

To: Members of the Communities
Scrutiny Committee

Date: 5 September 2014

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 11 SEPTEMBER 2014** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G. Williams
Head of Legal and Democratic Services

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 MINUTES (Pages 5 - 12)

To receive the minutes of the Communities Scrutiny Committee held on 26 June, 2014 (copy enclosed).

5 HOME TO SCHOOL TRANSPORT POLICY (Pages 13 - 54)

To consider a report by the Head of Customers and Education Support (copy enclosed) outlining proposals for the revised policy for Home to School Transport.

9.35 a.m. – 10.05 a.m.

6 TOWN AND AREA PLANS REVIEW (Pages 55 - 78)

To consider a report by the Corporate Director Economic & Community Ambition (copy enclosed) on the findings of the Town and Area Plans Review and actions being proposed as a result.

10.05 a.m. – 10.35 a.m.

~~~~~ **COMFORT BREAK** ~~~~~

**7 ADDITIONAL LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMO) (Pages 79 - 146)**

To consider a report by the Head of Planning and Public Protection (copy enclosed) seeking members' views on re-designating an Additional Licensing Scheme for Houses in Multiple Occupation within Rhyl prior to public consultation.

**10.45 a.m. – 11.15 a.m.**

**8 STREETSCENE STRATEGY & PERFORMANCE IN RELATION TO THE COUNCIL'S CLEAN STREETS PRIORITY (Pages 147 - 156)**

To consider a report by the Head of Highways and Environmental Services (copy enclosed) regarding the effectiveness of the strategies being pursued to deliver the Corporate Priority of Clean Streets.

**11.15 a.m. – 11.45 a.m.**

**9 SCRUTINY WORK PROGRAMME (Pages 157 - 172)**

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

**11.45 a.m. – 12 noon**

**10 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

To receive any updates from Committee representatives on various Council Boards and Groups.

**12 noon**

**PART 2 - CONFIDENTIAL ITEMS**

No Items.

## **MEMBERSHIP**

### **Councillors**

Councillor Huw Hilditch-Roberts  
(Chair)

Councillor Win Mullen-James (Vice-Chair)

James Davies  
Peter Evans  
Carys Guy  
Rhys Hughes  
Bob Murray

Joe Welch  
Cefyn Williams  
Cheryl Williams  
Huw Williams

### **Voting Co-opted Members for Education (Agenda Item No. 5 only)**

Gill Greenland  
Debra Houghton  
Nicola Lewis

Dr. D. Marjoram  
Gareth Williams

### **COPIES TO:**

All Councillors for information  
Press and Libraries  
Town and Community Councils

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## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1A, County Hall, Ruthin on Thursday, 26 June 2014 at 9.30 am.

### PRESENT

Councillors James Davies, Peter Evans, Carys Guy, Huw Hilditch-Roberts (Chair), Rhys Hughes, Bob Murray, Joe Welch, Cefyn Williams and Cheryl Williams.

Lead Member Councillor Eryl Williams attended at the Committee's request.

Councillor Martyn Holland attended as an observer.

### ALSO PRESENT

Corporate Director: Economic and Community Ambition (RM), Head of Highways and Environmental Services (SP), Head of Education and Customers (JW), Head of Planning and Public Protection (GB), Section Manager: Network Management (TT), Public Protection Manager (EJ), Acting Strategic Procurement Manager (SA), Catering Manager (IK) & (HJ), Service Manager: Business and Carers (AHJ), Scrutiny Coordinator (RE) and Administrative Officer (CW).

#### 1 APOLOGIES

Apologies for absence were received from Councillors Win Mullen-James and Huw Williams

#### 2 DECLARATION OF INTERESTS

No Members declared any personal or prejudicial interests in any business identified to be considered at the meeting.

#### 3 URGENT MATTERS AS AGREED BY THE CHAIR

No items were raised which in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

#### 4 MINUTES

The Minutes of a meeting of the Communities Scrutiny Committee held on Thursday, 15<sup>th</sup> May, 2014 were submitted.

Matters arising:-

8. Corporate Communications Strategy – In response to a question from Councillor P.A. Evans, the Corporate Director: Economic and Community Ambition agreed to

provide details of timescales pertaining to the approval of the draft protocol by the Senior Leadership Team.

9. Better Regulation of Caravan Sites – The Scrutiny Coordinator agreed to seek clarification regarding the implementation date of the “1 October, 2014” referred to in the report.

**RESOLVED** – *that, subject to the above, the Minutes be received and approved as a correct record.*

## **5 MODERNISING EDUCATION PROGRAMME - FUTURE PROPOSALS**

A report by the Head of Customers and Education Support (HCES), which reviewed progress with implementing the Programme, had been circulated with the papers for the meeting. The Appendix to the report was the draft financial programme for the wider Modernising Education Programme. This illustrated the Council’s 21<sup>st</sup> Century Schools Programme together with options for wider investment.

The Lead Member for Education (LME) explained that the Council was progressing an ambitious programme for investment in the school estate, and that the proposal would support the Corporate Priority of “improving performance in education and the quality of our school buildings”.

The LME and the HCES detailed the background to the Programme and to each school project listed. They emphasised that whilst Welsh Government (WG) had changed the funding ratio from 70% WG and 30% Local Authority to 50:50 for the 21st Century Schools Programme, Denbighshire had been able to fund the additional apportionment through astute financial management and by managing expectations for each individual project.

Members were advised that proposals regarding the establishment of a new joint faith secondary school in the County were likely to be presented to Cabinet in the autumn. Whilst the problem of surplus school places in the south of the County was being addressed through a number of area reviews, current projections indicated that there would be a shortage of primary school places in the Rhyl area in the future. Consequently a meeting had been arranged between the LME, officers and primary headteachers in the Rhyl area to discuss possible solutions.

Dr. Marjoram asked that Ysgol Plas Brondyffryn was not left out of any future proposals under the Programme, as Ysgol Tir Morfa would benefit greatly by being part of the new Rhyl High School Redevelopment Project.

In response to Members' questions with regard to potential risks to the projects from e.g a further reduction in WG funding or planning permission set-backs, the LME and the HCES emphasised that there were risks with each project and that all risks had to be appropriately managed.

Questions were also asked regarding the risk to the Programme if the WG Minister for Education and Skills overturned the Cabinet's decision to close Ysgol Llanbedr

Dyffryn Clwyd, the timetable for the proposed new primary school for Ruthin and the current position with respect to the federation of Ysgol Llanfair Dyffryn Clwyd and Ysgol Pentrecelyn and their language categorisation. Responses were provided to these questions informing Members that it was anticipated that a new school would be built in Ruthin within the next five years, the federation of Llanfair D C and Pentrecelyn had now been agreed in principle and the decision on the new school's language categorisation would be taken on the basis of the expected outcomes for the pupils i.e. that they would be fully bilingual by the time they were 11 years of age. The language categorisation would form part of the Business Case for the school. It was explained that the pending Ministerial decision with respect to Llanbedr D C did not pose a significant risk, as the Authority would only realise revenue savings from the school's closure as the Council did not own the asset itself.

To deliver the entire 21st Century Schools Programme, as detailed in the report, the Council would need to contribute funding of £24,414,684. The total Programme cost being the £51,283,196 with the remainder of the cost being dependent on WG 21st Century Schools funding. Cabinet at its meeting on the 29<sup>th</sup> July would be asked to approve the Council's financial commitment to deliver the Programme.

Members were informed that there were a number of risks currently being managed at a programme level by the Modernising Education Programme Board, and all individual projects would include risk management procedures.

**RESOLVED** – *that based on the information provided, and subject to the detail that would be contained in the report to Cabinet on 29th July 2014, the Committee support the ambitious vision for modernising education facilities across the County.*

## **6 PROVISION OF DAY CARE SERVICES IN NORTH DENBIGHSHIRE**

A copy of a report by the Head of Adult and Business Services (HABS) had been circulated with the papers for the meeting.

The Service Manager: Business and Carers (SMBC) introduced the report which detailed the provision of day care services for elderly residents in the North of the County twelve months after the service had been remodelled. She explained that although the proposals related to changes in North Denbighshire the intention to roll out the underlying strategic principles for promoting people's independence through reablement, and the use of community resources, across the County was also stated.

The reasons for reviewing day services in north of the County were detailed in the report. They formed part of a wider approach taking account of the importance of prevention, early intervention and recognising that within an ageing population some people would have complex, long term care needs which required responsive and person centred approaches.

The SMBC responded to questions from Members and provided a summary of the implementation to date as outlined in the report. A decision had been taken by the Adult and Business Senior Leadership Team to concentrate the service

permanently in Hafan Deg in Rhyl in a building purpose built for providing day services and being fully DDA compliant. Details of the needs of individuals currently attending day services in the North of the County were outlined in the report, and confirmation was provided that there was no intention to reduce the service to current service users.

Alongside the arrangements outlined in the report, details of on-going work to further develop opportunities for meaningful day activities within the community in North Denbighshire were highlighted, and these included details of service provision at Nant y Môr, Prestatyn. The report also provided staffing and usage figures pertaining to service provision.

The SMBC advised Members that due to flooding at the Llys Nant Day Unit in Prestatyn all service-users who attended that Centre had been transferred to Hafan Deg in Rhyl. Despite the upheaval of having to travel a little further there had not been any complaints from the service-users or their families and the Hafan Deg and Llys Nant staff were working well together. There were no plans to relocate back to Llys Nant once the building was habitable, however discussions were progressing with the operators of the Nant y Môr Extra Care facility with a view to Social Services' clientele accessing services at that Centre.

In reply to a question from Councillor J.M. Davies, the SMBC explained that feedback received from service users had indicated that they were happy with the service currently being provided.

Confirmation was provided that it was too early at this stage to report on the effectiveness of the Reablement service as it was still a fledgling service. During the ensuing discussion Members supported the recommendations in the report and agreed that the Committee receive a further information report following a period of 12 months.

**RESOLVED** – *that the Committee:-*

*(a) receives the report and supports the actions being taken to move the service forward as consistent with the principles of supporting the citizens of Denbighshire to remain as independent as possible for as long as possible, and  
(b) that an information report be submitted to the Committee in twelve months time evaluating the effectiveness of the Reablement Service in delivering the above vision and in realising efficiencies for the Council.*

## **7 FOOD REVIEW TASK AND FINISH GROUP**

A copy of a report by the Head of Planning and Public Protection (HPPP), which provided an update and progress report on the food review undertaken by the Task and Finish Group, had been circulated with the papers for the meeting.

Members were advised that the Task and Finish Group had met within the last three months to review the progress with the implementation of the recommendations which had been formulated last year. Officers detailed the work undertaken by both the Regulatory Services and the Procurement Service with a



view to complying with food hygiene and food safety requirements in food establishments across the County, along with the procurement processes for food for the local authority's establishments and the contract management and monitoring procedures for the Council's food procurement contracts.

The Food Standards Agency (FSA) had audited the Council's food service in July 2013, but their final report was still awaited.

In response to Members' questions assurances were given that Welsh/British food products, including meat, were procured wherever possible, although this did increase the cost. Members were also advised that as well as inspecting food outlets officers did inspect alcohol retailers to check for illicit alcohol and sample the contents and strength of the alcohol for sale and to ensure that the alcohol and cigarettes had been subject to Customs and Excise duty.

Members enquired whether officers had been alerted to potentially dangerous spices which were being sold in some parts of the UK. Officers advised that none of the regular alerts they had received related to spices, the Public Protection Manager undertook to make enquiries with respect to the matter and report back to Committee Members.

In reply to questions on whether school meal portions were sufficient for the pupils, officers advised that portions were compliant with the WG school meal policy 'Appetite for Life'. It was also explained that Catering Services had frozen the price of school meals for the fifth year in succession. Members complimented the Services on their collaborative work in implementing the Task and Finish Group's recommendations and following further discussion, it was:-

**RESOLVED** – *that the Committee:-*

- (a) note the progress made against each of the recommendations.*
- (b) commends the quality of school meals across the County, but to register concerns about the small portion size, and*
- (c) agrees that another progress report be presented to the Committee in twelve months' time detailing the progress made with food hygiene and food standards compliance, and with the County's food procurement and contract monitoring procedures.*

## **8 HIGHWAYS ASSET MANAGEMENT STRATEGY**

A copy of a report by the Head of Highways and Environmental Services, which outlined the latest position regarding to the County road network and described how the future condition would be managed, had been distributed with the papers for the meeting.

The HHES introduced the report which detailed the latest position with regards to the reactive and preventative maintenance work on the County's roads network. The report was the next stage following discussion with Members at a strategy Working Group meeting on the 10<sup>th</sup> October, 2013, following a report to the Communities Scrutiny Committee in July, 2013.

The importance of properly assessing and evaluating the benefits resulting from the significant investment in improving the condition of the carriageway were highlighted. The two methods for doing this included the Scanner data, which produced the Performance Indicator, and the Road Condition Indicator (RCI). Details of each of the processes had been included in the report.

Appendix A detailed Denbighshire's overall performance in terms of the Scanner output and, for context, included the County's relative position with respect to the 'Family Group'. It also indicated the ongoing improvement in the RCI, the visual appearance of the carriageway. Members noted that improvements had been made and sustained.

Since identifying roads as a priority for 2009/10 Denbighshire had invested over £18m and details of the funding allocation had been summarised in the report. It was explained that agreement of the Capital Programme to maintain the network properly would be crucial, and the report examined scenarios to manage assets to mitigate the risks. All Welsh local authorities had worked with consultants to build on best practice. Appendix B provided a range of likely and the most prudent way to manage the risk. A Code of Practice allowed for a variation in the regime and Denbighshire would need to agree what the regime should be in terms of a prioritised network and how the Highway Authority should manage it. Appendix C provided an example of how the network may be prioritised and the importance of consultation was emphasised.

Since The Highways Act 1980, case law had clarified some points relating to the frequency of highway inspections, definition of 'defect' and the length of time a highway could be left unrepaired. However, there was still some leeway and a definition of Denbighshire's MINIMUM level of maintenance would be required. Appendix D provided some proposals which would require discussion prior to agreeing a Highways Maintenance Policy.

Officers explained that it was pleasing to report that the County's performance was improving, particularly against a backdrop of WG funding cuts. Members were advised that with the Local Government Borrowing Initiative (LGBI) ending in March, 2015 some difficult decisions needed to be taken with respect to future investment in the highways network. Scarce resources would need to be spent wisely and in a targeted way. Unless this was done the condition of the roads would deteriorate very quickly.

The need to examine the classification of some routes in future was highlighted. A Member Workshop would be held with a view to defining a highways maintenance prioritisation process and explaining and understanding the principles of road maintenance. The HHES confirmed that having a well-defined road maintenance prioritisation process would mitigate the risk of successful litigation claims against the Authority. He also explained that a better structured road maintenance policy, which would include a clearly defined prioritisation process, should realise value for money from investment and reduce unnecessary spending. Responses were provided by the officers to Members questions relating to the proposal and to matters within their respective areas.

**RESOLVED** – that the Committee:-

(a) subject to the above explanations, note the progress made to date in improving the highways network across the County.

(b) accept the principles of a highways maintenance prioritisation process, and

(c) agrees that the holding of further workshops would be beneficial with a view to developing a clear strategy for the County's roads network and a well-defined highways maintenance prioritisation process.

## **9 SCRUTINY WORK PROGRAMME**

A copy of a report by the Scrutiny Coordinator, which requested the Committee to review and agree its forward work programme and which provided an update on relevant issues, had been circulated with the papers for the meeting.

The Committee considered its draft Forward Work Programme for future meetings and the following amendments and additions were agreed:-

11th September, 2014:-

Members agreed that a business item relating to “Additional Licensing of Houses in Multiple Occupation”, referred to in the information brief, be included on the forward work programme for September, 2014. The Committee agreed that Councillors H.H. Evans and D.I. Smith, respectively, be invited to attend the meeting as Lead Members.

The Scrutiny Coordinator informed the Committee that Members could forward suggestions for inclusion the Committee’s forward work programme for October 2014 to her. The CD: ECA explained that Members may wish to consider the report submitted to Council, which highlighted the commitments in the Corporate Plan, when identifying issues for inclusion in the forward work programme.

The Scrutiny Coordinator confirmed that the Scrutiny Chairs and Vice Chairs Group was scheduled to hold its first meeting of the new municipal year on the 3<sup>rd</sup> July, 2014.

**RESOLVED** – that, subject to the above amendments and agreements, the Work Programme as set out in Appendix 1 to the report be approved.

## **10 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

Councillor J. Welch reported that he and the Chair, Councillor H. Hilditch-Roberts, had recently attended meetings of the Schools Standards Monitoring Group. Councillor Welch provided a short and positive report on the proceedings of the meeting.

**RESOLVED** – that the Committee receive and note the report.

Meeting ended at 13.50 p.m.

**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 11<sup>th</sup> September 2014

**Lead Member / Officer:** Lead Member for Education/  
Head of Customers & Education Support

**Report Author:** Head of Customers & Education Support

**Title:** Home to School Transport Policy

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**1. What is the report about?**

1.1 This report is to outline proposals for the revised policy for Home to School Transport

**2. What is the reason for making this report?**

2.1 At the Freedom & Flexibilities Workshop on 17th June 2014 Elected Members gave approval to undertake a review of the existing transport provision and to undertake consultation on a revised policy.

**3. What are the Recommendations?**

3.1 That Members consider the contents of the revised policy and make recommendations to Cabinet for them to consider.

**4. Report details.**

4.1 The Council published a consultation on the proposed new policy on 11<sup>th</sup> August 2014. The new policy must be adopted by 1<sup>st</sup> October 2014 to ensure the regulations are met. This is in accordance with the Learner Travel Information regulations 1.105 where it states that:

*If a Local Authority decides to change or remove the discretionary transport provision it provides, it must publish the information before the 1<sup>st</sup> October of the year preceding the academic year in which the changes will come into force*

4.2 There are no specific requirements regarding consultation however the proposals were published on Denbighshire County Council's website and social media pages with a hard copy distributed directly to every parent of a child who currently receives School Transport. This includes new Nursery pupils planned for September 2015 and existing year 11 pupils that may leave after the current academic year. Email copies of the consultation documentation were also distributed to relevant officers and all Elected Members via email.

4.3 On the day of the consultation being published the following received either a hard copy or were emailed a link to the Denbighshire County Council website;

- *Conwy County Council;*
- *Flintshire County Council;*
- *Wrexham County Council*
- *The Church in Wales Diocese of St Asaph and the Wrexham Roman Catholic Diocesan Authority;*
- *Headteachers;*
- *Chairs and Clerks of Governors of all schools;*
- *All Denbighshire County Councillors;*
- *All Assembly Members and Members of Parliament;*
- *Internal Staff;*
- *City, Town and Community Councils;*
- *Welsh Strategic Group;*
- *School Business & Finance Managers*

4.4 It should be noted that current Home to School Transport Policy is not a clear and concise policy so considerable work has been done within the new policy to make it a fit for purpose document. This has resulted in anomalies existing in the current eligibility process.

4.5 Members need to consider:

1. The outcome of enforcing the new policy to remove all historic anomalies in the eligibility process
2. Implementation of central pick up points as detailed in paragraph 4.2 of the policy - there will be approximately 232 secondary pupils and 352 primary pupils directly affected by this change

4.6 In determining changes to policies the Learner Travel Information (Wales) 2009 regulations state that Local Authorities must:

- *Assess the travel needs of learners in their authority area*
- *Provide free home to school transport for learners of compulsory age attending primary school who live **2 miles** or further from their nearest suitable school*
- *Provide free home to school transport for learners of compulsory school age attending secondary school who live **3 miles** or further from their nearest suitable school*
- *Assess and meet the needs of 'looked after' children in their authority area*
- *Promote access to Welsh Medium Education*
- *Promote sustainable modes of travel*

4.7 The Timeline in *Appendix 1* outlines the full process undertaken for the review

4.8 The flowchart in *Appendix 2* outlines what the new process for transport eligibility will be.

## 5. How does the decision contribute to the Corporate Priorities?

5.1 The policy supports the priority of **“Improving Education”** whilst also ensuring that cost effectiveness and value for money are maintained

## 6. What will it cost and how will it affect other services?

6.1 The proposal will have a direct impact on the Passenger Transport Service. It is estimated that there will be a saving in the region of £303k as summarised in the table below. The full details of the proposals are shown in Appendix 3-5.

|                                              |                                                  |          | Cost per day £    | Potential Saving per day £ |
|----------------------------------------------|--------------------------------------------------|----------|-------------------|----------------------------|
| Appendix 3                                   | Removal of Secondary Home to pick up point taxis | per day  | 671.50            | 671.50                     |
|                                              |                                                  | per year | 127,585.00        | 127,585.00                 |
| Appendix 4                                   | Removal of Secondary Home to School taxis        | per day  | 1,298.49          | 762.99                     |
|                                              |                                                  | per year | 246,713.10        | 144,968.10                 |
| Appendix 5                                   | Removal of Primary Home to School taxis          | per day  | 3,057.94          | 160.75                     |
|                                              |                                                  | per year | 581,008.60        | 30,542.50                  |
| <b>Total Cost/Saving per day</b>             |                                                  |          | <b>5,027.93</b>   | <b>1,595.24</b>            |
| <b>Total Cost/Saving per year (190 days)</b> |                                                  |          | <b>955,306.70</b> | <b>303,095.60</b>          |

6.2 Please note that these savings may be subject to change depending on the outcome of the review of hazardous routes and from any payments made to parents for journeys as an alternative to providing free transport

## 7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

7.1 The EqIA undertaken in relation to the new policy demonstrates that no group is disproportionately disadvantaged as a result of these changes. The full EqIA can be found in *Appendix 6*.

## 8. What consultations have been carried out with Scrutiny and others?

8.1 Full consultation has been undertaken with all stakeholders detailed in Section 4 above and the findings from the Formal Consultation period will be presented to Cabinet on the 30<sup>th</sup> of September 2014.

## 9. Chief Finance Officer Statement

9.1 As shown in Appendix 1 Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop held in June this year. It was explained that as the service is currently overspending the review would aim to make savings in order to help bring the service into a break-even position. As such the possible savings identified in Section 6.1 will be kept

within the service in order to rectify the ongoing budget deficit. The position will be monitored closely and any savings over and above that needed for the service to break-even will be identified as corporate savings in future budget rounds

**10. What risks are there and is there anything we can do to reduce them?**

- 10.1 There is a strong possibility that the proposal could result in adverse publicity for the Council and in adverse public comments. To minimise this risk the Council will seek to ensure clear communication with all stakeholders.
- 10.2 If we do nothing then there will be an increased cost of School Transport with no mechanism for reducing what is already an overspent budget. If we do not adopt the revised policy then the overspend will certainly increase.

**11. Power to make the Decision**

- 11.1 School Standards and Organisations (Wales) Act 2013  
Education Act 2002  
Learner Travel Information (Wales) Regulations 2009  
Article 6.3.3(a) sets out Scrutiny's powers with respect to policy development and Article 6.3.4(b) details scrutiny's powers with respect to performance in relation to policy objectives.

**Contact Officer:**

Head of Customers and Education Support  
Tel: 01824 706226



## **Appendix 1 - Timeline of the review process**

**June 17th 2014** - Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop

**July 2014** - Education and Transport Officers undertook detailed work on the financial and operational aspects of the review to prepare Consultation documentation

**August 8<sup>th</sup> 2014** - Hard copies (Welsh and English) of Draft Policy sent to all parents via first class mail

**August 12<sup>th</sup> 2014** - Consultation published on the Denbighshire Website and press release completed

**August 13<sup>th</sup> 2014** - Email copies of consultation papers sent to all consultees as follows:

- *Conwy County Council;*
- *Flintshire County Council;*
- *Wrexham County Council*
- *The Church in Wales Diocese of St Asaph and the Wrexham Roman Catholic Diocesan Authority;*
- *Headteachers;*
- *Chairs and Clerks of Governors of all schools;*
- *All Denbighshire County Councillors;*
- *All Assembly Members and Members of Parliament;*
- *Internal Staff;*
- *City, Town and Community Councils;*
- *Welsh Strategic Group;*
- *School Business & Finance Managers*

**September 9<sup>th</sup> 2014** – Report to Full Council

**September 11<sup>th</sup> 2014** – Report to Communities Scrutiny

**September 12<sup>th</sup> 2014** - Consultation closes at 5pm

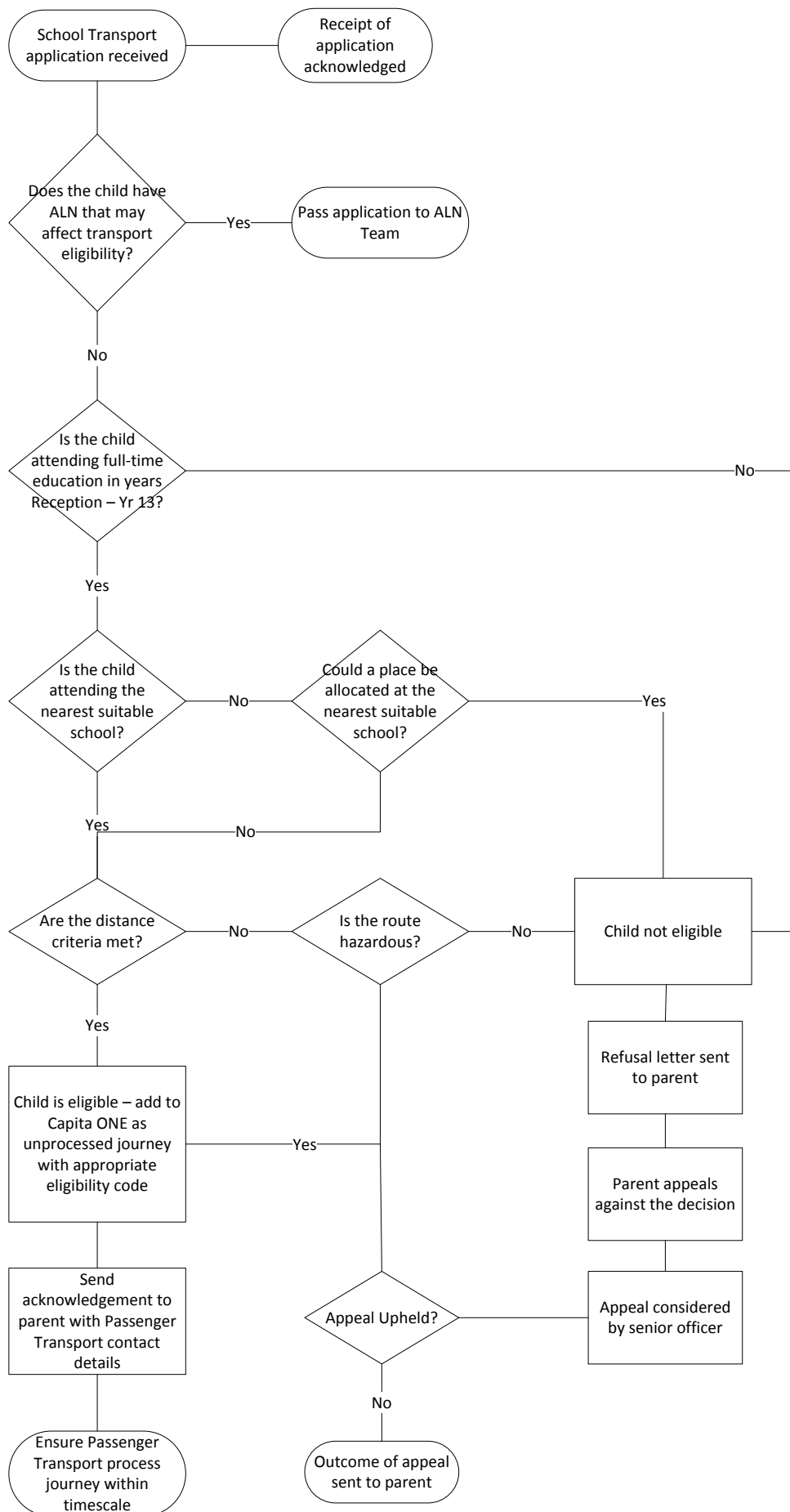
**September 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> 2014** - Consultation responses collated

**September 16<sup>th</sup> 2014** - Papers for Cabinet finalised

**September 30<sup>th</sup> 2014** – Report to Cabinet

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## Appendix 2 - Process for Transport Eligibility



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Appendix 3 – Removal of Secondary Home to pick up point taxis

| School           | Route no. | Number of pupils on route | No of Families      | Present pick up point     | Change in pick up point                 | Numbers from Pickup point |           | Cost per day £ | Potential Saving per day £ |  |  |                                              |                   |                   |
|------------------|-----------|---------------------------|---------------------|---------------------------|-----------------------------------------|---------------------------|-----------|----------------|----------------------------|--|--|----------------------------------------------|-------------------|-------------------|
|                  |           |                           |                     |                           |                                         | < 2 miles                 | < 3 miles |                |                            |  |  |                                              |                   |                   |
| Denbigh High     | 1         | 3                         | 3                   | Rhuallt                   | No                                      | 3                         | 0         | 25.00          | 25.00                      |  |  |                                              |                   |                   |
| Ysgol Brynhyfryd | 1         | 10                        | 63                  | Nant Clwyd Crossroads     | No                                      | 10                        | 0         | 14.50          | 14.50                      |  |  |                                              |                   |                   |
|                  | 2         | 5                         |                     | Pwllglas Community Centre | No                                      | 5                         | 0         | 38.00          | 38.00                      |  |  |                                              |                   |                   |
|                  | 2         | 1                         |                     | Llanfair                  | Yes - to meet X5                        | 1                         | 0         | -              | -                          |  |  |                                              |                   |                   |
|                  | 3         | 8                         |                     | Cyffylliog/Bontuchel      | No                                      | 8                         | 0         | 60.00          | 60.00                      |  |  |                                              |                   |                   |
|                  | 3         | 2                         |                     | Cyffylliog                | Yes - to Saron                          | 1                         | 1         | -              | -                          |  |  |                                              |                   |                   |
|                  | 4         | 1                         |                     | Tafarn y Gelyn            | No                                      | 1                         | 0         | 33.50          | 33.50                      |  |  |                                              |                   |                   |
|                  | 4         | 1                         |                     | Llanferres bus stop       | Yes - different bus stop                | 1                         | 0         | -              | -                          |  |  |                                              |                   |                   |
|                  | 5         | 5                         |                     | Corwen                    | No                                      | 0                         | 5         | 40.00          | 40.00                      |  |  |                                              |                   |                   |
|                  | 6         | 6                         |                     | Clawddnewydd              | No                                      | 6                         | 0         | 42.50          | 42.50                      |  |  |                                              |                   |                   |
|                  | 7         | 8                         |                     | Bod Petruel (nr Betws GG) | Yes - to Betws GG                       | 8                         | 0         | 70.00          | 70.00                      |  |  |                                              |                   |                   |
|                  | 8         | 13                        |                     | Rhyd-y-meudwy             | No                                      | 13                        | 0         | -              | -                          |  |  |                                              |                   |                   |
|                  | 8         | 1                         |                     | Rhyd-y-meudwy             | Yes - to Nant Clwyd crossroads          | 1                         | 0         | 49.00          | 49.00                      |  |  |                                              |                   |                   |
|                  | 9         | 4                         |                     | Rhyd-y-meudwy             | No                                      | 4                         | 0         | -              | -                          |  |  |                                              |                   |                   |
|                  | 9         | 4                         |                     | Rhyd-y-meudwy             | Yes - to meet bus D549C                 | 4                         | 0         | 45.00          | 45.00                      |  |  |                                              |                   |                   |
| 10               | 4         | Bryneglwys                | No                  | 4                         | 0                                       | 29.00                     | 29.00     |                |                            |  |  |                                              |                   |                   |
| 10               | 1         | Bryneglwys                | No                  | 0                         | 1                                       | -                         | -         |                |                            |  |  |                                              |                   |                   |
| 11               | 3         | Llandegla bus stop        | No                  | 3                         | 0                                       | 26.00                     | 26.00     |                |                            |  |  |                                              |                   |                   |
| 12               | 1         | Denbigh                   | Yes - to Llanraeadr | 1                         | 0                                       | 23.00                     | 23.00     |                |                            |  |  |                                              |                   |                   |
| Ysgol Dinas Bran | 1         | tbc                       | 12                  | Corwen                    | No                                      | All                       | 0         | 19.00          | 19.00                      |  |  |                                              |                   |                   |
|                  | 2         | 14                        |                     | Llidiart y Parc           | No                                      | 14                        | 0         | 38.00          | 38.00                      |  |  |                                              |                   |                   |
|                  | 3         | 1                         |                     | Corwen                    | No                                      | 1                         | 0         | 18.00          | 18.00                      |  |  |                                              |                   |                   |
|                  | 3         | 1                         |                     | Corwen                    | Yes - to Druid                          | 1                         | 0         | -              | -                          |  |  |                                              |                   |                   |
| Ysgol Y Berwyn   | 1         | 1                         | 6                   | Corwen                    | No                                      | 1                         | 0         | 37.00          | 37.00                      |  |  |                                              |                   |                   |
|                  | 1         | 7                         |                     | Corwen                    | Yes - to include Carrog and Glyndfrydwy | 7                         | 0         | -              | -                          |  |  |                                              |                   |                   |
| Ysgol Glan Clwyd | 1         | 4                         | 8                   | Various                   | Yes - to Prion Chapel                   | 4                         | 0         | 64.00          | 64.00                      |  |  |                                              |                   |                   |
|                  | 1         | 4                         |                     | Various                   | Yes - to Nantglyn                       | 4                         | 0         | -              | -                          |  |  |                                              |                   |                   |
|                  | 1         | 3                         |                     | Various                   | Yes - Lenten Pool, Denbigh              | 3                         | 0         | -              | -                          |  |  |                                              |                   |                   |
| <b>Total</b>     |           |                           |                     |                           |                                         |                           |           | <b>116</b>     | <b>92</b>                  |  |  | <b>Total Cost/Saving per day</b>             | <b>671.50</b>     | <b>671.50</b>     |
|                  |           |                           |                     |                           |                                         |                           |           |                |                            |  |  | <b>Total Cost/Saving per year (190 days)</b> | <b>127,585.00</b> | <b>127,585.00</b> |

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Appendix 4 – Removal of Secondary Home to School taxis

| School           | Route number | Number of pupils on route      | No of Families                      | Area                        | Suggested pick up point             | Numbers from Pickup point                    |           | Cost per day £    | Potential Saving per day £ | Comments                               |
|------------------|--------------|--------------------------------|-------------------------------------|-----------------------------|-------------------------------------|----------------------------------------------|-----------|-------------------|----------------------------|----------------------------------------|
|                  |              |                                |                                     |                             |                                     | < 2 miles                                    | < 3 miles |                   |                            |                                        |
| Ysgol Brynhyfryd | 1            | 6                              | 52                                  | Llanbedr                    | The Griffin, Llanbedr               | 6                                            | 0         | 34.00             | 34.00                      |                                        |
|                  | 2            | 2                              |                                     | Denbigh                     | No alternative                      | 0                                            | 0         | 40.00             | -                          | Managed Transfer                       |
|                  | 3            | 3                              |                                     | Rhyl/Prestatyn              | No alternative                      | 0                                            | 0         | 71.50             | -                          | Looked After Children                  |
|                  | 4            | 6                              |                                     | Various around Llanarmon    | Move onto other routes              | 6                                            | 0         | 92.00             | 92.00                      | Need to check if these are SEN         |
|                  | 5            | 7                              |                                     | Gellifor/Llanbedr           | The Griffin, Llanbedr               | 7                                            | 0         | 39.00             | 39.00                      |                                        |
|                  | 6            | 6                              |                                     | Denbigh/Llandyrnog/Rhewl    | Rhewl/Llandyrnog                    | 6                                            | 0         | 32.49             | 32.49                      | Use existing routes                    |
|                  | 7            | 8                              |                                     | Clocaenog/Llanfwrog         | Clocaenog and Llanfwrog             | 8                                            | 0         | 42.50             | 42.50                      |                                        |
|                  | 8            | 1                              |                                     | Cyffylliog                  | No alternative                      | 0                                            | 0         | 145.00            | -                          | Requires van with tail lift            |
|                  | 9            | 10                             |                                     | Melin y Wig to Clawddnewydd | Existing bus routes                 | 10                                           | 0         | 47.00             | 47.00                      |                                        |
|                  | 10           | 17                             |                                     | Llanynys/Llanrhaeadr        | Llanrhaeadr                         | 17                                           | 0         | 94.00             | 94.00                      |                                        |
| Denbigh High     | 1            | 3                              | 10                                  | Peniel                      | Nantglyn                            | 3                                            | 0         | 63.00             | 63.00                      |                                        |
|                  | 2            | 8                              |                                     | Rhyl to Denbigh             | Various                             | 8                                            | 0         | 86.00             | 86.00                      | Need to check any SEN requirements     |
| Ysgol Glan Clwyd | 1            | 4                              | 10                                  | Denbigh                     | Denbigh                             | 4                                            | 0         | 95.00             | -                          | Savings due to smaller vehicle         |
|                  | 1            | 8                              |                                     | Llandyrnog                  | No alternative                      | 0                                            | 0         | -                 | -                          |                                        |
| Ysgol Dinas Bran | 1            | 1                              | 1                                   | Cynwyd                      | Cynwyd - in village                 | 1                                            | 0         | 63.00             | 63.00                      |                                        |
| St Brigids       | 1            | 6                              | 39                                  | Waen/Bodfari                | Bodfari                             | 6                                            | 0         | 28.00             | 28.00                      |                                        |
|                  | 2            | 3                              |                                     | Trefnant/Henllan            | Trefnant                            | 3                                            | 0         | 18.00             | 18.00                      |                                        |
|                  | 2            | 2                              |                                     | Trefnant/Henllan            | Trefnant                            | 0                                            | 2         | -                 | -                          |                                        |
|                  | 3            | 3                              |                                     | Llewenni                    | No alternative                      | 3                                            | 0         | 70.00             | -                          | Less than 1 mile, but hazardous route  |
|                  | 3            | 5                              |                                     | Tremeirchion                | Tremeirchion                        | 5                                            | 0         | -                 | -                          | Possible meeting place in the village  |
