

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

Ffôn / tel (01248) 752500
Ffacs / fax (01248) 750839

RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWAITH	THE EXECUTIVE
DYDD LLUN 8 CHWFROR 2016 10.00 o'r gloch	MONDAY, 8 FEBRUARY 2016 10.00 am
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER, COUNCIL OFFICES, LLANGFNI
Swyddog Pwyllgor	Ann Holmes 01248 752518 Committee Officer

Annibynnol/Independent

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

Plaid Lafur/Labour Party

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

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

Aled Morris Jones

COPI ER GWYBODAETH / COPY FOR INFORMATION

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

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

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

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

A G E N D A

1 DECLARATION OF INTEREST

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

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

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

3 MINUTES (Pages 1 - 8)

To submit for confirmation, the draft minutes of the meeting of the Executive held on 25th January, 2016.

4 THE EXECUTIVE'S FORWARD WORK PROGRAMME (Pages 9 - 22)

To submit the report of the Head of Democratic Services.

5 SCRUTINY OUTCOME PANEL: 2015/16 EFFICIENCY SAVINGS (Pages 23 - 46)

To submit the report of the Scrutiny Outcome Panel on the 2015/16 efficiency savings.

6 BUSINESS RATES DISCRETIONARY RELIEF POLICY FOR CHARITIES AND NON-PROFIT MAKING ORGANISATION 2016/17 (Pages 47 - 54)

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

7 GYPSY TRAVELLERS ACCOMMODATION NEEDS ASSESSMENT (Pages 55 - 144)

To submit the report of the Head of Housing Services.

8 RENT AND SERVICE CHARGE FOR COUNCIL TENANTS 2016-17 (Pages 145 - 158)

To submit the report of the Head of Housing Services.

9 TRANSFORMATION OF THE LIBRARY SERVICE (Pages 159 - 192)

To submit the report of the Head of Learning.

10 TRANSFORMATION OF THE YOUTH SERVICE (Pages 193 - 210)

To submit the report of the Head of Learning.

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11 LICENSING POLICY (Pages 211 - 258)

To submit the report of the Head of Planning and Public Protection.

12 EXCLUSION OF THE PRESS AND PUBLIC (Pages 259 - 260)

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”.

13 CAPITA ONE (Pages 261 - 266)

To submit the report of the Head of Learning.

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THE EXECUTIVE

Minutes of the meeting held on 25 January 2016

- 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,
Head of Function (Resources)/Section 151 Officer,
Head of Democratic Services (Item 5),
Head of Learning (Item 11),
Head of Highways, Waste & Property (Item 8),
Chief Waste Management Officer (Item 8),
Committee Officer (MEH).
- ALSO PRESENT:** Councillors Lewis Davies, Jeff Evans, Ann Griffith, John Griffith, T.Ll. Hughes, T.V. Hughes, Llinos M. Huws, Alun Mummery, Bob Parry OBE, Dylan Rees, Nicola Roberts.
- APOLOGIES:** None.

1 DECLARATION OF INTEREST

Councillor H.E. Jones stated that he has previously 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 meetings of the Executive held on 30 November and 14 December, 2015 were presented for confirmation.

It was resolved that the minutes of the previous meetings of the Executive held on the following dates be approved:-

- 30th November, 2015
- 14th December, 2015

4 MINUTES FOR ADOPTION

The draft minutes of the Corporate Parenting Panel held on 7th December, 2015 were presented for adoption by the Executive.

The Chair referred to the increased pressures on the Children's Services and considered that the matter needs to be addressed. The Chief Executive stated that a report will be submitted to the Executive in due course in respect of this matter.

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

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 February to September, 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 Programme

Item 2 – Scrutiny Outcome Panel : 2015/16 Efficiency Savings scheduled for 8 February, 2016.

Item 11 – Treasury Management Strategy 2016/17 scheduled for 7 March, 2016.

Item 12 – Financial Reserves scheduled for 7 March, 2016.

Item 14 – Charges for non-residential services scheduled for 7 March, 2016.

Item 15 – Standard Charge for Council Care Homes 2016/17 scheduled for 7 March, 2016.

Item 16 – Independent Sector Residential and Nursing Home Fees 2016/17 scheduled for 7 March, 2016.

Item 17 – Charges for independent home care services 2016/17 scheduled for 7 March, 2016.

Item 20 – Welsh Language Policy scheduled for 14 March, 2016.

Item 21 – Strategic Equality Plan 2016-2020 scheduled for 14 March, 2016.

Item 22 – Annual Equality Report 2014/15 scheduled for 14 March, 2016.

Item 24 – Partnerships Policy scheduled for 14 March, 2016.

Item 30 – Final Report of the Scrutiny Outcome Panel : Debt Management scheduled for 25 April, 2016.

Item 31 – Anti Social Behaviour scheduled for 25 April, 2016.

Item 32 – Annual Delivery Document (Improvement Plan) 2016/17 scheduled for 25 April, 2016.

Item 36 – Corporate Scorecard – Quarter 4, 2015/16 scheduled for May 2016.

Item 37 – 2015/16 Revenue and Capital Budget Monitoring Report – Quarter 4 scheduled for May 2016.

Item 38 – The Council's Corporate Asset Management Plan (Land and Buildings) Action Plan schedule for May 2016.

Item 40 – Revenue/Capital – 215/16 Final Accounts scheduled for June 2016.

Item 43 – Annual Performance Report – 2015/16 scheduled for September 2016.
Item 44 – Corporate Scorecard – Quarter 1, 2016/17 schedule for September 2016.
Item 45 – 2016/17 Revenue and Capital Budget Monitoring Report – Quarter 1 scheduled for September 2016.

Slippage on the Work Programme

Rescheduled to 8 February, 2016 - Item 6 – Llawr y Dref, Llangefni – Business Case.

Rescheduled to 14 March, 2016 – Item 28 – Housing Revenue Account 30 year Business Plan 2016 -2046 and HRA Housing Capital Programme 2016 to 2017.

Rescheduled to 25 April, 2016 – Item 33 – Common Allocations Policy.

Rescheduled to 25 April, 2016 – Item 34 – Transformation of the Culture Service.

It was resolved to confirm the Executive’s updated Forward Work Programme for the period from February, 2016 to September, 2016 subject to the changes outlined at the meeting.

6 PROCUREMENT STRATEGY AND POLICY

The report of the Head of Function (Resources)/Section 151 was presented in respect of the above.

The Portfolio Holder (Finance) stated that this is an update report which has arisen from the Executive decision held on 20 April, 2015 to approve the Procurement Strategy and Policy and to update the Executive on how successful the Strategy had been in engaging local businesses in the procurement process. He hoped that all services within the Council will use the Procurement Service on a regular basis during their everyday work to enable a more effective system possible for the Authority.

The Chair welcomed the report but asked that work needs to be done to speed up the process of assuring that local business are able to tender for work from the Authority.

It was RESOLVED to note the contents of the report and to note the progress made to date in developing and implementing a procurement strategy and policy.

7 LLANGEFNI SKATE PARK - LAND LEASE AGREEMENT

The report of the Head of Economic and Community Regeneration was presented in respect of the above.

The Chair stated that following the removal of the previous Skate Park by the County Council on land at Plas Arthur Leisure Centre, a commitment was made to the Llangefni Social Enterprise that its reinstatement would be supported by the County Council whatever capacity and resources would allow.

The Portfolio Holder (Finance) said that he fully supported the recommendations within the report and supported the work done by the Llangefni Social Enterprise to progress the skate park. He stated that he wished to see that any agreement as noted within the report, should include any public liability insurance with regard to the skate park and that Llangefni Town Council support the Social Enterprise Group.

Councillor Dylan Rees as one of the local members and Chair of the Project Group, wished to thank the Officers for the work which has entailed regarding this project and supported the recommendations within the report. He noted that it is hoped that Urban Sports Park can be supported in Llangefni and that it will be a destination site for the whole Island.

Councillor Nicola Roberts as one of the local members also wished to thank the Officers for their support and advice with regard to this project. She further stated that she would like to see the facility being called the Urban Sports Park. The Llangefni Social Enterprise has worked hard to have this project in place for Llangefni and it is hoped that the Llangefni Town Council will support such a venture as it will be valuable asset for the community.

It was RESOLVED :-

- **To forgo the requirement of open marketing and the need to obtain a market rent as per the Council's Asset Management Policy and Procedures and to offer the Llangefni Skate Park Group a 25 year lease at a nominal rent;**
- **That the lease will require the tenant to hold a valid Public Liability Insurance and will indemnify the Council against any claims throughout the period of the lease;**
- **The lease will require Llangefni Town Council to act as guarantor in the event of a default or failure by the Llangefni Skate Park Group;**
- **The tenant will be liable to clear the site at the end of term, removing any equipment and making good any damage.**

8 WEEKLY WASTE COLLECTION - OPTIONS APPRAISAL

The report of the Head of Highways, Waste and Property was presented with regard to the above.

The Portfolio Holder (Highways, Property and Waste Management) reported that changes to the black bin waste collection must be addressed to avoid heavy fines, reach the Welsh Government recycling target and improve the environment. By 2019/20 Anglesey's Welsh Government recycling target is 64% of its municipal waste and 70% by 2024/25. Changing the current collection systems would encourage households on Anglesey to recycle more as well as reduce the cost of dealing with residual waste. Households will still receive a weekly collection of dry recycling (red and blue boxes) and food waste (brown bin) and a fortnightly collection of green garden waste (green bin together with an extra 55 litre box for the weekly collection of mixed plastics. He further stated that over 75% of the

waste produce in the home is recyclable and a high level of recyclable materials are thrown into the black bin.

The Partnership and Regeneration Scrutiny Committee considered the matter at their meeting held on 12 November, 2015 when all members of the Council were invited. The Scrutiny Committee favoured a three weekly collection and thereafter a public consultation process was undertaken which also favoured a three weekly collection rather than a four weekly collection of residual waste, with the collection of food waste, green waste and recyclate staying the same, but increased capacity would be provided for collecting recyclate. Whilst the financial savings from implementing three weekly collection (Option 2a) are minimal it is hoped that it will achieve around 68% recycling targets which may avoid having a four weekly collection in the future.

A capital sum of £509k will be required to purchase additional recycling bins to collect all types of plastics; purchase a new baler for collected plastics at the Gwalchmai Recycling Site and also to fund additional work for consultants to encourage the public to increase recycling. It is hoped that external funding can be provided from external sources (Holyhead VVP and WRAP) to purchase around 12,000 trolley boxes which can be distributed during 2016 in the Holyhead area and elsewhere. Additional funding from WRAP will be requested for 2017/18.

Members of the Executive supported the recommendations within the report as the Welsh Government recycling target must be achieved to avoid immense fines. It was stressed that the education of people with regards to recycling and the possible fines imposed for disposing of residual waste needs to be at the forefront to meet the WG recycling targets.

It was RESOLVED :-

- **To implement a three weekly residual waste collection from October 2016 onwards to achieve recycling targets, avoid heavy fines and to improve the environment;**
- **To provide £509k capital funding to purchase new recycling boxes, a new plastic baling machine and to fund consultancy work to encourage greater recycling;**
- **That a staged introduction of stackable trolley boxes is introduced as funding becomes available;**
- **That four weekly collections of residual waste in the future could be avoided if three weekly collections achieves the recycling target i.e. 70%.**

9 IDENTIFYING AND DEVELOPING SUITABLE SITES FOR GYPSIES AND TRAVELLERS

The Chair stated that the Executive has decided to defer consideration of this item as another report on the Anglesey and Gwynedd Gypsy and Travellers Accommodation Needs Assessment 2016 is scheduled to be considered at the next meeting of the Executive.

He stated that he and the Chief Executive attended a public meeting arranged at

Llandegfan Village Hall last Friday which was convened following local concerns regarding the recommendation that a gypsy/travellers camp be located on a lay-by between Menai Bridge and Pentraeth. Concerns were raised at the meeting that no public consultation had been undertaken regarding the location of gypsy & travellers sites on the Island. The Chair stated that public consultation is an integral part of everything the Council does which has an effect on local communities. The Chair further stated that Officers will be requested to carry out further work in respect of the public consultation process regarding this item.

It was RESOLVED to defer consideration of the report to allow consultation on the issue of identifying and developing suitable sites for gypsies and travellers.

10 EXCLUSION OF 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”.

11 SCHOOLS MODERNISATION - STRATEGIC OUTLINE CASE/OUTLINE BUSINESS CASE FOR BRO RHOSYR AND BRO ABERFFRAW

The report of the Head of Learning was presented with the Combined Strategic Outline Case and Outline Business Case for the new primary school and refurbishment of Ysgol Brynsiencyn and Ysgol Parc y Bont in the Bro Rhosyr and Bro Aberffraw areas.

It was RESOLVED :-

- **To approve the combined Strategic Outline Case (SOC) and Outline Business Case (OBC) for the new Primary School in the Bro Rhosyr and Bro Aberffraw area;**
- **To approve the submission of the combined SOC/OBC to Welsh Government;**
- **To approve the sale of Ysgol Bodorgan and the School House, Ysgol Dwyran, Ysgol Niwbwrch and Ysgol Llangaffo once vacant, and for those capital receipts to be ring fenced for the construction of the new primary school, subject to no problems arising with selling the sites.**

The meeting concluded at 10.50 am

**COUNCILLOR IEUAN WILLIAMS
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	8 February 2016
Subject:	The Executive's Forward Work Programme
Portfolio Holder(s):	Cllr Ieuan Williams
Head of Service:	Lynn Ball Head of Function – Council Business / Monitoring Officer
Report Author: Tel: E-mail:	Huw Jones, Head of Democratic Services 01248 752108 JHuwJones@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>In accordance with its Constitution, the Council is required to publish a forward work programme and to update it regularly. The Executive Forward Work Programme is published each month to enable both members of the Council and the public to see what key decisions are likely to be taken over the coming months.</p> <p>The Executive is requested to:</p> <p>confirm the attached updated work programme which covers March – October 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.

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For information

2

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

Updated: 28 January 2016



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 12 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 **March – October 2016** is outlined on the following pages.

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THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: March – October 2016

Updated: 28 January 2016

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
MARCH 2016						
1	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
2	Treasury Management Strategy 2016//17 Adoption of strategy for the new financial year.	This is a matter for the Executive as it falls within the Council's Budget Framework.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 7 March 2016 10 March 2016
3	Financial Reserves To provide an update on the situation relating to financial reserves.	This is a matter for the full Executive as it provides assurance of current financial position.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive 7 March 2016
4	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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5 Charges for non-residential services 2016/17 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 7 March 2016	
6 Standard Charge for Council Care Homes 2016/17 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 7 March 2016	
7 Independent Sector Residential and Nursing Home Fees 2016/17 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 7 March 2016	
8 Charges for independent home care services 2016/17 Approval.	A collective decision is required as the matter involves material financial considerations.	Adults' Services	Alwyn Jones Head of Adults' Services Cllr Aled Morris Jones		The Executive 7 March 2016	

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9	Application to suspend Right To Buy (RTB) Approval.	Housing Services	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 7 March 2016	
10	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 14 March 2016	
11	Welsh Language Policy Approval of a policy which incorporates the Welsh Language Standards.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 14 March 2016	.. May 2016
12	Strategic Equality Plan 2016-2020 Approval.	Council Business	Huw Jones Head of Democratic Services Cllr Aled Morris Jones		The Executive 14 March 2016	
13	Annual Equality Report 2014/15 Approval.	Council Business	Huw Jones Head of Democratic Services Cllr Aled Morris Jones		The Executive 14 March 2016	

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14	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	
15	Partnerships Policy Approval.	This is a matter for the full Executive as it forms an integral part of the Council's governance arrangements.	Partnerships, Community and Service Improvement	Annwen Morgan Assistant Chief Executive – Partnerships, Community and Service Improvement Cllr Alwyn Rowlands	12 April 2016	Pwyllgor Gwaith 14 March 2016	
16	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	
17	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	

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18	Supporting People Commissioning Plan 2016-2019	The approval of the full Executive is sought before submitting the Commissioning Plan to Welsh Government.	Housing Services	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 14 March 2016	
19	Housing Revenue Account 30 year Business Plan 2016 – 2046 and HRA Housing Capital Programme 2016 to 2017 (S) Approval.	Decision to be taken by the full Executive. HRA Business Plan is a statutory document. Approval before submitting the Business Plan to Welsh Government.	Housing Services	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 14 March 2016	
APRIL 2016							
20	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive 25 April 2016	
21	Final Report of the Scrutiny Outcome Panel: Debt Management	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	14 March 2016	The Executive 25 April 2016	

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22 Anti Social Behaviour Approval of changes to the Officer Delegation Scheme in the Constitution to allocate powers within the Anti Social Behaviour Act 2014 to officers.	Recommendation to the Council to be made by the full Executive as this matter has not been delegated to any portfolio holder.	Council Business	Lynn Ball Head of Function – Council Business / Monitoring Officer Cllr Alwyn Rowlands		The Executive 25 April 2016	May 2016
23 Annual Delivery Document (Improvement Plan) 2016/17 Approval of report and recommendation to full Council.	Forms part of the Council's Policy Framework – a collective decision is required to make a recommendation to the full Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Alwyn Rowlands		The Executive 25 April 2016	May 2016
24 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.	Housing Services	Shan L Williams Head of Housing Services Cllr Aled Morris Jones		The Executive 25 April 2016	
25 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	12 April 2016	The Executive 25 April 2016	

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Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
MAY 2016						
26	The Executive's Forward Work Programme (S) Approval of monthly update.	The approval of the full Executive is sought to strengthen forward planning and accountability.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. May 2016
27	Corporate Scorecard – Quarter 4, 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	TBA	The Executive May 2016
28	2015/16 Revenue and Capital Budget Monitoring Report – Quarter 4 (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	TBA	The Executive May 2016
29	The Council's Corporate Asset Management Plan (Land and Buildings) – Action Plan Approval of action plan.	This is a matter for the full Executive in accordance with its decision on 14 December 2015.	Highways, Waste and Property	Dewi Williams Head of Highways, Waste and Property Cllr J Arwel Roberts		The Executive May 2016

* Key:

S = Strategic – key corporate plans or initiatives

O = Operational – service delivery

FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: March – October 2016

Updated: 28 January 2016

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
JUNE 2016						
30	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. June 2016	
31	Revenue / Capital – 2015/16 Final Accounts	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones		The Executive June 2016	
JULY 2016						
32	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. July 2016	
SEPTEMBER 2016						
33	The Executive's Forward Work Programme (S) Approval of monthly update.	Council Business	Huw Jones Head of Democratic Services Cllr Ieuan Williams		The Executive .. September 2016	

* Key:

S = Strategic – key corporate plans or initiatives

O = Operational – service delivery

FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: March – October 2016

Updated: 28 January 2016

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
34 Annual Performance Report - 2015/16 (S) Approval of report and recommendation to full Council.	Forms part of the Council's Policy Framework - a collective decision is required to make a recommendation to the full Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Alwyn Rowlands		The Executive September 2016	September 2016
35 Corporate Scorecard – Quarter 1, 2016/17 (S) Quarterly performance monitoring report.	This is a matter for the full Executive as it provides assurance of current performance across the Council.	Corporate Transformation	Scott Rowley Head of Corporate Transformation Cllr Alwyn Rowlands	TBA	The Executive September 2016	
36 2016/17 Revenue and Capital Budget Monitoring Report – Quarter 1 (S) Quarterly financial monitoring report.	This is a matter for the full Executive as it provides assurance of current financial position across the Council.	Resources	Marc Jones Head of Function – Resources / Section 151 Officer Cllr Hywel Eifion Jones	TBA	The Executive September 2016	
37 Transformation of Library Service Following statutory consultation, decide on the structure and nature of the service from April 2017 onwards.		Lifelong Learning	Delyth Molyneux Head of Learning Cllr Kenneth P Hughes		.. September 2016	

* Key:

S = Strategic – key corporate plans or initiatives

O = Operational – service delivery

FI = For information

THE EXECUTIVE'S FORWARD WORK PROGRAMME

Period: March – October 2016

Updated: 28 January 2016

Subject & *category and what decision is sought	Decision by which Portfolio Holder or, if a collective decision, why	Lead Service	Responsible Officer/ Lead Member & contact for representation	Pre-decision / Scrutiny (if applicable)	Date to Executive or, if delegated, date of publication	Date to Full Council (if applicable)
OCTOBER 2016						
38	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 .. October 2016

* Key:
 S = Strategic – key corporate plans or initiatives
 O = Operational – service delivery
 FI = For information

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	THE EXECUTIVE
Date:	8 February, 2016
Subject:	Scrutiny Outcome Panel: Efficiency Savings (2015/16) – FINAL REPORT
Portfolio Holder(s):	Not Applicable
Head of Service:	Not Applicable
Report Author: Tel: E-mail:	Scrutiny Outcome Panel of the Corporate Scrutiny Committee care of: Anwen Davies, Interim Scrutiny Manager AnwenDavies@anglesey.gov.uk
Local Members:	Not Applicable

A –Recommendation/s and reason/s
<p>1. BACKGROUND</p> <p>1.1 Whilst considering the Final Report of the Scrutiny Outcome Panel: Efficiency Savings (2014/15), the Executive¹ resolved that a panel of members should continue to monitor the savings proposed by the service directorates into the current year by monitoring on a quarterly basis the 2015/16 budget;</p> <p>1.2 There was delay before the Scrutiny Outcome Panel convened for the first time and sickness absence in the Democratic Services Unit had a bearing on the timeframe and progress with this work-stream. The Panel began its work at the beginning of September, 2015.</p> <p>2. METHODOLOGY, SCOPE AND OBJECTIVES</p> <p>2.1 Methodology – the review was structured in accordance with the Authority’s policy framework² which included the development of a scrutiny project plan using some elements of Project Management methodology³ in order to ensure robustness to the structure of the review by the Panel. A total of 8 meetings were held of the Panel over a period of 4 months (between September, 2015 and January, 2016);</p> <p>2.2 Inputs: there had been inputs from the following officers during the review:</p> <ul style="list-style-type: none"> • Head of Function (Resources)/Section 151 Officer; • Accountancy Services Manager;

¹ The Executive at its meeting convened on 20 April, 2015

² Handbook for Scrutiny Members

³ PRINCE2

- Head of Adults' Services;
- Head of Service (Highways, Waste and Property);
- Chief Waste Management Officer;
- Chief Engineer – Traffic & Transportation;
- Head of Service (Planning & Public Protection);
- Planning Built & Natural Environment Manager.

2.3 Scope and Objectives: at the outset, there had been consideration of two possible options around the exact focus of the Panel's work. The first option encompassing further examination of the Authority's progress in achieving its 2015/16 efficiencies and the second option concerned with examining the impact of the efficiencies strategy adopted by the Council on customers, citizens and communities. The first option was favoured. The Terms of Reference adopted by the Panel details the objectives, scope and desired outcomes of the Review.

2.4 Panel Membership:

- Cllrs R Meirion Jones (Chair), Llinos Medi Huws & T Victor Hughes;
- Marc Jones, Head of Function (Resources)/Section 151 Officer;
- Bethan Hughes Owen, Accountancy Services Manager;
- Anwen Davies, Interim Scrutiny Manager.

2.5 Additional observations from the Panel: in reflecting on its work, the Panel noted some observations:

- That lessons had been learned regarding the working arrangements underpinning scrutiny panels with significant progress having been made over the past months to establish new working practices and report format;
- The Panel had undertaken a comprehensive piece of scrutiny work during 2014/15 under challenging circumstances (little information available supporting efficiency targets, the absence of robust project management arrangements and risk assessments);
- The new process introduced to support the work of completing scrutiny panel reports which now included a stronger alignment with the Senior Leadership Team had been welcomed.

3. PANEL CONCLUSIONS AND RECOMMENDATIONS

The Panel came to 5 main conclusions:

3.1 CONCLUSION 1: There was increased confidence in the robustness of finance systems and working practices supporting implementation of the Authority's efficiencies programme;

3.2 CONCLUSION 2: A significant percentage of the work-streams were on track to fully

meet their efficiency targets by year end;

3.3 CONCLUSION 3: Actual levels of savings being delivered were in line with projections with exception to 8 work-streams;

3.4 CONCLUSION 4: There were outstanding workforce issues arising mainly from the Job Evaluation process which had impacted on 3 efficiency work-streams resulting in slippage and projected under-achievement by year end;

3.5 CONCLUSION 5: The scrutiny model and approach on budgetary issues should change to the future.

The attached Final Report (APPENDIX 1) details the considerations and observations of the Panel together with the 7 individual recommendations agreed by the Panel.

4. TIMELINE FOR REMAINING MILESTONES OF PROCESS

DATE	MILESTONE
08/02/16	The Executive – accept the Final Report with a recommendation to approve the 5 main conclusions and the 7 individual recommendations.
By end of February, 2016	Publication of Final Report – on the Council's website.

5. RECOMMENDATIONS

The Executive is requested to:

5.1 Approve the Final Report together with its 5 main conclusions and 7 individual recommendations.

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

Not Applicable.

C – Why is this a decision for the Executive?

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

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

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

Not known.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	<p>The Final Report of the Scrutiny Outcome Panel was considered by the Senior Leadership Team at its meeting on 13/01/16 and the following observations were submitted:</p> <ul style="list-style-type: none"> i. Accept the contents of the report by the Scrutiny Outcome Panel; ii. CONCLUSION 1: note the increased confidence in the robustness of finance systems and working practices. Reviewing the potential efficiencies that could be delivered through the Procurement Strategy (R1.1) and the ongoing monitoring of delivery of the Council's efficiencies to the future (R1.2) to receive attention as part of the SLT's work programmes; iii. CONCLUSION 2: ensuring robust and continued monitoring of the current efficiency work-streams to year end to receive attention as part of the SLT's work programmes; iv. CONCLUSION 3: ensuring robust challenge of proposed efficiency proposals and sufficient robustness to project management arrangements underpinning significant, transformational efficiency proposals is acknowledged; v. CONCLUSION 4: ensuring workforce issues with efficiency work-streams are well planned and addressed in a timely manner is acknowledged; vi. CONCLUSION 5: support Members in reshaping the Scrutiny input on budgetary matters.
2	Finance / Section 151 (mandatory)	The Head of Function (Resources)/ S151 Officer and Accountancy Services Manager have contributed as core members of the Panel and were consulted on the draft report. Their observations have been reflected in the Final Report.
3	Legal / Monitoring Officer (mandatory)	No observations.
4	Human Resources (HR)	The Head of Profession (Human Resources) was consulted on the content of the draft

		Panel report and her observations have been reflected in the Final Report.
5	Property	The Head of Service (Highways, Waste & Property) contributed to the work of the Panel and was consulted on the content of the draft Panel report.
6	Information Communication Technology (ICT)	
7	Scrutiny	<p>Whilst considering the Final Report of the Scrutiny Outcome Panel: Efficiency Savings (2014/15), the Executive at its meeting of 20/04/15 resolved that a panel of members should continue to monitor the savings proposed by the service directorates into the current year by monitoring on a quarterly basis the 2015/16 budget.</p> <p>The Corporate Scrutiny Committee considered the report at its meeting on 01/02/16 and resolved as follows:</p> <ol style="list-style-type: none"> 1. Approve the Final Report together with its 5 main conclusions and 7 individual recommendations; 2. That the Final Report be submitted to The Executive at its meeting on 8 February, 2016.
8	Local Members	Not Applicable.
9	Any external bodies / other/s	Not Applicable.

E – Risks and any mitigation (if relevant)

1	Economic	Not Applicable.
2	Anti-poverty	Not Applicable.
3	Crime and Disorder	Not Applicable.
4	Environmental	Not Applicable.
5	Equalities	Not Applicable.
6	Outcome Agreements	Not Applicable.
7	Other	Not Applicable.

F - Appendices:

Scrutiny Outcome Panel: 2015/16 Efficiency Savings – Final Report.

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

Chair of the Scrutiny Outcome Panel c/o Anwen Davies, Interim Scrutiny Manager, Isle of Anglesey County Council, Council Offices, Llangefni. LL77 7TW.



**SCRUTINY OUTCOME PANEL:
2015/16
EFFICIENCY SAVINGS
FINAL REPORT**



Acknowledgements

We would like to thank the following who gave freely of their time during this review. Their engagement, participation and contributions facilitated the task to hand, making it possible for the Panel to complete the appraisal within timescale. We also wish to acknowledge the fact that we were given unlimited access to all data sources, literature and documentation, enabling a full and comprehensive review of the key elements of the Council's corporate and individual service level processes and procedures for managing budget efficiencies:

- Marc Jones, Head of Function (Resources)/Section 151 Officer;
- Bethan Hughes Owen, Accountancy Services Manager;
- Richard Micklewright, Interim Head of Function (Resources)/Section 151 Officer;
- Alwyn Jones, Head of Adults' Services;
- Dewi R Williams, Head of Service (Highways, Waste & Property);
- Meirion P Edwards, Chief Waste Management Officer;
- Dewi W Roberts, Chief Engineer – Traffic & Transport;
- Jim Woodcock, Head of Service (Planning & Public Protection);
- Dave A Riley, Chief Public Protection Officer;
- Glyn E Jones, Planning Built & Natural Environment Manager.

Why this matters?



Councillor R Meirion Jones

Foreword by the Panel Chair

There is no value in listing efficiency savings in a Budget if those efficiency savings are not delivered.

On 20 April a Scrutiny Outcome Panel report on '2014/15 Efficiency Savings' was submitted to the Executive Committee which resolved to accept the recommendations therein, including that Scrutiny continues to monitor the Budget and the Efficiency Savings in particular.

In the Corporate Plan for 2013 - 2017, the Council states under the heading "Our Aim for 2017":

"The aim for Anglesey Council is that by 2017 we will be a professional and well-run council, innovative and outward looking in our approach, committed to developing our people and partnerships in order to deliver efficient and effective services of good quality, that are highly valued by our citizens....."

Anglesey, like all other local authorities, is facing significant pressures on budgets and has to focus on greater efficiencies. This will inevitably mean a change to the services we provide and the way in which they are delivered. The Council will therefore work with citizens to change the way we all think about the respective responsibilities of the Council, communities and individuals.... "

The Annual Scrutiny Report of May 2015 refers to the Williams Report and the need to "acknowledge the importance and value of scrutiny in improving services for people and organizations...." The Williams Report makes a number of statements in support of the scrutiny process including "Organizations must regard scrutiny as an investment to deliver improvements and future savings." We hope that our work through this report will contribute to the above mentioned "value of scrutiny", "improvements" and "savings".

I believe that we are making progress as an Authority and last year's work is a good foundation for our current work. The work of the Panel in 14/15 was very different from the Panel's work this year and the system has now matured. We have benefited from the previous work. Efficiency savings are being achieved and the monitoring work is having a positive impact. I would therefore like to present this report.

I would like to extend my sincere thanks to the members of the Panel for their time, commitment and ideas and to the Panel's Officer for her thorough and timely work and to all those who have contributed to the work of the Panel and the contents of this report.

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FULL REPORT OF THE PANEL

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APPENDIX

Terms of Reference: Scrutiny Outcome Panel	APPENDIX 1
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1. EXECUTIVE SUMMARY

1.1 Objectives and Scope of the Review

To look in greater detail at the Authority's progress in achieving its efficiency strategies/targets for 2015/16 by posing the following key questions:

- i. Had the efficiency savings been delivered?
- ii. Had the savings been delivered to timescale?
- iii. Were there robust project management arrangements in place?
- iv. What arrangements were in place to manage risks associated with the Efficiencies Strategy?
- v. What were the then current risks in terms of meeting our efficiency targets?
- vi. To what degree were the actual efficiencies being delivered as opposed to use of other sources of efficiencies to meet Service targets?
- vii. Were actual levels of savings in line with projections?
- viii. Were there any workforce issues arising that needed to be taken into account?

1.2 Methodology/Evidence/Inputs considered.

The review was structured in line with the Authority's policy framework¹. This included a scrutiny project plan using some elements of Project Management methodology² to ensure robustness to the structure of the review by the Panel. Eight meetings were held of the Panel over a period of 4 months (between September, 2015 and January, 2016).

1.3 Membership of the Scrutiny Outcome Panel

- Councillor R. Meirion Jones (Chair);
- Councillor Llinos Medi Huws;
- Councillor T Victor Hughes;
- Richard Micklewright, Interim Head of Function (Resources) & Section 151 Officer (until 28/09/15);
- Marc Jones, Head of Function (Resources) & Section 151 Officer (from 14/10/15);
- Bethan Hughes Owen, Accountancy Services Manager;
- Anwen Davies, Interim Corporate Scrutiny Manager.

1.4 Conclusions

CONCLUSION 1: There was increased confidence in the robustness of finance systems and working practices supporting implementation of the Authority's efficiencies programme.

CONCLUSION 2: A significant percentage of the work-streams were on track to fully meet their efficiency targets by year end.

CONCLUSION 3: Actual levels of savings being delivered were in line with projections with exception to 8 work-streams.

¹ Detailed in the Handbook for Scrutiny Members.

² PRINCE2

CONCLUSION 4: There were outstanding workforce issues arising mainly from the Job Evaluation process which had impacted on 3 efficiency work-streams resulting in slippage and projected under-achievement by year end.

CONCLUSION 5: The scrutiny model and approach on budgetary issues should change to the future.

1.5 **Recommendations**

The Panel recommends the following to the Executive:

1. There was increased confidence in the robustness of finance systems & working practices supporting implementation of the Authority’s efficiencies programme

NUMBER	RECOMMENDATION
1.1	The Executive and Senior Leadership Team should continue to review the potential efficiencies that can be delivered through the Procurement Strategy.
1.2	Ongoing monitoring of delivery of the Council’s efficiencies to the future should be a matter for the Senior Leadership Team and Heads of Service (Refer also to Recommendation 5.1).

2. A significant percentage of the work-streams were on track to fully meet their efficiency targets by year end

NUMBER	RECOMMENDATION
2.1	The Senior Leadership Team to ensure robust and continued monitoring of the current efficiency work-streams to year end with particular priority to those currently projected to underachieve.

3. Actual levels of savings being delivered were in line with projections with exception to 8 work-streams

NUMBER	RECOMMENDATION
3.1	To the future, ensure robust challenge of efficiency proposals prior to approval by Elected Members - particularly in respect of transformational proposals.
3.2	Ensure sufficient robustness to project management arrangements underpinning significant, transformational efficiency proposals.

4. There were outstanding workforce issues arising mainly from the Job Evaluation process which had impacted on 3 efficiency work-streams resulting in slippage and projected under-achievement by year end

NUMBER	RECOMMENDATION
4.1	To the future, ensure that any workforce issues with efficiency work-streams are well planned and addressed in a timely manner allowing for delivery of work-streams to timescale.

5. The scrutiny model & approach on budgetary issues should change to the future

NUMBER	RECOMMENDATION
5.1	Reshape the Scrutiny input on budgetary matters to: <ul style="list-style-type: none">• Examine the subsequent financial year's budget setting process (rather than a retrospective look) and evidence added value through pre-decision Scrutiny;• Ensure a better alignment between the budget setting process, corporate performance management framework, service transformation and the contribution of Scrutiny;• Focus on the future vision of services and the impact on the following year's budget (within a 3 year cycle);• Further strengthen the quarterly budget monitoring process to include identifying future efficiency savings.

FULL REPORT OF THE PANEL

2. BACKGROUND

- 2.1 Whilst considering the Final Report of the Scrutiny Outcome Panel: Efficiency Savings (2014/15), the Executive³ resolved that a panel of members should continue to monitor the savings proposed by the service directorates into the current year by monitoring on a quarterly basis the 2015/16 budget;
- 2.2 There was delay before the Scrutiny Outcome Panel convened for the first time and sickness absence in the Democratic Services Unit had a bearing on the timeframe and progress with this work-stream. The Panel began its work at the beginning of September, 2015;
- 2.3 The Panel was mindful that finance was critical to the services councils deliver and there were far reaching effects to financial issues facing councils – both in terms of the services received and also the taxes or charges being paid⁴. Councils needed to think hard about the choices they faced and ask difficult questions about which services to offer in future and whether historic methods of service delivery remained appropriate;
- 2.4 When considering how individual Service budgets were agreed before the commencement of the new financial year, it was ascertained that all Member decisions on efficiencies had been actioned prior to the commencement of the current financial year – budgets reduced to reflect the actual savings approved. The underlying principle had been one of good governance and transparency.

3. METHODOLOGY, SCOPE AND OBJECTIVES

3.1 Membership of the Scrutiny Outcome Panel

- Councillor R. Meirion Jones (Chair);
- Councillor Llinos Medi Huws;
- Councillor T Victor Hughes;
- Richard Micklewright, Interim Head of Function (Resources) & Section 151 Officer (until 28/09/15);
- Marc Jones, Head of Function (Resources) & Section 151 Officer (from 14/10/15);
- Bethan Hughes Owen, Accountancy Services Manager;
- Anwen Davies, Interim Corporate Scrutiny Manager.

3.2 Objectives and Scope of the Review

At the outset, there had been consideration of two possible options around the exact focus of the Panel's work. The first option encompassing further examination of the Authority's progress in achieving its 2015/16 efficiencies and the second option concerned with examining the impact of the efficiencies strategy adopted by the Council on customers, citizens and communities. The first option was favoured. The Terms of Reference adopted by the Panel details the objectives, scope and desired outcomes of the Review (**APPENDIX 1**).

³ The Executive at its meeting convened on 20 April, 2015

⁴ Raising the Stakes: financial scrutiny in challenging times: A guide for Welsh local authorities (Centre for Public Scrutiny June, 2014)

3.3 Methodology/Evidence/Inputs considered

3.3.1 **Methodology/Evidence:** the Review was structured in line with the Authority’s policy framework⁵. This included a scrutiny project plan using some elements of Project Management methodology⁶ to ensure robustness to the structure of the review. A total of 8 meetings were held of the Panel over a period of 4 months (between September, 2015 and January, 2016) – working to the following Schedule:

WORK SCHEDULE: SCRUTINY OUTCOME PANEL [ASSETS]

MEETING	ISSUES IN FOCUS	EVIDENCE TO HAND
1	Terms of reference, project plan and setting the context; consider the detail and format of information the Panel required. Agree data/information needs for Meeting 2	Example of spreadsheet summarising the detail and format of financial information
2	Detailed consideration of the Social Services (Adults & Children) and Housing Service efficiencies. Agree data/information needs for Meeting 3	Spreadsheet: Social Services & Housing efficiencies
3	Detailed consideration of the Sustainable Development efficiencies. Agree data/information needs for Meeting 4	Spreadsheet: Sustainable Development efficiencies
4	Examine outstanding items on Social Services & Sustainable Development efficiencies. Agree data/information needs for Meeting 5	Spreadsheet: Social Services & Sustainable Development efficiencies
5	Examine outstanding items on Highways & Waste efficiencies. Detailed consideration of Lifelong Learning Department efficiencies. Agree data/information needs for Meeting 6	Spreadsheets: Sustainable Development & Lifelong Learning efficiencies
6	Examine outstanding items on Planning & Public Protection efficiencies. Detailed consideration of the Corporate/Back Office efficiencies, complete scrutiny of 2015/16 efficiencies and agree initial conclusions	Spreadsheets: Sustainable Development & Corporate/Back Office efficiencies; Summaries of Panel deliberations thus far
7	Consideration of all efficiency work-streams in their entirety, draw conclusions & agree recommendations	Not applicable
8	Agree report of the Panel.	Not applicable

All documents that were the subject of a desktop review are listed in Section 6.

There was also joint discussion with officers from some services in Meetings 4, 5 & 6 in order to enable the Panel to form a view and conclude on the likelihood of some efficiencies’ fully achieving their targets during the current financial year:

- I. Adults’ Services;
- II. Highways, Transportation & Property;
- III. Planning & Public Protection.

A matrix was developed throughout the review process to summarise the observations and recommendations.

3.3.2 **Inputs:** there were inputs from the following officers during the review:

⁵ Handbook for Scrutiny Members

⁶ PRINCE2

- Head of Function (Resources)/Section 151 Officer;
- Accountancy Services Manager;
- Head of Adults Services;
- Head of Service (Highways, Waste and Property);
- Chief Waste Management Officer;
- Chief Engineer – Traffic & Transportation;
- Head of Service (Planning & Public Protection);
- Chief Public Protection Officer;
- Planning Built & Natural Environment Manager.

3.3.3 **Benchmarking/Independent Opinion:** benchmarking did not form part of the scope of this Scrutiny Outcome Panel.

4. CONCLUSIONS

During Meetings 2 to 6, the Panel examined the work-streams forming part of the Council's 2015/16 efficiency strategy (total of 95 individual efficiencies) underpinned by the following considerations:

- i. Assess the degree to which the efficiency savings had been realised;
- ii. Come to a view around the likelihood of the efficiencies being delivered to timescale;
- iii. Assess the effectiveness of any project management and risk management arrangements that were in place;
- iv. Ascertain the degree to which the actual efficiency work-streams as agreed were being delivered as opposed to use of other funding sources to meet Service targets;
- v. Gauge whether actual levels of savings were in line with projections;
- vi. Identify any outstanding workforce issues that needed to be taken into account.

CONCLUSION 1: there was increased confidence in the robustness of finance systems & working practices supporting implementation of the Authority's efficiencies programme

Panel's observations

- There was increased confidence that systems had been developed during the past year ensuring the availability of more robust information and intelligence, costed efficiency proposals and equality impact assessments;
- The Panel made reference to the need to consider any scope for the further re-engineering of budgets across some areas of the Authority's functions/ expenditure – by centralising the purchase of specific goods or services to ensure better value and introducing a level of scrutiny around actual purchase of goods and services. Centralisation of stationery and energy budgets were cited as examples during the past year. This theme was not pursued by the Panel but was a matter to be referred to the Executive and Senior Leadership Team for further consideration;
- The continuous, annual work programme associated with the Council's efficiencies strategy was considered and it was concluded that its monitoring to the future was a matter for the Senior Leadership Team and Heads of Service.

CONCLUSION 2: a significant percentage of the work-streams were on track to fully meet their efficiency targets by year end

Panel's observations

- The Panel considered the 95 efficiency work-streams for 2015/16, totalling £3,762,700. In light of its deliberations, the Panel summarised an overall position on delivery of the Authority's efficiencies as follows:

POSITION AS AT NOVEMBER, 2015:

80 efficiencies were on track to deliver - totalling £3,220,700 [86%]

2 efficiencies could not be projected (volatile, needs led budgets) - totalling £89k [3%]

13 efficiencies had slipped – totalling £453k. It was expected that £75k of these efficiencies would be delivered plus an additional £50k⁷ - totalling £125k.

This left a projected deficit of £328k [11%] on the delivery of the Council's efficiency work-streams for 2015/16.

CONCLUSION 3: actual levels of savings being delivered were in line with projections with exception to 8 work-streams

Panel's observations

- There was evidence to suggest that there had been a basis of some challenge for efficiency proposals prior to approval by the Council of its 2015/16 budget in that the data/information supporting every efficiency proposal had been scrutinised by Finance colleagues prior to their approval by Elected Members;
- Project management arrangements were only required to be in place for one efficiency – that being Garreglwyd placements. The Panel summarised that there were other efficiencies, either transformational in nature or had significant efficiency targets, that might have benefitted from a project management approach. Examples cited were Waste Management and Lifelong Learning proposals;
- Of the 13 efficiencies where there was a projected underachievement in delivery (totalling £453k), the Panel concluded that 8 of these work-streams would fail to deliver any efficiencies during the current financial year which are summarised in the following table. These 8 work-streams totalled £416k:

⁷ SLT rationalisation work-stream projected to exceed its original efficiency target by £50k during 2015/16

SERVICE	WORK-STREAM	£	REASON FOR FAILURE TO DELIVER WITHIN 2015/16*
I. ADULTS	Môn Enhanced Care Garreglwyd Placements	10k	3
		70k	1, 2 & 3
II. PLANNING	Vibrant & Viable Places	10k	2
III. EDUCATION	Post 16 Transport Breakfast Clubs Increase rental in school caretaker houses Cynnal	50k	3
		171.4k	3
		4k	3
		36k	3
IV. FINANCE	Tendering exercises	65k	3
TOTAL		416.4k	

*Reasons for failure to deliver:

Category 1: failed due to circumstances beyond the control of the Council

Category 2: shortcomings in internal processes

Category 3: initial challenge process⁸ lacking robustness which resulted in unviable projects for 2015/16 being submitted as savings proposals

CONCLUSION 4: there were outstanding workforce issues arising mainly from the Job Evaluation process which had impacted on 3 efficiency work-streams resulting in slippage and projected under-achievement by year end

Panel's observations

- There were outstanding workforce issues pertaining to 3 of the efficiency work-streams:
 - i. Increase rental for school caretakers houses (Education Service);
 - ii. Amendments to working practices at HWRC⁹ (Highways, Waste & Property Service);
 - iii. Management restructure at Penhesgyn (Highways, Waste & Property Service).

These workforce issues had hindered progress resulting in under-achievement of the Waste Management work-streams (£59k) with the Education Service failing to deliver against its efficiency work-stream target (£4k).

CONCLUSION 5: the scrutiny model and approach on budgetary issues should change to the future

Panel's observations

- There were advantages to looking at the shape and form of the scrutiny process to the future so as to ensure focus on the coming year rather than a retrospective look at progress. There was also a clear view from the Panel that there was a need to ensure a better alignment between the budget setting process, corporate performance management framework (Service Reviews), work of the transformation boards and the contribution from Scrutiny. It was noted that the contribution of scrutiny to the future needed to focus on the future vision of services and the impact on the following year's budget;

⁸ Initial challenge process refers to deliberations and challenge of efficiency proposals by Finance colleagues, at Senior Leadership Team and the Executive

⁹ Household Waste Recycling Centre

- The Panel proposed a number of principles in reshaping the contribution made by Scrutiny:
 - i. Integrated, three year cycle linked to transformational efficiencies;
 - ii. A timely, inclusive contribution by Scrutiny to the budget setting process – to include identifying potential efficiency savings;
 - iii. Build upon the existing quarterly monitoring of revenue budgets by the Corporate Scrutiny Committee in order to further strengthen the role of Scrutiny in challenging future efficiency savings.

5. RECOMMENDATIONS

To present the following recommendations for approval by the Executive:

1. There was increased confidence in the robustness of finance systems & working practices supporting implementation of the Authority’s efficiencies programme

NUMBER	RECOMMENDATION
1.1	The Executive and Senior Leadership Team should continue to review the potential efficiencies that can be delivered through the Procurement Strategy.
1.2	Ongoing monitoring of delivery of the Council’s efficiencies to the future should be a matter for the Senior Leadership Team and Heads of Service (Refer also to Recommendation 5.1).

2. A significant percentage of the work-streams were on track to fully meet their efficiency targets by year end

NUMBER	RECOMMENDATION
2.1	The Senior Leadership Team should ensure robust and continued monitoring of the current efficiency work-streams to year end with particular priority to those currently projected to underachieve.

3. Actual levels of savings being delivered were in line with projections with exception to 8 work-streams

NUMBER	RECOMMENDATION
3.1	To the future, ensure robust challenge of efficiency proposals prior to approval by Elected Members - particularly in respect of transformational proposals.
3.2	Ensure sufficient robustness to project management arrangements underpinning significant, transformational efficiency proposals.

4. There were outstanding workforce issues arising mainly from the Job Evaluation process which had impacted on 3 efficiency work-streams resulting in slippage and projected under-achievement by year end

NUMBER	RECOMMENDATION
4.1	To the future, ensure that any workforce issues with efficiency work-streams are well planned and addressed in a timely manner allowing for delivery of work-streams to timescale.

5.The scrutiny model & approach on budgetary issues should change to the future

NUMBER	RECOMMENDATION
5.1	Reshape the Scrutiny input on budgetary matters to: <ul style="list-style-type: none">• Examine the subsequent financial year’s budget setting process (rather than a retrospective look) and evidence added value through pre-decision Scrutiny;• Ensure a better alignment between the budget setting process, corporate performance management framework, service transformation and the contribution of Scrutiny;• Focus on the future vision of services and the impact on the following year’s budget (within a 3 year cycle);• Further strengthen the quarterly budget monitoring process to include identifying future efficiency savings.

6. BACKGROUND PAPERS/LITERATURE

6.1 Spreadsheets summarising the efficiencies across Council services - Social Services and Housing, Sustainable Development; Lifelong Learning & Corporate Services.

6.2 Summaries of Panel deliberations.

6.3 Minutes of meetings of the Scrutiny Outcome Panel:

- Meeting 1 – 07/09/15
- Meeting 2 – 14/09/15
- Meeting 3 – 28/09/15
- Meeting 4 – 14/10/15
- Meeting 5 – 06/11/15
- Meeting 6 – 19/11/15
- Meeting 7 – 04/12/15
- Meeting 8 – 04/01/16

APPENDIX 1

TERMS OF REFERENCE SCRUTINY OUTCOME PANEL: 2015/15 EFFICIENCY SAVINGS

TERMS OF REFERENCE

SCRUTINY OUTCOME PANEL: EFFICIENCY SAVINGS (2015/16)

This Terms of Reference (TOR) document sets out the working arrangements and the parameters of the work of the re-established Scrutiny Outcome Panel: Efficiency Savings (2015/16).

1. BACKGROUND/CONTEXT

- 1.1 A report on the work of the Scrutiny Outcome Panel: Efficiency Savings (2014/15) was submitted by the Chair of the Corporate Scrutiny Committee to the Executive at its meeting of 20 April, 2015;
- 1.2 In light of its deliberations, the Executive resolved to accept the following recommendations as submitted by the Scrutiny Outcome Panel:
 - Note the analysis by the Scrutiny Outcome Panel (who monitored at Periods 5 and 8 the 2014/15 budget with regard to efficiency savings) which showed that it is unlikely to be achieved in full because it was underachieved in Period 5 by £1.782m and in Period 8 by £1.084m;
 - To take the figures into consideration before setting the 2015/16 Council budget;
 - That future budget setting reporting should contain:
 - A column identifying the impact in real terms on the citizen of proposed savings by services to the corporate centre (which is charged with co-ordinating the annual budget setting process);
 - Identify the savings figure being offered as a percentage of the total budget from which it comes.
 - **That a Panel of Scrutiny Members continues to monitor the savings put up by the service directorates into next year by monitoring on a quarterly basis the 2015/16 budget;**
 - The Executive continues to support the Finance Service in pursuing the system(s) necessary to deliver corporate monthly budget reporting (as other Local Authorities have had for some years);
 - This report may be a useful tool for Heads of Service development in respect of their future savings proposals and/or making bids for new projects to the corporate centre.

