (collected mixed onto vehicles) 2. Textiles (low presentation) ○ Middle box <ol style="list-style-type: none"> 3. Mixed cans and mixed plastics (collected as one stream onto vehicles) ○ Bottom box <ol style="list-style-type: none"> 4. Mixed glass (collected as one stream onto vehicles) 5. Brown [corrugated] card 6. Batteries (low presentation) – contained in a pouch 7. Mobile phones (very rare if at all) – in the pouch ○ Loose alongside / bundled: <ol style="list-style-type: none"> 8. Further corrugated card overflow 	<p>1 stream plus rare material check</p> <p>1 stream</p> <p>2 streams sorted plus rare materials check</p> <p>1 stream</p>

Information has been provided by officers at Conwy County Council, an early adopter of the trolley box system, on their experience of these issues, but overall impacts on pass

rates are unknown. For this reason, the options which include a trolley box have been modelled using a standard collection time (no change from existing collection time per property collected), and also within a separately modelled option allowing an additional 5 seconds per set-out, in order to test the impact of an additional time requirement.

For the three box system options, it is anticipated that the time saved from the reduced sorting of materials is offset by the additional collecting and returning of boxes from the kerb. This approach avoids the need to manage and re-assemble trolley boxes, and thus no additional sorting time is assumed compared to the two box system. It is quite possible that the improved segregation of material across three containers could improve the collection time per property; the average loading time per property calculated by the WRAP Kerbside Analysis Tool (KAT) from its default timings for the dry materials in the Anglesey two box and three box approaches is 18.5 seconds and 16 seconds respectively. This would suggest that it is possible to improve the collection time per property under a three box system, but to be conservative we have not assumed this improvement within the modelled options. Communication with residents of which materials to place in which box is integral to facilitating the reduced sorting of the three box systems. The different coloured boxes intended under the three box system goes some way towards this. Stickers can also be provided which residents can place on their boxes in either the three box or trolley box systems.

Evidence from Conwy suggests that contamination remained an issue with the trolley boxes, as the paper box tended to be contaminated with plastic/card. This was likely due to the decrease in capacity for plastic/card when moving from their old system (a mixture of boxes and bags) to the trolley boxes. This would be a less acute issue for Anglesey where the option of larger capacity trolley boxes could be taken.⁶

The, albeit limited, evidence also suggests that set-out rates increase markedly with trolley boxes. A trial of trolley boxes in Newtonabbey in Northern Ireland (where residual waste capacity was concurrently reduced from 240L to 180L per fortnight) found that set out increased by 19.1% compared to an increase of 2.7% for the control area.⁷ In Conwy (where trolley boxes were introduced without changing the residual collection system), set-out averaged 66% each week in the trolley box trial area as compared to 61.7% in the control area. However participation rates were similar, suggesting that trolley boxes are set-out more often, perhaps because they are easier to present even when there is lots of spare capacity in the boxes. Under a separate box system, individual boxes may not be presented when they are not full.⁸

Using the limited amount of benchmarking information available on the innovative trolley box containers, assumptions were made on their impact on participation, set-out and material capture. See A.1.5.5 for further details of the assumptions made for trolley box collections.

⁶ WRAP (2013) Evaluation of Conwy CBC Pilot Kerbside Collection Containment System, 2013

⁷ Jacobs (2014) Evaluation of Newtownabbey Borough Council 'Wheelie Box' Pilot, Report for WRAP, 2014

⁸ WRAP (2013) Evaluation of Conwy CBC Pilot Kerbside Collection Containment System, 2013

2.6 Study of Working Day Lengths

Any proposed change to a collection system will have an impact upon the working patterns of collection crew. Therefore it is vital to characterise current working patterns and working day lengths in order to determine the impact any changes might have.

The collection vehicles in Anglesey are fitted with 'tracker' devices which provide information allowing us to study the effective work demand of the existing collections. To conduct a working day length analysis, sufficient data is needed to take account of small weekly variabilities, and the period of time analysed needs to represent standard collections. Biffa therefore provided tracker data for a three week period of time for dry recycling collections (from 08/06/15 – 26/06/15) and for six weeks for residual and garden collections (from 08/06/15 – 17/07/15). These time periods were chosen to avoid disruption to the service caused by the May Bank Holidays.

The summarised findings from the analysis, which lead to the working day lengths modelled, are shown in Table 4.

Table 4: Modelled Working Day Lengths and Overtime Calculation

Service	Total length of day identified	Overtime per day modelled	Depot duties identified	'Active' working hours identified (minimum)	'Standstill' time identified	'Active' collection operations time	Eunomia modelled 'active' collection operations time
Recycling and Food	8h 47m	29m	20m	5h 56m	2h 31m	5hr 56m – 7hr 57m	7h 31m
Residual	9h 29m	1h 12m	27m	6h 45m	2h 16m	6h 45m - 9hr 01m	9h 00m
<i>Contracted working day length</i>	$= 4 \text{ days} \times 8\text{h} + 1 \text{ day} \times 7\text{h}$ $= 39\text{h} / \text{week}$ $= 7\text{h } 48\text{m} / \text{day}$ $\text{plus } 30 \text{ mins a day unpaid break on top of the } 7\text{h } 48\text{m}$						
<i>Any differences in totals are due to rounding to the nearest minute.</i>							

An issue encountered within the analysis was that there was a large amount of time from the GPS data that appeared as 'standstill' time (an average 2h 31mins for the RRV collections, and 2h 16mins for residual waste). This was due to a combination of:

- A weak GPS signal, meaning that when the signal dropped out the software did not record that the vehicle had moved;
- The GPS 'ping' rate, the frequency that GPS data is provided and logged, varied overall between 1-5 minutes, giving an overall low data resolution. This added additional non-moving time to vehicle standstills.
- Legitimate reasons that the vehicle is actually standing still, such as traffic lights etc.

- Reasonable 'breathing' or informal break time to enable the crews to keep working at pace.
- It is also noted that the RRVs don't always tip at the end of each working day. We understand that due to constraints at the site, tipping sometimes needs to be staggered, with some tipping off left until the next day. This will also have an effect on the data.

To summarise the findings identified in Table 4, column by column:

- The first data column shows the identified "morning engine on" to "evening engine off" duration.
- The overtime per day modelled is taken at time and a half of normal salary (including on-costs), and accounts for a 30 minute unpaid lunch in the total identified length of day.
- The third data column gives the identified operational depot time data.
- The 'active' working hour data identified in the GPS analysis is given, which represents a minimum amount of collection work time.
- The 'standstill' time identified includes the 30 minute lunch break and all gaps in the data due to GPS dropout and GPS ping issues (see above). These gaps in the data may well represent working time, but this cannot be determined from the GPS analysis.
- Consequently, the 'active' collection operations time column gives the range of possible working time, excluding lunch and depot duties.
- The final column gives the 'active' collection operations time that was actually modelled by Eunomia, taking account of the GPS data analysis and resource demands within the model.

Notwithstanding questions over the resolution of the data, it appears from modelling the baseline that collection crews are currently heavily utilised. Therefore the actual modelled active collections time was fairly close to the maximum active collection time identified through the analysis of the GPS data.

Similar results to the dry recycling were found for the residual waste collection services, but notably more time is being spent to complete the collection rounds. In this case, when modelling the baseline, the indications are that very little of the GPS 'standstill' time appears to be unproductive time. Therefore, again we have modelled towards the very maximum of the identified operational time, reflecting the fact that crews appear to be working at a high level of productivity.

Overall, in both the recycling and residual waste collection services, not only does the total working day length data indicate that crews are working into overtime on a regular basis, but it would also appear that crews are working to a relatively high level of effective utilisation/productivity. Therefore we have not allowed for any improvement in productivity within any of the alternative option modelling.

It is worth noting that only summer data is identifiable for garden waste collection, so it has not been possible to assess resource demand as part of this work. However, no

impacts on the garden waste collection service are expected as part of the changes investigated in this work, so it will not have an impact on the modelling.

2.7 Material Captures

The captures of dry recycling, food, garden and residual waste that are predicted for each option are presented in Table 5. These are based on analysis of the evidence from other UK trials of restricted residual waste services (see Table A. 13).

Table 5: Current and Assumed Yields Under Alternate Residual Collection Systems for Anglesey (kg/hh/yr)

Yields kg/hh/yr	BL 2014/15, BL + IBA	Op 1	Op 2a	Op 2b(i), Op 2b(ii)	Op 3a	Op 3b(i), Op 3b(ii)
Mixed Glass	51	59	57	58	61	62
Paper and Light Card	54	64	60	62	68	70
Corrugated Card	11	13	12	12	14	14
Mixed Cans	9	12	12	12	13	13
Plastics	15	28	26	27	31	32
Textiles	2	8	6	6	10	10
<i>Total dry</i>	<i>142</i>	<i>184</i>	<i>173</i>	<i>177</i>	<i>197</i>	<i>201</i>
Food	48	60	80	80	95	95
Garden	217	225	225	225	229	229
Nappy Collection	-	0	12	12	15	15
Residual	457	369	354	350	298	294
Residual diverted to HWRC / litter bins etc.	-	26	20	20	30	30
Recycling diverted to bring sites and HWRCs	-	0	0	0	0	0
Total waste prevention	-	0	0	0	0	0
Total kerbside waste plus diverted / prevented material	864	864	864	864	864	864

Assumed yields of dry recycling increase from the baseline for all modelled options due to the addition of plastic pots, tubs and trays to the recycling collection, as well as restricted residual capacity. Assumed yields of dry recycling increase from the baseline with both the fortnightly 120L options and four weekly 240L options, as these represent a reduced residual waste capacity when worked out on a weekly basis. Dry recycling yields are slightly lower in the three weekly 240L residual option compared to the fortnightly 120L option because the three weekly option has a slightly greater effective weekly residual capacity.

The use of trolley boxes is assumed to have a positive impact on the amount of dry recyclable material captured. In Newtonabbey trolley box trial areas, where fortnightly residual waste was concurrently reduced from 240L to 180L, recycling yields increased by an average of 25% which broadly matches with the uplift modelled between the Anglesey baseline and Option 2b.⁹ In Conwy, where no residual restriction was introduced alongside

⁹ Jacobs (2014) *Evaluation of Newtownabbey Borough Council 'Wheelie Box' Pilot*, Report for WRAP, 2014

trolley boxes, an extra 55kg/hh/yr more was generated in the trial area than in the control area.¹⁰

Assumed yields of food waste also increase in relation to reduced frequencies of residual waste. The effect of residual waste volume is not thought to be so strong since food waste is dense, but the residual frequency effect is a strong one due to odour issues from food waste kept for long periods.

Nappy collection yields also rise with restricted residual waste capacity and frequency.

Garden waste yields are modelled to increase only very marginally across the options due to the current high captures already achieved in the existing free collection system (see Figure A. 1).

Residual waste yields decrease with each restricted residual option, with some material moved elsewhere (HWRCs, litter bins etc.) as a result; within the modelling this is assumed to go to disposal routes.

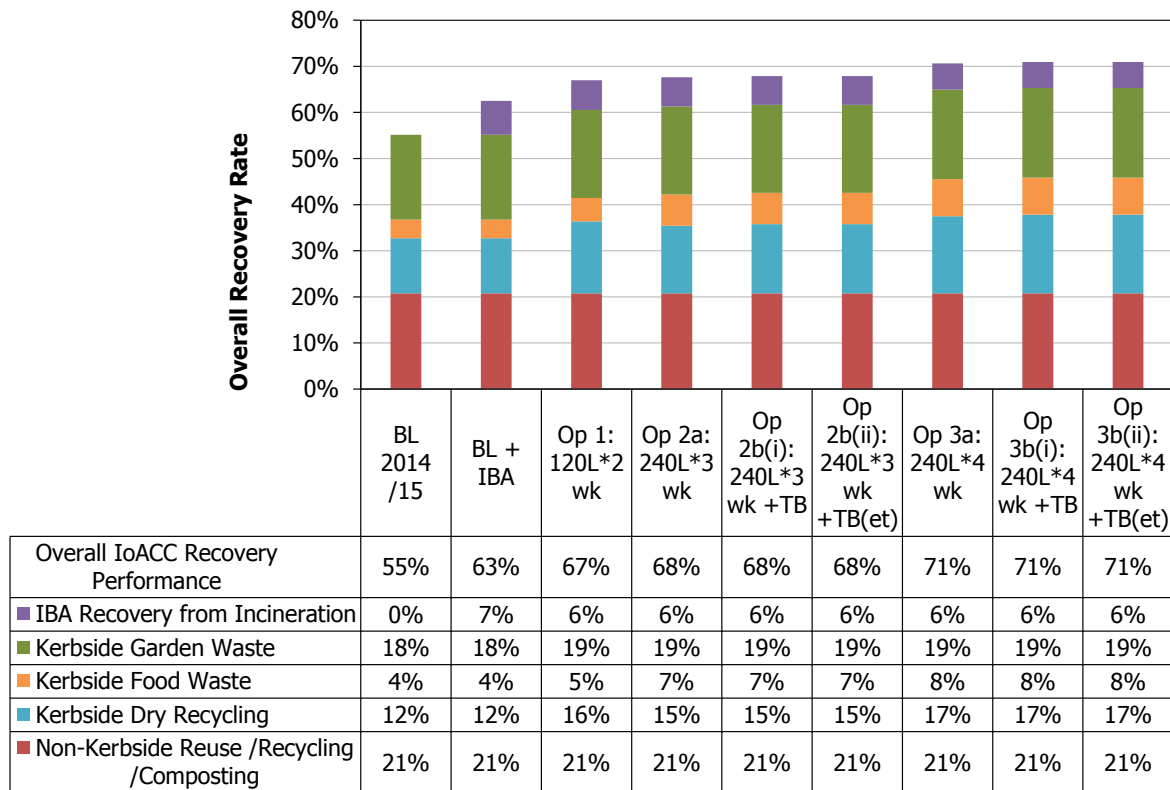
2.8 Net Recycling Rates

The material captures presented above have been used to calculate the kerbside recycling rate for IoACC for each of the options modelled. These are shown in Figure 1. Also shown is the net county recycling rate, as it relates to the statutory recycling target with a full breakdown of Anglesey's overall municipal waste as it relates to the statutory targets (as defined by the Statutory Local Authority Recovery Target, LART) in Table 6.

It is important to note that the impact of a restricted residual capacity, and any associated communications campaigns, have not been modelled to lead to a waste prevention effect (due to lack of evidence upon which to base this assumption from other authorities implementing these types of service change). Only the movement of waste between different waste streams has been modelled. If a prevention effect is achieved in practice, then this would improve the recycling and consequential financial results that may be achieved in practice.