|                  | 3            | 2                              |                                     | Rhuallt                     | No alternative                      | 0                                            | 0         | -                 | -                          | Savings using smaller vehicle          |
|                  | 3            | 1                              |                                     | Tremeirchion                | Existing bus route                  | 1                                            | 0         | -                 | -                          |                                        |
|                  | 4            | 2                              |                                     | Peniel                      | Lenten Pool, Denbigh                | 0                                            | 2         | 24.00             | -                          |                                        |
|                  | 4            | 2                              |                                     | Saron                       | No alternative                      | 0                                            | 0         | -                 | -                          |                                        |
|                  | 5            | 6                              |                                     | Ruthin/Vale of Clwyd        | No alternative                      | 0                                            | 0         | 90.00             | -                          | May be savings if smaller vehicle used |
|                  | 5            | 7                              |                                     | Ruthin/Vale of Clwyd        | Only if existing points will change | 7                                            | 0         | -                 | -                          |                                        |
|                  | 5            | 1                              |                                     | Ruthin/Vale of Clwyd        | Llanrhaeadr bus stop                | 0                                            | 1         | -                 | -                          |                                        |
|                  | 6            | 5                              |                                     | Ruthin                      | Need to change stimes of X5 service | 5                                            | 0         | 46.00             | 46.00                      |                                        |
| 7                | 5            | Bryn SM, Llanfwrog, Llanraeadr | Need to change stimes of X5 service | 5                           | 0                                   | 78.00                                        | 78.00     |                   |                            |                                        |
| <b>Total</b>     |              | <b>140</b>                     | <b>112</b>                          |                             |                                     | <b>Total Cost/Saving per day</b>             |           | <b>1,298.49</b>   | <b>762.99</b>              |                                        |
|                  |              |                                |                                     |                             |                                     | <b>Total Cost/Saving per year (190 days)</b> |           | <b>246,713.10</b> | <b>144,968.10</b>          |                                        |

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Appendix 5 - Introduction of Central Pick up points for Primary

| School                                           | Route number | Number of pupils on route | Area                             | Suggested pick up point                      | From School  | Cost per day £    | Potential Saving per day £ | Comments                                                                 |
|--------------------------------------------------|--------------|---------------------------|----------------------------------|----------------------------------------------|--------------|-------------------|----------------------------|--------------------------------------------------------------------------|
|                                                  |              |                           |                                  |                                              | < 2 miles    |                   |                            |                                                                          |
| Ysgol Dewi Sant, Rhyl                            | 1            | 14                        | Bodelwyddan / St Asaph           | Already in use                               | Various      | 38.36             | -                          | Timetabled bus                                                           |
|                                                  | 2            | 12                        | Rhuddlan / Dyserth               | Already in use                               | Various      | 134.50            | -                          | Timetabled bus                                                           |
| Ysgol Mair, Rhyl                                 | 1            | 6                         | Prestatyn / Melidan              | Victoria Road                                | > 2          | 46.00             | 3.00                       | Variation in mileage                                                     |
| Ysgol Y Foryd, Towynt                            | 1            | 1                         | Rhyl                             | Non suitable                                 | -            | 35.00             | -                          |                                                                          |
| Ysgol Clawdd Offa, Prestatyn                     | 1            | 7                         | Rhyl                             | Aldi Car Park                                | > 2          | 24.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 2            | 3                         | Rhyl / Prestatyn                 | Robin Hood Camp                              | -            | 35.00             | 1.75                       | Variation in mileage                                                     |
| Ysgol Trelawnyd                                  | 1            | 1                         | Prestatyn                        | Non suitable                                 | > 2          | 30.00             | -                          |                                                                          |
| Ysgol Hiraddug, Dyserth                          | 1            | 8                         | Cwm / Rhuallt                    | Could pick up 6 pupils in Cwm                | > 2 or HR    | 42.50             | 1.00                       | Variation in mileage                                                     |
|                                                  | 2            | 4                         | Rhuddlan                         | Bryn Ffynnon                                 | > 2          | 30.00             | 3.25                       | Variation in mileage.                                                    |
| Ysgol y Faenol, Bodelwyddan                      | 1            | 1                         | St Asaph                         | Non suitable                                 | > 2          | 14.90             | -                          |                                                                          |
| Ysgol Cefn Meiriadog                             | 1            | 5                         | St Asaph                         | Non suitable                                 | -            | 29.00             | -                          |                                                                          |
| Ysgol St George                                  | 1            | 4                         | Groesfordd Marli                 | Non suitable                                 | > 2          | 74.00             | -                          |                                                                          |
| Ysgol Llanefydd                                  | 1            | 3                         | Groesfordd Marli                 | Cefn Meiriadog school                        | -            | 99.00             | 3.00                       | Variation in mileage                                                     |
| Ysgol Trefnant                                   | 1            | 3                         | Rhuallt / St Asaph               | Cathedral car park                           | > 2          | 49.00             | 4.00                       | Variation in mileage                                                     |
|                                                  | 2            | 1                         | Denbigh                          | ATS car park (with permission)               | > 2          | -                 | 1.50                       | Variation in mileage                                                     |
| Ysgol Tremeirchion                               | 1            | 10                        | Rhuddlan / St Asaph / Trefnant   | St Asaph then Trefnant                       | > 2 or HR    | 62.00             | 3.00                       | Variation in mileage                                                     |
|                                                  | 2            | 5                         | Trefnant / Bodfari               | Trefnant then Bodfari                        | > 2          | 71.00             | 6.00                       | Variation in mileage                                                     |
|                                                  | 3            | 8                         | Rhuallt / Dyserth / Tremeirchion | 5 at Rhuallt                                 | < 2 HR       | 65.00             | -                          |                                                                          |
|                                                  | 4            | 1                         | St Asaph                         | Non suitable                                 | > 2          | 42.00             | -                          |                                                                          |
| Ysgol Bodfari                                    | 1            | 6                         | Tremeirchion / Bodfari           | Non suitable                                 | 1.5 - 3.5 HR | 29.00             | -                          |                                                                          |
| Ysgol Pendref, Denbigh                           | 1            | 1                         | Henllan                          | Non suitable                                 | > 2          | 31.00             | -                          |                                                                          |
| Ysgol Twm o'r Nant, Denbigh                      | 1            | 7                         | Llandyrnog                       | White Horse, Llandyrnog                      | < 2 HR       | 45.00             | 4.50                       | Variation in mileage                                                     |
|                                                  | 2            | 15                        | St Asaph / Trefnant              | Clwydiant car park                           | -            | 58.00             | 2.50                       | Variation in mileage                                                     |
|                                                  | 3            | 3                         | Denbigh                          | Morrisons                                    | -            | 27.00             | 6.00                       | Variation in mileage                                                     |
|                                                  | 4            | 11                        | St Asaph                         | Clwydiant car park                           | -            | 40.00             | 4.00                       | Variation in mileage                                                     |
| Ysgol Pant Pastynog, Prion                       | 1            | 14                        | Denbigh                          | Myddleton Park / En route                    | > 2          | 109.00            | 1.50                       | Variation in mileage                                                     |
|                                                  | 2            | 9                         | Denbigh / Llanrhaeadr / Prion    | Myddleton Park / En route                    | > 2 or HR    | 35.00             | 8.00                       | Variation in mileage                                                     |
|                                                  | 3            | 8                         | Peniel                           | Non suitable                                 | < 2 HR       | 39.90             | -                          |                                                                          |
|                                                  | 4            | 4                         | Saron                            | Saron                                        | > 2 or HR    | 28.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 5            | 12                        | Nantglyn                         | Nantglyn                                     | > 2          | 79.40             | 5.50                       | Variation in mileage                                                     |
| Ysgol Bro Cnmeirch, Llanrhaeadr                  | 1            | 5                         | Llandyrnog / Hendrewydd / Rhewl  | Llandyrnog                                   | > 2          | 40.00             | 5.00                       | Variation in mileage                                                     |
| Ysgol Rhewl                                      | 1            | 1                         | Llanynys                         | Non suitable                                 | < 2 HR       | 31.00             | -                          |                                                                          |
|                                                  | 2            | 10                        | Cyffylliog area                  | Cyffylliog village                           | > 2          | 31.00             | 1.00                       | Variation in mileage                                                     |
| Ysgol Borthyn, Ruthin                            | 1            | 2                         | Cyffylliog area                  | Bontuchel                                    | > 2          | 39.00             | 4.00                       | Variation in mileage                                                     |
| Ysgol Penrhys, Ruthin                            | 1            | 8                         | Llangynhafal / Gellifor          | Non suitable                                 | > 2          | 40.00             | -                          |                                                                          |
|                                                  | 2            | 6                         | Llanferres area                  | Llanferres / Four Crosses                    | > 2          | 33.33             | 6.00                       | Variation in mileage                                                     |
|                                                  | 3            | 2                         | Llanbedr                         | Llanbedr                                     | > 2 or HR    | 33.33             | 2.00                       | Variation in mileage                                                     |
|                                                  | 4            | 7                         | Rhewl / Llanbedr area            | Rhewl, Llanbedr villages                     | > 2 or HR    | 33.34             | 3.50                       | Variation in mileage                                                     |
|                                                  | 5            | 3                         | Llandegla                        | The Crown, Llandegla                         | > 2          | 22.00             | 3.00                       | Variation in mileage                                                     |
| Ysgol Bro Cnmeirch, Llanarmon and Llanferres     | 1            | 7                         | Eryrys / Graianrhyd              | Can pick up in villages                      | > 2 or HR    | 48.75             | 1.50                       | Variation in mileage                                                     |
|                                                  | 2            | 23                        | Graianrhyd / Llanarmon area      | Non suitable                                 | > 2 or HR    | 48.75             | -                          | Single minibus makes several journeys                                    |
|                                                  | 3            | 2                         | Llanarmon Road, Llanferres       | Llanferres                                   | > 2          | 48.75             | 1.50                       | Variation in mileage                                                     |
| Ysgol Llanfair                                   | 1            | 22                        | Pwllglas                         | Already in use                               | < 2 HR       | 70.00             | -                          | Timetabled bus                                                           |
|                                                  | 2            | 6                         | Ruthin / Llanfair area           | Non suitable                                 | < 2 HR       | 45.00             | -                          |                                                                          |
|                                                  | 3            | 7                         | Ruthin / Pwllglas area           | Non suitable                                 | < 2 HR       | 51.00             | -                          |                                                                          |
|                                                  | 4            | 7                         | Graigfechan / Llanfair           | Non suitable                                 | < 2 HR       | 29.00             | -                          |                                                                          |
|                                                  | 5            | 4                         | Bryneglwys / Llandegla           | Bryneglwys garage                            | > 2          | 45.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 6            | 2                         | Llanbedr                         | Rose Cottage                                 | > 2          | 15.00             | 1.25                       | Variation in mileage                                                     |
|                                                  | 7            | 3                         | Derwen                           | Bryn SM                                      | > 2          | 45.00             | 2.00                       | Variation in mileage                                                     |
| Ysgol Pentrecelyn                                | 1            | 3                         | Graigfechan / Pentrecelyn        | Variation minimal                            | < 1 HR       | 13.62             | -                          |                                                                          |
|                                                  | 2            | 8                         | Llanellidan / Pentrecelyn        | Rhydymedwys                                  | > 2          | 29.50             | 4.50                       | Variation in mileage                                                     |
|                                                  | 3            | 13                        | Llanellidan area                 | Rhydymedwys                                  | > 2 or HR    | 99.29             | 4.00                       | Variation in mileage                                                     |
|                                                  | 4            | 7                         | Llandegla                        | Llandegla                                    | > 2 or HR    | 39.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 5            | 4                         | Rhydymedwys area                 | Glan Hespri crossroads                       | > 2 or HR    | 50.00             | 3.50                       | Variation in mileage                                                     |
| Ysgol Dyffryn Ial, Llandegla                     | 1            | 8                         | Corwen / Bryneglwys              | Corwen then Bryneglwys                       | > 2          | 47.00             | 7.50                       | Variation in mileage                                                     |
| Ysgol Cloacaog                                   | 1            | 12                        | Llandegla area                   | Llandegla area                               | < 2 HR       | 47.00             | -                          |                                                                          |
|                                                  | 2            | 10                        | Clawwnwydd / Cloacaog            | 9 - Clawddnewydd village                     | < 2 HR       | 60.00             | 2.50                       | Variation in mileage                                                     |
| Ysgol Cyffylliog                                 | 1            | 13                        | Derwen                           | Derwen village                               | > 3          | 44.00             | 3.50                       | Variation in mileage                                                     |
| Ysgol Bryn Collen / Ysgol Y Gwernant, Llangollen | 1            | 6                         | Bontuchel / Cyffylliog           | Non suitable                                 | > 2 or HR    | 70.00             | -                          |                                                                          |
|                                                  | 2            | 3                         | Corwen / Bryn SM                 | Non suitable                                 | > 2 or HR    | 30.00             | -                          |                                                                          |
| Ysgol Bro Elwern, Gwyddelwern                    | 1            | 6                         | Carrog / Corwen                  | Carrog                                       | > 2 or HR    | 30.00             | 4.50                       | Variation in mileage                                                     |
|                                                  | 3            | 10                        | Corwen                           | Clawdd Poncen, Corwen                        | < 2 HR       | 30.00             | 1.00                       | Variation in mileage                                                     |
| Ysgol Betws GG                                   | 1            | 12                        | Melin-y-Wig / Betws GG           | 8 from Melin-y-Wig                           | > 2 or HR    | -                 | -                          |                                                                          |
| Ysgol Caer Drewyn                                | 1            | 5                         | Llandrillo / Corwen              | Rhug Estate / Corwen                         | > 2 or HR    | 18.00             | 4.00                       | Variation in mileage                                                     |
|                                                  | 2            | 12                        | Corwen                           | Already in use                               | -            | -                 | -                          | Timetabled bus                                                           |
| Ysgol Bryn Collen / Ysgol Y Gwernant, Llangollen | 1            | 9                         | Llantysilio / Pentre Dwr         | Could pick up on route                       | > 2          | 69.00             | 10.00                      | Variation in mileage                                                     |
|                                                  | 2            | 4                         | Llantysilio / Llangollen         | Could pick up on route                       | > 2          | 42.00             | 6.00                       | Variation in mileage                                                     |
|                                                  | 3            | 14                        | Glyndyfrdwy                      | Butterfly Farm                               | > 2          | 41.00             | 4.50                       | Variation in mileage                                                     |
|                                                  | 4            | 1                         | Berwyn                           | Berwyn village                               | > 2          | with Secondary    | 2.00                       | Variation in mileage                                                     |
|                                                  | 5            | 3                         | Vivod                            | Non suitable                                 | > 2          | with Secondary    | -                          | Variation in mileage                                                     |
|                                                  | 6            | 2                         | Eghwysseg                        | Britannia Inn                                | > 2          | with Secondary    | 4.00                       | Variation in mileage                                                     |
| Ysgol Bro Dyffrydwy, Cymwyd                      | 1            | 20                        | Corwen                           | Non suitable                                 | > 2 or HR    | 106.72            | -                          | Two buses at present, one bigger bus may not be any more cost effective. |
|                                                  | 2            | 7                         | Druid, Cymwyd                    | Pick up together                             | -            | -                 | 4.00                       |                                                                          |
|                                                  | 3            | 14                        | Llandrillo                       | Llandrillo village                           | > 2 or HR    | -                 | -                          | New Contract                                                             |
| <b>Total</b>                                     |              | <b>521</b>                |                                  | <b>Total Cost/Saving per day</b>             |              | <b>3,057.94</b>   | <b>160.75</b>              |                                                                          |
|                                                  |              |                           |                                  | <b>Total Cost/Saving per year (190 days)</b> |              | <b>581,008.60</b> | <b>30,542.50</b>           |                                                                          |

\*\*HR - Hazardous Route

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Appendix 6

# Review of Home to School Transport Policy

22<sup>nd</sup> Sept 2014

Equality Impact Assessment

# Review of Home to School Transport Policy.

**Contact:** Jackie Walley, Head of Customers & Education Support

**Updated:** 22/09/2014

## 1. What type of proposal / decision is being assessed?

A new or revised policy

## 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The purpose of the report is to consult on the proposed changes to the Home to School Transport Policy.

The report recommends that agreement is given to implement the content of the new policy.

## 3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

## 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

*(Please refer to section 1 in the toolkit for guidance)*

The consultation process was undertaken over a period of 5 weeks and included Elected Members, Schools and Parents. Full details are contained in the Cabinet report.

- 5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**  
*(Please refer to section 1 in the toolkit for a description of the protected characteristics)*

N/A

- 6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?**

The review does not impact disproportionately on any of these groups.

- 7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.**

|    |           |
|----|-----------|
| No | No impact |
|----|-----------|

- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

|     |  |
|-----|--|
| Yes |  |
|-----|--|

| Action(s)                                                                                                                                                                                                                                                                                                                   | Owner                  | By when?     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|
| Parents will be required to make arrangements to transport children to their nearest pick up point where applicable within a 2mile/3mile distance for primary/secondary respectively.<br><br>DCC has no statutory responsibility to transport below these distances. Parental responsibility will always be most important. | Education Support, DCC | <01/09/2015> |
| Existing Central Pick up points may not be safe and effective for the numbers of learners affected by the change<br><br>The Authority will ensure that central pick up points are reviewed and amended where appropriate.                                                                                                   | Education Support, DCC | <01/09/2015> |

|                                                                                                                                                                                                                                                                                                                                                              |                               |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|
| <p>The policy will negatively affect families on low income that are unable to drive pupils to central pick up points</p> <p>All pick up points will be located within a suitable walking distance. If the location is deemed hazardous then children will be transported from home to pick up point or home to school whichever is the lesser of the 2.</p> | <p>Education Support, DCC</p> | <p>&lt;01/09/2015&gt;</p> |
|                                                                                                                                                                                                                                                                                                                                                              |                               |                           |

**9. Declaration**

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

**Review Date:**

| Name of Lead Officer for Equality Impact Assessment | Date                      |
|-----------------------------------------------------|---------------------------|
| Jackie Walley                                       | 22 <sup>nd</sup> Aug 2014 |

**Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.**

\_\_\_\_\_

# **Denbighshire County Council Home to School Transport Policy**

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**Revised: August 2014**

**Version: Draft for Consultation**

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## 1. INTRODUCTION

1.1. Local Authorities are required to follow the legal framework related to travel and transport provisions for learners as set out in the Education Act 1996 and the Learner Travel Measure 2014.

1.2. Local Authorities must:

- Assess the travel needs of learners in their authority area
- Provide free home to school transport for learners of compulsory age attending primary school who live **2 miles** or further from their nearest suitable school
- Provide free home to school transport for learners of compulsory school age attending secondary school who live **3 miles** or further from their nearest suitable school
- Assess and meet the needs of 'looked after' children in their authority area
- Promote access to Welsh Medium Education
- Promote sustainable modes of travel

1.3. The Local Authority will endeavour to provide efficient and cost effective transport to those pupils who qualify under this policy, and we will make every effort to ensure that this is maintained at all times.

1.4. There may be circumstances where alternative provision would prove more cost effective than that stated in the policy and the Local Authority reserves the right to apply discretion where appropriate if it can be demonstrated that it is more cost effective to do so.

## 2. DEFINITIONS

2.1 A **qualifying school** falls within one of the categories set out below:

- (a) a community, controlled, foundation or voluntary aided school
- (b) a non-maintained special school
- (c) a pupil referral unit
- (d) an independent school named in a statement of special educational needs
- (e) a voluntary aided trust school

2.2 The **nearest suitable school** is a school that provides education appropriate to the age, ability, and aptitude of the learner, and also taking into account any learning difficulties that they may have. It will normally be the school in the area the learner resides, or another school (e.g. out of county) if closer to home by the nearest available walking route.

2.3 **Walking distance** is defined as the shortest available distance from their home to nearest suitable schools. These are:

- (a) 2 miles for a primary school
- (b) 3 miles for a secondary school

The measurement of the walking distance is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk in reasonable safety. As such, the route measured may include footpaths, bridleways and other pathways, as well as adopted roads. Walking Distance will be measured from the home boundary gate to the nearest school gate using the Authority's chosen software package.

2.4 **Looked after child (LAC)** is the term used within the Children Act 1989 to describe a person (under the age of 18) who is in the care of a Local Authority in the exercise of its social services functions

2.5 **Hazardous route** is a route that falls within the **walking distance** and is considered to be unsafe for a learner to walk alone or with an accompanying adult. Routes are categorised as hazardous following a formal inspection by the relevant Education and Highways & Environmental Services Officers.

2.6 **Dual residency** is where a Learner has more than one home (place of residency).i.e. through parental separation, foster care or other carer.

### **3. STATUTORY TRANSPORT**

#### **3.1 Background**

Local Authorities are required by statute to follow the legal framework related to travel and transport provision for learners as detailed in the Education Act 1996 and the Learner Travel Measure. Assessing the needs of learners does not mean providing free transport; learners must meet the entitlement criteria set out in the policy. The categories by which a learner is entitled to free transport are set out in paragraphs 3.2 to 3.9.

#### **3.2 Nearest Suitable School**

The Local Authority will provide free transport to learners only if they are attending their nearest suitable school unless there are exceptions by virtue of the criteria in 3.3 to 3.9. Central pick up points will apply in these cases (see paragraph 4.2)

#### **3.3 Parental Preference**

Parents have the right to express a preference for admission of their child to any school, subject to available places. If the application is accepted, the parent loses their right to apply for free transport if it is not their nearest school, unless they meet any of the other criteria detailed in paragraphs 3.4 to 3.9

#### **3.4 School Admissions**

If a parent has been unable to secure a place for their child at their nearest qualifying school then free transport will be provided to the next nearest available qualifying school, if the distance criteria are met

#### **3.5 Walking Distance**

Transport will not be provided to learners if the distance from their home to school is less than:

- (a) 2 miles for Primary School pupils
- (b) 3 miles for Secondary School pupils

This is applicable to all pupils including those with SEN.

### **3.6 Hazardous Routes**

The Local Authority will allow transport to school, for pupils who live below the statutory qualifying distance detailed in 3.5 above, if the route is deemed hazardous. Central pick up points will still apply (see 4.2). Door-to-door transport will only apply if the distance to the nearest pick-up point is greater than the qualifying distances of 2 and 3 miles in primary and secondary respectively. This does not apply in cases where parents have exercised their right to parental preference as detailed in 3.3 above.

### **3.7 Special Educational Needs (SEN)**

The Local Authority will endeavour to make suitable and relevant educational provision for all children with special needs to ensure they are able to develop to their maximum potential. Level of need is assessed by the Education Moderation Panel which informs the type/level of transport that that will be provided. Transport will be then be provided in line with the advice given and reviewed on an annual basis.

### **3.8 Looked After Children**

The Authority will apply the same age and distance criteria to learners who are Looked after Children as they would to those who are not Looked After. The nearest school criteria do not however apply, as it is within our powers to ensure that a Looked after Child is placed according to their individual circumstances with the minimum of disruption ensuring continuity in education with friends or siblings while maintaining child wellbeing.

### **3.9 Dual Residency**

The Local Authority will provide transport from both residences provided the school is the nearest suitable school from the main residence. If the criteria defined in 3.2 cannot be executed, then the Authority will apply its discretionary powers to provide such transport. If the second residence is in another Local Authority area then it is the responsibility of that Authority to arrange transport for that route. Proof of dual residency must be provided and main residence will be the property to which child benefit is paid

## **4. DISCRETIONARY TRANSPORT**

### **4.1 Background**

Discretionary travel provisions give Local Authorities the power to make any arrangement they think fit to facilitate the travel of learners to and from a place where they receive education or training. This power only applies to a learner living or studying in the Authority's area. A Local Authority does not have to apply discretionary powers but if they do they must ensure they are detailed in the Home to School Transport Policy. These discretionary arrangements can be withdrawn by the Local Authority provided the change is notified before 1st October of the year preceding the academic year to which the change will come into force. The categories by which a child is entitled to discretionary transport are set out in paragraphs 4.2 to 4.9.

### **4.2 Central Pick up Points**

For those learners who qualify for transport based on the walking distance criteria detailed in 3.2 above, there will be an expectation that they will depart from a pre-determined pick up point located within the walking distances detailed in 3.5. The pick-up points are shown in Appendix 1. The Local Authority reserves the right to review these pick up points subject to ensuring a safe route is maintained at all times and subject to ensuring the most cost effective provision is in place. It is the parent's responsibility to ensure that the child reaches the pick-up destination in a timely manner and that they board the vehicle safely. Parents must ensure there is a responsible person at the drop off point to meet the child upon departure from the relevant mode of transport. If a responsible person is not at the pick-up point when the child returns on the journey home then additional costs will be recharged to the parents and it may be necessary for Officers to seek guidance from Social services and if required, arrange for the child to be taken to a Local Authority place of care.

### **4.3 Home pick-up points**

There may be circumstances where there isn't a suitable pick up point available, in which case a home pick up point may be agreed but these will be in exceptional cases.

### **4.4 Faith Education**

The Authority will provide discretionary transport to the nearest Faith school even if it is not their nearest qualifying school.

#### 4.4 Welsh Medium Education

The Authority will provide discretionary transport to the nearest school providing Welsh medium education even if it is not their nearest qualifying school. For this purpose, it would be a school which is categorised as 1 or 2 within the Welsh Government guidelines on Welsh Medium Provision. As of September 2014, within Denbighshire this would be:

##### Welsh Medium Category 1:

- Ysgol Glan Clwyd - Secondary
- Ysgol y Llys - Primary
- Ysgol Twm o’r Nant - Primary
- Ysgol Henllan - Primary
- Ysgol Tremeirchion - Primary
- Ysgol Dewi Sant - Primary
- Ysgol Gymraeg y Gwernant – Primary
- Ysgol Pantpastynog - Primary
- Ysgol Bro Dyfrdwy - Primary
- Ysgol Bro Elwern - Primary
- Ysgol Carreg Emlyn - Primary
- Ysgol Bro Cinmeirch - Primary
- Ysgol Betws Gwerfil Goch - Primary
- Ysgol Pen Barras - Primary
- Ysgol Pentrecelyn - Primary

##### Bilingual Category 2:

- Ysgol Brynhyfryd - Secondary
- Ysgol Dinas Bran - Secondary
- Ysgol Rhewl - Primary
- Ysgol Dyffryn Iâl - Primary
- Ysgol Llanfair - Primary

Please note that if the nearest Welsh Medium School is outside of the county in which the learner resides then transport would still be provided accordingly.

We will not provide transport where a preference for bilingual education is made. Preferences will only be considered against Welsh Medium or English Medium.

#### **4.5 Nursery/Reception Class**

The Authority does not provide transport for children attending nursery school or nursery classes at the age of 3. Transport is provided from the commencement of the school year in which the child attains the age of 5.

#### **4.6 Post 16 Education**

The Local Authority will provide discretionary transport beyond statutory school age where a Denbighshire Learner resides over 3 miles from the nearest suitable school or college. The learner must be studying full time and be less than 19 years of age on 1st September of the academic year in which the course is taken. Transport will be provided to the Secondary School which is designated by the Authority to serve the Learner's home address or to the nearest school/college. Transport between learning establishments is provided through the 14-19 Learning Network, as detailed in 4.7 below.

#### **4.7 14-19 Learning Network**

The Authority currently makes provision for a network of transport routes in between some schools and colleges to allow access to a comprehensive range of educational courses. Transport will be provided free of charge when a Learner must travel between establishments to access the necessary courses.

#### **4.8 Out of School Clubs**

The Authority will not provide transport to or from out of school clubs (i.e. breakfast club & after school club) or extra-curricular activities that fall outside the statutory curriculum. It is the parent's responsibility to ensure that appropriate arrangements are put in place if these services are accessed.

#### **4.9 Moving Home**

In cases where a learner moves home part way through the academic year transport will not be continued if they are no longer attending their nearest suitable school unless it is part way through a GCSE year, in which case we will continue to provide discretionary transport until the academic years have been completed. This will not apply where a parent has previously exercised its parental preference as detailed in 3.3. The Local Authority also reserves the right to test the reasonableness of the transport requirement.



#### **4.10 School Reorganisation**

In cases where school reorganisation has taken place, the Local Authority will provide free transport for a specified period following the closure/change in status of a school.

#### **4.11 Concessionary Transport**

The Authority will consider concessionary transport if a learner does not qualify for free transport against any of the criteria detailed in this policy but could be placed on an existing contract transport route that has empty seats. The following circumstances would however apply:

- (a) A reasonable charge per term will be applied. We will review this annually
- (b) Concessions may be withdrawn at short notice when seats become unavailable
- (c) Concessionary passes cannot be issued at short notice at the start of the academic year as it is necessary to identify whether there are surplus places on contract vehicles
- (d) Concessionary fares cannot be offered where public transport runs alongside school transport

#### **4.12 Managed Transfers**

Transport will be provided for all managed transfers for the life of the transfer whether long- or short-term.

#### **4.13 Other Support**

The Head of Education reserves the right to apply discretionary powers to award free transport in cases related to the safeguarding of a learner or where there is likely to be significant detrimental impact to that learner's welfare. Transport on medical grounds may also be applicable under these criteria, including cases where the parent has a disability that restricts the ability of a learner to travel to school without transport. Cases of temporary housing will also apply under this criteria. This will ensure that learners can continue in their nearest qualifying school with the minimum of disruption or alternative schools where applicable.

## **5. Mode of Transport**

5.1 The Authority will endeavour to provide the most suitable mode of transport for all learners that are safe and provides the most cost effective method of provision. This may be via bus, minibus, coach or taxi school contracts or existing public transport.

5.2 There may be circumstances where parents are offered a nominal payment towards the cost of transporting pupils for one return trip if it is deemed more cost effective than providing school transport. This will be reviewed annually.

## 6. APPLICATION PROCESS

6.1 You can apply online at <https://www.denbighshire.gov.uk/schooltransport> or alternatively you can download an application and send to us at the address detailed on the form

6.2 If your circumstances change and you are applying for transport during the school year, please do so as soon as you can after your new address is confirmed. Provided your home address and the school attended do not change, please note there is no need to re-apply for school transport every year unless you are a Year 11 learner entering into Sixth Form.

6.3 We will let you know if your application for school transport has been successful within 15 working days of receiving your application form. If you are successful, you will receive details of pick-up times and locations during the summer holidays for September starts or as soon as possible for applications mid-school year.

6.4 Full details of all transport related issues can be found in the Denbighshire Parent Handbook  
<https://www.denbighshire.gov.uk/en/resident/education/denbighshire-schools-2014-15-en.pdf>

## 7. APPEALS

7.1 The parent, guardian or carer will normally be notified in writing within 15 working days of an unsuccessful application. The refusal will provide details of their right of appeal.

7.2 The parent, guardian or carer can put their appeal in writing to [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) stating their reasons for appealing against the decisions.

7.3 An Independent Officer will consider the appeal against the Home to School Transport Policy and make a decision based on the information provided.

7.4 The parent, guardian or carer will be notified of the outcome of their appeal in writing within 5 working days of their appeal being received, provided no further information is required to support the decision. Following this decision there are no further grounds for appeal.

## **8. WITHDRAWAL OF TRANSPORT**

8.1 If a Local Authority has provided discretionary transport in its policy, it can remove this provision at any time, provided it has agreed and published a new policy before the 1st October of the year preceding the academic year in which the changes will come into force.

8.2 If the transport withdrawal is related directly to an individual (code of conduct not being met) and not a direct policy change, then the Local Authority must give at least 24 hours' notice before the withdrawal of transport takes place. The withdrawal must not exceed 10 consecutive school days and must not result in the learner having arrangement withdrawn for a period of more than 30 school days in one school year.