2. ROLE, PURPOSE & SCOPE

The role of the Scrutiny Outcome Panel will encompass further examination/scrutiny of:

- The Authority's progress in achieving its 2015/16 efficiencies strategy/targets.

This will be undertaken by posing the following key questions:

- i. Have the efficiency savings been delivered?
- ii. Have the savings been delivered to timescale?
- iii. Are there robust project management arrangements in place?
- iv. What arrangements are in place to manage risks associated with the Efficiencies Strategy?
- v. What are the current risks in terms of meeting our efficiency targets?

- vi. To what degree are the actual efficiencies being delivered as opposed to use of other sources of efficiencies to meet Service targets?
- vii. Are actual levels of savings in line with projections?
- viii. Are there any workforce issues arising that need to be taken into account?

3. MEMBERSHIP

Core membership of the Panel will comprise:

3.1 Membership – Elected Members:

- Councillor R Meirion Jones;
- Councillor Llinos Medi Huws;
- Councillor T Victor Hughes.

3.2 Membership – Officers:

- Richard Micklewright, Interim Head of Function (Resources) & Section 151 Officer (until 28/09/15);
- Marc Jones, Head of Function (Resources) & Section 151 Officer (from 14/10/15);
- Bethan Hughes-Owen, Accountancy Services Manager;
- Anwen Davies, Interim Scrutiny Manager.

The work of the Panel may well necessitate attendance of other Elected Members (eg of the Executive) and/or Officers of other Service areas.

4. CHAIRING

The Panel, at its first meeting, will elect a Member to chair.

5. FREQUENCY OF MEETINGS AND QUORUM

5.1 **Frequency of Meetings** – The Scrutiny Outcome Panel has been established to undertake a specific piece of work on the part of its parent committee the Corporate Scrutiny Committee (refer to paragraph 2, above). To that end, a total number of 8 meetings will need to be scheduled (**APPENDIX 1**) and which will be convened between early September, 2015 and early January, 2016;

5.2 **Quorum** – this will not apply to Scrutiny Panels established by the Local Authority.

6. RECORD OF MEETINGS & REPORTING ARRANGEMENTS

6.1 The Scrutiny Unit will collate and distribute the papers in preparation for each meeting and will prepare a record of Panel meetings;

6.2 A draft report of the work of the Panel will be prepared by the Scrutiny Unit – for endorsement by Elected Members and Officers of the Local Authority.

7. TIMEFRAME

The work of the Scrutiny Panel will be time limited and will aim to prepare its first draft report by December, 2015.

SCHEDULE OF MEETINGS: SCRUTINY OUTCOME PANEL [EFFICIENCY SAVINGS]

MEETING	DATE	VENUE	AGENDA
1	07/09/15 [1.30 – 3.30pm]	Room 1003	1. TOR, Project Plan & setting the scene 2. Agree data/information needs for Meeting 2.
2	14/09/15 [2.00 – 4.00pm]	Committee Room 1	1. Social Services (Adults & Children) and Housing Service Efficiencies 2. Agree data/information needs for Meeting 3.
3	28/09/15 [1.00 – 3.00pm]	Room 1003	1. Sustainable Development Department Efficiencies 2. Agree data/information needs for Meeting 4.
4	14/10/15 [2.00 – 4.00pm]	Room 1003	1. Complete scrutiny of Social Services and Sustainable Development departments efficiencies 2. Agree data/information needs for Meeting 5.
5	06/11/15 [10.00am – 1.00pm]	Room 1003	1. Lifelong Learning Efficiencies 2. Examine outstanding items on Highways & Waste efficiencies 3. Agree data/information needs for Meeting 6.
6	19/11/15 [11.30am – 1.30pm]	Room 1003	1. Corporate/Back-Office Efficiencies 2. Examine outstanding items on Planning & Public Protection efficiencies 3. Complete scrutiny of 2015/16 efficiencies 4. Agree initial conclusions.
7	04/12/15 [9.30am – 12.00]	Room 1003	Consider all efficiency work-streams in their entirety, draw conclusions & agree recommendations.
8	04/01/16 [2.00 – 3.30pm]	Committee Room 1	Sign off Scrutiny Outcome Panel Report.

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO:	THE EXECUTIVE
DATE:	8 February 2016
SUBJECT:	DISCRETIONARY BUSINESS RATES RELIEF POLICY – CHARITIES AND NON-PROFIT MAKING ORGANISATIONS
PORTFOLIO HOLDER(S):	COUNCILLOR HYWEL EIFION JONES (PORTFOLIO HOLDER – FINANCE)
HEAD OF SERVICE:	MARC JONES (HEAD OF FUNCTION - RESOURCES AND SECTION 151 OFFICER)
REPORT AUTHOR:	GERIAINT H. JONES (REVENUES AND BENEFITS SERVICE MANAGER)
TEL:	01248 752651
E-MAIL:	GeriantH.Jones @anglesey.gov.uk
LOCAL MEMBERS:	NOT APPLICABLE
A - Recommendation/s and reason/s	
<p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> • That the Executive adopts the current Discretionary Business Rates Relief Policy - Charities and Non-Profit Making Organisations as detailed in Appendix A for the financial year 2016/17 only and instructs the Head of Function (Resources) and Section 151 Officer to ensure that administrative procedures before 31 March 2016 advise relevant charities and non-profit making organisations that the policy will apply for 2016/17 only and will cease on 31 March 2017. • That the current budget of £50k is increased by £7k to £57k to meet the cost of the proposed scheme during 2016/17. • That during 2016/17 the Head of Function (Resources) and Section 151 Officer to undertake a public consultation on the policy, based on the issues raised by the November 2015 review and also to investigate whether alternative business rates relief can be provided at less cost to the Authority, for charities and non-profit making organisations. <p>REASONS AND BACKGROUND</p> <p>Non-domestic properties (apart from certain exemptions, such as agriculture, places of worship, property used by the disabled etc.) are liable to payment of non-domestic rates. These are commonly termed business rates although not all ratepayers are businesses in the ordinary sense. Indeed, the system of reliefs is partly designed to alleviate the burden of taxation on occupiers other than business.</p> <p>Local Authorities in Wales must grant mandatory rate relief provided for within the Local Government Finance Act 1998 (LGFA88), as amended by the Local Government Act 2003.</p> <p>Under the LGFA88, local authorities can also grant discretionary relief or remission from rates up to 100% of the rates payable. This applies to the properties occupied by:</p> <ul style="list-style-type: none"> • Charities (“20% top-up” in addition to 80% mandatory relief); • Other non-profit making organisations. <p>The cost of granting discretionary business rates relief is borne in part by the National Non-Domestic Rates (NNDR) Pool (i.e. Welsh Government) and by local council taxpayers.</p> <p>For example, the proportion borne by the Welsh Government in respect of non-profit making organisations is 90% of the cost. This means that every £1 spent by the Council buys relief worth £10 to the ratepayer.</p>	

However, in respect of the cost of the “20% top-up”, the proportion borne by the Welsh Government is 25% of the cost. This means that every £7.50 spent by the Council buys relief worth £10 to the ratepayer.

In March 2015, the Executive extended its Discretionary Business Rates Relief Policy – Charities and Non-Profit Making Organisations for one year and authorised the Portfolio Holder (Finance) and the then Acting Head Function (Resources) and Section 151 Officer to review the current policy during 2015/16 and if applicable, undertake a public consultation process. If, as a consequence of the review and any consultation undertaken, changes are recommended to the policy, it is the Executive’s view that adequate lead time was given for Charities and non-profit making organisations to take into account the effect of any such changes on their organisations.

The Executive is also reminded that one key business rates relief policy continues to be extended year on year by the Welsh Government, based on financial announcements by the Chancellor of the Exchequer in the Autumn statement each year, this is the mandatory Enhanced Small Business Rate Relief Scheme and the Welsh Government has confirmed that this will apply for 2016/17. This mandatory scheme has now been extended annually for the last 5 years. The Island also has top level Assisted Area status within which are designated Enterprise Zones, which has a targeted business rate relief schemes for certain types of businesses. This is administered directly by the Welsh Government but requires dialogue with Welsh Government to avoid the granting of different reliefs in excess of the rates liability.

These reliefs do not apply to charities and non-profit making organisations.

Charities and non-profit making organisations in March 2015 were, therefore, informed that the Council’s discretionary policy would end on 31 March 2016 if a decision was not taken to extend the policy. To extend the current discretionary policy, new application forms will have to be sent and completed by businesses. Those who also receive mandatory relief (80%) i.e. charities or charitable purpose, as part of their overall relief will still get this automatically – they do not have to apply.

During the current year there was a degree of uncertainty whether the Welsh Government intended to extend the funding for other discretionary relief schemes adopted by the Executive for 2015/16 i.e. Open for Business Relief Scheme, New Business Development Relief Scheme, Wales Retail Relief Scheme and Enhanced Local Needs Relief Scheme. As a consequence of the Chancellor’s Autumn statement, the Welsh Government confirmed that only the Mandatory Enhanced Small Business Rate Relief Scheme would be funded and the other schemes listed would all cease when planned, but mainly at the end of March 2016 apart from the New Business Development Relief Scheme.

A review of the Authority’s current discretionary business rates relief for charities and non-profit making organisations following the Chancellor’s Autumn statement was, therefore, undertaken arriving at the following conclusions:-

- The current discretionary business rates relief policy for charities and non-profit making organisations has been a success in that virtually no applications have been made that are not covered by the policy. It was first adopted in April 2003 as a policy renewable every 5 years and was extended (as amended) for a further 5 years from April 2008 and annually for each subsequent year thereafter. The policy has achieved its original aim when adopted of consistency of interpretation and ease of administration. No individual application has been considered individually by the Head of Function (Resources) and Section 151 Officer under Category G of the policy as a consequence of the flexibility contained within Categories E(1) to F(2);
- Additional discretionary business rates relief is being provided to charities and non-profit organisations whose aims are similar to that of the Authority’s corporate objectives;

- The following issues have, however, been raised regarding the operation of the current discretionary business rates relief policy for charities and non-profit making organisations –
 1. Should the Authority continue to renew its policy on an annual basis or decide on a policy for a fixed term of no more than 2, 3, 4 or 5 years? Should review of the policy be linked to the period covered by the Authority's Corporate Plan or the next rateable revaluation date?
 2. For charity shops with a rateable value of £12,000 or less, due to the granting of Enhanced Small Business Rates Relief to commercial businesses, it can now be argued that there is less or even no perceived fiscal advantage to charity shops who get the mandatory 80% business rates relief. The Authority currently holds the view that, as Charity shops are becoming more and more "High Street" in appearance, competing directly with commercial retailers, granting the "top-up" discretionary relief to charities would give undue fiscal advantage over local businesses.
 3. The Authority has a current budget of £50k to meet the cost of the scheme. For 2015/16 the scheme is expected to cost £56,843. This provides, for 2015/16, £172,432 discretionary business rates relief to charities and non-profit making bodies. The cost difference is met by the Welsh Government. In 2015/16 a further £548,065 mandatory relief is also granted to these bodies, the full cost being met by the Welsh Government from the Central Business Rates Pool. Should the Authority under difficult financial circumstances increase its budget to award more relief to charity shops or consider restricting the amount of discretionary relief awarded to 90% not 100% and for the "top-up" relief to 10% instead of 20%? Should bodies whose functions relate more closely to the Authority's corporate objectives be protected? Should the Authority, having regard to the increasing cost of this scheme consider alternative reliefs such as hardship relief, for certain categories i.e. the 20% "top-up" relief. 75% of the cost of hardship relief is borne by the Central Business Rates Pool – this could lead to the Executive adopting a formal hardship relief policy as against currently, the Section 151 Officer dealing with each case individually.
 4. The application criteria have remained unchanged since the inception of the policy. Should these now be reviewed and greater importance given to some over others or have some criteria even being omitted?

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

The current relief policy has been a success, in that virtually no applications have been made that are not covered by the policy. This has led to a significant reduction in applications being considered individually.

Not to extend the current discretionary business rates relief policy for Charities and non-profit making organisations would mean that each application would have to be dealt with individually by the Head of Function (Resources) and Section 151 Officer taking account of guidance from Welsh Government and Executive guidance/policies. (See Council's Constitution – Scheme of Delegation to Specific Officers (Head of Function (Resources)/Section 151 Officer – and specific duty detailed under 3.5.3.5.19).

C - Why is this a decision for the Executive?

The policy has achieved the Executive's aim of consistency of interpretation and ease of administration. It would seem correct to conclude, therefore, that generally, the policy Guidelines adopted in 2008 and renewed annually from 2013 thereafter has been a success. The Executive is asked to adopt the policy for a further year pending a review during 2016/17.

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

This policy contributes to the corporate aims of the Authority – mainly regenerating our community and developing the economy and transforming leisure services.

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

The cost to the Authority of adopting this policy for 2016/17 will be nearly £57k – which is £7k above the current budget of £50k. It is proposed that £57k will be provided within the budget for 2016/17 (a £7k increase to the current budget which has not changed for a number of years). This budget is there to meet the specific cost to the Authority and its Council Tax payers of granting nearly £720k of both mandatory (£548k) and discretionary (£173k) business rate relief for charities and non-profit making organisations. Most of the cost of this relief is borne by the Welsh Government’s Business Rates Pool.

Over the last 4 years, for Charities and non-profit making organisations on the Island, the cost to the Welsh Government and the Council is as follows:-

Year	Description	£*	Pool Cost %	Pool Cost £	IoACC Cost %	IoACC Cost £
2012/2013	Mandatory	613,961	100	613,961	0	0
	Discretionary “Top-up”	79,493	25	19,873	75	59,620
	Discretionary Non-Profit	82,700	90	74,430	10	8,270
	TOTAL	776,154	-	708,264	-	67,890
2013/2014	Mandatory	582,988	100	582,988	0	0
	Discretionary “Top-up”	58,096	25	14,524	75	43,572
	Discretionary Non-Profit	117,349	90	105,614	10	11,175
	TOTAL	758,433	-	703,126	-	54,747
2014/2015	Mandatory	544,991	100	544,991	0	0
	Discretionary “Top-up”	59,301	25	14,825	75	44,476
	Discretionary Non-Profit	119,811	90	107,830	10	11,981
	TOTAL	724,103	-	667,646	-	56,457
2015/2016	Mandatory	548,065	100	548,065	0	0
	Discretionary “Top-up”	60,923	25	15,231	75	45,692
	Discretionary Non-Profit	111,509	90	100,358	10	11,151
	TOTAL	720,497	-	663,654	-	56,843

*These costs include adjustments for previous years. For Appendix A costs shown refer to 2015/16 only.

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

1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	
2	Finance / Section 151 (mandatory)	Author of 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 – Business Rates Relief Policy for Charities and Non-Profit Making Organisations.	
FF - Background papers (please contact the author of the Report for any further information):	
Isle of Anglesey Executive decision 16 March 2015.	

APPENDIX A

Category	Description	Mandatory	Discretionary	Total	Cost to Council	No.
A (1)	Village Halls, Community Centres, Memorial Institutes, Old People Clubs, Scout and Guide Associations, Sea Cadets, Hospices, Playgroups	80% £99,312	20% £24,828	100% £124,140	£18,621	63
A (2)	Maritime safety	80% £31,118	20% £7,779	100% £38,897	£5,834	6
B (1)	Recreation Clubs, Theatres, Band Rooms and Museums – (registered charity)	80% £19,565	20% £4,891	100% £24,456	£3,670	9
B (2)	Recreation Clubs, Theatres, Band Rooms and Museums – (not a registered charity)	0% £0	100% £90,132	100% £90,132	£9,013	28
C (1)	Educational organisations statutory or open to all	80% £4,916	20% £1,229	100% £6,145	£922	1
C (2)	Educational organisations	80% £257,546	0% £0	80% £257,546	£0	11
CH	Charity Shops	80% £51,719	0% £0	80% £51,719	£0	19
D	Regeneration, Employment, Rehabilitation Organisations	80% £4,658	20% £1,165	100% £5,823	£874	1
DD	Race equality and ethnic minority	80% £0	20% £0	100% £0	£0	0
E (1)	Registered charity or a charitable purpose whose objectives have substantial common ground with Council objectives and which mainly serve Island residents	80% £59,966	20% £14,991	100% £74,997	£11,243	29
E (2)	Not a registered charity but whose objectives have substantial common ground with Council objectives and which mainly serve Island residents	0% £0	100% £13,243	100% £13,243	£1,324	5
F (1)	Registered charity or a charitable purpose whose objectives are supported by the Council but, either there is not substantial common ground with Council objectives or they do not mainly serve Island residents	80% £0	0% £0	100% £0	£0	0
F (2)	Not a registered charity and whose objectives are supported by the Council but, either there is not substantial common ground with Council objectives or they do not mainly serve Island	0% £0	80% £908	100% £908	£91	1
FF	Agricultural show grounds	80% £15,424	20% £3,856	100% £19,280	£2,892	1
G	Not any of the above categories	Various £0	Various £0	Various £0	£0	0
	Totals – 2015/2016	£544,224	£162,114	£706,338	£54,393	174
	Cost per Band D – 2015/16				£1.80	

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive Committee and Partnership and Regeneration Scrutiny Committee
Date:	8 February 2016 and 2 February 2016
Subject:	Anglesey and Gwynedd Gypsy and Travellers Accommodation Needs Assessment 2016
Portfolio Holder(s):	Councillor Aled Morris Jones
Head of Service:	Shan Lloyd Williams
Report Author: Tel: E-mail:	Lucy Reynolds, Housing Strategy and Development Manager Ext 2225 lucyreynolds@ynysmon.gov.uk
Local Members:	All

A –Recommendation/s and reason/s
<p>Recommendations</p> <p>Executive Committee is recommended to:-</p> <ol style="list-style-type: none"> 1. approve the Anglesey and Gwynedd Gypsy and Travellers Accommodation Needs Assessment 2016 with particular attention to recommendations made for Anglesey. In summary, the needs are:- <ul style="list-style-type: none"> • Four pitches on a site for permanent residential use in the Menai area • Two temporary stopping places - one near the centre of the island and a second in the Holyhead vicinity to meet the need of Gypsies and Travellers in transit. The site for the centre of the island should have capacity to accommodate up to 15 caravans. The Holyhead site should accommodate up to 12 caravans. 2. approve the Gypsy and Traveller Accommodation Needs Assessment for submission to Welsh Government as required under the Housing (Wales) Act 2014 by February 26th 2016. <p>Reason</p> <p>Background</p> <p>These recommendations are based on the work carried out jointly by Gwynedd and</p>

Anglesey Councils between September and December 2015. Undertaking the Gypsy and Travellers Accommodation Needs Assessment [GTAA] is a statutory requirement to identify the number of Gypsies and Travellers who need pitches now or over the next 5 years ("residential need"). The GTAA is also an assessment of the need for transit pitches for Gypsies and Travellers who are passing through the local authority and have their main residence elsewhere. The study has fully complied with statutory guidance from the Welsh Government. As recommended in the guidance a Steering Group made up of Gwynedd and Anglesey Council Members, officers from Planning Policy and Housing and membership from the Gypsy and Traveller community has met regularly to oversee the study.

As required the evidence used in the assessment included one to one interviews with Gypsies and Travellers, secondary data including census and education records and records of unauthorized encampments occurring in the study area

The recommendations of the report for Gwynedd and Anglesey area can be seen at section 6.2 of Appendix 1. This report concentrates on the recommendations which relate to Anglesey which are:

1. That the identified need for residential pitches be met by

- Allocating a site in the Joint Local Development Plan in the Menai area to meet the assessed need for 4 permanent pitches arising from the tolerated Pentraeth Road site.
- That the Council seeks funding from the Welsh Government Gypsy and Traveller Site Grant to develop an identified residential site.

2. The identified need for temporary stopping place should be met through:

- Allocating two temporary stopping places along the A55 on Anglesey, one in the Holyhead area and one in the centre of the island, to provide for the needs of Gypsies and Travellers who have regularly made unauthorised encampments in these areas. The site for the centre of the Island should have capacity to accommodate up to 15 caravans. The Holyhead site should accommodate up to 12 caravans.

3. Additional recommendations

- That the Council commit funds towards facilitating the temporary stopping places identified as needed within the Gypsy and Traveller Accommodation Needs Assessment
- That the Project Steering Group continues to meet twice a year to ensure that ongoing monitoring will be maintained and to identify whether further residential or temporary stopping places should be delivered to meet any further identified need.
- Project Steering group to develop a joint action plan including any outstanding issues from the 2013 Gypsy and Traveller Accommodation Needs Assessment

along with the recommendations identified in 2016 study.

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

Not applicable – All Councils in Wales are required to submit a Gypsy and Traveller Accommodation Needs Assessment to Welsh Government in the required format by 26 February 2016.

C – Why is this a decision for the Executive?

The Council has a statutory requirement under the Housing Wales Act 2014 to undertake a Gypsy and Traveller Accommodation Assessment and to provide sites for where the assessment identifies an unmet need. The Executive therefore needs to approve the Report and it's conclusions as the basis on which the Council is required to identify sites for Gypsies and Travellers.

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

The Corporate Strategy states that
“Having a quality and affordable place to live is important to all our citizens. Our aim is to enable safe and appropriate homes that allow individuals to gain maximum benefit for access to jobs, leisure amenities, education and thereafter gain the associated social and economic benefits”

The accommodation assessment contributes to ensuring the accommodation needs for Gypsies and Travellers are met appropriately.

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

The Council can apply for grant from the Welsh Government for funding for the capital costs of a residential site. Welsh Government offer 100% of the development costs of a permanent site on the premise that a site is identified. Welsh Government funding is not available for the costs of a temporary stopping place. The Council has provisionally allocated funding in the capital budget 2016-2017 for this purpose.

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

CC-016749-LB/229501

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:
Anglesey & Gwynedd Gypsy and Travellers Accommodation Needs Assessment 2016

FF - Background papers (please contact the author of the Report for any further information):
Undertaking Gypsy and Traveller Accommodation Assessments – Welsh Government, May 2015



Anglesey & Gwynedd Gypsy and Travellers Accommodation Needs Assessment 2016

Date document adopted by Gwynedd Council:-

Date Document Adopted by Anglesey Council:-

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Introduction

Under Part 3 of the Housing (Wales) Act 2014 Local Authorities are required to carry out an Accommodation Needs Assessments of Gypsies and Travellers in their area. Welsh Government guidance states that the accommodation needs of the Gypsies and Travellers should be identified, understood and addressed on the same basis as other sectors of the Community.

Welsh Government requires Local Authorities to undertake a Gypsy and Traveller Accommodation Assessment every 5 years due to the transient nature of this population.

The aim of this assessment is to identify current accommodation needs and to forecast residential pitch/ transit and temporary stopping site provision in the Counties of Gwynedd (including the area of the Snowdonia National; Park within Gwynedd) and Anglesey.

The previous Gypsy and Travellers Accommodation Assessment was completed in March 2013 and covered Gwynedd, Anglesey, Snowdonia National Park, Conwy, Denbighshire and Flintshire.

Whilst complying with legislation in carrying out this study Gwynedd and Anglesey Councils will also use the information to inform the emerging Anglesey and Gwynedd Joint Local Development Plan. In addition it will assist the Snowdonia National Park in the review of its adopted Local Development Plan.

1. Chapter One: Policy Context

1.1 Legislation and Guidance

1.1.1 Romany Gypsies and Irish Travellers are distinct ethnic groups, and are protected from discrimination under the Equality Act 2010. The Government is also under a duty through the Human Rights Act 1998 to facilitate the gypsy way of life' in relation to ethnic Gypsies.

1.1.2 Section 225 and 226 of the Housing (Wales) Act 2014 states that Local Authority has a duty to carry out an assessment of the accommodation needs of Gypsies and Travellers residing in the area. If need has been identified the Local Authority must identify suitable sites in their Local Development Plan for residential and transit use.

1.1.3 Planning Circular 30/07 from Welsh Government highlights the requirement for Local Authorities to identify and make provision for appropriate sites in their local plans.

1.1.4 Mobile Homes (Wales) Act 2013. The Act consolidates the legislation on mobile home sites in Wales. It aims, via its provisions, to improve the management and maintenance of residential mobile home sites in Wales. It removes the power of the site owner to “block” sales of mobile homes. Gwynedd Council has already changed its written terms with licence holders to reflect the requirements of the Act”.

1.2 Local Development Plan Policies

1.2.1 The Isle of Anglesey County Council and Gwynedd Council decided to work together to prepare a joint Plan covering the Anglesey and Gwynedd Local Planning Authority Areas. The deposit version of the Plan was subject to formal public consultation between the 16 February 2015 and 31 March 2015.

1.2.2 The existing development plans in force at present for the Gwynedd Planning Area and Anglesey as well as the policies in the emerging Deposit Plan are highlighted and explained in Appendix B to this report. When the new JLDP is adopted, it will replace the various existing Development Plans referred to in Appendix B that are applicable for the Gwynedd Planning Area and Anglesey.

1.2.3 The Councils recognise that they will need to identify sufficient sites to meet the need for additional pitches for Gypsies and Travellers calculated from this Gypsy Traveller Accommodation Needs Assessment. These additional sites will be set out in an addendum to the Deposit Plan and described as 'Focussed Changes'. All Focussed Changes will be submitted to the Planning Inspector as recommended amendments to the Deposit Plan.

1.2.4 At the Public Examination into the Plan, the Planning Inspector will assess the soundness of the Plan. The Inspector could recommend changes to policies and to proposed allocations (including the Gypsy Traveller policies and proposed site allocations) to ensure that the Plan complies with the tests of soundness. The Focussed Changes and any Changes arising from the Examination will be subject to public consultation (anticipated during 2016).

1.2.5 The Snowdonia National Park Authority adopted their Local Development Plan in July 2011. At this time a criteria based policy was drafted for Gypsy and Traveller sites (see Appendix B) as no definitive evidence of the need for a site within the National Park Area had been identified. The Authority will use the evidence and findings of the Gypsy and Travellers Needs Assessment 2016 when preparing for the Local Development Plan review.

See Appendix A & B for further details.

1.3 Welsh Government Definitions of Key Terms

Gypsies and Travellers	<p>(a) Persons of a nomadic habit of life, whatever their race or origin, including:</p> <p>(1) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and</p> <p>(2) Members of an organized group of travelling show people or circus people (whether or not travelling together as such); and</p> <p>(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.</p>
Residential site	<p>A permanent residential site can be privately owned or owned by the Local Authority. This site will be designated for use as a Gypsy and Traveller site indefinitely. Residents on these sites can expect to occupy their pitches for as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013.</p> <p>Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary residential site	<p>These sites are residential sites which only have planning permission or a site licence for a limited period. Residents on these sites can expect to occupy their pitches for the duration of the planning permission or site licence (or as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013 – whichever is sooner).</p>

Transit site	<p>Transit sites are permanent facilities designed for temporary use by occupiers. These sites must be designated as such and provide a route for Gypsies and Travellers to maintain a nomadic way of life. Individual occupiers are permitted to reside on the site for a maximum of 3 months at a time.</p> <p>Specific terms under the Mobile Homes (Wales) Act 2013 apply on these sites. Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary Stopping Place	<p>Also known as a 'stopping place', 'Atchin Tan', or 'green lane', amongst other names. These are intended to be short-term in nature to assist Local Authorities where a need for pitches is accepted, however, none are currently available. Pro-actively identified temporary stopping places can be used to relocate inappropriately located encampments, whilst alternative sites are progressed.</p> <p>Temporary stopping places must make provision for waste</p>
Residential pitch	<p>Land on a mobile home site where occupiers are entitled to station their mobile homes indefinitely (unless stated in their pitch agreement). Typically includes an amenity block, space for a static caravan and touring caravan and parking.</p>
Transit pitch	<p>Land on a mobile home site where occupiers are entitled to station their mobile homes for a maximum of 3 months.</p> <p>Transit pitches can exist on permanent residential sites, however, this is not recommended.</p>

Unauthorised encampment	Land occupied without the permission of the owner or without the correct land use planning permission. Encampments may be tolerated by the Local Authority, whilst alternative sites are developed.
Unauthorised development	Land occupied by the owner without the necessary land use planning permission.
Current residential supply	The number of authorised pitches which are available and occupied within the Local Authority or partnership area. This includes pitches on Local Authority or private sites.
Current residential demand	Those with a need for authorised pitches for a range of reasons, including: <ul style="list-style-type: none"> • an inability to secure an authorised pitch leading to occupation of unauthorised encampments; • an inability to secure correct planning permission for an unauthorised development; • households living in overcrowded conditions and want a pitch; • households in conventional housing demonstrating cultural aversion; • new households expected to arrive from elsewhere.
Future residential demand	The expected level of new household formation which will generate additional demand within the 5 year period of the accommodation assessment and longer LDP period.

Overall residential pitch need	The ultimate calculation of unmet accommodation need, which must be identified through the Gypsy and Traveller accommodation assessment process. This figure can be found by adding the immediate residential need to the future residential demand. The overall residential need will capture the needs across the 5 year period within which the accommodation assessment is considered to be robust.
Planned residential pitch supply	The number of authorised pitches which are vacant and available to rent on Local Authority or private sites. It also includes pitches which will be vacated in the near future by households moving to conventional housing or in other circumstances. Additional pitches which are due to open or private sites likely to achieve planning permission shortly should be included as planned residential supply.
Household	In this guidance this refers to individuals from the same family who live together on a single pitch / house / encampment.
Concealed or 'doubled-up' household	<p>This refers to households which are unable to achieve their own authorised accommodation and are instead living within authorised accommodation (houses or pitches) assigned to another household.</p> <p>This may include adult children who have been unable to move home or different households occupying a single pitch.</p>
Household growth	Household growth is defined by the number of new households arising from households which are already accommodated in the area.

2.0 Chapter two: Background and analysis of existing data

2.1 North West Wales Gypsy and Traveller Accommodation Needs Assessment

The above study was conducted on behalf of Anglesey, Conwy, Denbighshire, Flintshire, Snowdonia National Park and Gwynedd Councils by Bangor University during 2011/12. With no current transit site provision in North Wales, the report recommends that relevant local authorities work together to consider providing three or four sites accommodating seven pitches across the study area. From the report the recommendation for the number of residential pitches for Gwynedd Council was 10 and 11 for Anglesey.

The Action Plan from the 2013 Accommodation Assessment has been updated and any outstanding actions will be discussed at the bi-annual meetings.

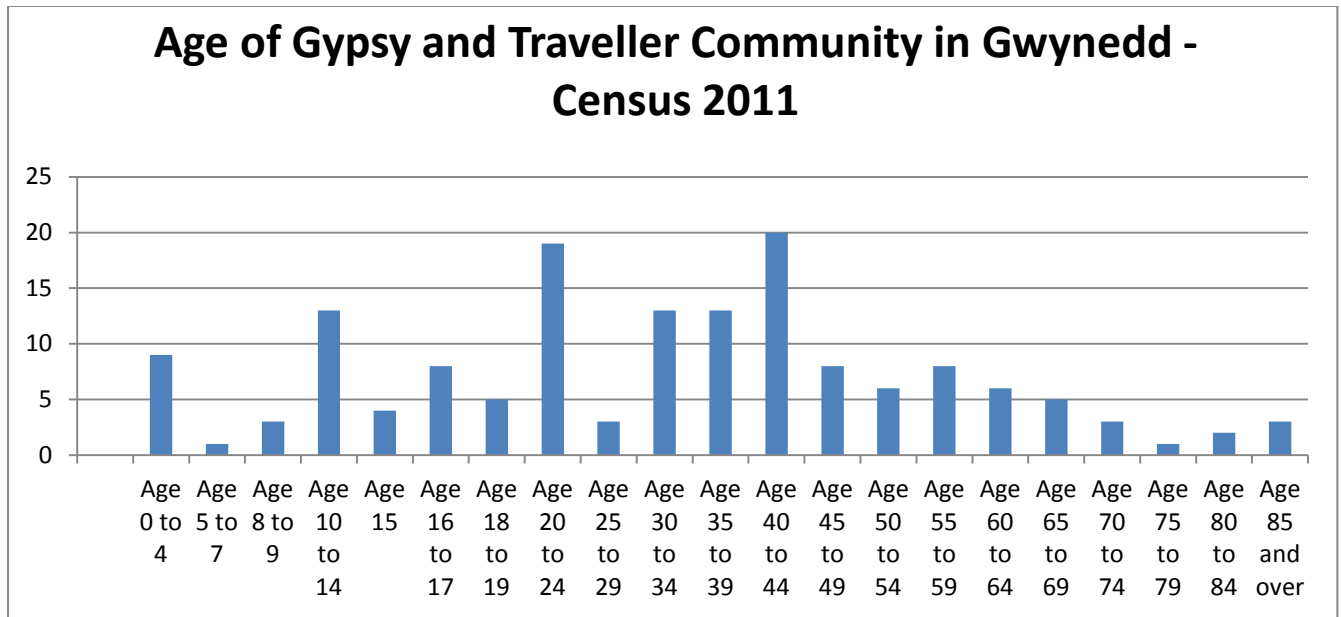
2.2 Population Data for Gwynedd

The 2011 census identified that Gwynedd have 153 declared their ethnic origin* to be Gypsy or Irish Traveller. This total includes all age groups and therefore includes children.

From the information there are a higher proportion of people between the age of 20 to approximately 55 years of age in Gwynedd, with the highest number being in the 20-24 and 40-44 age category. See graph No. 1 below.

(Ethnic group classifies people according to their own perceived ethnic group and cultural background)*

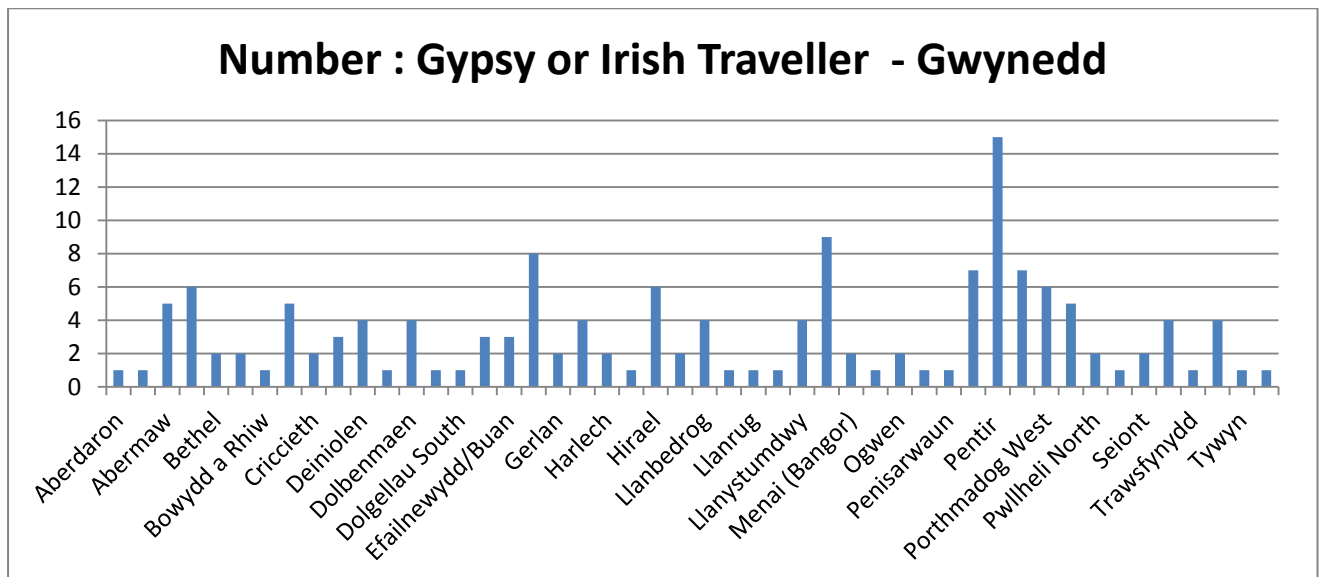
Graph No. 1 Gypsy and Traveller Age Category - Gwynedd



Source:-2011 census

Graph No 2:- Number of Gypsy or Irish Travellers by Area – Gwynedd

The graph below provides information on the location of Gypsy and Irish Travellers in the Gwynedd Area by village.



Source: Office for National Statistics

From the 153 individuals identified through the 2011 Census, the Office for National Statistics have highlighted the two highest occurring type of households in Gwynedd are :-

- 65 in bricks and Mortar (house or bungalow & flat/masionette or apartment) and;
- 7 in caravans or other mobile temporary structure.

In partnership with the Housing Association we have identified 13 households in bricks and mortar. The 7 carvans or other mobile temporary structure has been identified as the Gwynedd Council Gypsy and Traveller site in Lladygai.

Table No. 1- Accommodation Type ** – Gwynedd

	Total Accommodation Type	House or bungalow	A flat, maisonette or apartment	A caravan or other mobile or temporary structure
Gwynedd	72	54	11	7

Source: Census 2011/ Office for National Statistics

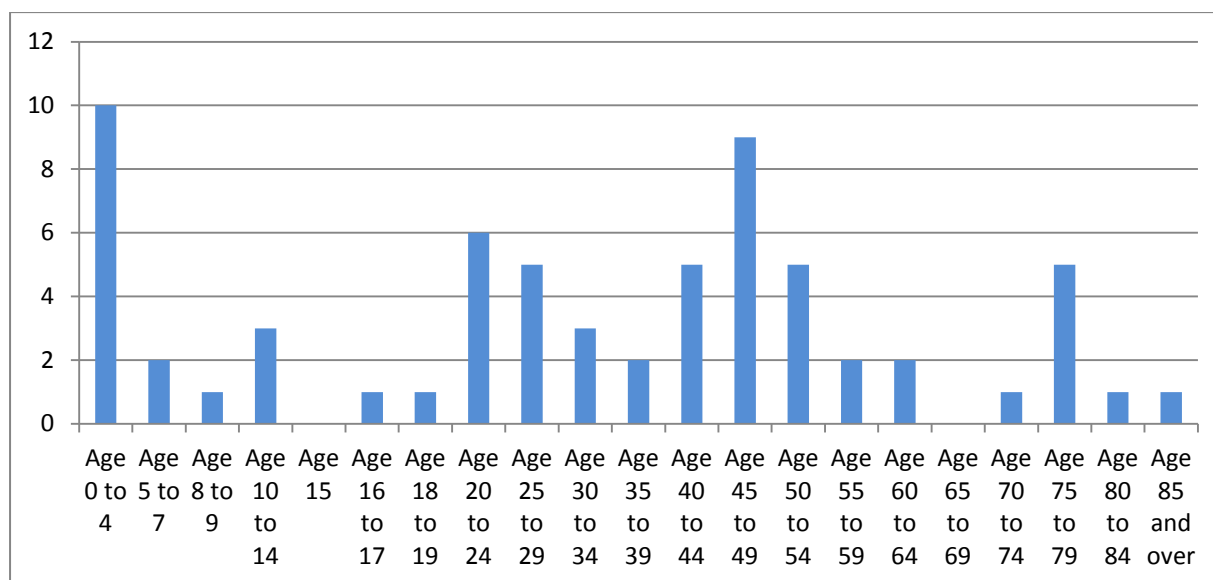
***The Household Reference Person (HRP) is now used in the census rather than 'head of the household'. HRPs provide an individual person within a household to act as a reference point for producing further derived statistics and for characterising a whole household according to characteristics of the chosen reference person*

2.3 Population data – Anglesey

In the 2011 census there were 65 people on Anglesey who declared their ethnic origin* to be Gypsy or Irish Traveller. This total includes all age groups and therefore includes children.

(* Ethnic group classifies people according to their own perceived ethnic group and cultural background)

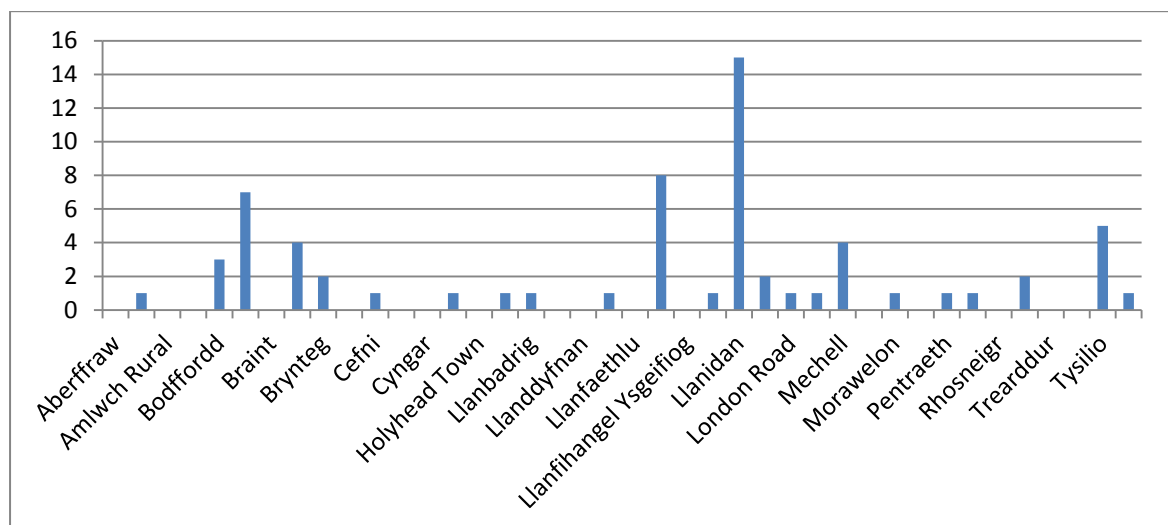
Graph no 3 – Age of Gypsy and Traveller Community in Anglesey – Census 2011



Source:-2011 census

When this information is further broken down across the 40 ward areas of Anglesey, the 65 are found to be dispersed widely across Anglesey with only one ward area where there are more than 10 people who have identified as Gypsies or Irish Traveller in the census

Graph no 4 - Gypsy or Irish Travellers - by ward Anglesey (2011 boundaries)



Source: Office for National Statistics

The total number of households where the household reference person* declared their ethnic origin as Gypsy or Irish Traveller was 30. Of these 30 households 25 lived in bricks and mortar and 5 in a caravan or other mobile or temporary structure.

Table no 2 – Accommodation Type ** (Anglesey)

	Total Accommodation Type	House or bungalow	A flat, maisonette or apartment	A caravan or other mobile or temporary structure
Anglesey	30	19	6	5

Source: Census 2011

***The Household Reference Person (HRP) is now used in the census rather than 'head of the household'. HRP's provide an individual person within a household to act as a reference point for producing further derived statistics and for characterising a whole household according to characteristics of the chosen reference person*

2.4 Caravan Count - Gwynedd

Gwynedd Council reports to Welsh Government on a bi-annually basis on the number of caravans in the County. See below information from 2013 to 2015:-

Table No 3 - Number of Sites by authorisation and local Authority 2013 to 2015 – Gwynedd

	Jan 2013	July 2013	Jan 2014	July 2014	Jan 2015	July 2015
Authorised sites (with Planning Permission)	2	2	2	2	2	2
Unauthorised Sites (without Planning Permission)	3	4	4	3	3	3

Source: Stats Wales - Wels Government

Table No 4 - Number of Pitches by residential status, occupied status and Local Authority – Gwynedd

The 7 units noted below is the Local Authority Llandygai Site on the outskirts of Bangor.

	Jan 2013	July 2013	Jan 2014	July 2014	Jan 2015	July 2015
Residential Occupied	7	7	7	7	7	7
Residential Vacant	0	0	0	0	0	0
Transit occupied	0	0	0	0	0	0
Transit Vacant	0	0	0	0	0	0
Total of all pitches	7	7	7	7	7	7

Source:- Stats Wales – Welsh Government

Table No 5 - Number of caravans by authorisation and local authority – Gwynedd

	January 2013	July 2013	January 2014	July 2014	January 2015	July 2015
	All Caravans	All Caravans	All Caravans	All Caravans	All Caravans	All Caravans
Gwynedd	13	22	10	13	13	14

Source:- Stats Wales – Welsh Government

2.5 Caravan Count – Anglesey

The following tables show the information provided to the Welsh Government by Isle of Anglesey County Council from the bi-annual caravan count. This is conducted by Council officers at the date notified by the Welsh Government in January and July.

In Anglesey there is a funfair each July in Holyhead and a number of the caravans recorded on the return are those of travelling showpeople.

While travelling for the purpose of their business travelling showpeople enjoy permitted development rights under the planning system for the use of the land

The table below therefore has separated these permitted sites from the unauthorised sites.

Table no 6 - Number of authorised and unauthorised sites (Anglesey)

Caravan count data for Anglesey				
	Authorised	Unauthorised	Travelling showpeople	Total
Feb 2013	0	1	0	1
July 2013	0	2	2	4
Feb 2014	0	1	0	1
July 2014	0	1	2	3
Feb 2015	0	1	0	1
July 2015	0	2	1	3

Table no 7 - Number of pitches / caravans on authorised and unauthorised sites – Anglesey.

Caravan count data for Anglesey				
	Authorised	Unauthorised	Travelling showpeople	Total
Jan 2013	0	12	0	12
July 2013	0	23	16	39
Jan 2014	0	12	0	12
July 2014	0	14	18	32
Jan 2015	0	14	0	14
July 2015	0	23	12	35

Interpretation of the above caravan count data

The data above captures trends but does not provide an overall picture of number of encampments that take place on Anglesey because it only takes place twice a year.

It should be noted that the number of caravans recorded does not tally with the number of people occupying the site.

The unauthorised but tolerated encampment occupied by New Travellers is included on all dates in the above tables. 14 vehicles were recorded at this site in January and July 2015. The number of vehicles is higher than the number of occupants as not all vehicles are in use as accommodation but fit the definition used by Welsh Government for the count.

2.6 Unauthorised sites data recorded by Gwynedd Council

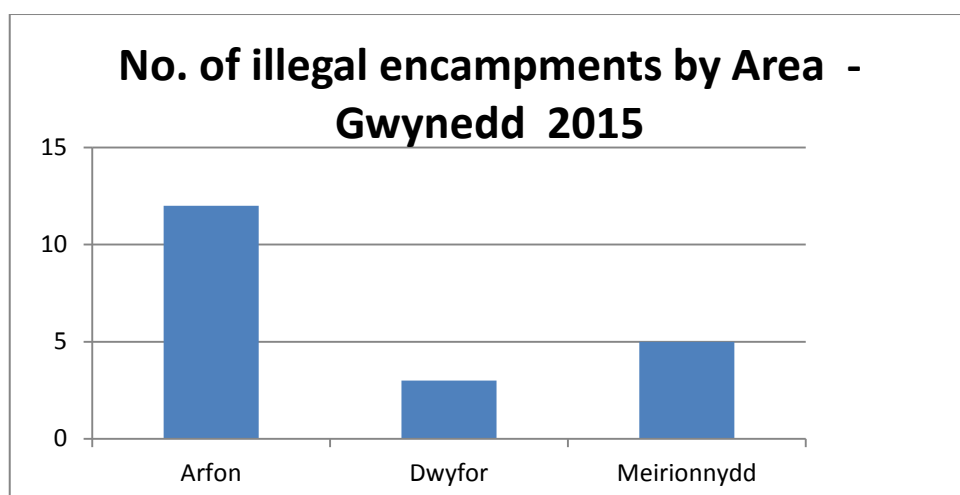
Records show that the number of unauthorised sites has been consistent in 2013 and 2014 with 7 per year.

There has been an increase in the number of illegal encampments in 2015 (January 2015 – November 2015) and to date 20 have been reported with an average stay of 3 nights per encampment and none being for longer than 10 nights.

The increase in the number of illegal encampments may be in that Gwynedd Council's internal communication/recording processes have improved and are identifying more illegal encampments than in previous years, or more gypsies and travellers have stopped in the Gwynedd area in comparison with previous years.

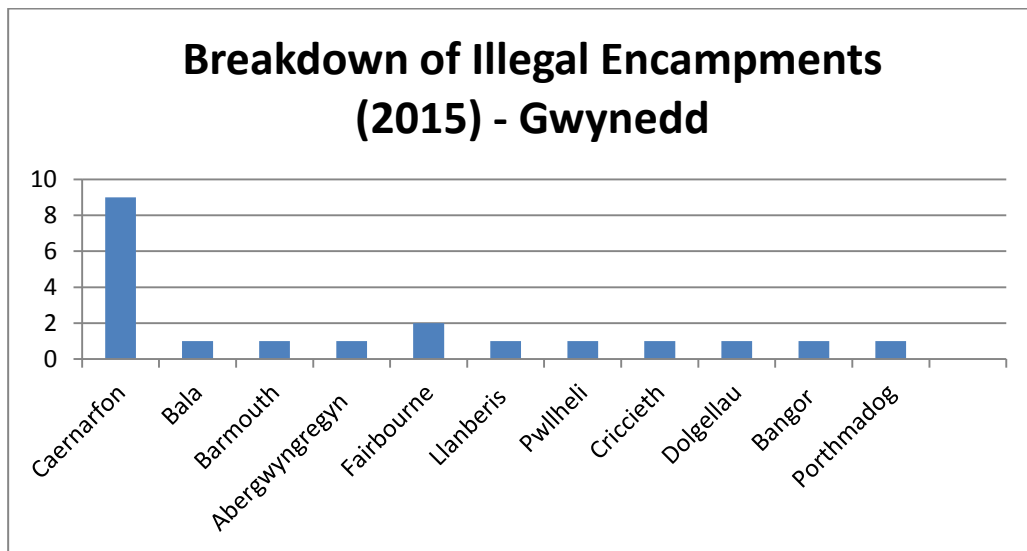
Graph No.5 No of Illegal Encampments by Area – January –November 2015 - Gwynedd

The Arfon Area mostly in Caernarfon (9 encampments) has received the most illegal encampments during 2015. See graphs below for further information.