¹⁰ WRAP (2013) *Evaluation of Conwy CBC Pilot Kerbside Collection Containment System*, 2013

Figure 1: IoACC Overall Recovery Rate as Related to the Statutory Local Authority Targets



Key:

BL = Baseline.

BL+IBA = Baseline but with residual waste to incineration and 17% ash recovery credited as recycling.

**2 wk = Fortnightly residual waste collection. *3 wk = three weekly collection, etc.*

TB = Trolley box.

(et) = Extra time for trolley box collection operation.

The current IoACC recycling rate is 55%, which improves to 63% in the future baseline through the recycling of bottom ash.

There is little difference between the recycling rates for fortnightly 120L and the three weekly 240L residual waste options with standard box recycling. The greater effective weekly residual waste volume of the three weekly options ($240L \div 3 = 80L$) means they achieve lower dry recycling rates than the two weekly option ($120L \div 2 = 60L$), but the frequency effect helps to better stimulate food waste segregation and these options result in recycling rates of 67% (fortnightly residual) and 68% (three weekly residual) when rounded to the nearest percent. Providing a trolley box under the three weekly collection option is modelled to add a little additional recycling than the three box approach, but not sufficient to change the county recycling rate when rounded to the nearest percentage point.

The recycling rate increases to 71% in all four weekly 240L collection options, the only options found to surpass the long term statutory recycling target. Whilst further changes can be made to improve recycling at HWRs, the greatest impact on IoACC's performance will be achieved through changes to the collection service. As such, the four weekly residual waste collection options are expected to provide the highest recycling rate for IoACC, and the best chance of meeting a 70% recycling rate for 2024/2025.

Table 6: Impacts of the Kerbside Options Modelling and IBA Recycling on IoACC Overall Municipal Waste (tonnes)

		BL 2014 /15	BL + IBA	Op 1: 120L*2 wk	Op 2a: 240L*3 wk	Op 2b(i): 240L*3 wk +TB	Op 2b(ii): 240L*3 wk +TB(et)	Op 3a: 240L*4 wk	Op 3b(i): 240L*4 wk +TB	Op 3b(ii): 240L*4 wk +TB(et)
Total Municipal Waste Collected /Generated		39,624	39,624	39,624	39,624	39,624	39,624	39,624	39,624	39,624
Total Waste Reused /Recycled /Composted (Statutory Target)		21,854	21,854	23,990	24,292	24,427	24,427	25,737	25,872	25,872
Total Waste Reused /Recycled /Composted (Statutory Target)	Household Waste Reused /Recycled	8,340	8,340	9,791	9,421	9,556	9,556	10,228	10,362	10,362
	Household Waste Compost-ed	11,312	11,312	11,997	12,669	12,669	12,669	13,308	13,308	13,308
	Non-Household Waste Reused /Recycled	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199	2,199
	Non-Household Waste Compost-ed	3	3	3	3	3	3	3	3	3
Waste sent for other recovery		0	0	0	0	0	0	0	0	0
Waste Incinerated with Energy Recovery		0	17,169	15,032	14,730	14,596	14,596	13,285	13,151	13,151
Waste Incinerated without Energy Recovery		54	0	0	0	0	0	0	0	0
Waste Landfilled		17,115	0	0	0	0	0	0	0	0
IBA and metals recycling (taken as 17% of incinerated waste)		0	2,919	2,555	2,504	2,481	2,481	2,258	2,236	2,236
Recycling rate without IBA recycling		55%	55%	61%	61%	62%	62%	65%	65%	65%
Percentage of Waste Reused/Recycled/Compost-ed including IBA recycling		55%	63%	67%	68%	68%	68%	71%	71%	71%

2.9 Resource Requirements and Net Financial Cost Results

Total system costs for each option are a result of the resource requirements and pass rates set out below, as well as the tonnages of waste to be collected, sorted and treated.

2.9.1 Resource Requirements

The total number of vehicles and crew needed to deliver each of the options is set out in Table 7 and Table 11. A full breakdown of vehicles is provided in Table 8. Further information relevant to the modelled resourcing is shown in Table 9.

Table 7: Total Numbers of Vehicles Required in Each Option

Option	Recycling & food collection	Garden waste collection	Nappy Collection	Residual waste collection	Spare vehicles*	Total
BL 2014/15	10.0	4.1	0.0	4.1	0.8	19.0
BL+IBA	10.0	4.1	0.0	4.1	0.8	19.0
Op 1: 120L*2wk	12.0	4.1	0.0	4.2	0.7	21.0
Op 2a: 240L*3wk	12.0	4.1	0.8	2.9	2.2	22.0
Op 2b(i): 240L*3wk +TB	12.0	4.1	0.8	2.9	2.2	22.0
Op 2b(ii): 240L*3wk +TB(et)	12.0	4.1	0.8	2.9	2.2	22.0
Op 3a: 240L*4wk	12.0	4.1	0.7	2.6	1.6	21.0
Op 3b(i): 240L*4wk +TB	12.0	4.1	0.7	2.6	1.6	21.0
Op 3b(ii): 240L*4wk +TB(et)	13.0	4.1	0.7	2.6	1.6	22.0

Any differences in totals are due to rounding.
**Fractional vehicles represent vehicles working part time. Any fractional vehicles not engaged on full time collection duties are recorded as spare vehicles.*

Table 8: Breakdown of Vehicles Required in Each Option

Option	Recycling & food collection	Garden waste collection	Nappy Collection	Residual waste collection
BL 2014/15	8 LWB RRVs, 1 MWB RRV (3 days per week), 1 SWB RRV (2 days per week), 1 small kerbsider	3 large RCVs full time, one RCV part time (2 days/week 4 months per year), one 12t RCV and one caged vehicle shared with residual for restricted access / remote properties	-	As for garden waste detailed to the left
BL+IBA				
Op 1: 120L*2wk	9 LWB RRVs, 1 MWB RRV, 1 SWB RRV, 1 small kerbsider		-	As above but with additional resource demand for residual waste of 1 day per fortnight
Op 2a: 240L*3wk			One 7.5t RCV used 4 days per week	2 26t RCVs full time, 1 16t RCV used one day per week, 12t RCV and caged vehicle for restricted access used 11 days every 3 weeks
Op 2b(i): 240L*3wk +TB				
Op 2b(ii): 240L*3wk +TB(et)				
Op 3a: 240L*4wk			One 7.5t RCV used 7 days per fortnight	2 large RCVs full time, 12t RCV and caged vehicle for restricted access used 3 days per week
Op 3b(i): 240L*4wk +TB				
Op 3b(ii): 240L*4wk +TB(et)				
	10 LWB RRVs, 1 MWB RRV, 1 SWB RRV, 1 small kerbsider			

LWB / MWB / SWB = long / mid / short wheelbase vehicles

Table 9: Additional Data Relevant to Resourcing within the Options Modelling

	Average number of tips per day: front line recycling vehicles	Average weight per tipped front line recycling vehicle (tonnes)	Change from Baseline in working time per day: recycling (minutes)	Change from Baseline in working time per day: residual (minutes)
BL 2014/15	1.46	1.84	-	-
BL+IBA	1.46	1.84	-	-
Op 1: 120L*2wk	1.45	1.98	-34	-2
Op 2a: 240L*3wk	1.46	2.05	-41	-8
Op 2b(i): 240L*3wk +TB	1.44	2.09	-33	-9
Op 2b(ii): 240L*3wk +TB(et)	1.45	2.07	1	-9
Op 3a: 240L*4wk	1.78	1.90	1	-58
Op 3b(i): 240L*4wk +TB	2.00	1.71	3	-59
Op 3b(ii): 240L*4wk +TB(et)	1.43	2.21	-4	-59

Table 10: Daily Vehicle Pass Rates (units: households passed per vehicle per day, unless otherwise noted)

Option	Dry recycling collection	Garden waste collection	Nappy collection (pickups, not passes)	Residual waste collection
BL 2014/15	672	820	-	820
BL+IBA	672	820	-	820
Op 1: 120L*2wk	560	820	-	801
Op 2a: 240L*3wk	560	820	120	772
Op 2b(i): 240L*3wk +TB	560	820	120	772
Op 2b(ii): 240L*3wk +TB(et)	560	820	120	772
Op 3a: 240L*4wk	560	820	130	646
Op 3b(i): 240L*4wk +TB	560	820	130	646
Op 3b(ii): 240L*4wk +TB(et)	517	820	130	646

Table 11: Numbers of Collection Operative Staff Required in Each Option (Full Time Equivalents)

Option	Recycling & food collection	Garden waste collection	Nappy Collection	Residual waste collection	Modelled super-visors*	Total
BL 2014/15	20.0	9.7	0.0	9.7	3.9	43.3
BL+IBA	20.0	9.7	0.0	9.7	3.9	43.3
Op 1: 120L*2wk	24.0	9.7	0.0	10.0	4.4	48.0
Op 2a: 240L*3wk	24.0	9.7	0.8	6.9	4.1	45.5
Op 2b(i): 240L*3wk +TB	24.0	9.7	0.8	6.9	4.1	45.5
Op 2b(ii): 240L*3wk +TB(et)	24.0	9.7	0.8	6.9	4.1	45.5
Op 3a: 240L*4wk	24.0	9.7	0.7	6.2	4.1	44.6
Op 3b(i): 240L*4wk +TB	24.0	9.7	0.7	6.2	4.1	44.6
Op 3b(ii): 240L*4wk +TB(et)	26.0	9.7	0.7	6.2	4.3	46.8

Any differences in totals are due to rounding.
**Supervisors modelled at 10% of collection staff.*

Eunomia's collection options logistics model by default quantifies non-integer numbers of vehicles to reflect the resource requirements of any option. In the Anglesey baseline case, one vehicle is used for residual and garden waste work for three days of the week for four months of the year. This equates to 0.2 FTE-vehicles and crew, split across the two services. In this case we account the fractional staff costs, but we effectively round up the fractional vehicle and record 0.8 spare vehicles. In this way, full annualised costs of whole vehicle numbers are accounted, and any fractional vehicles can be used to cover vehicle maintenance etc.

Within the alternate options the same approach is taken where absolutely necessary (i.e. there appears no better way than laying on part time collection resource – typically where the model calculates around half a vehicle is required). However, to avoid this situation we adjust the hours worked by collection crews to keep the resource requirements to whole numbers of rounds wherever possible. Any reduction in the average working day length is taken to reduce the overtime currently payable, however any increase in the working day length is paid as additional salary costs at time and a half. Due to the long hours already worked for residual collections (see Section 2.6), working day lengths of the existing residual crews is not increased in any option.

The average daily pass rates (numbers of properties served per vehicle per collection day) achieved under each option, as associated from the vehicle requirements above, are presented in Table 10.

The following main factors are impacting on the round requirements shown in Table 7 and associated pass rates shown in Table 10:

- Concerning recycling and food waste collections, increased numbers of vehicles are seen for the following reasons:
 - Higher participation and set out rates in the restricted residual options increase the work requirement;
 - Where an extra recycling box is provided, the collection time per property is considered to be unchanged (additional time is needed for collecting the third box, but reduced time would be experienced though the better segregation of materials and avoided sorting);
 - Trolley box collection under the 'extra-time' options slow the loading operations for all households setting out containers;
 - Higher set out rates for recycling associated with the modelled options add additional collection time, decreasing daily achievable pass rates;
 - Higher recycling yields can mean vehicles reach their capacity more quickly on collection rounds, forcing them to return to tip sooner and limiting the number of properties that can be collected from in a day.
 - For all options other than Option 3b(ii), the additional collection requirement are anticipated to be deliverable by adding an extra collection crew to the recycling rounds, and operating the mid and short wheelbase vehicles as full time vehicles. A slight increase in the working day length is modelled in certain cases (where the evaluated collection resource requirement was for instance 12.1 vehicles under current working hours),

modelled as overtime at time and half of salary costs. Under Option 3b(ii) one further additional full time vehicle is anticipated to be required.

- Concerning garden waste collections:
 - Only minimal impact on tonnage is modelled, not impacting on the collection resource required.

- Concerning residual waste collections:
 - Under the fortnightly 120L option, a slightly higher setout rate is modelled resulting in a slight increase in the collection vehicle requirement (0.1 additional vehicles effectively means a single additional collection day per fortnight for one vehicle).
 - Reduced frequencies mean less properties in total need collecting from each day, leading to lower collection vehicle resources required.
 - Under the three weekly collection options, the results indicate the potential to operate with two full time RCVs and one additional vehicle operating one day per week. In addition, the 12t RCV and caged vehicle serving restricted access and remote properties is only required for 11 days in the three week collection cycle.
 - Under the four weekly collection options, it would not be possible to cut the number of vehicles required in half. Instead, two full time RCVs are required with a reduction in the working time per day (and hence reduced overtime payable), plus the 12t RCV and caged vehicle serving restricted access and remote properties is required for 3 days per week.
 - It may be noted that the four weekly collection options are found to be easier to operate with whole numbers of rounds than the three weekly options (a third large RCV is required in the three weekly options required for one day per week), and may consequentially present less issues for the contractor in operating the service.

- Concerning nappy collections:
 - The vehicle requirements increase are slightly reduced in the four weekly collection cycle compared to the three weeks cycle. A slightly higher take up is however modelled in the four weekly collection options. In either case, it is evaluated to be possible to operate the service with one vehicle operating part time.

Overall, the total vehicles numbers are very similar between the options modelled, with any reduction in residual waste vehicles being offset by a greater number of recycling vehicles required. Options 1, 3a and 3b(i) all requires 21 vehicles in total (an increase in 2 from the current systems), and all other options require 22 vehicles in total.

As is observed in Table 11, the number of crew needed for each option naturally matches the trends seen for collection vehicles above. The labour force increases marginally in all restricted residual options (between 3% and 11% increase compared to the baseline), but the change is not significant as the increased labour requirements on recycling and nappy collections are partly offset by reduction in residual waste collection staffing.

2.9.2 Net System Costs

The differences in cost between each option compared to business as usual are laid out in this section. Figure 2 gives a comparison of the annual revenue costs of each option, and a full cost breakdown for each option is shown in Table 12. Table 13 provides additional capital costs not included for in the annual revenue costs.

A summary of these costs as they are expected to impact on the Biffa contract price and the other costs falling on IoACC are identified in Figure 3. Note here that the nappy collection is included within the IoACC cost figures.