## **9. CONTACT DETAILS**

### **9.1 Transport Applications**

For queries related to applications please email [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) or telephone 01824 706101

### **9.2 Passenger Transport Services**

For queries related to operational service issues please email [passenger.transport@denbighshire.gov.uk](mailto:passenger.transport@denbighshire.gov.uk) or telephone 01824 706101

### **9.3 14-19 Transport**

For queries related to inter-establishment transport for the 14-19 learning network please email [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) or telephone 01824 706101

### **9.4 Transport Complaints**

If you wish to make a complaint please email [passenger.transport@denbighshire.gov.uk](mailto:passenger.transport@denbighshire.gov.uk) or telephone 01824 706101

### **9.5 School Admissions**

For queries related to School Admissions please email [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) or telephone 01824 706101

### **9.6 SEN transport**

For queries related to SEN Transport please email [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) or telephone 01824 708064

**APPENDIX 1 - CENTRAL PICK UP POINTS**

|                                            | AM                                | PM                                  |
|--------------------------------------------|-----------------------------------|-------------------------------------|
| <b>Contract D10.11 DHS</b>                 | CEFN MEIRIADOG, MAIRWEN           | DENBIGH HIGH SCHOOL                 |
|                                            | GLASCOED FAWR                     | TREFNANT, WAR MEMORIAL              |
|                                            | TREFNANT, RHODFA CLWYD            | TREFNANT, RHODFA CLWYD              |
|                                            | TREFNANT, WAR MEMORIAL            | GLASCOED FAWR                       |
|                                            | DENBIGH HIGH SCHOOL               | CEFN MEIRIADOG, MAIRWEN             |
| <b>Contract D76.11 DHS</b>                 | RUTHIN WYNNSTAY ROAD              | DENBIGH HIGH SCHOOL                 |
|                                            | HENDRERWYDD, TEL KIOSK            | WAEN CROSSROADS                     |
|                                            | LLANGYNHAFAL, GOLDEN LION         | LLANDYRNOG, WHITE HORSE             |
|                                            | GROES FAWR                        | LLANGWYFAN CROSSROADS               |
|                                            | LLANGWYFAN CROSSROADS             | GROES FAWR                          |
|                                            | LLANDYRNOG, WHITE HORSE           | LLANGYNHAFAL. GOLDEN LION           |
|                                            | WAEN CROSSROADS                   | HENDRERWYDD, TEL KIOSK              |
|                                            | DENBIGH HIGH SCHOOL               | RUTHIN, WYNNSTAY ROAD               |
| <b>Contract D513B DHS</b>                  | ST ASAPH, LLWYN ELWY / BRO HAVARD | DENBIGH HIGH SCHOOL BUS BAY         |
|                                            | ST ASAPH, BRIDGE                  | DENBIGH GREEN                       |
|                                            | ST ASAPH, SOLAR COURT             | TREFNANT, POST OFFICE               |
|                                            | TREFNANT, NANT Y PATRICK          | TREFNANT, NANT Y PATRICK            |
|                                            | TREFNANT, POST OFFICE             | ST ASAPH, SOLAR COURT               |
|                                            | DENBIGH GREEN                     | ST ASAPH, BRIDGE                    |
|                                            | DENBIGH HIGH SCHOOL, BUS BAY      | ST ASAPH, LLWYN ELWY / BRO HAVARD   |
| <b>Contract D513C DHS</b>                  | ST ASAPH, THE ROE                 | DENBIGH HIGH SCHOOL BUS BAY (DEP)   |
|                                            | THE PLOUGH, ST ASPAH              | TREFNANT, THATCHED COTTAGE          |
|                                            | SOLAR COURT                       | SILVER RIVER                        |
|                                            | ST ASAPH, H M STANLEY             | ST ASAPH, H M STANLEY               |
|                                            | SILVER RIVER                      | SOLAR COURT                         |
|                                            | TREFNANT, THATCHED COTTAGE        | THE PLOUGH, ST ASAPH                |
|                                            | DENBIGH HIGH SCHOOL, BUS BAY      | ST ASAPH, THE ROE                   |
| <b>Contract D513L DHS</b>                  | RHUALLT, (OLD SCHOOL)             | DENBIGH HIGH SCHOOL                 |
|                                            | WAEN FARMERS ARMS                 | TREFNANT, BUS STOP                  |
|                                            | MAES RATHBONE                     | TREMEIRCHION                        |
|                                            | TREMEIRCHION                      | MAES RATHBONE                       |
|                                            | TREFNANT, BUS STOP                | WAEN FARMERS ARMS                   |
|                                            | DENBIGH HIGH SCHOOL               | RHUALLT                             |
| <b>Contract D513M DHS</b>                  | SOLAR COURT                       | DENBIGH HIGH SCHOOL                 |
|                                            | DENBIGH HIGH SCHOOL               | SOLAR COURT                         |
| <b>Contract D513P DHS</b>                  | BODFARI                           | DENBIGH HIGH SCHOOL                 |
|                                            | WAEN ABERWHEELER                  | ST BRIGID'S (MAIN ROAD BUS STOP)    |
|                                            | ST BRIGID'S (MAIN ROAD BUS STOP)  | WAEN ABERWHEELER                    |
|                                            | DENBIGH HIGH SCHOOL               | BODFARI                             |
| <b>Contract P6 DHS</b>                     | LLANNEFYDD (SCHOOL)               | DENBIGH HIGH SCHOOL                 |
|                                            | CEFN BERAIN                       | DENBIGH, LENTEN POOL                |
|                                            | HENLLAN, POST OFFICE              | HENLLAN, POST OFFICE                |
|                                            | DENBIGH, LENTEN POOL              | CEFN BERAIN                         |
|                                            | DENBIGH HIGH SCHOOL               | LLANNEFYDD (SCHOOL)                 |
| <b>Contract D553D DHS &amp; GLAN CLWYD</b> | PENTRE LLANRHAADR                 | ST ASAPH, YSGOL GLAN CLWYD (DEPART) |
|                                            | BROOKHOUSE (OLD RUTHIN ROAD)      | DENBIGH GREEN                       |
|                                            | DENBIGH HIGH SCHOOL (FRONT)       | DENBIGH COLOMENDY                   |
|                                            | DENBIGH, COLOMENDY                | DENBIGH HIGH SCHOOL (FRONT)         |
|                                            | DENBIGH GREEN                     | BROOKHOUSE (OLD RUTHIN ROAD)        |

|                                                         |                                    |                                    |
|---------------------------------------------------------|------------------------------------|------------------------------------|
|                                                         | YSGOL GLAN CLWYD, ST ASAPH         | PENTRE LLANRHAADR                  |
| <b>Contract<br/>P11.11<br/>DHS &amp;<br/>GLAN CLWYD</b> | DENBIGH LENTON POOL                | ST ASAPH, YSGOL GLAN CLWYD (DEP)   |
|                                                         | DERWEN GORNEL                      | DENBIGH, HIGH SCHOOL               |
|                                                         | NANTGLYN, CROSSROADS               | DENBIGH LENTON POOL                |
|                                                         | BRYNGLAS CROSSROADS                | DERWEN GORNEL                      |
|                                                         | SARON CHAPEL                       | NANTGLYN, CROSSROADS               |
|                                                         | PRION, CHAPEL                      | BRYNGLAS CROSSROADS                |
|                                                         | NORTH WALES HOSPITAL               | SARON CHAPEL                       |
|                                                         | DENBIGH LENTON POOL                | PRION, CHAPEL                      |
|                                                         | DENBIGH, HIGH SCHOOL               | NORTH WALES HOSPITAL               |
|                                                         | ST ASAPH, YSGOL GLAN CLWYD         | DENBIGH LENTON POOL                |
| <b>Contract<br/>D501A<br/>Emrys</b>                     | ST ASAPH (CATHEDRAL)               | ABERGELE, YSGOL EMRYS-AP-IWAN      |
|                                                         | ST ASAPH (ASHLY COURT)             | BODELWYDDAN (VILLAGE)              |
|                                                         | BODELWYDDAN (HOSPITAL RESIDENCIES) | BODELWYDDAN (HOSPITAL RESIDENCIES) |
|                                                         | BODELWYDDAN (VILLAGE)              | ST ASAPH (ASHLEY COURT)            |
|                                                         | ABERGELE, YSGOL EMRYS-AP-IWAN      | ST ASAPH (CATHEDRAL)               |
| <b>Contract<br/>D501B<br/>Emrys</b>                     | BODELWYDDAN VILLAGE                | ABERGELE, YSGOL EMRYS-AP-IWAN      |
|                                                         | BOD TEGWAL                         | BOD TEGWAL                         |
|                                                         | ABERGELE, YSGOL EMRYS-AP-IWAN      | BODELWYDDAN VILLAGE                |
| <b>Contract<br/>D1.11<br/>Brynhyfryd</b>                | LOGGERHEADS                        | RUTHIN, YBH                        |
|                                                         | TAFARN-Y-GELYN                     | LLANBEDR DC                        |
|                                                         | LLANFERRES                         | LLANARMON-YN-IAL                   |
|                                                         | LLANARMON-YN-IAL                   | LLANFERRES                         |
|                                                         | LLANBEDR DC                        | TAFARN-Y-GELYN                     |
|                                                         | RUTHIN, YBH                        | LOGGERHEADS                        |
| <b>Contract<br/>D76.07<br/>Brynhyfryd</b>               | WAEN CROSSROADS                    | YSGOL BRYNHYFRYD                   |
|                                                         | LLANDYRNOG, WHITE HORSE            | LLANBEDR DYFFRYN CLWYD, GRIFFIN    |
|                                                         | LLANGWYFAN CROSSROADS              | PLAS YN RHOS                       |
|                                                         | GROES FAWR                         | GELLIFOR SCHOOL                    |
|                                                         | LLANGYNHAFAL, GOLDEN LION          | HENDRERWYDD, TEL. KIOSK            |
|                                                         | HENDRERWYDD, TEL. KIOSK            | LLANGYNHAFAL, GOLDEN LION          |
|                                                         | GELLIFOR SCHOOL                    | GROES FAWR                         |
|                                                         | PLAS YN RHOS                       | LLANGWYFAN CROSSROADS              |
|                                                         | LLANBEDR DYFFRYN CLWYD, GRIFFIN    | LLANDYRNOG, WHITE HORSE            |
|                                                         | YSGOL BRYNHYFRYD                   | WAEN CROSSROADS                    |
| <b>Contract<br/>D150.15<br/>Brynhyfryd</b>              | LLANGOLLEN, MARKET STREET          | RUTHIN, YSGOL BRYNHYFRYD (depart)  |
|                                                         | CORWEN, CAR PARK                   | RUTHIN, MARKET STREET              |
|                                                         | MAES AFALLEN                       | LLANFAIR D.C., WHITE HORSE         |
|                                                         | CLAWDD PONCEN                      | PWLLGLAS, FOX & HOUNDS             |
|                                                         | GWYDDELWERN, TY MAWR               | BRYN S.M., POST OFFICE             |
|                                                         | BRYN S.M., POST OFFICE             | GWYDDELWERN, COUNCIL HOUSES        |
|                                                         | PWLLGLAS, FOX & HOUNDS             | CLAWDD PONCEN                      |
|                                                         | LLANFAIR D.C., WHITE HORSE         | MAES AFALLEN                       |
|                                                         | RUTHIN, STATION ROAD               | CORWEN, CAR PARK                   |
|                                                         | RUTHIN, YSGOL BRYNHYFRYD           | LLANGOLLEN, MARKET STREET          |
| <b>Contract<br/>D549A<br/>Brynhyfryd</b>                | BETWS GWERFIL GOCH                 | YSGOL BRYNHYFRYD, RUTHIN           |
|                                                         | MELIN-Y-WIG                        | CLOCAENOG                          |
|                                                         | MIN AWEL                           | BRYNFEDWEN                         |
|                                                         | BLAENWERN                          | JUNCTION TO BRYNGWYN               |
|                                                         | JUNCTION TO BRYNGWYN               | BLAENWERN                          |
|                                                         | BRYNFEDWEN                         | MIN AWEL                           |



|                                          |                                      |                                     |
|------------------------------------------|--------------------------------------|-------------------------------------|
|                                          | CLOCAENOG                            | MELIN-Y-WIG                         |
|                                          | YSGOL BRYNHYFRYD, RUTHIN             | BETWS GWERFIL GOCH                  |
| <b>Contract<br/>D549B<br/>Brynhyfyrd</b> | CYFFYLLIOG                           | RUTHIN, YSGOL BRYNHYFRYD            |
|                                          | FELIN                                | LLANFWROG                           |
|                                          | BONTUCHEL                            | HENGOED                             |
|                                          | HENGOED                              | BONTUCHEL                           |
|                                          | LLANFWROG                            | FELIN                               |
|                                          | RUTHIN, YSGOL BRYNHYFRYD             | CYFFYLLIOG                          |
| <b>Contract<br/>D549C<br/>Brynhyfyrd</b> | RHYDMEUDWY                           | RUTHIN, YSGOL BRYNHYFRYD            |
|                                          | LLYSFASI CROSSROADS                  | LLANRHYDD / PENTRE COCH (B5429)     |
|                                          | PENTRECELYN                          | GRAIGFECHAN                         |
|                                          | GRAIGFECHAN                          | PENTRECELYN                         |
|                                          | LLANRHYDD / PENTRE COCH (B5429)      | LLYSFASI CROSSROADS                 |
|                                          | RUTHIN, YSGOL BRYNHYFRYD             | RHYDMEUDWY                          |
| <b>Contract<br/>D549E<br/>Brynhyfyrd</b> | MOLD                                 | RUTHIN, YBH                         |
|                                          | GWERNYMYNYDD                         | B5430 BRYN HAIDD                    |
|                                          | CADOLE                               | B5430 BRYN YR OGOF                  |
|                                          | MAESHAFN                             | GRAIANRHYD                          |
|                                          | ERYRYS                               | ERYRYS                              |
|                                          | GRAIANRHYD                           | MAESHAFN                            |
|                                          | B5430 BRYN YR OGOF                   | CADOLE                              |
|                                          | B5430 BRYN HAIDD                     | GWERNYMYNYDD                        |
| <b>Contract<br/>D549F<br/>Brynhyfyrd</b> | RUTHIN, YBH                          | MOLD                                |
|                                          | LAY-BY BEFORE LLANFIHANGEL           | YSGOL BRYNHYFRYD                    |
|                                          | FORESTRY HOUSES-BEFORE CLAWDDNEWYDD  | BOTTOM OF POOL PARK                 |
|                                          | CLAWDDNEWYDD                         | TOP OF POOL PARK BY YELLOW COTTAGE  |
|                                          | BRYN-Y-FFYNNON CROSSROADS            | ROADSIDE DROP OFF                   |
|                                          | PERTHI BACH HOUSE - ROADSIDE PICK UP | PERTHI BACH HOUSE-ROADSIDE DROP OFF |
|                                          | ROADSIDE PICK UP                     | BRYN-Y-FFYNNON CROSSROADS           |
|                                          | TOP OF POOL PARK BY YELLOW COTTAGE   | CLAWDDNEWYDD                        |
|                                          | BOTTOM OF POOL PARK                  | FORESTRY HOUSES-BEFORE CLAWDDNEWYDD |
| YSGOL BRYNHYFRYD                         | BRYN ERYR FUEL                       |                                     |
| <b>Contract<br/>D549G<br/>Brynhyfyrd</b> | CLAWDD PONCEN                        | YSGOL BRYNHYFRYD, RUTHIN            |
|                                          | GWYDDELWERN (TY MAWR PUB)            | PWLLGLAS (COMMUNITY CENTRE)         |
|                                          | CARAVAN PARK then LAY BY             | PWLLGLAS (FOX & HOUNDS)             |
|                                          | BRYN SAITH MARCHOG                   | NANTCLWYD                           |
|                                          | PANDY CAPEL                          | PANDY CAPEL                         |
|                                          | NANTCLWYD                            | BRYN SAITH MARCHOG                  |
|                                          | PWLLGLAS (FOX & HOUNDS)              | LAY BY then CARAVAN PARK            |
|                                          | PWLLGLAS (COMMUNITY CENTRE)          | GWYDDELWERN (TY MAWR PUB)           |
|                                          | YSGOL BRYNHYFRYD                     | CLAWDD PONCEN                       |
| <b>Contract<br/>D549H<br/>Brynhyfyrd</b> | GELLIFOR                             | RUTHIN, YSGOL BRYNHYFRYD            |
|                                          | RHOS (PLAS-YN-RHOS)                  | TY'N-Y-GROESFFORDD                  |
|                                          | JUNCTION TO TYN-Y-COED               | GROES ISA / WAEN                    |
|                                          | CLYTTIR FARM / BRYN CELYN            | GROES UCHA / JCTN TO HIRWAEN        |
|                                          | GROES UCHA / JCTN TO HIRWAEN         | CLYTTIR FARM / BRYN CELYN           |
|                                          | GROES ISA / WAEN                     | JUNCTION TO TYN-Y-COED              |
|                                          | TY'N-Y-GROESFFORDD                   | RHOS (PLAS-YN-RHOS)                 |
|                                          | RUTHIN, YSGOL BRYNHYFRYD             | GELLIFOR                            |
| WAEN CROSSROADS                          | RUTHIN BRYNHYFRYD SCHOOL (DEPART)    |                                     |
| LLANDYRNOG, POST OFFICE / WHITE HORSE    | RHEWL                                |                                     |

|                                             |                                             |                                       |
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| <b>Contract<br/>D549H-1<br/>Brynhyfryd</b>  | JTN FFORDD GOCH/CERRIGLLWYDION HALL         | BROFAIR                               |
|                                             | JUNCTION TO RHYDONEN (THE GABLES)           | GLAN CLWYD / JUNCTION TO TELPYN       |
|                                             | LLANYCHAN (JUNCTION TO STRYT FAWR)          | PLAS-YR-ESGOB / BRO DEG               |
|                                             | PLAS-YR-ESGOB / BRO DEG                     | LLANYCHAN (JUNCTION TO STRYT FAWR)    |
|                                             | GLAN CLWYD / JUNCTION TO TELPYN             | JUNCTION TO RHYDONEN (THE GABLES)     |
|                                             | BROFAIR                                     | JTN FFORDD GOCH/CERRIGLLWYDION HALL   |
|                                             | RHEWL                                       | LLANDYRNOG POST OFFICE/WHITE HORSE    |
|                                             | RUTHIN, YSGOL BRYNHYFRYD                    | WAEN CROSSROADS                       |
| <b>Contract<br/>X50<br/>Brynhyfryd</b>      | DENBIGH, LENTEN POOL                        | YSGOL BRNHYFRYD                       |
|                                             | CRUD Y CASTELL                              | RUTHIN, WYNNSTAY ROAD                 |
|                                             | BROOKHOUSE                                  | RHEWL, DROVERS ARMS                   |
|                                             | LLANRHAADR CHURCH                           | LLANRHAADR CHURCH                     |
|                                             | RHEWL, DROVERS ARMS                         | BROOKHOUSE                            |
|                                             | RUTHIN, WYNNSTAY ROAD                       | CRUD Y CASTELL                        |
|                                             | YSGOL BRYNHYFRYD                            | DENBIGH, LENTEN POOL                  |
| <b>Contract<br/>YB1<br/>Brynhyfryd</b>      | BRYNEGLWYS                                  | RUTHIN, YSGOL BRYNHYFRYD (GAD / DEP.) |
|                                             | LLANDEGLA                                   | GRAIGFECHAN                           |
|                                             | JUNCTION TO LLAINWEN/LLIDIART FAWR          | JUNCTION TO LLAINWEN/LLIDIART FAWR    |
|                                             | GRAIGFECHAN                                 | LLANDEGLA                             |
|                                             | RUTHIN, YSGOL BRYNHYFRYD (CYRR / ARR.)      | BRYNEGLWYS                            |
| <b>Contract<br/>D151A.11<br/>Dinas Bran</b> | LLANDRILLO                                  | LLANGOLLEN, YSGOL DINAS BRAN (depart) |
|                                             | CYNWYD                                      | GLYNDYFRDWY                           |
|                                             | BONWM                                       | CORWEN                                |
|                                             | UWCH Y DRE                                  | UWCH Y DRE                            |
|                                             | CORWEN                                      | BONWM                                 |
|                                             | GLYNDYFRDWY                                 | CYNWYD                                |
|                                             | LLANGOLLEN, YSGOL DINAS BRAN                | LLANDRILLO                            |
| <b>Contract<br/>D527A<br/>Dinas Bran</b>    | TY'N Y CEFN JUNCTION                        | LLANGOLLEN, YSGOL DINAS BRAN (DEP)    |
|                                             | CLAWDD PONCEN                               | MAES AFALLEN                          |
|                                             | MAES AFALLEN                                | CLAWDD PONCEN                         |
|                                             | LLANGOLLEN, YSGOL DINAS BRAN                | TY'N Y CEFN JUNCTION                  |
| <b>Contract<br/>D527B<br/>Dinas Bran</b>    | CORWEN, SQUARE                              | LLANGOLLEN, YSGOL DINAS BRAN (DEP)    |
|                                             | LLIDIART-Y-PARC (A5)                        | GLYNDYFRDWY                           |
|                                             | GLYNDYFRDWY                                 | LLIDIART-Y-PARC (A5)                  |
|                                             | LLANGOLLEN, YSGOL DINAS BRAN                | CORWEN, SQUARE                        |
| <b>Contract<br/>D553A<br/>Glan Clwyd</b>    | PRESTATYN, FFRITH BEACH                     | YSGOL GLAN CLWYD                      |
|                                             | PRESTATYN, BERWYN CRESCENT                  | PRESTATYN, MELIDEN ROAD               |
|                                             | PRESTATYN, VICTORIA ROAD POLICE STN         | PRESTATYN, MELIDEN ROAD (PHS)         |
|                                             | PRESTATYN, BASTION ROAD                     | PRESTATYN, WILLIAMS ESTATES           |
|                                             | PRESTATYN BUS STATION                       | PRESTATYN, GRONANT ROAD               |
|                                             | PRESTATYN, NANT HALL ROAD                   | PRESTATYN, NANT HALL ROAD             |
|                                             | PRESTATYN, GRONANT ROAD                     | PRESTATYN BUS STATION                 |
|                                             | PRESTATYN, WILLIAMS ESTATES                 | PRESTATYN, BASTION ROAD               |
|                                             | PRESTATYN, MELIDEN ROAD (PHS)               | PRESTATYN, VICTORIA ROAD SHOPS        |
|                                             | PRESTATYN, MELIDEN ROAD                     | PRESTATYN, GLANDWR                    |
|                                             | YSGOL GLAN CLWYD                            | PRESTATYN, FFRITH BEACH               |
|                                             | PRESTATYN, FFRITH BEACH                     | YSGOL GLAN CLWYD                      |
|                                             | PRESTATYN, BRIG-Y-DON BUS STOP              | DYSERTH, FFORDD FFRAINIC              |
|                                             | PRESTATYN, FESTIVAL GARDENS                 | DYSERTH, THOMAS AVENUE/HIGH STREET    |
|                                             | PRESTATYN, CEG-Y-FFORDD                     | DYSERTH, WATERFALL ROAD               |
|                                             | PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR) | PRESTATYN, MELIDEN ROAD               |

|                                          |                                       |                                              |
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| <b>Contract<br/>D553B<br/>Glan Clwyd</b> | PRESTATYN, FFORDD ISA                 | PRESTATYN, PRINCES AVENUE/HIGH SCHOOL        |
|                                          | PRESTATYN, PRINCES AVENUE/HIGH SCHOOL | PRESTATYN, FFORDD ISA                        |
|                                          | PRESTATYN, MELIDEN ROAD               | PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)  |
|                                          | DYSERTH, WATERFALL ROAD               | PRESTATYN, CEG-Y-FFORDD                      |
|                                          | DYSERTH, THOMAS AVENUE/HIGH STREET    | PRESTATYN, FESTIVAL GARDENS                  |
|                                          | DYSERTH, FFORDD FFRAINIC              | PRESTATYN, BRIG-Y-DON BUS STOP               |
|                                          | YSGOL GLAN CLWYD                      | PRESTATYN, TERFYN PELLA CAMP                 |
| <b>Contract<br/>D553C<br/>Glan Clwyd</b> | RHYL, VALE ROAD FLATS                 | YSGOL GLAN CLWYD                             |
|                                          | RHYL, BUS STATION                     | RHYL, RHUDDLAN RD / ROSEHILL RD              |
|                                          | RHYL, WELLINGTON ROAD                 | RHYL, VALE ROAD, (CASKEYS)                   |
|                                          | RHYL, WEST PARADE                     | RHYL, RUSSELL ROAD                           |
|                                          | RHYL, EAST PARADE/ MARINE DRIVE       | RHYL, LYTON WALK                             |
|                                          | RHYL, LYTON WALK                      | RHYL, EAST PARADE/ MARINE DRIVE              |
|                                          | RHYL, RUSSELL ROAD                    | RHYL, WEST PARADE                            |
|                                          | RHYL, VALE ROAD, (CASKEYS)            | RHYL, WELLINGTON ROAD                        |
|                                          | RHYL, RHUDDLAN RD / ROSEHILL ROAD     | RHYL, BUS STATION                            |
|                                          | YSGOL GLAN CLWYD                      | RHYL, VALE ROAD FLATS                        |
| <b>Contract<br/>D553D<br/>Glan Clwyd</b> | PENTRE LLANRHAADR                     | ST ASAPH, YSGOL GLAN CLWYD                   |
|                                          | BROOKHOUSE (OLD RUTHIN ROAD)          | DENBIGH GREEN                                |
|                                          | DENBIGH HIGH SCHOOL (FRONT)           | DENBIGH TWM O'R NANT                         |
|                                          | DENBIGH, TWM O'R NANT                 | DENBIGH HIGH SCHOOL (FRONT)                  |
|                                          | DENBIGH GREEN                         | BROOKHOUSE (OLD RUTHIN ROAD)                 |
|                                          | YSGOL GLAN CLWYD, ST ASAPH            | PENTRE LLANRHAADR                            |
| <b>Contract<br/>D553E<br/>Glan Clwyd</b> | HENLLAN (CHURCH TOWER)                | ST ASAPH, YSGOL GLAN CLWYD                   |
|                                          | DENBIGH (LENTEN POOL)                 | DENBIGH (MEMORIAL GARDENS / LIDL)            |
|                                          | DENBIGH (LIDL)                        | DENBIGH (VALE ST - OLD POLICE STATION)       |
|                                          | DENBIGH (VALE ST-OLD POLICE STN)      | DENBIGH (LENTEN POOL)                        |
|                                          | DENBIGH HIGH SCHOOL                   | HENLLAN (CHURCH TOWER)                       |
|                                          | YSGOL GLAN CLWYD, ST ASAPH            |                                              |
| <b>Contract<br/>D553F<br/>Glan Clwyd</b> | RHYL, COAST ROAD (GOLF CLUB)          | YSGOL GLAN CLWYD                             |
|                                          | RHYL, COAST RD (DENMORE STORES)       | RHYL, FFORDD DERWEN                          |
|                                          | RHYL, TYNEWYDD RD/LARKMOUNT RD        | RHYL, FFORDD LAS                             |
|                                          | RHYL, CHELTENHAM AVENUE               | RHYL, MARSH ROAD                             |
|                                          | RHYL, GRANGE ROAD                     | RHYL, VALE ROAD                              |
|                                          | RHYL, VALE ROAD                       | RHYL, GRANGE ROAD                            |
|                                          | RHYL, MARSH ROAD                      | RHYL, CHELTENHAM AVENUE                      |
|                                          | RHYL, FFORDD LAS                      | RHYL, TYNEWYDD RD/LARKMOUNT RD               |
|                                          | RHYL, FFORDD DERWEN                   | RHYL, COAST RD (DENMORE STORES)              |
|                                          | YSGOL GLAN CLWYD                      | RHYL, COAST ROAD (GOLF CLUB)                 |
| <b>Contract<br/>D553G<br/>Glan Clwyd</b> | DENBIGH (MYDDLETON PARC)              | ST ASAPH, YSGOL GLAN CLWYD                   |
|                                          | DENBIGH (TREWEN)                      | TREFNANT, NANT Y PATRICK                     |
|                                          | DENBIGH HIGH BUS BAY                  | DENBIGH (COLOMENDY)                          |
|                                          | DENBIGH (COLOMENDY)                   | DENBIGH HIGH SCHOOL, BUS BAY                 |
|                                          | TREFNANT, NANT Y PATRICK              | DENBIGH (TREWEN)<br>DENBIGH (MYDDLETON PARC) |
| <b>Contract<br/>D553J<br/>Glan Clwyd</b> | RHYL, MAES-Y-GOG                      | YSGOL GLAN CLWYD                             |
|                                          | RHYL, DYSERTH ROAD (FFORDD ELAN)      | RHYL, RHUDDLAN RD (THE BOULEVARD)            |
|                                          | RHYL, PEN-Y-MAES AVENUE               | RHYL, RHUDDLAN RD (TOWER GARDENS)            |
|                                          | RHYL, TRELLEWELYN ROAD                | RHYL, TRELLEWELYN ROAD                       |
|                                          | RHYL, RHUDDLAN RD (ROSEHILL ROAD)     | RHYL, PEN-Y-MAES AVENUE                      |

|                                      |                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |
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|                                      | RHYL, RHUDDLAN RD(THE BOULEVARD)<br>YSGOL GLAN CLWYD                                                                                                                                                                                                                                                                                               | RHYL, DYSERTH ROAD (FFORDD ELAN)<br>RHYL, MAES-Y-GOG<br>BRYN CWNIN ROAD                                                                                                                                                                                                                                                                  |
| <b>Contract D553P<br/>Glan Clwyd</b> | MELIDEN, FFORDD TALARGOCH<br>RHUDDLAN, NEW ROAD<br>RHUDDLAN, DYSERTH ROAD<br>RHUDDLAN, VICARAGE LANE<br>RHUDDLAN, PENTRE LANE<br>YSGOL GLAN CLWYD                                                                                                                                                                                                  | YSGOL GLAN CLWYD<br>RHUDDLAN, PENTRE LANE<br>RHUDDLAN, NEW ROAD<br>RHUDDLAN, DYSERTH ROAD<br>RHUDDLAN, VICARAGE LANE<br>MELIDEN, FFORDD TALARGOCH                                                                                                                                                                                        |
| <b>Contract D574A<br/>Berwyn</b>     | CYNWYD<br>LLANDRILLO<br>YSGOL Y BERWYN, BALA                                                                                                                                                                                                                                                                                                       | YSGOL Y BERWYN, BALA<br>LLANDRILLO<br>CYNWYD                                                                                                                                                                                                                                                                                             |
| <b>Contract D574B<br/>Berwyn</b>     | MELIN Y WIG<br>GLYNDYFRDWY<br>LLIDIART Y PARC<br>BONWM<br>CORWEN<br>MAES AFALLEN / CLAWDD PONCEN<br>GWYDDELWERN<br>DRUID<br>FOUR CROSSES JUNCTION<br>YSGOL Y BERWYN, BALA                                                                                                                                                                          | YSGOL Y BERWYN, BALA<br>FOUR CROSSES JUNCTION<br>DRUID<br>GWYDDELWERN<br>MAES AFALLEN / CLAWDD PONCEN<br>CORWEN<br>BONWM<br>LLIDIART Y PARC<br>GLYNDYFRDWY<br>MELIN Y WIG                                                                                                                                                                |
| <b>Contract D590A<br/>St Brigids</b> | ST ASAPH, THE ROE<br>ST ASAPH, CATHEDRAL<br>H. M. STANLEY HOSPITAL<br>TREFNANT, NANT Y PATRICK<br>TREFNANT, POST OFFICE<br>ST BRIGID'S SCHOOL, DENBIGH                                                                                                                                                                                             | ST BRIGID'S SCHOOL, DENBIGH<br>TREFNANT, POST OFFICE<br>TREFNANT, NANT Y PATRICK<br>H. M. STANLEY HOSPITAL<br>ST ASAPH, CATHEDRAL<br>ST ASAPH, THE ROE                                                                                                                                                                                   |
| <b>Contract D258A<br/>LlanfairDC</b> | PWLLGLAS, ERW LAS<br>PWLLGLAS VILLAGE HALL<br>LLANFAIR DYFFRYN CLWYD, C.P. SCHOOL                                                                                                                                                                                                                                                                  | LLANFAIR DYFFRYN CLWYD, C.P. SCHOOL<br>PWLLGLAS<br>PWLLGLAS VILLAGE HALL                                                                                                                                                                                                                                                                 |
| <b>Contract D366A<br/>Dewi Sant</b>  | ST ASAPH (CATHEDRAL)<br>ST ASAPH (THE ROE / ASHLEY COURT)<br>SARN LANE (MEADOWBROOK FARM)/PENGWERN HALL<br>YSBYTY GLAN CLWYD<br>BODELWYDDAN (TY FRY)<br>BODELWYDDAN (ST ASAPH AVENUE)<br>TOWYN CROSSROADS<br>KINMEL BAY, SQUARE<br>RHYL (WELLINGTON ROAD POST OFFICE)<br>RHYL (CASKEY'S PUB / LITTLE THEATRE)<br>RHYL, YSGOL DEWI SANT C.P. SCHOOL | RHYL, YSGOL DEWI SANT C.P. SCHOOL<br>RHYL (CASKEY'S PUB / LITTLE THEATRE)<br>RHYL (WELLINGTON ROAD POST OFFICE)<br>KINMEL BAY, SQUARE<br>TOWYN CROSSROADS<br>BODELWYDDAN (ST ASAPH AVENUE)<br>BODELWYDDAN (TY FRY)<br>YSBYTY GLAN CLWYD<br>SARN LANE (MEADOWBROOK FARM)/PENGWERN HALL<br>ST ASAPH (ASHLEY COURT)<br>ST ASAPH (CATHEDRAL) |
| <b>Contract D366B<br/>Dewi Sant</b>  | MELIDEN, STAR INN<br>DYSERTH (GWELFOR PARK)<br>DYSERTH (CROSSROADS – CWM ROAD) POP INN<br>RHUDDLAN, BRYN CRESCENT<br>RHUDDLAN, VICARAGE ROAD<br>RHYL, YSGOL DEWI SANT C.P. SCHOOL                                                                                                                                                                  | RHYL, YSGOL DEWI SANT C.P. SCHOOL<br>RHUDDLAN, GARAGE<br>RHUDDLAN, BRYN CRESCENT<br>DYSERTH (CROSSROADS – CWM ROAD) POP INN<br>DYSERTH (GWELFOR PARK)<br>MELIDEN, STAR INN                                                                                                                                                               |

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| <b>Contract<br/>D553A<br/>Glan Clwyd</b> | PRESTATYN, FFRITH BEACH                     | YSGOL GLAN CLWYD                            |
|                                          | PRESTATYN, BERWYN CRESCENT                  | PRESTATYN, MELIDEN ROAD                     |
|                                          | PRESTATYN, VICTORIA ROAD POLICE STN         | PRESTATYN, MELIDEN ROAD (PHS)               |
|                                          | PRESTATYN, BASTION ROAD                     | PRESTATYN, WILLIAMS ESTATES                 |
|                                          | PRESTATYN BUS STATION                       | PRESTATYN, GRONANT ROAD                     |
|                                          | PRESTATYN, NANT HALL ROAD                   | PRESTATYN, NANT HALL ROAD                   |
|                                          | PRESTATYN, GRONANT ROAD                     | PRESTATYN BUS STATION                       |
|                                          | PRESTATYN, WILLIAMS ESTATES                 | PRESTATYN, BASTION ROAD                     |
|                                          | PRESTATYN, MELIDEN ROAD (PHS)               | PRESTATYN, VICTORIA ROAD SHOPS              |
|                                          | PRESTATYN, MELIDEN ROAD                     | PRESTATYN, GLANDWR                          |
|                                          | YSGOL GLAN CLWYD                            | PRESTATYN, FFRITH BEACH                     |
| <b>Contract<br/>D553B<br/>Glan Clwyd</b> | PRESTATYN, FFRITH BEACH                     | YSGOL GLAN CLWYD                            |
|                                          | PRESTATYN, BRIG-Y-DON BUS STOP              | DYSERTH, FFORDD FFRAINIC                    |
|                                          | PRESTATYN, FESTIVAL GARDENS                 | DYSERTH, THOMAS AVENUE/HIGH STREET          |
|                                          | PRESTATYN, CEG-Y-FFORDD                     | DYSERTH, WATERFALL ROAD                     |
|                                          | PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR) | PRESTATYN, MELIDEN ROAD                     |
|                                          | PRESTATYN, FFORDD ISA                       | PRESTATYN, PRINCES AVENUE/HIGH SCHOOL       |
|                                          | PRESTATYN, PRINCES AVENUE/HIGH SCHOOL       | PRESTATYN, FFORDD ISA                       |
|                                          | PRESTATYN, MELIDEN ROAD                     | PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR) |
|                                          | DYSERTH, WATERFALL ROAD                     | PRESTATYN, CEG-Y-FFORDD                     |
|                                          | DYSERTH, THOMAS AVENUE/HIGH STREET          | PRESTATYN, FESTIVAL GARDENS                 |
|                                          | DYSERTH, FFORDD FFRAINIC                    | PRESTATYN, BRIG-Y-DON BUS STOP              |
| YSGOL GLAN CLWYD                         | PRESTATYN, TERFYN PELLA CAMP                |                                             |
| <b>Contract<br/>D553C<br/>Glan Clwyd</b> | RHYL, VALE ROAD FLATS                       | YSGOL GLAN CLWYD                            |
|                                          | RHYL, BUS STATION                           | RHYL, RHUDDLAN RD / ROSEHILL RD             |
|                                          | RHYL, WELLINGTON ROAD                       | RHYL, VALE ROAD, (CASKEYS)                  |
|                                          | RHYL, WEST PARADE                           | RHYL, RUSSELL ROAD                          |
|                                          | RHYL, EAST PARADE/ MARINE DRIVE             | RHYL, LYTON WALK                            |
|                                          | RHYL, LYTON WALK                            | RHYL, EAST PARADE/ MARINE DRIVE             |
|                                          | RHYL, RUSSELL ROAD                          | RHYL, WEST PARADE                           |
|                                          | RHYL, VALE ROAD, (CASKEYS)                  | RHYL, WELLINGTON ROAD                       |
|                                          | RHYL, RHUDDLAN RD / ROSEHILL ROAD           | RHYL, BUS STATION                           |
|                                          | YSGOL GLAN CLWYD                            | RHYL, VALE ROAD FLATS                       |
| <b>Contract<br/>D553D<br/>Glan Clwyd</b> | PENTRE LLANRHAADR                           | ST ASAPH, YSGOL GLAN CLWYD                  |
|                                          | BROOKHOUSE (OLD RUTHIN ROAD)                | DENBIGH GREEN                               |
|                                          | DENBIGH HIGH SCHOOL (FRONT)                 | DENBIGH TWM O'R NANT                        |
|                                          | DENBIGH, TWM O'R NANT                       | DENBIGH HIGH SCHOOL (FRONT)                 |
|                                          | DENBIGH GREEN                               | BROOKHOUSE (OLD RUTHIN ROAD)                |
|                                          | YSGOL GLAN CLWYD, ST ASAPH                  | PENTRE LLANRHAADR                           |
| <b>Contract<br/>D553E<br/>Glan Clwyd</b> | HENLLAN (CHURCH TOWER)                      | ST ASAPH, YSGOL GLAN CLWYD                  |
|                                          | DENBIGH (LENTEN POOL)                       | DENBIGH (MEMORIAL GARDENS / LIDL)           |
|                                          | DENBIGH (LIDL)                              | DENBIGH (VALE ST - OLD POLICE STATION)      |
|                                          | DENBIGH (VALE ST-OLD POLICE STN)            | DENBIGH (LENTEN POOL)                       |
|                                          | DENBIGH HIGH SCHOOL                         | HENLLAN (CHURCH TOWER)                      |
|                                          | YSGOL GLAN CLWYD, ST ASAPH                  |                                             |
| <b>Contract<br/>D553F<br/>Glan Clwyd</b> | RHYL, COAST ROAD (GOLF CLUB)                | YSGOL GLAN CLWYD                            |
|                                          | RHYL, COAST RD (DENMORE STORES)             | RHYL, FFORDD DERWEN                         |
|                                          | RHYL, TYNEWYDD RD/LARKMOUNT RD              | RHYL, FFORDD LAS                            |
|                                          | RHYL, CHELTENHAM AVENUE                     | RHYL, MARSH ROAD                            |
|                                          | RHYL, GRANGE ROAD                           | RHYL, VALE ROAD                             |

|                                          |                                   |                                   |
|------------------------------------------|-----------------------------------|-----------------------------------|
|                                          | RHYL, VALE ROAD                   | RHYL, GRANGE ROAD                 |
|                                          | RHYL, MARSH ROAD                  | RHYL, CHELTENHAM AVENUE           |
|                                          | RHYL, FFORDD LAS                  | RHYL, TYNEWYDD RD/LARKMOUNT RD    |
|                                          | RHYL, FFORDD DERWEN               | RHYL, COAST RD (DENMORE STORES)   |
|                                          | YSGOL GLAN CLWYD                  | RHYL, COAST ROAD (GOLF CLUB)      |
| <b>Contract<br/>D553G<br/>Glan Clwyd</b> | DENBIGH (MYDDLETON PARC)          | ST ASAPH, YSGOL GLAN CLWYD        |
|                                          | DENBIGH (TREWEN)                  | TREFNANT, NANT Y PATRICK          |
|                                          | DENBIGH HIGH BUS BAY              | DENBIGH (COLOMENDY)               |
|                                          | DENBIGH (COLOMENDY)               | DENBIGH HIGH SCHOOL, BUS BAY      |
|                                          | TREFNANT, NANT Y PATRICK          | DENBIGH (TREWEN)                  |
|                                          |                                   | DENBIGH (MYDDLETON PARC)          |
| <b>Contract<br/>D553J<br/>Glan Clwyd</b> | RHYL, MAES-Y-GOG                  | YSGOL GLAN CLWYD                  |
|                                          | RHYL, DYSERTH ROAD (FFORDD ELAN)  | RHYL, RHUDDLAN RD (THE BOULEVARD) |
|                                          | RHYL, PEN-Y-MAES AVENUE           | RHYL, RHUDDLAN RD (TOWER GARDENS) |
|                                          | RHYL, TRELLEWELYN ROAD            | RHYL, TRELLEWELYN ROAD            |
|                                          | RHYL, RHUDDLAN RD (ROSEHILL ROAD) | RHYL, PEN-Y-MAES AVENUE           |
|                                          | RHYL, RHUDDLAN RD (THE BOULEVARD) | RHYL, DYSERTH ROAD (FFORDD ELAN)  |
|                                          | YSGOL GLAN CLWYD                  | RHYL, MAES-Y-GOG                  |
|                                          | BRYN CWNIN ROAD                   |                                   |
| <b>Contract<br/>D553P<br/>Glan Clwyd</b> | MELIDEN, FFORDD TALARGOCH         | YSGOL GLAN CLWYD                  |
|                                          | RHUDDLAN, NEW ROAD                | RHUDDLAN, PENTRE LANE             |
|                                          | RHUDDLAN, DYSERTH ROAD            | RHUDDLAN, NEW ROAD                |
|                                          | RHUDDLAN, VICARAGE LANE           | RHUDDLAN, DYSERTH ROAD            |
|                                          | RHUDDLAN, PENTRE LANE             | RHUDDLAN, VICARAGE LANE           |
|                                          | YSGOL GLAN CLWYD                  | MELIDEN, FFORDD TALARGOCH         |

|                             |                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to:</b>           | <b>Communities Scrutiny Committee</b>                                                                                               |
| <b>Date of Meeting:</b>     | <b>11<sup>th</sup> September 2014</b>                                                                                               |
| <b>Lead Member/Officer:</b> | <b>Leader and Lead Member for Leisure, Youth, Tourism and Rural Development/Corporate Director: Economic and Community Ambition</b> |
| <b>Report Author:</b>       | <b>Corporate Director Economic &amp; Community Ambition</b>                                                                         |
| <b>Title:</b>               | <b>Town and Area Plans Review</b>                                                                                                   |

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## **1. What is the report about?**

In February and March 2014, Cabinet approved the last batch of expanded Town and Area Plans. Concerns were raised about the delivery and funding of the Plans and Cabinet agreed that a review should be conducted. The review was completed in June 2014. This report reports the findings of the review and identifies the actions being proposed as a result.