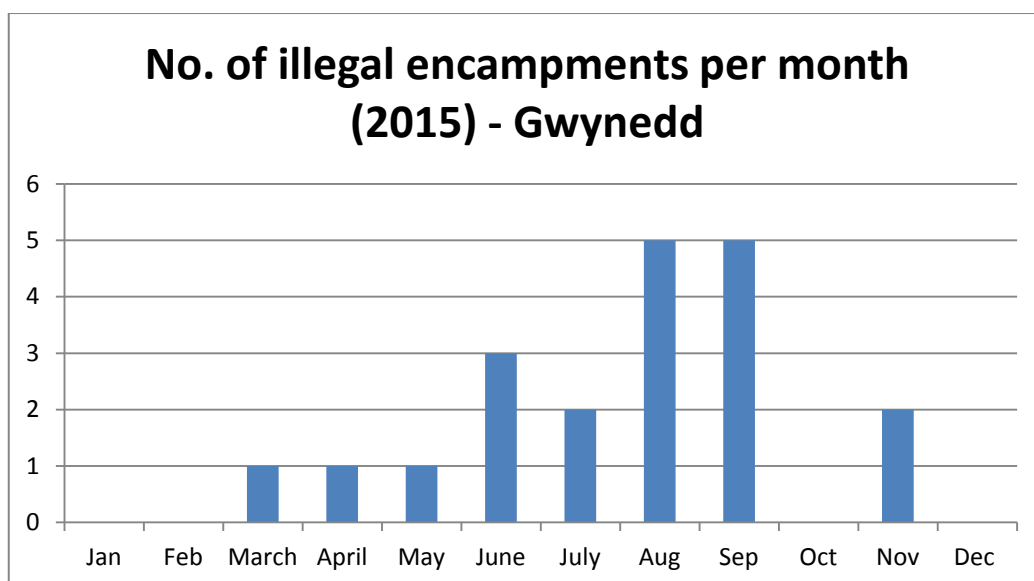
Graph No 6 - Breakdown of Illegal Encampment by town/village – January- November 2015

The graph below indicates the exact village or town where illegal encampments have stayed. **See Appendix C** for location on the Gwynedd Map.



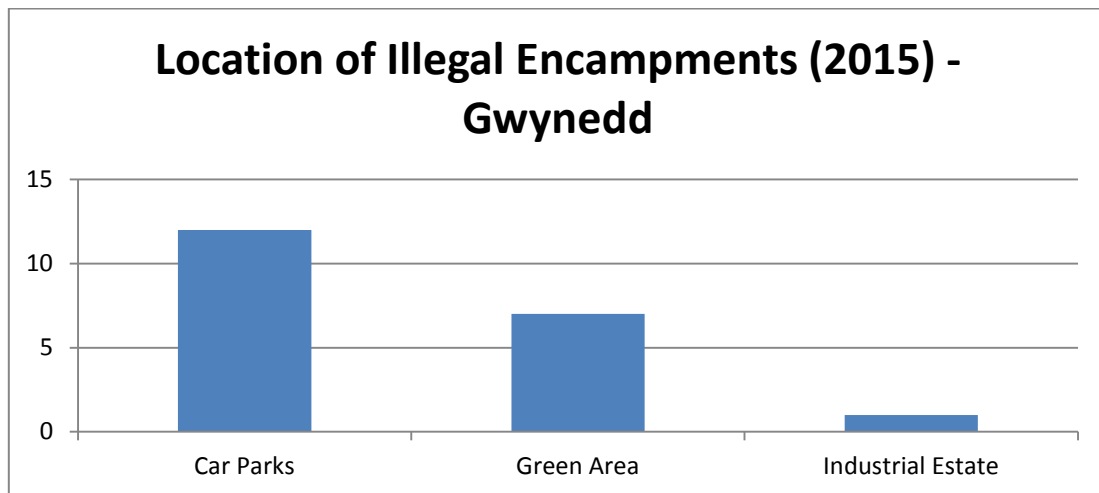
Graph No 7 - Number of illegal encampment per month – January – November 2015 – Gwynedd

There has been an increase in illegal encampments in Gwynedd during August and September.



Graph No 8 - Location of Illegal Encampments – January 2015 – November 2015

Most of the encampments locate themselves on car parks within the County, as most car parks have facilities that can be accessed such as toilets and running tap water.

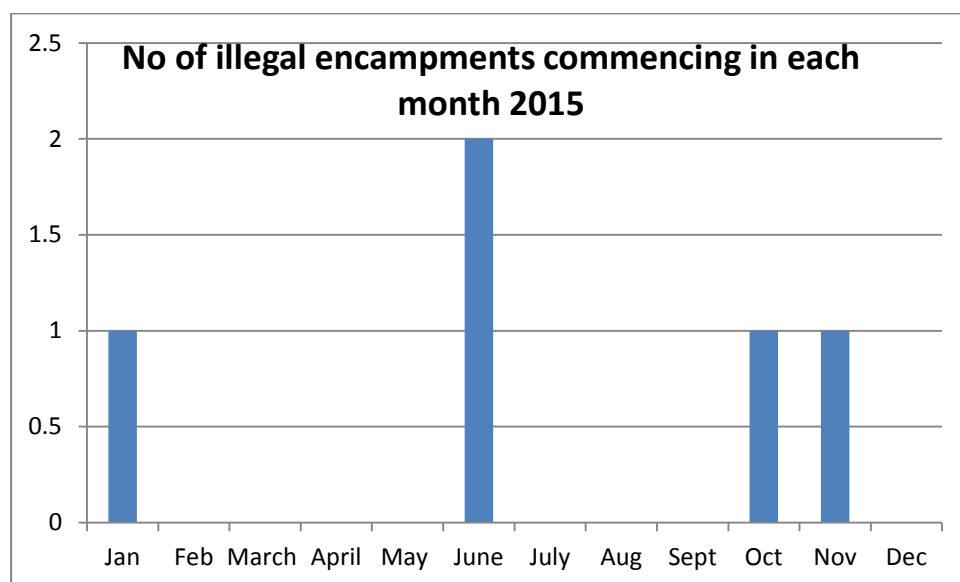


2.7 Unauthorised sites data recorded by Anglesey

Records of short term unauthorised encampments

Records are now kept of unauthorised encampments occurring on Anglesey at other times in the year, though these are only wholly complete for the last 12 months.

Graph no 9 - This shows the occurrence of unauthorised encampments in Anglesey during 2015.



In addition Council records show that for the last three years a large encampment has taken place in July/August of several weeks on Council land on the Mona Industrial estate. There have been between 11 and 15 caravans and the duration has been between 10 and 19 days.

Smaller encampments (2-3 caravans) also took place at the Mona Industrial Estate in September 2014 and October 2015.

Other encampments have occurred in the Holyhead area. Since August 2014 three unauthorised encampments have been recorded in different locations in Holyhead including Local Authority, Welsh Government and private land (supermarket car park). These were of short duration of between 1 to 4 nights.

One encampment of 5 caravans occurred in Llangefni on a Council car park during November 2015

It is known from Police or Council contact with the Travellers that these encampments sometimes arise from Irish Travellers travelling from or to Ireland. Reasons for stopping can be waiting for other travellers, weather conditions and/or break to the journey.

The large encampment in July / August occurs as a result of Romany gypsies meeting together as part of their travelling patterns for both work and community reasons.

2.8 Current Accommodation provision - July 2015 - Gwynedd

The current accommodation provision for Gwynedd is seven. All seven are situated on the Llandygai Site on the outskirts of Bangor and all pitches are occupied.

Three private sites have been identified, two in the Arfon area and one in the Dwyfor area. All 3 households have been contacted to take part in the Accommodation Assessment.

Table No 8 – Current Accommodation Provision - July 2015 - Gwynedd

	Authorised sites with Planning permission		Unauthorised Sites (without planning permission)			
	No. of Caravans		No. of caravans on sites on Gypsies own land		No. of caravans on sites on land not owned by Gypsies	
	Socially Rented	Private	Tolerated	Not Tolerated	Tolerated	Not Tolerated
Gwynedd	7	3	0	0	0	1
Total	7	3	0	0	0	1

2.9 Current Accommodation provision - July 2015 - Anglesey

There are no Local Authority sites on Anglesey.

There are no privately owned sites on Anglesey.

There is a long term unauthorised encampment in a lay by beside the A5025 Pentraeth Road. This has been tolerated since unsuccessful court action by the Council in 2009. The current occupancy of this site was assessed in the course of the GTAA as described in Section 5.2.

3.0 Chapter Three: Methodology

3.1 Project Steering Group Composition.

In line with Welsh Government Guidance (page 14- 5.6 Project Management) a steering group was established. The steering group included those who have established networks with the Gypsy and Traveller communities and those accountable for meeting the accommodation needs of the Gypsy and Traveller Communities (**See Appendix D**). 4 meetings were held dated 15.06.15/28.09.15/02.11.15 and 02.12.15

3.2 Study Methodolog

3.2.1 Approach to the Research

The study was project managed in-house by Anglesey and Gwynedd Council, Housing Strategy Units. The approach for the study was formulated through partnership working with key individuals. North Wales Housing was commissioned to support individuals with the completion of the questionnaire to ensure impartiality.(**See Appendix E**).

3.2.2 Engaging Key Stakeholders

A joint visit was made by Gwynedd Council and North Wales Housing to residents on the Llandygai site. Anglesey Council and North Wales Housing visited the Pentraeth site. During the initial visits an explanation was provided on the accommodation assessment process. Residents were also informed that North Wales Housing were an independent organisation that would support individuals to complete the questionnaire.

Gwynedd and Anglesey Council used various social media sites /organisations and the press to raise awareness of the Gypsy and Traveller Accommodation Needs assessment (**See Appendix F**).

3.2.3 Delivery of questionnaires

- 3.2.3.1** Each household were encouraged to complete a questionnaire with support from North Wales Housing staff. North Wales Housing were then asked to input the information in to Lime Survey which is a recording mechanism used by Gwynedd Council. Gwynedd Council would then work with Anglesey Council to explore the findings.
- 3.2.3.2** North Wales Housing was asked to provide feedback to the steering group on progress made and additional support required, if any.
- 3.2.3.3** Further information was gathered through Education Departments, Trading Standards, Housing Associations, census, historic reports and documents and the bi-annual caravan count.
- 3.2.3.4** Due to confidentiality Housing Associations and Education Department were unable to share personal information regarding tenants/service users with the project managers. We therefore relied on the Housing Associations and Education Department to make contact on our behalf.
- 3.2.3.5** Gwynedd and Anglesey Council in partnership with North Wales Housing have recorded all attempts made to engage with individuals who were identified to be Gypsy or Irish Traveller under **Appendix G**.

3.2.4 Engagement Checklist

See interview Log (Appendix G)

Action required	Comments
Visit every Gypsy and Traveller household identified through the data analysis process up to 3 times, if necessary.	Contact made via letter/telephone call and personal visits have been made to known Gypsy and Travellers in the Gwynedd and Anglesey Area. North Wales Housing supported the individuals to complete the questionnaires.
Publish details of the GTAA process, including contact details to allow community members to request an interview, on the Local Authority website, Travellers' Times website and World's Fair publication.	See Appendix CH for details of work undertaken to publicise the GTAA in Anglesey and Gwynedd.
Consult relevant community support organisations.	See Appendix Ch for details of work undertaken to publicise the GTAA in Gwynedd and Anglesey.
Develop a Local Authority waiting list for both pitches and housing, which is accessible and communicated to community members.	Electronic waiting list being developed to link to the social housing register. Paper waiting list in place at present in Gwynedd. Anglesey has developed a register for those interested in pitches and both paper copies and an online form are now available.

Action required	Comments
Endeavour to include Gypsies and Travellers on the GTAA project steering group.	Member of the Gypsy and Traveller community participated on the Steering Group.
Ensure contact details provided to the Local Authority by community members through the survey process are followed up and needs assessed.	Contact made via letter/telephone call and personal visits to known Gypsy and Travellers in the Gwynedd and Anglesey Area
Consider holding on-site (or nearby) GTAA information events to explain why community members should participate and encourage site residents to bring others who may not be known to the Local Authority.	Recommended by Gypsy and Traveller representative that it would be better to visit individuals on a 1:1 basis rather than holding an event. Initial introductory visits were made explaining the process, followed by visits from North Wales Housing staff.

3.3 Findings - Gwynedd

- 3.3.1** Gwynedd Education Department identified 26 children in Gwynedd schools who were of Gypsies and Traveller origin – ranging from Year 0 to Year 11.
- 3.3.2** Out of the 26 children 9 families were identified and all received a letter and a phone call from the Education department to inform them about the survey. 3 responded confirming they did not wish to complete the questionnaire and 6 did not make any contact. 22 out of the 26 children went to school in the Arfon area mostly Bangor and Bethesda and 4 children went to school in the Dwyfor Area.
- 3.3.3** North Wales Housing confirmed that they had no tenants which have identified themselves as Gypsies and Travellers. Cartrefi Cymunedol Gwynedd had 21 individuals (12 households) and Grwp Cynefin had 1 tenant (1 household).
- 3.3.4** Housing Associations and Gwynedd Council worked in partnership to send tenants the information leaflet with details of the contact person in Welsh Government and Gwynedd Council. Contact was also made by telephone where possible. Cartrefi Cymunedol Gwynedd posted information on their web-site to raise awareness amongst their tenants.
- 3.3.5** From the 13 households identified through the Housing Associations, 8 were in the Arfon area, mostly Bangor and 5 in the Dwyfor area.
- 3.3.6** As noted in 4.2 the office for National Statistics identified 72 households in Gwynedd who were Gypsies and Travellers.

Gwynedd have managed to contact 13 out of the 65 in bricks and mortar via Housing Associations.

3.3.7 The 7 caravans/temporary structures reported on in the Office for National Statistics were known to Gwynedd as the Gypsy and traveller site in Llandygai. All 7 were contacted and 4 completed the questionnaire.

3.3.8 Three unauthorised developments were contacted by letter due to having no telephone numbers. 1 did not respond, 1 made contact over the phone refusing to be contacted again and the third arranged for North Wales Housing to visit to complete the questionnaire.

3.3.9 Gwynedd' Council's licencing department was able to identify locations of the fairs and circuses. This information was passed on to North Wales Housing in August 2015 to make arrangements to visit. North Wales Housing were unable to make arrangements to visit these events due to staffing arrangements.

3.3.10 Gwynedd Council visited the circus in Dinas at the end of August 2015. They confirmed that they did not want to complete the questionnaire and wanted us to note that as showpeople they didn't want to be categorised as Gypsies and Travellers.

3.3.11 North Wales Housing and Gwynedd Council staff made arrangements to visit a fair in Bangor on the 10th September 2015. Unfortunately upon arrival on the site the fair had moved on.

3.3.12 Contact has been made with the Kirk Mulhearn of the Showman's Guild and Lynn Whatmore who edits the World's Fair magazine. An advert was placed by Welsh Government in

July 2015 edition. This provided an opportunity for the travelling showpeople to make contact and arrangements made to complete the questionnaire.

3.3.13 Twenty illegal encampments have been recorded in the Gwynedd Area in 2015/16, a total of 69 caravans.

3.3.14 From August 2015 onwards (start of the consultation period), 11 illegal encampments, a total of 27 caravans were offered the opportunity to complete the questionnaire. An explanation was provided regarding the reason behind the questionnaire and the potential to explore transit or temporary stopping site for the future. Although some of the encampments noted that a transit site/temporary stopping site would be welcomed they also noted that at present there is no charge when they stop as they mostly stop in car parks where there are facilities close by.

3.4 Findings – Anglesey

- 3.4.1** Tenant profiling information for tenants in social housing on Anglesey was examined to identify any tenants who were of Gypsy and Traveller origin. This identified 1 tenant in social housing a tenant of the Isle of Anglesey County Council who was approached by North Wales Housing for an interview.
- 3.4.2** Records for the Education services for the Isle of Anglesey County Council enabled three households to be identified where an ethnic origin of Gypsy or Traveller was recorded for children in Anglesey schools.
- 3.4.3** Approaches were made to these families by letter and then follow up phone call. The families agreed to complete the questionnaire via phone call.
- 3.4.4** Visits were made to the tolerated site on the Pentraeth road. Council officers visited to explain the survey and to offer the opportunity to attend the steering group. Officers from the, North Wales Housing, attended to try to arrange appointments. North Wales Housing officers experienced difficulties setting up interviews. Ultimately one survey was partially self completed and one was completed through an interview with a Council officer.
- 3.4.5** During the timespan of the survey two travelling fairs took place on Anglesey. An interview was arranged with the owner of a fair in Benllech in September. Attempts were made by North Wales Housing Staff to interview travelling showpeople at the annual Menai Bridge fair but it was not possible to arrange as no one was present in the caravans when they visited.

3.4.6 As described in para 3.3.12 Gwynedd and Anglesey jointly approached the Showman's Guild and publicity was given to the survey in the World's Fair Magazine in November.

3.4.7 In the course of the survey 2 unauthorised encampments were reported to Isle of Anglesey County Council. At one the travellers had moved on prior to a visit by the Council officer. At the second a formal interview was declined but a discussion was held about the reason for encampment. The group of travellers were returning to Ireland and had delayed their journey in part because of bad weather. The interviewee stated that he had not regularly stopped in Anglesey previously.

4.0 Chapter Four :Survey Findings

4.1 Gwynedd Council's Findings

4.1.1 Household Interviews

Seven households were interviewed in Gwynedd and three on Anglesey. As noted previously North Wales Housing supported the individuals with completing the questionnaires.

Three out of the 7 households were on the Local Authority Site, 1 was in private rented accommodation and 2 on an unauthorised development. The households identified themselves as Irish Traveller/Romani Traveller/ Showperson, Irish Traveller/English or English/Gypsy.

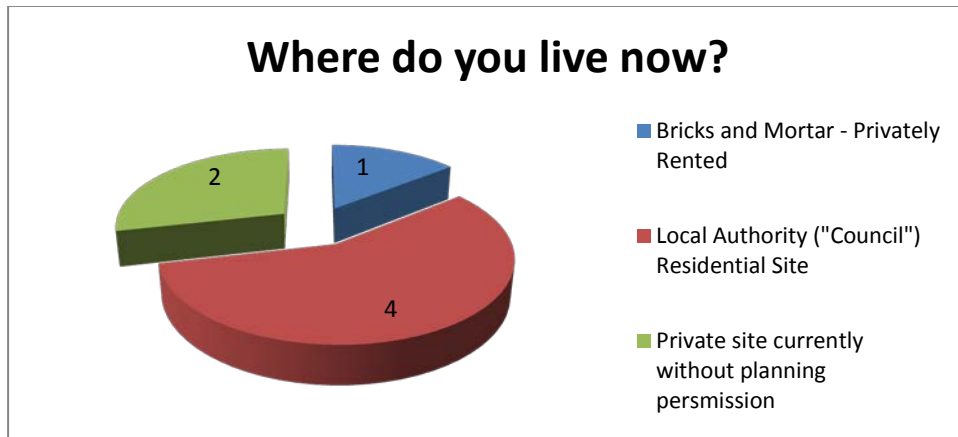
4.1.2 Household Information

The number of people in each household was as follows:-

- 3 x households – 1 person per household and the 3 were males;
- 1 x household – 5 people, 3 males and 2 females;
- 1 x household – 6 people, 3 males and 3 females;
- 1 x household – 9 people, 4 males and 5 females.
- 1 x household – 2 people, 1 male and 1 female.

The household with the 9 people are currently living in bricks and mortar.

Graph No 10 – Where Gypsies and Travellers live now (Gwynedd)



When asked why they live there, the responses were as follows:-

- **Local Connections (Family or Work) (6)**
- **Other (1) – “In Wrexham prior to move - moved house so that children could go to school and access a bit of education”.**

Length of time at current location – 4 had lived at the location for over 5 years. 1 has lived at their current location since 7-12 months, 1 since 1-2 years and 1 since 2-5 years. 4 out of the 7 noted that they don't intend to move from current location and didn't know how long they would remain at their current location.

Graph No. 11 - Length of time at current location (Gwynedd)



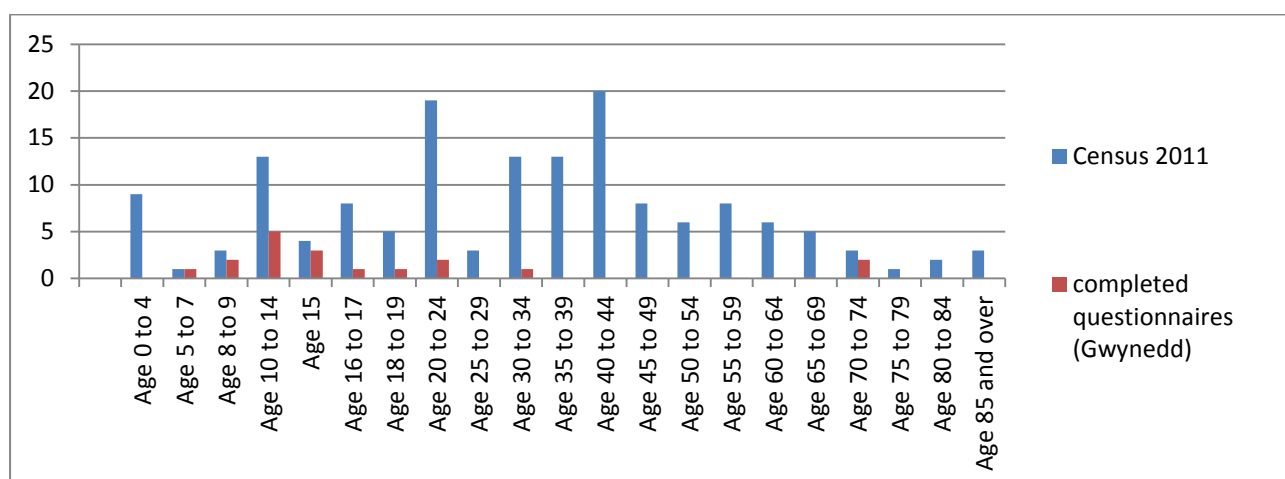
The reason for the two households moving in the last 12 months is noted below:-

- **Got married;**
- **Had a caravan in Wrexham, moved over 12 months ago.**

4.1.3 Demographic profile of population

The chart below compares the census data in comparison with the actual data received through the completed questionnaires. Some of the main respondent didn't disclose their age/age of partner on the questionnaire but did disclose the ages of the children.

Graph No 12 – Age of Gypsies and Travellers in Gwynedd in Compariosn with 2011 Census data



4.1.4 Suitability of current accommodation

Six households noted they were not satisfied with their current accommodation and comments are as follows:-

- **No improvements needed – don't want to live in a house anymore, been there 12 months – want to go back to a caravan. (1)**
- **Improved toilet facilities (1)**
- **Improved maintenance e.g. plumbing /drainage / waste collection (3)**

- **Play area for young children (3)**
- **Extra Car Parking Spaces (3)**
- **No facilities on site, nowhere else to go (1)**

One household noted that he was satisfied with his current accommodation as he owns his own field and the site is in good order, but is dealing with planning issues at present.

When asked if the households would stay longer at their current accommodation if improvements were made, responses were as follows. Please note multiple answers received:-

- **No – prefer living in a caravan (1)**
- **Yes – repairs needed (2)**
- **Yes - site made bigger (3)**
- **Yes – adaptations needed (4)**
- **Yes – accommodation made safer (3)**
- **Yes – planning permission granted (2)**
- **No answer (1)**

During visits to the Llandygai site some of the above were discussed and an action plan for improvements was formulated and work is on-going. Other issues raised are being explored.

Three out of the 7 households noted that there were enough sleeping areas for all residents.

Further breakdown as follows:-

- **1 noted that there was space on the pitch for 2 additional trailers**
- **1 noted that there was space on the field for 5 additional trailers;**
- **4 noted there was no space for additional pitches;**
- **1 household noted this was not applicable.**

4.1.5 Accommodation aspirations

Four out of the 7 households who highlighted the need for pitches wanted to join Gwynedd Council's waiting list. Application forms along with information sheets have been sent to all 4 households. Site Liaison Officer has also offered to arrange support to complete the forms.

Graph 13:- Number of people who want to joint the Local Authority waiting list for pitches.



When asked what type of accommodation the households are planning to move to, the responses were as follows. Please note some households had chosen more than one option and other has chosen not to reply.

- Council Social rented Sites (2)
- Private site owned by self (1)
- Private Site owned by other (2)
- Bricks and Morter (0)
- Rent from Council/Housing Association (0)
- Rent from private Landlord (0)

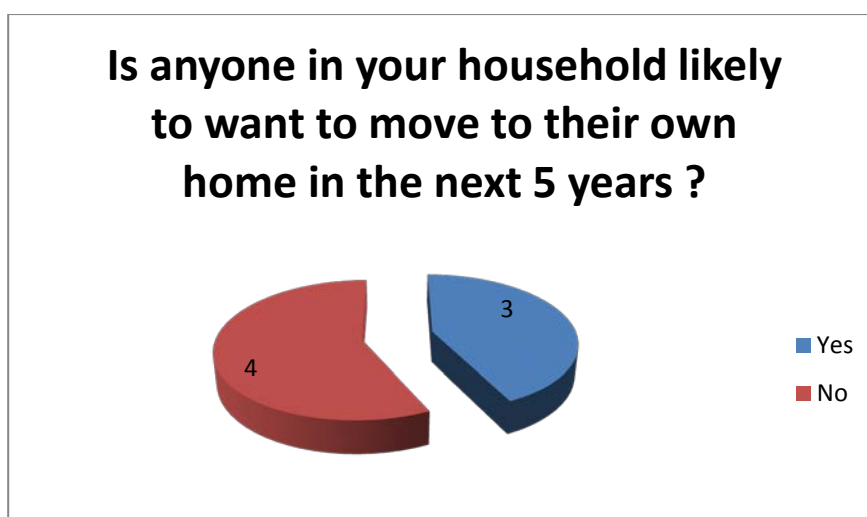
4.1.6 Household Growth

Three respondents have noted that they have members of their family who will want to move to their own home in the next 5 years.

Two out of the 3 respondents said they would want to stay in Gwynedd.

One out of the 3 respondent was not sure which Local Authority they would like to move to.

Graph No 14:- Number of households likely to want to move to their own home in the next 5 years



From the three respondents, 2 have specified that they wanted to stay in Gwynedd and would require 4 additional households (potential of 8 people) on Gwynedd Local Authority site.

The third respondent noted the type of accommodation required was a caravan for 2 households (potential of 4 people) but they were not sure if the households were required in Gwynedd.

To date 5 households have been recorded on the Gwynedd Council waiting list. Out of the 5 applicants on the waiting list, 3 of the applicants have taken part in the accommodation assessment and completed a questionnaire but have been included in the 5 that require accommodation now.

Graph No 15:- Household Need in Gwynedd in the next 5 years

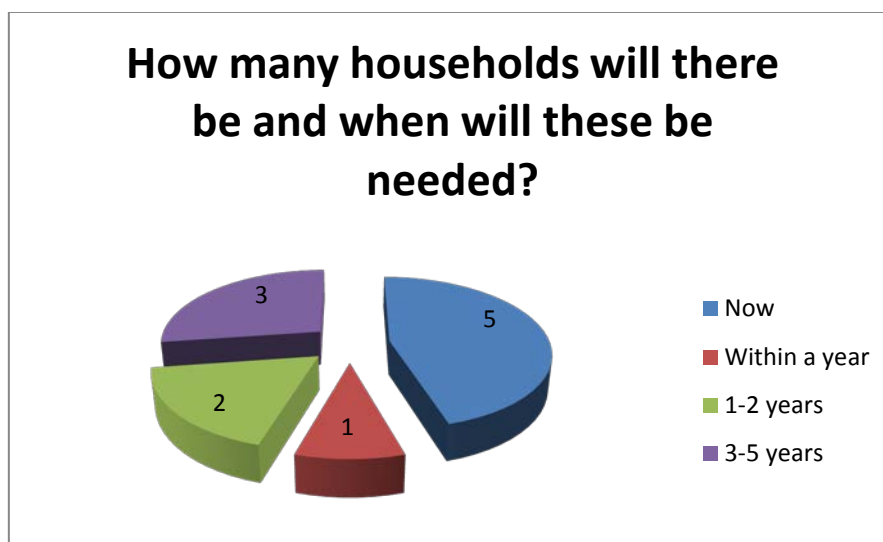


Table No 9 - The table below shows the type of households that could potentially require a tenancy/pitch in the next 5 years.

	Age	Age	No of household required
Household No 1	17 years fo age	15 years of age	2
Household No 2	17 years of age	15 years of age	2
Household No 3	23 years of age	15 years of age	2

4.2 Isle of Anglesey County Council Findings

- 4.2.1** 5 questionnaires were completed by households on Anglesey. In cases where, following approaches from North Wales Housing staff, it was not possible to arrange a face to face interview, telephone interview and self completion of the questionnaire was agreed. This did mean that some questionnaires were not fully completed.
- 4.2.2** The questionnaires achieved on Anglesey were completed by Gypsies and Travellers from a mixture of backgrounds including Travelling showman, New Travellers, and Gypsy / Traveller in bricks and mortar.
- 4.2.3** On the basis of the small number completed, the diverse nature of the respondents and for reasons of confidentiality no attempt has been made to present the responses obtained in graph form for Anglesey.
- 4.2.4** It is also useful to draw on information about the need for both permanent and temporary sites obtained through more informal conversations undertaken by both survey staff and Council officers who have had contact with Travellers and have discussed with them their accommodation needs and preferences in the course of the last year. Discussions with households staying at an unauthorised encampment during the summer showed that this was a gathering of families some of whom were related which took place as part of their travelling patterns. A number of the households also had contacts for work on the island or would look for work undertaking garden maintenance / tree surgery. Reference is made later on in the report under section 5 – Assessing Accommodation Needs.

4.2.5 Families on sites – Anglesey

Two questionnaires were completed by New Traveller households. On the basis of these and discussion with the New Travellers there are considered to be 4 households currently living on the Pentraeth site who require a pitch.

Both interviewees highlighted the lack of basic facilities on the site. One had lived at the site for over 5 years and one for 18 months. Both indicated that the location of the site was acceptable but the lack of electricity, showers and safety feature made the site unsatisfactory.

No households interviewed reported likely household growth over the next 5 years.

4.2.6 Families in bricks and mortar – Anglesey

As detailed in section 3.2 a number of ways were used to try to contact Gypsy and Traveller households living in bricks and mortar.

Three households living in bricks and mortar on Anglesey agreed to take part in interviews.

All households were satisfied with their current accommodation though one was seeking a transfer to another home in the social rented sector

All the households had lived in their existing homes for over 5 years.

In no cases was there evidence of cultural aversion to living in bricks and mortar. One household was satisfied with current accommodation but did indicate that living on a pitch would be a “preferable option”.

The information provided through the interviews was carefully considered. Although all households indicated they were currently happy in their existing accommodation they were keen that sites should be available so that Gypsies and Travellers could make a choice about living on a site dependent on their preferences and circumstances.

However it was not evident that there was a need for a pitch in the next

5 years from the households interviewed. None currently indicated that they wished to join the waiting list for a pitch.

Two of the households included young children. Their ages were such that there would be no household growth from these families which could create a need for pitches would take place in the next five years.

4.2.7 Travelling Showpeople – Anglesey

One questionnaire was completed by a member of the Travelling Showpersons guild who held a travelling fair on Anglesey. Anglesey was one of a number of destinations in North Wales where he travelled with the fair during the summer. While an interest was expressed in finding a storage site for equipment closer to his working area, a need for a yard in the Anglesey area was not apparent. Manchester was mentioned as area for a future potential move.

4.2.8 Transit sites / Temporary Stopping Places - Anglesey

Three respondents replied to the question E5 on where transit sites or temporary stopping places are needed. All three recognises the need for additional transit sites. A55 corridor, “anywhere on Anglesey” and North Wales coastal area were named as locations.

5. Chapter Five – Assessing Accommodation Needs

5.1 Residential Unmet Need - Gwynedd

From the responses received from the seven households 4 required a Local Authority application form to be considered for accommodation in Gwynedd. Out of the 4, 3 are currently on the waiting list.

Potential future needs from the seven households in the next 5 years would be 6 households. 4 households have specified that they would want to stay in Gwynedd. 2 households noted that they were not sure which Local Authority they would like to reside in.

In terms of residential need the following figures are identified in the study:

Period	Gwynedd
Now (currently on waiting List)	5
Within a year	1
1 to 2 years	2
3 to 5 years	3
TOTAL	11

Those on the waiting list in Gwynedd have all expressed an interest in obtaining a pitch on the Council site in Llandygai.

The future need identified in the survey did not specify areas within individual Counties where they Gypsy / Traveller sought accommodation. However in relation to Gwynedd the future need came from the residents in the Bangor area (mainly the Llandygai site).

5.2 Transit/Temporary Unmet Need – Gwynedd

5.2.1 Gwynedd Council make ever effort to visit all illegal encampments in the Area.

5.2.2 From August 2015 information was shared with individuals on the Gypsy and Traveller Accommodation Assessment. It was highlighted how important it is to identify transit and temporary stopping sites and by completing the questionnaire.

5.2.3 Although no questionnaires were completed some individuals noted that temporary stopping sites are required but were unsure on having to pay to stay on the site. Information shows that at present caravans park illegally mostly on car parks with facilities close by.

5.2.4 All 7 respondents who completed the questionnaire noted there was a need for transit/temporary stopping sites and suggested the following:-

- **Think more needed – not sure where, but don't think they work that well. If sites require money will tend to use unauthorised sites with free facilities. Also can get different families who don't get on ending up on the same site. Prefer not to say where (1)**
- **Along the A55 (5)**
- **Bangor/ Gwynedd area (1)**

5.2.5 The evidence obtained during this study shows that the need for Gypsies or Travellers passing through the area is for temporary stopping places rather than transit sites.

5.2.6 The level of illegal encampments seen in the majority of areas has been for one visit during the year. These are on sites that have historically seen such movements for a number of years and as such the temporary usage is tolerated for this annual visit.

5.2.7 There is however a specific areas where a higher level of usage is seen being the Shell Car park in Caernarfon (9 visits during 2015).

5.3 Residential unmet need – Anglesey

5.3.1 As referred to in Section 4.2.5 above unmet need was identified at the unauthorised but tolerated site occupied by New Travellers. The questionnaires and more informal conversations have identified a need from 4 single person households permanently resident at the site.

Period	Ynys Môn
Now (currently on waiting List)	4
Within a year	0
1 to 2 years	0
3 to 5 years	0
TOTAL	4

5.4 Transit/Temporary Unmet Need – Anglesey

5.4.1 Two unauthorised encampments of 3 and 5 caravans were recorded on Anglesey during the survey period but no formal interviews could be arranged. Section 2.7 sets out the evidence recorded on recent unauthorised encampments.

5.4.2 Discussions with some of the Gypsies and Travellers on these encampments have shown that these travellers have followed the A55 to or from Ireland or have gathered in Anglesey from a variety of parts for the UK as part of annual travelling patterns.

5.4.3 There is a pattern to these encampments. Encampments near Holyhead have usually been for only a night or two and have generally involved no more than 6 caravans. As explained in s2.7 there is a larger encampment in the Mona area each summer which has up to 15 caravans. On this basis it is therefore concluded that a temporary stopping place near the centre of the island and a second in the Holyhead vicinity would provide suitable transit provision to meet present needs. The provision in the centre of the island needs capacity for at least 15 caravans.

6. Chapter Six - Conclusion and Recommendations

6.1 Conclusion

6.1.1 Assessment Process

This report details how Gwynedd and Isle of Anglesey County Councils have followed the steps of the methodology recommended by the Welsh Government Guidance “Undertaking Gypsy and Traveller Accommodation Assessments”.

Both authorities have engaged with the Public via various means to raise awareness and to ensure that local communities and members of the Gypsy and Traveller Community have had an ample opportunity to provide input on future demand for residential pitches and temporary stopping places to ensure that relevant aspects of Community Cohesion have been taken into consideration.

Barriers encountered in the course of the study were reluctance of members of unauthorised encampments to engage in completing the questionnaire and difficulties in arranging interviews with some members of the Gypsy and Traveller community who were either unavailable for personal reasons or unwilling to take part. It is recognised that in the course of this study a better understanding of the local Gypsy and Traveller community has developed which provides foundations for engagement and the next formal assessment in five years time.

As part of the engagement process, both staff and Elected Member training has been arranged in each Local Authority and staff have had access to information and support to increase their awareness of Gypsies and Travellers and Community Cohesion aspects. Both Local Authorities have been as inclusive as they can in practical terms through adopting several methods of engagement with the Public and the local Gypsy and Traveller Community. The steering group has met at intervals throughout the planning process of the assessment and included representation from Housing,

Community Cohesion, Local Members and representatives of the Gypsy & Traveller Community.

6.1.2 As a result of following this methodology, the identified need for sites in Gwynedd and Anglesey is

Permanent residential pitches

	Permanent residential pitches needed now	Potential need for residential pitches over the next 5 year period.
Gwynedd	5	6
Anglesey	4	0

Sites for transit / temporary stopping places

	Number of additional sites required	Location of sites needed
Gwynedd	1	Caernafon Area
Anglesey	2	Central Anglesey and Holyhead area.

6.2 Recommendations

The local authorities are subject to a legal duty to exercise their functions to provide pitches to meet the identified needs.

In order to meet the need identified in the assessment the following recommendations are made.

6.2.1 That the identified need for residential pitches be met by

- 6.2.1.1 Safeguarding existing residential provision in the Study Area in the Joint Local Development Plan.
- 6.2.1.2 Allocating an extension to the existing Gypsy Llandygai site in Bangor in the Joint Local Development Plan (JLDP) to meet the Gwynedd residential need.
- 6.2.1.3 Allocating a site in the JLDP in the Menai area to meet the assessed need for 4 permanent pitches arising from the tolerated Pentraeth Road site.
- 6.2.1.4 That the Councils seek funding from the Welsh Government Gypsy & Traveller Site Grants to develop the identified residential sites. Project Plans be agreed by the respective Councils.

6.2.2 The identified need for temporary stopping place should be met through:

- 6.2.2.1 Allocating a temporary stopping place in the Caernarfon area;
- 6.2.2.2 In addition in Gwynedd, on the premise that the majority of illegal encampments in the Bala and Criccieth area have been for 1 visit continue to apply

the tolerated protocol for these type of visits in these areas.

6.2.2.3 Allocating two temporary stopping places along the A55 on Anglesey, one in the Holyhead area and one in the centre of the island, to provide for the needs of Gypsies and Travellers who have regularly made unauthorised encampments in these two areas. The site for the centre of the island should have capacity to accommodate up to 15 caravans. The Holyhead site should accommodate up to 12 caravans.

6.2.3 Additional recommendations

6.2.3.1 That the councils commit funds towards facilitating the three temporary stopping places identified as needed.

6.2.3.2 That the Project Steering Group continues to meet twice a year to ensure that ongoing monitoring will be maintained and to identify whether further residential or temporary stopping places should be delivered to meet any further identified need.

6.2.3.3 Project Steering group to develop a joint action plan including any outstanding issues from the 2013 Gypsy and Traveller Accommodation Needs Assessment along with the recommendations identified in 2015 study.

Reference:-

1. Census 2011

<https://www.nomisweb.co.uk/census/2011/KS201EW/view/1946157384?cols=measures>

2. Office for National Statistics

<http://www.ons.gov.uk/ons/search/index.html?newquery=CT0128>

3. Stats Wales – Welsh Government :-

<https://statswales.wales.gov.uk/Catalogue/Equality-and-Diversity/Gypsy-and-Traveller-Caravan-Count> - viewed 17.08.15

Local Development Plan Policies

Introduction

- The current development plan for Ynys Môn consists of the Gwynedd Replacement Structure Plan (1993) and the Ynys Môn Local Plan (1996). Due to the advanced stage reached in the preparation of Ynys Môn Unitary Development Plan, it is also given weight as a significant material consideration in dealing with current applications.
- The development plan for Gwynedd consists of the adopted Gwynedd Unitary Plan (2009).
- Ynys Môn and Gwynedd Councils are currently preparing a new Joint Plan for the two Counties, known as the **Joint Local Development Plan Anglesey and Gwynedd (2011 – 2026)**.
- The Eryri Local Development Plan (2011) relates to land within the boundaries of Snowdonia National Park Authority.
- Whilst the following Local Development Plan Policies provide guidance on land use planning matters related to Gypsy and Traveller developments, it is important to emphasise that these policies should not be read in isolation to other policies within the relevant Development Plan.
- **Ynys Môn - Existing Gypsy Traveller Local Plan Policies**

The development plan for Anglesey consists of the:

- Gwynedd Replacement Structure Plan (Approved by Secretary of State 1993); and
- Ynys Môn Local Plan (Adopted 1996).

These two plans were prepared under the old planning system with the Structure Plan dealing with the broad strategy whilst the Local Plan gave specific allocations and topic based policies. Local Plan was certified as being “in conformity” with the Structure Plan.

- **Gwynedd Structure Plan (Approved November 1993)**

- There are no specific policies that relate to Gypsy-Traveller Developments in the Gwynedd Structure Plan. No sites were proposed in the Gwynedd Structure Plan.
- A link to the copy of the Gwynedd Replacement Structure Plan can be viewed on the Council’s web-site the link to the document is:

<http://www.anglesey.gov.uk/planning-and-waste/planning-policy/current-plans-and-policies/gwynedd-structure-plan/>

Ynys Mon Local Plan Written Statement (1996)

The Ynys Mon Local Plan contains no specific policies or proposals that relate directly to the provision of Gypsy –Traveller Sites. However, reference is made to the gypsy site at Llandygai, which is the responsibility of Gwynedd Council. It is stated in this Plan that existing provision is adequate to meet needs over the Local Plan Period. The Plan explains that if planning applications for Gypsy Traveller Sites are submitted, they will be considered in the context of Policy 1 ‘General Policy’ and of advice given in Welsh Office Circular 2/94, Gypsy Sites and Planning.

A link to the copy of the Ynys Môn Local Plan can be viewed on the Council’s web-site the link to the document is:

<http://www.anglesey.gov.uk/planning-and-waste/planning-policy/current-plans-and-policies/ynys-mn-local-plan/>

Stopped Unitary Plan (December 2005)

The Local Government (Wales) Act 1994 established unitary authorities in Wales and required authorities to produce Unitary Development Plans (UDP).

Anglesey Council started work on the UDP in the late 1990s and the plan advanced through deposit and proposed changes stages to a Public Local Inquiry. In 2004, the Council received the Inspector's Report and work progressed on the preparation of Proposed Modifications to the plan.

However, in December 2005, the Full Council decided to stop further work on the plan and the proposed modifications were never published.

The stopped UDP is given weight as a material consideration in decision making for development control purposes but does not have the status of a fully adopted plan. This position is supported by a letter dated the 6th July 2006 from the Welsh Assembly Government's Planning Division (copy of this letter is contained in the stopped UDP).

The weight to be attached to the various parts of the UDP (policies etc.) must be determined on a case by case basis in relation to the characteristics of the application, the Inspector's Recommendations of July 2004 and any outstanding objections.

A link to the copy of the stopped UDP (2005) can be viewed on the Council's web-site the link to the document is:

<http://www.anglesey.gov.uk/planning-and-waste/planning-policy/current-plans-and-policies/unitary-development-plan/stopped-udp-unadopted-december-2005/>

There are no specific site allocations or rural exception policies relating to Gypsies in the Plan. The following criteria based policy will be applied should evidence of a need arise.

Housing Policy HP13 – GYPSY SITES

Proposals for Gypsy caravan sites will be permitted where:

- i) the site is adequately screened or being capable of being adequately screened; and**
- ii) the site is located in an area normally frequented by gypsies; and**
- iii) the site is located within a reasonable distance of schools, shops, medical and community facilities**

Gwynedd Planning Area - Existing Gypsy Traveller Local Plan Policies

Gwynedd Unitary Development Plan (Adopted 2009)

When the above plan was being prepared, it was considered that there was sufficient provision for the needs of gypsies on the site in Llandygai near Bangor but applications for additional sites could be submitted to the Council. There are no site specific allocations in the Plan

Policy CH16 – GYPSY SITES

Proposals for Gypsy sites in the Plan area will be approved provided there is evidence of genuine need for the development.

A link to the copy of the Gwynedd Unitary Development Plan can be viewed on the Council's web-site the link to the document is:

<http://www.cartogold.co.uk/gwynedd/>

In the explanation for the policy it is stated that for the purpose of this policy that Gypsies are defined as people who move and travel as part of their livelihood and this does not include people who drift from place to place unrelated to earning a living, namely those known as New Age Travellers.

Before an additional site is approved, the Authority must be satisfied that genuine need for the new site exists. As in the case of other developments, sites that would have an unacceptable impact on the landscape, coast or wildlife as a consequence of their location or site layout will not be approved. Proposals that would affect the amenities of nearby inhabitants or highway safety will not be approved.

Joint Local Development Plan Anglesey and Gwynedd (2011 – 2026) Deposit Plan (2015)

In 2010 the Isle of Anglesey County Council and Gwynedd Council *decided to work together to prepare a joint Plan covering the Anglesey and Gwynedd Local Planning Authority Areas*. The deposit version of the Plan was subject to formal public consultation between the February 2015 and 31 March 2015. When the new JLDP is adopted, it will replace the various Plans referred to above and will provide the starting point for considering planning applications for the Isle of Anglesey and Gwynedd Planning Area.

Although at a relatively advanced stage it's policies currently do not carry weight as material planning consideration for development management purposes. The weight to be attached to an emerging draft LDP will in general depend on the stage it has reached, but does not simply increase as the plan proceeds towards adoption (Planning Policy Wales November 2014, paragraph 2.8.1).As the JLDP moves through the examination stage and therefore closer to adoption, its draft policies may be afforded some weight in the planning decision as material considerations. The appointed inspector who will conduct the examination will be required to consider the soundness of the whole plan in the context of national policy and all other matters material to it when conducting the examination. The weight of emerging policies will be lessened if there are objections to them; or if they are contrary to national planning policy.

The Deposit Plan contains three policies that relate directly to Gypsy and Traveller Sites. The policies may be viewed at:
<http://www.anglesey.gov.uk/Journals/2015/02/13/r/v/e/Deposit-Plan-2015.pdf>

POLICY TAI11: SAFEGUARDING EXISTING GYPSY & TRAVELLER SITES

The existing Gypsy site at Llandygai, Bangor, as shown on the Proposals Map, is safeguarded as a permanent residential site to be solely used by Gypsies.

Any new Gypsy or Traveller sites granted planning permission and operated shall also be safeguarded for Gypsies or Travellers use.

Planning permission will be refused for an alternative use on a safeguarded site unless an alternative, replacement site has been identified and developed to provide facilities of an equivalent or improved standard (including its location) whilst there remains a need for such sites as evidenced by the Gypsy and Traveller Accommodation Needs Assessment or the best available evidence.

The purpose of this policy is to safeguard sites that have planning permission for Gypsy –Traveller residential use and sites that are granted such permission in the future. It will help ensure that Gypsy-Traveller sites are not lost to alternative uses, unless material planning considerations indicate otherwise.

POLICY TAI12: GYPSY AND TRAVELLER SITE ALLOCATIONS

To contribute to fulfilling the identified need for Gypsy and Traveller pitches as shown in the Gypsy and Traveller Accommodation Needs Assessment the following location, as shown on the Proposals Map (see Appendix C), has been identified for potential development for permanent residential Gypsy or Traveller use, to be solely occupied by Gypsies or Travellers:

Permanent Gypsy or Traveller sites

Location	Number of pitches	Occupants
Extension to existing site at Llandygai, Bangor	5	Gypsies

As the Councils move towards the Submission stage (anticipated February 2016) in the Plan preparation process a Gypsies and Travellers Sites Assessment Methodology is being applied to identify sites for any gaps in provision to satisfy the most up-to-date needs assessment for permanent residential pitches as well as a series of temporary stopping pitches for Gypsies and Travellers.

The Deposit Plan contains guidance regarding the proposed assessment process that will be used to identify possible permanent residential pitches and temporary stopping sites as allocations in the Plan Area. Further information about the assessment process is set out in Topic Paper 18 Identifying Gypsy and Traveller Sites, which will be updated at the Submission stage.

A link to the copy of Topic Paper 18 can be viewed on the Council's web-site the link to the document is:

<http://www.anglesey.gov.uk/Journals/2015/02/16/r/a/r/Topic-Paper-Identifying-Gypsy-and-Traveller-Sites.pdf>

The following proposed criteria based policy has been drafted to enable new permanent residential Gypsy Traveller Sites and extensions to existing authorised sites to be granted planning permission on land that would not otherwise be released for "bricks and mortar housing" development.

POLICY TAI13: SITES FOR GYPSIES AND TRAVELLER PITCHES

Proposals for new permanent residential Gypsy or Traveller sites and extensions to existing authorised sites for Gypsies and Travellers will be granted on land that would not otherwise be released for residential development provided they conform to all the following criteria:

- 1. A genuine local need is identified;**
- 2. That necessary transport and social infrastructure are accessible or can be readily provided;**
- 3. Cannot be accommodated on an existing authorised site;**
- 4. That environmental factors including high risk of flooding, ground stability, contaminated land, and proximity to hazardous locations do not make the site inappropriate for residential development;**
- 5. It is capable of being serviced with water, electricity, and waste management;**
- 6. The design of the development demonstrates that due regard has been taken to the Welsh Government Good Practice Guide in Designing Gypsy Traveller Sites;**
- 7. There would be no unreasonable impact on the character and appearance of the surrounding areas including impact on residential amenity of neighbouring occupiers or the operating conditions of existing businesses;**
- 8. There are no adverse effects on areas designated as being of international or national importance for biodiversity and landscape;**
- 9. That satisfactory arrangements are in place to restrict the occupancy of the pitches to Gypsies or Travellers.**

As well as being a criteria based policy, this policy could be described as being an “exception type” policy. This purpose of this policy is to enable the release of land outside development boundaries for affordable Gypsy Traveller accommodation where “bricks and mortar housing” would not normally be approved.

The Joint Planning Policy Unit is currently carefully considering representations that were submitted during a public consultation period about the Deposit Plan about elements of the policies described above. Any amendments required to address these representations will be set out in an addendum to the Deposit Plan and described as ‘Focussed Changes’.