Table 12: Revenue costs per annum (units: £k)

	BL 2014/15	BL + IBA	Op 1	Op 2a	Op 2b(i)	Op 2b(ii)	Op 3a	Op 3b(i)	Op 3b(ii)
Recycling + food collection	£921	£921	£1,077	£1,077	£1,077	£1,121	£1,136	£1,150	£1,211
Garden waste collection	£431	£431	£431	£430	£430	£430	£431	£431	£431
Residual waste collection	£587	£587	£610	£448	£447	£447	£392	£391	£397
Spare Biffa vehicles	£30	£30	£26	£56	£56	£56	£40	£40	£40
Nappy collection	-	-	-	£54	£54	£54	£46	£46	£46
Spare nappy vehicles	-	-	-	£5	£5	£5	£7	£7	£7
Additional annual container replacement	-	-	£14	£14	£18	£18	£14	£18	£18
Additional biobag replacement	-	-	£12	£32	£32	£32	£47	£47	£47
Nappy sacks	-	-	£15	£15	£15	£15	£23	£23	£23
Material income	-£195	-£195	-£254	-£241	-£244	-£244	-£276	-£279	-£279
Organic fees*	£359	£359	£387	£412	£412	£412	£437	£437	£437
Disposal	£1,624	£1,624	£1,394	£1,362	£1,347	£1,347	£1,206	£1,191	£1,191
Total Revenue Costs	£3,757	£3,757	£3,711	£3,663	£3,649	£3,693	£3,504	£3,504	£3,571
Relative	-	-	-£46	-£94	-£108	-£64	-£253	-£253	-£186
<i>Any differences in totals are due to rounding.</i>									
<i>*Treatment of food and garden waste</i>									

Figure 2: Net Revenue Costs per Annum Relative to 2016 Baseline (units: £k)

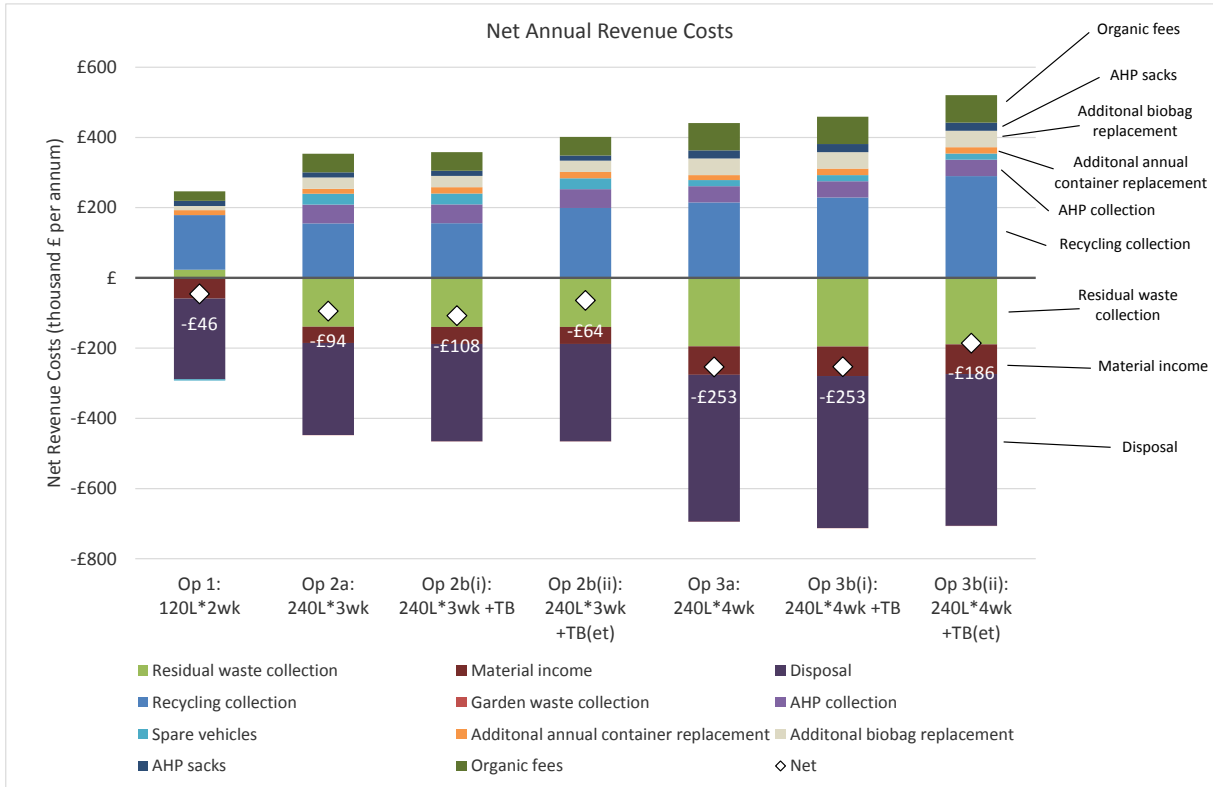


Figure 3: Total Modelled Costs Summary (Identifying the Biffa Household Collection Services Contract Costs)

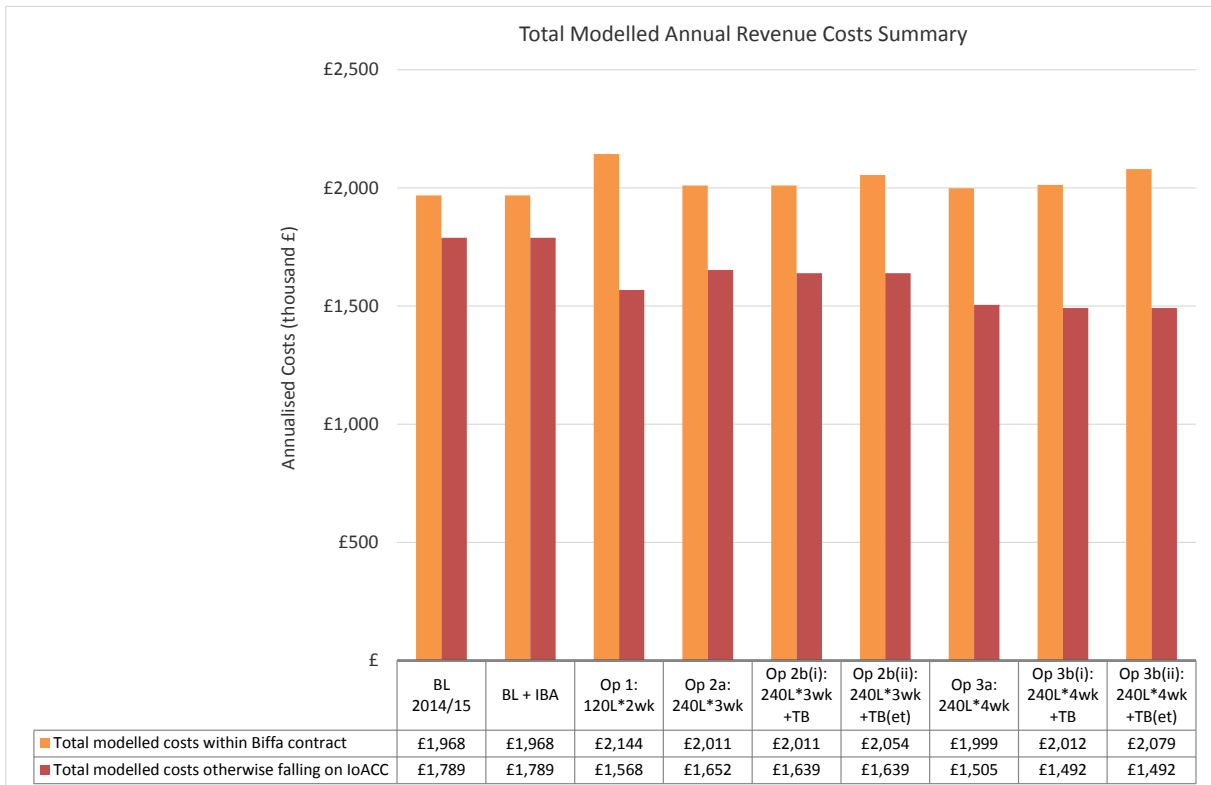


Table 13: Additional Capital and One-off Costs Associated with the Modelled Options (units: £k)

	Op 1	Op 2a	Op 2b(i)	Op 2b(ii)	Op 3a	Op 3b(i)	Op 3b(ii)
Trolley boxes	-	-	£990	£990	-	£990	£990
Third recycling box (55L) and hat	£174	£174	£19	£19	£174	£19	£19
Battery pouch	£15	£15	£15	£15	£15	£15	£15
120L bins	£746	-	-	-	-	-	-
Additional communications costs	£90	£90	£90	£90	£90	£90	£90
Adaptations at Gwalchmai	£229	£229	£229	£229	£229	£229	£229
Total	£1,254	£509	£1,343	£1,343	£509	£1,343	£1,343

Note: All containers are shown here as delivered prices.

The greatest annual revenue savings come from Options 3a and 3b(i), both saving £253k per annum compared to the baseline. Even where additional trolley box collection time is assumed under the four weekly residual option (Options 3b(ii)), the net annual savings are still significant (£186k per annum). The three weekly residual options (options 2a to 2b(ii)) offer reduced savings ranging from £64k to £108k per annum. Option 1 offers the lowest of all modelled savings compared to the baseline (£46k per annum), plus it has one of the higher associated capital spends.

The annual revenue savings are achieved by a balance between greater spending on recycling and nappy collections, as well as organic fees, and savings on residual waste collections and disposal. Material income is also higher from the increased dry recycling collected, despite a lower price achieved for the mixed plastics than the current price for 'bottle only plastics'. Residual disposal costs to IoACC represent by far the greatest annual cost savings modelled, and these are most strongly resulting in the four weekly residual collections having the largest potential savings.

As Table 13 shows, significant capital costs would be required for options 1, 2b(i), 2b(ii), 3b(i) and 3b(ii), through the purchasing of either 120L bins or trolley boxes. There would appear to be little gained through the 120L bin option as it has one of the higher total capital costs and lowest annual revenue savings. Option 3a not only gives the an equal highest annual revenue saving of £253k per annum but also requires a comparatively low level of capital and one-off cost investment (£509k), and therefore is found to be the most financially attractive option. The purchase of trolley boxes, at around £1 million, would be a significant investment but it needs to be considered whether this may be a compensating factor that makes the service both publically palatable and politically deliverable. Where residual waste is collected four weekly, under the two variant options with trolley boxes, the net cost savings are found to be either £253k or £186k per annum – the difference being attributed to an additional recycling vehicle from one option to the next.

It should also be understood that no waste prevention effect of restricted residual capacity has been included within the modelling here. This modelling has taken account of the movement of waste between different waste streams, but not any waste prevention that may result from greater awareness and incentives to reduce residual waste. This would reduce residual disposal costs even further, as well as having a beneficial effect towards

recycling targets. Naturally the greatest waste prevention effect, if it were to occur, would be expected with the options for four weekly residual collections.

2.10 Commentary on Results

The following summarises key features of each of the core options in turn, and compares one to another as relevant.

Option 1 – A fortnightly 120L residual waste collection:

Under Option 1 dry recycling yields increase, food waste yields increase slightly and a projected county recycling rate of 68% would be achieved (including the uplift provided by bottom ash recycling). A total of 21 vehicles are required, with less of these acting as part time / spare vehicles than in other options. The highest number of staff of all considered options is required (a total of 48, or increase of 4.7 full time equivalents from the baseline). Residual waste collection vehicles increase very slightly in Option 1 due to a higher set-out rate as a result of the volume constriction, though they drop in all other options.

Required capital expenditure (not included in the annualised costs) totals £746k to purchase new 120L residual bins, £190k for the provision of additional 55L kerbside boxes with hats and battery pouches, £229k associated with adaptations at Gwalchmai, and £90k for communication costs associated with the changes (both of these last two expenditures are considered the same cost across all restricted residual waste options). Overall, only £46k per year of annualised ongoing revenue savings would be achieved – making this a costly approach for least benefit of all considered alternate options.

Option 2a – A three weekly 240L residual waste collection, with recycling collected in boxes:

Under Option 2a greater yields of food would be achieved due to the lower frequency of residual waste collection. However, with a lower effective weekly residual waste volume (80L) compared to the two weekly residual option (60L) means Option 2a collects less dry recycling than Option 1. Compared to Option 1, less dry recycling but greater diversion of food waste leads to a similar county recycling rate of 68% being achieved (including bottom ash recycling).

Fewer vehicles and crew are needed in this option compared to the previous one, and relatively little capital would need to be spent on new containers (£190k compared to £935k in the previous option). Annual revenue savings of £94k per year could be achieved compared to the baseline.

Option 2b(i) – A three weekly 240L residual waste collection, with recycling collected in a trolley box:

Option 2b(i) has slightly recycling than option 2a due to the additional utility and promotional effect of the trolley box roll out, but only by 0.3% and thus not enough to change the recycling rate from the rounded 68% value. Total vehicle and crew

requirements are the same as Option 2a, but this option requires over £800k of additional capital for the trolley boxes compared to a three box approach. Annual revenue savings are, however, very slightly higher than option 2a at £108k per annum (compared to £94k per annum for Option 2a).

Option 2b(ii) – A three weekly 240L residual waste collection, with recycling collected in a trolley box and allowing additional associated collection time:

The slower dry recycling loading time per property modelled in this option was found not to be sufficient to require a complete additional collection round, but around 30 minutes of additional collection time per day is required. In option 2b(i) it was possible to cut the average daily work time so that paying of overtime is avoided. In option 2b(ii) an amount of overtime similar to that currently experienced is anticipated. The additional expenditure on overtime compared to the previous option reduces the net savings of the option by around £44k per annum, which may make it less attractive than the three box approach in Option 2a. It is possible that the actual impact on collection time in a trolley box collection system in practice might be somewhere between these two options [2b(i) and 2b(ii)], which may reduce the overtime payable under Option 2b(ii).

Option 3a – A four weekly 240L residual waste collection, with recycling collected in boxes:

Under Option 3a, significant increases in food and dry recycling yields gives a county recycling rate of 71%, with a slight additional saving in vehicle and crew numbers to the three weekly residual options (the part time large RCV required in previous options is no longer necessary). Capital expenditure is low (£509k in total, the same as for Option 2a), and annual net savings are particularly high at £253k per annum.

For only a modelled 0.3% reduction in recycling rate from Options 3b(i) and 3b(ii), the annual savings are potentially greater and a large amount of capital expenditure is avoided. Although by far the most beneficial option overall, it is perhaps the most difficult to implement politically.

It should be considered that change, of any form, is likely to meet some resistance upon implementation, but that this resistance tends to fade when the public become accustomed to the new systems. Ultimately there is little reason to consider that a four weekly residual collection option gives particular dis-benefits to residents compared to the three weekly alternative, if they are properly using their separate collection services.