## **2. What is the reason for making this report?**

To provide information to Communities Scrutiny on the findings of the Town and Area Plans Review and set out the actions being taken as a result.

## **3. What are the Recommendations?**

Communities Scrutiny Committee is invited to consider the findings of the review and comment on the actions proposed as a result.

## **4. Report details.**

Town Plans were originally proposed by the Council as a means of setting out local priorities and identifying actions for progressing them. During 2013/14, the Town Plans were expanded to encompass surrounding rural communities to give full coverage across the county. The expanded plans were approved by Cabinet between November 2013 and March 2014.

During the process of expanding the Plans, concerns were raised about the clarity of the policy objectives and consistency of the process for developing the Plans. Members were also keen, in times of increasing budget constraint, that priorities included within Plans were able to demonstrate viable, value for money and worthwhile projects for the benefit of local residents.

A review of the Town and Area Plans process was commissioned by Corporate Executive Team to address the concerns raised by Cabinet and other Members. The review was conducted by the Head of Internal Audit and the Programme Manager, Economic & Community Ambition. The review reported in June 2014.

The review concluded that while the concept of using Town and Area Plans to bring the Council 'closer to the community' was sound and allowed the Council to gain an understanding of priorities at local level, there was a lack of clarity around the overarching policy intentions of the Town and Area Plans and a lack of consistency in how they had been developed and were being delivered.

The review also identified a risk of confusion and duplication between Town and Area Plans and other Council plans and strategies.

Finally, the Review concluded that Town and Area Plans as currently written are not sufficiently strategic, do not provide clear information on anticipated benefits and are not clear how impact will be measured. As such the review concluded that it would be difficult to establish value for money.

A copy of the Review Findings is attached at Appendix 1.

The Review identified a number of actions that it suggested would provide a way forward to improve future arrangements. These have been summarised into 5 key areas for action focusing on:

- a) Development of a clear policy statement to underpin Town and Area Plans
- b) Development of an operational framework setting out clear and consistent guidance on the creation, implementation and governance of Town and Area Plans
- c) Awareness raising and training for all key stakeholders
- d) Reassessment of existing Town and Area Plans to demonstrate viability, impact, value for money and identifiable benefit for residents
- e) Implementation of clear performance management and progress monitoring mechanisms, aligned with the Council's overall performance management approach.

A copy of the Action Plan is attached at Appendix 2.

Progress has already been made with the first action. A draft Policy Statement is attached at Appendix 3 for information and comment by Communities Scrutiny. Work is underway to develop the Operational Framework and this is due for completion by December 2014. Further detail on progress can be provided at the meeting.

## **5. How does the decision contribute to the Corporate Priorities?**

Town and Area Plans are an enabler for the corporate objective of bringing the Council closer to the community. They are also an important mechanism for describing how the Council's overall corporate priorities are being addressed at local level with reference to the needs and aspirations of local communities. Vibrant Towns and Communities have been identified as a critical cornerstone to building a healthy local economy and Town and Area Plans are a means of identifying local actions to ensure this. Town and Area Plans also offer an opportunity to embed the principles of the emerging Wellbeing Plan for Denbighshire to support and facilitate individuals and communities to be independent and resilient.



**6. What will it cost and how will it affect other services?**

A budget was set aside to implement the actions arising from Town and Area Plans. Concerns have been raised over the degree to which actions can be shown to be viable, value for money or of sufficient benefit to local residents. With reducing budgets, the Council will need to decide whether to continue with the same or reduced levels funding in the future.

**7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.**

An EqIA is not considered necessary at this stage. Incorporation of an equality impact assessment stage within individual Town and Area Plans themselves is recommended.

**8. What consultations have been carried out with Scrutiny and others?**

Town and Area Plans were developed by local elected Member through Member Area Groups, based on consultations with local communities. The Town and Area Plan Review engaged with a range of Council stakeholders, including a sample of existing Plan Champions. The Action Plan and draft Policy Statement are being discussed with Plan Champions on 9<sup>th</sup> September. Feedback will be provided at Communities Scrutiny on 11<sup>th</sup> September.

**9. Chief Finance Officer Statement**

N/A

**10. What risks are there and is there anything we can do to reduce them?**

Previous reports have highlighted risks relating to unreasonably raising local expectations and failure to deliver. Discussions at Cabinet and elsewhere have highlighted risks relating to low value for money actions, inconsistent processes and lack of impact. The review has explored these risks and its recommendations and the resulting action plan are intended to address them. Communities Scrutiny Committee's comments on these would be welcomed.

**11. Power to make the Decision**

Article 6.3.2 of the Council's Constitution.

**Contact Officer:**

Corporate Director Economic and Community Ambition  
Tel: 01824 706061

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Report to: Corporate Executive Team

Report By: Ivan Butler, Head of Internal Audit Services

Mike Horrocks, Programme Manager, Economic & Community  
Ambition

Date: 6 June 2014

Subject: Town & Area Plan Review

## Introduction & Background

In 2011, Cabinet agreed to implement a policy of Town Plans covering Denbighshire's main towns, with the strategic intentions of:

- contributing to the Council's 'closer to the community' ambition; and
- providing a mechanism for addressing local priorities, while at the same time making connections between the Council's strategic agenda and implementation at local level.

Progress, both with the development and implementation of the Plans, was considered slow so, in response to growing concerns, the Corporate Executive Team (CET) undertook an initial review of the Town and Area Plan (TAP) process in early January 2014. The key messages from this review were that:

- there were delays in expanding the original seven Town Plans into Area Plans and the two Town Plans (Rhyl & Bodelwyddan) added by Cabinet in April 2013 had not been completed;
- only £702k, out of a total allocation of £1.58M had been allocated, and only £177k spent;
- some projects were considered speculative and unlikely to proceed;
- significant resources from the Economic & Business Development (EBD) Team had been used to progress development and implementation of the TAPs;
- TAPs included a significant number of actions that were non-strategic and had no clarity over the intended impact; and
- engagement with and from other Council services was limited.

CET determined that a more detailed review was required to address the following issues:

- lack of progress in delivering TAPs, coupled with slow pace of spend;
- lack of apparent impact from actual spend, planned spend and TAP priorities;
- value of time and effort involved in relation to the benefits achieved from the process as a whole; and
- alignment with objectives in the broader Corporate Plan and Financial Strategy.

## Scope & Methodology

### Scope

The Chief Executive and Corporate Director: Economic & Community Ambition issued draft terms of reference for this project in January 2014.

In considering the above issues, the review is expected to address the following questions:

1. How well, as currently constructed, do the TAPs deliver the original strategic intentions of the policy, and align with the broader Corporate Plan and Financial Strategy?
2. What impact is anticipated realistically from the identified priorities and planned spend? By when?
3. Do the anticipated benefits represent value for money in terms of both cost of projects and effort involved to deliver?
4. What lessons can be learned from the process of developing TAPs, including:
  - clarity of expectations
  - governance arrangements
  - pace of delivery
  - effort involved
  - quality of plans and actions
  - engagement
5. What recommendations are made for this policy area, including:
  - current and future funding
  - current and future priorities
  - governance arrangements
  - links with corporate and service agendas
  - links with communities and other external stakeholders, including third sector organisations and potential funding partners

Further discussions with the Corporate Director: Economic & Community Ambition in February 2014 and feedback following a discussion with the Chief Executive agreed the following approach linked to the questions above:

Mike Horrocks to look at:

- how well the TAPs deliver their original intentions (Q1)
- how well the TAPs align with the Council's Corporate Plan and Financial Strategy (Q1)
- whether or not benefits have been identified for actions in the TAPs (Q2)
- whether or not actions and their benefits align with delivery of the Vision in the TAPs
- when these benefits will be evident (Q2)

Ivan Butler to look at:

- efficiency and effectiveness of processes for developing the TAPs – including clarity, engagement, time, resources, funding allocation, match-funding levered in etc. (Q3)
- if the process is the right one, whether it has been followed consistently for all TAPs (Q3)
- good practice arising from development and implementation of any TAPs (Q3)
- governance arrangements – including elected member/officer roles and responsibilities, decision-making, internal controls, monitoring, reporting, scrutiny etc. (Q3)

## Methodology

The main methodology for the above two elements of the review are shown in Appendix 1 and Appendix 2. In summary, the method included:

- desktop review of TAPs - mainly to compare them to the Council's corporate priorities, consider the strategic approach and delivery of impacts and benefits;
- discussions with various managers and Heads of Service – to gather intelligence, views and assess the level of engagement with Council services;
- interviews with a sample of TAP Champions (all were invited to meet but only four accepted) – to discuss the approach to developing TAPs, assess lessons learned, identify good practice and gather general views;
- interview with the Leader – to discuss the initial concept and gather views on how well this is being delivered, lessons learned etc.;
- interview with the Chief Executive – to discuss the initial concept and gather views on how well this is being delivered, lessons learned etc.;

- interviews and general discussions with a sample of four of the Economic & Business Development (EBD) team involved in developing TAPs – to discuss the approach to developing TAPs, assess lessons learned, identify good practice and gather general views on how the process can be improved.

### Main outcomes of the review

In summary, the future approach to town and area plans needs to be closely aligned with the development of the new town centre strategies, the Economic & Community Ambition Strategy, Tourism Growth Plan etc. Preparation of town centre strategies will commence during 2014/15, so it is important that any changes to the current TAPs arrangements are built into this to provide a joined-up approach and to avoid duplication and confusion between the various strategies and plans.

We are suggesting a reversion to town plans that show how town centre strategies will be delivered at a more operational level. This requires a separate approach to the rural plans, which could mean one rural plan for the county, which would be more strategic, more cost-effective in terms of economies of scale and use of EBD team resources, and would allow more focus on themes arising from an assessment of rural community needs that is currently being undertaken, as well as specific local priorities.

It is difficult to measure any real impact provided by TAPs at this stage. The plans are not sufficiently strategic, do not provide clear information on anticipated benefits and subsequent impacts and, where they do, do not show any quantification or how these will be measured. As many of the actions are only now being developed, tested and implemented, it is also too early to measure the longer-term outcomes and benefits.

It is important to stress that there were some positives arising from the review, including:

- the initial concept is sound, in trying to bring the Council ‘closer to the community’ by empowering towns and communities to develop their own priorities and actions and developing a positive relationship;
- the concept allows the Council to gain an understanding of priorities in towns and communities;
- many of the TAP actions align with the Council’s corporate priorities and with the visions within the TAPs;
- many plans propose realistic responses to the challenges and opportunities presented;
- the process developed and agreed for producing TAPs is robust, providing guidance and good monitoring arrangements; although, unfortunately, this process has not been followed; and
- TAP Champions complimented the EBD employees on their hard work and assistance in developing and monitoring the TAPs.

The following table provides a summary of the issues and weaknesses that the review has identified and suggests a way forward to improve any future arrangements.

| How well do TAPs deliver their original strategic intentions?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There is a lack of clarity around the original intentions of TAPs e.g. Are they meant to be strategic? Did they set out to be benefit/impact led plans? Were they designed to provide a steer to our corporate plan or vice versa?                                                                                                                                                                                                                                                                                                                                          |
| It is unclear what evidence the Council will use to demonstrate the success or otherwise of TAPs overall and how and when that evidence will be gathered.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Lack of service area commitment to delivery poses a threat to achievement of the strategic intentions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Linked to the above points, there is no communication strategy to ensure that communities and other stakeholders in TAPs are made aware of the benefits and impacts, both desired and achieved.                                                                                                                                                                                                                                                                                                                                                                             |
| In terms of ‘influencing corporate plans and the Big Plan over time’, there is little evidence to suggest that TAPs have achieved this yet. Where TAPs do identify benefits, these are very difficult to evidence in Council strategies, service plans or monitoring and reporting processes.                                                                                                                                                                                                                                                                               |
| Linked to the above point, and not necessarily within the remit of this review, it is evident that the Council has, or is involved in, a significant number of strategies, plans and policies e.g. the Big Plan, Corporate Plan, Economic & Community Ambition Strategy, Tourism Growth Plan, Town & Area Plans, Town Centre Growth Plan, Town Centre Strategies and Destination Management Plans. There is no clear process to ensure that all of these strategies are aligned and that the Council is using the resources dedicated to these effectively and efficiently. |
| How well do TAPs align with the Council’s Corporate Plan and Financial Strategy?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| While many individual actions within TAPs can be linked to the Council’s corporate priorities, the trail is not clear and the TAPs do not clearly show how (or how much) they contribute to corporate priorities.                                                                                                                                                                                                                                                                                                                                                           |
| TAPs include too many detailed ‘business as usual’ actions. They give the impression that every community has been asked to identify actions, whether these are priorities or not. This runs counter to the general approach of reducing spend on non-priorities. Given the size of some of the TAPs, numerous actions are unlikely to be delivered against a backdrop of raised expectations, which poses a reputational risk to the Council in its ambition to be ‘closer to the community’.                                                                              |
| There is an inherent clash of focus between delivering the Council’s corporate priorities through TAPs and being ‘closer to the community’. Developing TAPs with actions that need to be linked to corporate priorities can prevent communities from developing their own priorities where they do not align with the Council’s.                                                                                                                                                                                                                                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Linked to the above point, while the concept of town and rural area plans supports ‘Sharpening our Act’ in that services and/or actions can increasingly be delivered by other bodies, it does not necessarily fit with ‘Freedom and Flexibilities’, as this is about challenging why the Council spends money on services that are not statutory or do not contribute to its corporate priorities. It is clear that many actions in TAPs are not statutory and do not contribute to corporate priorities, but we may be asked to pay for them.</p> |
| <p>Have benefits been identified for actions, do they align with delivery of the vision in TAPs and when will they be evident?</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Expected outcomes, benefits, impacts and their associated timescales and monitoring methods are not clearly identified in TAPs. Most TAPs identify outputs rather than proposed outcomes and benefits. Feedback from interviewees is that a requirement for benefits to be identified was not made clear at the outset of TAP development.</p>                                                                                                                                                                                                      |
| <p>The benefits identified in TAPs lack an evidence base to show how they will be measured. Feedback from interviewees indicates that they will probably be subject to anecdotal evidence and it may be a matter of opinion as to whether or not benefits, and what levels of them, have been achieved.</p>                                                                                                                                                                                                                                            |
| <p>Some TAPs loosely identify outcomes/benefits in vague or broad terms (e.g. ‘visitors will have a brilliant experience’) that do not really explain what this means. This type of benefit may be interpreted in many different ways and is open to significant challenge.</p>                                                                                                                                                                                                                                                                        |
| <p>Most, but not all actions, align with delivery of the visions in TAPs. Some actions may not be the most effective way of contributing to the visions.</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Some future challenges and/or opportunities identified in TAPs do not have corresponding actions to address them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Timescales across all plans relate to delivery of activities and outputs, NOT outcomes, benefits or impacts. From the limited information available, it is not possible to accurately identify when benefits will be evident.</p>                                                                                                                                                                                                                                                                                                                   |
| <p>How efficient and effective is the process for developing TAPs?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>While the approach to developing TAPs should not be completely restrictive and should allow some flexibility, the actual approach taken has been inconsistent and has varied significantly away from the agreed process.</p>                                                                                                                                                                                                                                                                                                                        |
| <p>There has not been a strategic and planned approach to developing TAPs. The whole process has been implemented within a compressed timeframe, not allowing sufficient time for project planning, full consultation, effective engagement, learning lessons from early TAPs and developing the capability of local communities to lead regeneration of their towns.</p>                                                                                                                                                                              |
| <p>Discussions with Heads of Service highlighted a lack of engagement in the process. Although EBD employees and elected members confirmed that services had been consulted, and the process was agreed at Senior Leadership Team (SLT), this was clearly not successful in effectively engaging Heads of Service.</p>                                                                                                                                                                                                                                 |



|                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The level of resource applied to developing and monitoring TAPs is not commensurate with the potential benefits arising. There was complete reliance on EBD employees to develop plans and they continue to spend a lot of time monitoring the significant number of actions in the TAPs and dealing with elected member queries.</p>                                       |
| <p>There is an imbalance in the use of EBD team resources arising from moving from Town Plans to include rural areas. For example, the Denbigh and Ruthin TAPS cover a significant number of communities, while the other TAPs cover very few in addition to the towns.</p>                                                                                                    |
| <p>The monitoring of TAPs is not embedded into the Councils performance management framework, which means that there is an inconsistent approach to gathering performance information corporately that could be more efficient and cost-effective.</p>                                                                                                                         |
| <p>The EBD team feels that there has been an unrealistic focus on match-funding, particularly in the later stages of TAPs. Initially the focus was on quick wins but match-funding takes time, so this did not align with that focus. Also, match-funding is not always an appropriate or relevant approach to funding many of the smaller projects in the TAPs.</p>           |
| <p>The various TAPs include actions and projects that are identical or very similar but have not identified themes, taken advantage of economies of scale or the opportunity to reduce workload and resources applied by taking a joined-up approach.</p>                                                                                                                      |
| <p>How robust are governance arrangements for TAPs?</p>                                                                                                                                                                                                                                                                                                                        |
| <p>There is a lack of clarity over roles and responsibilities of TAP Champions and the EBD team, which worsened once areas were added to Town Plans. Interviews with TAP Champions showed an inconsistent approach, uncertainty over roles and concerns over conflicting priorities between the TAP Champion role and roles as a DCC elected member and a town councillor.</p> |
| <p>The lack of clarity over roles and responsibilities led to uncertainty over ownership of TAPs. The general opinion was that they became TAP Champion/EBD led projects and are Council-owned, which contradicts the intention of promoting local ownership.</p>                                                                                                              |

## Suggested way forward

The Council would benefit from a thorough review of all the strategies, plans and policies that it has in place or is involved in to assess whether these are all necessary, could be combined in some cases, have conflicting objectives and actions or are duplicating work and resources.

Current plans and their actions should be refined by their 'owners' and improved where possible, identifying potential project benefits, how these can be measured and reported, and the timescales expected for their delivery.

There should be a clear 'policy statement' of the intentions of the new town and rural plans agreed by Cabinet. This should clarify the desired 'ownership' of the plans, the level of influence that the new plans are expected to have on the Wellbeing Plan, Corporate Plan and service plans and the mechanisms by which this will be achieved. It should set out the contribution that plans are expected to make to the delivery of the Council's Corporate Plan, the desired level of local autonomy that the plans will provide and cover resourcing and funding arrangements, including the expectations relating to match-funding of projects.

The 'policy statement' should be supported by a town and rural plan framework that:

- has clear milestone dates for implementation and review;
- shows how delivery of the overarching vision of the town and rural plans will be monitored and reported;
- provides guidance on developing and monitoring town and rural plans that includes a clear methodology to show how to develop a local vision, outcomes, benefits, objectives, strategic actions etc.;
- ensures that plans include benefits, outcomes and impacts and how these can be identified, monitored and reported;
- shows who to engage, how to do this effectively and at what stage in the development process;
- includes a communication plan to ensure that communities and other stakeholders in TAPs are made aware of the benefits and impacts achieved;
- provides clarity over the difference between outcomes, benefits and outputs;
- clearly sets out the mechanisms that will be used to link the plans to other key corporate strategies and plans to make sure that they are closely aligned to deliver agreed benefits and outcomes and to avoid duplication;
- provides guidance on the scrutiny and challenge of town and rural plans at development and monitoring stages;
- includes specific guidance for DCC staff on linking plans to the Council's Corporate Plan Priorities;
- provides guidance on expectations and the practicalities of match-funding projects; and
- clearly outlines the various roles and responsibilities of TAP Champions, the EBD team, Heads of Service, Member Area Groups, Scrutiny Committees etc. and the level of resources to be committed from these areas towards on-going facilitation and enabling of the plans.

## Suggested way forward

The new town and rural plan framework should be developed by a cross-section of those responsible for implementing and using it, and be discussed at draft stage by the Council's SLT to ensure that it is understood and subsequently committed to. It is important that SLT is fully engaged in this process and sets aside sufficient time to input into decisions on how the engagement process will work.

Precursory awareness raising, training and a clear project brief should be provided to those selected to develop the new town and area plan framework.

Training should be provided to those developing town and rural plans on:

- roles and responsibilities of TAP Champions and the EBD team;
- best practice project/programme management methodology; and
- how to engage with communities and other stakeholders.

Training should be provided to those involved in scrutinising town and rural plans at development and monitoring stages to ensure that:

- visions are challenged where they are not clear and measurable;
- all challenges and/or opportunities identified in the plans are being addressed. If the plans are not able to address these issues, they should explain the reasons;
- actions within plans are challenged where they are not sufficiently strategic, and that they identify intermediate and longer-term benefits, outcomes, timescales, success criteria etc.;
- plans are linked to the Council's Corporate Plan;
- on-going revenue requirements of actions are identified and addressed;
- plans are delivering agreed outcomes, benefits and impacts; and
- funding is being used for its intended purpose.

The Council should decide on the extent to which it will apply 'Freedom and Flexibilities' principles to the town and rural plans. If it does this in an inflexible manner, it is likely to face the challenge of how it remains 'closer to the community', particularly if it only accepts plans/actions that link to its statutory duties or corporate priorities.

If the Council decides that local priorities are to remain within town and rural plans, there should be two separate 'pots' of funding – one to fund strategic actions that help to deliver the benefits expected from the Council's corporate priorities and the other to deliver community priorities that do not deliver these benefits. Local community priorities should be subject to an approved business case (proportionate level of 'paperwork') before funding is released and will need to be monitored in line with that business case in order to ensure that funding is used for the intended purpose.

## Suggested way forward

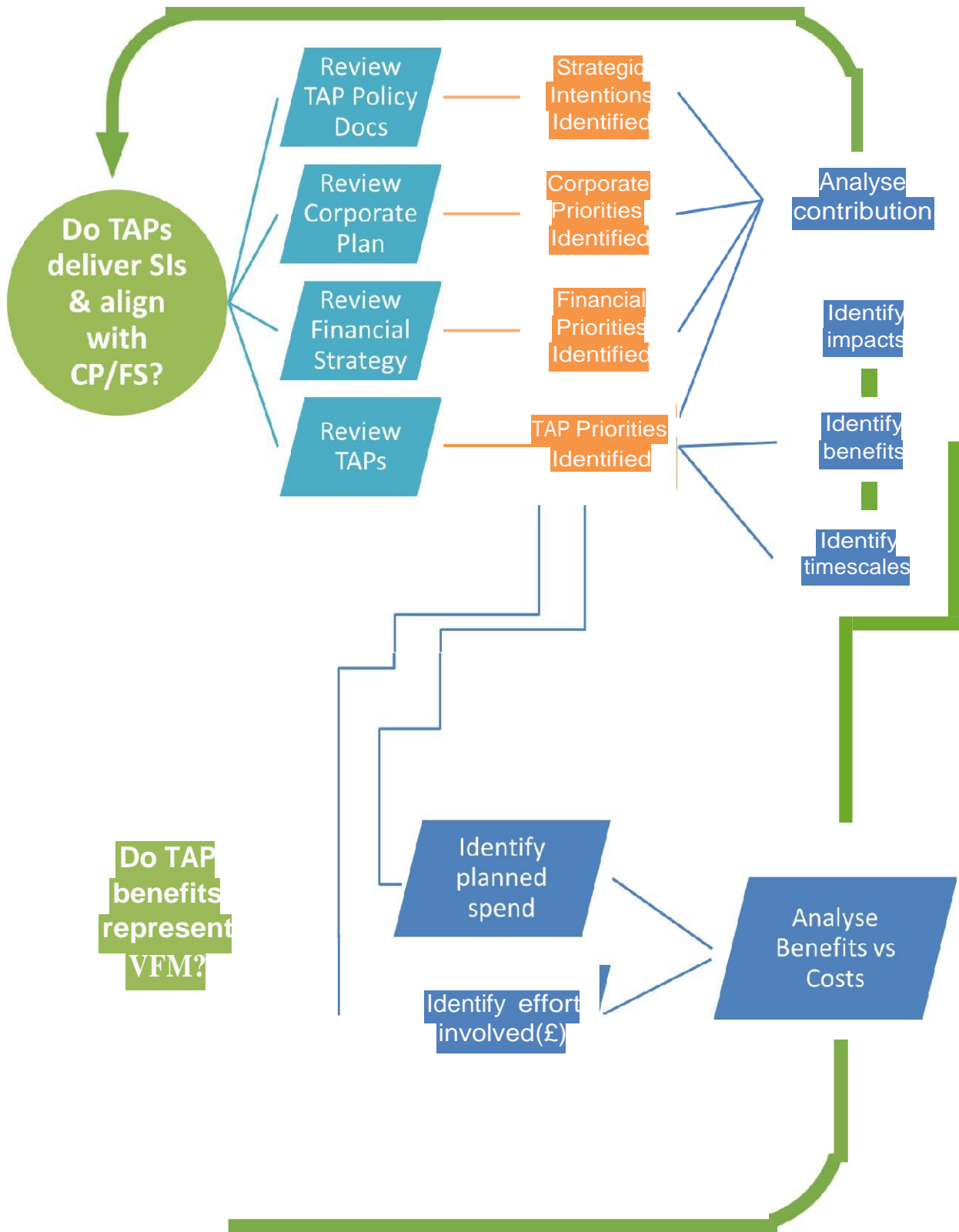
When implementing the new framework for town and rural plans, there should be more of a formal project management approach to development and implementation. It is important that sufficient skills, time and resources are allocated for planning, consultation and engagement in plan/project design, and the scrutiny and challenge process before plans are finalised and approved. It is also important to develop a plan as a pilot and learn lessons from that pilot to apply to future plans.

The monitoring arrangements for the new town and rural plans should be aligned to the Council's performance management framework, reducing the level of resource required from the EBD team in 'chasing' progress (releasing this to be applied to more strategic actions in the Corporate Plan), to provide increased corporate visibility of progress on delivering actions/benefits within the plans, and to provide a consistent approach to monitoring and reporting performance.

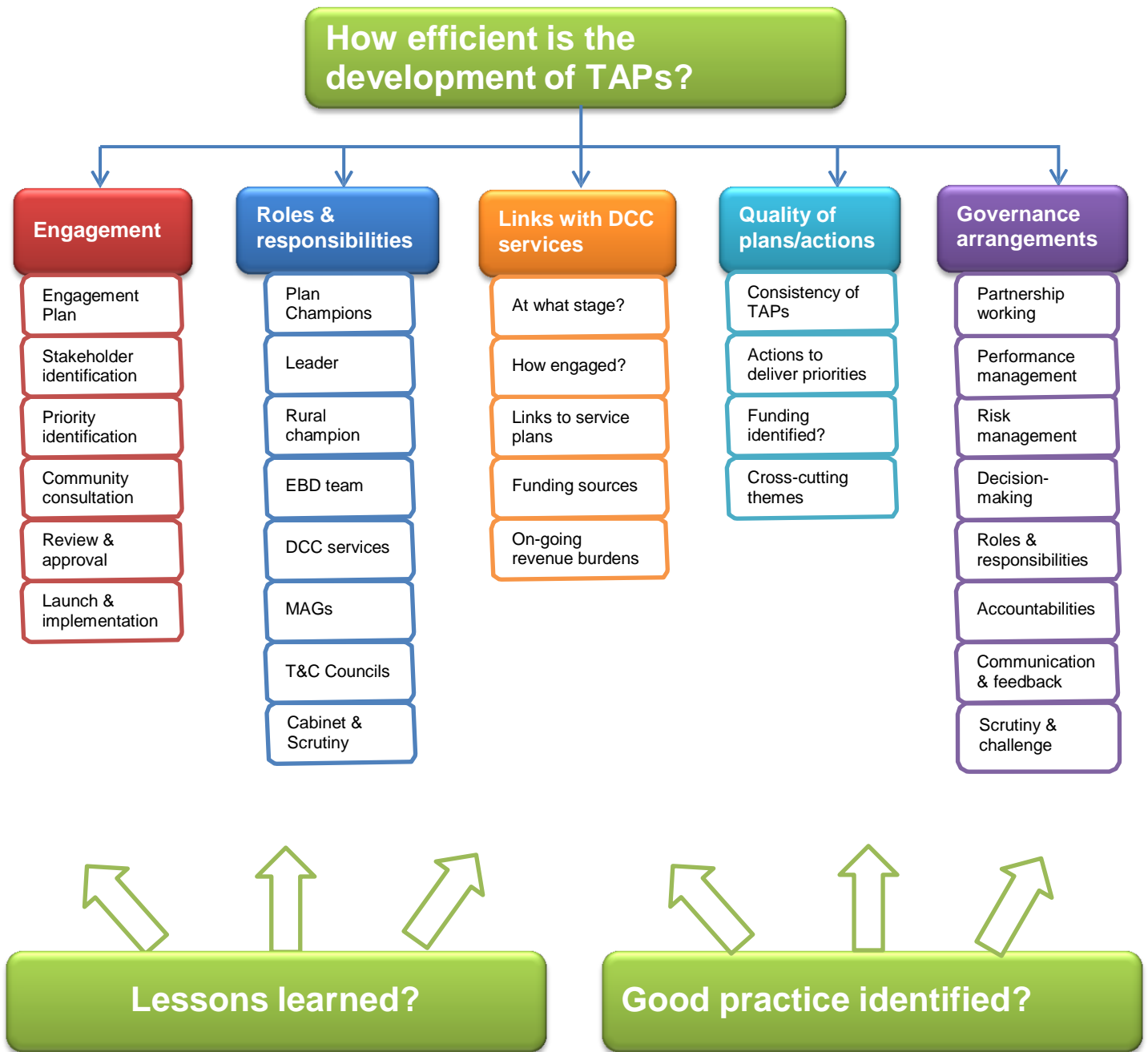
During their development, town centre strategies should look to provide strategic direction to town plans and should, wherever possible, be compared to identify key themes arising, opportunities to achieve economies of scale, tackle deficiencies in the TAPs, avoid duplication, save resources etc.

If there is a reversion to town plans, a decision is needed on how to deal with the areas surrounding the towns. There could be one county rural plan, taking account of the current review of rural community needs and the new Rural Development Plan 2014-2020. This review will inevitably identify trends across communities e.g. transport issues, which should be managed on a county-wide basis to take advantage of economies of scale, avoid duplication, save resources etc. Having one rural plan will allow the opportunity to take advantage of this, as well as addressing specific local priorities.

## Town & Area Plans Review



Appendix 2 – Methodology for question 3



## Appendix 3 - Town & Area Plan benefits health-check assessment

| Key benefits management statements                                                                                                                                                | Always | Usually | Occasionally | Never | Suggested potential actions                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|--------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The benefits from our change initiative(s) are clearly identified in measurable terms that demonstrate strategic contribution.                                                 |        |         | ✓            |       | Benefits-led change ('Start with the end in mind'); driver-based analysis; benefits mapping; customer insight; start gate requiring benefits identified. |
| 2. Benefits forecasts are robust and realisable.                                                                                                                                  |        |         |              | ✓     | Use range of techniques to reach agreement on forecasts e.g. compare with other councils, use expert opinion, apply lessons learned.                     |
| 3. Benefits are expressed and quantified consistently by all change initiatives, so enabling reliable portfolio prioritisation.                                                   |        |         |              | ✓     | Portfolio Benefits Management Framework, including benefits eligibility rules and decision conferencing.                                                 |
| 4. Responsibilities are clearly defined for realising each benefit and for delivering the business and enabling changes on which benefits realisation is dependent.               |        |         |              | ✓     | Benefit Profile and Benefits Realisation Plan, booking the benefits by incorporating into corporate / service plans.                                     |
| 5. We do not stop at the hurdle rate of return, but instead look for all potential benefits.                                                                                      |        |         |              | ✓     | Use approaches that encourage a constant search for benefits, e.g. benefits categorization framework, benefits opportunity management.                   |
| 6. The investment rationale and value-for-money position is tested on a regular basis with formal recommitment to benefits realisation so that there are no 'orphan' initiatives. |        |         | ✓            |       | Stage/phase gates with 'staged release of funding'; funding contracts that include benefits targets.                                                     |
| 7. Measures used provide a 'rich picture' on benefits realisation and, rather than encouraging perverse incentives, they engage the user in exceeding forecast.                   |        |         |              | ✓     | Suite of leading and lagging measures, proxy indicators, evidence events, case studies, surveys and stories.                                             |

| Key benefits management statements                                                                                                                                                | Always | Usually | Occasionally | Never | Suggested potential actions                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|--------------|-------|------------------------------------------------------------------------------------------------------------------------------------|
| 8. Benefits realisation is monitored on an active basis with prompt corrective action being taken to address emerging shortfalls and to mitigate known and emergent dis-benefits. |        |         |              | ✓     | Benefits ROYG dashboard reporting, 'management by exception', one source of communication about progress and benefits achievement. |
| 9. Effective action is taken to identify and exploit emerging benefits.                                                                                                           |        |         | ✓            |       | On-going participative stakeholder engagement, benefits opportunity management.                                                    |
| 10. Checks are undertaken to assess whether the performance matched the promise and identify and apply lessons learned.                                                           |        |         | ✓            |       | Formal post-project and annual TAP implementation reviews and activities to implement lessons.                                     |



### Town & Area Plans Review – Implementation Action Plan

Following concerns raised in a number of forums, a review was commissioned into the Council's policy on Town & Area Plans. The review, conducted by Ivan Butler and Mike Horrocks reported in early June. It concluded that Town & Area Plans should continue and are an appropriate mechanism, amongst others, to support the Council's 'closer to the community' ambition. The review identified a number of areas for improvement and made a series of recommendations for how Town & Area Plans should operate in future. The action plan set out below has been developed to respond to the Review recommendations.

|                                                                                                                                                                                                                                                                                                                                   | Action by:                                                              | Completed by:                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------|
| <b>Action 1:</b><br>Development of an overarching policy statement setting out the intent for Town & Area Plans and clarifying how they relate to other Council plans, priorities and strategies.                                                                                                                                 | <b>Corporate Director:<br/>Economic &amp;<br/>Community Ambition</b>    | <b>30 September 2014</b>          |
| <b>Action 2:</b><br>Development of an operational framework for implementation and governance of Town and Area Plans in line with the Policy Statement, addressing the areas identified in the Review report and clarifying roles and responsibilities.                                                                           | <b>Economic &amp; Business<br/>Development Manager</b>                  | <b>31 December 2014</b>           |
| <b>Action 3:</b><br>Programme of awareness raising and training for all key stakeholders as identified in the Review report                                                                                                                                                                                                       | <b>Economic &amp; Business<br/>Development Manager</b>                  | <b>31 January 2015</b>            |
| <b>Action 4:</b><br>a) Reassess priorities already agreed within Town & Area Plans in light of Freedoms & Flexibilities budget discussions<br><br>b) Review Town and Area Plans in line with Policy Statement and Operational Framework, and in conjunction with Economic Ambition Programme work on Town Centre strategic plans. | <b>Cabinet</b><br><br><b>Town Champions with<br/>Member Area Groups</b> | <b>31 October 2014</b><br><br>tbc |
| <b>Action 5:</b><br>Alignment of performance and progress monitoring regime for Town & Area Plans with Council's overall performance management approach                                                                                                                                                                          | <b>Head of Business<br/>Improvement &amp;<br/>Modernisation</b>         | <b>31 March 2015</b>              |

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## TOWN & AREA PLANS POLICY STATEMENT

### Introduction

Town and Area Plans were introduced by Council in 2011. The first plans, focusing on the County's main towns, were signed off in early 2012. Since 2012, the Plans have been expanded to include the rural communities surrounding the towns.