The Councils recognise that they will need to identify sufficient sites to meet the need for additional pitches for Gypsies and Travellers calculated from the latest Gypsy Traveller Accommodation Needs Assessment. These additional sites will be set out in an addendum to the Deposit Plan and described as ‘Focussed Changes’. All Focussed Changes will be submitted to the Planning Inspector as recommended amendments to the Deposit Plan.

At the Public Examination into the Plan, the Planning Inspector will assess the soundness of the Plan. The Inspector could recommend changes to policies and to proposed allocations (including the Gypsy Traveller policies and proposed site allocations) to ensure that the Plan complies with the tests of soundness. The Focussed Changes and any Changes arising from the Examination will be subject to public consultation (anticipated during 2016).

Eryri National Park - Existing Gypsy Traveller Local Plan Policies

Eryri 2007-2022 Written Statement (2011)

The adoption of the Eryri Local Development Plan predated the publication of the North Wales Gypsy Traveller Accommodation Needs Assessment in 2013. In the absence of evidence of proven need for Gypsy and Traveller sites, the National Park Authority did not allocate any sites specifically for Gypsy and travellers use and set out the following interim criteria based policy to judge future planning applications for Gypsy and Traveller Sites.

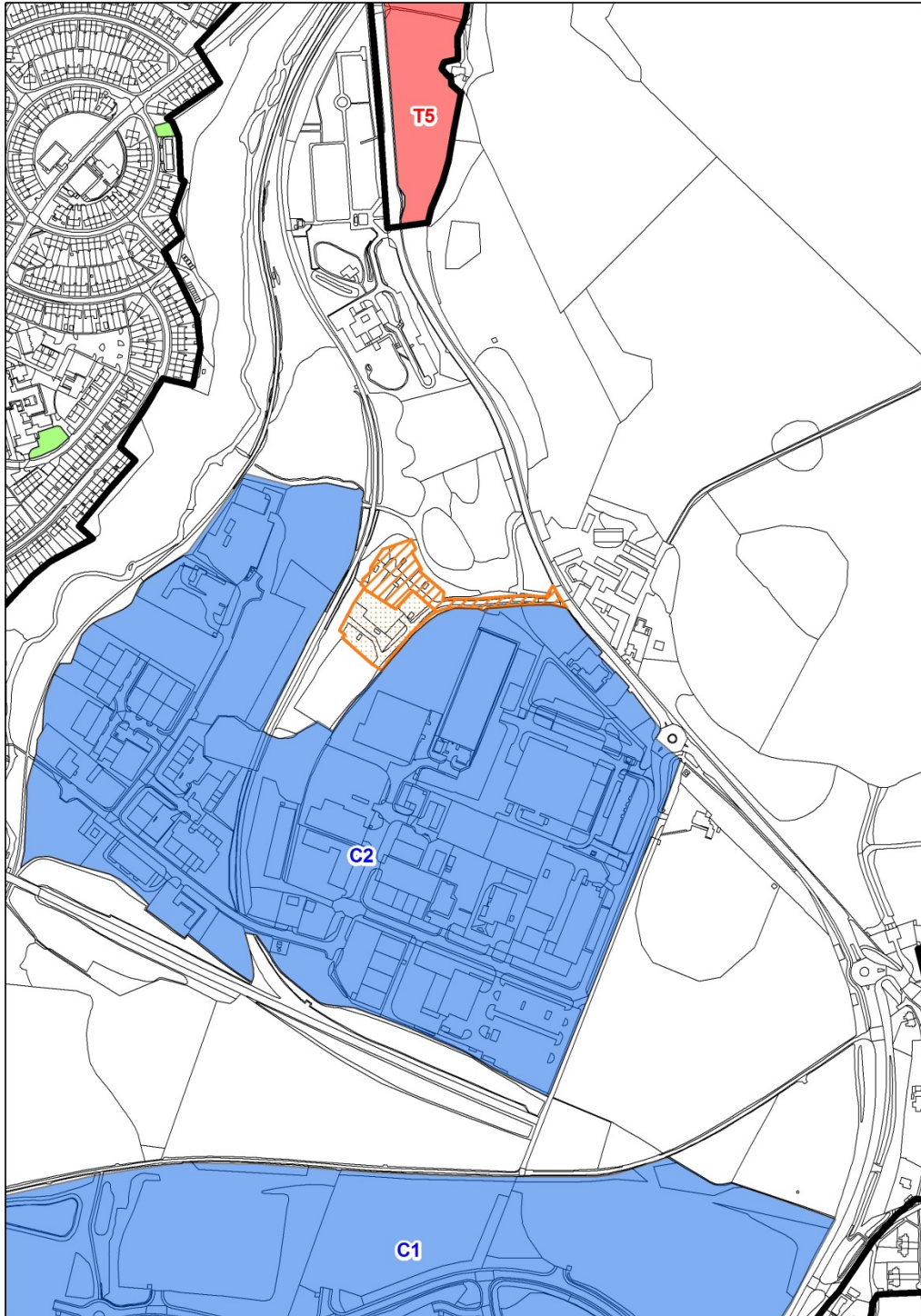
Development Policy 13: Gypsy and Travellers Sites

Within the National Park planning permission for gypsy sites will be granted provided that the following criteria are satisfied:

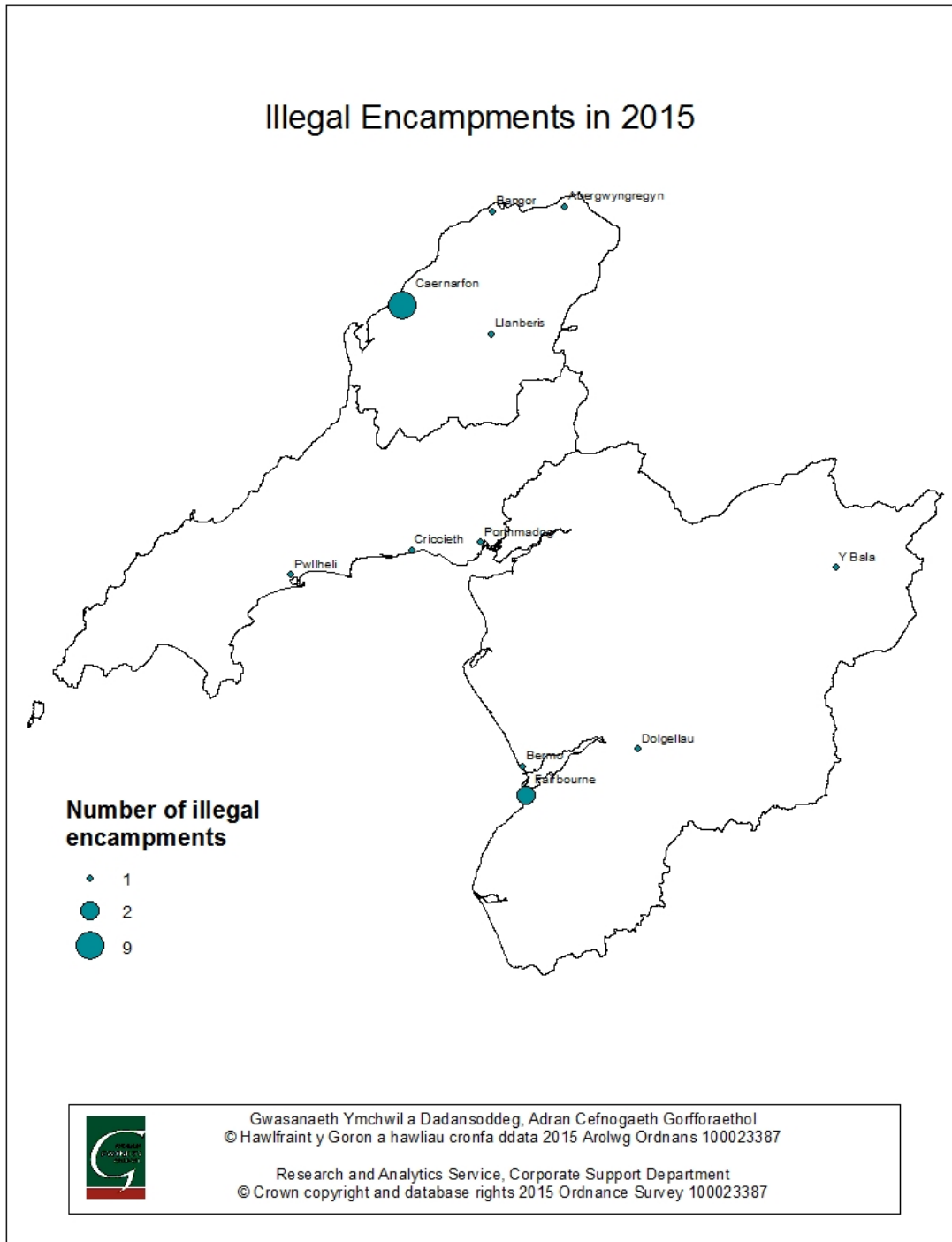
- i. Evidence of need to locate or provide transitory arrangements in the area has been identified.
- ii. The use of the site will not cause significant harm to residential or public amenity.
- iii. The site is in scale with the nearest settled community.
- iv. The site has adequate provision of essential services including an efficient waste and recycling collection service and mains services, and does not place any undue burden on local infrastructure.
- v. The site has direct access onto a principal road, and is on a bus route accessing local services.
- vi. The proposal does not cause significant visual intrusion, is sensitively sited in the landscape and satisfactory landscaping is provided.

Paragraph 5.49 of the explanatory text stresses the importance of ensuring that Gypsy Traveller Sites are unobtrusively located and accord with the National Park purposes. The whole Plan can be viewed at: http://www.eryri-npa.gov.uk/_data/assets/pdf_file/0004/184684/ELDP-Final-6.1.12.pdf

Map – Planning



Appendix C



Appendix D

Gwynedd and Anglesey Gypsy and Traveller Accommodation Needs Assessment Project Steering Group

Name	Department	Organisation
Councillor Ioan Thomas	Housing / Customer Care & Deprivation and Equality Portfolio Leader	Gwynedd Council
Councillor Dafydd Meurig	Planning & Regulatory Portfolio Leader	Gwynedd Council
Councillor Aled Morris Jones	Social Services and Housing Portfolio leader	Anglesey Council
Arwel Owen (Chair)	Senior Housing Officer	Gwynedd Council
Lucy Reynolds	Housing Strategy & Development Manager (Project Manager for Anglesey)	Anglesey Council
Catrin Roberts	Housing Strategy Development Officer (Project Manager for Gwynedd)	Gwynedd Council
John Hughes Jones	Senior Welfare Officer Education	Gwynedd Council
Bethan Roberts	Quality Assurance Officer Education	Gwynedd Council

Name	Department	Organisation
Robert Thomas	Team Leader – Gwynedd and Mon Joint Planning – Policy Unit	Gwynedd & Anglesey
J Mike Evans	Senior Planning Officer – Gwynedd and Mon Joint Planning Policy unit	Gwynedd & Anglesey
Rebeca Jones	Planning Officer (Policy)	Eryri National Park
Megan Marie Riley	Gypsy and Traveller Representative	Gypsy and Traveller Representative
Paulette Campbell	Supported Housing Operational Manager	North Wales Housing
Adrian Roberts	Gypsy and Traveller Liasion Officer – Housing	Gwynedd Council
Tony Jones	Regional Community Cohesion Co-ordinator	Conwy, Gwynedd & Anglesey

Appendix E

ANNEX 2 – QUESTIONNAIRE

SECTION A – YOUR HOME

A1 Where do you live now?

Local Authority (“Council”) residential site	
Council transit site	
Private site with planning permission	
Private site currently without planning permission	
Unauthorised encampment	
Bricks and Mortar – Socially Rented	
Bricks and Mortar – Privately Rented	
Bricks and Mortar – Owner Occupied	

A2 Are you satisfied with your current accommodation?

Yes	
No	
Prefer not to say	

If ‘no’ please explain what could be improved:

A3 Can you tell me why you live here?

Local connections (family or work)	
No alternative authorised pitch	
Can't find a house to move into	
Health or age reasons	
Prefer houses to caravans	
Other:	

A4 How long have you lived here?

Less than 1 month	1–6 months	7 – 12 months	1 - 2 years	2-5 years	Over 5 years

A5 If you have moved within the last year, was your last home in this Local Authority?

YES / NO

Please give details below:

Type of accommodation	Did it have planning permission?	Which Local Authority was it in?	Why did you leave?

A6 How long do you think you'll stay here?

1 or 2 days	3 – 28 days	1 – 3 months	3 months – 2 years	2 – 5 years	Over 5 years	Do not intend to move	Don't know

A7 Would you stay longer if changes or improvements were made to your current accommodation?

(Note: The Local Authority may not be able to make these improvements but understanding the problems with your accommodation may help)

YES

NO

Reason	Tick
Repairs needed	
Site made bigger	
Accommodation made safer	
Planning permission granted	
Adaptations needed (please state below)	

Reason	Tick
Just passing through	
Want authorised pitch in other area	
Want to move into housing	
Relationships broken down	
Prefer living in caravan	

Other:

SECTION B – YOUR FAMILY

	Relationship to respondent (eg. Spouse, son/daughter etc)	Age	Gender	Romani / Irish Traveller / New Traveller / Showperson / Roma / Other (Self-ascribed)	Are there any reasons why you cannot continue to live in this accommodation? (give details)
Respondent	[REDACTED]				
Person 2					
Person 3					
Person 4					
Person 5					

Person 6					
Person 7					
Person 8					
Person 9					
Person 10					
Person 11					
Person 12					

If not living in caravans proceed to B4.

B2 If living in caravans, are there enough sleeping areas for all residents?

YES / NO

B3 Is there room on the pitch for additional trailers to prevent overcrowding?

(Note: guidance suggests that there should be 6 metre gap between trailers and 3 metre gap to boundaries to be safely accommodated on pitch)

YES / NO

If yes, how many additional sleeping areas can be added?

B4 Would anyone in your family like to join the Local Authority waiting list for pitches or housing?

YES / NO

Please provide address for application pack to be posted to below:

Please state if already on a waiting list and which.

SECTION C – YOUR PLANS

C1 Are you planning to move into other accommodation?

Yes	<i>Go to C2</i>	
No	<i>Go to D1</i>	
Prefer not to say	<i>Go to D1</i>	

C2 Where are you planning to move to?

Within the Local Authority	
Another Local Authority in Wales – please state which:	
Somewhere else in the UK	

C3 Why are you planning to move?

Need more space	
Need different facilities	
Local connection (family or work)	
Need to be closer to services – schools etc (Please give details below)	
Employment opportunities	
Other (Please specify below)	

Services:

Other:

--	--

C4 What type of accommodation are you planning to move to?

1. Site	
Council / Social rented	
Private site owned by self	
Private site owned by other	

2. Bricks and Mortar	
Owner / occupied	
Rent from Council / Housing Association	
Rent from private landlord	

C5 Do you own land in the Local Authority which you would like to be considered as a possible future site?

(Note: Interviewer to explain that there is no guarantee that the site will be allocated or developed but planning officers may contact respondent to discuss their situation and offer support)

Yes	<i>Give details below</i>	
No	<i>Go to C6</i>	
Prefer not to say	<i>Go to C6</i>	

If you like the Local Authority to discuss these plans with you, provide contact details below:

--

		YES	NO
C6	If you are looking for an authorised pitch, would you live on a site managed by the Local Authority if offered one?		
C7	If an authorised pitch was available in another Local Authority, would you consider moving there? If ' yes', which Local Authorities?		

SECTION D - FAMILY GROWTH

D1 Is anyone in your household likely to want to move to their own home in the next 5 years?

Yes	<i>Go to D2</i>	
No	<i>Go to D4</i>	
Don't know	<i>Go to D4</i>	
Prefer not to say	<i>Go to D4</i>	

D2 Will this be in this Local Authority?

Yes	<i>Go to D3</i>	
No	<i>Go to D4</i>	
Prefer not to say	<i>Go to D4</i>	

D3 How many new households will there be and when will these be needed?

	Type of accommodation (LA site; private site; B&M housing)	No. of people	Now	Within a year	1-2 years	2-5 years
Household 1						
Household 2						
Household 3						
Household 4						

D4 Do you have family members living outside this area who camp in this Local Authority regularly?

Yes	<i>Go to D5</i>	
No	<i>Go to E1</i>	
Don't know	<i>Go to E1</i>	
Prefer not to say	<i>Go to E1</i>	

D5 If they would like to be interviewed about the need for pitches, provide their contact details and Local Authority where they currently live below:

SECTION E - TRANSIT SITES

E1 Have you camped by the roadside / on an unauthorised encampment / on a transit site in Wales while travelling in the past year?

(Prompt: this information is only to be used to understand if more transit sites are needed)

Yes	<i>Go to E2</i>	
No	<i>Go to E4</i>	
Prefer not to say	<i>Go to E4</i>	

E2 In which Local Authority areas have you camped?

Prefer not to say	

E3 How long would you usually stay in one place whilst travelling?

1 – 2 days	3 days – 1 week	1 – 2 weeks	2 weeks – 1 month	1 – 3 months

E4 Do you think there is a need for more transit sites in Wales?

Yes	<i>Go to E5</i>	
No	<i>Questionnaire ends</i>	
Prefer not to say	<i>Questionnaire ends</i>	

E5 Where are they needed?

(Probe for Local Authorities and specific locations)

Prefer not to say	

Appendix F

Method of raising awareness of the Gypsy and Traveller Accommodation Assessment

Gwynedd Council

Dates		
June & July 2015	Travellers on-line magazine	Arranged by Welsh Government
18.08.15	Briefing Session for North Wales Housing Staff	Meeting
30.07.15 & 02.10.15	Gwynedd Homeless Forum	Meeting x 2 & Emails
August 2015 & 16.09.15	Supporting People Forum	Meeting x 1 & Emails
14.09.15	Gwynedd Council's Newsletter – distributed to Gwynedd Residents	Newsletter
From 19.10.15 onwards	Gwynedd Council Twitter	Social network Site
From 19.10.15 onwards	Gwynedd Council Facebook	Social network Site
From 13.08.15 onwards	Gwynedd Council Web-site	Social network Site https://www.gwynedd.gov.uk/cy/Trigolion/Tai/Tai.aspx
September 2015	Housing Associations	Emails Letters distributed to tenants via Housing Associations http://www.ccgwynedd.org/cy-GB/Ymgynghori

Appendix F

Method of raising awareness of the Gypsy and Traveller Accommodation Assessment

Isle of Anglesey County Council

Dates		
June & July 2015	Travellers on-line magazine	Arranged by Welsh Government
18.08.15	Briefing Session for North Wales Housing Staff	Meeting
September 2015	Isle of Anglesey County Councillors	Email explaining the Assessment and asking them to bring it to the attention of any members of the Gypsy Traveller community they are aware of.
September 2015	Section on Council's website established with information about the Assessment	Social media used to promote the survey http://www.anglesey.gov.uk/housing/anglesey-local-housing-strategy-and-the-anglesey-housing-partnership/gypsy-and-traveller-accommodation-assessment
September 2015	Housing Associations working in Anglesey	Contacts in Gypsy / Traveller community
October 2015	Council's list of third sector stakeholders	Email asking for assistance in publicising the survey
November 2015	Contact made with individuals who had previously contacted the Council about Gypsy Traveller matters via Facebook	Social media used to promote the survey
November 2015	Isle of Anglesey County Council Twitter and Facebook	Social media used to promote the survey
November 2015	World's Fair magazine	Article included about GTAA in North Wales.

Appendix G – Gwynedd Interview Log

Type of tenure	Interview attempts			Engagement techniques used	Questionnaire completed or refusal?	Reasons for refusal?
Bricks and mortar	√			Pre-arranged	Completed	
Local Authoirty Site	√			Pre-arranged	Completed	
Local Authoirty Site	√			Pre-arranged	Completed	
Local Authoirty Site	√			Pre-arranged	Completed	
Local Authoirty Site	√	√		Face to Face visit	Refused	Did not wish to partake at time
Local Authoirty Site	√	√		Face to Face visit	Refused	Did not wish to partake at time
Local Authoirty Site	√			Face to Face visit	Refused	Did not wish to partake at time
Local Authoirty Site	√			Pre-arranged	Completed	
Bricks and mortar	√	√	√	Cyswllt drwy'r Asiantaeth Dai (llythyr a galwadau ffon)		Unable to make contact
	√	√		Cyswllt dryw'r Adran Addysg		3 refused - unable to make wcontact with 6
Bricks and mortar	√	√	√	Llythyr a galwadau ffon		Unable to make contact
Bricks and mortar	√	√	√	Llythyr a galwadau ffon		Unable to make contact
Bricks and mortar	√	√		Llythyr a galwadau ffon	Refused	Happy in current accommodation

Type of tenure	Interview attempts			Engagement techniques used	Questionnaire completed or refusal?	Reasons for refusal?
	✓	✓	✓			
Bricks and mortar	✓	✓	✓	Llythyr a galwadau ffon		Unable to make contact
Bricks and mortar	✓	✓		Llythyr a galwadau ffon	Refused	Happy in current accommodation
Bricks and mortar	✓	✓	✓	Llythyr a galwadau ffon		Unable to make contact
Bricks and mortar	✓	✓		Llythyr a galwadau ffon	Refused	Happy in current accommodation
Bricks and mortar	✓	✓		Llythyr a galwadau ffon	Refused	Happy in current accommodation
Bricks and mortar	✓	✓		Llythyr		Unable to make contact
Bricks and mortar	✓	✓	✓	Llythyr a galwadau ffon		Unable to make contact
Bricks and mortar	✓			Letter	Refused	Happy in current accommodation
Bricks and mortar	✓			Letter	Refused	Happy in current accommodation
	✓			Face to Face visit		Circus - had moved on
	✓			Face to Face visit	Refused	Circus - Did not wish to partake at time
Unauthorised encampment	✓			Face to Face visit	Refused	Did not wish to partake at time
Unauthorised encampment	✓			Face to Face visit	Refused	Did not wish to partake at time
Unauthorised encampment	✓			Face to Face visit	Refused	Did not wish to partake at time

Type of tenure	Interview attempts		Engagement techniques used	Questionnaire completed or refusal?	Reasons for refusal?
Unauthorised encampment	√		Face to Face visit	Refused	Did not wish to partake at time
Unauthorised encampment	√		Face to Face visit	Refused	Did not wish to partake at time
Unauthorised encampment	√		Face to Face visit	Refused	Did not wish to partake at time
Unauthorised encampment	√		Letter	Refused	Did not wish to partake at time
Unauthorised encampment	√		Letter	Completed	
Unauthorised encampment	√		Letter		Unable to make contact

Appendix G – Gwynedd Interview Log

Type of tenure	Interview attempts			Engagement techniques used	Questionnaire completed or refusal?	Reasons for refusal?
Private authorised site	√			Face to face interview	Completed	
Unauthorised encampment	√	√	√	Appointment.	Completed	
Unauthorised encampment	√	√	√	Appointment.	Refusal	Appointment not kept
Unauthorised encampment	√	√		Visits	Completed (self completion)	Interviewee was away from site and only able to self-complete
Unauthorised encampment	√	√	√	Visits	Refusal	On the final visit sickness prevented interview taking place
Bricks and mortar	√	√	√	Phone interview	Completed	
Bricks and mortar	√			Letter and phone interview	Completed	
Bricks and mortar	√			Letter and phone interview	Completed	
Bricks and mortar	√	√	√	Letter and phone		An appointment for a telephone interview was arranged but not kept.
Private authorised site	√	√		Visits		No one present at time of visits and fair ended before further attempt could be made
Unauthorised encampment	√			Visit		Encampment had moved on that morning.
Unauthorised encampment	√			Visit	Refused	Did not wish to take part at this time

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	8th February 2016
Subject:	Housing Rent HRA and Housing Service Charges 2016 - 2017
Portfolio Holder(s):	Councillor Aled Morris Jones
Head of Service:	Shan LI Williams, Head of Housing Services
Report Author: Tel: E-mail:	Darren Gerrard, Financial Systems Manager 01248 752265 dkghp@anglesey.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<p>Members of the Executive Committee are asked to approve the rent increase and service charges for 2016/17 as set out below :-</p> <p>R1 to approve the rent increase in line with the Welsh Government target rent based on collection over 51 weeks.</p> <p>R2 to approve increasing all rents below target of between £0.08 - £2.57 by 1.4% plus an amount up to the maximum of £2.00 per week to bring to target rent.</p> <p>R3 to approve increasing all rents below target rent of between £2.77 - £3.41 by 1.4% plus £2.00 per week.</p> <p>R4 to approve that the rent for the 142 properties that are above target rent should remain at their current levels.</p> <p>R5 to approve the proposal of not applying any increase to the garage rents.</p>

R6 to approve that the service charges costs as noted within section 3.3 of the report be applied to all tenants who receive the relevant services.

Reasons

1.0 Background

- 1.1** The Council is required under the Local Government and Housing Act 1989 to keep a Housing Revenue Account (HRA), which is ring-fenced for transactions specifically relating to Local Authority Housing.
- 1.2** On the 16th December 2015 a letter was received from the Welsh Government confirming that it had agreed to maintain the Welsh Government Policy for Social Housing Rents for 2016/17.
- 1.3** The formula for the annual rent increases will be the consumer price index (CPI) value at the previous September plus 1.5%. In September 2015 CPI was -0.1% thereby giving a total of 1.4% for 2016/17.
- 1.4** As the Council's current rent levels are significantly below the intended policy target rents, to achieve harmonization with other social housing providers will require that Council housing rents (which currently fall below the policy target rents) to be subject to an additional weekly increase up to a maximum of £2 above inflationary rent increases.

2.0 Rent increase for Anglesey tenants

- 2.1** The Welsh Government target rent (as shown in table below) is based on rent being charged over 52 weeks. If we apply this to the rent increase and collect over 51 weeks, we will generate approximately £515K of additional annual income.
- 2.2** As Isle of Anglesey County Council collect the rent over 51 weeks, we are required to adjust the target rent to take into account the rent free week over the Christmas period and this effectively collects the same annual rent as the Welsh Government proposals. By applying these adjusted figures to the rent increase, we will generate approximately £556K of additional annual income. The difference in the target rent figures are shown in the table below :-

	Houses and Bungalows (£)					Flats (£)				Bedsits
	1Bed	2Bed	3Bed	4Bed	5+Bed	1Bed	2Bed	3Bed	4+Bed	
WG Target Rent (52 Weeks)	£76.61	£85.13	£93.64	£102.15	£110.67	£69.32	£77.02	£84.72	£92.42	£61.62
Target Rent (51 Weeks) Collection	£78.11	£86.80	£95.48	£104.15	£112.84	£70.68	£78.53	£86.38	£94.23	£62.83
Average Current Rent (51 Weeks)	£73.94	£76.63	£82.87	£87.12	£94.55	£69.75	£73.23	£80.17	Nil	£64.24

2.3 Using the 51 week collection target rent, the proposed rent increase for 2016/17 will be an average weekly increase of £2.88. This will increase the average weekly rent from £75.49 to £78.37 which is still below the policy rent band. The rent band for Isle of Anglesey County Council is between £82.54 (low end), £86.88 (mid point) and £91.23 (high end).

2.4 In addition, this level of rent increase is being used as the model for the Housing Business Plan. If this method is not followed, the level of borrowing may have to increase to finance the business plan.

2.5 For the properties which are significantly below the policy target rent and in order to move towards the target rent for these properties, it is proposed to increase the current rents by the following methods :-

- 1) For 277 properties where the difference between the current rent and the target rent is between £0.08 to £2.57 per week, the current rent will be increased by 1.4% plus an amount up to the maximum of £2.00 per week.
- 2) For the 3366 properties where the difference between the current rent and the target rent is between £2.77 to £3.41 per week the current rent will be increased by the formula 1.4% + £2 per week.
- 3) For the 142 properties where the current rents are above the target rent, the Welsh Government expects all Local Authorities to increase these rents at a reduced rate. We propose not to apply any increase to these

rents until they are aligned with the target rent.

- 2.6** Using the above methods will move the Authority towards achieving the Target rent at a quicker rate and provide an opportunity to develop greater consistency in rent levels currently charged. The rent convergence is expected to be achieved by approximately 2021 and increased in line with target rents thereafter.
- 2.7** The new rent policy will generate an annual rental income of approximately £15.1m for the Authority during 2016/17.
- 2.8** When re-letting void properties it is proposed that the rent will be set in accordance with the target policy rent which will eliminate the complication of the transitional increases.
- 2.9** The new Welsh Government Rent Policy does not provide any guidance on how to increase garage rents. In order to fully recover the cost of maintaining and improving the standard of our garages a full assessment is required and this is envisaged to take place during 2016/17.
- 2.10** The Council is therefore proposing not to increase the garage rent due to the condition of the garages and the level of voids until the work is completed. Based on the current garage rent being charged of £7.41 per week for 767 garages we will generate income of £216k after deducting voids. As at 12th January 2016 there are 196 void garages.

3.0 Service Charges

- 3.1** The charges for services that the Authority provides during 2016/17 are based on actual costs incurred during 2014/15 and is shared equally among tenants and leaseholders. It should be noted that the majority of these costs are eligible for housing benefit.
- 3.2.** All costs for providing these services has reduced compared to last years figures. The total income that will be generated is approximately £95K.
- 3.3 Proposed 2016 - 2017** weekly charges, based on 51 weeks, are:

Lift maintenance - £0.43 - £1.74

Cleaning of communal areas - £1.60 – £4.78

Fire alarms and fire equipment - £0.23

Door entry systems - £0.02
Sewerage Charges - £4.53
Heating & Lighting of communal areas - £0.48
TV Aerial's within communal areas - £0.17
Painting of communal areas - £0.13 - £0.47
Ground Maintenance (Domestic Properties) - £2.26
Ground Maintenance (Sheltered Properties) - £0.13 - £2.25)
Management costs at 15% of each service charge.

3.4 Currently there are 64 leaseholders who will be charged for the services they receive by the Authority. This will generate an additional annual income of approximately £4.7k.

4.0 Housing Benefit

4.1 Currently 2,727 of the Council's tenants (73%) will face no additional hardship as a consequence of the proposed rent increase and service charges, as they are in receipt of Housing Benefit. Tenants who are not in receipt of housing benefit will have to meet the rent and service charges, unless of course they become eligible for benefit, following the increase.

4.2 In anticipation of the Government's Welfare Benefit Reform the provision for bad debts has therefore been increased to £136k (0.9%) for 2016/17 as we expect arrears will increase when tenants have to meet a greater proportion of rent themselves

4.3 Housing Services has a Financial Inclusion Officer developing links and improving working practices at a strategic and operational level with both internal and external partners such as J E O'Toole, CAB, Mon Communities First, Gofal a Thrwsio, Age Cymru and utility companies. In addition, the CAB has been awarded a 12 month contract to provide debt advice within Housing Service and will commence imminently. This will provide the support required for tenants to manage their debts.

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

- 1) Consideration was given to which target rent figures would be used to calculate the rent increase. As the Authority provides a free rent week, the income generated from using the Welsh Government target rent over 51 weeks would

mean a reduction in the HRA of £40k and also would mean that it would take longer for all properties to reach target rent. Therefore it is proposed to use the target rent adjusted for collection over 51 weeks.

- 2) We considered the option to increase the garage rent by a small amount to generate additional income but as there are many garages deemed unfit to let it was decided to not apply any increase. In addition, the cost of distributing the increase letters would outweigh the potential income raised.

C – Why is this a decision for the Executive?

The new Welsh Government Rent Policy has implications for the HRA Business Plan.

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

- 1) All Local Authorities, as instructed by the Welsh Government are required to implement the Rent Policy. Rejecting this policy would ultimately mean a loss of income for the Authority and inevitably affect the services provided. This would also undermine the HRA Business Plan and and potentially leave us subject to intervention by the Welsh Government if the policy was not adopted.

- 2) Rejecting this policy could also jeopardise the annual Major Repairs Allowance income of £2.65m received from Welsh Government as it could be seen that we aren't maximizing our income generation opportunities.

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)	
4	Human Resources (HR)	

5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	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:

G - Background papers (please contact the author of the Report for any further information):
<p>Notification letter 2016 – 2017 Copy of final Rent Policy Tables 1 – 4 2016 – 2017</p>



Llywodraeth Cymru
Welsh Government

Chief Executive & Director of Finance
of Registered Social Landlords and
Section 151/Director of Finance and
Director/Head of Housing of Local
Housing Authorities

Rhydycar
Merthyr Tydfil
CF48 1UZ

Eich cyf / Your ref:
Ein cyf / Our ref:

Dyddiad / Date: 16 December 2015

Dear Colleagues

Policy for Social Housing Rents - 2016/17

I am pleased to inform Social Landlords, the Minister for Communities and Tackling Poverty has agreed to maintain the Welsh Government Policy for Social Housing Rents for 2016/17.

This means the rent uplift for Social Landlord properties covered by the policy for 2016/17 is 1.4% (previous September CPI of -0.1% +1.5%). It also means the maximum amount a Social Landlord can increase an individual tenant's weekly rent is CPI +1.5% plus £2 (i.e. 1.4% plus £2).

The uplift of 1.4% has been incorporated within the rent modelling for 2016/17 and a revised Target Rent Band has been calculated for each social landlord which is contained in Table 1 and Table 4 of Annex A to this letter.

For information, I have also attached a copy of the letter issued to landlords in December 2014 to remind you of specific policy requirements.

Communication with Welsh Government:

Where a landlord has concerns about the impact of the rent policy upon its business plan and financial viability, or in its ability to meet its obligations to tenants and lenders you need to advise the Housing Funding Team **no later than 15 January 2016**.

You will need to set out your concerns and how you propose to apply the rent policy. Any concerns highlighted will be jointly considered with the Regulation Team and you will receive a response by **29 January 2016**.



BUDDSODDWR MEWN POBL
INVESTOR IN PEOPLE

Ffon / Tel: 0300 062 8154

Ffacs / Fax: 01685 729549

E-bost / E-mail: helga.warren@wales.gsi.gov.uk

Monitoring Compliance:

Each landlord will be required to complete a monitoring form which will be used to monitor compliance with the rent policy. The monitoring form will be issued no later than **8 January 2016** for completion and return to Welsh Government by **8 February 2016**.

It would be helpful if landlords could provide as much information as possible on what changes have already been made in terms of implementing the new rent policy including how they have consulted with tenants (whether this is with all tenants or a group representing the interests of tenants). It would be helpful if each landlord could also provide a copy of their local rent setting policy, particularly if it is new or their existing policy has been revised or updated.

I hope you find the information in this letter helpful. If you have any queries or concerns please feel free to contact Jen or Michelle.

Contact Details:

Jen Welsby
0300 062 8161

jen.welsby@wales.gsi.gov.uk

Michelle Herneman
0300 062 8685

michelle.herneman@wales.gsi.gov.uk

Yours faithfully



Helga Warren
Head of Housing Funding
Homes and Places

C.C.

Director of Housing (Local Authorities)
Community Housing Cymru
Tenants Participation Advisory Service
Welsh Tenants
Welsh Local Government Association
Abbeyfield Co-ordinator Wales



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INVESTOR IN PEOPLE

Ffon / Tel: 0300 062 8154

Ffacs / Fax: 01685 729549

E-bost / E-mail: helga.warren@wales.gsi.gov.uk

Policy for Social Housing Rents - Final
Registered social landlords - policy rent summary - uplifted rents for 2016-17 (CPI + 1.5% = 1.4%)

Annex A

TABLE 1

Housing Association	Pre-SAP policy rents (£ per week)	Average SAP rating (a) (2014-15)	Difference due to SAP		Post-SAP policy rents (£ per week)	Post-SAP policy rent band, 2016-17			Stock at 31 March 2015 (units)	Current rent average, 2015-16 (£ per week)	Comparison against target rent band for 2016-17 if current rent is increased by 1.4%			
			(£ per week)	(per cent)		Low end (£ per week)	Mid point (£ per week)	High end (£ per week)			Uprated rent (£ per week)	Relative to band	Below or above by: £	Per cent
Aelwyd Housing Association	67.18	76.0	2.21	3.3%	69.39	65.92	69.39	72.86	243	69.90	70.88	Within	.	.
Bro Myrddin Housing Association	78.40	67.0	0.47	0.6%	78.87	74.92	78.87	82.81	827	78.81	79.91	Within	.	.
Bron Afon Community Housing	81.32	71.0	1.46	1.8%	82.78	78.64	82.78	86.92	7,151	84.10	85.28	Within	.	.
Cadwyn Housing Association	86.53	76.0	2.86	3.3%	89.38	84.91	89.38	93.85	1,196	85.53	86.73	Within	.	.
Cardiff Community Housing Association	89.23	71.6	1.75	2.0%	90.98	86.43	90.98	95.53	2,677	88.24	89.48	Within	.	.
Cartrefi Conwy	82.10	70.8	1.43	1.7%	83.53	79.35	83.53	87.70	3,753	80.34	81.46	Within	.	.
Cartrefi Cymunedol Gwynedd	82.79	68.0	0.75	0.9%	83.54	79.36	83.54	87.71	6,256	79.55	80.66	Within	.	.
Charter Housing Association	84.03	71.0	1.51	1.8%	85.54	81.26	85.54	89.82	4,048	86.28	87.49	Within	.	.
Clwyd Alyn Housing Association	83.43	69.0	1.00	1.2%	84.43	80.21	84.43	88.65	3,729	85.12	86.31	Within	.	.
Coastal Housing Group	75.19	73.9	2.01	2.7%	77.21	73.35	77.21	81.07	4,335	79.99	81.11	Above	0.04	0.1%
Cymdeithas Tai Cantref	84.16	69.2	1.06	1.3%	85.22	80.96	85.22	89.48	1,314	82.47	83.62	Within	.	.
Cynon-Taf Community Housing Group	76.66	67.5	0.57	0.8%	77.24	73.37	77.24	81.10	1,807	78.42	79.52	Within	.	.
Derwen	78.81	76.0	2.60	3.3%	81.41	77.34	81.41	85.48	607	85.36	86.56	Above	1.07	1.3%
Family Housing Association (Wales)	78.12	71.8	1.59	2.0%	79.71	75.72	79.71	83.69	2,096	83.04	84.20	Above	0.51	0.6%
Grwp Cynefin	82.56	69.0	0.99	1.2%	83.55	79.37	83.55	87.73	3,149	78.62	79.72	Within	.	.
Gwalia Housing Group	78.53	75.0	2.36	3.0%	80.88	76.84	80.88	84.93	4,613	83.00	84.16	Within	.	.
Hafod Housing Association	84.53	79.0	3.55	4.2%	88.08	83.68	88.08	92.49	3,403	85.97	87.17	Within	.	.
Linc Cymru	83.12	70.9	1.47	1.8%	84.59	80.36	84.59	88.82	3,095	86.33	87.54	Within	.	.
Melin Homes	79.13	71.6	1.57	2.0%	80.71	76.67	80.71	84.74	2,882	83.42	84.59	Within	.	.
Merthyr Tydfil Housing Association	72.91	70.0	1.09	1.5%	74.01	70.30	74.01	77.71	1,007	78.89	79.99	Above	2.29	2.9%
Merthyr Valleys Homes	77.58	69.0	0.93	1.2%	78.51	74.59	78.51	82.44	4,166	72.68	73.70	Below	-0.89	-1.2%
Mid Wales Housing Association	81.47	69.0	0.98	1.2%	82.45	78.33	82.45	86.57	1,313	81.46	82.60	Within	.	.
Monmouthshire Housing	86.65	75.6	2.75	3.2%	89.41	84.94	89.41	93.88	3,561	83.59	84.76	Below	-0.18	-0.2%
Newport City Homes	81.92	71.0	1.47	1.8%	83.40	79.23	83.40	87.57	8,945	82.86	84.02	Within	.	.
Newydd Housing Association	82.45	74.0	2.23	2.7%	84.67	80.44	84.67	88.90	2,494	83.31	84.48	Within	.	.
North Wales Housing Association	82.85	72.8	1.94	2.3%	84.79	80.55	84.79	89.03	1,928	80.94	82.07	Within	.	.
NPT Homes	79.88	70.0	1.20	1.5%	81.07	77.02	81.07	85.13	8,955	79.43	80.54	Within	.	.
Pembrokeshire Housing Association	81.52	75.0	2.45	3.0%	83.97	79.77	83.97	88.17	1,964	82.28	83.43	Within	.	.
RCT Homes	77.21	73.0	1.85	2.4%	79.05	75.10	79.05	83.01	10,042	75.86	76.92	Within	.	.
Rhondda Housing Association	77.02	70.0	1.16	1.5%	78.18	74.27	78.18	82.09	1,528	80.19	81.31	Within	.	.
Taff Housing Association	88.87	76.0	2.93	3.3%	91.81	87.22	91.81	96.40	946	92.54	93.84	Within	.	.
Tai Calon Community Housing	74.37	65.0	0.00	0.0%	74.37	70.65	74.37	78.09	6,150	70.39	71.38	Within	.	.
Tai Ceredigion	85.20	67.2	0.57	0.7%	85.77	81.49	85.77	90.06	2,229	81.09	82.23	Within	.	.
United Welsh Housing Association	81.09	79.0	3.41	4.2%	84.50	80.27	84.50	88.72	3,754	86.04	87.24	Within	.	.
Valleys to Coast Housing	81.67	74.4	2.31	2.8%	83.98	79.78	83.98	88.17	5,743	82.24	83.39	Within	.	.
Wales and West Housing	80.89	74.0	2.18	2.7%	83.07	78.92	83.07	87.22	8,336	84.01	85.19	Within	.	.

a) This is the average SAP rating over all general needs and sheltered properties provided by landlords with 100 or more units of such stock solely for the purpose of this calculation.

Minimum	67.18	65.0	0.00	0.0%	69.39	65.92	69.39	72.86	0	69.90	70.88	Below	2
Maximum	89.23	79.0	3.55	4.2%	91.81	87.22	91.81	96.40	0	92.54	93.84	Within	30
Total												Above	4

Source: Welsh Government Social Rent Model

Policy for Social Housing Rents - Final
Locational index used in calculation of 2016-17 policy rent matrix

Annex A

TABLE 2

Local authority	Separate components								Components combined into the locational index	
	House prices (a)		Private rents (b)		Workplace earnings (c)		Residence earnings (d)		Undamped	Damped
	£k	(Wales=100)	£pw	(Wales=100)	£pw	(Wales=100)	£pw	(Wales=100)		
Blaenau Gwent	69,998	58.9	81.9	75.4	322.8	95.1	318.2	92.8	80.5	87.0
Bridgend	103,748	87.4	109.6	100.9	346.1	101.9	342.9	100.0	97.5	98.4
Caerphilly	104,311	87.8	104.6	96.3	345.5	101.7	349.7	102.0	97.0	98.0
Cardiff	143,257	120.6	137.3	126.3	364.2	107.2	360.0	105.0	114.8	109.9
Carmarthenshire	104,924	88.4	98.8	90.9	345.5	101.7	349.8	102.0	95.7	97.2
Ceredigion	141,373	119.0	113.0	104.0	333.1	98.1	330.7	96.4	104.4	102.9
Conwy	123,406	103.9	115.0	105.8	324.8	95.6	336.9	98.2	100.9	100.6
Denbighshire	112,849	95.0	107.7	99.1	341.5	100.6	319.0	93.0	96.9	98.0
Flintshire	121,478	102.3	118.8	109.4	367.4	108.2	355.8	103.8	105.9	103.9
Gwynedd	119,654	100.8	100.1	92.1	304.5	89.7	309.8	90.3	93.2	95.5
Isle of Anglesey	127,973	107.8	109.4	100.7	336.7	99.2	344.5	100.5	102.0	101.3
Merthyr Tydfil	75,573	63.6	91.2	83.9	320.2	94.3	322.4	94.0	83.9	89.3
Monmouthshire	151,630	127.7	123.7	113.8	320.0	94.2	356.7	104.0	109.9	106.6
Neath Port Talbot	86,478	72.8	98.1	90.2	355.7	104.7	330.9	96.5	91.1	94.0
Newport	106,877	90.0	112.7	103.7	338.8	99.8	344.4	100.4	98.5	99.0
Pembrokeshire	123,572	104.1	110.0	101.2	331.3	97.6	328.0	95.6	99.6	99.7
Powys	128,770	108.4	98.1	90.2	320.1	94.3	329.0	95.9	97.2	98.1
Rhondda Cynon Taf	87,040	73.3	92.9	85.5	334.0	98.3	342.3	99.8	89.2	92.8
Swansea	106,945	90.1	119.2	109.7	330.8	97.4	343.3	100.1	99.3	99.5
Torfaen	101,425	85.4	107.7	99.1	325.3	95.8	338.7	98.8	94.8	96.5
Vale of Glamorgan	142,268	119.8	126.9	116.8	332.2	97.8	362.5	105.7	110.0	106.7
Wrexham	116,999	98.5	114.2	105.1	326.4	96.1	339.6	99.0	99.7	99.8
Wales	118,755	100.0	108.7	100.0	339.6	100.0	343.0	100.0	100.0	100.0

Source: Welsh Government Social Rent Model

Steps in calculation

- 1) Each component of the index is shown as its actual value based on the sources below, and expressed as an index relative to Wales = 100.
- 2) The four separate index values are then averaged together to derive the **undamped** locational index.
- 3) The locational index is then **damped** by a factor of one-third (applied to the undamped values) and is the final index used within the rent matrix calculations.

Data sources (all based on three year averages covering the stated period):

- a) House prices (2012-2014) Mean selling price for 2 bedroom dwellings based on data for loan advances from the Council for Mortgage Lenders
- b) Private rents (2012-2014) Median weekly rent data for 2 bedroom private sector properties from the Rent Officers Wales
- c) Earnings (workplace) (2012-201 Lower quartile gross weekly full time earnings including overtime on a workplace-basis from the Annual Survey of Hours and Earnings, Office for National Statistics
- d) Earnings (residence) (2012-201 Lower quartile gross weekly full time earnings including overtime on a residence-basis from the Annual Survey of Hours and Earnings, Office for National Statistics

Policy for Social Housing Rents - Final

Rent policy matrix calculations, 2016-17 (uplifted by CPI + 1.5% = 1.4%) (a) (b)

Annex A

TABLE 3

	Bedsits	Houses					Flats				Total for all houses, flats and bedsits (c)						
		1 bed	2 bed	3 bed	4 bed	5+ bed	1 bed	2 bed	3 bed	4 bed	Bedsits	1 bed	2 bed	3 bed	4 bed	5+ bed	All stock
Blaenau Gwent	52.91	65.79	73.10	80.41	87.72	95.03	59.52	66.14	72.75	79.37	52.91	61.56	70.58	80.41	87.72	95.03	73.28
Bridgend	59.80	74.36	82.62	90.88	99.14	107.40	67.28	74.75	82.23	89.70	59.80	68.00	78.62	90.73	99.14	107.40	81.28
Caerphilly	59.56	74.06	82.29	90.52	98.75	106.98	67.01	74.45	81.90	89.35	59.56	68.55	79.64	90.44	98.75	.	82.70
Cardiff	66.80	83.05	92.28	101.51	110.74	119.97	75.14	83.49	91.84	100.19	66.80	75.91	88.16	101.25	110.52	119.97	89.54
Carmarthenshire	59.07	73.45	81.61	89.77	97.93	106.09	66.45	73.84	81.22	88.61	59.07	67.69	79.86	89.70	97.93	106.09	81.40
Ceredigion	62.58	77.81	86.46	95.10	103.75	112.39	70.40	78.22	86.04	93.87	62.58	71.61	83.82	94.92	103.57	112.39	85.22
Conwy	61.16	76.05	84.50	92.95	101.41	109.86	68.81	76.46	84.10	91.75	61.16	70.27	80.48	92.70	101.33	109.86	82.38
Denbighshire	59.55	74.05	82.28	90.50	98.73	106.96	67.00	74.44	81.89	89.33	59.55	68.58	79.78	90.47	98.73	106.96	81.05
Flintshire	63.19	78.57	87.30	96.03	104.76	113.49	71.09	78.98	86.88	94.78	63.19	74.91	84.65	95.68	104.76	113.49	87.14
Gwynedd	58.05	72.18	80.20	88.22	96.24	104.26	65.31	72.56	79.82	87.08	58.05	66.37	77.45	87.98	96.12	104.26	81.87
Isle of Anglesey	61.62	76.61	85.13	93.64	102.15	110.67	69.32	77.02	84.72	92.42	61.62	73.07	82.48	93.57	102.15	110.67	85.98
Merthyr Tydfil	54.29	67.51	75.01	82.51	90.01	97.51	61.08	67.86	74.65	81.44	54.29	63.89	73.67	82.45	90.01	97.51	76.10
Monmouthshire	64.82	80.60	89.56	98.51	107.47	116.42	72.92	81.03	89.13	97.23	64.82	75.13	86.29	98.28	107.47	116.42	86.89
Neath Port Talbot	57.18	71.10	79.00	86.90	94.80	102.70	64.33	71.48	78.62	85.77	57.18	64.98	75.22	86.81	94.80	102.70	78.37
Newport	60.18	74.83	83.14	91.45	99.77	108.08	67.70	75.22	82.74	90.27	60.18	68.38	78.26	91.08	99.73	108.08	81.71
Pembrokeshire	60.64	75.41	83.78	92.16	100.54	108.92	68.22	75.80	83.38	90.97	60.64	69.99	81.66	91.97	100.54	108.92	83.37
Powys	59.67	74.20	82.44	90.69	98.93	107.17	67.13	74.59	82.05	89.51	59.67	69.37	79.93	90.55	98.93	107.17	82.29
Rhondda Cynon Taf	56.43	70.17	77.97	85.76	93.56	101.36	63.49	70.54	77.60	84.65	56.43	64.06	74.67	85.74	93.56	101.36	76.63
Swansea	60.52	75.26	83.62	91.98	100.34	108.70	68.09	75.65	83.22	90.79	60.52	68.57	80.64	91.54	100.34	108.70	81.09
Torfaen	58.67	72.96	81.06	89.17	97.28	105.38	66.01	73.34	80.68	88.01	58.67	66.94	77.49	88.97	97.24	105.38	81.24
Vale of Glamorgan	64.86	80.65	89.61	98.57	107.53	116.50	72.97	81.08	89.19	97.29	64.86	73.44	85.06	98.08	107.53	116.50	88.95
Wrexham	60.67	75.44	83.82	92.21	100.59	108.97	68.26	75.84	83.43	91.01	60.67	70.82	80.84	92.04	100.59	108.97	83.22
Wales	61.27	75.23	83.03	91.31	100.89	112.13	68.36	75.50	84.37	96.06	61.27	69.65	80.05	91.15	100.86	112.13	82.42

Source: Welsh Government Social Rent Model

- (a) The uplift of CPI + 1.5% = 1.4% is applied to the starting rent for this matrix, which is currently taken to be the average rent charged by all RSLs for all general needs and sheltered stock in 2015-16. As this figure was actually higher than the average policy rent for 2015-16, this results in an increase in the rent matrix that is greater than the 1.4% uplift.
- (b) Year-on-year changes in this matrix will in the main be due to this 1.4% uplift, but will vary due to changes in the location index, so that larger increases will be present in those local authority areas where the location index has risen, and smaller increases will be present in those local authority areas where the location index has fallen.
- (c) The symbol "." occurs in the highlighted total columns in cases where no properties of a given size are present, as that prevents a meaningful total being calculated.