Option 3b(i) – A four weekly 240L residual waste collection, with recycling collected in a trolley box:

A 71% recycling rate is projected to be achieved through Option 3b(i), with no modelled change in the vehicle or crew numbers from the previous option. Although the annual revenue savings are equal highest at £253k per annum, the capital expenditure is higher at a total of £1,343k with the inclusion of trolley box purchases. The introduction of trolley boxes may, however, make a switch to four weekly residual collections easier for residents and more politically deliverable, so this requires further discussion with the scrutiny committee / members of council.

Option 3b(ii) – A four weekly 240L residual waste collection, with recycling collected in a trolley box and adjusted for additional collection times:

Option 3b(ii) shows the impact of additional time associated with trolley box collections under the four weekly residual frequency. Again, like the results seen for the three weekly options, the additional time and associated additional collection resource required mean that net savings would be reduced below those of the box based option due to an additional RRV being required. However, the net revenue savings are still significant at £186k per annum.

3.0 Considerations Surrounding Collection Operations

3.1 Practical Considerations Concerning the Collection Operations

- GPS tracker data provided by Biffa shows that for both the recycling and residual waste collection services, crews are working into overtime on a regular basis. It also appears that crews are working to a relatively high level of effective utilisation, therefore we have considered there is little scope for improvement in productivity with any future service change.
- Restricting available residual waste containment volumes will require:
 - an extension of the recycling provisions and the recycling of a wider range of plastics to include all rigid plastic packaging;
 - introduction of nappy collections, which are working successfully in other areas of Wales and elsewhere;
 - policies to be adopted on HWRCs that minimise the transfer of kerbside residual to HWRC residual;
 - an allowance for an initial increase in fly tipping incidents that will need to be followed up with enforcement activities, and potential for increased street cleaning issues; and
 - sufficient enforcement and communications encouraging households to reduce, reuse and recycle and to prevent disposal.
- The updated Anglesey composition analysis shows that there is a higher proportion of food waste in residual bins than in the survey which was conducted in 2009. The diversion of food waste from residual bins into kitchen caddies will increase with restricted residual collection frequency (in particular), but this must be combined with greater communication efforts and enforcement.
- Evidence suggests that the use of trolley boxes for dry recycling can have a positive impact on the quantity of materials presented, and may improve participation rates (although this may be marginal for IoACC where the participation is reportedly very high already). Whether trolley boxes or a third recycling box is to be used, guidance should be given on how the materials collected should be split up into the three boxes available, taking account of collection vehicle configuration, box capacity and recycling compositions.

- The use of trolley boxes may also increase collections times, and for some households additional capacity may still be needed, particularly if residual collections move to four weekly. The options modelling suggests that the use of trolley boxes for recycling containment may give only a marginal improvement in captures above the provision of a third box. The options modelling assumes that the third box (in either the 'trolley box' or 'three recycling box' options) will be used for mixed glass, brown corrugated card, batteries and mobile phones (the final two of these may be contained in a pouch, though we would not expect any additional collection time implications associated with such an approach as presentation will be relatively infrequent). The other two boxes are primarily for the soft paper mix, and cans and plastics.
- The evidence base for moving to three weekly residual collections is growing, with substantial increases in recycling yields of around 20%, and food increases of almost 50% recorded. Increases are also seen in garden waste (though this may be less marked in Anglesey assuming the accuracy of the composition data which suggests that very little is in residual waste currently). Reduction is also seen in residual tonnages of around 20%, and overall waste collected is also observed to be slightly reduced (though this may be moving to other routes).
- Of the three-weekly residual options, if trolley box collections can be undertaken at the same collection speed per property as a two box system, Option 2b(i) is shown to generate the greatest savings of £108k per year, with no compromise on a recycling rate of 68%. The large capital investment for this option however means that the alternative of providing an optional third box to households may be preferable, and should the trolley boxes take longer to collect than the two box system then the three box approach is likely to also have lower annual revenue costs. However, it must be stressed that all three weekly options are not shown to be sufficient to meet the 70% recycling rate target set for 2024/2025.
- A switch to four weekly refuse collections from predominately 240 litre wheeled bins will result in the same effective residual waste capacity per household per week as 120 litre fortnightly collection, but the reduced amenity of the lower frequency is likely to result in the best overall recycling performance. This will be partly due to an increase in dry recycling performance and partly due to enhanced participation and capture rates for food waste collections.
- Given the trolley box considerations discussed two bullet points previously, of the four-weekly residual options, Option 3a(i) looks to provide the greatest overall benefits to IoACC. It gives a recycling rate of 71%, a reduced capital expenditure is required (totalling £509k) and annual revenue savings represent £253k. Although the most beneficial option overall, it may not be easy to implement on political level and hence the provision of trolley boxes may help to mitigate this.
- The four weekly residual collection cycle may in practice be easier for householders to follow as collection will follow a more regular pattern than the three weekly approach (four weekly residual waste more naturally matching with the two weekly garden waste collection). It is also considered to be operationally more straightforward collection cycle to manage.
- If residual waste collection polices are changed, this will influence the recycling rate and improve recycling performance, thus increasing the volume of recyclables and number of recycling containers set-out, which in turn will result in additional

recycling collection resources being required. All options will to a greater or lesser extent require a change in operational approach and resource deployment. This will need to be considered within the confines of the current contract with Biffa.

3.2 The Impact of Potential Fines Associated with Statutory Recovery Targets

Additional consideration ought to be given to the possibility of fines imposed on IoACC if the authority misses its statutory recovery targets. Failure to achieve the targets carries a £200 per tonne penalty. Although the cost of fines have not been included in the evaluated financial costs shown in Section 2.9 or elsewhere in this report, it is possible to quantify what these might be:

- For every 1% under the target, IoACC would face the prospect of fines equalling £80k per annum (or higher if waste growth is experienced);
- If no change from Anglesey's current 55.2% performance is achieved, then the fines for 2019/20 (where the target is 64%) would be £700k;
- Without changes to kerbside systems or any other initiatives, the uplift from IBA and metals recovery from energy from waste is assessed take local authority performance to only 62.5%, falling short of the target for 2019/20 and resulting in fines of £120k per annum.
- Of the constrained residual options, without IBA recovery only Option 3 (all variants) is shown to take Anglesey beyond its 2019/20 target of 64%. Without recovery of IBA from energy from waste, annual fines from 2019/20 associated with the evaluated options could be as follows:
 - Option 1 (Fortnightly 120L residual): £275k
 - Option 2a (3 weekly 240L residual): £215K
 - Option 2b: (3 weekly 240L residual + trolley box): £190k
- Of the constrained residual options, with the inclusion of IBA recovery only Option 3 (all variants) is shown to take Anglesey beyond its long term 70% target. In this situation, for the other options annual fines could still be as follows:
 - Option 1 (Fortnightly 120L residual): £240k
 - Option 2a (3 weekly 240L residual): £190K
 - Option 2b: (3 weekly 240L residual + trolley box): £165k

4.0 Summary and Concluding Remarks

A comprehensive options modelling exercise was undertaken in 2013, resulting in the adoption of RRVs for recycling collections. Further substantial changes to the kerbside collection service are however needed to reduce costs and for the long-term recovery rate target of 70% by 2024/25 to be considered achievable. Restricted residual capacity and/or frequency is the next logical step to achieving these goals. It holds promise of the most beneficial impact of all options currently open to Anglesey in terms of recycling rate and household waste cost savings. Improvements elsewhere may help IoACC towards its target

recovery rates, but it is likely to be the household kerbside collection system where the greatest gains can be achieved. For instance, some improvement at civic amenity sites may be achieved, but the recycling rate (where rubble is excluded) for 2014/15 was already 74% and the tonnage is lower than for kerbside waste, so the impact of any civic amenity improvements would be less marked than from changes to kerbside systems.

In this report seven restricted residual options were modelled, looking at fortnightly, three weekly and four weekly residual collections, and the use of either a third box for recycling collections or replacement of the existing boxes with a trolley box system (with mixed plastics being collected in all cases). Trolley boxes have led to greater recycling yields in other areas, though there is uncertainty over whether these performances are sustained once the 'novelty' factor has worn off. To provide trolley boxes in Anglesey will require capital expenditure of around £1 million, compared to under £200k for the provision of a third box and hat.

The capital investment in trolley boxes is the most significant upfront spend of all considered options. However, if Anglesey is to go to reduced frequencies then the provision of trolley boxes may be the compensating factor that makes the service both publically palatable and politically deliverable. As such, the council may like to investigate the availability of funding for such capital expenditures.

All of the options modelled provide net annual revenue savings to IoACC. This results from increased recycling collection costs but greater income from recycling yields and a reduction in residual waste collection and disposal costs. Under Option 2a, collecting residual waste in the existing 240L bin on a three weekly cycle, despite two additional full time recycling vehicles being needed, a reduction of one residual collection vehicle can be achieved, and minimal additional capital would need to be spent on new containers, promotion and bulking facility adaptations (£509k in total). Annual revenue savings of £94k per year would be achieved, and the county recycling rate would reach 68%.

Under Option 3a, the existing 240L bins are collected on a four weekly cycle, creating significant increases in food and dry recycling yields to give a recycling rate of 71%. Annual savings are equal highest of all modelled options at £253k. Four weekly residual collection is also evaluated to be the only modelled option to take IoACC beyond its 2019/20 target without IBA recycling, or beyond its 2024/25 target with IBA recycling (and it is acknowledged that for each percentage point below the targets can result in fines of £80k per annum). Although by far the most beneficial option overall, a move to four weekly collections presents the greatest challenge to implement politically. Health and safety issues will need to be considered, but offering a fortnightly collection of nappies (included in the costs modelled here) will help to reduce the likely public concern over this option. Under Options 3b(i) and 3b(ii), the results are shown to either not impact at all on annual revenue savings compared to Option 3a, or to reduce the net savings to £186k per annum if an additional RRV is required.

The sooner a decision on restricted residual changes occurs, the greater the likelihood of recycling rates rising to where they need to be to meet the Welsh Governments short-term and long-term targets, and the sooner revenue savings can be accrued. As IoACC are contracted to Biffa until 2021, discussions will also need to be held to agree how change can be implemented within (or with modification from) the contractual terms.

A.1.0 Appendix 1: Key Modelling Assumptions

A.1.1. Introduction

This appendix is an updated reproduction of the assumptions report shared and discussed with IoACC, Biffa and WRAP Cymru through the development of the project. The purpose was to present and agree the headline assumptions made in the collection modelling work. Much of this has been supplied through, or calculated from, information provided by Anglesey Council and Biffa, as well as from additional information provided from other authorities and sources with relevance to the options being considered here for IoACC.

A.1.2. Existing Services and Options to be Modelled

A baseline model is set up which reflects the existing service in terms of resources and performance in order to calibrate the model. The current services provided in Anglesey are as follows:

- Weekly box based dry recycling and food waste collection:
- 55 litre blue recycling box – plastic bottles, mixed cans, mixed glass;
- 40 litre red recycling box – paper (soft mix), corrugated card, textiles;
- A kitchen caddy and kerbside bin for food waste, with biobag liners which are replaced for free on request.

Eight 12t long wheel base Romaquip RRV vehicles are used for the front line recycling services.

One mid wheelbase and one short wheelbase 12t RRV are used on a 60:40 shift pattern across the working week (the former operated three days per week and the latter two days per week), where the short wheelbase truck services 1140 narrow access properties.

One additional 7.5t kerbsider is used for a further 750 narrow access properties.

- Fortnightly free garden waste collection from 240L wheeled bins, collected on a mix of 26t and 16t RCVs (four of the former and two of the latter).
- Fortnightly residual waste collection from 240L wheeled bins, collected by the same vehicles as above.
- 750 restricted access properties are served by a 12t RCV collecting residual and garden waste on the standard alternating week basis.
- In addition, 350 remote properties are served under a one-pass co-collection approach where their weekly dry recycling (collected comingled in sacks and sorted at Gwalchmai), weekly separate food waste and alternating weekly residual / garden waste is co-collected on a 3.5 tonne multi-compartment caged tipper vehicle.

A number of refined service configurations have been selected in the project inception meeting held at the Biffa depot offices at Gaerwen on 7th July 2015. These options, described in Table A. 1, are modelled and compared against Anglesey County Council's current baseline service.

The current number of properties for remote and restricted access is assumed to remain unchanged in all modelling options.

Table A. 1: Summary of Options to be Modelled

Option	Residual Waste	Separate Collection Services	Additional Services
Baseline 2014	As current	As current	-
Baseline 2016	As current	As current	-
Option 1	Fortnightly collections using 120l bin	Mixed plastics added to current materials collected. Inclusion of one extra recycling box for all households	Nappy collection
Option 2a	Three weekly collections using 240L bin	Mixed plastics added to current materials collected. Inclusion of one extra box for all households	
Option 2b(i)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box)*	
Option 2b(ii)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for households (trolley box) <i>and</i> additional collection time allocated per set out compared to baseline collection time	
Option 3a		Mixed plastics added to current materials collected. Inclusion of one extra box for all households	
Option 3b(i)	Four weekly collections using 240L bin	Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box)	
Option 3b(ii)		Mixed plastics added to current materials collected. Inclusion of a mobile stackable recycling container for suitable households (trolley box) <i>and</i> additional collection time allocated per set out compared to baseline collection time	

*Note: For the purposes of the modelling it was assumed that 30,000 households are provided with trolley boxes and 3,600 households are provided with a third recycling box.

A.1.3. Local Authority Current Waste Arisings and Performance Data

Anglesey Council has a population of 68,600 and currently collects from 33,600 households. It is an island county located off the North West coast of Wales connected to the mainland by two bridges and covers 276 square miles of mainly rural landscape with key areas of population in Holyhead, Llangefni, Menai Bridge and Amlwch. All collected household waste streams are tipped on the island, with garden waste treated locally, but food waste, dry recycling and residual waste bulked and transferred off-island.