A review carried out in 2014 identified the need for greater clarity on the role and purpose of Town and Area Plans. This Policy Statement describes the policy objectives Town and Area Plans are intended to address.

An operational framework will accompany this Policy Statement to give greater clarity on how Town and Area Plans should be developed, delivered, monitored and reviewed. The operational framework will also set out the various roles and responsibilities of officers, Members and other key stakeholders involved in the Plans.

### Policy Context

Denbighshire County Council has long held an objective to be a high performing Council, close to its communities. Closer to the Community is identified as an overarching aspiration in the Council's Corporate Plan. In a review of the Closer to the Community objective in 2013, Town & Area Plans were identified as one of the components for taking forward the Closer to the Community objective, with a focus on mapping local community needs and aspirations, and building community capacity.

The Corporate Plan 2012/17 sets out an ambitious agenda for change across a range of priority areas. Developing the Local Economy is identified as one of these priorities. Vibrant towns and communities are seen as an important element of a healthy local economy.

In 2011, Denbighshire County Council together with its key partners developed the first Big Plan for Denbighshire. The Big Plan set out a long term vision for Denbighshire and identified a comprehensive set of actions to address elements of that vision. The Big Plan has been reviewed and a new more focused Wellbeing Plan is now emerging. The new Plan focuses on supporting people and communities to become more independent and resilient, and developing the right environment in which people can maintain their individual and community wellbeing.

Town and Area Plans have an important contribution to make to these 3 policy objectives, and are therefore considered to be important mechanisms for:

**Bringing the Council Closer to its Communities**

**Building Vibrant Towns & Communities**

**Supporting the Development of Independent & Resilient Communities**

## **Key Principles**

Taking these 3 policy objectives, Town and Area Plans can be seen to be an important mechanism for articulating the Council's local response to the needs of its communities, and for delivering its overarching priorities at local level.

Town and Area Plans therefore should:

- Identify the needs and the short, medium and longer term aspirations of a local community and set out a vision for a sustainable future
- Act as living documents that can adapt and respond to changing circumstances
- Support the Council's Corporate Plan priorities as a whole, with a particular focus on Developing the Local Economy
- Demonstrate what action is needed at local level to build and maintain the vibrancy of Denbighshire's towns and communities
- Be based on the premise that towns and their surrounding rural communities are economically interdependent and cannot be treated in isolation from each other
- Reflect 'natural' groupings of communities that make sense on the ground regardless of organisational boundaries
- Recognise that we have a network of towns and communities across Denbighshire with similar challenges and opportunities, that should be tackled collectively, but equally some challenges that are unique to a particular community and may need a more tailored response
- Be supported by realistic and achievable action plans that demonstrate how progress towards the future visions can be delivered
- Show a clear link between the evidence of need in a local community, the vision for a sustainable future that is set as a consequence and the activities that are included in the supporting action plan
- Be owned and led on behalf of local communities by their local elected representatives.
- Recognise that everyone – agencies and residents alike - has a responsibility for progressing the priorities set out in the plans.

### **In practice, this will mean that:**

- Plans will show a clear understanding of how towns, their centres and their associated communities interact with each other, and how they affect each other's future sustainability.
- Plans should demonstrate how the issues affecting towns and their associated communities have been considered in drawing up both the vision statements and the resulting action plans. Actions should be based on evidence that an issue requires to be addressed and that the action is an effective means of delivering the anticipated benefit. There should be a clear focus on benefits and outcomes in all Plans.

- Whilst based on local knowledge and reflecting local needs and aspirations, as County Council plans, the responsibility for deciding what to include in plans must remain with the Council. Local consultation will form an integral part of developing the plans. Local Councillors will provide the link from the local community to the Plan. To assist with coordination, a Champion will be appointed for each Town and Area Plan.
- Where actions align with projects supporting the Council's Corporate Plan priorities or individual Service Plan commitments, a case for allocation of resources may be possible. It is a clear expectation that communities will play an important role in identifying sources of funding for their local priorities. There can be no assumption that the Council will fund all or any of the priorities arising from the Plans.
- As agreed statements of evidenced local need and priority, there will be an expectation that Council Services – and increasingly partner organisations – will pay due regard to the issues and actions set out in each Plan. Wherever possible within financial constraints, Services will reflect priority actions in their Service Plans. In recognition of this, actions should only be included a Plan with the involvement of the relevant Service.

**The detail of how Plans are developed, how they are structured and who should be involved at each stage is contained in the Operational Framework document.**

August 2014.

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**Report To:** Communities Scrutiny Committee

**Date of Meeting:** 11<sup>th</sup> September 2014

**Lead Member / Officer:** Lead Member for Public Realm

**Report Author:** Head of Planning & Public Protection

**Title:** Additional Licensing Scheme for Houses in Multiple Occupation (HMO)

---

**1. What is the report about?**

1.1 The report is about seeking Members' input into a two month public consultation exercise on re-designating an Additional Licensing Scheme for Houses in Multiple Occupation (HMO) within Rhyl.

**2. What is the reason for making this report?**

2.1 The Council has been operating an Additional Licensing Scheme for HMO in Rhyl for nearly 5 years. We are now required to review that Additional Licensing Scheme and Officers are seeking the views of Committee prior to undertaking a comprehensive consultation exercise, on a re-designated Additional Licensing Scheme in Rhyl.

**3. What are the Recommendations?**

3.1 For Members to:

Consider the content of the report and provide specific views on the following:

**Whether there is a justification behind re-designating an additional licensing Scheme**

**The type of HMO to be covered by "Additional Licensing"**

**The geographical area Covered by "Additional Licensing" being limited to Rhyl only.**

**The Conditions to be imposed as part of an "Additional Licensing" Scheme (see Appendix 2)**

**Fees to be applied to an "Additional Licensing" Scheme (see Appendix 3)**

**Health Impact Assessment (see Appendix 4)**

#### 4 Report details.

- 4.1 The Housing Act 2004 introduced a new duty for local authorities to operate a Mandatory Licensing Scheme for certain types of HMO which consist of three or more storeys and with five or more occupants, forming two or more households.
- 4.2 The aim of the Mandatory Licensing Scheme was to ensure that HMO are properly managed by fit and proper people; that the premises are suitably equipped with adequate amenities and facilities and that fire safety arrangements are acceptable.
- 4.3 Only a small number of HMO in Denbighshire fell within the Mandatory criteria laid down by the Act (i.e. 33 mandatory properties – all of which licensed)
- 4.4 The Housing Act 2004 also contains provisions enabling local authorities to extend to other categories of HMO to address particular problems not covered by the Mandatory Scheme. This is called “Additional Licensing”.
- 4.5 On the 8<sup>th</sup> September 2009 Cabinet approved an "Additional Licensing" Scheme for Rhyl so that many more HMOs were "captured".
- 4.6 This Scheme known as the Denbighshire County Council Additional Licensing (Houses in Multiple Occupation) Scheme 2009 came into force on the 1<sup>st</sup> January 2010 and is due to expire on the 31<sup>st</sup> December 2014.
- 4.7 The additional Licensing Scheme applies to certain types of HMO properties in Rhyl. The Scheme sets out the fees which apply for licensing those HMO. It also includes specific standard licensing conditions that would apply to any HMO licensed under the Scheme. The Scheme was restricted to Rhyl as this is where the evidence base demonstrates the justification.
- 4.8 In order to designate an Additional Licensing Scheme, the Housing Act 2004 states that the local authority **must be satisfied** that certain criteria are met. Appendix 1 of this report provides more detail on this criteria and how we believe these are met within Rhyl to allow for the re-designation of the Scheme. Officers' view is that there is insufficient evidence of problematic HMO premises elsewhere in the County to justify the use of existing resources to apply the additional Licensing Scheme elsewhere outside for Rhyl.
- 4.9 As of the 31<sup>st</sup> March 2014, 95 HMO have been licensed through the “Additional Licensing” Scheme and 33 Licensed through the Mandatory Scheme, i.e. 128 in total all have been inspected to assess them against the standard licensing conditions and all have been inspected in accordance with the Housing Health and Safety Rating Scheme inspection system.
- 4.10 Currently, the Additional Licensing Scheme only applies to certain types of HMO in Rhyl. Officers recommend that the Scheme is expanded to include more types of HMO, but remains limited to Rhyl. Further details are provided in Appendix 1.



4.11 The Licensing Conditions and Standards have been reviewed and updated as the current standards were originally adopted back in 2007. The proposed Conditions have been outlined in Appendix 2.

4.12 The Licensing fees have also been reviewed. We propose to adopt the existing Fee Structure with additional incentives and discounts to landlords for good compliance and management.

## **5 How does the decision contribute to the Corporate Priorities?**

5.1 The provision of ensuring good quality housing is a corporate priority with the effective and efficient management of the our private rented sector specifically HMO properties being key to ensuring this objective is achieved for tenants, residents and landlords

5.2 Controlling HMO also contributes towards the Council's priority to "developing the local economy" by supporting a better and flourishing private rented sector as well as protecting the vulnerable living within the private rented sector.

5.3 In the West Rhyl Regeneration Area we are trying to create an attractive neighbourhood where working people will want to live and the remaining HMO need to be proportionately regulated to achieve this.

## **6 What will it cost and how will it affect other services?**

Costs will be contained within service budgets and it is proposed that the existing licensing fees are retained.

## **7 What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.**

To be completed as part of the public consultation process

## **8 What consultations have been carried out with Scrutiny and others?**

The Housing Act requires the Authority to take reasonable steps to consult persons likely to be affected by the designation of an "Additional Licensing" Scheme and to consider any representations received prior to implementation.

## **9 Chief Finance Officer Statement**

Any costs associated with this scheme should be contained within existing budgets and therefore there are no obvious financial implications contained in the report.

## **10 What risks are there and is there anything we can do to reduce them?**

There are no risks associated with the undertaking of a consultation exercise in introducing a re-defined additional HMO licensing Scheme in Rhyl given that the

existing additional HMO Licensing Scheme is due to expire on 31<sup>st</sup> December 2014.

## **11 Power to make the Decision**

Section 56 of the Housing Act 2004 (the Act) gives the local authority the power to either designate the area of their district or an area in their district as subject to additional licensing in relation to a description of HMO specified in the designation.

Section 65 (2) of the Act gives the local authority power to set higher local standards over and above what are the prescribed standards set by legislation.

Section 63(3) of the Act states that the local authority may require a licensing application to be accompanied by a fee, fixed by the local authority.

Scrutiny's powers with respect to this matter are outlined in Article 6.3.2 of the Council's Constitution.

### **Contact Officer:**

Public Protection Business Manager

Tel: 01824 706449



**PLANNING AND PUBLIC PROTECTION SERVICE**

**PROPOSAL**

**Proposed designation of an Additional Licensing scheme for Houses in Multiple Occupation (HMOs) within Rhyl**

**Denbighshire County Council Additional Licensing Scheme (Houses in Multiple Occupation) Scheme 2014**

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## **Proposed designation of an additional licensing scheme for Houses in Multiple Occupation in Rhyl**

### **Introduction**

The Housing Act 2004 changed and improved the way in which Houses in Multiple Occupation (HMO's) are regulated. The Act introduced a new duty for local authorities to operate a mandatory licensing scheme for certain types of HMO's which consist of three or more storeys and with five or more occupants, forming two or more households.

The aim of the licensing scheme is to ensure that HMO's are properly managed by 'fit and proper' people; that the premises are suitably equipped with adequate amenities and facilities and that fire safety arrangements are acceptable. A licence will also specify the maximum number of people who may live in the HMO and includes specific standard licence conditions.

Denbighshire only had a small number of HMOs in Denbighshire that fell within the criteria laid down by the Act that are subject to the mandatory scheme. A total of 33 HMO properties were subject to this scheme and have since been licensed. All these properties are in Rhyl.

Out of the total number of housing stock in Denbighshire 1.4 % of this stock are HMO properties (44714 total stock, 624 HMO's stock - source Housing Enforcement database and DMaps). Of the total housing stock the highest of HMO stock are in town of Rhyl (2.85%). The area with the second and third largest of HMO dwellings are Llangollen (2.56%) and Prestatyn (1.56%). (Table 1 & 2)

Of the total known HMO's in Denbighshire the highest concentration of HMO are within Rhyl which equates to 58% of the total HMO stock, with Prestatyn with next highest with 20% of HMO stock and all other Denbighshire towns with less than 22% between them. (Table 2)

The Housing Act 2004 also contains provisions enabling local authorities to extend to other categories of HMO to address particular problems that may exist in smaller HMO not covered by the mandatory scheme and also in sub-standard, converted, self-contained flats.

To deal with these types of HMO the Council took up these discretionary powers and on the 8<sup>th</sup> September 2009 the Council's Cabinet approved the "designation" of an "Additional Licensing" scheme in Denbighshire. This meant that many more HMOs were "captured" by a licensing regime that can seek to deliver improving living conditions within HMOs and limit the impact HMOs might have on the wider community.

The current Houses in Multiple Occupation (HMO) Additional licensing scheme is due to expire on the 31<sup>st</sup> December 2014. The report outlines proposal to re-designate Additional Licensing scheme within a specified geographical area, the types of HMO to be included in the scheme and the Licensing Standard and Fees applicable to the scheme.

It is one of our aims to ensure that all tenants are safe from the risk of fire and other potential hazards and that multi occupied housing is of a high standard with regards to their general facilities, amenities and living conditions. The private rented sector has an increasingly important role in the provision of housing options for those who are either not able to consider home ownership, or for whom social housing is not a viable option and also for work opportunities which is seasonal in nature. It is therefore our goal to ensure that the achievements already attained to date are built upon in the coming years by re-designating the Additional Licensing Scheme to include all houses in Multiple Occupation within the town of Rhyl.

### **Legal requirements**

Section 56 Housing Act 2004 gives power to council to designate areas, or the whole of the area, within their district, as subject to additional licensing in respect of some or all of the HMOs in its area that are not already subject to mandatory licensing.

The Housing Act 2004 states that before making an additional HMO licensing designation for a particular type of HMO, or for a particular area, a local authority must be satisfied that the following criteria are met:

**Criteria 1:** Consider that a significant proportion of the HMOs of that description in the area are being managed sufficiently ineffectively as to give rise, or to be likely to give rise, to one or more particular problems either for those occupying the HMOs or for members of the public, and, have regard to any information regarding the extent to which any codes of practice approved under section 233 have been complied with by persons managing HMOs in the area in question.

**Criteria 2:** Consult persons likely to be affected by the designation and consider any representations made.

**Criteria 3:** Ensure that the exercise of the power is consistent with their overall housing strategy;

**Criteria 4:** Seek to adopt a coordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour affecting the private rented sector as regards combining licensing with other action taken by them or others;

**Criteria 5:** Consider whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of dealing with the problem or problems in question, and;

**Criteria 6:** That making the designation will significantly assist them to deal with the problem or problems (whether or not they take any other course of action as well).

In meeting the above Criteria, evidence is contained within this report supporting the re-designation of an Additional Scheme. In meeting Criteria 2 in particular, views of the public will be taken into consideration on the proposed designation as contained within the report. This report forms part of the Consultation process.

## How does Additional Licensing Work?

### Application process and Licensing Conditions

The scheme involved sending out Application Packs consisting of an application form and covering letter. Landlords were given 8 weeks to fully complete the forms and provide all necessary documentation and fee. The licensing procedure would not commence until a full and complete application was received.

Following receipt of a fully completed application form, properties would then either be exempted from the scheme or licensed. The following are some reasons why properties may be **exempt** from the Denbighshire County Council's Additional Licensing Scheme:

- It is occupied by only two people
- It is occupied by the owner and their family and one or two lodgers
- It is a building which consists of self-contained flats where two thirds or more are owner occupied
- Where the owner or manager is a public body
- The property is part of a guest house or hotel
- The property is in single occupation etc

Once licensed, all properties must have an inspection under the Housing Health and Safety Rating System within 5 years, although Denbighshire County Council Public Protection (Environmental Health) aim to carry out the inspection within 12 months of granting each licence. To date, **100%** of all licensed properties have had a HHSRS inspection within the first 12 months of a licence.

Failure to apply for a licence for a licensable house is an offence liable on summary conviction to a fine not exceeding £20,000 and breaking any of the licence conditions can result in fines of up to £5,000

Additional Licensing allows for extra conditions and additional measures of control to be applied to the licence which would not be dealt with under the reactive inspections under the Housing Health and Safety Rating System (HHSRS).

The Authority must grant a licence if it is satisfied that

- The HMO is reasonably suitable for occupation by the number of people allowed under the licence.
- the proposed licensed holder is **a fit and proper person** and the most appropriate person to hold the licence. This means that the licence holder has to provide information regarding any unspent convictions
- the proposed manager, if there is one, is a fit and proper person to be the manager
- the management arrangements are satisfactory
- the financial structure for the management are suitable

The licence is subject to conditions relating to its management, use, occupation, content and condition.

- The licence specifies the maximum number of people who may live in the HMO.

A licence also includes the following conditions, which apply to every licence.

- A valid current gas safety certificate, which is renewed annually, must be provided.
- Proof that all electrical appliances and furniture are kept in a safe condition.
- Proof that all smoke alarms are correctly positioned and installed.
- Each occupier must have a written statement of the terms on which they occupy the property, for example, a tenancy agreement.

Denbighshire County Council may also apply the following conditions.

- Restrictions or prohibitions on the use of parts of the HMO by occupants.
- A requirement that the condition of the property, its contents, such as furniture and all facilities and amenities, bathroom and toilets, for example, are in good working order.
- A requirement for specified works or repairs to be carried out within a particular timeframe, these will need to be carried out as outlined in your licence
- A requirement that the responsible person attends an approved training course.

In addition, the licence holder must not only satisfy to the authority that reasonable procedures are in place with regards to anti-social behaviour, but must also require local connection i.e. be locally based or within one hour travelling distance of the licensed house (unless it can be demonstrated that adequate provisions are in place to deal with urgent repair / management issues)

Imposing these additional standards and conditions not only allows for additional powers to ensure good living conditions for tenants in the private rented sector, but also ensures that poor landlords who provide badly managed accommodation can no longer compete unfairly by undercutting the majority of landlords who are responsible and provide reasonable conditions for their tenants.

Since the introduction of these standards, initially as part of the introduction of the Mandatory Scheme back in 2007, these standard Conditions have now been reviewed and updated. See Appendix 2 for the standard Denbighshire County Council HMO Licence Conditions.



## The Current Additional Licensing Scheme

### Scope of scheme

In 2009 Denbighshire County Council designated the five electoral wards of **Rhyl** as subject to Additional Licensing. The Scheme is known as **Denbighshire County Council Additional Licensing Scheme (Houses in Multiple Occupation) Scheme 2009** which came into force on the 1<sup>st</sup> January 2010 and is due to expire on the 31<sup>st</sup> December 2014. The Designation is in accordance with the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (Wales) Regulations 2006.

This scheme was introduced to capture certain types of HMO properties within the settlement limits of Rhyl. The scheme also set out the fees which would apply for licensing those HMO's and to cover administration of the scheme for the period of the licence, which was for a maximum of 5 years. The scheme also has in place specific standard licensing conditions which were also adopted by the Council at the time of the designation, these standards would apply across the board to any HMO licensed under the scheme.

Evidence obtained during the consultation period prior to the scheme supported the need for HMO Additional Licensing within the Rhyl wards. The scheme included properties that meet all of the criteria, within either one of the following categories:

3 or more storeys, which is occupied by 3 or more persons who form 2 or more separate households, where at least 1 of the households is not fully self-contained (where there may be sharing of facilities), or

3 or more storeys, which is occupied by 3 or more persons who form 2 or more separate households, which are fully self-contained, but do not meet the 1991 Building Regulations and where less than two-thirds of the self-contained flats are owner occupied.

Much work has been undertaken within the scope of this Additional licensing scheme to licence properties which fell within the scope of this scheme, as of the 31<sup>st</sup> March 2014, just over 4 years into the life of the scheme, 95 HMO have been licensed. Of these HMO all have been inspected to assess them against the standard licensing Conditions and all have been inspected in accordance with the Housing Health and Safety Rating Scheme inspection system.

Research carried out in 2009 from data held by the Housing Enforcement service resulted in the additional licensing designation being introduced to cover properties of 3 or more storeys occupied by 3 more persons forming 2 or more households. The research revealed that the majority of private rented two storey properties were occupied by single households across the authority. The evidence available at the time did not support the need for Additional Licensing of two storey properties.

The research revealed a significant number of 3 storeys buildings of which more than half consisted of self-contained flats and which were not covered by Housing Act 2004 Mandatory Licensing Scheme. It is these properties which could be identified in the Housing Act as poorly converted dwellings and therefore came under the definition of section 257 HMOs' and consequently could be subject to Additional Licensing. Poorly converted properties are those that have not been converted in accordance with Building Regulations 1991. Of these 3 storeys properties known to the authority almost two thirds were located in Rhyl, with Prestatyn, St Asphah, Llangollen, Ruthin and Dyserth making up the remaining third.

The estimated number of 3 storey dwellings in Rhyl potentially requiring Additional Licensing was in the region of 325. Since the first Designation, 25 three storey dwellings have been demolished under the West Rhyl Housing Improvement Programme. This gave a total of 300 HMOs which potentially required licensing. Not all properties would have been subject to licensing as exemptions exist for example properties converted under Building Regulation after 1991, single occupation use, social housing stock etc

The table below shows the number of application packs sent out over the last 4 years and the number of licenses, exempt properties and properties held with Denbighshire County Council's Planning section for further investigation.

|                                                | <b>Total</b> |
|------------------------------------------------|--------------|
| <b>Additional Licensing forms sent out</b>     | <b>255</b>   |
| <b>Applications deal with</b>                  | <b>100%</b>  |
| <b>Licenses Issued</b>                         | <b>95</b>    |
| <b>Properties Exempt</b>                       | <b>154</b>   |
| <b>Properties Currently Held with Planning</b> | <b>36</b>    |

In order to establish the use of the property and to ensure the correct legislative route was being taken, in October 2012, 116 HMO property addresses were sent to the Council's Planning Section for their attention. The properties were only licensed once a decision was given as to their use. To date, 36 properties are currently being held and are awaiting a decision.

### **Complaints and Housing Health & Safety Rating System (HHSRS)**

The Public Protection (Environmental Health) Service receive complaints from tenants of private rented properties. These complaints may relate to general disrepair and failure in Management to the lack of amenities and lack of or inadequate fire detection. HHSRS assessments are completed following a property being licensed, multi-agency inspection or a programmed HMO inspection.

Following receipt of a complaint, each property is visited and a full HHSRS inspection is carried out. The HHSRS is the means of evaluating the potential risks to health and safety from any deficiencies in the dwellings. The Rating System is about the assessment of 29 hazards (the potential effect of conditions) the form of construction and the type and age of a dwelling do not affect the assessment.

Once a deficiency is identified during an inspection, the likelihood of a member of the vulnerable age group suffering a potentially harmful occurrence in the next 12 months is assessed. Finally, the possible harm outcomes that could result from such an occurrence is judged. This scoring procedure is repeated for all 29 hazards that are considered to be worse than average for the housing stock. Hazards can be scored as **Category 1** or **Category 2** hazards (A hazard band for all scored hazards are recorded Category 1 A-C and Category 2 D-J). Local Authorities have a duty to deal with Category 1 hazards and discretion to deal with Category 2 hazards. The following are examples of a few of the 29 Hazards:

- Damp and Mould Growth
- Excess Cold
- Food Safety
- Falling on Level Surfaces
- Fire

Over the last **4 years 1224** hazards have been identified within properties in the private housing sector.

Of the total high risk hazards (Category 1) identified **60% (262)** were from HMO properties with the remaining **40% (175)** from single occupied properties.

Of the Category 2 hazard identified **56% were from HMO** properties which equates to 439 identified hazards, the remaining 348 hazards were from single occupied properties.

Of all the Hazards identified (cat 1 & 2) 701 were from HMO properties with 523 from single occupied properties, this equates to **57% within HMO properties**.

According to Denbighshire County Council statistics the five wards in Rhyl have a total housing stock of 12676 of which 361 have been identified as HMOs from Housing Enforcement data. **(Table 2)**

Since January 2010, 1071 housing related service request have been received, 770 of these complaints were from Rhyl equating to 72% of all complaints, second highest was Prestatyn with 122 complaints which only equating to 11% . **(Table 3)**

Out of the 770 complaints in Rhyl, 406 of these were related to HMOs, this equates to over half (53%) of all Rhyl complaints despite HMOs only representing 2.85% of the total housing stock in Rhyl. **(Table 1 & 3)**

**Table 4** illustrates the type of HMO relate complaints received over the last 4 years, in the main they relate to general issues affecting the whole property rather than individual items.

**From the above it is evident that a disproportionate number of complaints are from HMOs.**

### **Enforcement Action**

Following the HHSRS assessment stage, **enforcement action** is taken by means of one of the following:

- **Verbal advice and letters** advising of the hazard and what remedial action is required
- **Hazard Awareness Notices** (This notice advises the person on whom it is served of the existence of hazards on the residential premises concerned which arises as a result of the deficiency on the premises)
- **Improvement Notices** (stating the deficiency giving rise to the hazard which remedial action to be taken and time for taking such action)
- **Prohibition Orders** (An order imposing such prohibitions on the use of the premises)

Since January 2010, 594 types of enforcement action were taken across the county. A total of 455 were taken in Rhyl, of this 312 enforcement actions were served on HMOs. Of the enforcement action taken on HMO's 200 actions related to Licensed HMO's. During 2012, 67% of all enforcement action was taken within licensed HMO's. There has been 100% compliance in relation to all the action taken. **(Table 5 & 6)**

The results of enforcement action taken have resulted in the removal of Category 1 and Category 2 Hazards. See **Table 7 & 8**.

Another form of enforcement action which is specific to HMO are:

- **Interim and Final Management Orders** (Interim Management Orders transfers the management of a residential property to the Local Authority for a period of up to twelve months. A local authority must take enforcement action in respect of a licensable property by making an Interim Management Order (IMO) if the property ought to be licensed, but is not, and the Local Authority considers there is no reasonable prospect of it granting a licence in the near future.

Since the implementation of the Additional Licensing Scheme in January 2010, the Authority have made **2** Interim Management Orders, each lasting a period of 12 months. Denbighshire County Council was the second only Council in Wales to have served an IMO. Only a handful of English Authorities have served IMO's.

One IMO was made due to the proposed licence holder not being a fit and proper person and the second was due to the failure to provide a complete application form (property could therefore not be licensed)

Both these properties have subsequently been handed back to the relevant persons.

### **Fire Related Complaints and Incidents in Denbighshire**

In collating fire related data evidence were gathered from our own database, but also evidence with provided by North Wales Fire & Rescue Service

Since the start of the Additional Licensing scheme in January 2010, data from the Council's database system shows that 48 out of 54 fire related request for service or fire related incidents, were from Rhyl which equates to 89% **(Table 9 & graph)**

From evidence provided by North Wales Fire & Rescue Service relating to reported fires in dwellings during the period 2009 to 2013, there were 87 reported fires in dwelling throughout Denbighshire, 59 related to reports of fire from the town of Rhyl, which is logical when this in Denbighshire largest town. The Fire Service data has been cross referencing against the Council's HMO database and it was identified that of the 59 incidents in Rhyl, 46 related to HMO, which accounts for a staggering 78% of all reported dwelling fires in Rhyl and 60% of all countywide reported fires. **(Table 10)**

### **Landlord Engagement and Training**

As part of the Additional Licensing Scheme, the Council was keen to promote high standards of management and encourage good well intentioned landlords through the **All Wales Accreditation Scheme** and the **Landlords Forum**

The Landlord Accreditation Wales scheme applies to individual landlords in Wales as well as agents and companies. To become accredited, landlords must attend a training course. The course covers landlords legal rights, responsibilities and obligations regarding the maintenance and management of their properties as well as their tenants' rights. There is an expectation for landlords to develop their knowledge and understanding by means of regular continued training.

In addition to the Landlord Accreditation Scheme the Council established a private Landlords Forum back in 2002. This forum is held twice a year and provides an opportunity for regular legislative updates, training events and networking opportunities for landlords, agents, managers and relevant partners. The forum is also used as a formal means of consolation on council policy and strategies.

The licence holder is required to provide a record of training attendances when applying for renewal of a licence. Attendance at the Landlord's Forum is taken into account when assessing the level of training completed over a licence period.

Denbighshire currently has **109 accredited members** of the All Wales Accreditation Scheme. Out of 22 Welsh Councils, Denbighshire County Council are listed 8<sup>th</sup> in Accreditation Statistics. There are 1131 Accredited Landlords throughout Wales, with DCC making up 10% of this number. **Of the accredited members almost 60% own or manage HMOs in Rhyl**

The Landlord Forum currently has a mailing list of 320 landlords, managing agents etc all of whom receive Bi annual Housing Update Newsletter produced by the Authority. In the early days of the Forum attendance was around 20 landlords, however since the implementation of the Additional Licensing Scheme there has been a steady increase in attendance which are illustrated in **Table 11**

### **Pollution related complaints in Rhyl and other towns**

Public Protection also deal with pollution related service request and complaint which relate to the follow type of issues: drainage, filthy and verminous, domestic noise, accumulation/rubbish nuisance, fumes or gases nuisance, nuisance premises and odour.

**Tables 12 & 13** show that the majority of Pollution related complaints were received from the towns Rhyl (2005-2009 – 44% , 2010 -2014 – 46%) and Prestatyn both pre and post Additional licensing scheme. The highest types of Pollution complaints related to domestic noise nuisance, with 341 incidents in Rhyl during 2005-2009 and 243 during 2010-2014

### **Police Related Statistics**

Anti-social behaviour is a broad term used to describe the day-to-day incidents of crime, nuisance and disorder that make many people's lives a misery – from litter and vandalism, to public drunkenness or aggressive dogs, to noisy or abusive neighbours. Such a wide range of behaviours means that responsibility for dealing with anti-social behaviour is shared between a number of agencies, particularly the police, councils and social landlords.

There have been a total of 11,510 ASB incidents in Denbighshire from the 1<sup>st</sup> April 2011 until the 28<sup>th</sup> August 2013, with the majority being made up of ASB Nuisance namely 59.5%. **(Table 14)**

From the 15 wards within Denbighshire, the majority of the incidents have occurred in Rhyl, specifically Rhyl West. **(Table 15)**

Between the dates 1<sup>st</sup> April 2011 – 28<sup>th</sup> August 2013, Rhyl as a whole had 5912 ASB incidents, making up 51.4% of all incidents in Denbighshire. **(Table 15)**

Rhyl West specifically consisted of 3467 ASB incidents, making up 30% of all ASB incidents in Denbighshire. **(Table 15)**

It is clear that between the dates of 1<sup>ST</sup> April 2011 – 31<sup>ST</sup> March 2012 and 1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013, the ASB incidents have decreased in total from 4987 to 4468. This is a decrease of 10%. The majority of wards have decreased in number of ASB incidents, with exception to a few. Rhyl's ASB incidents have shown a clear **decrease** from 2458 to 2153. This was a decrease of 12.4%.

## **Proposal for Re-designation of Additional Licensing**

### **Area to be covered**

From the evidence outlined in this report it is not necessary to ensure all HMOs in Denbighshire are "captured" by "Additional Licensing" and so a set of criteria for the type of HMOs and the locality to be covered by "Additional Licensing" is required. It is to focus resources in an area where there is a high concentration of problematic HMO properties.

It is proposed that Additional Licensing should be re-designated and should cover the town of Rhyl. From the evidence presented in this reports there is currently do clear evidence to support the designation of Additional Licensing across a wider area of the county.

### **Which properties require licensing?**

It is proposed that the new Additional Scheme should include all types of HMO. It is recommended that the scheme will include properties that meet all of the criteria within either one of the following two categories:

- a) Any type of HMO as defined by Section 254 of the Housing Act 2004 which does not fall within the mandatory licensing scheme, occupied by three or more persons, forming two or more households
- b) HMO properties which are defined within the scope of Section 257 of the Housing Act 2004; HMO's created by converting buildings into flats, but do not meet the 1991 Building Regulations and they have not been subsequently brought up to the relevant standards.

The power within the Act to designate Additional Licensing does not permit the Council to require buildings listed or referred to in Schedule 14 of the Act to be subject to Additional Licensing.

All landlords who own a property that fall under either one of the above criteria and located within the town of Rhyl will need to apply for a licence.

The Licensing Conditions and Standards have been reviewed and updated as the current standard where originally adopted back in 2007, the proposed Conditions

have been outlined in **Appendix 2**, which details a summary of the amendments to the Conditions

The Licensing fees have also been reviewed, however there has been little change in overall costs since the initial fees were set and we therefore propose to adopt the existing Fee Structure as adopted by the Mandatory and current Additional Licensing scheme. We further propose to provide additional incentives and discounts to good compliance and managements, fully details of these are outlined in **Appendix 3**

### **Benefits of Additional Licensing**

As outlined in this report the Council receive numerous complaints relation to physical conditions, landlord and tenants disputes, harassment and illegal eviction including noise nuisance, accumulation of refuse and general anti-social behaviour. Complaints are generally received from tenants, members of the public and other statutory bodies. The complaints generally related to all types of HMO's and the Council considers the re-designation of Additional Licensing within Rhyl would greatly increase the Council's ability to continue with all the work which has already been done to regulate these types of properties

Additional licensing would allow the Council to specify the maximum number of persons who can occupy the houses and attach conditions relating to the managements. Much work has already been done in this area to regulate the occupancy levels within the licensed HMO's.

All licensed HMO have been inspected in accordance with the HHSRS standards and against the Licensing Conditions. It must be said that much work has been undertaken by Denbighshire's landlords over the last 4 years to improve the quality of the accommodation available for rent. With the re-designation this would allow the Council to continue with this work to license the remaining HMO properties which are currently not licensed, and work with those landlords to improve the standards within these properties.

The Welsh Government National Statistics for Wales First Release report dated 10<sup>th</sup> April 2014 gives the annual statistical release for Dwelling Stock Estimates for Wales 2012 – 2013. This report presents an estimate of the number of dwellings in Wales by tenure and for each Local Authority as at 31<sup>st</sup> March 2013.

The number of homes rented from private landlords has increased significantly in Denbighshire. This sector represents 15.9% of all housing (Census 2011). A more proactive approach to working with private landlords and empty home owners is required.

Due to the disproportionate levels of HMO properties with the town of Rhyl and the general national increase in private rented stock, we need to ensure that no further HMO properties are created within the town which are substandard. Work is already



underway to work with the other sections and services in the Council to ensure that HMO properties have the correct permission in place to operate as HMO properties.

The provision of ensuring good quality housing is a corporate priority with the effective and efficient management of the our private rented sector specifically HMO properties being key to ensuring this objective is achieved for tenants, residents and landlords. (2012-2017 Corporate Priority Number 6 “Ensuring Access to Good Quality Housing”).

Controlling HMO also contributes towards the Council’s priority to “developing the local economy” by supporting a better and flourishing private rented sector, provide work for the building industry, provide good quality accommodation for seasonal workers.

That vulnerable people are protected and are able to live as independently as possible if they so choose to live in the private rented sector, with better regulated rented accommodation with better managements in place and fit and proper persons running those accommodations.

In the West Rhyl Regeneration Area we are trying to create an attractive neighbourhood where working people will want to live, and to create a balanced housing market which is not dominated by one type of housing or by one type of tenure. Much work has been undertaken to deal with numerous problematic HMO properties, however the remaining HMO need to be well regulated to support the Regeneration of the area.

The additional Licensing Scheme is consistent with the Council’s draft Local Housing Strategy and Links to its Empty Property Strategy and Homelessness initiatives, to engage with private landlords to provide better quality of accommodation for those residents unable to access home ownership or social housing.

As outlined above engagement with private landlord has improved significantly over the lifetime of the current Additional Licence, with more landlords becoming accredited year on year and the increase in attendance to the Landlord Forum.