Policy for Social Housing Rents - Final
Local authorities - policy rent summary - uplifted rents for 2016-17 (CPI + 1.5% = 1.4%)

Annex A

TABLE 4

Registered social landlord	Pre-SAP policy rents (£ per week)	Average SAP rating (a) (2014-15)	Difference due to SAP		Post-SAP policy rents (£ per week)	Post-SAP policy rent band, 2016-17			Stock at 31 March 2015 (units)	Current rent average, 2015-16 (£ per week)	Comparison against target rent band for 2016-17 if current rent is increased by 1.4%			
			(£ per week)	(per cent)		Low end (£ per week)	Mid point (£ per week)	High end (£ per week)			Up-rated rent (£ per week)	Relative to band	Below or above by: £	Per cent
Caerphilly	83.08	66.0	0.25	0.3%	83.33	79.16	83.33	87.50	10,856	77.51	78.60	Below	-0.57	-0.7%
Cardiff	90.14	68.8	1.03	1.1%	91.17	86.61	91.17	95.73	13,574	87.46	88.68	Within	.	.
Carmarthenshire	82.19	65.0	0.00	0.0%	82.19	78.08	82.19	86.30	8,983	76.25	77.32	Below	-0.76	-1.0%
Denbighshire	81.14	66.0	0.24	0.3%	81.38	77.31	81.38	85.45	3,428	74.95	76.00	Below	-1.31	-1.7%
Flintshire	87.60	67.1	0.55	0.6%	88.15	83.75	88.15	92.56	7,382	78.76	79.86	Below	-3.88	-4.6%
Isle of Anglesey	86.11	68.0	0.77	0.9%	86.88	82.54	86.88	91.23	3,790	73.83	74.86	Below	-7.68	-9.3%
Pembrokeshire	84.03	73.0	2.02	2.4%	86.05	81.75	86.05	90.35	4,843	68.59	69.55	Below	-12.20	-14.9%
Powys	83.35	66.0	0.25	0.3%	83.60	79.42	83.60	87.78	5,362	77.93	79.02	Below	-0.40	-0.5%
Swansea	82.64	66.0	0.25	0.3%	82.89	78.75	82.89	87.04	13,497	76.93	78.01	Below	-0.74	-0.9%
Vale of Glamorgan	90.43	68.0	0.81	0.9%	91.24	86.68	91.24	95.80	3,241	86.35	87.56	Within	.	.
Wrexham	83.75	73.0	2.01	2.4%	85.76	81.47	85.76	90.04	11,274	77.44	78.52	Below	-2.94	-3.6%

a) This is the average SAP rating over all general needs and sheltered properties provided by landlords with 100 or more units of such stock solely for the purpose of this calculation.

Minimum	81.14	65.0	0.00	0.0%	81.38	77.31	81.38	85.45		68.59	69.55	Below		9
Maximum	90.43	73.0	2.02	2.4%	91.24	86.68	91.24	95.80		87.46	88.68	Within		2
Total												Above		0

Source: Welsh Government Social Rent Model

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	08/02/16
Subject:	Ensuring sustainable and efficient services for the future: Transforming Libraries Library Service Consultation Findings
Portfolio Holder(s):	Councillor Kenneth Hughes
Head of Service:	Delyth Molyneux
Report Author: Tel: E-mail:	Rachel Rowlands 01248 752094 rfxlh@ynysmon.gov.uk
Local Members:	Relevant to all elected members

A –Recommendation/s and reason/s
<p>Recommendations:</p> <p>We ask that the Executive:</p> <ol style="list-style-type: none"> a. Consider the consultation results for the ‘Library and Information Service Review: The way forward ‘ - October/November 2015 - and note the response of the citizens of Anglesey to the proposals and ideas put forward during the consultation. b. In light of the need to find savings of between 20-60%, give permission for the service to continue to explore and cost the potential future models in the context of these consultation findings, as outlined in the library service review. Particular attention needs to be paid to the effects of any changes on vulnerable groups and communities. c. Consider offering more of its services from the current library buildings (in light of ‘b’ above). Whilst this would be unlikely to deliver savings to the library service there is potential for corporate savings to be realised elsewhere in conjunction with other transformation programmes e.g. smarter working. d. Consider and cost (in light of ‘b’ above) the possibility of offering a library

authority-led community managed library service model in 6 or 8 of the part time libraries. Such services should meet the 18 Core Entitlements outlined in the 2014 fifth Welsh Public Library Standards Framework.

- e. Give permission to open discussions on Community Managed libraries with Town and Community Councils and other community based groups, within the context of the council's statutory duties and the Welsh Public Library Standards.
- f. Investigate a volunteer contribution model for added value activities, within the context of the council's statutory duties and the Welsh Public Library Standards.
- g. Give permission to move to phase 2 of the consultation process and conduct a further period of consultation on the final proposed costed models in June and July of 2016 with a view to final recommendations to scrutiny committee and the executive in early Autumn 2016, to implement a revised library service model in 2017 - 2018.

Reasons

The national and local agendas and financial challenges make it necessary for us to review the way that we provide our Library services.

We are working towards realising the commitments made in the Corporate Plan for IOACC 2013-2017 to:

- Investigate options and establish a reviewed Libraries provision

This will mean:

- Introducing a reviewed model for library services on the island.
- ensuring focused and sustainable provision for this service.

The Executive meeting on the 20/07/2015 granted permission for the library Service to undertake a consultation exercise on Future Models of Delivery. The Consultation Findings are appended.

The consultation survey (Appendix 1) has engaged with over a thousand people resulting in numerous suggestions to improve the Library Service. It is clear that the online and offline survey and additional consultation activities attracted a large response to the council's proposals. Most respondents to the survey did not address the need to make savings. There were strongly expressed opinions on the suggestions with many respondents voicing their opinions about how their local library should be

preserved; often offering suggestions for how a library could be further invested in and developed.

There are themes that can be drawn from across the whole consultation:

- a) The Council should investigate offering offer more of its Services from Libraries
- b) There appears to be some appetite for Community managed libraries. However this was often tempered with strongly expressed concerns regarding staffing, sustainability and the Library Services Statutory nature. Community Managed libraries can take many forms however they may only be included as part of the statutory provision if they conform to the 18 core entitlements outlined in the 2014 Fifth Welsh Public Library Standards Framework . These entitlements outline what services and facilities members of the public may expect to be provided by any Welsh public library service (full list available within the Library Review document, background paper).

The Expert Review of Public Libraries in Wales 2014¹ called for further research into the role of community libraries in Wales, resulting in the commissioning of a study by the Welsh Government, December 2014. The resulting Report : Independent trusts and community libraries in Wales (2014)² identified four models for Wales, with Model C being recommended currently as offering “the best prospect of sustainability and viability, and a suitable emphasis on service quality.”

Such types of provision, when fully developed, can offer the potential to deliver savings as they utilise volunteers delivering services in conjunction with skilled and knowledgeable staff. As a result, savings are not as great as with models which rely solely or predominantly on volunteers or external bodies alone, but can, when implemented carefully, offer a balanced approach to service provision, ensuring that the public receive a quality public library service that meets statutory requirements and not focused solely on achieving cost savings alone.

- c) There was a clear expression of interest in volunteering with the Library Service. However this was often tempered with strong opinions about volunteers not replacing paid for staff. Conversely there were strongly expressed views that Library Services as a statutory Service should not be staffed by Volunteers.

¹ <http://gov.wales/topics/cultureandsport/museums-archives-libraries/libraries/public-libraries-review/?lang=en>

² <http://gov.wales/docs/drah/publications/150211-independent-trusts-community-libraries-en.pdf>

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

It was necessary to undertake a comprehensive consultation programme with the public, with partners and with specific user groups. The consultation findings are reported in Appendix 1.

C – Why is this a decision for the Executive?

The approval of the Executive is sought in order to undertake further work in line with the recommendations with library users and other partners.

Permission is sought to Move to phase 2 of the consultation process and to conduct a further period of consultation on the final proposed costed models in the early summer of 2016 with a view to final recommendations to scrutiny committee and the executive in early Autumn 2016, to implement a revised library service model in 2017 - 2018

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

Yes

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

N/A

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The SLT agrees with the content of this report. Supportive to proceed to the next step.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	Any staffing issues that may arise should be dealt with in accordance with recognised consultation and other HR processes
5	Property	

6	Information Communication Technology (ICT)	
7	Scrutiny	To be discussed at Corporate Scrutiny committee on the 01/02/16
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	The effect of the service review on the unemployed is considered as part of the service review process.
3	Crime and Disorder	
4	Environmental	
5	Equalities	The impact assessment is on-going and will be reviewed as we proceed to the next phase.
6	Outcome Agreements	
7	Other	

F - Appendices:
Appendix 1: Library and Information Service Review: The way forward. CONSULTATION FINDINGS 2015

FF - Background papers (please contact the author of the Report for any further information):
Library and Information Service Review: The way forward.

Appendix 1:

Library and Information Service Review: The way forward. CONSULTATION FINDINGS 2015

1 INTRODUCTION

1.1 This consultation took place over a six week period in the autumn of 2015. Following the publication of its results and consequent reports the Council will conduct a more detailed consultation mid-2016.

1.2 The purpose of this consultation is to find out:

- What residents want and need from their library service
- Where residents would like to access library services and how they could be delivered outside library buildings
- The extent to which residents would like to become involved in managing and running their local libraries
- To inform the decision making process

1.3 Anglesey County Council is redesigning its library services for the future, in line with the changing needs of citizens. At the same time, the council needs to make significant savings to many services, including libraries.

1.4 In order to continue to provide a service which serves current users, but also looks to address the needs of current non-users, a **thorough understanding of citizens' needs and preferences** is required.

1.5 This report communicates a summary of the findings of a research and consultation exercise conducted from October to end of November 2015. The report is intended as **an input to the ongoing conversation about the future of Anglesey libraries**, providing evidence for all parties to refer to.

1.6 This consultation aimed to get people's views at County wide level, on what citizens want and need from library services, It consulted on a wide range of potential proposals. People also gave their views more generally about the future role they saw libraries playing in their communities and the different types of services that could be provided to better meet community need.

1.7 All consultation responses, in their many and varied forms, have been recognised and taken account of in the production of this report. Where general comments were submitted through the formal consultation channels they have been analysed and included as "response themes" within this report.

1.8 The majority of the respondents opposed change and voiced their opinions about how their local library should be preserved; often offering suggestions for how a library could be further invested in and developed. (75% strongly agree or agree to the no-change option)

- 1.9 Most respondents to the consultation did not address the need for savings. The consultation survey engaged with over a thousand people resulting in numerous suggestions to improve the Library Service.
- 1.10 In comparison to other recent comparable consultation exercises Anglesey's online and offline questionnaire attracted a pleasingly high response. (1,081 completed responses)
- 1.11 **The Public Libraries & Museums Act 1964** sets out the **statutory duty** for all local authorities to provide a comprehensive and efficient library service, set in the context of local need: that is, specifically of those who live, work and study in the local area.

The 1964 Act imposes a duty on the Secretary of State to oversee and promote the public library service and to secure discharge of the statutory duties of local authorities as well as providing certain powers to take action where a local authority is in breach of its own duty¹

- 1.12 The statutory requirements of public library service provision in Wales are enshrined in the Public Libraries and Museums Act 1964. **The Welsh Public Library Standards** allow us to assess whether library services in Wales are complying with their duties under the 1964 Act. They also assess the efficiency in terms of the manner of delivery of library services in Wales.²

Any future model of delivery must pay due regard to the Public Libraries and Museums Act 1964 and the Authorities performance against the Welsh Public Library Standards.

OBJECTIVES

- 2.1 The consultation set out to answer several questions:
- **What do Anglesey's citizens and partners need from their library service?**
 - **To collect opinion on a long list of possible options.**
 - **What ideas do citizens and partners have for improving the service?**
- 2.2 This report presents the responses to these questions received during the consultation.

3 METHODOLOGY

¹ Taken from the Department of Culture Media and Sport
http://www.culture.gov.uk/what_we_do/libraries/3416.aspx

² <http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/libraries/wpls/?lang=en>

3.1 The report references findings from a range of activities, which drew on various data-gathering methodologies.

What	Where and how	Who
Open consultation survey	Online and paper	Any citizen. 1,081 people contributed their views in this way
Partners / Stakeholder Consultation Survey	Online and Paper	Open to anyone however invitations to complete were sent to a stakeholder list 31 responses were received.
Staff Survey	Electronic and paper	All members of staff
Young Peoples Consultation	4 Secondary Schools, dinner time pop up sessions	Any pupils
Outreach Sessions	Over 50's Club Amlwch Over 50's Club Moelfre North Wales Deaf Ass. Listening Reading Group Llais Ni session Iaith a Chwarae Sheltered housing forum 4 x Street Surveys	Full open questionnaire was used and responses were inputted and included in open questionnaire Llais Ni forum members Individuals attending session 80 participants Approximately 100 respondents

3.2 The Consultation was conducted during October and November 2015:

3.3 The methods used were:

1. Open consultation survey: Paper and online questionnaires (self-selecting sample)
2. Discussion group sessions held with targeted groups – e.g. Age Well; Iaith a Chwarae; sheltered housing forum; teenagers/young people.
3. Discussion group sessions with staff and a staff questionnaire
4. Paper and online questionnaire for Partners and Stakeholders
5. Correspondence received – letters

4 KEY MESSAGES FROM THE CONSULTATION

4.1 The following key messages are a high level summary of the main points made as part of the consultation. They are not intended to be fully representative; they reflect comments and representations made through the variety of different channels available:

- People who currently use the library service want to see their local service develop further, beyond the current provision. There are varied and sometimes conflicting ideas about what a library is and how it can or should be developed.
- The current library service is highly valued and respondents do not understand why the Council would seek to make large savings in this service.

- There is an appetite for some change and some respondents are keen for opportunities to be explored around different uses and services that could be provided within libraries, although the service should stay under local authority control.
- There is a clear message from all consultation activities that there is scope to investigate the Authority offering greater access to its services through the local libraries.
- There is a recurrent theme that that libraries are currently poorly marketed and the way activities are communicated needs much improvement.
- There is an appetite for volunteering to assist in the delivery of the Service however the commentary clearly states that volunteers should not replace paid staff.
- Of the Non-Users who responded to the questionnaire:

78% said they would like to see more Council Services delivered / available from their local library.

15% stated that different opening times may encourage them to use the Service, a further 15% said a greater selection of books may encourage them and almost 19% said that better marketing of the services that are available is needed.

Almost half (47%) stated that they would be unlikely to use the library service in the future.

5 OPEN CONSULTATION SURVEY ANALYSIS (The online and offline questionnaire): A copy of the open consultation survey can be found in Appendix 1

5.1 Limitations of the survey

The results of this survey represent the views of those people who took part. As an open public consultation, no sampling techniques to produce representative research were used – the response is self-selecting as anyone with an interest could take part, and is therefore not statistically representative. In looking at the response and how the consultation progressed, the following observations can be made. Commentary is presented verbatim and in the language of receipt.

5.2 Total number of open consultation survey questionnaires returned was 1,081; 624 hard copy/paper; 457 completed on-line.

5.3 The headlines of those responding to the Open Consultation Questionnaire are:

- 94.5% (1011) responses stated they were Anglesey library service users
- 67.71% (692) were female
- Less than 1% (14) were transgender

- 50.58% (523) were over 66 years
- 2.07% (20) were Black or Minority Ethnic (BME) (Anglesey pop =1.2%)
- 97.93% of people who answered the question about ethnicity told us they are White
- 15.31% (150) were disabled
- 4.8% (40) Lesbian Gay or Bisexual (LGB)
- 67% (652) have a religion or religious belief
- 49.24% walk to the library • 13.59% use public transport to get to the library
- 63.95% travel to the library by car/motorcycle
- 35% of respondents do not own a computer, Smartphone, laptop or other device
- 24.75% use the Computer facilities • 19.66% do not have an internet connection
- 94.14% of respondents state that borrowing books is their main reason for using the Service
- 21.9% stated that they did not know about the online services available.
- 49.06% of those respondents who do not use the library service prefer to buy their own books
- 18.87% note lack of time as the main reason not to use the Service

5.4 The spread of age ranges of respondents to the core survey is as follows;

Age			Response Percent	Response Total
1	0 - 15		1.45%	15
2	16 - 20		0.77%	8
3	21 - 45		19.44%	201
4	46 - 65		27.76%	287
5	66 - 74		28.63%	296
6	75 and over		21.95%	227
			answered	1034
			skipped	47

5.5 The breakdown in terms of gender is:

Sex			Response Percent	Response Total
1	Male		31.21%	319
2	Female		67.71%	692
3	Prefer not to say		1.08%	11
			answered	1022
			skipped	59

5.6 The breakdown of users / non-users is:

Do you visit libraries in Anglesey or access Anglesey libraries' online services?			Response Percent	Response Total
1	Yes		94.49%	1011
2	No		5.51%	59
			answered	1070
			skipped	11

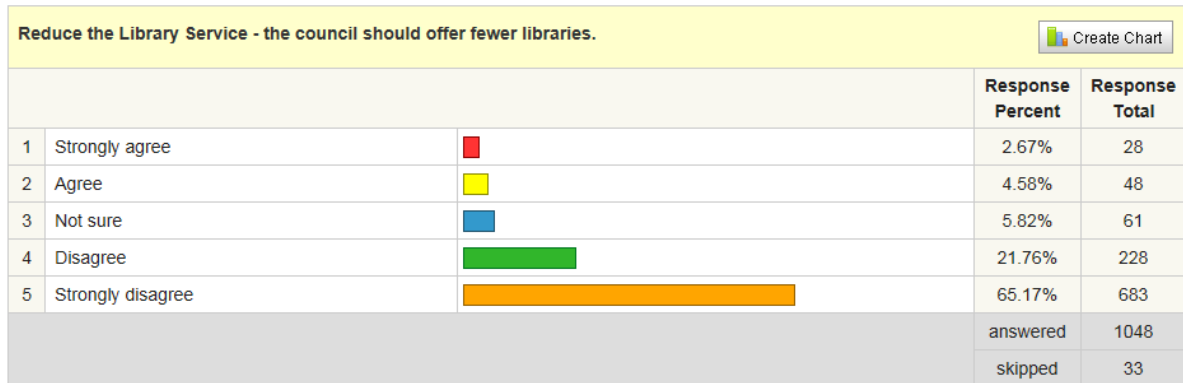
5.7 The questionnaire predominantly attracted existing library members (94%). This is consistent with similar surveys elsewhere, however in order to ensure that the non-users voice was heard and included, several additional activities were conducted which are reported on separately below which can inform the debate.

6.0 INDIVIDUAL QUESTION RESPONSES TO THE OPEN QUESTIONNAIRE

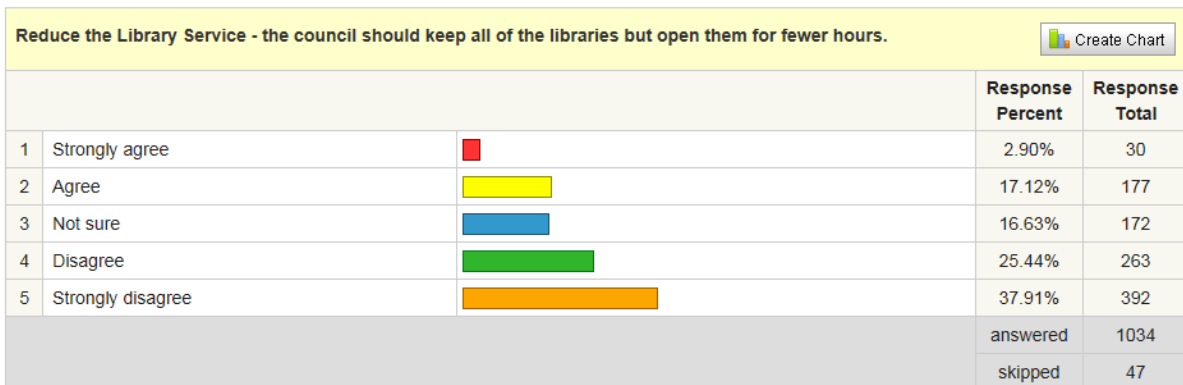
6.1 Maintaining the Current Services - do nothing to the delivery of the service although possibly introduce a new staffing structure

Please read the Library Service Review before you answer the following questions. The Library Service Review contains a long list of possible options for the library service; we need your opinion to inform any decisions that may change the current delivery model. What are your thoughts on the options below? Maintaining the Current Services - do nothing to the delivery of the service although possibly introduce a new staffing structure			Response Percent	Response Total
1	Strongly agree		45.83%	472
2	Agree		28.54%	294
3	Not sure		16.02%	165
4	Disagree		5.15%	53
5	Strongly disagree		4.47%	46
			answered	1030
			skipped	51

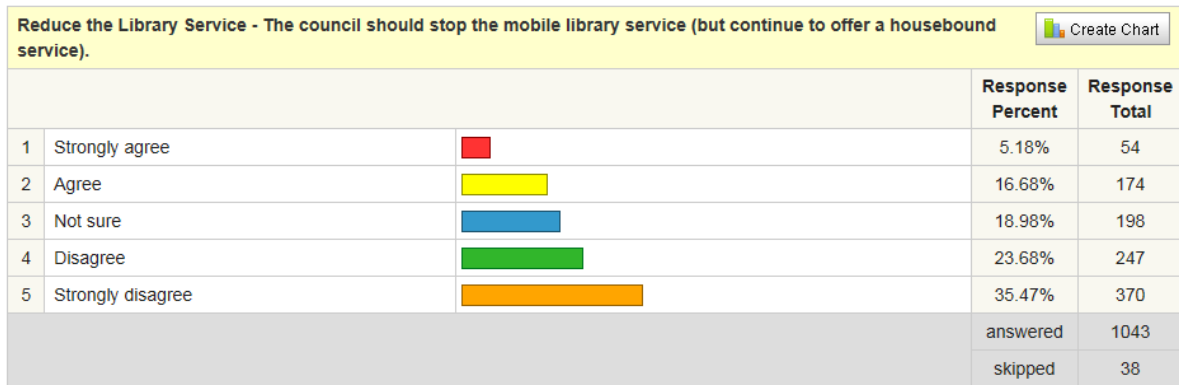
6.2 Reduce the Library Service - The council should offer fewer libraries



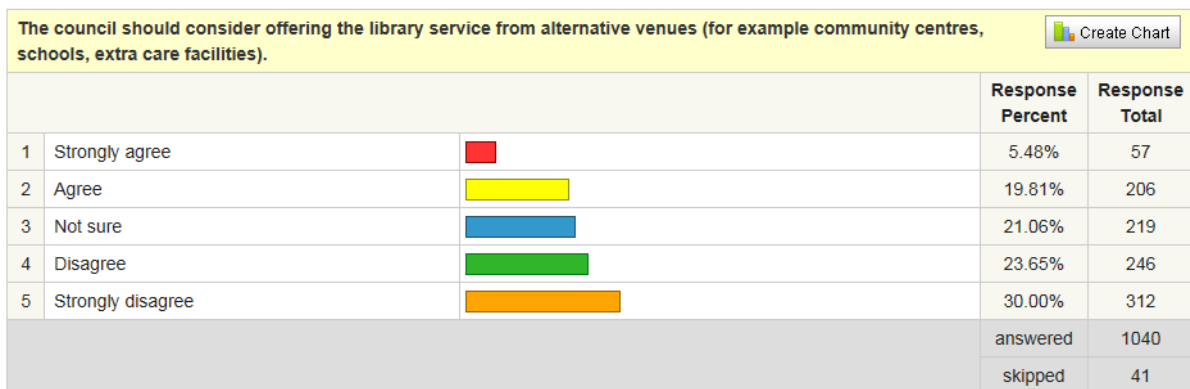
6.3 Reduce the Library Service - The council should keep all of the libraries but open them for fewer hours



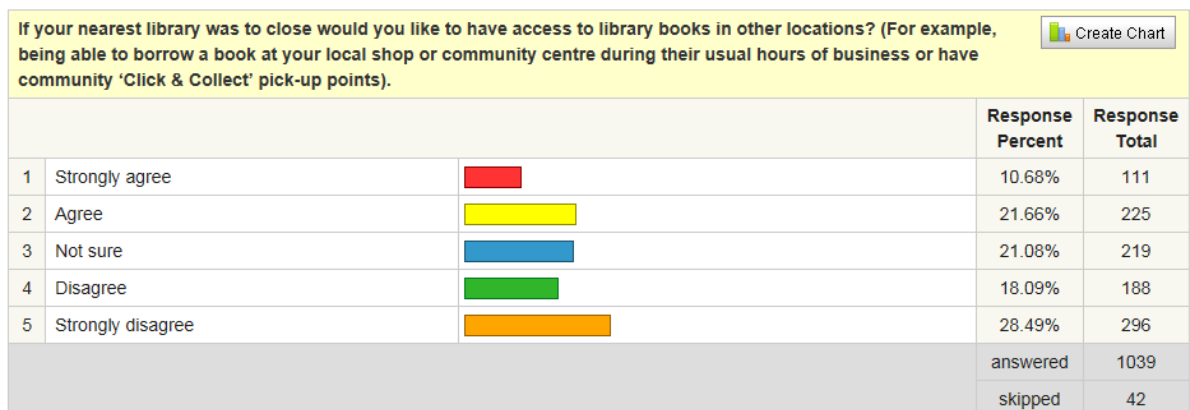
6.4 Reduce the Library Service - The council should stop the mobile library service (but continue to offer a housebound service)



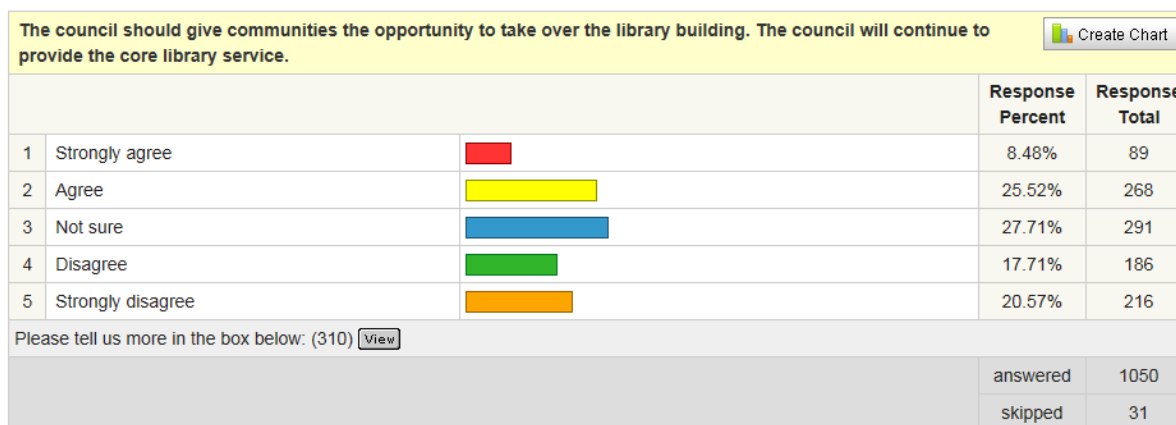
6.5 The council should consider offering the library service from alternative venues (for example community centres, schools, extra care facilities)



6.6 If your nearest library was to close would you like to have access to library books in other locations? (For example, being able to borrow a book at your local shop or community centre during their usual hours of business or have community 'Click & Collect' pick-up points)



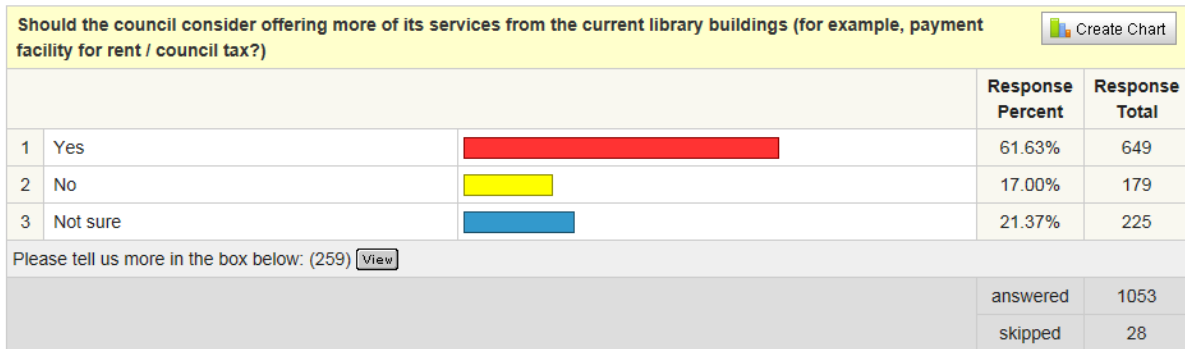
6.7 The council should give communities the opportunity to take over the library building. The council will continue to provide the core library service



Selection of comments (out of 304)

- a. Would these volunteers be centrally organised by the Council - what would happen if one was sick and a replacement must be found, what about H&S matters, data protection if they use the computer based record system. Would not all of this involve additional costs for the Council so would this really save funds? Would any volunteer have relevant Criminal Records checks?
- b. Given the relatively low running cost of your library buildings in the scheme of things and especially in the context of their worth, I fail to see how this will save money. I think that sustainability could be a problem. Libraries are too important to the fabric of our society to be messed about with. How many council facilities can our communities effectively run? I think managing this kind of model could prove more expensive than leaving well alone.
- c. I don't use the library service at the moment, through lack of time and inconvenient opening hours BUT I know their worth in our society. Where else is free? Internet access is vital in this area? Does the council not care about the vulnerable people of Anglesey, the Elderly, the Children? Why are you even looking at cutting this service? And 60%? Come on.. We deserve and need a first rate library service.
- d. If the library is kept exactly as it is then this would be a good option.
- e. ma rhei pobol ddim yn gwallu defnyddior llyfrgell yn ystod y dydyd oherwydd gwaith ayyb a wedyn ar penwythnosau maer llyfrgll wedi cau. mi fasa ccal y cyhoeddus i helpu gydar rhedeeg yr llyfrgell yn syniad da a hefyd helpu pobol hefo sgilliau newydd
- f. Y logistics o gael y gymuned i redeg llyfrgell yn anodd. Angen rota o wirfoddolwyr / pobl sydd yn fodlon helpu ac angen unigolion wrth genf rhag ofn bod rhai pobl yn sal / ar wyliau. Unigolion y gymuned ddim o angenrheidrwydd efo'r wybodaeth berthnasol am sistem y llyfrgell / technoleg gwybodaeth.

6.8 Should the council consider offering more of its services from the current library buildings (for example payment facility for rent/council tax?)



Selection of comments (254)

- a. People enjoy the social aspect of libraries, the elderly in particular, who, for the most part, do not wish to engage or do not have facility with internet-based payment systems. Many young people, people in transit and those whose situation do not permit them to have banking facilities (and so unable to gain an internet account) would also benefit.
- b. My dad is old and can no longer pay at the Council offices. Paying at the library would make things easier for him, and give him somewhere to socialise.
- c. You would need more staff working at the library, from what I've seen at both libraries I use they are busy doing library work and there seems less staff there now.
- d. I think the council could offer much more from it libraries, there must be lots of examples of places where this works. Library staff are already experts at customer care and helping people with their information needs. Make better use of them.
- e. The Council should use libraries and library buildings to deliver its services where they are needed. You have the infrastructure, use it.
- f. The libraries could be adapted so that council workers can use the spaces there or 'hot' desk. Even external agencies or grants that could buy office space e.g. Flying start
- g. Mi ddylai pob un o wasanaethau'r cyngor fod yn cael cynrychiolaeth o leiaf unwaith y mis mewn llyfrgelloedd neu mewn mannau eraill o fewn cymunedau. mae'n hanfodol yn yr oes sydd ohoni fod trigolion yn gallu cael cyswllt gan adranau o'r cyngor yn agos at eu cartrefi. Mae'r Cyngor yn bodoli I weithredu ar ran trigolion yr ardal nid i'w cadw nhw ar hyd braich a'u trin fel niwsans! Po fwyaf o wasanaethau all gydweithio a'r gwasanaeth llyfrgell gorau oll ac fe fyddai'r cyhoedd am unwaith yn gweld y Cyngor yn gweithredu ar addewid mewn Cynllun Corfforaethol.
(llyfrgelloedd yn ddrws ffrynt i'r Cyngor)





6.9 Would you support a model where charities, businesses or social enterprises run some parts of the library service?



Selection of Comments (211)

- a. This model is highly prone to failure, and the statutory delivery is likely to suffer and lead to problems of compliance with standards
- b. The library service needs to be a core council service. It's too precious to mess about with. Anglesey is not London
- c. Os na fyddai llyfrgell ar gael, byswn, ond gwell gennyf y sefyllfa fel y mae
- d. It might change the ethos but it would make it possible for the service to remain available which is preferable to no service.
- e. Maybe a business would make a better job of running some aspects of it.
- f. Such schemes don't work in the long term.
- g. Angen ymchwil manwl gyntaf I sicrhau bod yna gyrff neu unigolion allan yn y gymuned fyddai'n fodlon gwneud hyn dros dymor hir.
- h. I think local authority control and accountability is very important. I would not like to see the democratic nature of Welsh society weakened by libraries being privatised by stealth. Local authority control ensures equal opportunities for all users and ensures a statutory service level for all users.
- i. yes if it saves the council money
- j. Mae'n debyg y gallai elfennau o'r gwasanaeth gael ei gynnig gan endyd ar wahan i'r awdurdod lleol - mae enghreifftiau lle mae gwasanaethau danfon llyfrau i'r cartref yn gweithio yn effeithiol iawn mewn rhannau o'r DU gyda gwirfoddolwyr neu fudiadau gwirfoddol yn cynnig y gwasanaeth. Rhaid cofio fodd bynnag, mai cyfrifoldeb yr awdurdod ydi cynnig y gwasanaeth llyfrgell yn y pendraw. Petai methiant mewn gwasanaeth sydd wedi ei allanoli faint fyddai'n gostio l ail sefydlu'r gwasanaeth hwn o fewn yr awdurdod er mwyn osgoi bod yn gweithredu'n groes i'r Ddeddf Llyfrgelloedd Cyhoeddus 1964?

6.10 Would you be interested in:

Would you be interested in			Response Percent	Response Total
1	providing access to library services from within your existing business?		4.59%	9
2	providing access to library services from your community venue?		18.37%	36
3	assisting with the delivery of the library service as a community group?		18.37%	36
4	assisting with the delivery of the library service as a volunteer?		73.98%	145
Please tell us more about you or your business / community group (we will not publish this information; we will only use it to contact you to discuss this question further). (160) View				
			answered	196
			skipped	885

Selection of comments (153)

- a. Libraries should remain staffed by trained qualified staff. Volunteers could add extras but looking at the staffing levels in the review I cannot see how you have any scope to reduce your staffing levels.
- b. Service manager for Royal voluntary service. Intetested in a community group for older people.
- c. no i already volunteer at a community shop and at beaumaris canolfan i cannot spare any more time
- d. I'm a semi-retired academic so could perhaps help BUT I would not consider it appropriate to replace knowledgeable and trained library staff. Providing support if helpful might be useful.
- e. Ffordd trwy'r drws cefn gan y Cyngor ydi hyn o geisio twyllo'r cyhoedd i feddwl bod gwasanaeth yn parhau, ond mewn gwirionedd, trwy dorri'n ol ar arbenigedd y staff presennol. Mae angen i'r Cyngor dderbyn bod cyrchu gwybodaeth, llenyddiaeth a bydolwg aeddfed, lle mae trigolion y Sir yn gallu darllen eu ffordd ymlaen yn y byd, yn hollbwysig.
- f. Byddwn yn hapus i gynorthwyo ymhen 2 flynedd (ar ol ymddeol) gan bod darllen mor bwysig I mi, a bod llyfrgelloedd yn bwysig I mi gael mynediad I lyfrau yn fy mlynnyddoedd glasoed. Byddwn am I ieuenctid heddiw gael yr un cyfle.
- g. Anglesey council should be more open minded about employing unpaid volunteers to run or be a part of the council services across the board. i.e. administration, library services etc.

**6.11 Do you have alternative ideas or suggestions you think we should explore?
Please tell us in the box below.**

Do you have alternative ideas or suggestions you think we should explore? Please tell us in the box below.		
	Response Percent	Response Total
1 View	100.00%	272
	answered	272
	skipped	809

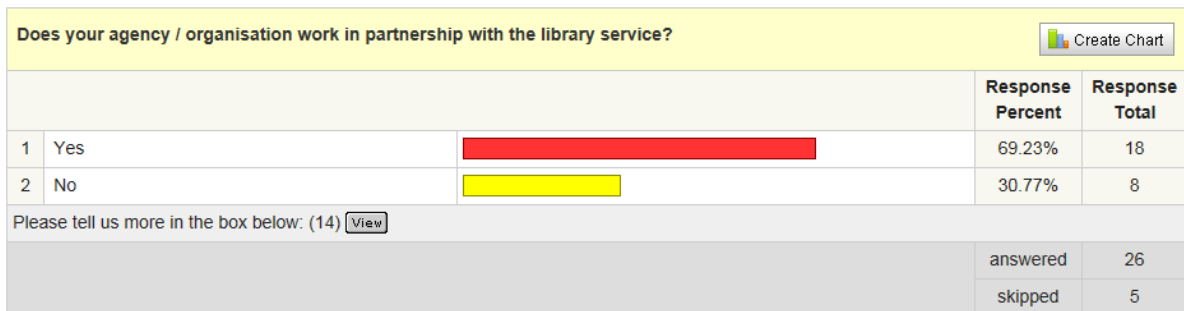
Selection of responses (270)

- a. I think the council should look further at the worth of libraries in terms of social benefits, literacy levels and just plain old somewhere to go. The review doesn't say how what percentage of the councils spend is spent on libraries but I bet its tiny. The give us so much for so little. Please respect that.
- b. I think one message that comes through clear in the documents is how much the library service does for how little. Nurture them don't smother them. I will now see about joining so I can use the online library service. Market the Service better. It won't save money but I'll increase use.
- c. keep Llangefni and Holyhead as main libraries - close all others
 - Penderfynu fod gwasanaeth yn golygu buddsoddiad;
 - Mae buddsoddiad yn golygu parchu safonau a sgiliau staff presennol;
 - Mae llyfrgell yn adnodd pwysig, sy'n denu pobol i mewn at wybodaeth a llenyddiaeth;
 - Mae mynediad at y we yn angenrheidiol, yn enwedig mewn ardaloedd gwledig.
- d. Credaf y dylech ystyried cau y llyfrgelloedd sydd yn perfformio salaf yn ol eich arolwg o'r gwasanaeth a defnyddio'r gweithwyr o'r lleoliadau rheini l gryfhau yr hyn y gallwch ei gynnig mewn lleoliadau eraill
- e. What about expanding income generating activities in the current library locations? The Service Review document is mainly looking at reducing costs. Consider income generating activities as well, such as a self-service cafe (explore external business to provide and commission paid to libraries). Consider increasing late fees. Annual library events for raising funds targeted for families and/or elderly populations.
- f. If libraries were to close then an extension of the mobile system might be considered. Two, at least, visits per week to a particular location, to cover early evening and daytime slots. it might be possible to tie in with particular village events such as pensioners lunches or youth clubs. This is something that volunteers could help with.
- g. It is a waste of the library building for it to be shut a lot of the week. Other council services could be run from there . Art classes, drop in info sessions, age concern type meeting. Couldn't council charge groups to run other stuff or have paying classes. holiday clubs for kids, home work clubs etc.
- h. It is a duty of the local authority to provide essential services to the community – providing a library is one of them.

7 PARTNER/STAKEHOLDERS QUESTIONNAIRE

- 7.1** The Partners/Stakeholders questionnaire followed the same format as the open questionnaire in terms of options for the future but contained more specific questions in terms of the way the library service benefits both the organisation and its clients/users. A copy can be found in Appendix 2
- 7.2** The number of completed questionnaires returned was 31. Commentary is reported in its entirety due to the low numbers received.

7.2.1 Does your agency / organisation work in partnership with the library service?



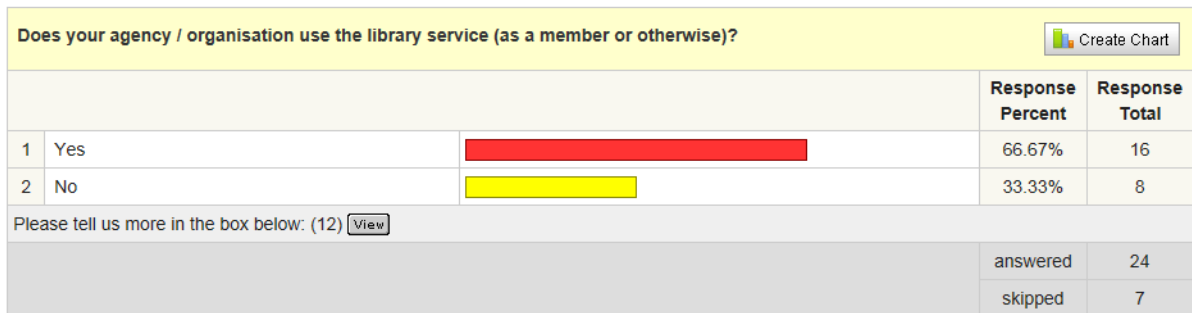
7.2.2 How important is the library service to your work?



7.2.3 If you answered 'No' is there a way a partnership with the service could help your organisation to achieve its goals. Please tell us below. (8 responses)

- a. Na, mae gymaint o adnoddau ar gael ar y we erbyn hyn nid ydym angen y gwasanaeth fel yr oeddwn yn y gorffennol.
- b. Oes
- c. If the school was able to directly order books or a mobile service could visit the school on a regular basis
- d. There is considerable scope to develop and bring collaborative initiatives that involves the library service skills set and resources to benefit Agoriad and its subsidiaries in their quest to enhance the employment and training opportunities of those disabled and disadvantaged on the island
- e. I do think there is scope for the council to remodel some of its service provision for people with learning disabilities and mental health problems so that, instead of day centres and existing day opportunities, a more work-focussed approach is taken. This could mean remodelling libraries as a social services supported social enterprise.
- f. Mae hynny yn bosib gan ein bod yn wasanaeth I cyhoedd Llangefni a'r dalgylch.
- g. Rydym yn Gyngor Cymuned sydd am sicrhau bod gwasanaethau a chyfleoedd ar gael drigolion ein ardal.
- h. No

7.2.4 Does your agency / organisation use the library service?







- a. Defnyddwyr
- b. All teachers have class membership cards for each class of pupils to choose their own reading books. Teachers also use the service to source reference books for term topics
- c. we have clients who use the library service on a regular basis as part of job seeking or gathering information.
- d. We do not use the library formally as an organisation. However, some of our staff and some of the people we support will be library users
- e. We encourage clients to use the library for internet access
We meet clients for 121 support sessions in the library
We recently held a 'reading week' with clients, encouraging them to get a library card and read more
- f. Many older people are members of libraries. We also target groups of older people to participate in learning opportunities within libraries and ageing well centres.
- g. defnyddio fel unigolyn
- h. Mae nifer o aelodau'r CYngor yn ddefnyddwyr cyson o'r llyfrgell yn Amlwch a hefyd y bws sydd yn ymweld a chymunedau lleol
- i. Byddaf yn benthyg llyfrau yn rheolaidd i ddefnyddio yn ein sesiynau
- j. Mae llawer o' cwsmeriad yn defnyddio'r gwasanaeth.
- k. Vital to our work. The library is the hub of the Town.
- l. The Open University in Wales currently have 159 students living in the Anglesey constituency area. We promote the library services to our existing students and use the library as a way of promoting our free learning and our courses and qualifications to potential students living in the area.

7.2.5 Do your clients / service users use library services on Anglesey?

Do your clients / service users use library services on Anglesey?			Create Chart	
			Response Percent	Response Total
1	Yes		84.00%	21
2	No		0.00%	0
3	Not sure		16.00%	4
Please tell us more in the box below: (13) View				
			answered	25
			skipped	6

- a. The library is situated adjacent to the school
- b. tenants use the computers to look/apply for jobs, obtain information about Universal Credit and soon will need it for complete changed due to Universal credit coming in.
- c. as above
- d. Not sure of the specific numbers
- e. They mainly use the library as a quiet space with internet access
- f. As above
- g. Cyhoedd
- h. Mae'n hanfodol bwysig iddynt gael defnyddio cyfrifaduron a chael mynediad i'r we
- i. Ar ddiwedd pob sesiwn mae 75% o'r rhieni yn benthyg llyfrau a dvds
- j. Nifer fawr ar ôl mynychu sesiymnau Twf yn mynd i Rhannu Rhigwm hefyd ac yn benthyg llyfrau
- k. Mae rhai o blant yr ysgol yn defnyddio llyfrgell Cemaes ac yn siared am y llyfrau meant wedi cael o'r fan honno. Maent yn dod a thystysgrifau meant wedi eu hennill dros gwyliau'r haf I ddangos i'w ffrindiau
- l. At our meetings, held monthly throughout the year we frequently refer to local issues and the Library is given as the main reference point from which to obtain information. Members who do not have computer access are also advised that this is available at the library.
- m. See above. As part of our work with current and potential students we promote the library service as a place to go for informal learning, access to computers and access to information.

7.2.6 Please tell us how important you think the library service is to your clients/ service users.

Please tell us how important you think the library service is to your clients / service users?			Response Percent	Response Total
1	1 Very important		62.50%	15
2	2		20.83%	5
3	3		12.50%	3
4	4		4.17%	1
5	5 Not at all important		0.00%	0
			answered	24
			skipped	7

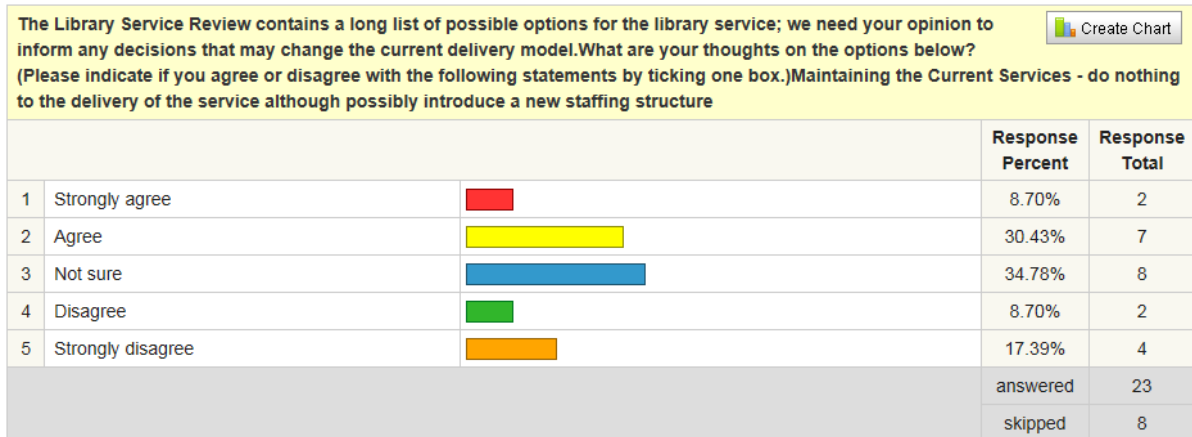
7.2.7 Please tell us how you think the library service could become more relevant to your organisation or your clients / service users.