A.1.3.1. Waste Composition

Table A. 2: Household Total Kerbside Waste Composition and Modelled Bulk Densities

Material	Current Anglesey Council Household Kerbside Waste Composition	Previous Anglesey Council Composition (Wastes Work, 2009)	Wales Kerbside Composition (Burnley et. al., 2007)	Modelled 'On Vehicle' Bulk Densities (kg/m ³)
Paper (soft mix) – non compacted grey and white board	9.8%	22.7%	23.7%	250
Corrugated cardboard – OCC grade	1.7%			66
Cartons	0.2%	0.3%	0.0%	26
Plastic film	4.6%	3.4%	2.1%	30
Dense plastic packaging	1.9%	2.8%	2.1%	26
Plastic bottles	2.4%	1.8%	2.5%	
Other dense plastics	2.3%	1.2%	1.5%	95
Clothes & shoes	1.9%	1.8%	3.0%	277
Mixed glass	7.1%	7.1%	7.2%	456
Ferrous cans	0.9%	1.7%	2.5%	50
Aluminium cans	0.7%	0.6%	0.5%	
Aerosols	0.1%	0.1%	0.0%	
Aluminium Foil	0.5%	0.3%	0.0%	
Other metals	0.8%	0.6%	0.5%	63
Garden waste	27.9%	25.8%	8.3%	368
Kitchen waste	22.4%	16.3%	25.0%	500
Other	15.5%	13.7%	21.2%	350
Total	100.0%	100.0%	100.0%	-

The waste composition for Anglesey Council, presented in Table A. 2, is based on [as yet] unpublished data taken from a study into the composition of municipal solid waste in the Isle of Anglesey commissioned by WRAP. Also provided in Table A. 2 is the 2009 composition data for Anglesey Council.¹¹ An 'all Wales' kerbside waste composition is also provided for reference in the table (note we are not able to quote the Wastes Work & AEA

WRAP (2013) *Evaluation of Conwy CBC Pilot Kerbside Collection Containment System*, 2013

¹¹ Wastes Work & AEA (2010) *The composition of municipal solid waste in the Isle of Anglesey*, Report WRAP

national report as data for total kerbside collected waste cannot be calculated from the data given in this report).¹²

Particularly notable in the new composition data is the overall decrease in paper and cardboard, and increase in food waste. Garden waste is significant in Anglesey due to the free kerbside collection service offered.

Bulk densities, also shown in the table, are compiled from work done on behalf of WRAP.^{13,14}

A.1.3.2. Current Performance

The total kerbside arisings in Anglesey for 2014/15 equate to 856 kg/household/annum. This is at the high end of total collected waste compared to similar authorities, but this is in part due to the free garden waste collection service provided in the authority which contributes 217 kg/household/annum. As shown in Table A. 3, total captures of dry recycling and food waste have fallen away since the last work, and although overall kerbside waste arisings have fallen slightly, residual waste has increased.

Table A. 3: Kerbside Collection Performance Comparison: 2011/12 to 2014/15

Kerbside Collection	2011/12		2014/15	
	Tonnes	Kg/hh/yr	Tonnes	Kg/hh/yr
Mixed Glass	1,671	51	1,712	51
Mixed Paper & Light Card (soft mix)	3,391	104	1,806*	54**
Corrugated Card			371***	11
Total Cans	443	14	291****	9
Plastics	389	12	494	15
Textiles	43	1	59	2
Green Garden Waste	7,230	221	7,283	217
Food Waste	2,067	63	1,607	48
Residual Collection	14,128	432	15,368	457
Total	29,361	897	28,991	856

*1,926 tonnes (Gwalchmai weighted out tonnage) minus 68.6 tonnes from Penhesgyn HWRC minus 68.6×75% estimate for Gwalchmai HWRC.

**Of which perhaps 40 kg/hh/yr paper.

***577 tonnes (Gwalchmai weighted out tonnage) minus 118 tonnes from Penhesgyn HWRC minus 118×75% estimate for Gwalchmai HWRC.

****314 tonnes minus 8 tonnes Community Recycling Skips tonnage minus 15 tonnes estimate for bring banks.

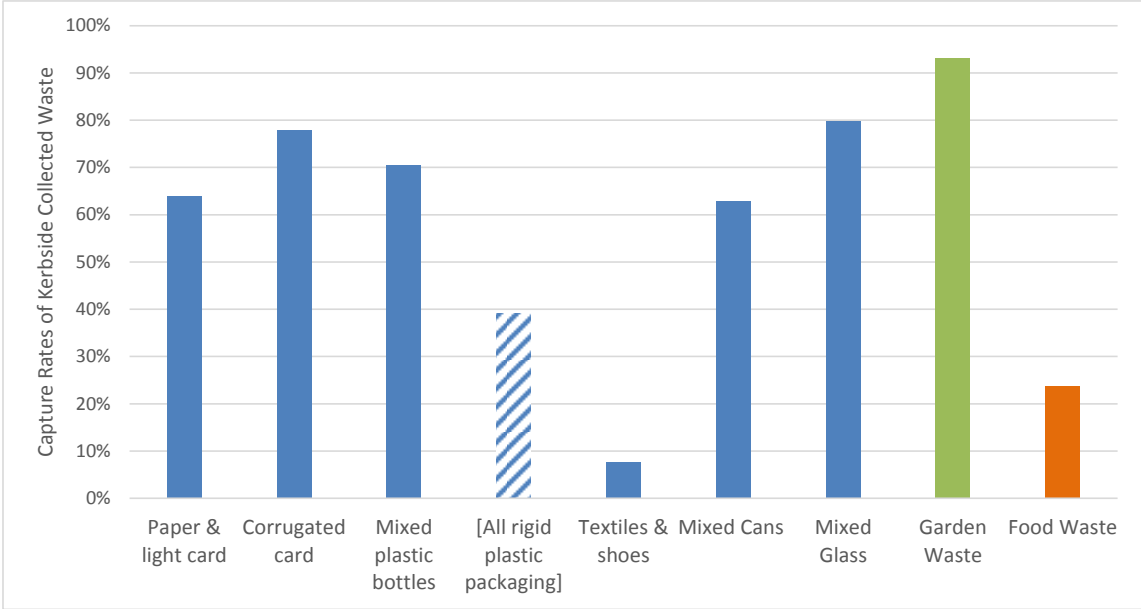
¹² S. Burnley, J. Ellis, R. Flowerdew, and A. Poll (2007) Assessing the Composition of Municipal Solid Waste in Wales. *Journal of Resources, Conservation & Recycling* 49:264-283.

¹³ Resource Futures (2007) *Review of Bulk Densities of Various Materials in Different Containment Systems*, report for WRAP

¹⁴ Resource Futures (2007) *Bulk Density Study: Phase 2*, report for WRAP

Figure A. 1 here gives a simple capture rate assessment using the updated residual waste composition. This assessment gives a broad depiction of which materials may have the greater potential for increased captures in the future following service changes and promotional activity.

Figure A. 1: Capture Rate Analysis of Targeted Materials using Updated Anglesey Composition Data and 2014/15 Kerbside Tonnages



This data suggests the following:

- Those materials which typically arise as dry and clean items (i.e. free from food waste etc.) such as corrugated card, plastic bottles and glass are fairly well captured;
- Mixed cans are slightly less well captured which typically relates to the need for householders to wash food containers;
- A similar capture rate is seen for paper and light card where it is perhaps the variety of sources, sizes and types that lead to a lower capture;
- There is greater potential for capture should non-bottle plastic packaging be added to the collection system;
- Clothes and shoes are poorly captured, though in practice this is not uncommon in local authority collection systems;
- Garden waste is very well captured via the free fortnightly collection system, but food waste is very poorly captured.

A.1.4. Logistical Assumptions

This section outlines the logistical assumptions associated with depot and tipping locations, local demographics, as well as the coverage of and participation data provided/modelled for each service within Anglesey Council.

A.1.4.1. Depot Locations and Tips

The current depot and tipping locations are summarised in Table A. 4. The tipping times are counted from arrival at the tip to being ready to depart, including queuing, weighing and unloading.

Table A. 4: Current Depot and Tip Locations for Each Waste Collection Service

Facility	Location	Postcode	Average Tipping Time (min)	Average Number of Tips per Vehicle per Day in Baseline
Vehicle Depot	Gaerwen	LL60 6HR	N/A	N/A
Recycling & Food Waste Tip	Gwalchmai	LL65 4PW	25 minutes	1.4*
Garden Waste Tip	Penhesgyn	LL59 5RY	15 minutes	2**
Residual Tip			15 minutes	2

*Calculated from tracker data analysis. To avoid queueing at the bulking facility, vehicles are able to park overnight with material left on the vehicle and thus are able to tip at different times of the day.

**We would expect lower numbers of tips in winter months, but model for peak service demand.

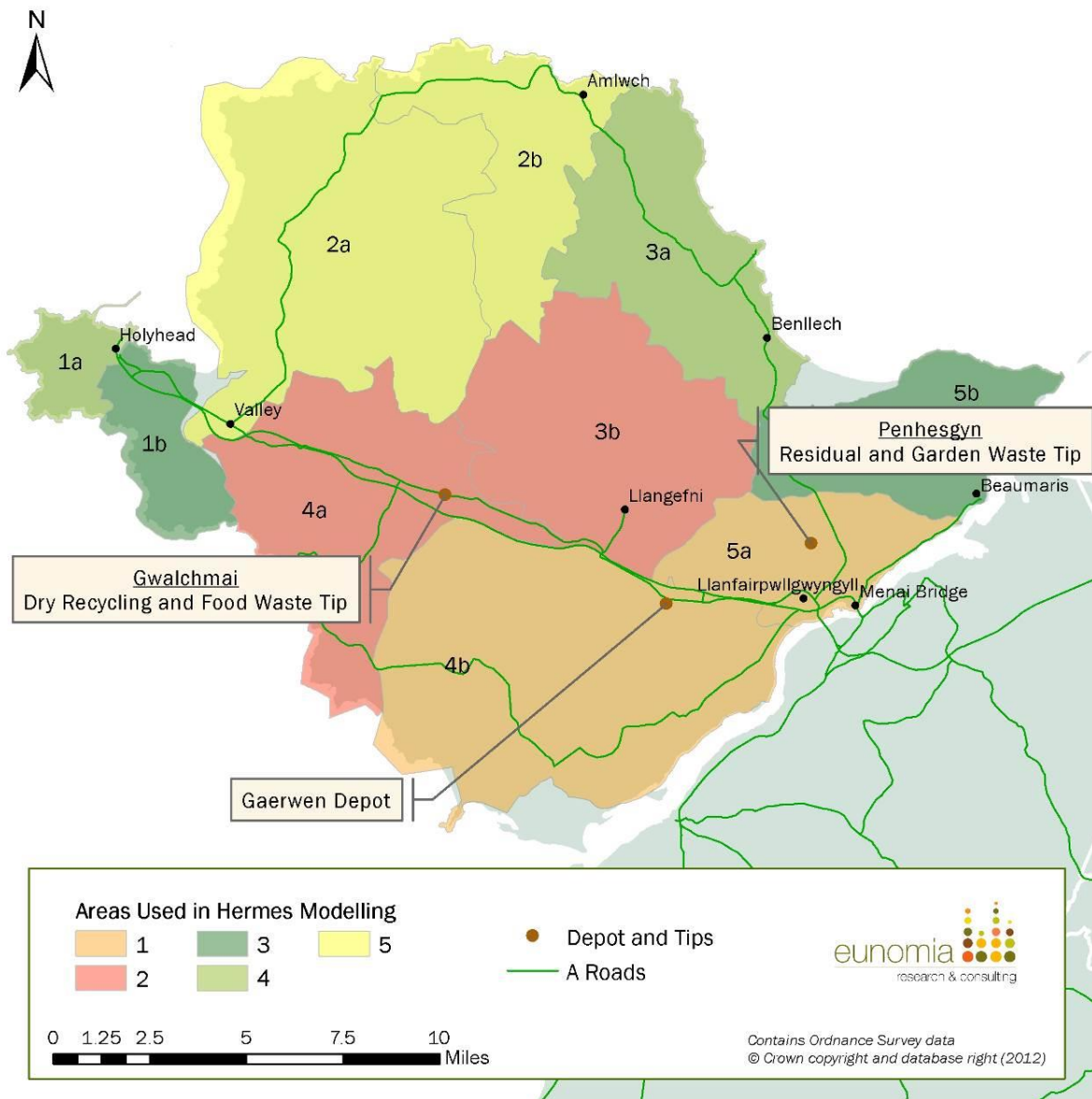
Since the previous modelling exercise Gwalchmai has been adapted for bulking and onward transport of food waste. This is done vehicle to vehicle, i.e. no food waste touches the floor. The food waste is bulked into a skip and collected and shipped to Biogen Gwriad in Caernarfon, the transfer costs are included in the £38.62 gate fee.

A.1.4.2. Ward Demographics

Eunomia's proprietary collection model Hermes allows us to model six different collection 'areas'. These are not zones in the sense of round planning, but simply geographic areas that are grouped in a certain way. Hermes then divides the total material collected into these different areas and calculates the number of vehicles required for each collection service based on logistical parameters such as the time from the depot to the area, the time from the area to the tip, and the distances between dwellings in each area.

The five collection areas modelled for Anglesey, shown in Figure A. 2, are grouped by proximity to the depot since all of Anglesey Council's services run out of the same depot. This is done so that we can accurately represent a variety of collection logistics experienced within Anglesey. A sixth 'area' is used for restricted access (RA) collections which are assumed to be dispersed across the whole authority. The logistics modelled are effectively the same as was conducted in the previous modelling exercise, but that food waste is now tipped at Gwalchmai and not Penhesgyn. The number of households has also increased from the 32,730 considered in 2011/12, to 33,600 for 2014/15.

Figure A. 2: Areas used for Collection Modelling



A.1.4.3. Coverage, Participation and Set-Out

No official participation or set-out rate analysis has been conducted for the existing services since the last modelling exercise, though an estimate of 90% set out and 94% participation in dry recycling in all areas except Holyhead was suggested by Biffa. If Holyhead households (taken as 5,000) are assumed to be at 70% participation and 60% set-out, this leads to averages of 90% participation and 86% set-out for Anglesey as a whole. Concerning food waste, Biffa estimates 60% participation and 55% set-out (presumably also relating to non-Holyhead areas); however, the reduction in food waste capture observed in the recent tonnage data (see Table A. 3) would suggest that this service is less well used than previously and so we assume a slight reduction in the overall participation and set-out rates compared to the modelling for the 2011/12 year, as shown in Table A. 5.

Table A. 5: Baseline Participation and Set-Out Rates for Each Service

	2011/12				2014/15			
	Dry Recycling	Food Waste	Garden Waste	Residual Waste	Dry Recycling	Food Waste	Garden Waste	Residual Waste
Coverage	100%	100%	100%	100%	100%	100%	100%	100%
Participation	82%	57.5%	80%*	100%	90%	55%	80%*	100%
Set Out	66%*	50%	70%**	92%*	86%	45%	70%**	92%*

*No data, working assumption.

**No data, working assumption for peak demand (summer month) set-out.

A.1.5. Cost Assumptions

The key cost assumptions to be used in the modelling are presented in this section. All costs presented in this work are in real terms at 2015/16 values.¹⁵

A.1.5.1. Gate Fees and Material Incomes

Table A. 6 outlines the gate fees that used in the modelling. These are set as the baseline current prices where figures exist. For materials collected in a different manner (i.e. mixed plastics collection) prices are as quoted from the existing plastics recycler. It should be noted that market risk is inherent in materials traded on short term markets.