Over the past decade there have been several changes to legislation relating to Housing such as the introduction of the Housing Act 2004. A recent change however, is the introduction of the Housing (Wales) Bill. This Bill was introduced on 18 November 2013 by the Minister for Housing and Regeneration and is due to receive Royal Assent this autumn

This Bill will sit alongside a wide range of other scheme and initiatives and will work in conjunction with the Additional Licensing scheme. These new measures include:

- improved standards and management in the private rented sector by the introduction of a mandatory registration and licensing scheme.

- reduced levels of homelessness by placing its prevention at the centre of local authority duties to help people at risk.
- fewer long term empty properties by encouraging owners to sell or rent them – thereby helping to increase housing supply

## **Conclusion**

In proposing the re-designation of Additional Licensing to cover all type of HMO within the town of Rhyl, the Council aims to:

- **Engage with landlords to assist them with improving their management arrangements and improving general standards**
- **Reduce the risk of fire and other hazards in all types of HMO's and improve standards of HMO's relating to amenities and repair**
- **Ensure our HMO properties and run by fit and proper people**
- **Support inexperienced landlords and make all landlords/agents more accountable for the behaviour of their tenants and tackle anti-social behaviour.**
- **Create a fairer and more equitable situation where landlords of all HMO's invest in better standards.**
- **Improve the quality of housing to benefit both the tenants and the wider community**

## **Consultation**

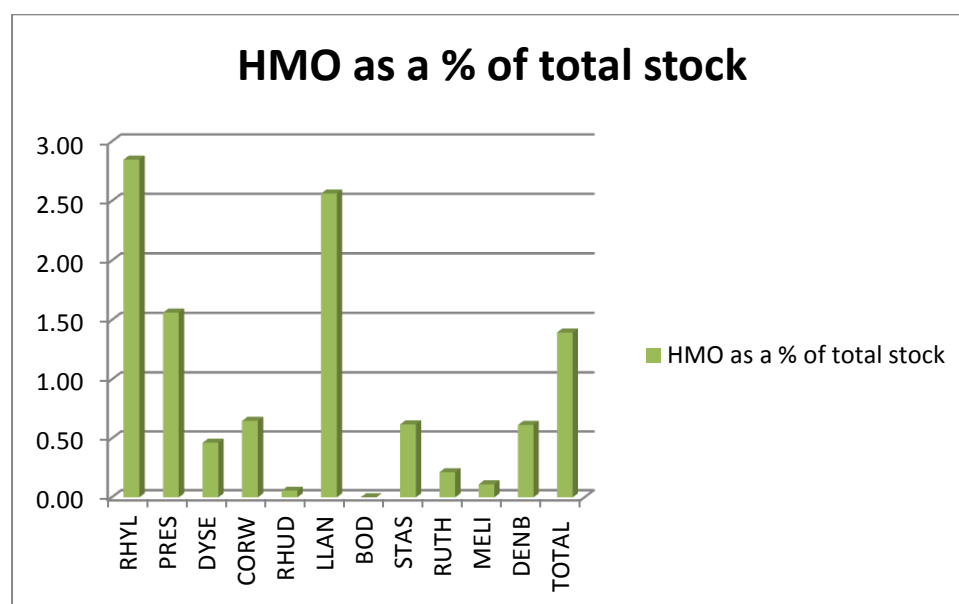
The Council invites comments in response to this consultation from all landlords, agents, tenants and all other interested parties. Please either use the reply form included with this consultation report and send it back to the address provided below

Public Protection  
Russell House  
Churton Road  
Rhyl  
LL18 3DP

Or e-mail: [housing.enforcement @denbighshire.gov.uk](mailto:housing.enforcement@denbighshire.gov.uk)

## Statistics & Tables

**Table 1 – Showing the Stock HMO in % within Denbighshire**



The above table clearly shows that the majority of DCC's HMO stock are in Rhyl (2.85%). The area with the second and third largest of HMO dwellings are Llangollen (2.56%) and Prestatyn (1.56%)

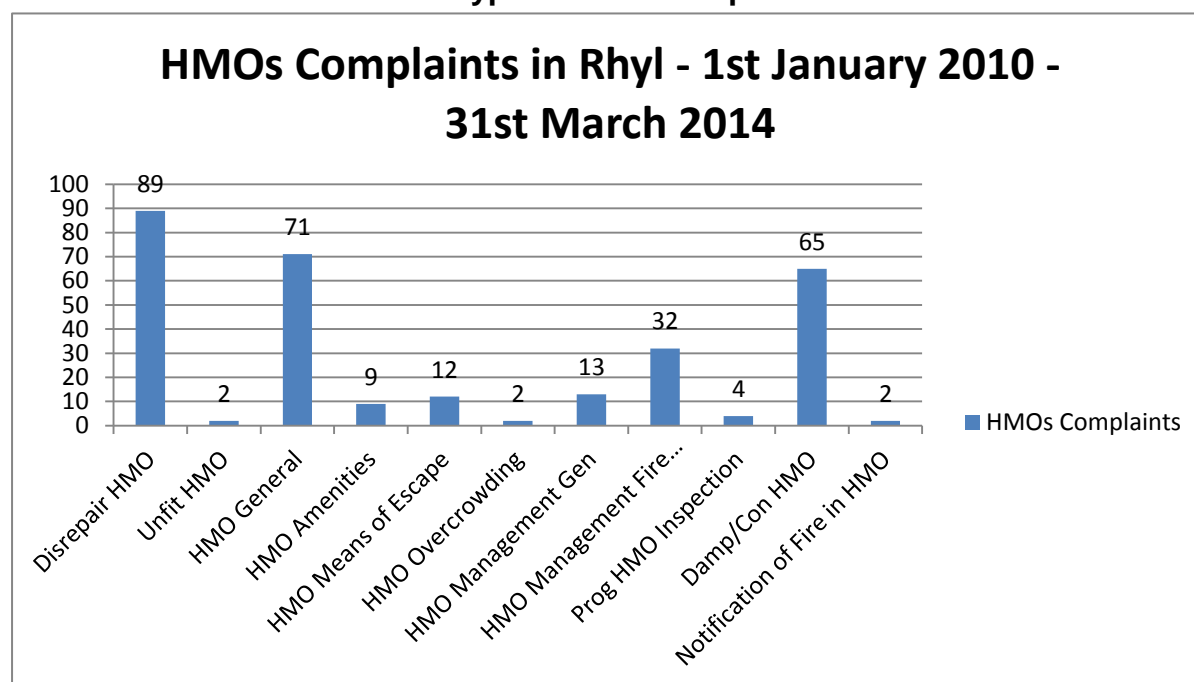
**Table 2 – Stock Total and HMO per Town / Area**

| Number of HMO's | stock total | HMO as a % of total stock |             |
|-----------------|-------------|---------------------------|-------------|
| RHYL            | 361         | 12676                     | <b>2.85</b> |
| PRES            | 125         | 8001                      | <b>1.56</b> |
| DYSE            | 5           | 1079                      | <b>0.46</b> |
| CORW            | 11          | 1695                      | <b>0.65</b> |
| RHUD            | 1           | 1769                      | <b>0.06</b> |
| LLAN            | 53          | 2068                      | <b>2.56</b> |
| BOD             | 0           | 1051                      | <b>0.00</b> |
| STAS            | 14          | 2261                      | <b>0.62</b> |
| RUTH            | 15          | 7025                      | <b>0.21</b> |
| MELI            | 1           | 905                       | <b>0.11</b> |
| DENB            | 38          | 6184                      | <b>0.61</b> |
| TOTAL           | 624         | 44714                     | <b>1.40</b> |

**Table 3 - All types of complaints received by all towns in Denbighshire  
County Council**

**Disrepair Categories v Towns**

|                                       | Bod      | Corw      | Denb      | Dyse      | Llan      | Meli     | Pres       | Rhud      | Rhut      | Rhyl       | St<br>Aspah |
|---------------------------------------|----------|-----------|-----------|-----------|-----------|----------|------------|-----------|-----------|------------|-------------|
| CH50 - Disrepair Priv Rentd           | 4        | 6         | 18        | 12        | 8         | 4        | 65         | 9         | 20        | 266        | 9           |
| CH51 - Disrepair HMO                  | 0        | 0         | 2         | 1         | 0         | 0        | 2          | 0         | 1         | 89         | 1           |
| CH52 - Disrepair Owner Occup          | 0        | 1         | 0         | 0         | 0         | 0        | 1          | 0         | 0         | 3          | 0           |
| CH53 - Disrepair Hous Assoc           | 1        | 0         | 2         | 0         | 0         | 0        | 3          | 0         | 0         | 8          | 0           |
| CH54 - Disrepair Council              | 0        | 0         | 0         | 0         | 0         | 0        | 1          | 0         | 0         | 1          | 0           |
| CH55 - Unfit Priv Rentd               | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 1          | 0           |
| CH56 - Unfit HMO                      | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 2          | 0           |
| CH57 - Unfit Owner Occup              | 0        | 0         | 0         | 0         | 1         | 0        | 1          | 0         | 0         | 1          | 0           |
| CH60 - HMO General                    | 0        | 0         | 0         | 0         | 1         | 0        | 0          | 0         | 2         | 71         | 0           |
| CH61 - HMO Amenities                  | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 9          | 0           |
| CH62 - HMO Means of Escape            | 0        | 0         | 2         | 1         | 0         | 0        | 0          | 0         | 0         | 12         | 0           |
| CH63 - HMO Overcrowding               | 0        | 0         | 0         | 0         | 0         | 0        | 1          | 0         | 0         | 2          | 0           |
| CH67 - Damp/Con Priv Rentd            | 0        | 0         | 8         | 3         | 1         | 0        | 15         | 2         | 1         | 59         | 1           |
| CH64 - HMO Management Gen             | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 13         | 0           |
| CH65 - HMO Management Fire<br>Prec    | 0        | 0         | 1         | 0         | 0         | 0        | 0          | 0         | 0         | 32         | 0           |
| CH66 - Prog HMO Inspection            | 0        | 0         | 2         | 0         | 0         | 0        | 1          | 0         | 2         | 4          | 0           |
| CH68 - Damp/Con HMO                   | 0        | 0         | 1         | 0         | 1         | 0        | 0          | 0         | 0         | 65         | 1           |
| CH69 - Damp/Con Owner/Occup           | 0        | 1         | 2         | 0         | 0         | 0        | 0          | 0         | 0         | 1          | 0           |
| CH71 - Damp/Con Hous Assoc            | 0        | 0         | 0         | 0         | 0         | 1        | 0          | 0         | 0         | 3          | 0           |
| CH72 - Insecure Premises              | 0        | 2         | 8         | 0         | 0         | 1        | 11         | 1         | 0         | 29         | 1           |
| CH73 - Nuisance Premises              | 0        | 1         | 0         | 0         | 0         | 1        | 0          | 0         | 0         | 2          | 0           |
| CH74 - Unlawful Eviction              | 0        | 0         | 0         | 0         | 0         | 0        | 2          | 0         | 0         | 13         | 0           |
| CH75 - Eviction/Harrass               | 0        | 0         | 1         | 0         | 0         | 0        | 0          | 0         | 1         | 13         | 0           |
| CH76 - Enquiry Eviction/Harass        | 0        | 0         | 0         | 0         | 0         | 0        | 3          | 0         | 0         | 8          | 0           |
| CH77 - Immigration Inspection         | 0        | 0         | 0         | 2         | 0         | 0        | 2          | 0         | 0         | 2          | 0           |
| CH78 - Gas Safety                     | 0        | 0         | 0         | 0         | 0         | 0        | 2          | 0         | 0         | 5          | 0           |
| CH80 - Electric Disconnection         | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 2          | 0           |
| CH82 - General Enquiry                | 1        | 2         | 9         | 5         | 2         | 0        | 11         | 0         | 1         | 42         | 0           |
| CH84 - Party Wall Enquiry             | 0        | 2         | 1         | 0         | 0         | 0        | 1          | 0         | 0         | 6          | 0           |
| CH85 - Notification of Fire in<br>HMO | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 1         | 2          | 0           |
| CH88 - Anti-Social Behaviour          | 1        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 2          | 0           |
| CH91 - Fire Safety                    | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 1         | 0         | 2          | 0           |
| <b>Total</b>                          | <b>7</b> | <b>15</b> | <b>57</b> | <b>24</b> | <b>14</b> | <b>7</b> | <b>122</b> | <b>13</b> | <b>29</b> | <b>770</b> | <b>13</b>   |

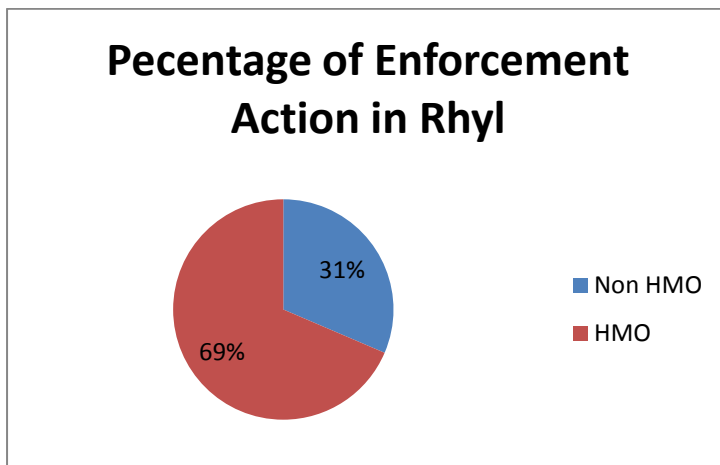
**Table 4 – Breakdown of the type of HMO Complaints****Table 5 - Enforcement action (all properties) which has been taken by the Housing Enforcement Team since 2010 to 31<sup>st</sup> March 2014:**

|                                                     | Calendar Years |          |          |                                                             |         | Total     |
|-----------------------------------------------------|----------------|----------|----------|-------------------------------------------------------------|---------|-----------|
|                                                     | 2014           | 2013     | 2012     | 2011                                                        | 2010    |           |
| Improvement Notices                                 | 33 (2)         | 36 (16)  | 31(2)    | 53 (13)                                                     | 69 (1)  | 222(34)   |
| Prohibition Orders                                  | 0              | 1(1)     | 0        | 0                                                           | 3       | 4 (1)     |
| Hazard Awareness Notices                            | 59 (8)         | 93(26)   | 56 (41)  | 6                                                           | 17      | 231 (75)  |
| Licensing Conditions                                | (8)            | (34)     | (46)     | 0                                                           | 0       | (88)      |
| IMO                                                 | 0              | 0        | 1        | 1                                                           | 0       | 2 (2)     |
| Other Actions *                                     | 2              | 15       | 8        | 9                                                           | 13      | 47        |
| <b>Total Action**</b>                               | 102 (17)       | 181 (77) | 140 (94) | 69 (13)                                                     | 102 (1) | 594 (200) |
| <b>% Enforcement action taken on Licensed HMO's</b> | 17%            | 43%      | 67%      | 19%                                                         | 1%      |           |
| <b>% Action Completed</b>                           | 73%            | 94%      | 100%     | 31%<br>** 9 Improvement Notices are still subject to Appeal | 100%    |           |

\*includes abatement, securing premises etc

Figures in brackets relate to licensed HMOs

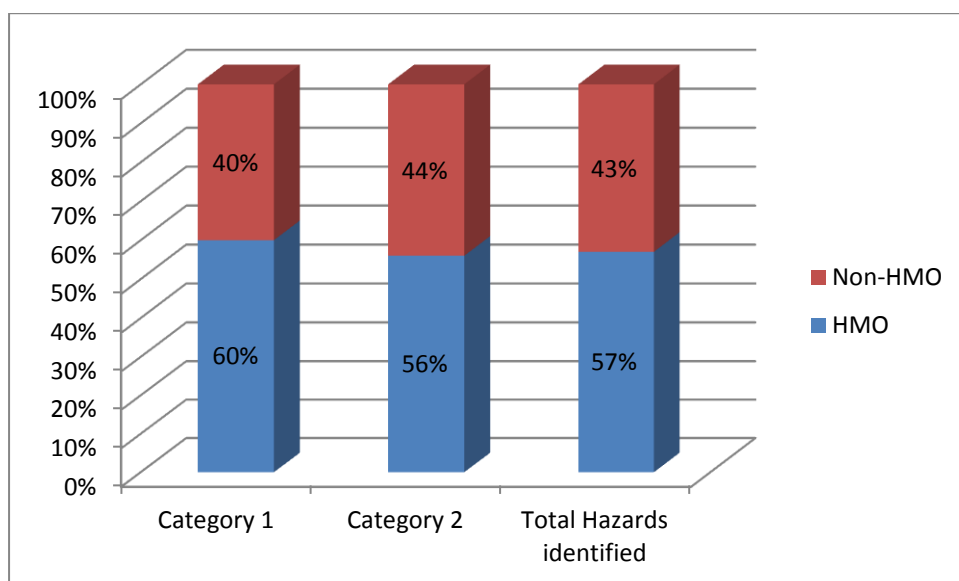
**Table 6 - The total number of enforcement action in Rhyl over the last 4 years is 455, of this 312 enforcement actions were served on HMOs. The graph below illustrates this figure in %**



**Table 7 – Housing Health & Safety Rating Scheme identified hazards**

|                                 | <b>HMO</b>       | <b>Non-HMO</b>   |
|---------------------------------|------------------|------------------|
| Category 1                      | 262 (60%)        | 175 (40%)        |
| Category 2                      | 439 (56%)        | 348 (44%)        |
| <b>Total Hazards identified</b> | <b>701 (57%)</b> | <b>523 (43%)</b> |

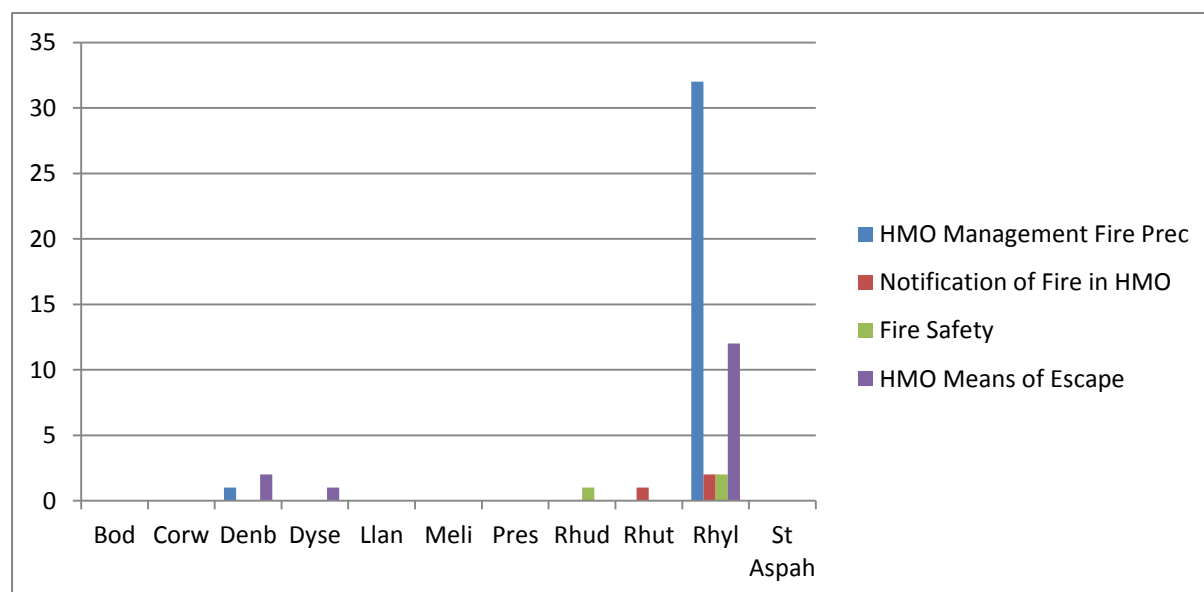
**Table 8 – Total Hazards Identified from 2010 to 2014**



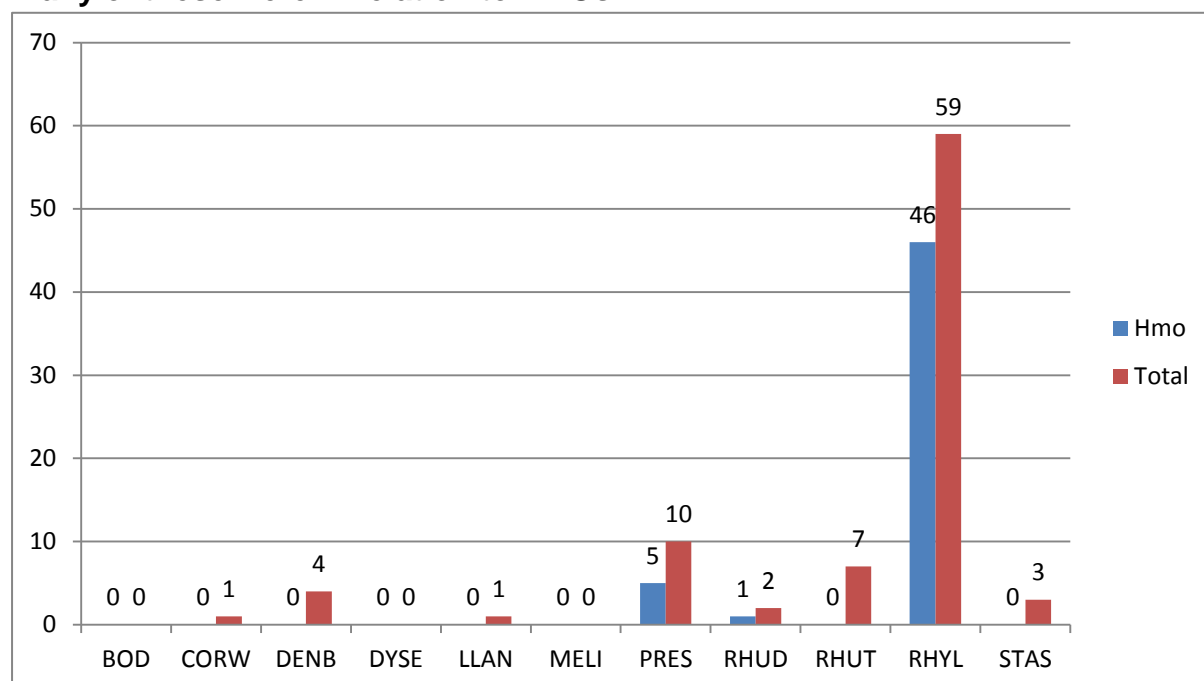
\*Excludes Suspended Improvement Notices

**Table 9 & Graph Statistics from the Council's database system showing fire related incidents in HMOs countywide from 1<sup>st</sup> January 2010 to 31<sup>st</sup> March 2014.**

|                             | Bod | Corw | Denb | Dyse | Llan | Meli | Pres | Rhud | Rhut | Rhyl | St<br>Aspah |
|-----------------------------|-----|------|------|------|------|------|------|------|------|------|-------------|
| HMO Management Fire Prec    | 0   | 0    | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 32   | 0           |
| Notification of Fire in HMO | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 2    | 0           |
| Fire Safety                 | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0    | 2    | 0           |
| HMO Means of Escape         | 0   | 0    | 2    | 1    | 0    | 0    | 0    | 0    | 0    | 12   | 0           |
| <b>Total</b>                | 0   | 0    | 3    | 1    | 0    | 0    | 0    | 1    | 1    | 48   | 0           |



**Table 10 - North Wales Fire & Rescue Service Fire Incidents 2009 – 2013 how many of these were in relation to HMOs**



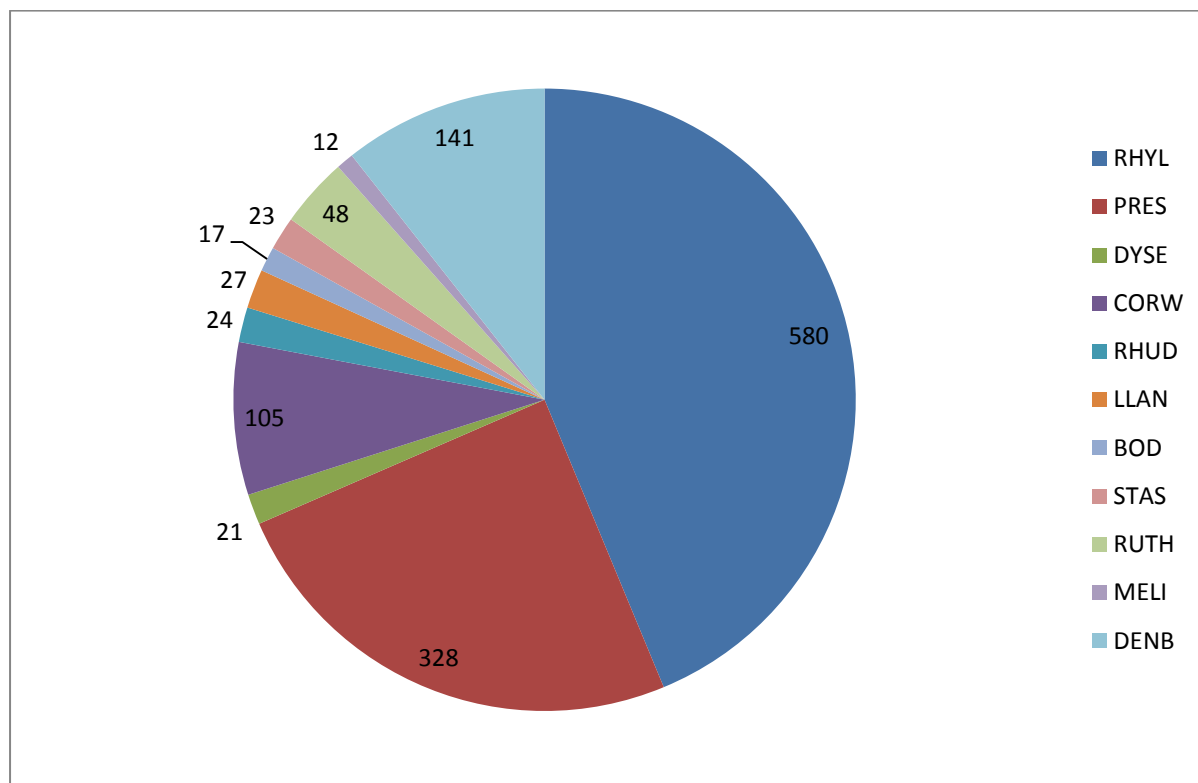
**Table 11** Below shows the number of Landlords who have attended the forums in the past 4 years. This shows a steady increase since the implementation of the Additional Licensing Scheme

|                                                      | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014 (first quarter)* |
|------------------------------------------------------|-----------|-----------|-----------|-----------|-----------------------|
| <b>Number of Landlords attending landlords forum</b> | 34        | 35        | 43        | 64        | 54                    |

\*Landlords Forums are held twice yearly

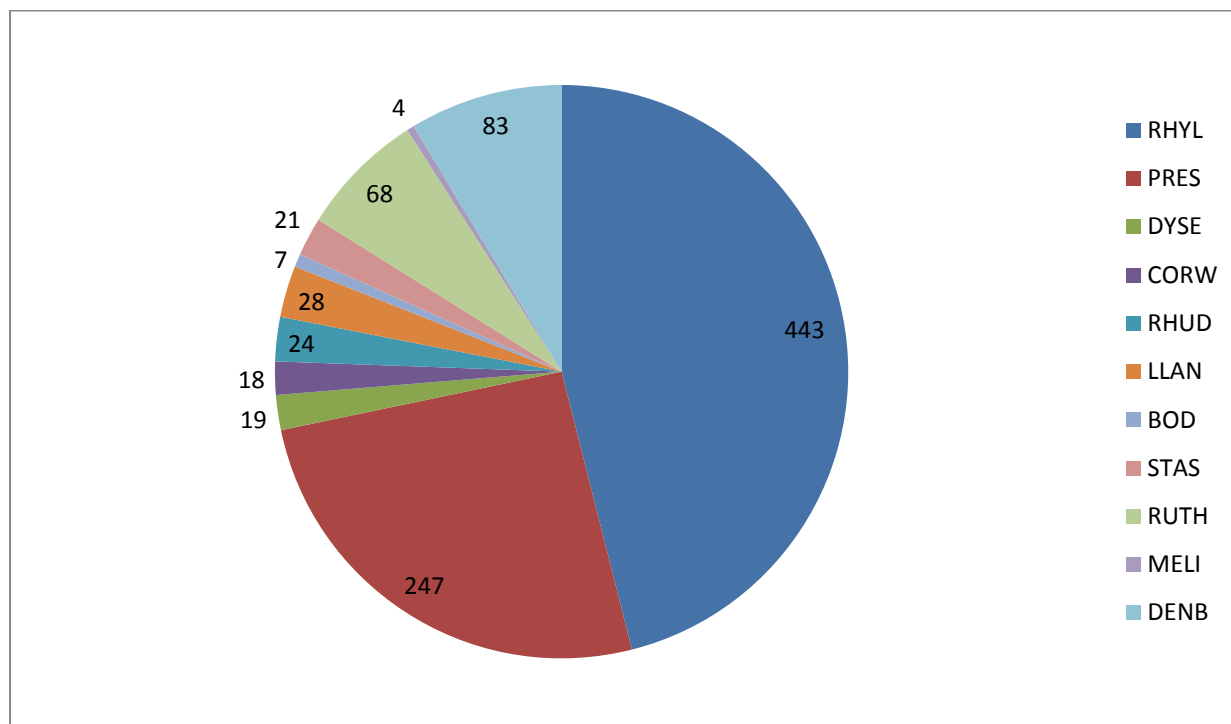


**Table 12 - Number of pollution related complaints covering ALL wards / towns received by Public Protection during 2005 -2009**



|                  | Drainage | Filthy and Verminous | Noise domestic | Nuisance - Accumulations/Rubbish | Nuisance - Fumes or Gases | Nuisance - premises | Odour - Other | total |
|------------------|----------|----------------------|----------------|----------------------------------|---------------------------|---------------------|---------------|-------|
| <b>2005-2009</b> |          |                      |                |                                  |                           |                     |               |       |
| RHYL             | 159      | 13                   | 341            | 15                               | 15                        | 9                   | 28            | 580   |
| PRES             | 122      | 5                    | 159            | 4                                | 12                        | 8                   | 18            | 328   |
| DYSE             | 12       | 0                    | 8              | 1                                | 0                         | 0                   | 0             | 21    |
| CORW             | 15       | 1                    | 66             | 3                                | 6                         | 7                   | 7             | 105   |
| RHUD             | 9        | 0                    | 13             | 0                                | 0                         | 1                   | 1             | 24    |
| LLAN             | 10       | 0                    | 15             | 0                                | 2                         | 0                   | 0             | 27    |
| BOD              | 8        | 0                    | 8              | 0                                | 0                         | 1                   | 0             | 17    |
| STAS             | 4        | 0                    | 12             | 0                                | 3                         | 0                   | 4             | 23    |
| RUTH             | 16       | 1                    | 27             | 0                                | 3                         | 0                   | 1             | 48    |
| MELI             | 1        | 3                    | 6              | 0                                | 1                         | 1                   | 0             | 12    |
| DENB             | 51       | 1                    | 66             | 3                                | 6                         | 7                   | 7             | 141   |
|                  |          |                      |                |                                  |                           |                     | Total         | 1326  |

**Table 13 - Number of pollution related complaints covering ALL wards / towns received by Public Protection during January 2010 – 31<sup>st</sup> March 2014**

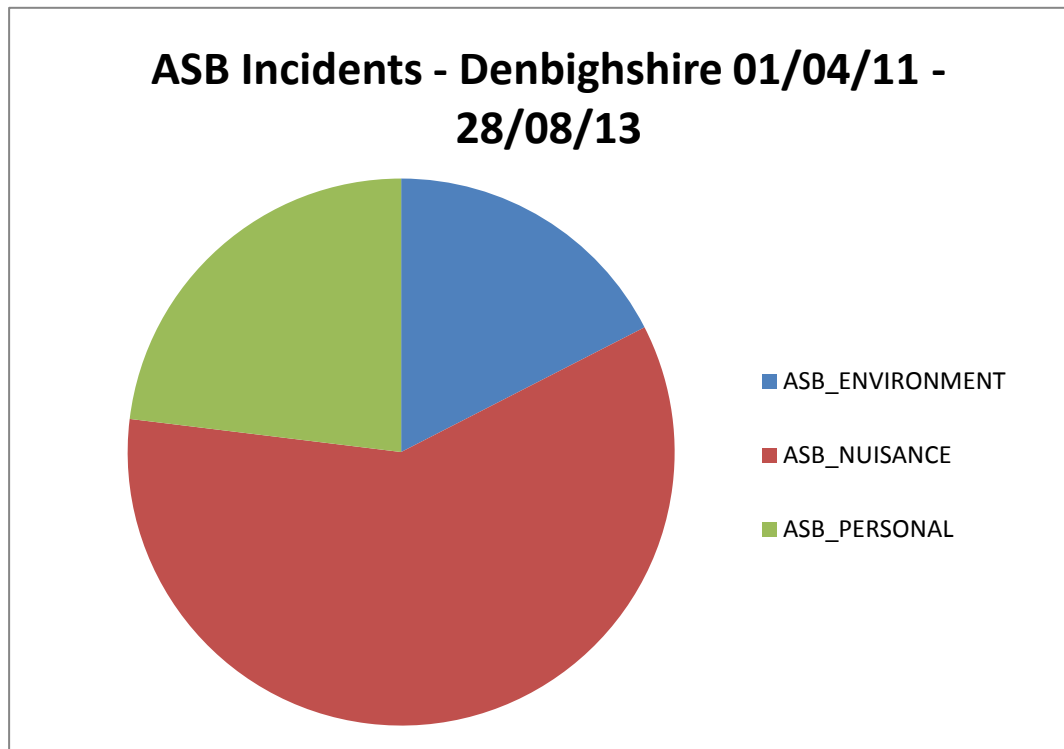


| <b>2010-2014</b> | Drainage | Filthy and Verminous | Noise domestic | Nuisance - Accumulations/Rubbish | Nuisance - Fumes or Gases | Nuisance - premises | Odour - Other | total |
|------------------|----------|----------------------|----------------|----------------------------------|---------------------------|---------------------|---------------|-------|
| RHYL             | 65       | 12                   | 243            | 79                               | 6                         | 8                   | 30            | 443   |
| PRES             | 61       | 7                    | 128            | 31                               | 3                         | 4                   | 13            | 247   |
| DYSE             | 6        | 2                    | 7              | 3                                | 1                         | 0                   | 0             | 19    |
| CORW             | 4        | 0                    | 7              | 3                                | 1                         | 1                   | 2             | 18    |
| RHUD             | 3        | 0                    | 10             | 8                                | 1                         | 0                   | 2             | 24    |
| LLAN             | 6        | 0                    | 13             | 2                                | 2                         | 0                   | 5             | 28    |
| BOD              | 5        | 1                    | 1              | 0                                | 0                         | 0                   | 0             | 7     |
| STAS             | 7        | 0                    | 5              | 5                                | 0                         | 2                   | 2             | 21    |
| RUTH             | 18       | 2                    | 35             | 6                                | 1                         | 2                   | 4             | 68    |
| MELI             | 0        | 0                    | 1              | 2                                | 0                         | 0                   | 1             | 4     |
| DENB             | 9        | 1                    | 46             | 11                               | 2                         | 3                   | 11            | 83    |
|                  |          |                      |                |                                  |                           |                     | Total         | 962   |

**Table 14 – Police data showing number of Anti Social Behaviour Incident 1<sup>st</sup> April 2011 until the 28<sup>th</sup> August 2013**

| Incident Description | Total        |
|----------------------|--------------|
| ASB_ENVIRONMENT      | 2010         |
| ASB_NUISANCE         | 6845         |
| ASB_PERSONAL         | 2655         |
| <b>Grand Total</b>   | <b>11510</b> |

**Graphical breakdown of incidents from Table 14 above**



**Table 15 - Police data showing number of Anti Social Behaviour Incident 1<sup>st</sup> April 2011 until the 28<sup>th</sup> August 2013 per**

| Ward Name                           | 2011/2012   | 2012/2013   |
|-------------------------------------|-------------|-------------|
| Llanbedr Dyffryn Clwyd/Llangynhafal | 4           | 4           |
| Llandrillo                          | 13          | 10          |
| Trefnant                            | 13          | 22          |
| Llanrhaeadr-Yng-Nghinmeirch         | 19          | 23          |
| Efenechtyd                          | 20          | 30          |
| Llandyrnog                          | 31          | 26          |
| Llanfair Dyffryn Clwyd/Gwyddelwern  | 25          | 30          |
| Tremeirchion                        | 46          | 29          |
| Llanarmon-yn-Ial/Llandegla          | 37          | 39          |
| St. Asaph East                      | 48          | 45          |
| Corwen                              | 65          | 73          |
| St. Asaph West                      | 83          | 49          |
| Dyserth                             | 76          | 55          |
| Prestatyn Meliden                   | 91          | 72          |
| Prestatyn South West                | 104         | 91          |
| Bodelwyddan                         | 104         | 97          |
| Rhuddlan                            | 123         | 93          |
| Denbigh Lower                       | 107         | 115         |
| Rhyl South                          | 134         | 110         |
| Prestatyn Central                   | 149         | 152         |
| Denbigh Central                     | 162         | 186         |
| Prestatyn North                     | 177         | 173         |
| Denbigh Upper/Henllan               | 196         | 193         |
| Ruthin                              | 226         | 180         |
| Prestatyn East                      | 227         | 204         |
| Llangollen                          | 249         | 214         |
| Rhyl East                           | 239         | 224         |
| Rhyl South East                     | 258         | 283         |
| Rhyl South West                     | 424         | 308         |
| Rhyl West                           | 1537        | 1338        |
| <b>Grand Total</b>                  | <b>4987</b> | <b>4468</b> |

| KEY |                 |
|-----|-----------------|
|     | Increase in ASB |
|     | Decrease in ASB |

## Licensing Conditions

Under Section 65 of the Housing Act 2004 Part 2, in order for a HMO to be considered suitable for multiple occupation it must meet minimum prescribed standards.