Please tell us how you think the library service could change to be more relevant to your organisation or your clients / service users.			
		Response Percent	Response Total
1	View	100.00%	15
		answered	15
		skipped	16

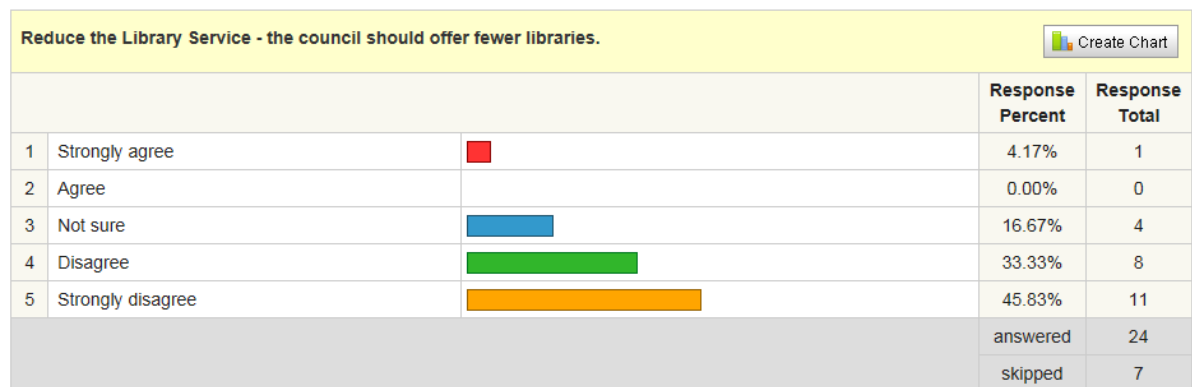
- a. become digital hubs
one stop shops
- b. oriau agor - gwasanaethau I fod yn fwy hyblyg
- c. Best service is the current one provided
- d. provide tablets/kiosks- perhaps have a computer room
- e. we feel that the library service should be allowed the freedom and flexibility to engage with organisations such as ours so that allows value adding activities can be developed and greater community benefit is accrued. there appear to be a corporate silo mentality prevailing which restricts this happening.
- f. Angen codi proffil I ddangos cymaint o adnoddau / gwasanaethau sydd ar gael o fewn ein llyfrgelloedd
- g. Mae'r cyfleusterau, yn arbennig mewn ardaloedd difreintiedig, yn hanfodol gan nad yw'r rhain ar gael o hyd yn y cartref.
- h. Establishing libraries as community hubs - perhaps amalgamating with benefits advice services, mental health drop-in centres, housing support services (such as form filling etc), medical services - blood pressure, chiropody, healthy lifestyle information etc - would make them more sustainable
- i. Consideration can be given to work in partnership with adult services in developing a community hub model within existing library settings. This would support the prevention and early intervention agenda with older people. Hubs can provide signposting, advice and information, social and learning opportunities and promote intergenerational activity.
- j. llawer yn ddibynnol ar y gwasanaeth, I logi llyfrau, defnyddio I ddarllen papurau newydd, cyfrifiaduron, lle ymgynnu I wahanol grwpiau, wifi, llun gopio, ymchwilio I fewn I faterion, astudio, copiau o fapiau OS. cyfarfod a phobl eraill
- k. gall mwy o waith partneriaeth fod o fudd I ni fel sefydliad- gall yr gwasanaeth fod yn ymwybodol o'r gwasanaeth rydym ni yn gynnig er mwyn cefnogi yr hyn rydym yn ei gynnig
- l. Angen mwy o hysbysebu/hyrwyddo'r gwasanaethau sydd ar gael mewn llyfrgell
- m. Ardal blant fwy
- n. Parhâd i'r hyn sy'n digwydd nawr.
- o. Provide a permanent information point about local societies , not just ours.

7.3 Part B: The future

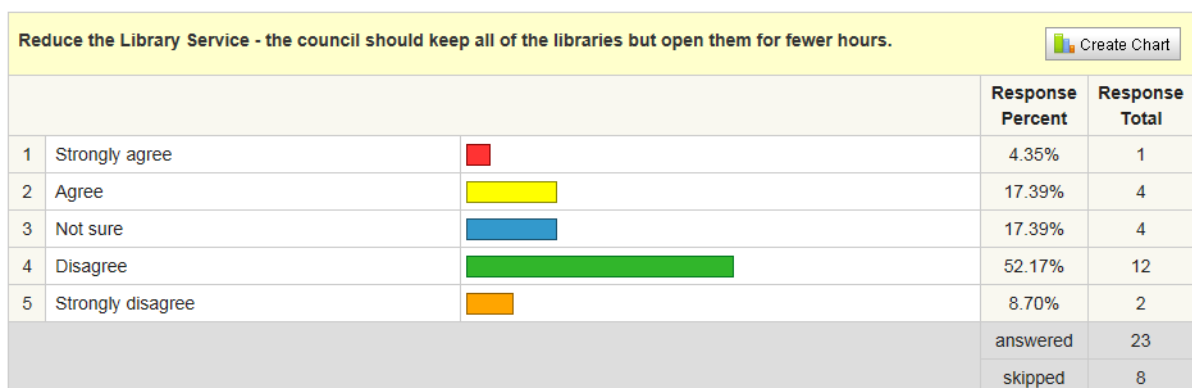
7.3.1 Maintaining the Current Services



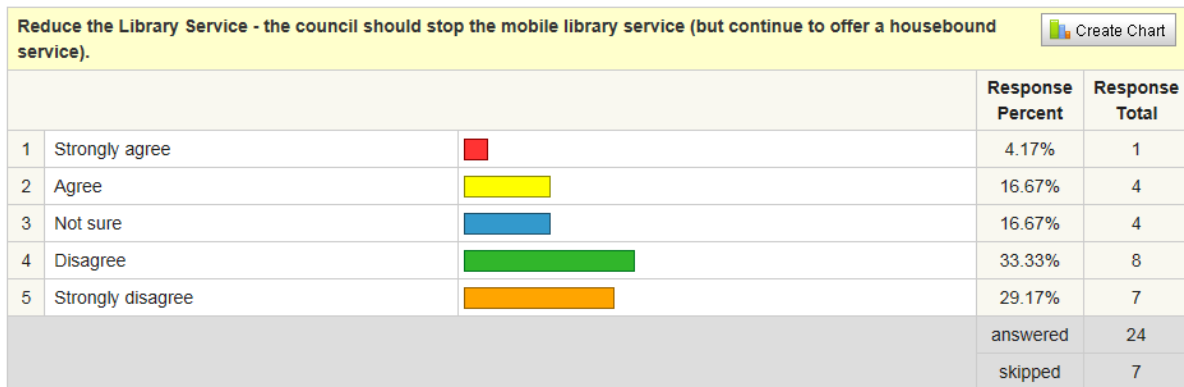
7.3.2 Reduce the Library Service : Fewer Libraries



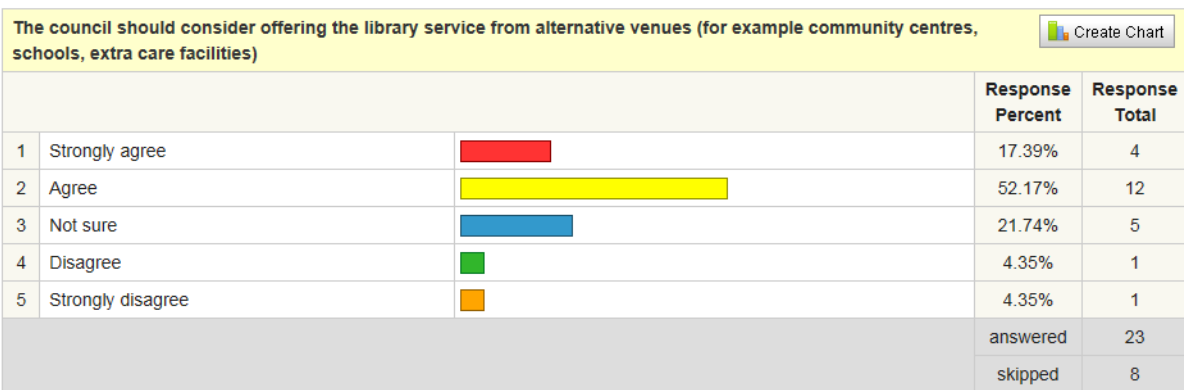
7.3.3 Reduce the library Service : Open fewer Hours



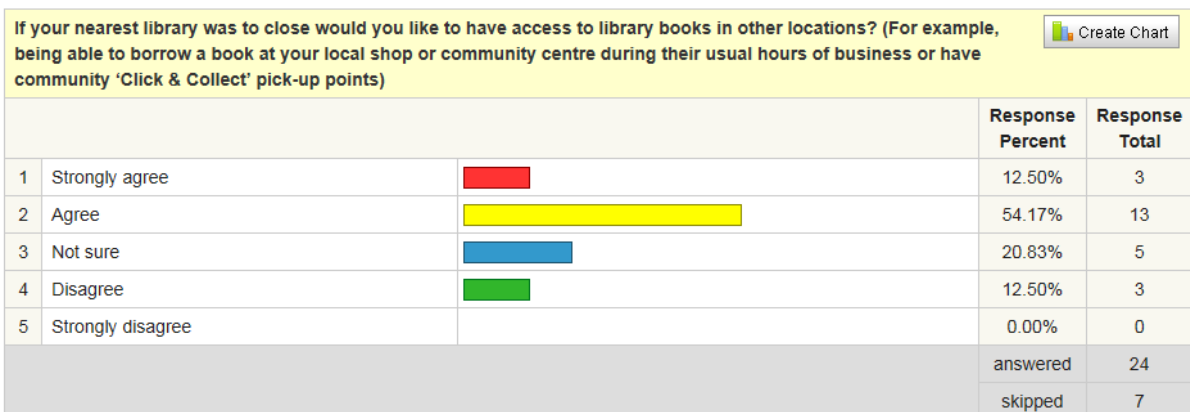
7.3.4 Reduce the Library Service: Stop the Mobile Library



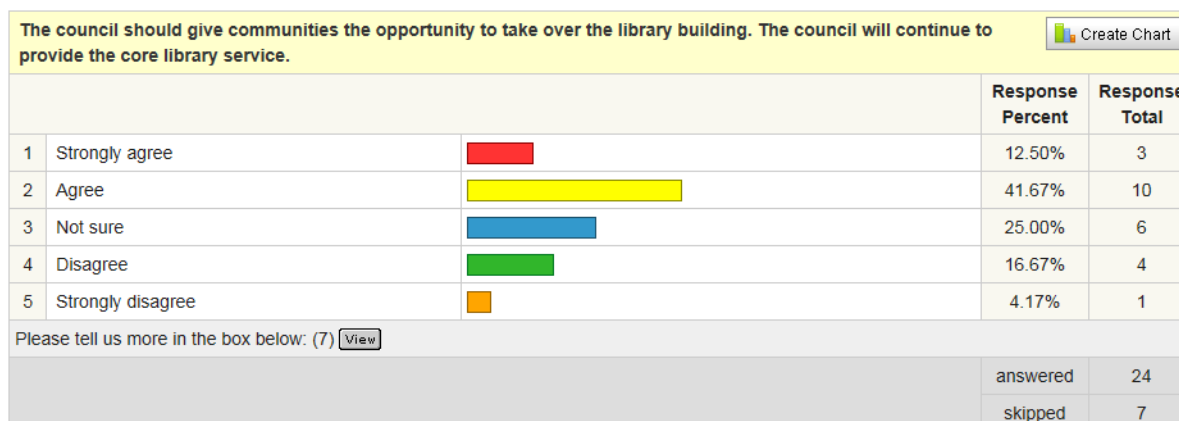
7.3.5 The Council should consider offering the library service from alternative venues



7.3.6 Access to Library Books in other locations

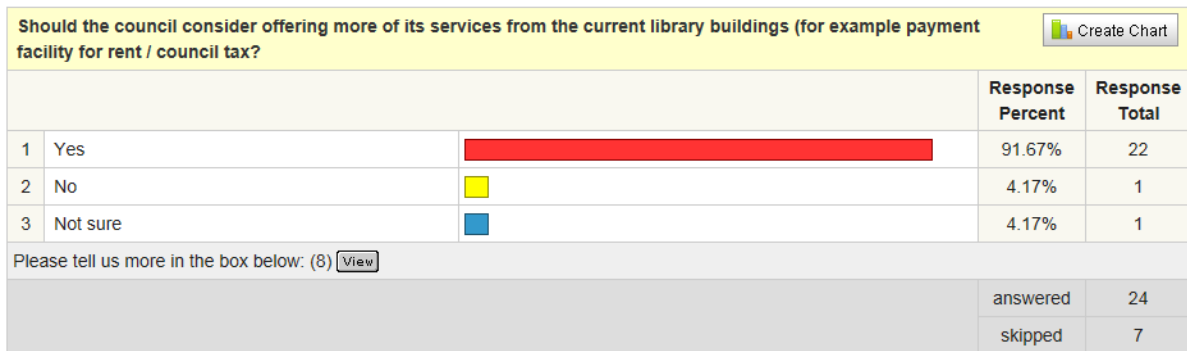


7.3.7 The council should give communities the opportunity to take over the library building. The council will continue to provide the core library service





- a. cysylltu efo'r aelodau y cymunedau I drafod yn agored am asesu gwhanol ffyrdd o weithio
- b. what we do know is that there is a need to keep the specialist skills of library staff. we feel that allowing greater scope for collaborative working would enhance the service and enable it to reach a wider audience. it would also allow the library service to become a stakeholder in a wider range of initiatives thus ensuring a greater chance of sustainability. examples could and should include engagement with those seeking work, community training and social enterprises. This would create opportunities for bespoke library interventions as well as delivery of the generic role.
- c. oni fyddai'n syniad da cynnwys y llyfrgell sirol dan do'r ysgol uwchradd - disgyblion, staff a rhieni yn gallu manteisio ar y gwasanaeth
- d. Whilst a click and collect option from other venues sounds interesting, this requires internet access and digital literacy skills which many people do not have. Many people also use the library as a quiet space which is essential for people studying. The library provides internet access while other venues may not. This is essential to ensure people because everything is now online
- e. Adult services in partnership with the Community Voice project in Medrwn Mon have worked closely with the citizens of Seiriol ward on the Building Communities project. This is an asset based approach to community development and is in keeping with the aspirations of the Social Services and Wellbeing Wales Act. Develop Social Enterprises and community/3rd sector consortia can ensure vital services/services of value and importance for people is continued. This along with the Ageing Well in Wales programmes places great value on utilising community assets to their full potential, encouraging and promoting communities to take more control of the services they value.
- f. sicrhau y gwasanaeth –
- g. Q1 Depends on what you mean by new staffing structure. Trained staff are key to the success of the library; you need more not fewer. Q3 Sorry but that is a very badly worded question. You actually need to extend the Library Service.
I don't think the person who wrote the questions understands the value to the community of a Library. We value all it has to offer, including the professionals who run it.

7.3.8 Should the council offer more of its services from the current library buildings?







- a. This may be a good idea to bring different services into one building to cut costs
- b. perhaps a one stop shop where a member of housing and council tax can arrange a time slot twice a week so tenants can visit the centre, learn, read books, seek advice online and then talk to a housing member of staff for any issues such as ASB issues, payment rent etc so we are on hand to give advice face to face.
- c. Given that the library service has been targeted for such extensive cuts we would need greater clarity on the rationale and structure of such an option.
- d. A community hub model would certainly increase the footfall of people accessing library services.
- e. defnyddio yr adeilad ar gyfer llawer o wasanaethau gwahanol
- f. Os yw'n golygu cyfiawnhau parhad yr adeiladau. Gall y llyfrgelloedd gynnal 'syrjeris' budd-daliadau / rhent unrhyw broblemau unwaith yr wythnos
- g. If the libraries are to be the direct contact point with the Council it would make sense to offer this and wider services perhaps CAB and certainly to act as a Tourist Office point. You can't do that if you cut back locations, hours and staff.
- h. Offering additional services at the libraries seems the best way to maintain services with limited resources. This has the potential to increase footfall to the library and introduce new customers to the library services.

7.3.9 Would you support a model where charities, businesses or social enterprises run some parts of the library service?

Would you support a model where charities, businesses or social enterprises run some parts of the library service?			Response Percent	Response Total
1	Yes		60.87%	14
2	No		4.35%	1
3	Not sure		34.78%	8
Please tell us more in the box below: (3) View				
			answered	23
			skipped	8

- a. provided the specialist skills set was available to support such an approach
- b. As mentioned previously establishing social enterprises is a key element in the Social Services and Wellbeing Wales Act. The Council has signed up to the Dublin Declaration. This places emphasis on developing Age Friendly Communities. Libraries to me are located across the island providing accessible opportunities and information for older people on Anglesey.
- c. If one of the purposes of the library is to be the direct link with the Council, it's local contact point, then running it with volunteers does not reflect well on the Council.
- d. We all know times are hard, we have to cut back etc. but this death by a thousand cuts has been going on for years. People are weary of it and the thought of a 60% cut is ridiculous.
- e. Volunteers are increasingly hard to come across; if they thought they were taking someone's job it would be even more difficult.

7.3.10 Would you be interested in:

Would you be interested in:			Response Percent	Response Total
1	Providing access to library services from within your existing business		66.67%	6
2	Providing access to library services from your community venue		66.67%	6
3	Assisting with the delivery of the library service as a community group		55.56%	5
4	Assisting with the delivery of the library service as a volunteer		22.22%	2
If so, please tell us more about you or your business/community group. (We will not publish this information; we will only use it to contact you to discuss this question further.) (7) View				
			answered	9
			skipped	22

*commentary not disclosed at this stage.

7.3.10 Do you have any alternative ideas or suggestions?

Do you have alternative ideas or suggestions you think we should explore? Please tell us in the box below.		
	Response Percent	Response Total
1 View	100.00%	6
	answered	6
	skipped	25

- a. mi fyddem yn hoffi bod yn rhan o grwp I drafod yn bellach
- b. I think the idea of a one stop shop e.g. Libraries/Leisure Centres would be a good opportunity to retain services and also expand possibly for those not currently using one of either services.
- c. yes - please contact.
- d. ail frandio beth yw llyfrgell I ddenu llawer mwy o bobl drwy eu drysau!
- e. As I've mentioned earlier the community hub model can be discussed in greater detail and is particularly relevant to older people. The Ageing Well in Wales programme run from the Office of the Commissioner for Older People has the learning and employment of older people as one of its five key areas.
- f. At some stage politicians, including our Councillors, have got to decide if they believe that the current austerity measures are workable if you believe in growth. You already need to invest in the Library Service in order to sustain a minimum service; and you make no mention of future, increasing and changing demands on the Service.

8.0 OUTREACH SESSIONS

8.1 YOUNG PEOPLES CONSULTATION

8.2 Secondary School Consultations

4 pop-up consultation sessions took place in the Counties 4 secondary schools. The sessions were facilitated by Llais Ni, and Library Staff attended to provide background and knowledge.

There were 3 main themes of discussion:

- Do you use the library service? Why? Where? When? What?
- Why don't you use it? What would make you use the service more?
- The future - Do you have any ideas? How could we deliver the service better?

Discussions were lively with young people happy to voice their opinions and ideas. Responses are reported in Appendix 3

8.3 Llais NI

8.3.1 Library Service attended the Llais Ni Forum in Llangefni (14/12/2015). Llais NI is a project that works with children and young people to ensure that their voices are heard on the matters which are important to them.

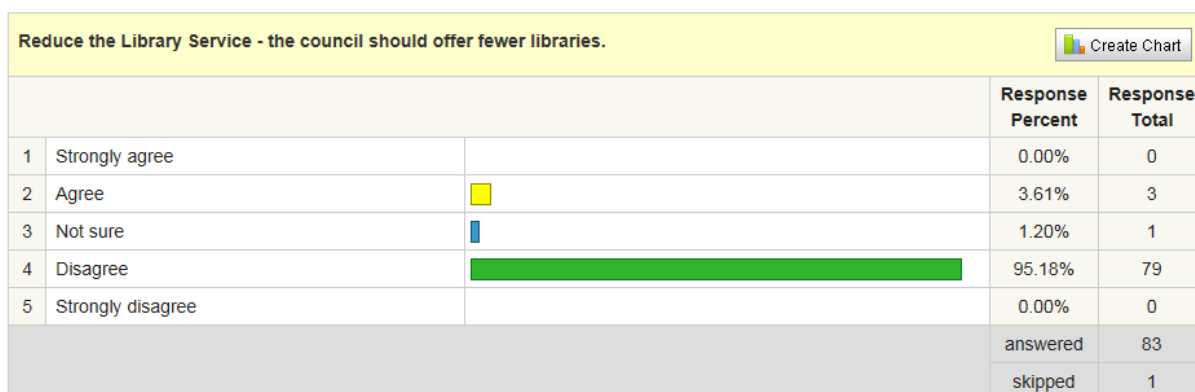
8.3.2 23 young people between the ages of 12 and 24 attended the session. The consultation was introduced to three groups; there was an opportunity for participants to ask questions. They were then asked for their response to 11 questions, which closely matched part B of the public consultation. All of those who attended responded. Only one person did not respond to all questions as he had to leave before the end of the session. Every response received is included in Appendix 4 in the language in which it was received and in relation to each individual question.

9.0 Ynys Môn Sheltered Housing Forum

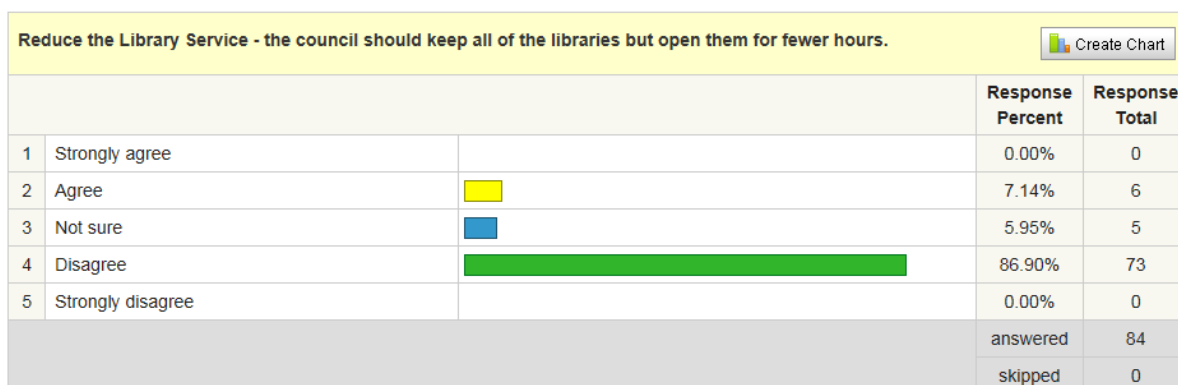
9.1 83 participants of which 72% were non-users.

9.2 Participants were asked the same questions as in Part B: The future of the open and partners/stakeholders questionnaire.

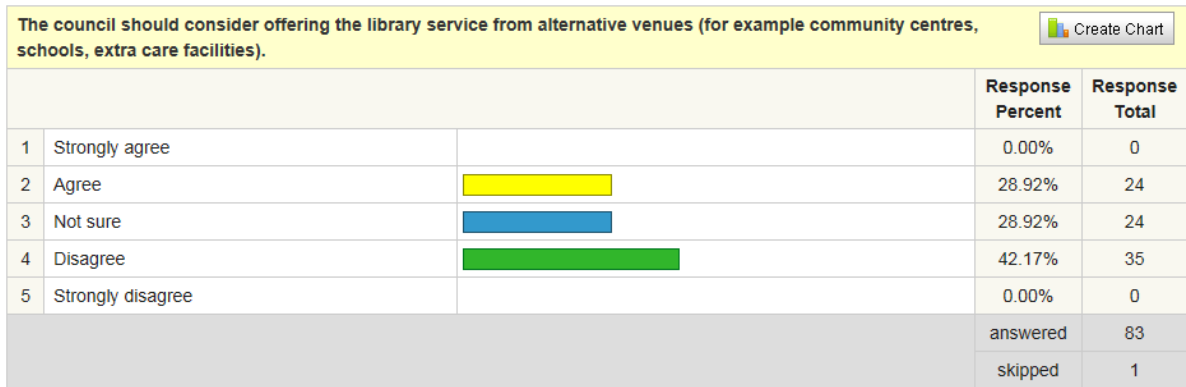
9.3



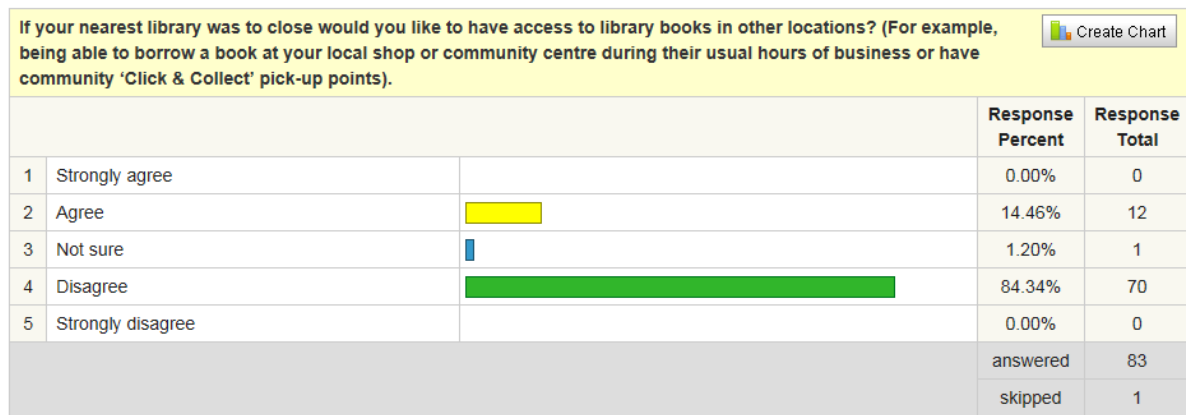
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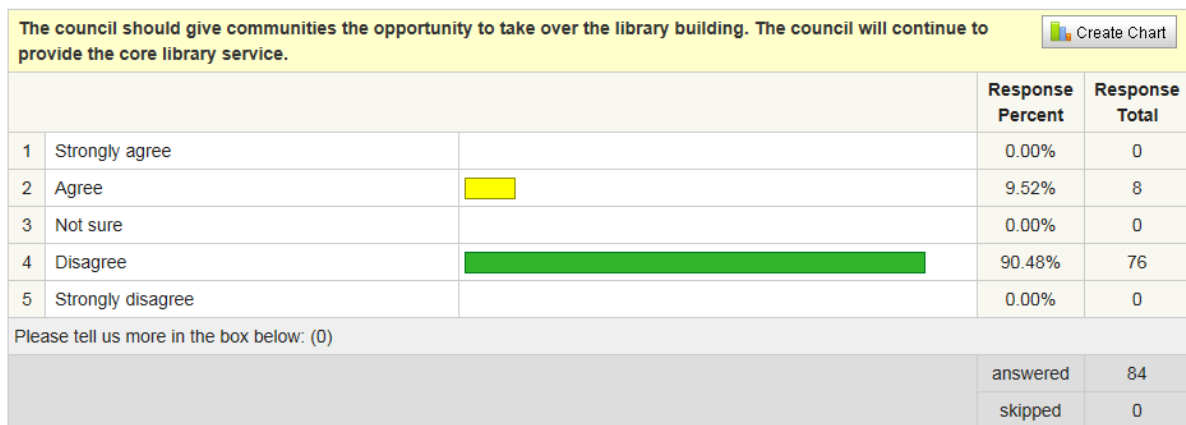
9.5



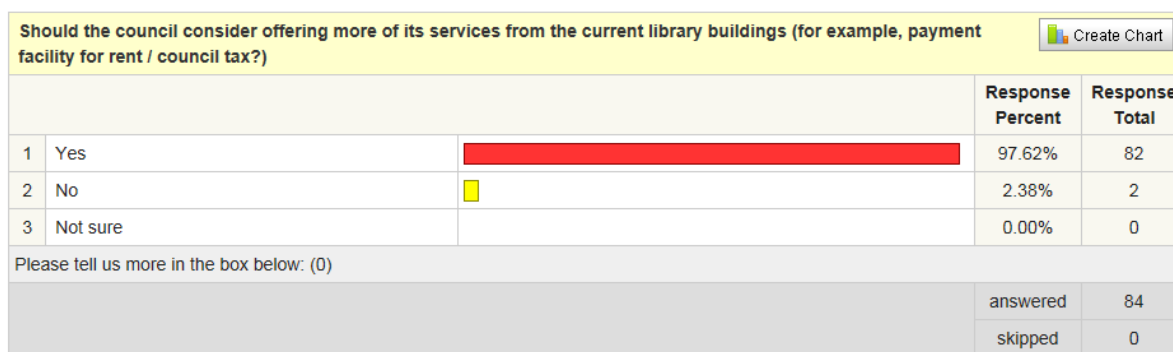
9.6



9.7



9.8



9.9



9.10 An additional question was asked to the Sheltered housing forum

How important are libraries to the community?		
Not Important	0	0%
Fairly important	0	0%
Very Important	0	0%
Essential	84	100%

10.0 FACE TO FACE STREET SURVEYS

10.1 As reported in 4.4 there was a high percentage of users represented in the questionnaire responses. This is in-line with similar consultations conducted elsewhere. As a result extra 'street survey' style consultations were conducted to elicit a response from this group in order to inform the discussions. Responses from both users and non-users were collected. Participants were asked the same questions as in Part B: The future, in the open and partners/stakeholders questionnaire.

Library Service Questionnaire - Face to Face Menai Bridge 21/12/2015.

21 respondents 90% non-users

Library Service Questionnaire - Face to Face Llangefni 17/12/2015

17 responses 82% non-users

Library Service Questionnaire - Face to Face Amlwch 09/12/2015

13 responses 82% non-users

Library Service Questionnaire - Face to Face Holyhead 09/12/2015

41 responses 63% non-users

10.2 The responses received are detailed below.

10.2.1

Maintaining the Current Services - do nothing to the delivery of the service although possibly introduce a new staffing structure		
Strongly Agree	12	13%
Agree	54	58%
Disagree	3	3%
Strongly Disagree	24	26%

10.2.2

Reduce the Library Service - the council should offer fewer libraries.		
Strongly Agree	1	1%
Agree	27	29%
Disagree	9	10%
Strongly Disagree	55	60%

10.2.3

Reduce the Library Service - the council should keep all of the libraries but open them for fewer hours.		
Strongly Agree	1	1%
Agree	29	31%
Disagree	15	16%
Strongly Disagree	48	52%

10.2.4

Reduce the Library Service - The council should stop the mobile library service (but continue to offer a housebound service).		
Strongly Agree	0	0%
Agree	19	21%
Disagree	35	39.5%
Strongly Disagree	35	39.5%

10.2.5

The council should consider offering the library service from alternative venues (for example community centres, schools, extra care facilities).		
Strongly Agree	3	4%
Agree	32	43%
Disagree	19	25%
Strongly Disagree	21	28%

10.2.6

If your nearest library was to close would you like to have access to library books in other locations? (For example, being able to borrow a book at your local shop or community centre during their usual hours of business or have community 'Click & Collect' pick-up points).		
Strongly Agree	0	0%
Agree	28	35%
Disagree	30	38%
Strongly Disagree	21	27%

10.2.7

The council should give communities the opportunity to take over the library building. The council will continue to provide the core library service.		
Strongly Agree	1	1%
Agree	34	45%
Disagree	25	33%

Strongly Disagree	16	21%
-------------------	----	-----

10.2.8

Should the council consider offering more of its services from the current library buildings (for example, payment facility for rent / council tax?)		
Yes	67	76%
No	10	11%
Not Sure	11	13%

10.2.9

Would you support a model where charities, businesses or social enterprises run some parts of the library service?		
Yes	25	37%
No	28	42%
Not Sure	14	21%

10.2.10

How important are libraries to the community?		
Not Important	5	3%
Fairly important	25	15%
Very Important	41	25%
Essential	95	57%

11.0 CORRESPONDENCE RECEIVED

11.1 Correspondence is reproduced in Appendix 5

Letter from a library user

Letter from the Menai Bridge Civic Society

Letter from Beaumaris Town Council

Letter from The Open University in Wales

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive
Date:	08/02/16
Subject:	Ensuring sustainable and efficient services for the future: Transforming the Youth Service Youth Service Consultation Findings
Portfolio Holder(s):	Councillor Kenneth Hughes
Head of Service:	Delyth Molyneux
Report Author: Tel: E-mail:	Enid Williams 01248 752938 enidwilliams@ynysmon.gov.uk
Local Members:	Relevant to all elected members

A –Recommendation/s and reason/s
<p>Recommendations:</p> <p>We ask that the Executive:</p> <ol style="list-style-type: none"> a. Consider the consultation results for the ‘Youth Service Review: Our Youth Our Future, Consultation Findings January 2016’ - and note the response of the young people and citizens of Anglesey to the proposals and ideas put forward during the consultation. b. Give permission for the service to continue to explore and cost the potential future models in the context of these consultation findings, as outlined in the youth service review, consultation findings document. This will include costings for a service based on 20%, 30%, 40% and 50% savings as outlined in the Corporate Plan 2013-2017. Particular attention to be paid to the effects of any changes on vulnerable groups. c. Give permission to move to phase 2 of the process and conduct a further period of consultation on the final proposed costed models in June and July of 2016 with a view to final recommendations to scrutiny committee and the executive in early Autumn 2016, to implement a revised youth service model in 2017 - 2018.

Based on the consultation findings the options to be considered will include:

1. Appointing a full-time worker to be based in each secondary school, delivering on a range of the priorities.
2. A reduced structure of clubs, run by the School Youth Workers and a smaller team of part-time staff.
3. The possibility of supporting smaller village communities to run voluntary youth clubs, supported but not funded by the youth service.
4. To extend the role of the Alcohol Project Worker to include all Substance Misuse, and associated sexploitation that result from this abuse.
5. To work with the DofE to develop more responsibility for DofE/Accreditation Development to be undertaken within schools.
6. That a half-time post is created for an Engagement Worker to work with 16-24 year olds who are NEET, funded through the Engagement and Progression Grant. This to be reviewed within 2 years to decide if youth service needs to be further reviewed to bring this work into core provision, rather than other grant funded work.

d. That the executive committee supports the Youth Service and Transformation Board to review staff structures, terms and conditions to reflect changed responsibilities within the proposed new service.

Reasons

The national and local agendas and financial challenges make it necessary for us to review the way that we provide our youth services.

The main drivers for change are:

1. Targets within the Wales Youth Service Strategy 2014-2018. It recognises the need for the service to remain a strategic educational service and not be part of leisure provision. Good youth work can improve attendance, behaviour, motivation and relationships within school. Within the strategy there is now an increasing emphasis on placing youth workers in schools to support young people to remain engaged in education, remaining in formal education and training. The strategy recognizes three distinct fields where services should be focused:
 - a. Access to non-formal and informal education that expands horizons,

challenges thinking and develops skills through strengthening the relationship between youth work and formal education

b. Delivering an improved and more co-ordinated approach in what youth services can provide through both the voluntary and the statutory sector, to reduce duplication, share information and promote activities that increase capacity, and provide high quality services that address the contemporary needs of young people

c. Continue to reduce the number of young people who are NEET (not in education, training or employment) – as a result of educational, health or other interventions

d. Targeted youth work, based on working in partnership to provide positive outcomes for young people in mainstream education and training.

e. Delivering personal, social and health education in schools

2. The requirements of the Youth Engagement and Progression Framework

This document again places an emphasis on the Youth Service playing a key role in ensuring 16+ young people remain in education, training or employment.

3. In addition to this Wales Government have recently published a discussion paper titled A National Approach to Youth Work Delivery in Wales, where again there is a focus on different models of delivery for youth work in Wales. 4 models are proposed:

i. Remain with current model but with some small changes;

ii. Provide a service through regional consortia

iii. Remove youth service funding from the RSG and create a National Youth Service

iv. The Scottish Model – create an independent strategic board to lead services but with the service continuing to be delivered through local authorities.

4. Anglesey and Gwynedd have retained the largest network of small rural clubs, throughout Wales. However there has been a 17% decrease in the numbers attending a youth club between 2013-14 and 2014-15. This in itself would be a driver for a review on how we are engaging with young people, and has prompted the service, through the work of the Transformation Board to start the re-structure by consulting widely with young people, and asking them what services they require, for the future.

5. This will need to be coupled with the Authority's agenda of identifying its priorities while implementing an extensive programme of efficiency savings. The service therefore needs to identify the current needs of young people, while implementing the radical changes in national priorities, and ensure that it is delivering to current agendas, rather than providing a service based on historical or traditional programmes of work.

The Executive meeting on the 20/07/2015 granted permission for the youth service to undertake a consultation exercise on Future Models of Delivery. The Consultation

Findings are appended.

The consultation with young people and interested adults was done on-line through the Council website, and paper based through the Youth Clubs, Schools, and with Focus Groups. The young people's questionnaire focused on finding what the young people thought of current services, what services they are currently using, and what are their priorities for future delivery.

The consultation survey (Appendix 1) resulted in 930 young people's questionnaires being completed in addition to input from the Lleisiau Lleol – Llais Ni project, interacting with schools and other groups.

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

It was necessary to undertake a comprehensive consultation programme with the public, with partners and with specific user groups, before moving to undertaking a further consultation based on costed models in June/July 2016. The consultation findings are reported in Appendix 1.

C – Why is this a decision for the Executive?

The approval of the Executive is sought in order to undertake further work in line with the recommendations with youth club users and other partners.

Permission is sought to move to phase 2 of the consultation process and to conduct a further period of consultation on the final proposed costed models in June and July of 2016 with a view to final recommendations to scrutiny committee and the executive in early Autumn 2016, to implement a revised youth service model in 2017 - 2018

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

Yes

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

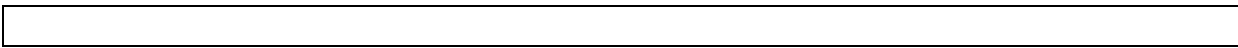
N/A

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	The SLT agrees with the content of the report. Supportive to proceed to the next step.
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	
4	Human Resources (HR)	Any staffing issues that may arise should be dealt with in accordance with recognised consultation and other HR processes
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	To be discussed at Partnership and Regeneration Scrutiny committee on the 02/02/16
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	The effect of the service review will be considered as part of the impact assessment
3	Crime and Disorder	
4	Environmental	
5	Equalities	The impact assessment is on-going and will be reviewed as we proceed to the next phase.
6	Outcome Agreements	
7	Other	

F - Appendices:
Appendix 1: Anglesey Youth Service Review Our Youth Our Future: Consultation findings January 2016

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



Appendix 1: Anglesey Youth Service Review

OUR YOUTH OUR FUTURE: Consultation findings January 2016

INTRODUCTION

The Youth Service delivers services to young people across the island, for the age group of 10-26, with the main focus on the 11-16 age group. To date the service has been open to any young person who chooses to access the service (open access), and the main elements of the service are:

- Youth Club provision (Winter Programme and Summer Programme)
- Accreditation Development Work
- Outreach Work - Multi-agency Outreach bus in partnership with the Red Cross, and the Alcohol Outreach Worker
- School based Youth Work and the Youth Engagement and Progression Framework
- Voluntary Youth Work provision

(Full report on the current service circulated during the briefing given to Councillors during May and June, and also could be accessed on-line during the consultation.)

WHY DO WE NEED TO CHANGE

The main drivers for change are:

1. Targets within the **Wales Youth Service Strategy 2014-2018**.

It recognises the need for the service to remain a strategic educational service and not be part of leisure provision. Good youth work can improve attendance, behaviour, motivation and relationships within school. Within the strategy there is now an increasing emphasis on placing youth workers in schools to support young people to remain engaged in education, remaining in formal education and training. The strategy recognizes three distinct fields where services should be focused:

- a. Access to non-formal and informal education that expands horizons, challenges thinking and develops skills through strengthening the relationship between youth work and formal education
- b. Delivering an improved and more co-ordinated approach in what youth services can provide through both the voluntary and the statutory sector, to reduce duplication, share information and promote activities that increase capacity, and provide high quality services that address the contemporary needs of young people
- c. Continue to reduce the number of young people who are NEET (not in education, training or employment) – as a result of educational, health or other interventions
- d. Targeted youth work, based on working in partnership to provide positive outcomes for young people in mainstream education and training.
- e. Delivering personal, social and health education in schools

2. The requirements of the **Youth Engagement and Progression Framework**

This document again places an emphasis on the Youth Service playing a key role in ensuring 16+ young people remain in education, training or employment.

3. In addition to this Wales Government have recently published a discussion paper titled **A National Approach to Youth Work Delivery in Wales**, where again there is a focus on different models of delivery for youth work in Wales. 4 models are proposed:

- i. Remain with current model but with some small changes;
- ii. Provide a service through regional consortia
- iii. Remove youth service funding from the RSG and create a National Youth Service
- iv. The Scottish Model – create an independent strategic board to lead services but with the service continuing to be delivered through local authorities.

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4. Anglesey and Gwynedd have retained the largest network of small rural clubs, throughout Wales. However there has been a 17% decrease in the numbers attending a youth club between 2013-14 and 2014-15. This in itself would be a driver for a review on how we are engaging with young people, and has prompted the service, through the work of the Transformation Board to start the re-structure by consulting widely with young people, and asking them what services they require, for the future.
5. This will need to be coupled with the Authority's agenda of identifying its priorities while implementing an extensive programme of efficiency savings. The service therefore needs to identify the current needs of young people, while implementing the radical changes in national priorities, and ensure that it is delivering to current agendas, rather than providing a service based on historical or traditional programmes of work.

TRANSFORMATION BOARD AND THE CONSULTATION

The service has worked as part of the Transformation Board for Youth Services, Libraries, and Culture, and also with an input from the Llaisiau Lleol – Llais Ni project. The consultation with young people and interested adults was done on-line through the Council website, and paper based through the Youth Clubs, Schools, and with Focus Groups. The young people's questionnaire focused on finding what the young people thought of current services, what services they are currently using, and what are their priorities for future delivery.

930 young people's questionnaires were completed, with breakdown of respondents as follows:

Males	392	42.5%
Females	520	55.9%
Preferred not to say	18	1.94%

Age of respondents was as follows:

Age	10	4	0.43%
	11	124	13.3%
	12	192	20.65%
	13	200	21.51%
	14	200	21.51%
	15	109	11.72%
	16	37	3.98%
	17	32	3.4%
	18-24	30	3.2%
	25+	2	0.22%

75.7% respondents attend either a Youth Club or an Open Award Centre. Questionnaires from all 5 High Schools were completed, (with the schools selecting the pupils at random), and Focus Groups were held with Llais Ni County Youth Forum, a YFC event at the Anglesey Winter Fair, the 2 Special Needs Clubs. 30 letters received from Individuals or members, and 29 written responses in other formats. It also generated an on-line petition organised by Llangefni Youth Club Members who also held a Public Meeting, with a presentation given by young people objecting to any reduction in youth club provision. This was attended by County Councillors and Town Councillors.

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OUR YOUTH OUR FUTURE: Consultation findings January 2016

Of those who did not attend a Youth Club, reasons for not attending were as follows:

No club nearby	40	18%
Don't know what happens there	34	15.3%
Don't like the staff	5	2.25%
Don't like the meeting place	10	4.5%
Nothing of interest in their programme	43	19.37%
Too expensive	4	1.8%
Something else on on the same night	63	28.3
Feel too old to attend a youth club	36	16.2
Caring responsibilities	2	0.9%
Other	38	17.1%

All respondents were asked if they attend any other provision. 52.6% said that they did, and 47.74% did not attend any other provision. Clubs that they either currently attend or had attended in the past, were as follows:

Non LA Youth Clubs	1
YFC	39
Yr Urdd	24
Guides	16
Cadets (Army, RAF or Sea)	24
Llais NI	17
Majorettes	16
Football	89
Rugby	32
Gymnastics, Athletics of Track Clubs	35
Hockey	11
Pony Club or Horse Riding	19
Boxing	3
Netball	24
Young Carers of Family Circle	4
Homework Clubs	10
Swimming, Life Saving or Water based sports	32
Dance	32
5x60	3
Martial Arts	27
Charity Work	6
Arts based clubs e.g. choir, band, pantomime, shows	29
Other (including badminton, climbing, cookery, archery RSPB, weightlifting, Young Firefighters, St John's ,	34

As most of this provision will be provided by volunteers, then we can conclude that there is already a heavy reliance on the voluntary sector to provide much of the sporting and cultural activities that young people attend. However, people are willing to volunteer to run a provision where their own particular interest lies, but are not as willing to volunteer for a generic youth club provision. In the Adults Questionnaires, out of 129 respondents only 20 stated a willingness to volunteer in a youth club.

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40% said they were current members, and 56.45% were past members in these clubs. When asked why they had stopped attending a club (whether it be a youth club or other club provision), the reasons were:

Choosing to attend another sporting activity	35
Boring, not enough opportunity to develop, not chosen for teams, no longer interested	60
Bullying	4
Too old to attend or felt too old to attend	28
Attending another activity (not sports)	35
No transport	25
School or College Work or working	24
Other	27
Club had closed	10
Carer	1
Didn't like the staff	6

From the above, we can conclude that retention may be an issue for some clubs, or some organisations, and there may be a need to work more on this issue, to find out if the quality of the programming is adequate. However, we also need to remember that during teenage years members will grow out of some things and move on to others during this period in their lives, as a natural progression.

It is particularly encouraging that only 4 state that they have stopped attending a provision because of bullying, when so much attention is given in the media to this issue.

Young people were asked how they get to club. Response was as follows:

Walk	54.6%
Own car or motor bike	3.34%
Lift from parent	51.83%
Bike	1.94%
Bus	3.02%
Other	3.36%

Any restructure of Youth Service Clubs therefore needs to consider that over 54% of young people currently walk to their club, and this may have a big impact on the numbers of young people who are able to access provision, if there are fewer clubs.

When asked what is important in clubs members noted the following as being important:

Meeting friends	88.5%
Club is nearby	59.7%
Issue based work & information e.g. alcohol, drugs, sex ed.	42.6%
Sports	56.3%
Cookery, Craft	45%
Acting, singing etc.	26%
Voicing their opinion	40%
Feeling safe in club	60.4%
Learn new things	61.7%

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Learn to respect others	51%
Gain confidence	56%
Trips	64%
Have fun	86.5%

Current youth club fees are 50p per night. When asked what they are willing to pay the response was as follows:

50p	60.3%
75p	3.56%
£1	18.21%
No charge	0.43%
Prefer not to say	3.9%

One person was prepared to pay £3 per night and one would pay more if they had more trips.

WHAT THE YOUNG PEOPLE HAVE SAID ABOUT THEIR CLUBS

"It's nice to talk to staff"; "Have own space"; "Getting away from home",
"Make new friends, gain confidence and learn skills", "Good place to chill and hang out with friends";
"Keep me out of trouble", "Nothing else to do in my village", "To be part of something", "Get out of school",
"A place where I'm not judged",
"Mae clybiau fel hyn yn ffordd dda o gymysgu ... mae llawer o bobl ifanc o dan bwysau ac yn teimlo o dan hyder am eu hun(ain)", "Dydi athrawon a rhieni ddim yn ein gwyllo", "Mae Youth Club yn lle i ni gael rhyddid",
"Mae dod i'r clwb bob wythnos yn galluogi llawer o blant os nid yn unig i gymdeithasu ond hefyd i aeddfedu",
"Mae dod i'r clwb yn fy helpu i oherwydd bod o'n le i mi gael dod oddi wrth fy nhri brawd bach",
"Please don't close because me and my sister can't travel as my mum and dad work",
"I made cakes and sold them for cancer awareness", "Rydym yn cael profiadau anhygoel";
"Cael dysgu sgiliau newydd dydach chi ddim yn cael cyfle i'w arbrofi yn yr ysgol",
"Mae (y clwb) yn meddwl y byd i mi", "The youth club brings the youths of closer and creates friendships and opportunities;
"How dare you do this to us children. What are we going to do on Wednesdays. Sit on our butts and play on electronics! Thought the idea of youth clubs were to get us out of the house."
"We are doing some file work which will help with my future",
"I go to youth club and it really helps me deal with recent problems in life where I have really struggled, but when I go to Youth Club I'm with my friends and takes my mind off it and I can enjoy my childhood, If there wasn't a youth club I could be at home crying, self-harming, doing drugs, planning suicide or doing really stupid things".
"Please take into consideration small villages as ... only have a limited amount of things a teenager can do meaning the youth club is part of our community".

For future provision another two important considerations were the following:

When asked how important is it to be able to speak to a Youth Worker, 87.7% (802) young people stated that it was important.

When asked how important was it to be able to speak to a Youth Worker in their chosen language the response was even higher with 94.9% stating that it was important.

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ACCREDITATION DEVELOPMENT WORK

The service has invested heavily in grants received and in core staff time to develop this aspect of work. Young people were asked how important this was to them 56.8% felt that it was Important, and 39.4 felt that it was fairly important, with only 3.8% feeling that there was no need for this. Of the young people who completed this section 43% had gained certificates, and 56% had not. 76 had achieved them through club, 42 in school, 11 in Summer Projects, and 30 in other venues. 74% of young people who had attended the Awards Night said it was Good or Very Good, and 20% thought it was ok, while 5% felt it was poor or very poor.

From this we can conclude that the opportunities to gain accreditations through the youth service continues to be important to young people.

OUTREACH YOUTH WORK PROGRAMME

This was delivered through two main grants – the service offered on the Red Cross Outreach Bus and the service delivered by the Youth Alcohol Outreach Worker. Both were funded with grants – one from Families First, and one through the Community Safety Partnership.

Outreach Bus + Costs

This project has not been run during the past financial year, as the grant that paid for the work had been withdrawn. Possibly as a result of this only 3.5% of the young people who completed questionnaires had actually used the service. Of those that had used it 78% thought the service was good or very good, and 15.27% thought it was ok, and 5% thought it was poor. All activities offered (Computer Games, Issue Based Sessions, Talking to a Youth Worker, Holiday Projects, Sports, work with other agencies and Community or Environmental Projects) were rated fairly similarly 68% to 54%.

However, the findings from this section confirm that the reach of this project was not great, and the impact was also not long-term, as most young people had to be reminded of what the actual service had been.

Alcohol Outreach Worker

A specialist Alcohol Youth Outreach Worker is employed using a grant from the Community Safety Partnership. This is the only project of its sort funded in North Wales, and as grants have now been regionalised, this may impact on the long-term funding of this project.

The project works in every High School, the PRU, the College, Youth Club, Youth Hostels, work with NEET young people, and any young people or families that are referred to the worker that would benefit from intervention programmes.

Of the young people who responded 62.5% had had contact with service. Contact had been in the following venues:

Clubs	68.7%
School or school based events (Crucial Crew, Choose Life presentations)	72%
Youth Bus or similar projects	1.38%

88% rated the service as being either Very Good or Good, and 10% said it was ok, and only 0.8% rating it as poor.

SPECIAL NEEDS CLUBS

The service currently runs 2 clubs for young people with Additional Learning Needs. Focus groups were held in both

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clubs. If the service needs to find cuts up to 60% then there may only be funding for one club in the future. Parents and support workers were anxious to make the point that the members who attend these clubs do have special needs and therefore deserve special consideration. In contrast to other young people who may attend a range of different provisions, the Special Needs clubs are the only opportunity that many of these young people have to socialize and gain independence from parents. Closing these clubs would push them into further isolation.

If the clubs were amalgamated some parents foresaw that they would not be able to travel to a venue further afield, as it would be too costly, or too tiring for the young person. Also, some members were reliant on support workers to take them to club, and they currently worked in both clubs with different young people, so they questioned if there would be enough new support workers available to bring all the young people to one venue on one night.