Table A. 6: Gate Fees (+ve values) and Material Incomes (-ve values) Used in the Modelling. Prices as Currently Achieved Plus Additional Assumed Values. (All values are £ per tonne)

Waste Stream	2015/16 Costs		Option Modelling Costs	
	Cost Per Tonne	Transfer Cost Per Tonne to Reprocessor Where Incurred	Cost Per Tonne	Transfer Cost Per Tonne to Reprocessor Where Incurred
Soft mix paper	-£30	-	-£30	-
Card	-£75	-	-£75	-
Mixed glass	-£35	Delivered – cost unknown, but income reduced to £10 if collected	-£10	-
Ferrous cans	-£65	-	-£65	-
Aluminium cans	-£520	-	-£520	-
Plastic bottles	-£40	-	-£40	-
Mixed rigid plastics (bottles, tubs and trays)*	-	-	-£20	-
Textiles and footwear	-£68	-	-£68	-
Food Waste	£38.62	-	£38.62	-
Garden Waste (IVC)	£40.83	-	£40.83	-
Residual Waste**	£108	-	£108	-

*Based on current price quoted by plastics recycler currently used by IoACC.

**Taken as the weighted average cost of current disposal routes (7.5k tonnes at £104, 5k tonnes at £108 and 4.5k tonnes at £114/tonne).

¹⁵ Gate fees, material incomes and container costs are from latest available data. Where no new information was available, costs are taken from previous modelling but updated from 2012/13 prices to 2015/16 prices using HM Treasury GDP deflators from <https://www.gov.uk/government/statistics/gdp-deflators-at-market-prices-and-money-gdp-march-2013>

A.1.5.2. Vehicles and Crewing Assumptions

The modelled vehicle specifications are presented in Table A. 7. Some vehicles may be being leased currently. However, all existing vehicles within the options modelling are assumed purchased and written off over 7 years with the annualised cost calculated with capital interest at 7%. Due to the limited time left within the existing Biffa contract, any new vehicles required are written off over 4.5 years (following the assumption that service change may occur in the autumn of 2016).

The crewing levels per vehicle in all modelled options keep to the current arrangements. The number of crew modelled for all RRV options is driver+1. For residual/garden waste collection, currently four front line vehicles operate as driver+2, and two (plus the part time vehicles and the seasonal vehicle) operate as driver+1; the same proportions are kept in the alternate options.

Table A. 7: Vehicle Specifications

Vehicle	GVW Laden (tonnes)	Capacity (tonnes)	Capacity (m ³)	MPG	Capital Value
Frontline RCV large	26	10.4	21.4	4	£140,000
Frontline RCV medium	16	5.2	13	5	£125,000
Frontline RCV small (restricted access)	12	3.6	4.5	10	£90,000
Cage vehicle used for remote properties	3.5	1.3	10	14	£33,800
Small kerbsider	7.5	1.3	8	8	£80,000
RRV	12	4.1 (max in practice 3.75, normal 2.9, can be as low as 1.3t unbalanced)	31	8	£130,000

A.1.5.3. Staff Costs

The modelled staff unit costs are shown in Table A. 8. The Unit Cost figure including on-costs covers all employer costs (for example National Insurance, holiday and sickness cover, pension, bonuses etc.).

Table A. 8: Operational Staff Unit Costs

Staff	Total Annual Unit Cost
Driver	£20,000 + 15% on costs
Loader	£16,500 + 15% on costs
Supervisor	£25,000 + 15% on costs

A.1.5.4. Containment

All replacement containers are assumed purchased outright (i.e. no interest rate is applied to cover borrowing costs or represent leasing arrangements), and are accounted separately as a capital expenditure. Annual replacement rates are also modelled, as presented in Table A. 9. The unit costs and replacement rates for existing containers are based (where possible) on data provided, and with a lower replacement rate on wheeled bins following the policy change to charge householders for replacements (estimated according to discussions during the project with Meirion Edwards of IoACC).

Table A. 9: Container Specifications and Costs

Container	Volume (litres)	Cost per Unit	Annual Replacement Rate	Biffa delivery charge for replacements
Kerbside boxes	40	£3.70	3.7%	£6.02
Kerbside boxes	55	£3.70	3.7%	£6.02*
Kerbside box hats	n/a	£0.49	2.3%	£0.80
Battery pouch	Small pouch	£0.45	2.3%	£0.80
Food waste kerbside caddy	23	£3.50	2.4%	£6.02
Kitchen caddy	7	£2.10	0.3%	£6.02
Caddy liners	7	£0.025	Assumes 2 bags per week used by current participants and all additional usage in proportion to modelled captures	-
240L wheeled bins	240	£18.03	1.6%	£11.44
120l wheeled bins	120	£19.20	1.6%	£11.44; assume £3 for initial roll out (see below)
Trolley box	165	£30	Assume 3.7%	£3 initial rollout**; assume £6.02 for replacements
Nappy bags (tiger bags)	Standard tiger bag	£75 per 1000***	Assumes 2 bags used per week for participants	-

* Taken as £1 per delivered container if as part of a roll out of new boxes.

** Straight distribution cost for delivery to households quoted as £3/household.

*** Cromwell Polythene price from personal communication 2/10/15.

A.1.5.5. Containment Adaptation (Trolley Box) Assumptions

Trolley box (or trolibocs, also sometimes referred to as wheelie boxes) are comprised of three boxes that stack together on a trolley which can be wheeled to the street on collection day, just like a wheeled box. Evidence of the performance of this system comes

from Conwy County Borough Council, who trialled a trolley box system in 2014. Paper goes in the top box, plastic, cans and tetrapaks in the middle box and glass and cardboard in the bottom box. Trials of the trolley box showed them to be popular and increase the amount of material recycled, so in spring 2015 41,000 households were given a trolley box, with residual waste collection remaining a fortnightly collection from 240 litre wheeled bins. Conwy is the first Welsh authority known to be using the trolley box system. Despite some complaints about the quality and ergonomics, overall the crew have been very positive about the new system. The modelling will be based on the Cabinet report and feedback obtained directly from staff at Conwy, shown below.

Relevant information from Cabinet report:

- Measured by WRAP, overall dry recycling in the trial areas during the trial period increased by 6.05%, equivalent to 10.4kg/hh/yr. Separately from the WRAP evaluation, Conwy also monitored recycling tonnage in the trial areas where they found an increase in recycling equivalent to 16.1 kg/hh/yr.
- Participation at 82% was slightly higher than the 81% for the control areas. Trolley box users were more likely to put out a full range of materials for recycling every week; for example, the weekly set out rate for paper was just 29% in the control areas, compared to 64% for trolley box users; glass and cardboard was put out weekly by 63% of trolley box users compared to 49% on the old system.
- Crew reaction to the trolley box system was mixed. Most crew felt that rounds took longer to complete due to high participation and set-out. Whilst some crews stated that there was more lifting involved due to the stacking and unstacking of the boxes, others felt that there was actually less lifting involved, possibly because residents were more likely to present their materials every week rather than storing them up. It was noted that materials in the trolley box were cleaner than those presented previously. Overall the crew felt that residents preferred the new scheme and that both participation and the amount of recycling collected had increased.

Feedback from the crews:

- More cross contamination/sorting required than the previous boxes and bags system; this is mainly plastics when the central box becomes full, but it does occur across the material streams in all boxes.
- The rounds took longer initially, an hour in some cases but it's settled since getting used to the system and collection has speeded up. The length of day extension in the early weeks was a due to combination of factors including additional participation and the crews getting used to the loading and reassembling of boxes.
- Prefer the stacker boxes as they're generally a much better system.
- One additional crew talked to disliked the quality, the ergonomics and the time they take to service. This crew were, however, known to be serial complainers.

Feedback from the Operations Manager:

- Rounds took longer because of increased participation and the crew’s unfamiliarity with the system. The day length settled into a standard working day after approximately six weeks (there may have been some slack that allowed for extra time in some rounds).
- Some crews prefer them and some dislike them (“That’s crews for you”).
- Far fewer replacement containers being issued.

Incidental information and points to note:

- One resident spoken to, within a family of four, struggled with the capacity of stacker boxes and also used the 90L polypropylene bag (the previous Conwy system) to contain the extra cans and plastics.
- Conwy crews are driver +2 so additional support was available to help complete the rounds (compared with Anglesey who currently operate as driver +1).
- Conwy refuse is fortnightly, impact of stacker boxes on collection round times would be dramatically different with a 4 weekly refuse. If active recyclers struggle for space they can still use the residual bin; if 4 weekly is introduced the spare capacity won’t be available, so there’s a question about whether the stacker boxes will be big enough in this case or whether additional containers be required for larger households.
- Straight also manufacture a 70L middle box with a total unit capacity of 165L compared with the 55L in the Conwy version and a total capacity of 150L.

Based on the above information and supplementary information in the main body of the report, the assumptions taken for Anglesey are discussed in Table A. 10.

Table A. 10: Trolley Box Assumptions for Anglesey Modelling

Variable	Anglesey Assumptions
Impacts to participation, capture and working day length	<p>Conwy information (where trolley boxes were introduced independently from changes to residual waste collection) suggests that additional time was needed when the containers were first introduced, but then returned to normal when crews got used to them. This is in spite of the Cabinet report indicating that participation increased marginally from 81% to 82%, the weekly set out rate also increasing (partly due to all containers always being wheeled out), and capture increasing from 172 to 182 kg/hh/yr.</p> <p>The Anglesey modelling assumes two cases:</p> <ul style="list-style-type: none"> i) No additional time is needed to sort the trolley box system compared to the two kerbside box system operated at present (though it is recognised that crews will need to go through a few week period of adaptation to get used to the new containers). ii) An additional 5 seconds is provided compared to the two kerbside box system operated at present.

Container replacement	Although a low replacement rate is being observed in Conwy currently, the long term replacement rate may be expected to increase as container systems age. The same replacement rate as current boxes (3.7% per annum) is taken in the modelling.
Capacity	In Conwy some larger families have struggled with the capacity of the trolley box, and are also using their old containers to put out material (particularly cans and plastics), which is allowed. Conwy have a fortnightly residual collection. Any changes to the frequency of residual collection in Anglesey will have a knock-on effect if a trolley box system is also implemented, both on collection times and capacity issues. Conwy are using a 150L capacity trolley box, a larger 165L capacity model is also available so this could be one option for the system to adopt in a restricted residual situation for Anglesey.

A.1.5.6. Infrastructure Adaptation Costs

Within the modelled options, an additional capital budget allowance is attributed for adaptations at Gwalchmai facility when introducing a residual constraint, introducing mixed plastics collections and for dealing with the increased separately collected materials. From information provided by the council, the current sorter is run on average 3 days a week (4 days in some weeks when higher throughput etc.). The system currently has two manual tie off bailers for the plastic and steel cans and a stillage system to store the aluminium offline in the cardboard bailer. Current manning is 44 hours per week (two operator 3 days a week).

The following adaptations have been proposed and itemised by the council associated with the modelling options considered in this report:

1. Addition of an extra bottler perforator, required for the additional volume of plastics.
2. Addition of an automatic tying bailer for the plastics.
3. Addition of a line for manual bailing of the Aluminium cans (using the current plastic bailer).
4. Changes in the configuration of the sorting line to enable the extra storage area for the plastics without changing the building layout.

Costs associated with these adaptations have been provided by the council, are listed in the table below and are applied as an additional capital expense in the modelling. They have not been crosschecked or benchmarked by the consultants.

Table A. 11: Infrastructure Adaptation Costs Assumed for Gwalchmai Under Modelled Alternate Options

Item	Budget Costs
Twin ram automatic plastic bailer	£135,000
Changes to the sorter configuration, additional conveyor belts, plastic perforator, re-programming of the system, labour and lifting equipment.	£61,000
Lean-to building on the west side of the building for the bailed	£15,000
Moving of the current supply to the sorter and additional supply	£5,000
Civil works for ground works	£8,000
Drainage works	£5,000
Total	£229,000

A.1.6. Nappy Collections

Nappy (and other absorbent hygiene product) collections have been trialled successfully in several local authorities across the UK. Data was obtained from Gwynedd, where nappy collections started in Dwyfor in mid-October 2014 and were introduced in Meirionnydd in June 2015. To compare, data was also taken from Zero Waste Scotland's evaluation of the 6 month long trials conducted across four local authorities in Scotland,¹⁶ as shown in Table A. 12. The Anglesey assumptions for a lower frequency collection cycle than taken in Gwynedd and in the ZWS trials is shown in the right hand column.

Table A. 12: Existing Data on Nappy Collections and Anglesey Nappy Collection Assumptions

Variable	Gwynedd Feedback	ZWS Trials Information ¹⁷	Anglesey Assumptions
Containment	Yellow sack delivered with initial letter – waste collector leaves the next sack (in letter box or alternative) when collecting. No reported problems with sack breakages.	Mixture of wheeled bins only, wheeled bins and sacks, sacks only and containers provided only at HWRCs.	Tiger sacks.
Opt-in rate	Currently 0.8% but opt-in requests are still constantly being received following introduction of the service. This is 195 properties out of 15,800 in Dwyfor, and 100 properties out of 19,000 in Meirionnydd.	Households using absorbent hygiene products represent 12% of total households as an average (large variations across areas). Opt in rates were then 21% for sack collection, 33% for 120L wheeled bin collection, 57% for 80L sack with 87L container, or 89% for 30L tiger sack with 120L wheeled bin.	6% of households with children in nappies (estimated from recent birth rate data, see Section 2.4). Opt in rate of nappy households assumed to be high in restricted residual options even under the sack system – 95% for 4 weekly residual, and 80% for 3 weekly residual.
Frequency of collections	Weekly	Weekly (and an HWRC trial).	Fortnightly
Average participation (once within 3 weeks, compared to opt-in rate) and set-out rates	No reported issues with individuals not presenting.	Participation 77%. Set-out 55%.	Participation 100% of opting in households (on the basis that the service should be withdrawn from those no longer using it). Set-out 90% in three weekly option, 95% in four weekly option.