Section 65 (2) of the Housing Act 2004 gives the local housing authority power to set higher local standards over an above what are the prescribed standards set by legislation.

Where an application in respect of a HMO is made to the local authority, the authority need to be satisfied that the following matters are satisfactory in order to grant a license:

- House is reasonably suitable for occupation by the maximum number of households or persons if it meets prescribed standards.
- That the authority must have regards to any offences as defined in the Act when considering if the proposed license holder and/or manager is fit and proper.
- Proposed management arrangement for the house are otherwise satisfactory

These standard licensing conditions were adopted for the mandatory licensing scheme following approval by Cabinet on the 26<sup>th</sup> September 2006 then the same standard were adopted for the additional licensing scheme approved by Cabinet in September 2009.

It was deemed necessary to review and update these standards which had been in existence in their current form for nearly eight years, outlined below is a summary of the changes made to the current conditions and the proposed new standards to be adopted for the proposed additional scheme and our current mandatory scheme.

### Summary of Changes to Licensing Conditions

The Adopted Minimum Licensing Standards for HMOs and the Additional/Mandatory Licensing Conditions combined in order to simplify our requirements and ensure consistency.

These Conditions have been aligned with other Corporate Policies, e.g. SPG 1 to take into account the space standards within the dwelling.

These Conditions now reflect more clearly the requirements detailed in the Housing Health and Safety Rating Scheme (HHSRS) Operating Guidance, e.g. the layout and design of kitchens and bathrooms, and the provision of space heating.

Further clarification have been provided in the new proposal Conditions on points which have been raised by current Licensee's, e.g the requirements for space heating and in relation to carry out works to rectify recommendations by

the electrical inspections report, e.g. C1 - 'Danger Present' and C2 - 'Potentially Dangerous'.

We have reviewed other local authorities Licensing Conditions and have tried to reflect best practice by bench marking against these local authorities, e.g. the requirement to maintain a logbook of relevant documentation associated with the HMO

We have perused the HMO Standards from the following local authorities namely:- Plymouth City Council, Harrow Council, Brighton and Hove City Council, City and County of Swansea, Ynys Mon County Council, Manchester City Council, South Kirklees and County Durham Council.

## **PROPOSED ADOPTED MINIMUM LICENSING STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION**

In accordance with Section 65, Part 2 of the Housing Act 2004, these are the Authority's Standards for deciding the suitability for occupation of a House in Multiple Occupation (HMO).

The licence holder/manager is required to comply with these Standards together with the Housing Health and Safety Rating System (HHSRS) Operating Guidance and the Management of Houses in Multiple Occupation (Wales) Regulations 2006 and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007.

Certain HMOs will require planning consent depending on the number of residents and the nature of the works carried out to convert the property. You are therefore advised to contact the Authority's Planning Department prior to carrying out any improvement works to meet these Standards.

If the property is deemed unsuitable for the number of occupiers occupying the property at the time of the licence application, the Authority may require work to be carried out to comply with the Standards and/or impose restrictions or prohibition on the use or occupation of particular parts of the HMO.

In all cases, properties will be required to meet minimum levels of safety and repair and comply with Building Regulations.

If you are in any doubt about any of these Standards, please contact the Public Protection (Environmental Health) Department of the Authority for clarification.

**SPACE STANDARDS**

These Standards detail three types of premises, namely bedsit rooms, self-contained flats and shared accommodation.

Reductions to the specified standard may be treated as meeting the standard where the Authority considers the room adequately meets the occupier's needs, that the reduction in size is not more than 5% of the full floor standard.

The location/absence of internal obstructions such as chimney breasts will be a key factor in deciding whether a room of lower floor area is acceptable.

All standards for floor space apply whatever the age of the occupants. The obligate sharing of rooms by persons of the opposite sex over the age of 10 and who do not live as partners shall not be permitted

Room sizes must comply with the following standards:-

**Bedsit Rooms and Self- Contained Flats**

One room unit of accommodation with cooking, living and sleeping facilities:

|                         |                    |
|-------------------------|--------------------|
| One room for one person | 14m <sup>2</sup>   |
| One room for 2 persons  | 20.5m <sup>2</sup> |

**Two or more room units with cooking, living and sleeping facilities**

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| Each single bedroom                                        | 6.5m <sup>2</sup>  |
| Each double bedroom                                        | 11m <sup>2</sup>   |
| Each living room, single person units                      | 9m <sup>2</sup>    |
| Each living room, two person units                         | 12m <sup>2</sup>   |
| Each living/kitchen, or living/bedroom, single person unit | 11.5m <sup>2</sup> |
| Each living/kitchen, or living/bedroom, two person unit    | 14m <sup>2</sup>   |



| <b>Shared Accommodation</b>            | <b>Number of Persons</b> | <b>Size</b>           |
|----------------------------------------|--------------------------|-----------------------|
| Bedroom (without separate living room) | 1                        | To be decided by Team |
| Bedroom (without separate living room) | 2                        | To be decided by Team |
| Bedroom (with separate living room)    | 1                        | To be decided by Team |
| Bedroom (with separate living room)    | 2                        | To be decided by Team |

|                               |     |                       |
|-------------------------------|-----|-----------------------|
| Living rooms and dining rooms | 1-3 | To be decided by Team |
|                               | 4-6 | To be decided by Team |

|          |     |                       |
|----------|-----|-----------------------|
| Kitchens | 1-3 | To be decided by Team |
|          | 4   | To be decided by Team |
|          | 5   | To be decided by Team |
|          | 6   | To be decided by Team |

|                               |     |                       |
|-------------------------------|-----|-----------------------|
| Kitchen (without living room) | 4-6 | To be decided by Team |
|-------------------------------|-----|-----------------------|

Do we need to include minimum gross internal floor areas in accordance with Denbighshire's SPG 1?

| <b>Property Size</b> | <b>Minimum Gross Internal Area (GIA) in Square Metres to the nearest Metre</b> |
|----------------------|--------------------------------------------------------------------------------|
| 1 bed                | 50                                                                             |
| 2 bed                | 65                                                                             |
| 3 bed                | 80                                                                             |
| 4 bed and more       | 100                                                                            |

### **Bathrooms and Separate Water Closet (WC) Compartment Standards**

All bathrooms and separate WC compartments should be of an adequate size and layout. There must be sufficient functional space for the occupier to use the facilities provided.

**NATURAL LIGHTING**

All habitable rooms shall have an adequate level of natural lighting provided via a clear glazed window or windows and/or doors. The glazed area is to be equivalent to at least 1/10th of the floor area and to extend normally to a point 1.75m above floor level.

Basement rooms used as habitable rooms, kitchens, bathrooms and WC compartments should comply with above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with Section 3.0 – Artificial Lighting.

All glazing to windows in bathrooms and WC compartments shall be of obscured glass.

All staircases, landings and passages shall be provided with an area of clear glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with Section 3.0 – Artificial Lighting.

**ARTIFICIAL LIGHTING**

All rooms and circulation areas within the property shall be adequately lighted by electricity.

Time switches will only be allowed to common landings, passages and staircases and should stay on for an adequate time to allow a person to climb the stairs, etc., and enter a room. There should be sufficient switches to operate the artificial lighting on each landing corridor or passage and each switch should allow adequate lengths of corridors, passages and stairways to be illuminated at the same time.

All lighting to the common parts must be provided, maintained and paid for by the landlord (or their agent). The supply shall be via a quarterly meter and not a card meter.

**VENTILATION**

All habitable rooms, kitchens, bathrooms and WC compartments require suitable and adequate floor to ceiling height to allow proper circulation of air and shall have a minimum floor to ceiling height of 2.14m, except in the case of existing underground and attic rooms, which shall have a minimum height of 2.14m over an area of the floor equal to not less than three-quarters of the area of the room, measured on a plane 1.5m above the floor.

All habitable rooms shall be ventilated directly to the external air by a window which has an openable area not less than 1/20th of the floor area of the room. Neither an openable door giving access directly to the external air, nor a louvered opening in such a door will be acceptable for the purpose of this requirement.

All kitchens, bathrooms and WC compartments shall comply with above,

but where this is not practicable, suitably sited mechanical ventilation providing a minimum of three air changes per hour shall be provided. Such an installation shall be fitted with an overrun device for a minimum of 15 minutes and be operated from the lighting circuit of the room. For kitchens, mechanical ventilation providing one air change per hour will be deemed sufficient.

Basement rooms used as habitable rooms should be provided with natural ventilation direct to the external air. In addition, there should generally be an unobstructed space immediately outside the window opening which extends the entire width of the window or more and has a depth of not less than 0.6m measured from the external wall or not less than 0.3m in the case of a bay window with side lights.

Suitable and sufficient permanent means of ventilation shall be provided and maintained in any room in which there is a gas heating appliance.

A suitable permanent means of ventilation in the form of a flue, airbrick, hit and miss ventilator or louvered window shall be provided in all kitchens, dining/kitchens, bathrooms, WC compartments and any other room containing either cooking and/or washing facilities

### **WATER SUPPLY**

Each separate occupancy shall be provided with an adequate supply of hot and cold running water suitable for drinking and food preparation purposes.

The cold water supply to wash hand basins should normally be supplied from the rising main, or by such other means as are acceptable to the Water Authority.

The hot water supply must be of sufficient capacity, temperature and flow for any wash hand basin, bath or shower and be available at all times.

Hot water may be provided by any of the following methods:-

- a. Piped from storage and boiler, e.g. condensing boiler
- b. Immersion heater
- c. Fixed gas appliance, e.g. multipoint or combination boiler
- d. Instantaneous heaters (only to wash hand basins and electric showers) having a minimum rating of 6KW and 9KW respectively.

The cold and hot water supplies are to be sited over a sink or wash-hand basin.

A turn off valve should be provided in the rising main for each letting.

The water pressure to all fittings shall comply with the minimum requirements laid down by the relevant Water Authority at all times.

All water supplies shall, where necessary, be protected from frost damage.

**PERSONAL WASHING FACILITIES**

Each occupancy shall be provided with its own bath or shower in a separate room. Where this is not practicable, a readily accessible bath, of minimum dimensions 1700mm x 760mm, in a bathroom, or a shower of minimum dimensions 800mm x 800mm, in a suitable shower room with adequate drying and changing space shall be provided not more than one floor in distance from any user in the following ratios -

|                |                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 - 4 persons  | At least 1 bathroom and 1 WC (the bathroom and WC may be combined). A wash hand basin is required in the bathroom and in separate WC if provided). |
| 5 persons      | 1 bathroom AND 1 separate WC with WHB (but the WC and wash hand basin can be contained within a second bathroom).                                  |
| 6 – 10 persons | 2 bathrooms AND 2 separate WCs with wash hand basins (but one of the WCs can be contained within one of the bathrooms).                            |
| 11-15 persons  | 3 bathrooms AND 3 separate WCs with wash hand basins (but two of the WCs can be contained within 2 of the bathrooms).                              |

A two course tiled splash back to the bath and wash hand basin are to be provided. All joints should have an adequate waterproof seal. Any shower cubicles provided should have fully tiled walls or be complete self-standing cubicles.

Baths and showers shall not be provided in kitchens and external WCs shall not be considered.

All bathrooms, shower rooms and separate WC compartments must be suitably and adequately heated and ventilated.

The walls and floor of any bathroom, shower room or separate WC compartments should be reasonably smooth, non-absorbent and capable of being easily cleaned.

A privacy lock must be provided to all bathrooms, shower rooms and separate WC compartments.

**DRAINAGE**

The HMO shall be provided with an effective system, both above and below ground for the drainage of foul, waste and surface water.

**FACILITIES FOR STORAGE, PREPARATION AND COOKING OF FOOD AND FOR THE DISPOSAL OF WATER**

Preferably each household shall have a kitchen for its own exclusive use. Where this is not practicable, a shared kitchen may be provided.

The design and layout of the shared kitchen and of the facilities provided must permit the safe storage and preparation of food and hot drinks and make it relatively easy to maintain clean and hygienic conditions.

Whether for the occupier's exclusive use or if it is shared, the kitchen must be equipped with the following, which must be fit for purpose and supplied in a sufficient quantity for the number of those sharing the facilities:-

| <b>Facility</b>                                                                     | <b>Standard Required</b>                                                                                                                                                                                                                                                                                                               | <b>Up to and including 5 Persons</b> | <b>6 – 10 Persons</b>                             |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------|
| Worktop or table for the preparation of food                                        | Worktop or table should be securely fixed, of an impervious material and capable of being readily cleansed and maintained in a hygienic condition.                                                                                                                                                                                     | 1000mm (length) x 500mm (depth)      | Additional 500mm length per user                  |
| A sink with an adequate supply of cold and constant hot water supplied to each sink | A metal or ceramic sink which is fixed on a stable base, impervious and of minimum dimension 500mm x 600mm with a drainer.<br><br>The sink should be provided with an adequate and wholesome (potable) supply of cold water and an adequate supply of constant hot water which is connected to the drainage system via a suitable trap | One sink unit with draining board    | Two sink units (or double bowl sink with drainer) |
| Installation or equipment for the cooking of food                                   | Single person use – two rings or hot plates together with either a grill or oven<br><br>Multiple users – a cooker with three or four rings or hot plates together with grill and a full sized oven                                                                                                                                     | One full size cooker                 | Two full size cookers                             |

|                                                                                                                                                                                                                                |                                                                                                                                         |                                                  |                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------|
| Cupboards for the storage of food or kitchen and cooking utensils                                                                                                                                                              | Single cupboard (wall or floor mounted) of minimum capacity 0.16m <sup>3</sup> . This excludes the space in a base unit below the sink) |                                                  | Capacity to be increased proportionately for each additional occupant |
| Refrigerator with an adequate freezer compartment (or, where the freezer compartment is not adequate, provide a suitable separate freezer) The cold water supply to wash hand basins must be potable (drinking water quality). | A refrigerator with a minimum capacity of 0.15m <sup>3</sup>                                                                            | One standard sized combined refrigerator/freezer | Two standard sized combined refrigerator/freezer                      |

Kitchen floors must be water resistant, impervious and easily cleansable. Kitchen walls adjacent to cookers, sinks and food preparation areas should be provided with impervious splash backs, and all joints shall be adequately sealed.

### **SPACE HEATING**

Each unit of living accommodation in a HMO must be equipped with an adequate means of space heating. Heating must be safely and properly installed and maintained, and be provided with controls to allow the occupants to regulate the temperature.

The heating should be appropriate to the design, layout and construction, such that the whole of the dwelling can be adequately and efficiently heated.

Heating should be provided in every habitable room and bathroom. All appliances should be of a sufficient output so as to adequately heat the rooms they serve. The recommended room temperatures are 19 degrees centigrade generally, in all habitable rooms and bathrooms, regardless of the weather conditions.

The heating may be by means of:-

- (a) Central heating; OR
- (b) Gas heaters which are connected to a suitable flue and terminal outlet; OR
- (c) Oil heaters which are connected to a suitable flue and terminal outlet, OR
- (d) Electrical heaters which must be a fixed installation, OR
- (e) Solid fuel in the form of an authorized smokeless fuel or alternatively solid fuel burnt in a smokeless appliance.

If solid fuel is used, proper fuel storage facilities shall be provided outside the building in a readily accessible position for each unit of accommodation.

All heating appliances shall be fixed and positioned so as to direct heat towards the centre of the room.

The use of portable paraffin or oil filled heaters and liquefied petroleum gas heaters (LPG Bottled Gas heaters) shall not be acceptable under any circumstances, whether provided by the landlord or tenant.

### **ELECTRICITY SUPPLY**

Electrical socket outlets shall be provided as follows:-

#### **Kitchen / kitchen areas**

A minimum two, two gang power sockets or four one gang sockets are to be provided and located above the work top for the use of portable appliances (in addition to those serving large kitchen appliances such as fridge, washing machine etc).

Electric cookers shall be provided with a dedicated cooker point outlet suitable for the rating of the cooker and which is positioned immediately adjacent to the work top, or a suitable gas point.

#### **Living room**

Two, two gang sockets or four one gang sockets.

#### **Bedroom**

One two gang socket or two one gang sockets

#### **Bedroom / living room area**

Where the living and bedroom areas are combined, three two gang sockets or six one gang sockets shall be provided.

In addition to the above, all habitable rooms which are provided with a fixed electrical heating appliance shall be provided with a dedicated socket outlet with a suitable fuse rating.

All electrical sockets shall be located in positions which permit their safe, convenient and proper use at all times, having regard to likely room layout. They shall not be positioned where vulnerable to damage, likely to be obstructed or where the resulting appliance cables are likely to pose a safety hazard.

**Earth Bonding (kitchens / kitchen areas / bathrooms)**

Where there is an increased risk of electric shock due to likely contact between substantial areas of the body and earth potential, these locations should be earth bonded in accordance with the current I.E.E. Regulations.

**STORAGE & DISPOSAL OF REFUSE**

The Authority requires that refuse is not allowed to accumulate in either individual rooms or common parts of the HMO.

Suitable refuse and recycling containers must be provided which are on a scale adequate to the requirements of the occupiers. This could be a storage cage, rented wheeled bin, or other container of a type acceptable by the Local Authority.

All containers should be situated on an external hard standing area with suitable and convenient access by occupants for cleansing of the area and removal of containers.

If there is no adequate space to store refuse within the boundaries of the house from week to week and no way of providing extra space, the licence holder/manager shall be required to make arrangements for additional collections.

The occupants must be informed in writing at the beginning of their tenancy on which days refuse and recycling collections take place. This information should also be permanently displayed in a prominent position within the HMO.

**MEANS OF ESCAPE IN EVENT OF A FIRE/FIRE SAFETY STANDARDS**

The property must be provided with an adequate means of escape from fire, together with adequate automatic fire detection and other fire precaution measures in accordance with the HHSRS Operating Guidance and the Local Government Regulation publication: Local Authorities Coordinators of Regulatory Services (LACORS) Housing - Fire Safety Guide.

The licence holder/manager must ensure that a fire risk assessment is carried out. This is a legal requirement, enforced by the Fire Authority, under the Regulatory Reform (Fire Safety) Order 2005.

**Testing of Fire Alarms and Emergency Lighting**

The licence holder/manager must provide a logbook of the testing of the fire alarm and emergency lighting for inspection by the Authority. The logbook will need to demonstrate that correct maintenance of the systems have been carried out which will include annual tests and periodic checks, in accordance with British Standard 5839 Part 6 and 1.



## **ENERGY EFFICIENCY**

The fabric of the building must be of such design and construction as to prevent excessive heat loss and the occurrence of serious condensation problems.

The property should be adequately insulated, taking into account current recommendations for energy efficiency.

Adequate structural thermal insulation should be provided to the HMO. This would include a minimum 270mm of mineral wool insulation material in any loft or accessible eaves area, or equivalent insulation value if alternative material is used, for example, ridged insulation board.

The licence holder/manager must provide a copy of the most recent Energy Performance Certificate for the HMO, including the recommendation report with suggestions on how to reduce energy use and carbon dioxide emissions.

## **ANTI-SOCIAL BEHAVIOUR**

The licence holder/manager has a duty to take reasonable steps to ensure that the occupiers and their visitors are not causing anti-social behaviour within the boundaries of the HMO.

Anti-social behaviour covers a wide range of problems and includes any behaviour that is capable of causing nuisance or annoyance to an individual(s) or the wider community. This type of behaviour can include:

- Harassment and intimidating behaviour
- Hate crime, for example racist or homophobic abuse
- Behaviour which creates alarm and fear
- Noisy neighbours and loud parties
- Problems associated with people supplying, dealing or using drugs
- People acting in a manner which is likely to cause distress or nuisance to others
- People being drunk and disorderly
- Vandalism, graffiti and other deliberate damage to property
- Rubbish or litter left lying around, abandoned cars etc

## **GAS SAFETY**

If gas is supplied to the property, the licence holder/manager must provide the Authority with a copy of the current gas safety certificate(s) for the common parts and all rented parts of the property. The certificate(s) should state that the full gas installation covering the supply pipes, flues and gas appliances are safe for operation.

The annual inspection should be carried out by a Gas Safe registered engineer.

The licence holder/manager will ensure that a gas safety certificate of not more than twelve months old is produced to the Authority within seven days of a request being made.

The gas safety certificate(s) must be retained for at least two years following its issue.

Carbon Monoxide (CO) sensor alarms shall be installed in accordance with manufacturers instructions and located in all rooms containing gas, oil and solid fuel appliances.

### **ELECTRICAL SAFETY**

All electrical appliances made available by the licence holder/manager must be in a safe condition.

The licence holder/manager must provide the Authority with a copy of a periodic inspection report based on Appendix 6 of British Standard 7671 which is used when carrying out routine periodic inspection and testing of existing electrical installations. The report must cover the entire installation.

The inspection must be carried out and certified by a qualified electrical engineer, which can include the Electrical Contractors Association (ECA), the National Inspection Council for Electrical Installation and Contracting (NICEIC), National Association of Professional Inspectors & Testers (NAPIT) or the Institute of Electrical Engineers (MIEE) to show that the installation is safe and satisfactory and has been commissioned within the last five years or as recommended by the engineer.

As a minimum requirement, the licence holder/manager must carry out all work required to rectify recommendations by the inspection report classified as C1 – ‘Danger Present’ and C2 – ‘Potentially Dangerous’.

### **FURNISHINGS**

All upholstered furniture, whether new or secondhand, supplied by the landlord to tenants as part of their tenancy agreement for agreements must comply with the safety requirements of the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended) there are some exemptions.

Responsibility to comply with the Regulations rests with the licence holder/manager.

A fact sheet on your responsibility can be obtained from the Housing Enforcement Section Public Protection (Environmental Health) Department of the Authority. or the Trading Standards Section.

**PROPERTY SECURITY**

In order to assist crime prevention, the following security measures should be provided to the HMO:-

- A door entry system which could include any of the following:

Anti vandal analogue audio and/or video system

Anti vandal digital audio and/or video system

The entrance door of the premises should be fitted with a surface or flush mounted nightlatch lock release mechanism (e.g. Yale lock), or for a higher standard an electro magnetic lock.

The manager shall ensure that the system and locks are maintained in good repair and working order at all times.

Alternative proposals regarding door entry systems may be considered in certain circumstances.

- Glass situated close to the entrance door locking mechanism to be Georgian wired, toughened or laminated glass.
- External doors and frames are secure and fitted with a secure locking system
- Ground floor windows and other accessible windows are to be fitted with security locks.
- All entrances to the property should be well lit, especially ground floor/basement rooms and external staircases.

**MAINTENANCE REQUIREMENTS**

The licence holder/manager must ensure that the HMO is free from serious disrepair and be in a reasonable state of repair having a regard to its age, character and the locality in which it is situated.

**LOGBOOK**

A logbook should be kept and maintained for the property by the licence holder/manager and should contain up to date copies of the following:-

Copy of HMO Standards;

Gas safety certificate(s);

Fire alarm inspection/emergency lighting certificate(s);

Fire Risk Assessment;

Fire alarm and emergency lighting logbook;

Electrical system periodic inspection certificates;

Documentation relating to the safety of electrical appliances provided by the licence holder (including PAT testing);

Energy Performance Certificates;

Anti-social behaviour procedures for the premises;

The logbook should be made available to the Local Authority within seven days of such a request being made.

### **DISPLAY OF LICENCE AND RELEVANT INFORMATION**

A copy of the licence shall be clearly displayed in a prominent position in the communal hallway of the property.

A notice containing the name and address of the licence holder and/or manager which includes an emergency contact number must also be displayed in the communal hallway of the property. Ensure that any necessary amendments are made to this notice.

The above should be ideally protected with a perspex cover or similar material.

### **TRAINING REQUIREMENTS**

The licence holder/manager must be accredited through the Landlord Accreditation Wales or an equivalent recognised Accreditation Scheme and complete further training to comply with those schemes continuous development. Attendance at Landlord Forums can also contribute towards continued developments

### **GENERAL**

The number of persons and households residing at the property shall not exceed the maximum number stated on the licence.

The use and level of occupancy of each room shall not be changed without the approval of the Authority.

Any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property or its management must be notified to the Authority within seven days of such a change occurring.

### **FURTHER INFORMATION**

If you require any further information or wish to view this document in another language or format, please contact:-

**Public Protection (Environmental Health)**  
**Denbighshire County Council**  
**Russell House**  
**Churton Road**  
**Rhyl**  
**Denbighshire**  
**LL18 3DP**  
**Telephone: 01824 706389**  
**E-mail: [housing.enforcement@denbighshire.gov.uk](mailto:housing.enforcement@denbighshire.gov.uk)**  
**Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)**

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**Review of Licence Fees**

The Act allows the Council to fix fees for licensing HMO properties, which covers all costs associated with carrying out their functions in relation to HMO Licensing, which includes recovering costs incurred in enforcing the Conditions and Standards

Fees must be transparent, accountable and reflect the actual cost of licensing. It is proposed that the existing licensing fees for Mandatory Licensing and the current Additional Licensing to ensure consistency and a level playing field for those affected by the scheme, with some additional incentives and discounts outlined below.

Many local authorities have adopted differing fee levels to provide a financial incentive to reward good practice and deter poor management.

Table of Licensing Fees Charged and Incentives Offered by a Sample of Local Authorities

| <b>Name of Local Authority</b>  | <b>Fees Charged/Conditions Imposed</b>                                                                                                                                                                                                                                 | <b>Any Incentives/discounts Offered</b>                                                                                                                                               |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bristol City Council            | Full cost for application paid upfront if no application is made (unlicensed property) - £1450<br>Upfront fee payable for a new application - £950                                                                                                                     | Discount for correct fee and form received -£100<br>Discount when landlord complies with requirement to improve property to the required licence conditions and legal standards -£250 |
| Harrow Council                  | £1200 to licence a HMO.<br>£850 renewal (to cover the administration and inspection costs of the licensing procedure)                                                                                                                                                  |                                                                                                                                                                                       |
| Wrexham County Borough Council  | £800 to licence a HMO. No other information available on their website                                                                                                                                                                                                 |                                                                                                                                                                                       |
| Southend on Sea Borough Council | Mandatory licence fees are £750 per licence for up to 6 lettings, £50 per let thereafter.<br>Licence terms are 2 years in the first instance/ 5 years for renewal                                                                                                      | There are no incentives/discounts offered for landlords                                                                                                                               |
| Cardiff Council                 | Mandatory Licence<br>Grant of Licence - £770.00 Duration 5 years.<br>Renewal of Licence - £275.00. Duration 5 years.<br><br>Additional Licence<br>Grant of Licence - £660.00. Duration 5 years.<br>Grant of Licence to accredited landlords £560.00. Duration 5 years. | There is a discount to renew when accredited                                                                                                                                          |
| Cambridge City Council          | Fee for initial application - £620<br>Renewal fee - £310                                                                                                                                                                                                               | A 50% discount will apply to properties accredited with their accreditation                                                                                                           |

### APPENDIX 3

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                | scheme, for the initial application only                                                                                                                                                                                                                                       |
| Conwy County Borough Council           | £595 for up to 8 lettings, £20 per let thereafter.<br>Condition of licence is to attend LAW training within 1 year of receiving licence                                                                                                                                                                                                                                                        | There are no incentives/discounts offered for landlords                                                                                                                                                                                                                        |
| Stafford Borough Council               | Standard fee for 1 <sup>st</sup> application for properties with up to 8 bedrooms/bedsits - £575.00. £6 fee for each additional bedroom/bedsit thereafter<br>Renewal/subsequent applications where there are no changes - £510.00<br>Return of incomplete application - £40.00<br>Late application fee dependent on additional work required - £78.00<br>Assistance with floor plans - £120.00 | There are no incentives/discounts offered for landlords                                                                                                                                                                                                                        |
| East Northamptonshire District Council | £471.50 for new applications and £307.50 for renewal.                                                                                                                                                                                                                                                                                                                                          | There are no incentives/discounts offered for landlords                                                                                                                                                                                                                        |
| Gateshead Council                      | £830 for new licence, plus £13 for each bedroom over 5 in no.<br>£460 for licence renewal, plus £13 for each bedroom over 5 in no.                                                                                                                                                                                                                                                             | The following discounts apply:-<br>£75 for Membership of Gateshead Private landlords Association of nationally recognised landlord scheme.<br>£150 for accredited property (ones which have been inspected/accredited/received safety certificates for on an annual basis etc) |
| Swansea Council                        | Swansea charge on a sliding scale depending on number of occupiers. Licence fee is £550 for up to four occupiers (we have an additional licensing scheme) and go up by £50 per person to a max of £850 for 10 or more occupiers.                                                                                                                                                               | The only discount provided is for applicants who are existing members of Landlord Accreditation Wales - £75 per property.                                                                                                                                                      |
| Plymouth City Council                  | Initial licence fee is £800                                                                                                                                                                                                                                                                                                                                                                    | Where a full application is received within six weeks of becoming licensable. None of the further discounts apply - £540 or the licence holder has passed the Landlord Proficiency Test - £510                                                                                 |



## APPENDIX 3

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>A licence fee of £480/£410 for renewal if the licence holder is accredited through:-</p> <ul style="list-style-type: none"> <li>*The National Landlords Association</li> <li>*Private Rented Sector Accreditation Scheme</li> <li>*Landlord Accreditation South West</li> <li>*The London Landlord Accreditation Scheme</li> <li>*Any other Scheme approved by Plymouth City Council</li> </ul> |
| Ceredigion County Council | <p>Additional HMO licensing fee is £200 per habitable room (for those not subject to mandatory fee)</p> <p>Renewal of Licence (subject to renewal criteria being met) - £180 per habitable room</p> <p>Administration charge for the amendment of HMO licence details, where there has been a change in ownership of an HMO licensed property. (One-off charge for the remaining duration of the licence) - £200</p> | <p>50% discount for larger HMOs providing for the accommodation needs of the University (but not directly owned or managed by them), provided they are registered and fully up to the ANUK code of practice for student accommodation</p>                                                                                                                                                          |
| Gwynedd Council           | <p>Additional HMO licensing fee is £90 per unit of accommodation.</p>                                                                                                                                                                                                                                                                                                                                                | <p>There are no incentives/discounts offered for landlords</p>                                                                                                                                                                                                                                                                                                                                     |

The fee charged for renewal is generally lower, representing the anticipated lower resource implications required for a second application.

### **Recommendations:-**

A standard fee should be charged to those who delay in complying with their licensing obligations, and an 'early bird' discounted fee should apply to those who apply promptly. Prompt applicants, i.e. applicants are likely to manage their HMOs to a higher standard, resulting in a lesser demand on the Authority's resources.

A discount should also be offered where the licence holder is accredited through the National Landlord Accreditation Scheme/other approved Scheme

## HMO Licensing Fee Structure

### Fee Structure 1

The basic fee to be £880 based on 5 **habitable rooms** which is a **bedsit, separate living room or bedroom**.

For properties with between 6 and 10 habitable rooms there is additional charge of £30 for each habitable room. Properties with 11 or more habitable rooms the charge will be £40 per habitable room over and above 11 habitable rooms.

In summary the fees for HMO licensing are as follows:

| Habitable rooms (bedsit, living room or bedroom) | Total fee of license for 5 years | Discounted Fee if floor plans are provided * |
|--------------------------------------------------|----------------------------------|----------------------------------------------|
| 5 or less                                        | £880                             | £820                                         |
| 6                                                | £910                             | £850                                         |
| 7                                                | £940                             | £880                                         |
| 8                                                | £970                             | £910                                         |
| 9                                                | £1,000                           | £940                                         |
| 10                                               | £1,030                           | £970                                         |
| 11                                               | £1,070                           | £1,010                                       |
| 12                                               | £1,110                           | £1,050                                       |
| 13                                               | £1,150                           | £1,090                                       |
| 14                                               | £1,190                           | £1,130                                       |
| 15                                               | £1,230                           | £1,170                                       |
| 16                                               | £1,270                           | £1,210                                       |
| 17                                               | £1,310                           | £1,250                                       |
| 18                                               | £1,350                           | £1,290                                       |
| 19                                               | £1,390                           | £1,330                                       |
| 20                                               | £1,430                           | £1,370                                       |

### **Example:**

A property consisting of 5 habitable rooms with a fee of £880 for five years will cost:

- £176 per habitable room for 5 years
- £35.20 per habitable room a year
- 68 pence a week for each habitable room

\* If the application form is provided with an appropriate floor plan (as detailed in the application form) a discount of £60 will be given on the cost of application.

### Fee Structure 2

Licenses are non transferable to another person or property and fees are not refundable. If the property were sold on as a HMO, the new landlord would need to

apply for a new license, the fee structure remain unchanged given such circumstances.

### **Additional Charges Over and Above Licence Application Fee**

#### **Fee Structure 3 - Assistance**

If assistance is required in completing the application form an additional charge of £100 will be made and a further £60 per additional property owned by the landlord.

#### **Fee Structure 6 - Enforcement Activities**

Enforcement action is based on application forms being completed and no further action being required. But some time has been added for the occasions when enforcement action is required, such as, Incomplete Applications, Minded to Refuse Licence and Consider & Respond To Representations.

In addition to the fee outlined above additional charges will be payable for Enforcement Activities carried out at the time of the activity:

- Appeals to Residential Property Tribunal (RPT)
- Variations To Licence
- Revocation of Licence
- Interim Management Orders
- Final Management Orders
- Rent Repayment Orders
- HMO Declarations
- Prosecutions

These will be charged at £50 per hour of work. As some of the functions listed above will depend on the complexity of the case it is difficult to judge the total cost per function.

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**Denbighshire County Council,  
Planning and Public Protection Service supported by  
Public Health Wales**

1. Retrospective Rapid Health Impact Assessment - Additional Landlord Licensing Scheme for Houses in Multiple Occupation (HMO's) 2009 within Rhyl
2. Prospective Rapid Health Impact Assessment - proposals to re-designate the 2009 Additional Landlord Licensing Scheme for HMO's

**20<sup>th</sup> August 2014**

## Introduction

Health Impact Assessment (HIA) is a process which supports organisations to assess the potential consequences of their decisions on people's health and well-being. The Welsh Government (WG) is committed to developing its use as a key part of its strategy to improve health and reduce inequalities although HIA is currently not Statutory.

Health impact assessment provides a systematic yet flexible and practical framework that can be used to consider the wider effects of local and national policies or initiatives and how they, in turn, may affect people's health. It works best when it involves people and organisations who can contribute different kinds of relevant knowledge and insight. The information is then used to build in measures to maximise opportunities for health and to minimise any risks and it can also identify any 'gaps' that can then be filled. HIA can also provide a way of addressing the inequalities in health that continue to persist in Wales by identifying any groups within the population who may be particularly affected by a policy or plan.

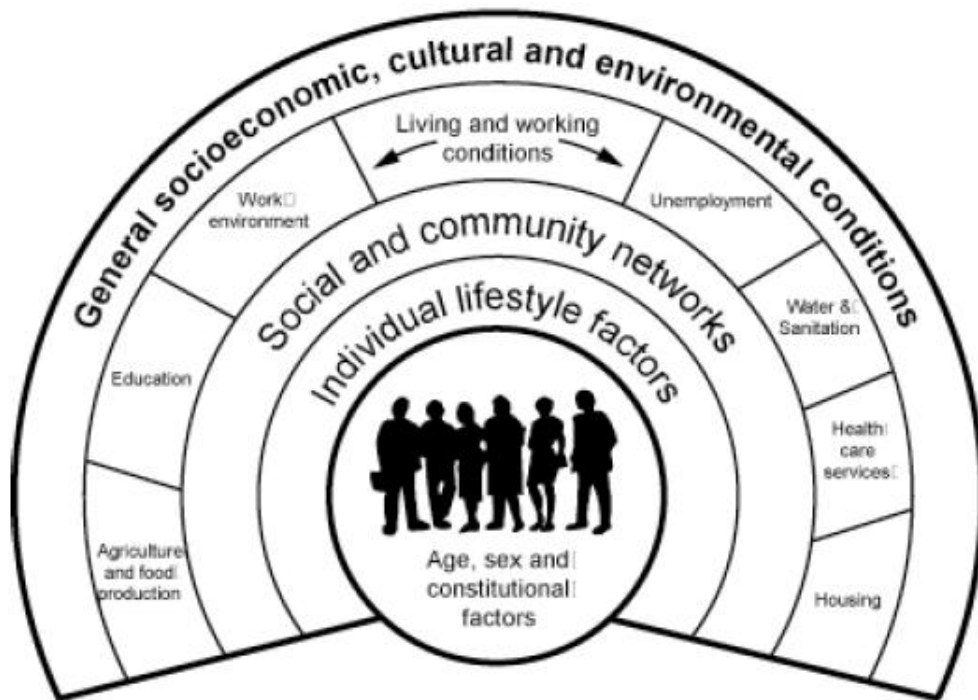
The Wales Health Impact Assessment Support Unit (WHIASU) was established in 2001 to support the development of HIA in Wales and is funded by Welsh Government via the Policy, Research and Development Division (PRD) of Public Health Wales (PHW). Its remit is to support, train, facilitate and build capacity in HIA and raise awareness of how the process can support and contribute to improving health and wellbeing. A particular focus of WHIASU in recent years has been the use of HIA within traditionally 'non-health' sectors such as mining, regeneration and housing, waste, land-use and transport planning as a method of encouraging a consideration of 'Health in All Policies' (HiAP).