The club was also a lifeline for parents when respite services etc, have already been decreased, and having their child in club on one night enables them to give time to focus on their other children, who do not have special needs. Other parents felt that they could help out, but one of the most important aspects of the club was that the young person was able to be there independently of their parents. Both clubs are already heavily reliant on volunteers who work on a regular basis, and have done so for many years. These volunteers did not feel able to take on the increase in responsibilities which running the club would entail.

Of the options discussed there was a feeling that keeping both clubs but running every other week would be the fairest option, but in the long term they did not feel that this would work as these young people and parents need routine, and structure, and that membership would dwindle because young people and their parents wouldn't know where they were. Meeting for a shorter period of an evening, or a shorter term may not attract staff as it would not be financially viable for them to commit to this.

LLAIS NI

A Focus Group was held with members of the Llais Ni County Youth Forum, with the consultation being combined with a consultation on Authority's Budgets, and the future of the Library Service. This meeting was attended by 23 Llais Ni Members. It was run with the members spending time in 3 working groups to look each separate issue under consultation. Attendance was as follows:

12 years old : 3 females, 1 male

13 years old: 1 female, 1 male

14 years old: 3 females, 1 male

15 years old: 5 females, 1 male

16 years old: 1 female, 1 male

18-24 years old: 4 females, 1 male.

The results from this group were as follows:

Top priority (as would be expected) was for the continuation of Llais Ni Youth Forum Project, with all recipients placing this within their first or second priority. The second most popular option with this group was to retain the current structure of youth clubs, but only opening from September until March, The third favoured option and only one vote behind the second, was to have a Youth Worker available in each High School, with 19 placing this within their 4 favoured options. Much lower in their favoured option (scoring 12,10, and 7 were the continuation of the County Alcohol Misuse Youth Worker, the support for the young unemployed and the retention of the Dof E within the Youth Service. There was little support for any of the other proposals.

The findings of this group therefore mirrored the favoured options listed as their priorities by the majority of other respondents who completed the paper or on-line questionnaires.

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PRIORITIES FOR YOUNG PEOPLE

Young people and adults were questioned what their 4 priorities would be for the future of the service, scoring them from 1 to 4 with 1 being the most important.

Results were as follows:

	1	2	3	4	Response Total
Have only one big club in each High School area open up to 4 nights a week, all year round.	36.3% (160)	19.5% (86)	28.3% (125)	15.9% (70)	441
Between 15 and 18 clubs meeting one night a week in the main towns/villages	26.0% (125)	37.4% (180)	19.3% (93)	17.3% (83)	481
Short term project moving from area to area for up to 3 months (on a youth bus or in a local building)	12.7% (23)	27.6% (50)	33.7% (61)	26.0% (47)	181
Clubs run by volunteers only i.e. run by parents or people from the community	15.6% (42)	32.6% (88)	25.6% (69)	26.3% (71)	270
Keep clubs as present within the money available, ONLY opening from September to end of March	65.3% (359)	15.5% (85)	9.8% (54)	9.5% (52)	550
One County Youth Worker supporting unemployed young people 16-24 back to work, or training.	8.4% (14)	30.5% (51)	34.1% (57)	26.9% (45)	167
After school Open Award Centres in each school offering Duke of Edinburgh Awards, OCNs, Taking up the Challenge run by Youth Service	14.3% (38)	25.9% (69)	25.9% (69)	33.8% (90)	266
Duke of Edinburgh Award run completely by school staff i.e. teachers and teaching assistants	11.2% (12)	20.6% (22)	33.6% (36)	34.6% (37)	107
One County Youth Worker to visit each school running workshops on Alcohol, Drugs, Sex Education etc.	10.0% (40)	27.8% (111)	35.1% (140)	27.1% (108)	399
Full-time Youth Worker in each school running a mix of the following services for that area – Youth Club, Duke of Edinburgh Award; lunch-time Accreditation Club; informal drop-ins; and supporting 16+ young people who have left school into training/work	12.4% (48)	21.8% (84)	31.1% (120)	34.7% (134)	386
No youth clubs but create 1 or 2 County Youth Zones delivering a Youth Café, Recording Studio, Skate Park, and arranging temporary pop-up shops in other areas.	14.5% (23)	23.9% (38)	21.4% (34)	40.3% (64)	159
Youth Forum (like Llais Ni) to develop a County Youth Council to work with the County Council informing it about services to provide for young people.	9.6% (20)	19.1% (40)	22.0% (46)	49.3% (103)	209
				answered	904
				skipped	0

The clear forerunner in the options are to maintain the current club structure, but as 75.7% of respondents are young people who attend a club, this was to be expected. However, there are clear forerunners among the other options, which give an indication of where a compromise may be reached, and where there are options to be explored to provide services in other ways.

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ADULT CONSULTATION

The Consultation with adults only consulted on the provision for the future. 146 people accessed the questionnaire with 129 completing. Responses were received from the following:

Parents or Guardians	56
Councillors	0
Community Councils	6
Staff	41
Schools	11
Partners	6
Other youth service providers	2
Interested Individuals	24

There was little difference in priorities between the consultation with adults or young people, although there was less support by the adults to the 1st option of having one main club in each High School Area.

LOCATION AND TIME

When asked about the priorities for location and time of service for the future there was also little difference, between the adults and the young people's priorities. 696 (75.1%) young people and 80% of the adults felt that it was important that the Youth Service/Youth Club was close to where they lived. 500 young people made it their first or second option to have the provision available after 7 on a week night. There was little support for weekend provision.

Which of the following are most important to you (1 = most important)

	1	2	Response Total
Youth Service/club is close to where I live	75.1% (523) Adults- 80%	24.9% (173)	696 (100)
Youth service is based in school	45.2% (42) Adults 50%	54.8% (51)	93 (12)
Youth Service/club available straight after school	38.4% (61)	61.6% (98)	159 (11)
Youth Service/club opens in the evening from 7 on a week night (Monday to Thursday)	36.8% (184)	63.2% (316)	500
Youth Service/club is open on Friday, Saturday, Sunday	24.3% (25)	75.7% (78)	103 7

Appendix 1: Anglesey Youth Service Review

OUR YOUTH OUR FUTURE: Consultation findings January 2016

WHAT THE ADULTS SAID

"We need to hear and listen to YP. Money is wasted on services that are not needed. MENTAL health is crucial for everyone there is NO mention of YP mental health and well being".

"Valuing and respecting the unique worth of everyone involved in helping to create a better future for all, YP are our future therefore we need to support them 100%"

"We need proper counseling service for our YP to tackle bullying, anorexia, bulimia and obesity (obesity which I feel we highlight too much on)"

"YP people have too much pressure, they are trying to cope with school pressure- homework, exams etc, they have to deal with their hormones growing up etc who knows what's going on on their home personal family life THEY NEED EVERYTHING WE CAN GIVE THEM"

"The rights of children and young people is at the heart of everything. The right to be heard to be listened to, to take part and have choices are critical to young people's development and their participation which can make a significant difference to society."

"We need to support every need not just the "good" easy tick box YP".

"More support in rural areas as it is so difficult for YP to access services."

"Support and help YP to be more pro active in THEIR community, be mentored on their local Community Council it is important that local successful clubs remain open as the young people tend to walk to these, rural life is important. Whilst clubs are important D of E etc is also important to some young people. YFC is run by volunteers with strong connection with agriculture however, if youth clubs were run by volunteers consistency, weekly rota would quickly go up in smoke when they come across challenging situations."

"If the club was based in the high school then more children would take advantage of what is on offer?"

"Youth clubs in rural villages are very important for young people who cannot travel to other sites".

"Important - our young people are the future, they need to learn new things outside a school environment mixing with different youths and adults."

"I have chosen a club open one night a week as my first choice because that is what is available for my daughter at the moment. My 15 year old daughter has special needs and she attends Clwb on ... evenings. Without this club my daughter would be socially isolated".

"Ni all dibynnu ar rieni/gwirfoddolwyr i redeg gwasanaeth cyson, o safon uchel i bobl ifanc. All greu anghydraddoldeb rhwng ardaloedd".

"Need to have a real purpose and be linked to new technology".

"From experience young people will not travel far from the places they live only if staying with a friend. It's good to have a lot of smaller clubs keeping them as they are working through the months of September to March."

"Ma'i yn holl bwysig bod clybiau ieuencid yn agor i'r ifanc! Fel aelod o'r staff i'r cyngor mar aelodau yn mwynhau y clybiau cyn gymaint fysa cau unrhyw clwb yn siomedigaeth drom iddynt! nid yna i arbed gwaith ein hunain ydym fel staff ond rydym yma i gefnogi'r ieuencid ac yw gwarchod mewn cymuned gryf fel clwb."

"Youths like routine and stability ... The touring bus is not ideal nor is the limited opening hours currently ... All year round but in highest population areas seems best ... but perhaps volunteers can set up or run a bus scheme to transport those in hard to reach areas?"

"Parents shouldn't be running their children's youth clubs, they are supposed to be a chance to get away from each other. Llais ni and d.of.e are important."

Appendix 1: Anglesey Youth Service Review

OUR YOUTH OUR FUTURE: Consultation findings January 2016

DEVELOPMENT OF BUSINESS PLAN FOR FUTURE OPTIONS

The most important messages from the consultation are the following:

- 87.7 (802) young people stated that it was important to be able to speak to a Youth Worker.
- 94.9% stated that it was important to receive the service in the language of their choice.

Recommendation 1: To gain maximum contact with young people the service needs to look at the option of appointing a full-time worker to be based in each secondary school, delivering on a range of the priorities.

There is a clear desire for all or a significant part of the Open Access (Youth Club Provision) be retained. 50% of young people have stated that they walk to club and 696 young people have stated that they want to see a club near to where they live. This was also clear in the Adult Consultation. Within future budgets this may not be possible.

Recommendation 2: To look at the provision of a reduced structure of clubs, run by the School Youth Workers and a smaller team of part-time staff. Also to explore the possibility of supporting smaller villages to run voluntary youth clubs, supported but not funded by the youth service.

There is little support for the setting up of one or two County Youth Zones.

Recommendation 3: that this option now be dismissed

The consultation has confirmed that the Outreach Bus is no longer a priority for young people, and that its limited reach and high costs, does not justify its continuation.

Recommendation 4: that this service option is now dismissed.

The Alcohol Project Worker is valued by the young people who attend, and it reaches a high number of young people within the schools.

Recommendation 5: work continues to secure funding for this work, but the Alcohol Project Worker is extended to include all Substance Misuse, and associated exploitation that result from this abuse.

Llais Ni project is valued by the young people who attend, but there are moves now to move this project wholly to be run through the third sector for the next year, through LLeisiau Lleol/ Menter Môn

Recommendation 6: support this move and assist with any future grant applications to secure the funding of the work for the future.

DofE/Accreditation Development: young people want to see this work retained by youth service, and not transferred to schools.

Recommendation 7: explore the possibility of this work becoming part of the School Youth Workers' work in each school, and to work with D ofE nationally to develop more responsibility for this work within the school itself.

Appendix 1: Anglesey Youth Service Review

OUR YOUTH OUR FUTURE: Consultation findings January 2016

Engagement and Progression Work with 16-24 year old unemployed young people

This did not emerge as a priority, however the age groups consulted with possibly did not bring this to the fore. Also, as this is part of the National recommendations for Youth Services, this work cannot be ignored as a priority.

Recommendation 8: that a half-time post is created for an Engagement Worker to work with 16-24 year olds who are NEET, funded through the Engagement and Progression Grant. The role of the strategic EPC officer remains with the Principal Youth Officer's post, and that work continues to fund most of this Engagement Work through the TRAC European Project. This work to be reviewed within 2 years to decide if youth service needs to be further reviewed to bring this work into core provision, rather than other grant funded work.

Staffing Re-structure

To enable the new priorities to be addressed all the current staffing contracts need to be reviewed and costed to enable new options to be put forward in a Business Plan for the consideration of the Councillors.

Recommendation 9: that the Executive Committee supports the Youth Service and Transformation Board to review all staff terms and conditions to bring them onto NJC Terms and Conditions, rather than Soulbury, JNC and a Local Agreement. All posts will then have been reviewed to reflect changed responsibilities within the proposed new structures.

The adoption of these recommendations will allow the service to cost the future service options delivering on a possible 20%, 30%, 40% and 50% cut in funding as required by the Authority's Corporate Plan 2013-2017.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	EXECUTIVE / FULL COUNCIL
Date:	8 February 2016 / 10 March 2016
Subject:	To report on the Review of the Authority's Licensing Policy
Portfolio Holder(s):	Licensing section of the Trading Standards, Public Protection Department
Head of Service:	Jim Woodcock
Report Author:	Dafydd Merfyn Jones, Principal Officer
Tel:	01248 752847
E-mail:	dmjpp@anglesey.gov.uk
Local Members:	Portfolio Member Richard Dew

A –Recommendation/s and reason/s
To endorse report and adopt amended Policy – following Review of the Authority's Licensing Policy

B – What other options did you consider and why did you reject them and/or opt for this option?
The Authority is required under the terms of the Licensing Act 2003 to Review its Licensing Policy every five years. However the introduction of the Deregulation Bill plus changes in other sections of existing legislation has necessitated an early review. The Review was also conducted as part of a collaborative exercise with the other North Wales Authorities

C – Why is this a decision for the Executive?
All matters relating to Licensing Policy fall under the auspices of the Full Council

CH – Is this decision consistent with policy approved by the full Council?
Yes - all activities relating to Licensing Policy are Council, as opposed to Executive functions – by virtue of Section 5 – 8 of the Licensing Act 2003

D – Is this decision within the budget approved by the Council?
There is no additional cost to the Authority and the Policy could provide for an increase in income

DD – Who did you consult?	What did they say?

1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No comment
2	Finance / Section 151 (mandatory)	No comment
3	Legal / Monitoring Officer (mandatory)	Policy approved
4	Trading Standards Environmental Health Planning Tourism Social Services	
5	Property	Agreed to evaluate applications on their own merit
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	No observations received
9	Any external bodies / other/s	Police – No comment Fire & Rescue Service Betsy Cadwaladr Health Board

E – Risks and any mitigation (if relevant)		
1	Economic	The Licensing Policy sets out the due process and the Authority's concern for the sale and supply of alcohol, regulated entertainment and late night refreshment throughout the district
2	Anti-poverty	To provide opportunities for employment across a wide range of opportunities in a safe and approved environment
3	Crime and Disorder	Control of Crime and Disorder is one of the Four main Objectives of the Act and the Authority's approved Policy
4	Environmental	Local Environment protected by Conditions
5	Equalities	An Equalities Impact Assessment was fully considered however as the Revised Policy is substantially based on the current Policy adopted in late 2013 also continues in line with the Act and general guidance no adverse impact is anticipated
6	Outcome Agreements	

7	Other	Improves collaborative working with the Emergency Services, other Responsible Authorities and other North Wales Authorities
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F - Appendices:

Appendix A - The revised Policy containing the principles, rules and guidance, method of application, public health considerations, recent legislative changes and a glossary of terms.

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

Licensing Act 2003
Deregulation Bill 2015
Home Office Guidance issued under section 182 of the Licensing Act 2003
The Live Music Act 2012
Anti-Social Behaviour Crime and Policing Act 2014



LICENSING POLICY

1. Background
 2. Scope and Extent of the Licensing Act
 3. Licensing Objectives
 4. Cumulative Impact, Late Night Levy & Early Morning Restriction Orders
 5. Planning/Building Control
 6. Premises Licence (New Application, Variations & Terms and Conditions)
 7. Temporary Event Notices
 8. Personal Licences
 9. Club Premises Certificates.
 10. Operating Schedule
 11. Hours of Operation
 12. Enforcement
 13. Licensing Process
 14. Licensing Committee
 15. Additional information
- Appendix 'A' Guidance on the procedures & problem premises + Delegation Chart
- Appendix 'B' Public Health
- Appendix 'C' Mandatory Licensing Conditions
- Appendix 'D' Recent Legislative Changes
- Appendix 'E' Glossary of Terms

1. Background

1.1 The Licensing Policy Statement is based upon the Licensing Act 2003. This document sets out the policies that the Council will apply when making decisions upon applications, hearings, reviews and appeals, for:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to, or to the order of a member of the club;
- The provision of late night refreshment (supply of hot food or drink from a premises between 23.00 and 05.00 hours); and
- The provision of regulated entertainment to the public or club members or with a view to making profit including raising money for charity where the entertainment involves:
 - A theatrical performance or film exhibition
 - An indoor sporting event
 - Boxing or wrestling bouts
 - Performance of live music
 - Playing of recorded music
 - Dance performance
 - *Live Music Act – see Appendix D*

1.2 Guidance on the procedures to be followed by applicants and those making representations may be found attached as Appendix 'A'

1.3 The Isle of Anglesey is a rural area with a population of 70,000 mainly centered around Holyhead, Llangefni, Amlwch and Beaumaris surrounded in turn by numerous villages each with their own individual character. It has 129 miles of coastline and attracts large amounts of visitors, especially over the main holiday periods.

1.4 There are few recognized "night clubs" or major concentration of licensed premises with village and school halls providing venues for social and cultural events. Several open air concerts and shows provide for the larger and temporary events.

2. Scope and Extent of the Licensing Act

2.1 It is the duty of the Council to carry out its functions under the Act with a view to promoting with equal importance the **Four Licensing Objectives**, expanded upon in Sections 3 to 6:

- **Prevention of Crime and Disorder;**
- **Public Safety;**
- **Prevention of Public Nuisance and,**
- **Protection of children from harm.**

2.2 It is recognised that the licensing function is only one means of securing the delivery of the above objectives. The Council will therefore continue to work in partnership with its Local Communities, the police, local businesses and all other relevant stakeholders and partners.

- 2.3** In undertaking its licensing function, the licensing authority is also bound by other legislation:
- Section 17 of the Crime and Disorder Act 1998 requires a local authority to do all that it reasonably can to prevent crime and disorder in its locality.
 - The European Convention on Human Rights, which is given effect by the Human Rights Act 1998, places a duty on public authorities to protect the rights of individuals in a variety of circumstances.
 - Health and Safety at Work Act 1974 and Health Act 2006 (Smoke free Premises 2007)
 - Environmental Protection Act 1990;
 - Disability Discrimination Act 1995 and The Anti-social Behaviour Act 2003
 - The Local Authorities (Alcohol Consumption in designated Public Places Regulations) 2001. Health Act 2006
 - Violent Crime Reduction Act 2006 and Crime and Disorder Act 1998
 - Crime and Security Act 2010 and Schedule 7 Policing & Crime Act 2009
 - Race Relations Act 1976 as amended by the Race Relations (amendment) Act 2000
 - Gambling Act 2005, The Regulatory Enforcement and Sanctions Act 2008
 - European Union Service Directive, The Provisions of Service Regulations 2009
 - The Equality Act 2010
 - Police Reform and Social Responsibility Act 2011
 - The Live Music Act 2012
 - Anti-Social Behaviour Crime and Policing Act 2014, Immigration Act

Notes: - Where existing law already places statutory obligations on applicants the Council will not impose the same or similar duties by way of condition on the premises licence or club.

- 2.4** The Licensing Authority will also seek to discharge its responsibilities identified by other Government Strategies, so far as they impact on the objectives of the Licensing Bill. Examples of these Strategies are set out below:
- Action Plan for Tackling Alcohol Related Crime, Disorder and Nuisance;
 - Safer Clubbing;
 - Local Government Regulation /Trading Standards Institute (TSI) Code of Best Practice on Test Purchasing;
 - Crime and Disorder Reduction Strategy and,
 - Enforcement Concordat.
 - The Government Alcohol Strategy presented to Parliament March 2012

Many of these strategies are not directly related to the promotion of the four licensing objectives, but indirectly impact upon them. Co-ordination and integration of such policies, strategies and initiatives are therefore important and are underlined in the Government Strategy which is expected to look at minimum unit pricing, integrating strategies of health, social services, criminal justice and education.

- 2.5** The Council would also draw attention to examples of initiatives that are relevant to licensing:
- *CCTV coverage of town centre*
 - *Exclusion Orders from Town Centre*
 - *Safer Clubbing Guide*
 - *Pub Watch & Safety Advisory Group*

- 2.6** The objective of the licensing process is to allow the carrying on of retail sales of alcohol and the provision of licensable activities in a way which ensures public safety and which is neither to the detriment of residents, or gives rise to loss of amenity. It is the Council's wish to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.
- 2.7** The Council recognises that the entertainment industry on the Island is a contributor to the local economy. It attracts tourists and visitors, makes for vibrant towns and communities and is a major employer. Commercial occupiers of premises also have a legitimate expectation of an environment that is attractive and sustainable for their businesses. But there must be a balance with the needs of the residential population, whose amenity the Council has a duty to protect.
- 2.8** The Council will also have regard to wider considerations affecting the amenity of any area. These include littering and fouling, noise, street crime, the capacity of the Island's infrastructure, the Island's resources and also police resources to cope with the influx of visitors, particularly at night.
- 2.9** The Council has adopted this policy, which sets out the general approach the Council will take when it considers applications for premises and personal licences. In adopting this policy, the Council recognises that each application will be considered on its merits.
- 2.10** The purpose of the Statement of Licensing Policy is to assist officers and members in reaching a decision on a particular application, setting out those matters that will normally be taken into account. In addition, the Policy document seeks to provide clarity for applicants, residents and other occupiers of property and investors, enabling them to make plans to move to, remain or invest in the Island with some measure of certainty.
- 2.11** The Licensing Act 2003 makes provision for this policy (initially enacted in January 2005) to be consulted on and reviewed periodically however due to the introduction of the Police Reform & Social Responsibility Act 2011 the Policy was reviewed in April 2012 and subsequently in January 2013.
- The Review in December 2012 centered on the Live Music Act 2011 which came into force on the 1st October and the Late Night Levy and Early Morning Restrictions Orders enacted on the 31st October, 2012. This latest and current version was reviewed in late 2015 and enacted on the 24st February, 2016.
- 2.12** The policies will normally apply to any licence application determined after the date that the Council resolved to make these policies operational, irrespective of the date on which the application was made. This Policy applies to;
- Premises Licence
 - Club Premises Certificate
 - Personal Licence & Temporary Event Notice

- 2.13** Where the Guidance published by the Government under Section 182 of the Licensing Act 2003 is revised at any time the Licensing Authority will have regard to it where it departs from this Policy.
- 2.14** The Council will have due regard to the representations of the Public Health Authority which is one of the additional Responsible Authorities that will be consulted regarding Premises Licences. Although there is no specific Licensing Health Objective it is reasonable for a Health Authority to comment on the safety of the public within the scope of the night time economy and any strain placed on its service and resource.
- 2.15** The Council will also have due regard to the representations of the Licensing Section of the Authority which is one of the additional Responsible Authorities that will be consulted regarding Premises Licences. This will allow the Licensing Authorities to take further steps in addition to the current coordinating function and be able to refuse, remove or review licences themselves without having first received representations from another party.

3. Licensing Objectives

Prevention of Crime and Disorder

- 3.1** The Statement of Licensing Policy and the procedures and conditions that form part of the process should promote the Licensing Objectives (see Para 1.3).
- 3.2** To achieve these objectives the authority will use a full range of measures including its planning controls, transport controls, crime and disorder policies and powers. The Council will enter into partnership arrangements, working closely with the police, the fire authority, local Health Board, local businesses, community representatives and local people in meeting these objectives.
- 3.3** The Council will have regard to the Crime and Disorder Act 1998 under which it has a duty to prevent/reduce crime and disorder in the area.
- 3.4** One of the key priorities of the Council's Crime and Disorder Strategy is to reduce the level of crime in specified areas. The policy will have regard, therefore, to the likely impact of licensing on related crime and disorder on the Island, particularly when considering the location and impact and the operation and management of all proposed licence applications, renewals and variations of conditions.

The Council will have due regard to the representations of North Wales Police Service, unless there is clear evidence that these are not relevant, which is one of the Responsible Authorities that will be consulted regarding premises licence and Temporary Events Notices applications.

3.5 Safer Clubbing

The Council wishes to promote the principles of "Safer Clubbing". It will recommend the current Home Office guidance on the subject to relevant Premises Licence and Club Premises Certificate holders. Appropriate and proportional licensing conditions may be imposed to control the environment at relevant premises in support of the "Safer Clubbing" objectives.

3.6 **Drugs**

Special conditions will need to be imposed for certain types of venues to reduce the possibility of sale and consumption of drugs and to create a safer environment for those who may not have taken any cognisance of such matters, further conditions may be imposed from time to time. These conditions take into account the above-mentioned "Safer Clubbing" advice issued by the Home Office. In all cases where these conditions are to be imposed, advice will be taken from the local Drugs Action Team and the Police.

3.7 **Door Supervisors**

The Council may consider that certain premises require supervision for the purpose of promoting the reduction of crime and disorder, and to generally provide a safer operation of the premises. In such cases, the Council may impose a condition that licensed door supervisors (approved by the Security Industry Authority) must be employed at the premises either at all times or at such times as certain licensable activities are being carried out, and at a number and ratio to be determined by the Council.

3.8 **Late Night Levy**

Changes in the primary legislation through the Police Reform & Social Responsibility Act 2011 provided a potential for the Authority to adopt an additional local power to assist in the control of any adverse effect the Late Night Economy could have on the local community, including the cost of enforcement and management. The Late Night Levy would potentially allow the Authority to raise a contribution from late-opening alcohol suppliers towards the cost of Policing that aspect of the economy

3.9 **Early Morning Restriction Orders**

The Early Morning Restriction Orders are seen as a simple prepackages tool for potential use by the Authority to readjust the focus of the night time economy away from problem drinking, if such measures would promote the Licensing Objectives. Technically after a period of consultation and a potential Hearing the opening hours of problem premises and even problem areas could be reduced or curtailed between the hours and midnight and 0600 hours.

Public Safety

3.11 The Council wishes to promote high standards of public safety in relation to premises and activities within the scope of the Licensing Act 2003 and the non-smoking regulations laid down in the Health Act 2006..

3.12 The Environmental Health Section of the Council which enforces health and safety requirements in relevant premises will be consulted as a Responsible Authority and its officers may also act as Authorised Persons for enforcement purposes under the Licensing Act 2003.

3.13 The Council recognises that general health and safety duties will not always adequately cover specific issues that arise in premises in connection with certain entertainments and therefore conditions will need to be attached to a licence / certificate. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness and alcohol poisoning. There must be no doubt that it remains an offence to sell or supply alcohol to a person who is drunk.

3.14 In the case of premises requiring a Premises Licence or Club Premises Certificate the Council may select certain conditions if they are appropriate and proportional to the nature of the activities specified in the operating schedule, and reflect the four licensing objectives set out at Para 1.3.

3.15 Where activities are organised by volunteers or a committee of a club or society or community premises the Council considers it good practice that the same level of health and safety protection is provided as if an employer / employee relationship existed, irrespective of whether there are strict legal duties applicable under the health and safety legislation.

Applicants are also encouraged to take a proactive approach to general safety issues, including that of their customers, and to discuss appropriate measures with the responsible authorities concerned

3.16 Where any conditions have been applied to a Premises Licence or Club Premises Certificate an Authorised Officer of the Council may inspect the premises at any reasonable time for the purpose of checking that the conditions are being complied with.

3.17 The Council would expect that organizers of any large scale events, where licensable activities are to take place, to prepare an event management plan incorporating appropriate risk assessments and present them to the Safety Advisory Group.

3.18 Fire Safety

The Council will have due regard to the representations of North Wales Fire Service which is one of the Responsible Authorities that will be consulted regarding licence / premises certificate applications.

3.19 The Council may select appropriate and proportional conditions from a range conditions in relation to fire safety matters in consultation with North Wales Fire Service.

In any premises where a work activity takes place the Fire Precautions (Workplace) Regulations 1997 (as amended), The Regulatory Reform (Fire Safety) Order 2005 will also apply. These regulations are enforced by North Wales Fire Service and will confer a statutory duty on premises supervisors to conduct their own Risk Assessments on each Premises.

The Risk Assessment document should address the occupancy figures for the licensed Premises.

Prevention of Public Nuisance

3.20 The Council when making objective judgments about what constitutes a nuisance will focus on impacts of the licensable activities at the relevant premises on people living and working in the vicinity that are unreasonable. The issues will mainly concern;

- Noise from premises;
- Waste;
- Litter;
- Car Parking;
- Light pollution and Noxious odours.

- 3.21 In considering the potential impact of licensed premises on the surrounding locality the Council will initially take into account the type of entertainment activity, proposed hours of operation, the capacity of the premises and the character of the area and proximity to local residents. Additional options could be the introduction of Early Morning Restriction Orders or even the Late Night Levy within that area
- 3.22 The Environmental Health Section of the Council enforce the provisions of the Environmental Protection Act 1990 which relate to noise nuisance and will be consulted in relation to existing premises if a nuisance is caused to residents or the business community. They will also be consulted with regard to the prevention of public nuisance and on receipt of a Temporary Event Notice.
- 3.23 The Council will use a range of licence conditions to control noise from existing premises and to advise developers on the required noise attenuation for new premises (*reference may be made to the 'Good Practice Guide on the Control of Noise from Pubs and Clubs'*). Stricter conditions with regard to noise control will be imposed in areas where the premises are adjacent to residential property.
- 3.24 The Council will not impose conditions on licensed premises that the licensee cannot directly control, or on matters not related to the immediate vicinity of the premises.
- 3.25 North Wales Police also have powers under the Licensing Act 2003 to control noise from premises; in the event that they have to invoke these powers they shall liaise, where practicable, with the Council in accordance with the protocol regarding shared enforcement protocol.
- 3.26 Noise and disturbance arising from the behaviour of patrons that entering or leaving the premises are matters for personal responsibility and are subject to Police enforcement of the normal law concerning disorder and anti-social behaviour.
- 3.27 The Council will balance the potential for limited disturbance in neighbourhoods with the need to encourage and promote live music, dancing and theatre.
- 3.28 The introduction of the non-smoking regulations under the terms of the Health Act 2006 hold implications for potential public nuisance through noxious smells and noise disturbance from crowds gathering outside a Licensed Premises to smoke. Designated Premises Supervisors should be aware that there remains a statutory duty to abide by the four main licensing objectives.
- 3.29 The Council will work together with Licensed Premises Operators to ensure all appropriate terms of the Clean Neighbourhoods and Environment Act 2005 are upheld.
- 3.30 The Anti-Social Behaviour Act 2003 makes provision for the closure of premises for up to 24 hours where noise from any licensed premises is causing a public nuisance.

Protection of Children from Harm

- 3.31 The Council recognises the great variety of premises for which licences may be sought. These will include for example; theatres, cinemas, restaurants, pubs, nightclubs, cafes, take-aways, community halls and schools. Access by children to all types of premises will not be restricted in any way unless it is considered appropriate and proportional to do so in order to protect them from harm in some way.
- 3.32 When considering applications for premises licences, the Council will take into account the history of a particular premises and the nature of the activities proposed to be provided when considering any options appropriate to prevent harm to children. For example where:
- There have been convictions for serving alcohol to minors or where the premise has a reputation/evidence for underage drinking (to include any action undertaken by the Trading Standards Section of the Council regarding test purchases in relation to the supply of alcohol);
 - There is a known association with drug taking or dealing;
 - There is a strong element of gambling on the premises; or
 - Entertainment of an adult or sexual nature is commonly provided.
- 3.33 Where the circumstances described in 6.2 exist then conditions may be attached to the licence to protect children from harm. Such conditions may include:
- Limit the hours when children may be present;
 - Restrict the age of persons on a premises (below 18);
 - Limit or exclude when certain activities may take place; or
 - Require an accompanying adult.
- 3.34 The Police Reform & Social Responsibility Act 2011 allows Licensing Authorities and the Police the option of imposing a period of voluntary closure of up to two weeks (48 hours minimum) on a premises persistently selling alcohol to children as an alternative to prosecution in some cases. The maximum fine has been increased to £20,000.
- 3.35 Where large numbers of children are likely to be present on any licensed premises, for example a children's show or pantomime, then the Council will require the presence of an appropriate number of adult staff (who will have provided a satisfactory Criminal Records Bureau Disclosure) to ensure their safety and protection from harm.
- 3.36 Where the exhibition of films is permitted the authority will expect age restrictions to be complied with in accordance with the British Board of Film Classifications recommendations. *Only in exceptional cases will the authority consider variations of this general rule.*

- 3.37 No film shall be exhibited at licensed premises which is likely to:
- Lead to disorder;
 - Stir up hatred or incite violence towards any section of the public on grounds of colour, race or ethnic or national origin, disability, religious beliefs, sexual orientation or gender.
- 3.38 The Council will not impose any condition, which specifically requires access for children to be provided at any premises. Where no restriction or limitation is imposed the issue of access will remain a matter for the individual licensee or club.
- 3.39 The Gambling Act 2005 allows a degree of equal chance gaming on licensed premises plus a limited number of gaming machines and the presence of children or vulnerable persons will have to be monitored by the Council and the Designated Premises Supervisor.
- 3.40 Sexual Entertainment Venues** - With the introduction of Section 27 of the Policing and Crime Act 2009 and where a Council has adopted Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 any premises used for more than 12 occasions within a 12 month period for any relevant sexual entertainment, the premises must also be licensed as a Sexual Entertainment Venue. Relevant sexual entertainment includes: lap dancing, pole dancing, table dancing, strip shows, peep shows and live sex shows.

4. Cumulative Impact, Late Night Levy & Early Morning Restriction Orders

- 4.1 The cumulative effect of a proliferation of late night entertainment premises (including night cafes) may result in an increase in numbers of people either walking through or congregating in streets during the night. The consequences of this may lead to;
- An increase in crime;
 - An increase in noise causing disturbance to residents;
 - A significant increase in the level of pedestrian traffic;
 - Traffic congestion and/or parking difficulties;
 - Littering and fouling.
- 4.2 This may result in an unacceptable interference with the amenity of local residents, as it will not always be possible to attribute the cause to patrons of particular premises. This means that while enforcement action to ensure conditions are complied with is taken, this may not resolve all problems in a locality.
- 4.3 In such circumstances the Council may decide to refuse to accept new licences within that area because of the inherent problems associated with the operation of licensed premises. Any applications would, however be considered on its own merits and would be given proper consideration.
- 4.4 In determining applications for a particular area the Council may, among other things-
- Gather evidence or identification of serious and chronic concern from a responsible authority or local residents about nuisance and disorder
 - Identify the area from which problems are arising and the boundaries of that area
 - Make an assessment of the causes

4.5 It should be noted that Licensing is only one means of addressing the problems identified above, and the following mechanisms should be considered in an attempt to deal with the problem(s)

- Planning controls;
- Powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly and confiscation of alcohol in these areas;
- Police powers to close down premises or temporary events for up to 24 hours on the grounds of disorder, the likelihood of disorder or excessive noise;
- Prosecution of personal licence holders who sell alcohol to people who are drunk;
- Powers of the Police, responsible authorities or a local resident or business to seek a review of a licence or premises certificate.

4.6 Early Morning Restriction Order (EMRO).

Allows for early morning restriction on the sale of alcohol in all or part of the Authority area between Midnight and 0600 hours.

Persons that may be affected by an EMRO will have 42 days to make relevant representations for, or against, a proposed EMRO. The Authority will be required to notify licensed premises that would be included in the scope of a proposed EMRO, rather than all premises within the licensing area. A proposal to introduce an EMRO should be publicised on the Authority web site and in a local newspaper.

There will be no exemptions from an EMRO however there will be provision to ensure premises with overnight accommodation can still provide room service and mini bars. EMRO's will not apply to New Year's Eve celebrations.

4.7 Expansion on the Late Night Levy order

The Late Night Levy will be a local power the Authority can choose whether or not to exercise but in making its decision the Authority will have to consider – the cost of policing and other arrangement for the reduction or prevention of crime and disorder in connection with the supply of alcohol between midnight and 0600 hours – also give regard to those costs, the desirability of raising revenue to be applied in accordance with the Regulations.

Local Residents can use their existing rights to make representations and other channels of communication to call for the implementation of the levy in the area. The Authority would be able to fund the services that are connected to the management of the night time economy however the Police would have more scope as to where their share of the levy would be allocated

The Authority would be able to offer up to 30% reduction in the Levy amount for premises demonstrating good practise or playing an active part in a Pubwatch or Best Bar None scheme. Premises with overnight accommodation, theatres, cinemas, bingo halls, community premises and some village inns will be able as a discretionary local exemption from the levy

As of September 2015 Central Government through the auspices of the Home Office are consulting on changes to the Late Night Levy and there may have to be future amendments to the Policy and Guidelines. It may be advisable to contact the Home Office for the latest Guidelines.

5. Planning/Building Control

- 5.1 Any premises for which a license is required the Council will expect, although not a legal requirement, that applicants will hold an authorised use under the planning legislation.
- 5.2 Welsh Assembly planning policy is set out in Planning Policy Wales and Technical Advice Notes. The Council's Planning Policies are set out within the Anglesey Unitary Development Plan.
- 5.3 In general, planning permissions authorise a broad type of use of a premises, whereas licences are granted for a particular type of activity. A planning permission for an entertainment use, for example may cover activities that can have a wide range of different impacts in the locality. The precise nature of the impacts of the specified activities proposed by an applicant for a premises licence need to be considered when the application is made.
- 5.4 Planning and Licensing regimes involve consideration of different (albeit related) matters. For example Licensing may consider public nuisance whereas planning would consider amenities and as such licensing applications should not be a re-run of planning applications but the Council will expect applicants to submit details of any restrictions that may have been imposed by a planning committee.
- 5.5 When any hours differ from Planning and Licensing hours the applicant must observe the earlier closing time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.
- 5.6 The Council will encourage licence holders to provide facilities enabling the admission of people with disabilities. No conditions will be applied which could be used to justify exclusion on the grounds of public safety.
- 5.7 **Building Control.** It should be borne in mind that Building Regulations govern a variety of issues, which directly contribute to the Licensing Objectives, including means of escape, structural integrity, accessibility and public safety. Building Regulation Approval and Completion Certificates may be required prior to the use of the premises for licensable activities

6. Premise Licence (New Applications and Variation of existing Terms and Conditions).

- 6.1 In considering all new or variation applications, the Council will assess them in light of the licensing objectives and in particular will consider the following:
- 6.2 The steps the applicant has taken or proposes to prevent noise and vibration escaping from the premises, including music, noise from ventilation equipment, and human voices. Such measures may include the installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.

- 6.3 The steps the applicant has taken or proposes to prevent disturbance by patrons arriving at or leaving the premises.
- 6.4 The steps the applicant has taken or proposes to take to prevent queuing, or, if queuing is inevitable, to divert queues away from neighbouring premises, or otherwise to manage the queue to prevent disturbance or obstruction.
- 6.5 The steps the applicant has taken or proposes to ensure staff leave the premises quietly.
- 6.6 The arrangements made or proposed for parking by patrons, and the effect of parking on local residents.
- 6.7 Whether there is sufficient provision for public transport for patrons.
- 6.8 Whether taxis and private hire vehicles serving the premises are likely to disturb local residents.
- 6.9 Whether routes to and from the premises on foot or by car or service or delivery vehicles pass residential premises.
- 6.10 Whether other measures to prevent nuisance have been considered, such as the use of CCTV or the employment of registered door supervisors.
- 6.11 The measures proposed to prevent the consumption or supply of illegal drugs, including any search procedures.
- 6.12 The measures proposed to comply with the Disability Discrimination Act
- 6.13 The likelihood of violence, public disorder or policing problem arising if a licence was granted.
- 6.14 If the applicant has previously held a licence within the Council, the details of any enforcement action arising from that premises.
- 6.15 Whether the premises would result in increased refuse storage or disposal problems, or additional litter in the vicinity of the premises.
- 6.16 Representations from responsible authorities*
- 6.17 Representations from interested parties**
- 6.18 The Police Reform & Social Responsibility Act 2011 also requires applicants when outlining the steps above to provide further contextual information in support and to demonstrate an awareness of the local community; which could include the area's demographic characteristics and/or specific local crime and disorder issues for example.
- 6.19 When appropriate arrangements are to be made for the committee to receive reports on the needs of the local tourist economy for the area to ensure that these are reflected in their considerations. Similarly the licensing committee should be appraised of the employment situation in the area and the possible need for new investment and employment where appropriate.

6.20 Live Music will cease to make regulated entertainment in venues licensed for the sale and supply of alcohol for consumption on the premises under the following situations: when it is unamplified and takes place between 8 a.m. and 11 p.m. or when it is amplified and takes place in the presence of an audience of 200 persons or less and is provided between 8 a.m. and 11 p.m. - unless the Authority states otherwise on the licence pursuant to a Review Hearing.

6.21 The introduction of a Late Night Levy or Early Morning Restriction Order

(Includes North Wales Police, North Wales Fire Authority, the Council's Environmental Health and Planning Sections.*

*** Includes persons living and businesses operating in the vicinity of the premises.)*

In addition in the case of an application for variation:

6.22 The Council will take account of any non-compliance of other statutory requirements brought to its attention, particularly where these undermine the licensing objectives set out at paragraph 1.3. This is because any non-compliance with other statutory requirements may demonstrate that the premises are unsuitable for the activities proposed; or that the management of the premises is not adequate to protect the public from harm or nuisance.

6.23 Whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts.

6.24 Minor Variations – A premises licence/club premises certificate holder may apply under the “minor variation” procedure for small variations that will not impact adversely on the licensing objectives. There is no right to a hearing, however if the application is rejected, a full variation may be made.

6.25 Disapplication of Designated Premises Supervisor – Where community premises hold a premises licence allowing the supply/sale of alcohol, the licence holder can apply to have the mandatory condition requiring a Designated Premises Supervisor to be appointed, be removed. This passes the responsibility for the sale/supply of alcohol to the premises Management Committee.

6.26 **Premises Licence Annual Fee** - Although premises licences and club premises certificates are granted in perpetuity, licence holders are required to pay an annual fee to the Licensing Authority in relation to both the above

The annual fee becomes payable upon the anniversary of the grant of the premises licence/club premises certificate.

Historically non-payment of annual fees was only recoverable as a civil debt and the premises licences/club premises certificates remained in place regardless of whether payment was received.

During 2012 the Police Reform and Social Responsibility Act amended the Licensing Act 2003 to impose a requirement on Licensing Authorities to suspend premises licences and club premises certificates, where the annual fees were not paid.

The effect of this provision is that Licensing Authorities must now suspend premises licences and premises licence certificates until the fee is paid, and does not have any discretion as to whether or not to impose such a suspension. In accordance with the new provisions once the fee has been paid the licence is automatically re-instated

7 Temporary Event Notices

The Council will produce clear and understandable local publicity about temporary permitted activities. Ten working days (*i.e. ten clear working days excluding the day of submission and the day(s) of the event*) will be the minimum and standard notice period, however in the interest of open consultation, the Council would encourage 20 day's notice to be provided.

For the purpose of a TEN, a temporary event is a relatively small-scale event attracting fewer than 500 people.

7.1 Both the Police and the Environmental Health Department can object to a Temporary Event Notice, within a three day window of submission, which will allow a period for a review of the Notice leading to a modification or in some cases for the Council to add conditions to the Notice.

7.2 A late Temporary Event Notice can be submitted between 9 and 5 working days before the Event but if objections are raised by the Police or Environmental Health there will be no avenue of appeal.

7.3 The duration limit for a Temporary Event Notice has been extended under the terms of the Police Reform & Social Responsibility Act 2012 from the original 96 hours to a maximum of 168 hours in the main to facilitate touring theatres, circuses and voluntary groups wishing to hold a week-long event without the necessary 24 hour break under the terms of the old legislation and on the total annual availability covered by a Temporary Event Notice in relation to a single premises from 15 days to 21 days.

If you have a personal licence, you can give 50 TENs (made up of standard and late TENs) a year; if you don't have a personal licence you can only give 5 (made up of standard and late ENs).

If you have a personal licence, you can give 10 late TENs a year; if you don't have a personal licence you can only give 2 late TENs.

7.4 The Council will proactively provide extensive advice about organising such events, including the issue of public safety. Where the need arises, coordination between responsible authorities and the emergency services will be facilitated through the Safety Advisory Group.

7.5 Many local events will be organised by volunteers or a committee of a club or society. The Council considers it good practice that the same level of health and safety protection is provided as if an employer/employee relationship existed, irrespective of whether there are strict legal duties applicable under the health and safety legislation.

8 Personal Licences

The Council will issue full and clear guidance regarding personal licences but each premises, which holds an appropriate Premises Licence must have a nominated Designated Premises Supervisor for each site. The Designated Premises Supervisor must hold a personal licence however is not required to be present at all times but may authorise other persons to sell alcohol but it is advisable that such authorisation is made in writing. The overall responsibility of operating a licensed premises will fall to the Designated Premises Supervisor and he/she will be the principle point of contact for the Council, Police and other nominated Responsible Authorities.

8.1 Before the Council will consider the grant or renewal of a license to an applicant he must be in a position to confirm the following:

They are over 18

They possess a relevant licensing qualification

That no license held by them has been forfeited in the period of 5 years prior to this application

They have not been convicted of any relevant offence

Notes: - Relevant offences as referred to above shall include offences such as

Serious violence

Serious dishonesty (including involvement in the sale of smuggled tobacco and alcohol)

The supply of drugs

Offences requiring an entry on the sex offences register

Breach of alcohol licensing laws

8.2 Personal Licences are valid for an indefinite period however once issued the licensing authority which issued the license remains the relevant licensing authority for it and its holder even though the holder may move out of the district.

8.3 The holder of a Personal Licence is also required to notify the Licensing Authority of any relevant convictions and to notify the courts that they hold a personal licence at the first possible opportunity in order that the licence can be considered for endorsement, suspension or revocation. It will be an offence not to conform with the above.

9. Club Premises Certificates

9.1 Some activities carried out by clubs need to be licensed under the Act but generally clubs are treated differently to proprietary clubs and commercial premises. A club is an organisation where members have joined together for a particular reason i.e. social, sporting or political and have combined to buy alcohol in bulk as members of the organisation for supply to members. In order to apply for a Club Premises Certificate the club needs to be a 'Qualifying Club'.

9.2 A qualifying club:

- Have members. Membership is not instant. There is a minimum of 2 days between applications for membership and admission. This includes the privileges of membership (i.e. use of facilities and the consumption of alcohol)
- Has at least 25 members
- The club is conducted in good faith and has full accountability to its members
- Where alcohol is purchased and supplied, that it is done so by an elected committee of the club.

This will entitle them to certain benefits:

- No need for Personal Licence Holders on the premises
- No need for Designated Premises Supervisors
- More limited rights of entry for the Police and Authorised Persons (Licensing Officers) as the premises is considered private and not generally open to the public
- To sell hot food and drink between 11pm and 5am to members and guests without the need for a licence.

10. Operating schedule

- 10.1 All new and variation applications should incorporate an ‘operating schedule’ which outlines how the premises will be operated. This should include details of how the applicant will promote the four licensing objectives and reduce any potential negative impact from the operation of their business on the local community, depending on the type of premises, location and profile of customers.

The proposals contained in the operating schedule will form the main body of the conditions to be applied to the licence, together with any applicable mandatory conditions, any conditions agreed with responsible authorities during the application process and any conditions imposed by a licensing sub-committee where representations have been made.

- 10.2 In completing an operating schedule, applicants are expected to have regard to this statement of licensing policy and to demonstrate suitable knowledge of their local area when describing the steps that they propose to take in order to promote the Licensing Objectives. To demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:
- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;
 - any risk posed to the local area by the applicants’ proposed licensable activities; and
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.
- 10.3 The Licensing Authority will provide general advice on the drafting of operating schedules and applicants are strongly recommended to discuss their operating schedules with the Licensing Authority and other Responsible Authorities prior to submitting them.

- 10.4 The complexity and detail required in the operating schedule will depend upon the nature and use of the premises concerned. For premises such as a public house where regulated entertainment is not provided, only a relatively simple document may be required. However for an operating schedule accompanying an application for a major entertainment venue or event, it will be expected that issues such as public safety and the prevention of crime and disorder will be addressed in detail
- 10.5 The operating schedule must be set out on the prescribed form and include a statement of the following:-
- Full details of the licensable activities to be carried on at and the intended use of the premises;
 - The times during which the licensable activities will take place;
 - Any other times when the premises are to be open to the public;
 - Where the licence is only required for a limited period, that period;
 - Where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the designated premises supervisor;
 - Whether alcohol will be supplied for consumption on or off the premises or both;
 - The steps which the applicant proposes to promote the Licensing Objectives.
- 10.6 For some premises, it is possible that no measures will appropriate to promote one or more of the Licensing Objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be:
- Precise and enforceable
 - Be unambiguous
 - Not to duplicate other statutory provisions
 - Be clear in what they intend to achieve, and
 - Be appropriate, proportionate and justifiable

11. Hours of Operation

- 11.1 The Council recognises that fixed and artificially early closing times in certain areas can lead to disorder and disturbance on the streets when large numbers of people tend to leave licensed premises at the same time however under the terms set out in the Guidance issued under Section 182 of the Licensing Act 2003 there is no general presumption in favour of lengthening hours.

The four licensing objectives will be the paramount consideration at all times and each case will be judged on its individual merits.

- 11.2 Longer licensing hours for the sale of alcohol may therefore be a factor in reducing problems at late night food outlets, taxi ranks, private hire offices and other sources of transport, which lead to disorder and disturbance.
- 11.2 Shops, stores and supermarkets will be permitted to sell alcohol for consumption off premises at times when they are normally open in the course of their business. Hours may be restricted when representations are received from the Police or resident(s) in the case of individual shops, which are known to be a focus of disorder and disturbance.

11.3 When considering applications for premises licences, the Council will take into account an applicant's requests for terminal hours (the close of business) in the light of the:

Environmental quality;

Residential amenity;

Character or function of a particular area and,

Nature of the proposed activities to be provided at the premises.

11.4 The terminal hours will normally be approved where the applicant can show that the Proposal would not adversely affect any of the above. The Council may set an earlier terminal hour where it considers this is appropriate to the nature of the activities and the amenity of the area.

11.5 Where premises are situated adjacent to residential areas then stricter conditions with regard to noise control may apply, but this should not limit opening hours provided the required conditions are complied with.

12 Enforcement

12.1 Protocol exist on the implementation of a shared enforcement role between the Council and North Wales Police and the Fire and Rescue Service as well as a local Enforcement ladder protocol again agreed between the Council and the Police.