¹⁶ Nicki Souter Associates (2013) *Evaluation of the Absorbent Hygiene Products Collection Trials in Scotland*, Report for Zero Waste Scotland, 2013

¹⁷ Nicki Souter Associates (2013) *Evaluation of the Absorbent Hygiene Products Collection Trials in Scotland*, Report for Zero Waste Scotland, 2013

Variable	Gwynedd Feedback	ZWS Trials Information ¹⁷	Anglesey Assumptions
Separate collections or with residual collections?	Separate	Separate	With residual where possible (see Table 2 in main report)
Routing approach	Bespoke	Bespoke	Bespoke
Number of hours and days per week collections are operated, pickups per day achieved	12 hour shift. One collection day in each area (at the moment), i.e. 150 properties collected per day.	Varied according to trial.	Modelled as 120 pickups per day in three weekly residual options, 130 in four weekly residual options.
Type of vehicle used and crew level	Caged vehicle. Driver only.	7.5t GVW RCV. Driver only.	7.5t GVW RCV. Driver only.
Collection charges	None	None	None
End destination/disposal point	Waste bulked up at waste transfer station. End destination: Nappycycle Ltd Unit 3, Capel Hendre Ind Estate, Ammanford	Knowaste Midlands Limited, Giffords Way, Off Kelvin Way, West Bromwich, West Midlands B70 7JR	Disposal at Penhesgyn
Licensing issues	None	Unknown	N/a
Contamination rates	Not known – no issues raised.	Contamination was less than 0.1% for each of the trial services.	N/a – all disposed.
Tonnages collected	Dwyfor: April 4.48T May 3.96T June 4.08T Meirionnydd : June 2.34T Suggests: 5kg/hh/wk	Average Total Weekly Tonnage 0.45 Actual Average Yield 3.25 kg/hh/wk	5kg/hh/wk per opted in household.
Cost of the service	Unknown	£66.25 per served household for Perth and Kinross £53.45 for Stirling	Modelled at £36/served household in three weekly residual options or £38/served household in four weekly residual options.
Service advertisement / Informational leaflet provided to users	Included in all literature sent out (and website) notifying of the 3 week change. Initial self-explanatory letter that is delivered to the householder is enclosed.	Communications to support the introduction of absorbent hygiene product kerbside recycling services should include: an introductory leaflet, bin or container decal (where appropriate) or reminder postcard emphasising the materials that can and cannot be recycled using this type of service, direct community engagement activities to relevant target groups, A4 posters to support community engagement activities.	Included within communications costs given in Section A.1.8.

A.1.7. Local Authority Waste Arisings and Performance Data Under Reduced Frequency of Collection

There is some initial evidence from other authorities across the UK who have trialled and/or implemented restricted residual waste collections, which have taken the form of three weekly collections using 240L bins, shown in Table A. 13. This data coupled with the capture rate analysis from Figure A. 1 (i.e. to ensure that all individual materials remain below 100% recycling) is used to inform the yield adjustments for the alternate collection systems for Anglesey, shown in Table A. 14.

Table A. 13: Data From Other Authorities on Impacts of Change to 3 Weekly Residual Collection

Yield change kg/hh/yr (percentage change)	Gwynedd – Dwyfor 240L bins 3 weekly	Bury – 240L bins 3 weekly	Somerset Waste Partnership 3 weekly trial	Falkirk – 240L bins 3 weeks	Average Percentage Change
DMR	143 - 161 (13%)	207 – 227 (10%)	-	193 – 239 (24%)	15.67
Card	-	-	36 – 47 (23%)	-	23%
Plastics/Cans	-	-	16 - 26 (60%) ^[1]	-	60%
Glass	-	-	83 – 99 (22%)	-	22%
Paper	-	-	47 – 57 (28%)	-	28%
Total dry recycling	143 - 161 (13%)	207 – 227 (10%)	182 – 229 (32%)	193 – 239 (24%)	20%
Food	43 - 56 (30%)	127 – 142 (12%)	68 – 99 (45%)	40 – 73 (84%)	43%
Garden	-	-	-	-	12%
Residual	285 – 230 (-19%)	393 – 327 (-17%)	343 – 250 (-27%)	384 – 287 (-25%)	-22.00%
Total Collected Waste (i.e. reduction in kerbside collection)	471 – 447 (-5%)	726 – 696 (-4%)	593 – 577 (-3%)	616 – 598 (-3%)	-4%

^[1] Mixed plastics were added at this point.

Table A. 14: Current and Assumed Kerbside Yields Under Alternate Residual Collection Systems For Anglesey

Yields kg/hh/yr	Baseline	Option 1	Option 2a	Option 2b	Option 3a	Option 3b
	2014/15 actual kerbside data	Fortnightly 120l residual + 3 rd box	3 weekly 240L residual + 3 rd box	3 weekly 240L residual + trolley box*	4 weekly 240L residual + 3 rd box	4 weekly 240L residual + trolley box
Mixed Glass	51	59	57	58	61	62
Paper and Light Card	54	64	60	62	68	70
Corrugated Card	11	13	12	12	14	14
Mixed Cans	9	12	12	12	13	13
Plastics	15	28	26	27	31	32
Textiles	2	8	6	6	10	10
<i>Total dry</i>	<i>142</i>	<i>184</i>	<i>173</i>	<i>177</i>	<i>197</i>	<i>201</i>
Food	48	60	80	80	95	95
Garden	217	225	225	225	229	229
Nappy collection	-	0	12	12	15	15
Residual	457	369	354	350	298	294
Total residual diverted to HWRC / litter bins etc. in options where residual constraint is introduced	-	26	20	20	30	30
Total diverted to bring and HWRC recycling in options where residual constraint is introduced	-	0	0	0	0	0
Total waste prevention	-	0	0	0	0	0
Total kerbside waste plus diverted / prevented material (for crosscheck purposes)	864	864	864	864	864	864

Table A. 15: Capture Rates From Modelled Yields in Previous Table

	Baseline	Option 1	Option 2a	Option 2b	Option 3a	Option 3b
	Current capture	Fortnightly 120l residual	3 weekly 240L residual	3 weekly 240L residual + trolley box	4 weekly 240L residual	4 weekly 240L residual + trolley box
Mixed Glass	80%	92%	89%	91%	95%	97%
Paper and Light Card	64%	76%	71%	74%	81%	83%
Corrugated Card	77%	90%	83%	83%	97%	97%
Mixed Cans	63%	84%	84%	84%	91%	91%
Plastics*	36%	68%	63%	66%	75%	78%
Textiles	8%	31%	23%	23%	39%	39%
Food	24%	30%	40%	40%	47%	47%
Garden	93%	96%	96%	96%	98%	98%

*Capture rate of dense plastic packaging. Only bottles collected in current system, hence lower rate.

A.1.8. Communications Costs

A communications budget figure was provided by Meirion Edwards of IoACC at £90,000, equating to £2.70 per household. This is slightly higher than the range identified as the additional communications budget that should be set aside in relation to a change in

residual waste service, as informed by WRAP (2013) *Improving Recycling Communications through effective Communications* (section 1.5):

"Depending on what you need to achieve, your communications will require funding - as a rule of thumb, you should aim for a budget figure of around £1.00 per household for standard communications. For communicating major service changes or more intensive communications activities for "hard to engage" residents, £1.50 to £2 per household is more realistic."

For the purposes of modelling, for all residual constraint options we assume the higher £2.70/household as additional communications costs, though this is possible that in practice this may be slightly more that would be required to support the service changes being considered. These costs are accounted within the capital / one-off costs budget in Table 13 in the main report.

A.1.9. Photo Reel

Figure A. 3: Biffa Romaquip RRV Collection Vehicles



Figure A. 4: Conwy Trolley Box, and Trolley Boxes at the Kerb on Collection Day



www.wrapcymu.org.uk

Mr Meirion Edwards – Chief Waste Management Officer
Isle of Anglesey County Council
Council Offices
Llangefni
Anglesey
LL77 7TW

3rd November 2015

Dear Meirion

RE; Isle of Anglesey Collections Appraisal Report 2015

We are in receipt of the final Isle of Anglesey County Council Collections Appraisal Report published by Wrap Cymru produced in conjunction with Eunomia Research and Consulting. We would like to thank you for the opportunity to be a stakeholder in the process which has resulted in many queries and differences in assumptions being resolved through dialogue with the report producer(s). Unfortunately we have two critical differences on resources which we have been unable to resolve.

Biffa Municipal has vast experience in operating Local Authority collection contracts utilising over 1100 vehicles and employing over 3000 staff operating 42 contracts servicing 3.2 million households. Utilising our operational experience we also conducted a parallel collections modelling exercise with a view to checking our own data and resources and to allow us to respond accurately to the Wrap Cymru. Our own modelling has identified resource differences on two of the nine options, namely Option 2a (240 litre Residual Bin collected 3 weekly) and Option 3a (240 litre Residual Bin collected 4 weekly). Please see below our detailed response to each option.

- a) Option 2a – (Table 7 – Page 24 Wrap Report) – Wrap/Eunomia suggests 2.9 vehicles are required under the Residual Waste Collection option (3 x 26t RCV's and one 12t RCV – with one 26t RCV only used part time) Our Modelling shows that 4 vehicles are required full time (2 x 26t RCV, 1 x 16t RCV and 1 x 12t RCV). What Wrap/Eunomia have not identified is the restricted access nature of some collections on the Isle of Anglesey versus vehicle capacity. 26t RCV's cannot access all of the required lanes on the island therefore our solution better reflects the reality of collections. We accept that the 12t RCV may be slightly under utilised due to the 16t RCV not being able to fit in the same small spaces as the 12t RCV, but the 12t RCV not having sufficient capacity to complete all of the work within the required hours. We believe that the Wrap/Eunomia solution is under resourced and that this would lead to missed collections.
- b) Option 3a – (Table 7 – page 24 Wrap Report) – Wrap/Eunomia suggests 12 RRV collection vehicles are required under the Recycling and Food Collection options, this is the same level of resource as the 2a (3 weekly collection) option despite the addition of a third recycling box and a 15% increase in Dry Recycling and Food tonnages collected. Our solution utilises 13 RRV collection vehicles this is the same as Wrap/Eunomia's modelled Op 3b(ii) and Op 3a (12.8 RRV's in the draft report of 5th October 2015). Our solution also reflects Eunomia's modelled solution for 4 weekly collections during a previous Collections Appraisal Report

(Table 9 – Page 24 – Option 8 PASS – Isle of Anglesey County Council Collections Appraisal Report 17th May 2013). When Biffa queried how a full round could be lost between Draft and Final reports the response received from the Wrap representative was that Eunomia had increased the number of trips to tip per day to 1.46. It is interesting that Wrap/Eunomia felt that it should alter the number of trips to tip per day when the whole principle of using RRV's is that they should only be required to tip once per day, therefore maximising collection time as stated on Page 31 – Option 4 RRV – Isle of Anglesey County Council Collections Appraisal Report 17th May 2013. In reality Biffa has not consistently achieved 1 tip per day with the average being 1.2 tips per day across the fleet. Wrap/Eunomia has recognised that using the baseline the Collection crews are currently heavily utilised (Page 19 – Wrap Report). We believe that the Wrap/Eunomia solution is under resourced and that this would lead to missed collections.

Biffa has a long history of working in partnership with the authority in meeting both its operational and financial challenges, by embracing the RRV concept Biffa was able to return by way of a discount £265k per annum (indexed) from the introduction of the new service in 2014. We have not sought to seek any further payment from the authority for the additional 0.2 tips per vehicle per day (average) as we accepted at that time (2014) that volume and tonnage risk was ours. At the point of purchasing the new fleet in 2014, we indemnified the authority that should our modelled assumptions be incorrect and we had over resourced we would give 75% of the saving to them.

It is no secret that we run our resources 'lean' so to commit to purchase and operate additional vehicles which come at considerable cost to Biffa is not a step we take lightly. Whilst we are confident that our modelled solutions to both Options 2a and 3a are correct, the move towards varying Residual collection frequencies to 3 or 4 weekly is new territory and something that no one can be confident of making accurate predictions on. We would suggest that any future Variation Order should include Risk/Reward elements based on waste flows, tonnages and work content with mechanisms to cover any costs incurred or return savings generated as a direct result of the actual waste flows being materially different.

Should the authority wish to progress and vary the frequency of its Residual collections, we are happy to work with the Officers in drafting and costing the required Variation Order.

We would recommend that any change to Collection frequency should be well communicated to residents. We would suggest that achieving changes by April 2016 leaves too short a time scale for communications and vehicle procurement, more suitable options may be October 2016 or March/April 2017. Please note that Christmas (December and January) and Summer (June, July & August) are difficult times to alter services.

Also, we'd recommend keeping Green waste collections during the winter months due to the following reasons:-

- 1) The collections service is contracted as AWC with resources shared between Residual & Green waste. All trucks are designated to the IACC contract.
- 2) The only identifiable saving is on DERV – Staff costs, Depreciation & Maintenance are still required, we estimate the DERV saving to be circa £14.3k(Baseline - 2015).
- 3) As previously stated in Point 1, we share the resources between services. In the summer we deploy an extra RCV at our cost to cope with the increased tonnages, in winter we use spare capacity on the Green waste trucks to avoid overtime on the residual rounds. The cost verses benefit ratio by doing this is about equal. If Green waste services are suspended this denies us the opportunity to balance the costs over a full 52 weeks. Therefore we would claim against the authority the costs of the additional summer round. We estimate this cost would be circa £13.8k(Baseline - 2015)
- 4) Therefore, the only realisable contract saving to the authority in suspending green waste service is £500.

- 5) In addition, from our experience on other contracts we estimate that at least 25% of the green waste tonnage would end up in the residual bin, which would likely cost the authority £16.9k to landfill.

In summary we recognise the challenge IACC faces in attempting to achieve the targets imposed by the Welsh Government and we are fully committed to working with you, however it is important as we both venture into this as yet unknown territory that we ensure that high service levels are maintained as poor service is one of the biggest blocks to achieving high recycling rates. To this end we recommend that a degree of caution is applied when resourcing the service.

Yours sincerely

Andrew Dutton
Regional Manager

C.c. Simon Crook – Operations Director
Pete Dickson – Commercial Director
Darren Atkinson – General Manager – Development
Roger Edwards – Managing Director.

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Full Council
Date:	30/11/2015 09/12/2015
Subject:	Adoption of the AONB Management Plan (review)
Portfolio Holder(s):	Cllr Richard Dew
Head of Service:	Mr Jim Woodcock
Report Author: Tel: E-mail:	Efan Milner 2138 ewmpl@ynysmon.gov.uk
Local Members:	

A –Recommendation/s and reason/s
To adopt the reviewed management plan as required under the Countryside and Rights Way Act 2000

B – What other options did you consider and why did you reject them and/or opt for this option?
The AONB management plan is a statutory requirement under the Countryside and Rights Way Act 2000 and guidance on the review of the management plan has been prepared by natural Resources Wales

C – Why is this a decision for the Executive?
This is a statutory plan requires the Executive’s view prior to the report being presented to full Council

CH – Is this decision consistent with policy approved by the full Council?
Yes - The management plan was originally adopted in 2004 by Full Council. As part of the requirements of the CRoW ACT 2000 it is necessary to review the plan every 5 years so that it links to current plans, policies and acts. This therefore is the second review of a plan that has already been adopted by full council.

D – Is this decision within the budget approved by the Council?
Yes – 75% of the costs have been covered by the AONB grant from Natural Resources Wales

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	N/A
5	Property	N/A
6	Information Communication Technology (ICT)	N/A
7	Scrutiny	N/A
8	Local Members	Yes as part of the statutory 6 week consultation period all members were informed
9	Any external bodies / other/s	General Public as part of the statutory 6 week consultation period

E – Risks and any mitigation (if relevant)		
1	Economic	None
2	Anti-poverty	None
3	Crime and Disorder	None
4	Environmental	None
5	Equalities	None
6	Outcome Agreements	None
7	Other	

F - Appendices:
See Executive Summary of plan attached

FF - Background papers (please contact the author of the Report for any further information):
The plan document is too large to send but can be viewed on the attached link http://www.anglesey.gov.uk/planning-and-waste/countryside/areas-of-outstanding-natural-beauty-aonbs/anglesey-aonb-management-plan/



Executive Summary

The Countryside and Rights of Way (CROW) Act 2000 was an important development for all those concerned with the management of AONB's. As a result of the Act, all Local Authorities which administer AONB's now have a statutory responsibility to prepare, publish and review a management plan for their area every 5 years.

The Isle of Anglesey AONB Management Plan evaluates and determines what the special qualities of the AONB are, then determines what actions are required to ensure that these qualities are conserved and enhanced for future generations.

The administration of the AONB is overseen by a Joint Advisory Committee (JAC). This committee consists of elected members and co-opted representatives of organisations who wish to participate in the work of promoting and protecting the AONB

Previous plans have identified the 4 stages of the plan development with the key stage being the last which requires the monitoring and review of the management plan process over 5 year periods. It is with this in mind that the current 2009/14 management plan is being reviewed and the action plan evaluated. This will allow us to identify and measure the changes that have occurred during the plan period

Guidance on the review of AONB management plans was produced in 2009 by the Countryside Council for Wales (CCW). This guidance took account of a range of issues which are or could impact on the AONB such as Climate Change. Since then the three environmental public bodies in Wales, CCW, Forestry Commission Wales and Environment Agency Wales, have been amalgamated into Natural Resources Wales (NRW).

The main purpose of NRW is to ensure that the natural resources of Wales are sustainably maintained, enhanced and used, now and in the future. As such the Management Plan will need to take account of the natural resources within and outside its boundaries and understand how using an ecosystem approach can better manage the natural resources of the AONB.

As previously mentioned Natural Resource Management is now a major consideration during the development of the Management Plan and is touched upon throughout. Natural resource management is about managing our natural environment in a joined up way that delivers real outcomes for the environment, people, the economy and our communities both in the AONB and adjacent to it. It seeks to establish a common approach to decision making about our natural resources and how they are managed and should work at all levels from central Government through to landowners.

The natural resource management process will provide a framework for decision making that identifies opportunities to better achieve long term outcomes by taking account of environmental limits and environmental opportunities. Evidence, carrying capacity and a better understanding of the long term impacts will also help the decision making process as will input from communities and young people.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive
Date:	30th November 2015
Subject:	Holyhead Market Hall Hub: Campus development and capital funding bids
Portfolio Holder(s):	Cllr Kenneth P Hughes, Education Cllr John Arwel Roberts, Highways and Property
Head of Service:	Delyth Molyneux, Head of Learning
Report Author: Tel: E-mail:	Nathan Blanchard, Project Manager (Holyhead THI) x2047 npbpl@ynysmon.gov.uk
Local Members: (Caergybi Ward)	Cllr John Arwel Roberts Cllr Robert Llewelyn Jones Cllr Raymond Jones

A –Recommendation/s and reason/s
<p>The recommendations are for the Executive’s approval for:</p> <ol style="list-style-type: none"> 1. The designation of the Holyhead Market Hall Hub as a ‘Campus Development’, due to its emerging nature as a multiple service and user site 2. The preparation and submission of capital bids and acceptance of grant offers from external funding bodies for the development of the Holyhead Market Hall Hub, in consultation with Finance. <p>Reasons:</p> <ol style="list-style-type: none"> 1. The Market Hall Hub project forms an integral element of the Viable & Vibrant Places (VVP) programme as a turnkey regeneration project for Holyhead town centre, approved by the Executive on 17th March 2014. The project is not anticipated to be completed until mid 2018, with further development work currently underway to clarify detailed design, operational and management issues. <p>The Head of Learning is the designated SRO for the project, supported by a cross-service team including representatives from Property, Libraries, Economic Development and Planning Services.</p> <p>As a brief summary the project involves transforming a long term derelict and disused former Market Hall, a Grade II Listed Building, at the heart of Holyhead’s town centre adjacent to the main retail and commercial core. Occupying a prominent location, it has been identified as a key heritage asset for regeneration within the historic core quarter. The Campus development will involve the refurbishment and conversion of this long</p>

vacant building to house a relocated town Library, a local history centre, training and education uses and flexible spaces for other potential users, including other Council services and a 'touchdown' point for staff, as well as a potential Welsh language centre, related to the Energy Island programme. This project will enable the Council to better deliver services while meeting wider aims related to poverty, housing, education and skills agendas. The proposals include the creation of a new mezzanine level to create additional internal space to support long term viability, with a publicly accessible core and surrounding ancillary uses.

The development of the Market Hall secures a number of key benefits, beyond the regeneration of a derelict listed building, including:

- ensures a long term solution to the deteriorating condition of the existing Holyhead Library building, with a minimal capital outlay by the Council,
- provides a sizeable increase in Library floorspace with little appreciable uplift in running costs, which integrates a number of passive energy saving measures,
- frees up a site with potential 'marriage value' to the adjoining Ysgol y Parc creating added value for its disposal linked to the schools modernization programme,
- addresses likely population growth and demand, future-proofing Library service provision linked to Energy Island strategic developments
- accords with strategies and initiatives for the Town Centre and the wider economy, in which the building is identified as a turn-key regeneration project
- provides educational opportunities for telling the story of Holyhead's rich history to schools, the wider community and visitors while providing links to other locations of interest in the vicinity
- Effectively utilises external public sector funding sources to deliver the project

As part of the business planning exercise for the building, being undertaken by the same consultants who supported the creation and growth of Galeri in Caernarfon, it has become apparent that due to the variety of potential internal and external users of the building it would place an inherent burden on one service's budget (Libraries) to take the lead responsibility for management, maintenance and running the building. In line with other larger Council buildings, with multiple services offered it is recommended the building be designated a 'Campus development', with the direct involvement of the Property & Estates team.

Based on the project's Business Plan for day to day operations the Revenue implications, on completion of the capital element of the project, for the Council from Financial Year 2018/19 are considered minimal and currently estimated at £13,268 per annum. This figure is based on a 20 year maintenance plan cost and by annualizing that figure over the period leads to the estimated revenue cost. However, especially in the early years of the site's operation this level of investment is unlikely to be required. While this is an increase of c10% to the existing revenue costs in comparison to the existing current non-salary costs of Holyhead Library, these additional costs largely relate to the maintenance of the larger building, accommodating a wider range of potential Council services and external users.

Given the increase in useable floorspace from 500sqm of the current Library building to approximately 1,550sqm in the Market Hall Hub of useable space, indicate considerable economies have been achieved in costs per square metre through careful design and business planning.

This Business Plan is currently under further review, following discussions with other Council services and potential users and is being further refined to address risks, determine what further opportunities exist to potentially reduce the likely additional Revenue requirement identified and refine mitigation measures. However, in order to submit the detailed capital bid to the Heritage Lottery Fund (HLF) by the 10th December 2015 deadline, agreement is required by the Executive to this aspect of the project to provide reassurance over future management and maintenance, given the HLF's envisaged £2.375m investment in the building.

As part of the project, a three year full time post supported fully by external funding will be created to support activities and encourage the use of the building, as a principal mitigation measure to tackle potential lack of occupancy from external users. Between now and Financial Year 2018/19, when the building is envisaged to open, the Business Plan will be kept under review to ensure opportunities are maximized and risks managed, as reflected in our Master programme for the project.

The positive nature of discussions to date, even against the backdrop of changes in public services, has given sufficient confidence and creates opportunities for new forms of service delivery from Financial Year 2018/19 reflecting the transformation agenda. The revised Business Plan will underpin a detailed capital grant application to the Heritage Lottery Fund in early December 2015.

Furthermore, it is anticipated from 2020, s106 contributions of up to £400,000 from the Land & Lakes development will start to support the revenue costs and Library service provision in Holyhead, leading to opportunities for potential savings in the medium term, once the development commences.

2. The Executive on the 17th March 2014 delegated certain aspects of the VVP programme's delivery to the Board, including *b) submit individual Holyhead VVP project funding bids, and accept VVP project funding offers, subject to consultation with the Head of Finance.*

A number of external sources of funding have been identified that can support c.98% of the capital costs of the project, including VVP, the Heritage Lottery Fund, Cadw, Cymal (now MALD) and ERDF amongst others. Following the agreement of SLT in December 2014 a number of initial successful grant application submissions have been made to the principal funders. We are now preparing further detailed submissions in order to move from in-principle support to fully secure capital contributions from these various funders, who often request specific democratic authorisation as part of the application process.

The recommendation is for the Executive's approval for the preparation and submission of capital bids and acceptance of grant offers from external funding bodies for the development of the Holyhead Market Hall Hub, in consultation with Finance, in line with the proposals set out in the Capital Plan process.

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

While the project is not due to commence until mid 2016 and not completed until mid 2018, it is felt key decisions need to be taken by Executive to ensure the successful development of the project and in order for the Council to meet key external capital funding deadlines.

The Library Service could not sustainably operate a building of the Market Hall's scale on its own due to staffing levels. An inherent part of the business plan was to secure a mix of other internal or external users that could supplement the income and cover the additional costs of the larger building. Following positive discussions with potential internal and external users it is felt there is sufficient confidence and support to continue the development of the project as a 'Campus development'.

A 'do nothing' option was considered in which the library remained in its current premises and the Market Hall was not conserved. The current library building faces severe maintenance challenges and its retention would be likely to incur extensive costs of repair and renewal, which would not attract external funding support, and thereby the costs of which would be incurred solely by the Council and its own capital contributions across future years. This option would also leave the Market Hall under significant threat of loss and would not enable the range of benefits of the project to be realised.

C – Why is this a decision for the Executive?

The matter was reserved by the s151 Officer in a previous Planning & Orders Committee Report of 4th March 2015 for the Executive's approval.

Funding bodies often request specific democratic authorisation as part of their grant application process.

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

Yes, this project accords with the Corporate Plan priorities:

B Regenerating our Communities and Developing the Economy

- **B1** The Market Hall project has been directly supported by Welsh Government's investment through the VVP in improving the infrastructure of Holyhead town centre

and potentially supporting local companies through the procurement process, as a major community benefit

- **B2** The next few years will see new opportunities as the Destination Management Plan for the Island and a range of investments open the potential for many more visitors and the renewal and growth of the visitor economy. At the moment the town has no effective tourist or visitor information offer. The Market Hall brings the opportunity to make a superb welcome point and information, as well as an introduction to the town and Holy Island, on a sustainable economic basis.
- **B4** Reusing a derelict listed building in the commercial core of the town, utilising Planning powers will remove the negative impacts and assist in securing wider community benefits through a repaired and in use key historic building.

C Improving Education, Skills and Modernising our Schools

- **C2.2** Raise the standards of and modernising schools through facilitating the disposal of the existing Library site with potential marriage value; supporting the creation of the Cybi site Primary School development and synergies in operation.

E Transforming our Leisure and Library Provision

- **E4** The initial stages of the revised Library model currently being consulted upon, will respond to Holyhead as the largest centre of population on the Island. The proposed project will future proof Library provision in responding to the positive impacts of the Energy Island initiative.

F Becoming Customer, Citizen and Community Focused

- **F3** The current Holyhead Library building requires significant investment if it is to respond to the likely local population growth and demands. These costs would have to be borne solely by capital provision by the Council. While the proposed project creates a more integrated approach to cross service working, co-location and collaboration, while being funded through external grant.

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

Yes, the capital element of the proposals have been considered as part of the Capital Plan process and is recommended for approval on the 9th November 2015 to the Executive.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT)	Fully supportive of the report.

	(mandatory)	
2	Finance / Section 151 (mandatory)	Happy with the recommendation to the Executive that the scheme moves to the next stage.
3	Legal / Monitoring Officer (mandatory)	The matter is one for the Executive to decide upon and, provided there is no commercially confidential information in the report, then it may be presented as a public item.
4	Human Resources (HR)	
5	Property	Generally pleased that you have considered the long term maintenance costs for the new building, unfortunately this isn't always the case.
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)		
1	Economic	Positive contribution to local economy expected through capital investment and adding value to town centre regeneration, and enabling redevelopment of existing library site
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other (Corporate Assets Transformation Manager)	This development will also support what Smarter Working is trying to do about taking the service's closer to our customers which for many services are in Holyhead. What this project proposes will provide a perfect base for them, which is desperately needed, whilst at the same time helping to ensure full use of the asset.

F - Appendices:

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

Extract of Summary of consultation, activity and business plan "A new life for Holyhead Market Hall" December 2014

Market Hall Master programme

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NOT FOR PUBLICATION

**Moderneiddio Ysgolion Môn – Ysgol newydd yng Ngogledd Orllewin Môn
Modernising Anglesey Schools – New School in North West Anglesey /**

PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

<p>Paragraff 14 Atodlen 12A Deddf Llywodraeth Leol 1972 Paragraph 14 Schedule 12A Local Government Act 1972</p>	
<p>Y PRAWF – THE TEST</p>	
<p>Mae yna fudd i'r cyhoedd wrth ddatgan oherwydd / There is a public interest in disclosure as:-</p> <p>Mae'r ABLI sy'n atodol yn cynnwys gwybodaeth masnachol sensitif am y prosiect.</p> <p>The attached FBC contains commercial sensitive information.</p>	<p>Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Gwybodaeth yn ymwneud â materion ariannol neu fasnachol unigolyn penodol (gan gynnwys yr Awdurdod sy'n dal y wybodaeth).</p> <p>Information relating to the financial or business affairs of any particular of any particular person (including the authority holding that information).</p>
<p>Argymhelliad: *Mae budd y cyhoedd wrth gadw'r eithriad yn llai o bwys na budd y cyhoedd wrth ddatgelu'r wybodaeth [* dilewch y geiriau nad ydynt yn berthnasol]</p> <p>Recommendation: *The public interest in maintaining the exemption does not outweigh the public interest in disclosing the information. [*delete as appropriate]</p>	

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