12.2 In general terms, action will only be taken in accordance with agreed enforcement principles and in line with the Council's own enforcement policy. To this end the key principles of consistency, transparency and proportionality will be maintained.

12.3 An amendment to the Licensing Act 2003 under the terms set down in the Violent Crime Reduction Act 2006 enabled the Licensing Authority, on the application of a Senior Police Officer to attach interim conditions to licences pending a full review of the licence.

12.4 Crime & Security Act 2010 – amends the Licensing Act 2003 to allow local authorities to make early morning alcohol restriction orders effectively overriding any premises licence, club certificate or temporary event notices which authorizes the sale of alcohol between the hours of 0300 hours and 0600 hours. The Council must also suspend a premises licence or a club premises certificate for nonpayment of the annual fee. Suspension is by notice operative at least 2 days after notice is given (following a grace period).

12.5 Police Reform & Social Responsibility Act 2011 expands on the above and allows through the auspices of Early Morning Restriction Orders for premises or even areas to be restricted from operating for specified periods between the hours of midnight and 0600 hours.

12.6 The above mentioned Act also allows for the potential of applying a Late Night Levy on premises operating between midnight and 0600 hours to cover the cost of additional policing of the late night economy

12.7 Annual Fees

Amendments made to the Licensing Act 2003 by the Police Reform and Social Responsibility Act 2010 gives councils the power to suspend premises licences and club premises certificates where the annual fee required by regulations is not paid.

- 12.8 The council will suspend any licence or certificate where the required fee is not paid by the 'due date', which is annually on the anniversary of the date that the licence was first granted. The council will follow the below procedure:-
- 12.9 Upon notification/discovery that an annual fee is not paid, the council will give notice to the licence/certificate holder, in writing,
- that the licence/certificate will be suspended 14 days from the date of the notice.
 - It will also state that the suspension will not become effective if the fee is paid prior to the suspension date.
 - If an administration error is claimed, the suspension date may be 21 days from the due date; or the date of suspension on the 14 day notice, whichever is later.
 - A copy of the notice will also be served on the designated premise supervisor/premises manager if they are not the premises licence holder.
- 12.10 If the fee is not paid by the date specified on the notice the licence/certificate will be deemed suspended. The licence/certificate holder and DPS/Manager will be immediately notified of the suspension becoming effective, and informed that the premises may no longer offer any licensable activities until such time as the fee is paid and the suspension lifted. When the full payment is made the council will immediately lift the suspension, and confirm this in writing.
- 12.11 Where a licence/certificate is suspended and licensable activities are provided the council will consider prosecuting the provider for offences under section 136 of the Licensing Act 2003.

13 The Licensing Process

13.1 Conditions of Licence

The Council will, as far as it is reasonably practicable, avoid imposing disproportionate and over burdensome conditions on premises.

- 13.2 The Council could attach conditions to each individual licence as appropriate and given the circumstances of each individual case. Conditions will deal with issues surrounding –

Crime and disorder
 Public safety
 Cinemas and fire safety
 Public nuisance
 Protection of children from harm

- 13.3 When attaching conditions the Council will also be aware of the need to avoid measures, which might deter live music, dancing or theatre by imposing indirect costs of a substantial nature. To ensure cultural diversity thrives, the Council, has established a policy to licence some public areas within the community in their own name and details of these areas can be found within the National Register.

The introduction of the Live Music Act 2012 enables unamplified music to be played between the hours of 0800 hours and 2300 hours and amplified music to be played during the same period but only to an audience of 200 persons or less without the need for the entertainment to be regulated unless following a Review Hearing when conditions can be re-enstated or new and additional conditions imposed.

- 13.4 When determining applications the Council will have regard to any Guidance issued by the Home Office. In particular, account will be taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole. If representations are made concerning the potential for limited disturbance in a particular neighbourhood, the Council's consideration will be balanced against the wider benefits to the community.
- 13.5 **Administration – Application Pathway**
It is considered that many of the functions will be largely administrative. Where there are no Areas of contention, the responsibility for processing any such application shall be delegated to Officers.
- 13.6 The Council will expect individual applicants to address the licensing objectives in their Operational Plan having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community as per section 9.1.17
- 13.7 Applicants will be encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies and local crime prevention initiatives and to have taken these into account where appropriate when formulating their Operational Plan.
- 13.8 The Council acknowledges the advice received from Home Office that the views of vocal Minorities should not be allowed to predominate over the interests of the community.
- 13.9 The powers of the Council under the Act shall be carried out by the Licensing Committee, by a Sub Committee, or by one or more officers acting under delegated authority.
- 13.10 **Interested Parties** The Council's appointed Licensing Committee will deal with applications where there are relevant representations, or where there is an application for a review of a licence. Relevant Representations are only to be considered relevant if they relate to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.

Representation can be made by any other person including a third party or by a Ward Councillor who has been approached to represent the third party. The Council however will need to be satisfied as to the name and address of the interested party and that such a person has been given authority by the third party to act on their behalf.

Representations may be positive as well as negative but if only positive representations are received that it is highly unlikely that a hearing will be necessary.

Provisions of Services Regulation 2009 – transpose the European Services Directive into UK legislation allowing applications, notices and representations to be transmitted by electronic means through Points of Single Contact (www.eu-go.eu). In the UK the point of contact is found under www.ukwelcomes.businesslink.gov.uk allowing licence applications and payments to be made on line.

The Council will advertise applications on their own web site to raise awareness.

Responsible Authorities are responsible for making representations and observations in relation to the impact each licence application may have on the licensing objectives and whether the control measures contained in the application’s operating schedule are adequate to mitigate those impacts:

North Wales Police	North Wales Fire and Rescue Service	Local Health Boards
Trading Standards	Planning	Licensing Authority
Social Services		

13.11 Integrating Strategies and the avoidance of Duplication

Any decision in relation to licensing applications will be entirely separate from any decision in relation to planning. Regular reports will, however, be furnished to the Planning Committee on the situation with regard to licensing for the area, including the general impact of alcohol related crime and disorder.

13.12 The Licensing Committee should receive reports from Anglesey Community Safety Partnership in relation to Crime and Disorder on the Island.

13.13 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Council’s Licensing Committee will therefore receive reports on;

Needs of the local tourist economy
Cultural Strategy for the area
Employment situation in the area and the need for new investment and employment where appropriate
Planning considerations, which might affect licensed premises.

13.14 Where any protocols agreed with the police identify a particular need to disperse people from town centres swiftly and safely to avoid concentrations which could lead to disorder and disturbance, the Council will aim to inform those responsible for providing local transportation so that arrangements can be made, where practicable, to reduce the potential for problems to occur.

- 13.15 Before the Council will consider the grant or renewal of a license to an applicant he must be in a position to confirm the following:

They are over 18

They possess a relevant licensing qualification

That no license held by them has been forfeited in the period of 5 years prior to this application

They have not been convicted of any relevant offence

Notes: - Relevant offences as referred to above shall include offences such as

Serious violence

Serious dishonesty (including involvement in the sale of smuggled tobacco and alcohol)

The supply of drugs

Offences requiring an entry on the sex offences register

Breach of alcohol licensing laws

- 13.16 The Local Health Board is responsible for making representations and observations on licence applications. The Health Board will also use information provided by Public Health Wales in order to inform their decision making. Public health is not yet a licensing objective but the licensing authority believes that public health has much to add to licensing in relation to the local populations' alcohol related health needs. Health bodies such as Public Health have unique access to data not available to other responsible authorities which may inform licensing decisions. Public Health is useful in providing evidence of alcohol related health harms particularly in relation to cumulative impact policies.

14.0 Licensing Committee

- 14.1 The Licensing Committee consists of 15 members of the licensing authority. Hearings take place before the Licensing Act Sub-Committee which is made up of 3 members of the Licensing Committee.

- 14.2 The purpose of a hearing before the Licensing Act Sub-Committee is to allow all contentious issues relating to an application to be heard and considered.

14.3 Delegation and Decision Making

- 14.4 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated at an appropriate level to ensure an efficient and cost effective service.

- 14.5 The Licensing Authority is committed to the principle of delegating its powers to ensure that these objectives are met and has arranged for its licensing functions to be discharged in accordance with the Guidance issued by the Secretary of State.

- 14.6 The Act itself creates a presumption that applications will be granted unless a Relevant Representation (objection) is raised. Where a function is delegated to an officer that officer will be responsible for liaising between the Applicant(s), Interested Parties, and the

Responsible Authorities to ensure that any licence granted is subject to any agreed or mandatory conditions.

- 14.7 Where objections are made then an officer of the Licensing Authority may liaise with the Applicant, Interested Parties and the Responsible Authorities to see if a “settlement” is possible to overcome any objections, without the need for the matter to go before a formal Licensing Sub-Committee. Should this be the case, Members will meet to consider the proposed agreed conditions and if they are considered to be relevant and appropriate, will agree to their being appended to the Licence. Only where objections are raised which cannot be reconciled, will matters be referred to the Licensing Sub-Committee for determination.
- 14.8 Whilst contested Licensing Applications and Review Hearings are Quasi-Judicial in nature, the Sub-Committee will try to keep the proceedings as informal as possible. Some degree of formality is needed to ensure that all parties receive a fair hearing. Procedural requirements will be established to ensure that all parties are able to express their views openly and fairly. The Sub-Committee procedure is inquisitorial rather than adversarial and, whilst Applicants, Interested Parties and Responsible Authorities are entitled to bring legal representation with them if they wish, this is by no means a requirement or a necessity.
- 14.9 Whilst the Sub-Committee usually meets in public, it does have power to hear certain applications in private. The Sub-Committee, however, will always reach its decision in private. A public announcement of the decision is normally made at the end of the Hearing, together with an outline for the reasons for that decision

15. Additional information

- 15.1 Street Traders, will give consideration to the Authority’s Policy regarding street trading and ensure all sites utilized will have to be licensed as per the criteria defined in the Licensing Act.
- 15.2 Premises Operators will give consideration to the Authority’s Table and Chairs Policy in regards to street/garden furniture and any possible implications in pursuance of the four main licensing objectives as set out in the Licensing Act 2003.

Alcohol Deliveries

- 15.3. Applicants seeking a licence that would enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures they intend to operate to ensure that:
- The person they are selling alcohol to is over 18
 - That alcohol is only delivered to a person over 18
 - That a clear document trail of the order process from order to delivery is maintained (with times and signatures) and available for inspection by an authorised officer
 - The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

15.4 Illicit Goods

The Licence Authority will consider licence review applications where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found this may be considered by the Licensing Authority as evidence of poor management and have the potential to undermine the licensing objectives.

The Licensing Authority's approach, which is consistent with the Guidance issued by the Home Office, is that the supply of illicit goods will be taken seriously as these matters undermine the licensing objectives. Licensees supplying illicit goods can expect the Licensing Authority to impose additional controls and sanctions and run the risk of losing their licence.

15.5 **Adult Entertainment**

Applicants for new licences or variations of existing licences must also indicate the nature of any adult entertainment to be carried out at the premises. Where this section contains no information it will be assumed that there are no intentions to allow such activities and the licensing authority will impose a condition to that effect.

Wrexham County Borough Council has adopted Schedule 3 Local Government (Miscellaneous Provisions) Act 1982 which means that venues proposing to provide sexual entertainment must apply for a sexual entertainment venue licence in addition to the premises licence under the Licensing Act 2003.

There is an exemption under the Local Government (Miscellaneous Provisions) Act 1982 that does permit premises to offer sexual entertainment no more than 11 times a year and no more frequently than monthly. Where operators intend to take advantage of this exemption, the licensing authority expects a clear explanation in the operating schedule of the proposed signage, publicity and external advertising/display materials. Explicit material should not be visible while signage relating to the nature of the entertainment and the exclusion of children should be prominent and conspicuous.

15. The licensing authority would expect to see the following measures offered in the operating schedule:

- No persons under 18 years of age will be admitted to premises when a performance of adult entertainment is taking place
- No performance shall involve physical contact between the performer(s) and any other person
- No performance shall involve the use of sex articles (as defined in the Local Government (Miscellaneous Provisions) Act 1982 and performers shall at all times wear a g-string or other similar clothing on the appropriate part of the body
- CCTV should cover all performance areas in the premises including those areas set aside for private dances/performances

Appendix 'A' – Guidance on the procedures & problem premises + Delegation Chart

1. Advice and Guidance

- 1.1 Pre-application discussions with the responsible authorities are encouraged to assist applicants in developing their proposals and operating schedules. Officers of the Licensing Authority will endeavour to provide guidance at that stage of the process. Where an officer is representing the Licensing Authority in its role as a Responsible Authority, wherever possible another officer will be designated to process the application and provide applicant guidance.
- 1.2 Where appropriate to do so, officers of the Licensing Authority will assist applicants to work with others who may make representations with a view to resolve areas of concern. Once an application has been lodged there are statutory timescales imposed on the application and determination process which restrict the opportunity for such discussions, liaison and mediation.
- 1.3 Contact details are set out below
- 1.4 The Licensing Authority is obliged by the Act to grant an application unless relevant representations are received. If there are no relevant representations the application will be dealt with by the Licensing Authority's licensing officers under the scheme of delegation (below). If there are relevant representations the application will be considered by the Licensing subcommittee at a public hearing.
- 1.5 Mandatory Conditions are imposed by the Act whether or not the application is opposed.
- 1.6 In determining applications for garages, (i.e. forecourt shops) the Licensing Authority must decide whether or not premises are primarily used as a garage and will expect applicants to submit data which establishes the primary use. Where such information is not available (because for example the premises have only just started trading), we may consider imposing a condition requiring this information to be provided to the Licensing Authority on a regular basis for the following years to ensure the premises are not primarily a garage

2.0 Representations

- 2.1 These may be made by either of the following:
 - (1) Responsible Authorities
 - (2) Any other person Regardless of their geographical location, providing that the representation is not vexatious and frivolous in the opinion of the Licensing Authority.
- 2.2 Any representations must relate to the named premises and are restricted to the 4 licensing objectives. The Licensing Authority will need to be satisfied there is an evidential link between the representations made the licensing objectives and the premises in question.

Where a representation simply relists the licensing objections without stating why it is considered the grant of the application will undermine or fail to promote them, it may be rejected as invalid.

- 2.3 The Licensing Act 2003 (hearings) Regulations 2005 require the Licensing Authority to provide the applicant with copies of any relevant representations made. Any person making a representation to an application should bear in mind that their personal data (such as name and address) will be disclosed to the applicant.

The Licensing Authority will not edit your letter of representation before it sends it out. All letters of representation will be contained in the agenda should the matter proceed to a sub-

committee hearing. Such hearings are open to the public and may include the presence of members of the media. Furthermore, personal data may be published in the minutes which are distributed to all parties to the proceedings and available on the Council's website.

3 Committee

- 3.1 The Committee is composed of 15 Councillors. A contested application will be heard by a sub-committee comprising 3 members of the Licensing Committee.
- 3.2 When considering applications the sub-committee will have regard to this Policy, statutory guidance, the Act and attached regulations and the licensing objectives.
- 3.3 Each application is considered on its individual merits.
- 3.4 Should the sub-committee decide to approve the application the mandatory licence conditions must be applied. In addition, the sub-committee will determine whether it is appropriate to attach other conditions to a licence, certificate or permission to secure achievement of the licensing objectives. Any such conditions will primarily focus on the direct impact of the activities taking place at the premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the vicinity of the premises.
- 3.5 In determining whether a person lives or has business interests sufficiently close to the premises so as to be likely to be affected by the proposed activities, the Licensing Authority will consider factors such as:
 - ♣ The size of the premises
 - ♣ The nature of the premises
 - ♣ The distance of the premises from the location of the residence or business of the person making the representations
 - ♣ The potential impact of the premises (e.g. the number of customers and routes likely to be taken by its customers)
- 3.6 Conditions which seek to control the range or nature of activities within the premises, or which are designed to reduce the potential for anti-social behaviour, may be necessary. Such conditions may also seek to directly impact upon the behaviour of customers on, or within the immediate vicinity of, the premises.
- 3.7 The Licensing Authority will avoid attaching conditions which duplicate other regulatory regimes wherever possible.

4. Appeals

- 4.1 An appeal may be made to the Magistrates' Court against a decision of the Licensing Authority. The appeal must be made within 21 days of being notified of the decision to be appealed against.

The following may appeal:

- ♣ The applicant
- ♣ A Responsible Authority or any person who made relevant representations
- ♣ In the case of a review, the holder of the licence or certificate being reviewed

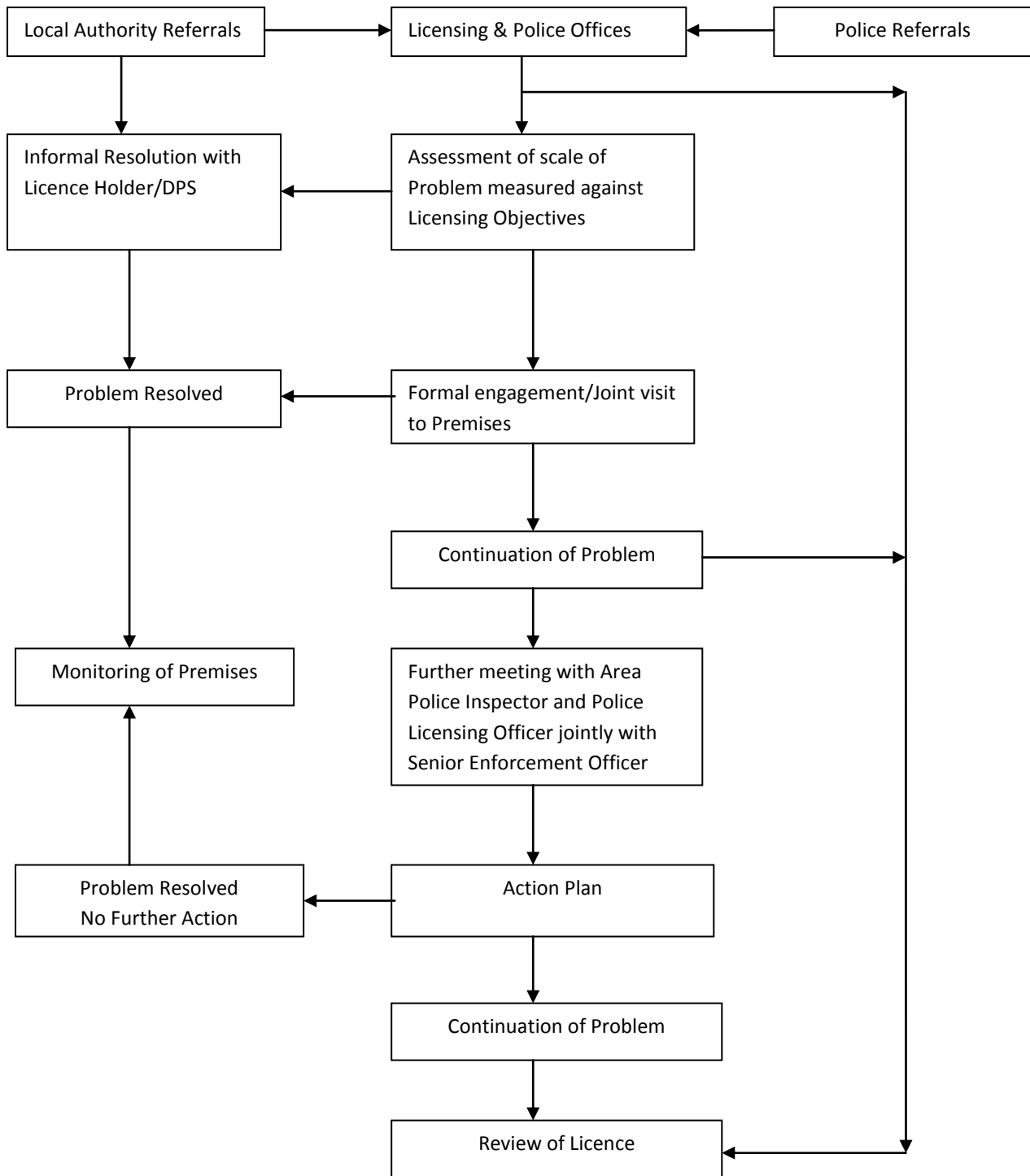
5. Reviews

- 5.1 A responsible authority or any person may ask the Licensing Authority to review a premises licence because of a matter arising at the premises in connection with any of the 4 licensing objectives.
- 5.2 The Licensing Authority will not normally engage its role as a Responsible Authority by calling reviews on behalf of other persons, such as local residents or community groups. These individuals and groups are entitled to do so in their own right where there are sufficient grounds.
- 5.3 Where Responsible Authorities have concerns about problems identified at a premises, the Licensing Authority considers it to be good practice for them to give licence holders early warning of their concerns and the need for improvement. Where possible and/or appropriate it would be expected that advice and guidance in addressing the issue(s) should be given.
- 5.4 The Licensing Authority draws the attention of Responsible Authorities to the Home office publication, "The Practical Guide for Preventing And Dealing with Alcohol Related Problems – What You Need To Know".

6. Suspension of Licences

- 6.1 The Licensing Authority is under a duty to suspend Premises Licences and Club Premises Certificates where the Licensee has failed to pay the annual fee within a prescribed period. Licences which are suspended shall cease to have effect during the suspension period. Furthermore a licence cannot be transferred during said period

LICENSED PREMISES REVIEW PROCEDURE INCORPORATING JOINT PROBLEM SOLVING



PROGRESSION TO EACH LEVEL IS AN OPTIONAL PROCESS AND THIS FLOWCHART IS DESIGNED AS A TEMPLATE FOR THE MONITORING OF TROUBLESOME LICENSED PREMISES

HOWEVER

DEPENDING ON THE SCALE AND MERITS OF EACH CASE A PREMISES COULD BE MOVED TO THE REVIEW STAGE AT ANY TIME

NORTH WALES POLICE AND LOCAL AUTHORITY LICENSING PARTNERSHIP

PREMISES ENFORCEMENT LADDER

It should be noted that the whole emphasis of this enforcement ladder is to achieve the common aim of 'good housekeeping' and 'best practice' plus working together to achieve this. There is no absolute intention at all to review a license as long as problems are willingly addressed by the Designated Premises Supervisor with the support of the North Wales Police and the Licensing Authority

STAGE ONE Incident of disorder/underage drinking/ attempts to purchase alcohol by underage person or on behalf of underage person in/from a licensed premise where the person in charge calls the police for assistance and agrees to work with the police

If problems continue on from Stage One

STAGE TWO Meeting with Police Inspector / Neighbourhood Sergeant, Western Division, Licensed Premises Manager and representative of the Local Authority. Issues will be formally discussed and formal written warning given.

Mutual Action Plan agreed with time span of three months. If no further incidents occur then exit from enforcement ladder

If problems continue on from Stage Two

STAGE THREE Police Inspector / Neighbourhood Sergeant and Western Division Licensed Premises Manager will apply for review of Premises Licence, as appropriate to the circumstances.

The Police will do everything possible to assist and work together with a Designated Premise Supervisor to come off the enforcement ladder. However, the onus of responsibility is on the Designated Premises Supervisor to run good business/premises.

More serious offences can trigger stage two or three automatically (e.g. Willful serving of Pub Watch excluded persons, assault on police by Designated Premises Supervisor, authorized staff or family) and the discretion for this rests with the Police Inspector. More than two entries (in any 12 month period) onto the ladder will result in an immediate stage 3 review (more than one will result in Stage 2).

Delegation of Functions

Matter	Full Committee	Sub-committee	Officers
Application for Personal Licence		If a Police Objection	If no representation made
Application for Personal Licence with Unspent Convictions		All cases	
Application for Premises / Club Premise Certificate		If a relevant representation made	If no relevant representation made
Application for a Provisional Statement		If a relevant representation made	If no relevant representation made
Application to Vary Premises Licence / Club Premises Certificate		If a relevant representation made	If no relevant representation made
Application to Vary Designated Premises Supervisor		If a Police Objection	All other cases
Request to Be Removed as a Designated Premises Supervisor			All cases
Application for Transfer of Premises Licence		If a Police Objection	All other cases
Application for Interim Authorities		If a Police Objection	All other cases
Application to Review Premises Licence / Club Premises Certificate		All cases	
Decision on Whether a Complaint Is Irrelevant Frivolous or Vexatious etc.			All cases
Decision to Object When Local Authority Is a Consultee and not relevant authority considering the application		All cases	
Determination of a Police Objection to a Temporary Event Notice		All cases	

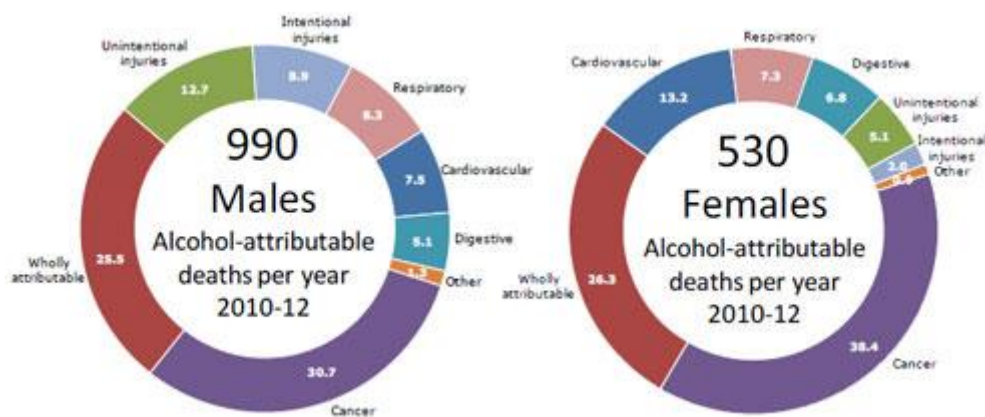
Appendix 'B' – Public Health

ALCOHOL AND HEALTH IN WALES

Alcohol use and its consequences remain a major public health challenge in Wales, the UK and elsewhere. The harmful use of alcohol ranks among the top five risk factors for disease, disability and death throughout the world.

The Public Health Wales Observatory has published [Alcohol and health in Wales 2014](#), updating and extending the previous report released 5 years ago. These are some of the key messages:

- Alcohol is a major cause of death and illness in Wales with around 1,500 deaths attributable to alcohol each year (1 in 20 of all deaths).
- Drinking in children and young people remains a particular concern with 1 in 6 boys and 1 in 7 girls aged 11-16 drinking alcohol at least once a week. Around 400 young people under 18 are admitted for alcohol-specific conditions per year, although the rate has been decreasing for several years.
- Generally, consumption of alcohol has slightly decreased and adults under 45 now drink less. Whilst this decrease is good news, it masks persistent or increased drinking in over 45 year olds.
- Mortality and hospital admission due to alcohol are strongly related to deprivation with rates in the most deprived areas much higher than in the least deprived. There is no sign of improvement in the inequality gap in mortality over time.



Alcohol plays an important and positive role in social and family life and contributes to employment and economic development locally. However, social traditions and economic benefits should not mask the fact that alcohol is a toxic substance that can have a detrimental effect on physical and mental health and wellbeing.

DRINKING LEVELS AND PATTERNS

There's no guaranteed safe level of drinking, but drinking below the recommended daily limits, means the risks of harm to health are low. Even drinking less than lower risk levels is not advisable in some circumstances. Please visit www.drinkwisewales.org.uk.

It is not only the amount of alcohol consumed that increases the risk of harm. Binge drinking, which refers to a pattern of drinking in which a person consumes at least twice the daily recommended amount of alcohol in a single drinking session, can cause acute intoxication and lead to problems such as accidents, injury and violence. Most common in younger age groups, binge drinking is often associated with 'pre-loading'.

Preloading is a term that relates to people, particularly young people, drinking alcohol at home or in streets before going on to pubs and clubs. It has been associated with higher overall alcohol consumption and a greater likelihood of being involved in a violent incident. People pre-load on alcohol because it's much cheaper to buy in the supermarket or other off licence than in a pub or bar.

The Licensing Authority can consider representations from health bodies acting as responsible authorities. The health bodies can provide information that is relevant to the promotion of the licensing objective of public safety, which includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning.

For example, drunkenness can lead to accidents and injuries from violence resulting in attendances at emergency departments and the use of ambulance services. In some cases, these will also involve breaches of the crime and disorder licensing objective.

In respect of the protection of children from harm there is a duty to protect them from moral, physical and psychological harm and therefore there is lots of potential for health bodies to add value. Under 18 alcohol-related A&E attendances may relate to the objective to protect children from harm and underage or proxy sales of alcohol will have implications for both the crime and disorder and protecting children from harm objectives. Health teams can provide supporting evidence, for example in relation to the effects that drinking alcohol has on the adolescent body.

In some areas, the main barrier to health bodies acting effectively as a responsible authority is that the evidence that they need to support a representation is not routinely collected or available in their area. North Wales police, Welsh Ambulance Service and Betsi Cadwaladr University Health Board are currently working on a pilot project to improve data collection and sharing. It is intended to implement this across the whole of North Wales. The data collected should assist greatly in targeting enforcement where it is needed, informing licensing policy and contributing to the licensing decision making process.

Appendix 'C' - Mandatory Licensing Conditions

The mandatory conditions put in place by the *Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010* were replaced, from 1 October 2014, by those set out in the *Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014*.

A “responsible person” has to ensure compliance with the mandatory conditions. In relation to licensed premises this means:

- the holder of a premises licence in respect of the premises,
- the designated premises supervisor (if any) under such a licence, or
- any individual aged 18 or over who is authorised for the purposes of section 153(4) of the *Licensing Act 2003* by such a holder or supervisor

Where a club premises certificate is in force, a “responsible person” means a member or officer of a club who is present and able to prevent the supply of alcohol.

In relation to the age verification condition, the premises licence/club certificate holder and the designated premises supervisor have specific duties (described in section 5.3 below).

The 2014 Order means that, in addition to the mandatory condition banning below cost sales, four other mandatory conditions now apply, as described below.

Irresponsible promotions

The 2010 Order required “all reasonable steps” to be taken to prevent irresponsible drinks promotions – where the promotions, as defined in the Order, carried a “significant risk” of undermining one or more of the licensing objectives (i.e. the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm).

The 2014 Order now states that the responsible person “must ensure” that irresponsible promotions do not take place. In addition, there are now outright bans on the following activities:

- drinking games or other activities that require or encourage (or are designed to require or encourage) individuals to drink a quantity of alcohol within a time limit, or to drink as much as possible. This does not include “drinking up time”;
- selling or supplying alcohol in association with promotional material on, or in the vicinity of, the premises which can be reasonably considered to condone, encourage or glamorise antisocial behaviour or refer to drunkenness favourably;
- dispensing alcohol directly by one person into the mouth of another – *this was a standalone condition under the 2010 Order*.
- The following promotions are prohibited where there is a “significant risk” to the licensing objectives:
- providing alcohol free or for a fixed or discounted fee
- providing free or discounted alcohol or any other thing as a prize to encourage or reward the consumption of alcohol over a period of 24 hours or less

In relation to what counts as “significant risk”, Home Office guidance states that the following factors may be considered:

- Type of promotion: How big is the discount? For how long does the discount apply?
- Potential customers: Is there likely to be a significant increase in the number of customers? What is the profile of the customer base?
- Type of premises: Is it a high-volume vertical drinking establishment or a community pub?
- History of premises: Have previous promotions been handled responsibly? Has the licence been reviewed recently? Have sufficient security measures been taken for any potential increase in the number of customers?

Where there is any doubt, the guidance recommends that advice should be obtained from the licensing authority and/or police.²⁸

5.2 Potable water

Free potable drinking water must be provided on request where it is “reasonably available”. The 2010 Order had only referred to the provision of free *tap* water.

Home Office guidance explains that what is meant by “reasonably available” is a question of fact: *for example, it may not be reasonable to expect free water to be available in premises for which the water supply had temporarily been lost because of a broken mains supply and where no alternative (for example, bottled water) is available.*

5.3 Age verification

The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises selling or supplying alcohol. This must, as a minimum, require individuals who appear to the person serving alcohol to be under the age of 18 to produce identification bearing their photograph, date of birth and either a holographic mark *or* ultraviolet feature. The addition of the latter feature means that the definition of identification documents that can be used has been widened (some foreign passports and ID cards do not include the holographic mark previously required).

The designated premises supervisor (the person with day-to-day responsibility for the running of the business) has, for the first time, a legal responsibility for ensuring that the sale of alcohol is in accordance with the age verification policy that the premises licence holder is required to have.

Acceptable forms of identification include photo card driving licences; passports; military identification; and proof of age cards bearing the PASS hologram. Other forms of identification that include the required features are acceptable.

An example of an age verification policy is given in Annex A to Home Office guidance on the mandatory conditions.

The age verification condition applies to companies that sell alcohol online or by mail order.

5.4 Smaller measures

The responsible person must ensure that the following drinks, if sold or supplied for consumption on the premises, are available in the following measures:

- beer or cider - half pint
- gin, rum, vodka or whisky - 25ml or 35ml
- still wine in a glass - 125ml

The 2014 Order now requires that measures must be displayed in a menu, price list, or other printed material. Where a customer doesn't specify a measure, they must be made aware of the range of measures available, either verbally or by ensuring that they have seen the printed material. This process does not need to be repeated as long as the customer continues to be aware of the measures available.

Appendix D- Recent Legislative Changes

2. The Live Music Act 2012 and Licensing Act 2003 (Description of Entertainment) (Amendment) Order 2013 removes the licensing requirements for the following:

- 2.1 Film exhibitions for the purposes of advertisement, information, education etc.
- 2.2 Film exhibitions that form part of an exhibit put on show for any purposes of a museum or art gallery.
- 2.3 Music whether live or recorded, which is incidental to other activities which do not require a licence.
- 2.4 Live music as follows:
 - i. amplified live music between 8am and 11pm before audiences of no more than 200 people on premises authorised to sell alcohol for consumption on the premises;
 - ii. amplified live music between 8am and 11pm before audiences of no more than 200 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment); and
 - iii. Unamplified live music between 8am and 11pm in all venues
- 2.5 Use of television or radio receivers for the simultaneous reception and playing of a programme.
- 2.6 Any entertainment or entertainment facilities at a place of public religious worship.
- 2.7 Entertainment at garden fetes or similar functions unless there is an element of private gain.
 - a) Morris dancing or any dancing of a similar nature or a performance of unamplified
 - b) Live music as a part of such a performance.
 - c) Entertainment on road vehicles in motion.
 - d) performance of a play in front of an audience of 500 persons or less between 8:00 and 23:00
 - e) performance of dance in front of an audience of 500 persons or less 26 (unless it is relevant entertainment within the meaning of Schedule 3 para 2A Local Government (Miscellaneous Provisions) Act 1982 - i.e. certain forms of sexual entertainment); between 8:00 and 23:00
 - f) indoor sporting events in front of an audience of 1,000 persons or less between 8:00 and 23:00.

3. Immigration Bill – published by Central Government in September 2016

- 3.1 The new Immigration Bill, currently going through Parliament, places additional responsibilities on licensing authorities to take action where licence holders are found to not be entitled to work in the United Kingdom. The Bill will also place implications on applicants and the following notes are general guidance at this stage.

3.2 Premises Licences:

- A new section 13(4)(ha) designating the Secretary of State as a responsible authority where the premises (not being a vessel) are being, or are proposed to be, used for a licensable activity.
- A new section 16(2A) disqualifying residents of the UK from applying for a premises licence where the resident is not entitled to work in the UK.
- A new section 27(1A) which will cause a premises licence to lapse if the holder of the licence ceases to be entitled to work in the United Kingdom at a time when the holder of the licence is resident in the United Kingdom (or becomes so resident without being entitled to work in the United Kingdom). A new section 42(5ZA) requiring an applicant to give notice of a transfer request to the Secretary of State.
- A new section 42(8) & (9) stating “Where the Secretary of State is given notice under subsection (5ZA) and is satisfied that the exceptional circumstances of the case are such that granting the application would be prejudicial to the prevention of illegal working in licensed premises, the Secretary of State must give the relevant licensing authority a notice stating the reasons for being so satisfied.
(9) The Secretary of State must give that notice within the period of 14 days beginning with the day on which the Secretary of State is notified of the application under subsection (5ZA).”
- A new section 44(5)(b)(ii) requiring a licensing authority, when considering an application for a transfer of a premises licence and where the notice is given under section 42(8) (i.e. by the Secretary of State), to reject the application if it considers it appropriate for the prevention of illegal working in licensed premises to do so.
- A new section 45(2A) requiring local authorities to give notice of a decision to transfer a licence to the Secretary of State if the Secretary of State gave notice of objection under the new section 42(8) & (9).
- A new section 47(3A) disqualifying any person not entitled to work in the UK from applying for an interim authority notice.
- A new section 48(2A) requiring licensing authorities to give notice to the Secretary of State of all applications submitted for an interim authority notice. Where the Secretary of State is satisfied that the exceptional circumstances of the case are such that a failure to cancel the interim authority notice would be prejudicial to the prevention of illegal working in licensed premises, the Secretary of State will give notice to the licensing authority setting out reasons.

3.3 Personal Licences:

A new section 113(2A) inserting new “immigration offence”.

- New subsections 5-8 for section 113 introducing new “immigration penalties”.
- A new section 115(2A) which will cause a personal licence to cease to have effect if the holder of the licence ceases to be entitled to work in the United Kingdom.
- A new section 120(5A) placing a new requirement on the licensing authority to notify the Secretary of State where an applicant for a personal licence has complied with the statutory requirements (i.e. subsection 2(a) to (c)) but not subsection 2(d) (i.e. has relevant immigration related offences/convicted of a foreign offence etc.).

- 3.4 Where the Secretary of State is satisfied that granting the licence would be prejudicial to the prevention of illegal working in licensed premises, the Secretary of State must, within the

period of 14 days beginning with the day the Secretary of State received the notice under subsection (5A), give the authority a notice stating the reasons for being so satisfied (an “immigration objection notice”).

- A new section 124(3A) & (3B) placing a new requirement on the licensing authority to notify the Secretary of State where a personal licence holder has been convicted of an immigration related offence subsequent to the grant of the licence.
- Where the Secretary of State is satisfied that continuation of the licence would be prejudicial to the prevention of illegal working in licensed premises, the Secretary of State must, within the period of 14 days beginning with the day the Secretary of State received the notice under subsection (3A), give the authority a notice stating the reasons for being so satisfied (an “immigration objection notice”).

Read the full Bill here: <http://www.publications.parliament...74/15074.pdf>

4. Deregulation Act

4.1 Late Night Refreshment Exemptions

Paragraph 2A of Schedule 2 to the 2003 Act (as inserted by the Deregulation Act 2015) gives licensing authorities powers to exempt premises, in certain circumstances, from the requirement to have a licence to provide late night refreshment. Decisions to exempt supplies of late night refreshment are best made with local knowledge. The powers therefore allow licensing authorities to choose to apply an exemption specifically where they think it will be helpful to businesses and where there are no problems with antisocial behaviour or disorder associated with the night time economy. As well as freeing up the businesses in question from unnecessary costs, this can also provide greater flexibility for licensing authorities to target their resources more effectively.

4.4 The powers allow a relevant licensing authority to exempt the supply of late night refreshment if it takes place:

- on or from premises which are wholly situated in a designated area;
- on or from premises which are of a designated description; or
- during a designated period (beginning no earlier than 11.00 p.m. and ending no later than 5.00 a.m.).

4.4 When choosing to designate a particular area as exempt, the relevant licensing authority must define the location, which can be of any size.

4.5 When choosing to designate particular categories of premises as exempt, a licensing authority can only exempt types of premises set out in the regulations. These are:

- motorway service areas;
- petrol stations;
- local authority premises (except domestic premises) unless there is an event taking place at which more than 500 people are present;

- schools (except domestic premises) unless there is an event taking place at which more than 500 people are present;
- hospitals (except domestic premises);
- community premises (church, chapel, village, parish or community hall or other similar building) unless there is an event taking place at which more than 500 people are present;
- licensed premises authorised to sell by retail alcohol for consumption on the premises between the hours of 11pm and 5am.

4.6 *Licensing authorities do not have to use the exemptions at all and can continue to require all late night refreshment providers to be licensed. However, licensing authorities should consider deregulation where appropriate.*

5. Community and Ancillary Sellers Notice

Draft and/or secondary legislation has not yet been finalised for CAN's (Community and Ancillary Sellers Notice) but it is envisaged that there will be an ability for community groups and small business accommodation providers to provide/sell limited amounts of alcohol to apply for a CAN. The CAN would last for a three year term with the possibility that Environmental Protection service and the Police could object from the outset.

Option possibly contained in the legislation may include the following

- Alcohol may be sold between 7am and 11pm
 - Notice will be given to the licensing authority
 - The prescribed fee will be paid
 - Police, Environmental Health Authority and licensing authority can object if a CAN will undermine the licensing objectives. Where problems arise, the police and environmental health authority can object, with the result that the CAN may be revoked.
 - Police and licensing authority officers will have rights of entry to investigate where users are in breach of the CAN conditions.
 - No right to a hearing or appeal if a CAN is revoked
-
- Sale of alcohol must be ancillary to provision of goods or services by the business.
 - Sale of alcohol from single named premises.
 - Alcohol for consumption on the named premises
-
- Sale of alcohol must be made by or on behalf of a community group that does not trade for profit.
 - Sale of alcohol must be ancillary to an organised community event.
 - Sales of alcohol may be made from up to three named premises.
 - Sales of alcohol for consumption at organised events of up to 300 people

Appendix 'E' - Glossary of Terms

Authorised Persons – Authorised persons are bodies empowered to carry out inspection and enforcement roles under the Licensing Act 2003.

Club premises certificate – Authorising a **qualifying club** to carry out 'qualifying club activities' under the Licensing Act 2003. This includes time-limited certificates.

Conditions – there are three types of conditions

1. **Proposed Conditions** – are conditions proposed by the applicant in the operating schedule.
2. **Imposed Conditions** – are conditions imposed by the licensing authority after its discretion has been engaged following the receipt of relevant representations.
3. **Mandatory Conditions** – are conditions prescribed by the Act and are included in every premises licence or club premises certificate when specified licensable activities take place.

Cumulative impact area – Area that the **licensing authority** has identified in their licensing policy statement as having a saturation of licensed premises and the 'cumulative impact' of any additional licensed premises could adversely impact on the statutory licensing objectives.

Designated Premises Supervisor (DPS) – This will normally be the person who has been given day-to-day responsibility for running the premises by the **premises licence** holder. Every premises licence that authorises the sale of alcohol is required under the 2003 Act to specify a DPS. The DPS must be a **personal licence** holder. The only exception is for community premises which have made a successful application to the LA to be exempt from the requirement.

Early morning alcohol restriction order – A power under section 119 of the **Police Reform and Social Responsibility Act 2011** to prohibit sales of alcohol for a specific time period between the hours of 12am and 6am, if it is deemed appropriate for the promotion of the licensing objectives.

Expedited/summary review – A chief officer of police can apply for an expedited/summary review of a **premises licence** because of serious crime and/or serious disorder under s.53A of the **Licensing Act 2003**.

Fee bands – In determining the amount of the licence fee for applications for new **premises licences** and **club premises certificates**, and full variations to licences or certificates, each premises falls into a band based on its non-domestic rateable value. Since the introduction of the 2003 Act until 2012/13, the application fees associated with each band for a new licence or certificate have been as follows: Band A (£100); Band B (£190); Band C (£315); Band D [no **multiplier**] (£450); Band D premises licence with **multiplier** (£900); Band E [no multiplier] (£635); Band E premises licence with multiplier (£1,905). The subsequent annual fees associated with each licence or certificate are as follows: Band A (£70); Band B (£180); Band C (£295); Band D [no multiplier] (£320); Band D premises licence with multiplier (£640); Band E [no multiplier] (£350); Band E premises licence with multiplier (£1,050).

Forfeited (personal licence) – Suspension following a court order under s.129 of the **Licensing Act 2003** specified (and where that order has not been suspended, pending an appeal under s.129 (4) or 130 of the Act).

Hearing – Used in the context of applications for a **premises licence** or **club premises certificate** that go to a hearing for determining applications for a premises licence, for provisional statements, to vary a premises licence, for club premises certificates, and to vary club premises certificates.

Judicial review – Includes only those where the High Court notified parties of its decision in the time period specified.

Lapsed (club certificate) – Where a **club premises certificate** has lapsed because it had effect for a limited period, but that period has since expired.

Lapsed (premises licence) – Where a **premises licence** has lapsed due to the death, incapacity, insolvency etc. of the licence holder, as set out under s.27 of the **Licensing Act 2003**. Excludes instances where a premises licence was in effect for a limited period, but the period has since expired (e.g. one-off events).

Late night levy order – A discretionary power for **licensing authorities** under section 125 of the **Police Reform and Social Responsibility Act 2011**. The late night levy is paid by those premises licensed to sell alcohol late at night to raise a contribution to the costs of policing the late night economy.

Late night refreshment – The provision of hot food or drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

Licensing authority – The licensing authority is responsible for the licensing of alcohol, regulated entertainment and late night refreshment.

Minor variation (to licence or certificate) – Applications made under s.41A or s.86A of the **Licensing Act 2003** to make low-risk changes to the terms of a **premises licence** or **club premises certificate**. The fee for a minor variation is prescribed in the Act.

Multiplier – Multipliers are applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises under the authorisation of a **premises licence (fee bands D and E only)**.

Off-sales – The sale by retail of alcohol for consumption off the premises.

On-sales – The sale by retail of alcohol and the supply of alcohol (by clubs) for consumption on the premises.

Other persons – Any individual, body or business that is likely to be affected by the granting of **premises licence** or **club premises certificate** applications. Other persons may submit relevant representations to the relevant licensing authority and may seek a review of premises licence or club premises certificate.

Personal licence – Authorising an individual to supply or authorise the supply of alcohol in accordance with a **premises licence** under the **Licensing Act 2003**. The application fee for a personal licence is prescribed in the Act.

Premises licence – Authorising premises to be used for the sale or supply of alcohol, the provision of regulated entertainment or the provision of **late night refreshment**, under the **Licensing Act 2003**.

This includes time-limited premises licences. A premises licence fee is based on its non-domestic rateable value. Application fees vary from £100 (Band A) to £1,905 (Band E with multiplier); annual fees vary from £70 to £1,050.

Qualifying club – A number of criteria must be met to be considered a qualifying club for a **club premises certificate**. They are:

- that under the rules of the club, persons may not be admitted to membership or be admitted as candidates for membership, or to any of the privileges of membership without an interval of at least two days between their nomination for membership and their admission;
- that the club is established and conducted in good faith as a club;
- that the club has at least 25 members; and
- that alcohol is not supplied to members on the premises otherwise than by or on behalf of the club.

Relevant representations – Representations which are about the likely effect of the grant of the **premises licence** or **club premises certificate** applications on the promotion of the licensing objectives, that are made by a responsible authority or other person within the period prescribed under section 17(5)(c) of the Act, that have not been withdrawn, and in the case of representations made by a other persons, that they are not, in the opinion of the relevant licensing authority, frivolous or vexatious.

Responsible authority – Public bodies that must be notified of certain **premises licence** or **club premises certificate** applications and are entitled to make representations to the licensing authority. They include

- the licensing authority and any other licensing authority in whose area part of the premises is situated,
- the chief officer of police for any police area in which the premises are situated,
- the fire and rescue authority for any area in which the premises are situated,
- the Local Health Board for any area in which the premises are situated,
- the enforcing authority for Health and Safety at Work etc. Act 1974 for any area in which the premises are situated,
- the local planning authority for any area in which the premises are situated,
- the local authority responsible for minimising or preventing the risk of pollution of the environment or of harm to human health in any area in which the premises are situated in relation to,
- a body which represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and are competent to advise such matters,
- in relation to a vessel, a navigation authority having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities,
- the local authority responsible for weights and measures in any area in which the premises are situated.

Review – Following the grant of a **premises licence** or **club premises certificate** a **responsible authority** or **other person** may ask the licensing authority to review the licence or certificate because of a matter arising at the premises in connection with any of the four licensing objectives.

Revoked (personal licence) – If the holder of a **personal licence** is convicted of an offence during the application period for the licence, the licence may be revoked under s.124 of the **Licensing Act 2003**.

Surrender (of licence) – If the holder of a licence wishes to surrender it, it is done according to the provisions under section 28 (for a **premises licence**), section 81 (for a **club certificate**) and section 116 (for a **personal licence**).

Temporary event notice (TEN) – A notice under s.100 of the **Licensing Act 2003**, used to authorise relatively small-scale licensable activities, subject to certain criteria and limits. Includes only notices that have been correctly and properly given in the time period specified i.e. excludes notices that were sent back because of mistakes on the form. This also includes notices that were subsequently withdrawn. The fee for a TEN is prescribed in the Act.

Variation (to premises licence) – Applications made under s.34 of the **Licensing Act 2003** to change the terms of a **premises licence**, for example the opening hours, the licensable activities or the conditions. The fee for a variation of **DPS** is prescribed in the Act.

Variation (to club premises certificate) – Applications made under s.84 of the **Licensing Act 2003** to change the terms of a **club premises certificate**, for example the qualifying club activities or the conditions.

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DDIM I'W GYHOEDDI NOT FOR PUBLICATION

(Capita Sims a Capita One1: /Title of Report:)

PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

Paragraff(au) Paragraph(s) 12,13,14	Atodlen 12A Deddf Llywodraeth Leol 1972 Schedule 12A Local Government Act 1972
Y PRAWF – THE TEST	
Mae yna fudd y cyhoedd wrth ddatgan oherwydd / There is a public interest in disclosure as:- Mae'r adroddiad atodol yn cynnwys gwybodaeth swyddogol sensitif./ The attached report contains officially sensitive information.	Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:- Mae yna ddisgwyliad rhesymol bod y wybodaeth a gynhwysir yn yr adroddiad yn fasnachol sensitif./ There is a reasonable expectation that the information contained in the report is commercially sensitive. Mae'r adroddiad yn cynnwys gwybodaeth ariannol sy'n fasnachol sensitif./ The report contains commercially sensitive financial information.
Mae budd y cyhoedd wrth gadw'r eithriad o bwys mwy na budd y cyhoedd wrth ddatgelu'r wybodaeth The public interest in maintaining the exemption outweighs the public interest in disclosing the information.	

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