## Health and wellbeing in the context of HIA

For the purposes of HIA the World Health Organisation's (WHO, 1984) definition of health is used:

*'Health is much more than not being ill. It is a resource for everyday living and allows people to fulfil their potential. Health is a state of physical, mental and social wellbeing- not just the absence of illness'.*

In addition when undertaking an HIA the term 'wider determinants of health' is used to frame the discussions. The diagram below illustrates what is meant by this:



(Dahlgren and Whitehead, 1991)

It is worth stressing that whilst it is important to recognise the importance of and access to the traditional 'Health Care Services' in terms of treating ill health many other 'non-health' services play a significant part in influencing the wider determinants illustrated above. Local Authorities play a significant part in relation to the wider determinants within such areas as housing, transport, education, employment and environmental protection.

### **Background**

The Housing Act 2004 changed and improved the way in which HMO's are regulated. The Act introduced a new duty for local authorities to operate a mandatory licensing scheme for certain types of HMO's which consist of three or more storeys, with five or more occupants and forming two or more households.

The key aim of the mandatory licensing scheme is to ensure that HMO's are properly managed by 'fit and proper' people; the premises are suitably equipped with adequate amenities and facilities and that fire safety arrangements are acceptable. The licence also specifies the maximum number of people who may live in the HMO and includes specific standard licence conditions. Therefore the focus of the licence is on **safety and quality** of the accommodation.

The Act also contains provision enabling local authorities to implement additional licensing for other categories of HMO's if local circumstances identify the need. On the 8<sup>th</sup> of September 2009 Denbighshire County Council's (DCC) cabinet approved the 'designation' of an 'Additional Licensing' scheme to enable smaller HMO's to be licensed. This additional licence applied to properties situated within the area of Rhyl where there was the highest concentration and were defined as follows:

- I. 3 or more storeys which is occupied by 3 or more persons who form 2 or more separate households, which at least 1 of the households is not fully self-contained (where there may be sharing of facilities)
  - a. Or
- II. 3 or more storeys, which is occupied by 3 or more persons who form 2 or more separate households, which are fully self-contained, but do not meet the 1991 Building Regulations and where less than two-thirds of the self-contained flats are owner occupied.

The current Additional licensing scheme is due to expire on the 31<sup>st</sup> of December 2014. Following extensive evidence gathering by DCC's Planning and Public Protection Service, it has been proposed to re-designate the Additional License Scheme. It is proposed that the geographic area remains Rhyl but the type of HMO property will be re-defined to the following:

- a) Any type of HMO as defined in Section 254 of the Housing Act 2004 which does not fall within the mandatory licensing scheme, occupied by three or more persons, forming two or more households.
- b) HMO properties which are defined within the scope of Section 257 of the Housing Act 2004: HMO's created by converting buildings into flats, but do not meet the 1991 Building Regulations and they have not been subsequently brought up to the relevant standards.

### **The Health Impact Assessment**

A rapid HIA was undertaken on Wednesday 20<sup>th</sup> August 2014 and followed the systematic process as laid out in the Welsh HIA guidance 'HIA: A Practical Guide' (WHIASU, 2012). Any findings from the HIA will be complementary to the evidence already gathered by the Planning and Public Protection Team in respect of the re-designation of the Additional Licensing Scheme. It was proposed that the HIA report would be submitted as part of the Planning and Public Protection Team's submission for approval of the re-designation by DCC's scrutiny committee and cabinet. The HIA was conducted in two parts:

1. A retrospective HIA of the existing Additional Licensing Scheme. This was undertaken to identify and assess any impacts (both positive and negative) that may have occurred in respect of the implementation of the additional HMO licensing scheme in 2009. Any findings could help to inform/refine the detail for the re-designation.
2. A prospective HIA of the re-designation scheme prior to further public consultation and approval by DCC Cabinet.

A group of DCC department representatives along with partner agencies were invited to attend the HIA. The framework used to undertake the HIA is shown within Appendices 1 and 2.

The first session (Part 1) assessed the existing additional licensing scheme and raised a number of points which have been recorded in the tables below.



The comments from the second (Part 2) session for the prospective HIA are also recorded below. Both tables are followed by a summary and recommendations agreed by all those participating in the session.

### Findings from HIA Appraisal

#### Part 1- Retrospective HIA on the 2009 Additional Licensing Scheme

##### Identification of vulnerable groups

Initially identified a broad group i.e. age related, income, groups experiencing discrimination and geographical.

However, it was expanded to other more specific groups:

- Income related/low income/benefit claimants
- Transient population
- Those with a history of substance - a reported high % within West Rhyl being Female alcohol/drug abuse
- Low income - attracted to low cost accom
- Families- vulnerable children due to substance abuse and other social issues
- Incoming families consideration of their circumstances for moving whether the intention was for positive or negative reasons
- Inexperienced Landlords
- Those on Probation
- Families of landlords
- ethnic/religious groups -evidence would suggest increasing numbers living in the area and traditionally difficult to engage, predominantly Muslim
- Multi disadvantaged night shelter users due to 5 consecutive night occupancy rule

### Appraisal

| <b>Lifestyles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• minimum standards for kitchen included within licence, therefore potential opportunities to reduce reliance on take away outlets and potential to improve diet</li> <li>• Additional Licensing regulates overcrowding levels thereby reducing risk taking behaviour by tenants and potentially reducing sexual activity and sexual abuse of vulnerable groups</li> <li>• Licensed properties are generally well managed therefore could attract a better standard of tenant</li> </ul> | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Awareness that improved kitchen facilities may require additional skills enhancement to have the desired effect.</li> <li>• Affordability may become an issue though minimum standards would improve conditions. An adverse effect may be that they are not the most cost effective therefore the dilemma of 'heat or eat'. Although facilities would be provided to promote better lifestyle behaviours, these may cost too much for tenants to utilise</li> <li>• An increase in regulation could deter landlords from offering accommodation</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | to some vulnerable groups                                                                                                                                                                                                                                                                                                                                                            |
| <b>Comments</b> <ul style="list-style-type: none"> <li>Consider affordability criteria prior to placement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Social and Community Influences on Health</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>+ve</b> <ul style="list-style-type: none"> <li>Licence conditions include structural improvements i.e. entrance. This can lead to improved security and make it easier for resident to control who enters</li> <li>General improvements and quality can improve social fabric of accommodation</li> <li>Reduces Anti Social Behaviour (ASB) - documented through Police Pathway close monitoring of ASB</li> <li>potential to enhance relationships between owner/occupier and social tenants/vulnerable tenants due to physical improvements</li> <li>Landlords of licensed properties are given support on dealing with incidents of ASB and crime and procedures are in place as a condition of licensing (training is required as part of licensing conditions)</li> <li>Improvements increases tenants sense of pride in accommodation and they are therefore more likely to want to stay in accommodation. The landlords are happier that communal areas and properties are being kept better</li> <li>Current tenants in certain HMOs have created support/social networks and take pride in their environment.</li> </ul> | <b>-ve</b> <ul style="list-style-type: none"> <li>Reduction in sense of belonging when altering HMO /breaking them up</li> <li>Many single people may have a community within the HMO they live, their neighbours become their family and may fear that licensing may break up these communities.</li> </ul>                                                                         |
| <b>Comments</b> <ul style="list-style-type: none"> <li>Inclusion of all stakeholders within proposed consultation for the re-designation licence could overcome any negative fears generated by the implementation of the licence in relation to social and community influences.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Living/Environmental conditions effecting health and wellbeing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>+ve</b> <ul style="list-style-type: none"> <li>Licence identifies HMOs and improves conditions ie some landlords has improved significant conditions but not increased rents.</li> <li>Licensed properties are inspected and hazards highlighted and improvements are made</li> <li>Licensing Scheme includes conditions regarding the minimum standards for provision of heating</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>-ve</b> <ul style="list-style-type: none"> <li>Affordable warmth dilemma - requirements to improve provision and have been made to improve heating. However, the tenant has not able to afford to use it</li> <li>Licensing cannot ask for central heating only minimum heating system i.e.electric heater and these are not the most cost effective measures. Tenants</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Community safety i.e. all ground floor window locks</li> <li>• Landlords have to have procedures in place to manage ASB</li> <li>• Reduction in noise nuisance</li> <li>• Evidence (statistical) to show immense improvement in condition following implementation of licence</li> <li>• Safety reduction in hazards - reduction in injuries/5 yr electrical safety check/fire regulations /gas checked annually or on change of tenancy</li> <li>• Provision for PAT test in licence plus furnishing has to meet minimum requirements</li> <li>• Decrease in homelessness presentations to Housing Department due to accommodation improvements</li> <li>• Can reduce over-crowding</li> <li>• Fire regulations included in licence conditions</li> <li>• Improves overall attractiveness of the area - contributes to Rhyl as a whole</li> <li>• Licence can ask for provision of waste management system</li> </ul> | <p>could apply for NEST scheme but in many cases reluctant to take up scheme for multiple reasons.</p> <ul style="list-style-type: none"> <li>• Tenants require knowledge to challenge standards - most do not have this</li> <li>• No tenants groups within private tenant's accommodation. Difficult area for engagement</li> <li>• Managing waste system can be difficult even after provision of bins. Lack of tenant responsibility/abuse of system and there is no system in place re who enforces.</li> <li>• Communal areas - no recognised responsibility for placing out bins or waste is mixed up leading to refuse collectors refusing to collect. Therefore continues waste issue. Made worse in certain areas/streets due to lack of space for appropriate receptacles</li> <li>• Waste provision- no place in certain properties to put waste out have to store inside 2 weekly collection and this causes problems</li> </ul> |
| <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• New Housing Bill 2015 Act will identify all rental properties to be licensed but does not specify the quality of property</li> <li>• Access to additional support may improve take up of NEST scheme</li> <li>• Education for tenants needed re waste management</li> <li>• Discussion re improvements required</li> <li>• For future Licensing Schemes - need to consider how to address waste management</li> <li>• Future scheme provision - consider a tenants charter? An overview of minimum standards re heating/waste/behaviour etc</li> <li>• Affordability checks in terms of rent/heating</li> <li>• Potential to include in new licence an extended visual check for electrical safety after change of tenant prior to 5yr full check.</li> </ul>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Economic conditions affecting health</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• No evidence that rents have increased significant</li> <li>• Better living conditions may support improved prospects for individuals. If individuals feel better mentally and in their wellbeing they may make other improvements and feel more confident to seek employment.</li> <li>• Building works employing local</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Additional licensing may discourage landlords from buying properties due to fees etc, there has been no evidence to suggest this with the current scheme</li> <li>• Management of HMO could be below standards hence lack of work being undertaken in the area to support the local trade.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>tradesmen</p> <ul style="list-style-type: none"> <li>• Opportunities for tenants employment ie to manage property on behalf of an absent landlord</li> <li>• Some employed as caretakers/handy men</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Access and quality of services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• Improved housing conditions positive effect on physical and emotional health</li> <li>• Condition in licence in relation to landlord having duties to act upon known substance misuse. Can lead therefore to additional signposting to agencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>-ve</b></p> <p>None identified</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Possibility of tenant accreditation scheme to build skills in relation to housing needs rights/responsibilities. Discuss its introduction</li> <li>• There is an opportunity with regard to educational/awareness training for all support staff with regard to raising tenants rights/responsibilities with them.</li> <li>• British Research Establishment calculator for Social and Health Impacts - cost benefit potential to quantify housing improvements</li> <li>• Reinforcement of landlord conditions in relation to substance misuse - greater presence of LA housing staff for visits in relation to licence scheme therefore potential for increased signposting to additional support services</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Macro-economic, environmental and sustainability factors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• If the HMO is to a good standard it can add to the accommodation mix. A licence helps to improve that mix and supports LA housing duties.</li> <li>• Licence supports improvement in quality part of housing improvement obligations</li> <li>• Additional licensing has specific conditions for Crime and antisocial behaviour alongside other conditions</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Local political opinion - HMOs should not exist and all should go. This is caused by a misunderstanding and interpretation of HMOs and their function</li> <li>• Housing benefit rates pose difficulties re accessing appropriate accommodation. It does not meet rent rates for single persons allowance</li> <li>• Tension between housing and planning regulations re minimum space requirements</li> <li>• Temp displacement of local residents from West End to other coastal areas - applies to certain transient population not meeting reallocation criteria (many long term residents from compulsory purchase properties were re-housed within Rhyl)</li> </ul> |
| <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Re-education/awareness re HMO to create a greater understanding of importance of HMO as part of accom/housing mix</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

- Need for further discussions between planning and housing re SPG and space regulations.

**Part 2- Proposed Licensing Scheme from 2015**

In addition to the vulnerable groups identified in Part 1, further points were raised as identified in the table below.

- Same groups as considered in the retrospective HIA this morning (Part 1)
- Population of Prestatyn to be considered; Denbighshire too.
- Equality issues - an Equality Impact Assessment to be undertaken by DCC
- Would cover those who share - could be young professionals
- Could be beneficial or detrimental for those who move from a single unit to a shared environment
- No tenants groups within private tenant’s accomm. Difficult area for engagement
- Geographical- HMO linked with Welsh Index of Multiple Deprivation
- Rhyl - classic seaside town with evidenced demographics of deprivation and social issues / old classic B and B guest houses converted without planning consent

**Appraisal**

Further appraisal was undertaken on the proposed new scheme, the issues identified below are in addition to those already appraised for the current scheme which would also apply to the new scheme.

|                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lifestyles</b>                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                     |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• More positives for the scheme because higher numbers and more HMOs will be covered by the scheme</li> </ul>                                                                                                                                                                         | <p><b>-ve</b></p>                                                                                                                                                                   |
| <b>Social</b>                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                     |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• more HMOs and numbers will be covered - maximise the impacts of the retrospective HIA</li> <li>• Increase in coverage could give a greater choice of better living accommodation allowing people to stay within the area where they currently have their social support.</li> </ul> | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Increase in landlords - how to support this. Capacity and resources to deal with this in DCC in a timely way?</li> </ul> |
| <b>Recommendations</b>                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                     |
| <p>Could develop or explore a Tenants Charter of rights and responsibilities as part of the future Scheme. Look at a poster being displayed as part of ALLS condition of what landlord must display as part of licensing ie house rules.</p>                                                                                                   |                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Environmental</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>+ve</b> <ul style="list-style-type: none"> <li>• New scheme will be safeguarding more tenants by covering all HMOs</li> <li>• Reducing the risk of inappropriate unlicensed HMOs and housing stock</li> </ul>                                                                                                                                                                                                                                                                                                                                                   | <b>-ve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Economic</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>+ve</b><br>No further comments to previous HIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>-ve</b><br>Fees - these are seen as very high in DCC in comparison to other LA areas. DCC do use a cost calculator for these.<br>Could explore incentives and discounts going forward. Higher fees could put landlords off buying properties in DCC and they may rather buy and license them in other LAs near by.                                                                                                                                                                                                 |
| <b>Access to Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| No further comments to previous HIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Macro factors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>+ve</b> <ul style="list-style-type: none"> <li>• Systems are in place to deal with the potential increase in additional licensing. Increased revenues from fees could cover any additional resource(s) needed</li> <li>• Changes to the Welsh Housing Act (2014) - homelessness will be able to discharge into the private sector as long as it is reasonable accommodation ie of sufficient quality and standard through the ALLS</li> <li>• Fits in with the Homeless and Vulnerable Groups Health Action Plan and meeting one of the 8 standards.</li> </ul> | <b>-ve</b> <ul style="list-style-type: none"> <li>• Government policies and legislation inhibits how far the new ALLS can go</li> <li>• Discrepancy with regard to Planning regulations in SPG around minimum space - the accommodation that is being offered that is of sufficient quality but not be of the stated size. (The space standards for <u>rooms</u> in the licensing conditions are the same as the SPG but this does not equate to the overall space requirement for the dwelling as a whole</li> </ul> |

The appraisal highlighted a number of positive outcomes in relation to quality and safety as a result of implementing the 2009 Additional Licensing Scheme. The positives from the 2009 scheme will be maximised with the re-designation because more properties will be covered and therefore will improve the quality of more properties and safeguard increased numbers of vulnerable and other tenants.

However, it was acknowledged that a number of the issues raised lie outside the direct remit of the Additional Licensing Scheme but they do raise important points in relation to;

Landlord/tenant relationships such as tenants and landlords knowledge in relation to their rights and responsibilities and the day to day management of properties in relation to

waste and other issues. There are cost pressures on tenants, for example, once improvements have been undertaken (such as heating systems) they may not be able to afford the cost of running them.

It was also noted that there is a lack of knowledge in general regarding HMOs. As these do represent a small but important percentage of the housing mix it may be necessary to plan some awareness raising sessions about the subject.

It was important to record these additional comments as they could be considered by DCC and their partners in the appropriate forum and would add value to the positive outcomes recorded for both the 2009 scheme and the proposed re-designation scheme from 2015.

### **Recommendations**

Listed below are the key recommendations agreed at the session:

- Education of elected members and wider partners with regard to the definition and function of HMOs.
- DCC are open to suggestions from agents and landlords with regard to fees and introducing incentives or discounts. To engage with the landlord forum and other landlords and agents as part of 2 month consultation period for the new scheme.
- Conversations to take place with Planning and Planning Control to discuss the SPG and relevant space regulations
- Need to discuss internally the waste storage issues and the fact that some streets in Rhyl have nowhere to put bins/recycle rubbish
- Explore introducing a Tenant Charter or information between the landlord and tenant with respect of behaviour expected whilst living in the household.
- Need to consider rolling out the scheme to Prestatyn and/or Denbighshire as a whole. Department to monitor the evidence and possibly review in the future.

### **Author**

Lee Parry-Williams, Health Development Specialist, Public Health Wales with contributions from:

Emma Girvan, Public Health Practitioner, Public Health Wales

Liz Green, Principal Health Impact Assessment Development Officer, Public Health Wales

## References

Dahlgren G and Whitehead M (1991) Policies and strategies to promote social equity in health. Stockholm, Institute for Futures Studies

Wales Health Impact Assessment Support Unit (WHIASU) (2012). HIA: A Practical Guide.

Wales Health Impact Assessment Support Unit (WHIASU). [www.whiasu.wales.nhs.uk](http://www.whiasu.wales.nhs.uk) (Accessed 26<sup>th</sup> August 2014)

World Health Organisation (1948). Preamble to the Constitution of the World Health Organisation as adopted by the International Health Conference, New York, 19-22 June, 1946; signed on 22 July by the representatives of 61 States (Official Records of the World Health Organisation, no.2,pp.100) entered into force on 7 April 1948.



# APPENDIX 1 – Health and Well-Being Determinants Checklist

(This list is a guide and is not exhaustive)

|                                                                    |                                  |
|--------------------------------------------------------------------|----------------------------------|
| <b>1. Lifestyles</b>                                               |                                  |
| Diet                                                               | Sexual activity                  |
| Physical activity                                                  | Other risk-taking activity       |
| Use of alcohol, cigarettes, non-prescribed drugs                   |                                  |
| <b>2. Social and community influences on health</b>                |                                  |
| Family organisation and roles                                      | Social isolation                 |
| Citizen power and influence                                        | Peer pressure                    |
| Social support and social networks                                 | Community identity               |
| Neighbourliness                                                    | Cultural and spiritual ethos     |
| Sense of belonging                                                 | Racism                           |
| Local pride                                                        | Other social exclusion           |
| Divisions in community                                             |                                  |
| <b>3. Living/ environmental conditions affecting health</b>        |                                  |
| Built environment                                                  | Green space                      |
| Neighbourhood design                                               | Community safety                 |
| Housing                                                            | Smell/odour                      |
| Indoor environment                                                 | Waste disposal                   |
| Noise                                                              | Road hazards                     |
| Air and water quality                                              | Injury hazards                   |
| Attractiveness of area                                             | Quality and safety of play areas |
| <b>4. Economic conditions affecting health</b>                     |                                  |
| Unemployment                                                       | Type of employment               |
| Income                                                             | Workplace conditions             |
| Economic inactivity                                                |                                  |
| <b>5. Access and quality of services</b>                           |                                  |
| Medical services                                                   | Public amenities                 |
| Other caring services                                              | Transport including parking      |
| Careers advice                                                     | Education and training           |
| Shops and commercial services                                      | Information technology           |
| <b>6. Macro-economic, environmental and sustainability factors</b> |                                  |
| Government policies                                                | Biological diversity             |
| Gross Domestic Product                                             | Climate                          |
| Economic development                                               |                                  |

# APPENDIX 2 - Vulnerable/Disadvantaged Groups Checklist

(Please note that this list is a guide and is not exhaustive)

The target groups identified as vulnerable or disadvantaged will depend on the characteristics of the local population and the nature of the proposal itself. The most disadvantaged and/or vulnerable groups are those which will exhibit a number of characteristics, for example, children living in poverty. This list is therefore just a guide and it may be appropriate to focus on groups that have multiple disadvantages.

## *Age related groups\**

- Children and young people
- Older people

## *Income related groups*

- People on low income
- Economically inactive
- Unemployed/workless
- People who are unable to work due to ill health

## *Groups who suffer discrimination or other social disadvantage*

- People with physical or learning disabilities/difficulties
- Refugee groups
- People seeking asylum
- Travellers
- Single parent families
- Lesbian and gay and transgender people
- Black and minority ethnic groups\*\*
- Religious groups\*\*

## *Geographical groups*

- People living in areas known to exhibit poor economic and/or health indicators
- People living in isolated/over-populated areas
- People unable to access services and facilities

The impact on the general adult population should also be assessed. In addition, it may be appropriate to assess the impact separately on men and women.

\* Could specify age range or target different age groups for special consideration.

\*\* May need to specify.

|                                |                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Report to:</b>              | <b>Communities Scrutiny Committee</b>                                                              |
| <b>Date of Meeting:</b>        | <b>11 September 2014</b>                                                                           |
| <b>Lead Member / Officers:</b> | <b>Lead Member for Public Realm</b>                                                                |
| <b>Report Author:</b>          | <b>Head of Highways &amp; Environmental Services</b>                                               |
| <b>Title:</b>                  | <b>Streetscene strategy &amp; performance, in relation to the Council's Clean Streets priority</b> |

---

## **1. What is the report about?**

The effectiveness of the strategies that are being pursued by the council's streetscene service, in relation to the delivery of the council's Clean Streets Priority.

## **2. What is the reason for making this report?**

The Communities Scrutiny committee has asked the streetscene service for an update on the delivery of its Public Realm function. In particular, the committee has asked whether the streetscene service are aware of any obstacles that might impede the delivery of the council's ambitions with respect to its Clean and Tidy Streets Corporate Priority.

## **3. What are the Recommendations?**

- a) To continue with the current strategies as far as practicable, including the removal of unauthorised advertisements within the public realm,
- b) to absorb any future funding cuts in ways that will minimise the overall negative impact on the public's perception of the public realm.

## **4. Report details**

### **a) Background**

#### Overall Public Realm Strategy

The council formally adopted its Public Realm Strategy in 2013. The delivery of the strategy relies on (at least) four different council departments. It covers; public realm Accessibility, Clean and Tidy Streets, maintaining Local Identity, and the provision of a Safe Environment.

#### Clean and Tidy Streets priority:

In this report, I have been asked to focus particularly on the Clean and Tidy Streets element of the strategy, which comprises; Littering, Fly-tipping, Fly posting / graffiti removal, dealing with abandoned vehicles/shopping trolleys etc., plus dog fouling, and eyesore sites. Again, a number of different Heads of Service are involved in these aspects.

### Streetscene's role in relation to Clean and Tidy streets:

The Environmental Services (streetscene) service is responsible for;

- i) all fly tipping investigations / prosecutions and fly-tipping removal work.
- ii) all street cleansing activity, including the removal of flyposted / unauthorised signs, and the clearing up of dog fouling mess.
- iii) we also work very closely with our colleagues in Planning & Public Protection, particularly in relation to the prevention and enforcement aspects of the strategy. This report therefore contains information that has been derived from both service areas( see Appendix Four).

### **b) Detailed information on service performance:**

#### Flytipping

The latest figures submitted to Welsh Government (for the year 2013-14) showed that 94.9 % of reported flytipping incidents were cleared within 5 days. This was an improvement on the previous year. We expect another improvement next year; partly due to improved accuracy in record keeping (clearance dates in particular).

With regard to the overall numbers of incidents; Denbighshire purposely records every single recordable incident, regardless of whether or not it is on public or private land, and/or whether or not it is reported by a member of the public. Not all councils do this. We do this because the recording of an incident triggers our internal investigation process. We regard high reporting rates as a pre-requisite for the minimisation of actual fly-tipping activity (on the ground). Consequently, our reporting rates are higher than other comparable councils. However, this enables us to enforce more effectively.

Over 50% of the enforcement actions in N.Wales are carried out by Denbighshire, even though we only have around 14% of the population. We can only carry out this high level of enforcement activity because we have gathered the necessary data diligently.

#### Cleanliness of streets (general)

There are two primary measures of performance, a) our residents survey results, and b) the Keep Wales Tidy clean streets index results.

The cleanliness questions in the summer 2013 resident's survey were specifically developed to support the corporate clean streets priority. It was therefore the first time that the questions had been asked. The majority of residents (73%) were either satisfied, or very satisfied, with the overall level of cleanliness of the streets in their local areas. The results are shown in Appendix Two. Dog fouling (60%) was the most frequent choice when residents were asked to name a significant remaining cleanliness issue.

Appendix One gives trend data for CRM requests for street cleansing and dog-fouling activity. Appendix Three summarises the results from the (independent) Keep Wales Tidy, Local Environmental Audit and Management System (LEAMS) Reports.

In their 2014 annual summary report Keep Wales Tidy reported that all types of litter had seen an improvement since last year, and that dog fouling observations had reduced by approximately 25% (over a year), The council's strategies therefore seems to be working.

#### Anti-fouling strategy

The council has an action plan to tackle the issue of dog fouling, which includes publicity campaigns, enforcement action, and more urgent attention to requests for cleansing.

The numbers of requests received through CRM rise significantly after every publicity campaign, so the CRM figures in Appendix One are therefore quite volatile. Unfortunately, the media can portray our high reporting rate in a bad light (in the same way that they have done with our fly-tipping figures). However, the same principle applies; i.e. in order to reduce the (actual) levels of dog fouling (on the ground), we need to actively encourage high levels of reporting.

#### Eyesore sites data

Appendix Five lists the council's top 20 "eyesore sites". At each of these sites, the council's Planning and Public Protection Department are actively pursuing owners, and/or using their Statutory Powers, in order to remove / deal with the individual eyesore issues.

#### Removal of flyposting / unauthorised signs

There is an ongoing issue concerning the proliferation of unauthorised (i.e. illegal) signs advertising commercial businesses / events across the county. The council wants Denbighshire businesses to thrive. However, the proliferation of commercial signs and banners on the highway (often attached to street furniture) has led to untidy streets, visual clutter, and has also affected highway safety. In 2013 members were therefore consulted on the topic, and there was universal support for the following simple rules, which are now being followed:

- i) signs/banners that have an adverse affect on road safety will always be removed from the highway immediately
- ii) all unauthorised commercial advertising will also be removed from the highway. Where feasible, for a "first offence" we would usually provide 24hrs notice before removal.
- iii) safely located signs for non-commercial events may be permitted / tolerated. However; this is at the discretion of the appropriate highway/streetscene officer. This exemption is designed to cover date-specific community events / charity events etc..

To go hand-in hand with the above policy, Planning & Public Protection also undertake appropriate Enforcement action against the unauthorised erection of signs on private land.

### **C Future actions / strategies**

Fly tipping: Continue to investigate and prosecute whenever we have sufficient evidence to do so. Do not simply "pick up whatever gets put out".

Cleanliness of streets (general): Continue the move away from rigid scheduling for cleaning. This allows us to improve our effectiveness by allowing staff to act upon their own initiative. This has helped to engender a greater sense of ownership of the streets.

Flyposting / unauthorised signs: there has been a recent clampdown, with some businesses complaining about over-zealous enforcement. However, the service intends to continue with the clampdown, and would welcome member support for the stance that is being taken.

Anti-fouling: there is still scope to improve upon response times. Currently, we do not have sufficient data to check times accurately. For our streetscene activities, we really need a geographically-based CRM system (rather than a person based system). A business case for this type of system is currently being developed jointly with our colleagues in Customer Services. In future people will log-on to the website, click on a particular location, and identify the problem. The information will go directly to frontline staff via hand held devices. When they resolve the problem, they will click the appropriate button and the system will amend the computer record. There is no firm timescale at the moment. This may still be 18 months away.

## **5. How does the decision contribute to the Corporate Priorities?**

The current strategy is assisting in the delivery of the corporate Clean Streets priority.

## **6. What will it cost and how will it affect other services?**

Costs are constrained by service budgets.

## **7. What are the main conclusions of the Equality Impact Assessment (EIA) undertaken on the decision?**

The original EIA included a commitment to improve accessibility to the public realm. The EIA has not been revisited for this update report.

## **8. What consultations have been carried out with Scrutiny and others?**

The strategy was consulted upon with members and the Communities Scrutiny Committee endorsed the plan in September 2013. The council had already consulted with City, Town & Community Councils, the voluntary sector, and Natural Resources Wales.

## **9. Chief Finance Officer Statement**

Any additional costs arising from the implementation of the Strategy will have to be met from existing resources (statement provided when the original strategy was approved).

## **10. What risks are there and is there anything we can do to reduce them?**

Clearly; there are likely to be significant budgetary cuts next year. If there are large cuts in street cleansing budgets, there will have to be a corresponding reduction in the levels of expectation around what can be delivered.

However; the philosophy that will be adopted by the service will remain the same, i.e. to make our county as attractive and pleasant as we can, and keep it as neat and tidy as we possible, within the resource levels that we have available.

## **11. Power to make the Decision**

Section 111 Local Government Act 1972 and Section 2 Local Government Act 2000 as general powers, enable the Council to make decisions such as this, and article 6.3.4(b) of the Council's Constitution sets out scrutiny's powers with respect to examining the Council's performance in relation to its policy objectives etc.

### **Contact Officer:**

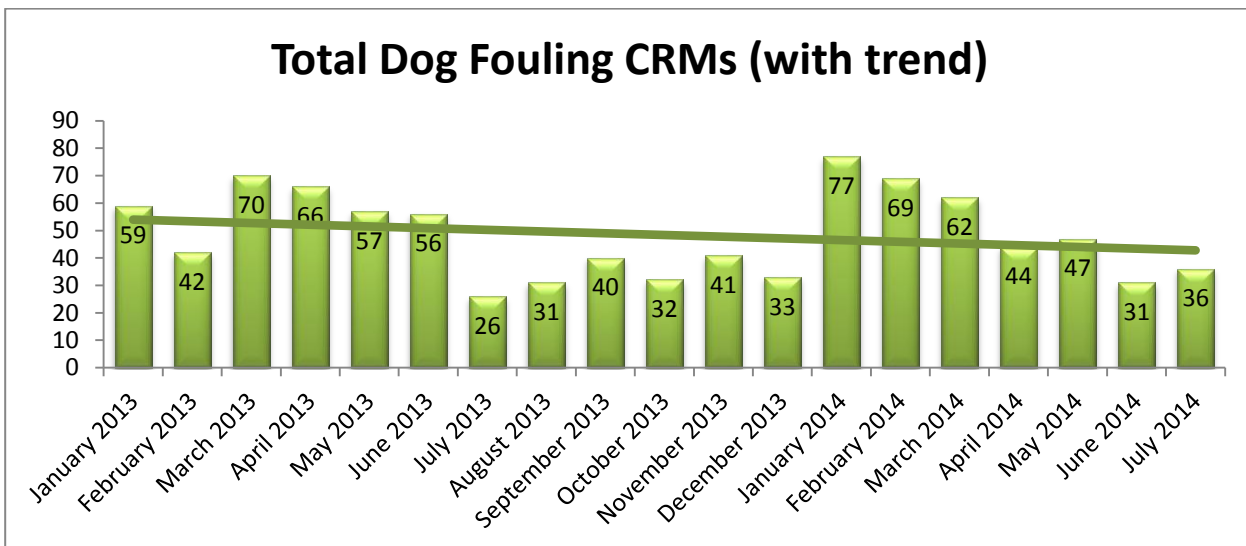
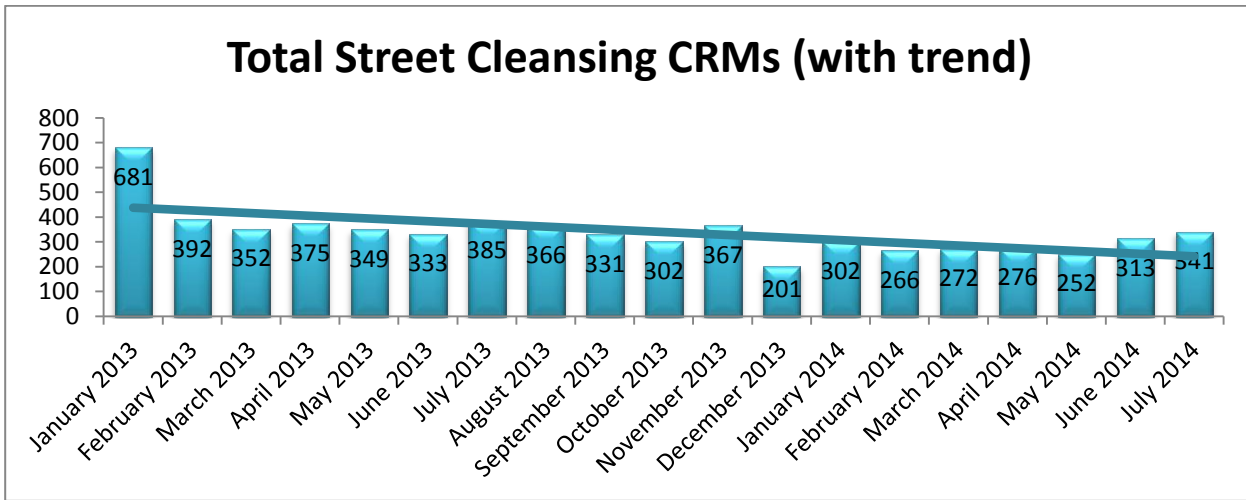
Head of Highways and Environmental Services

Tel: 01824 706801

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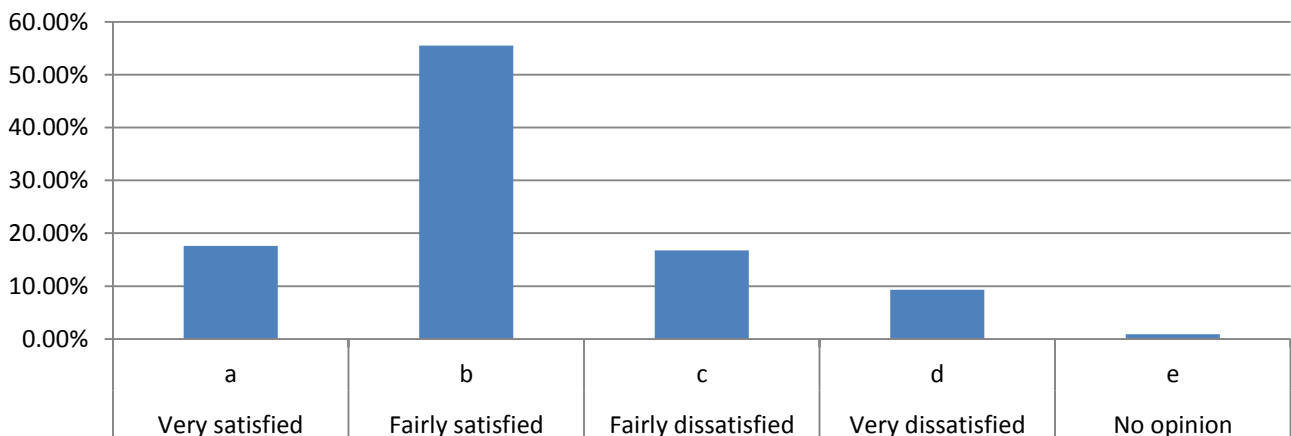


## APPENDIX ONE – STREET CLEANSING CRM TRENDS



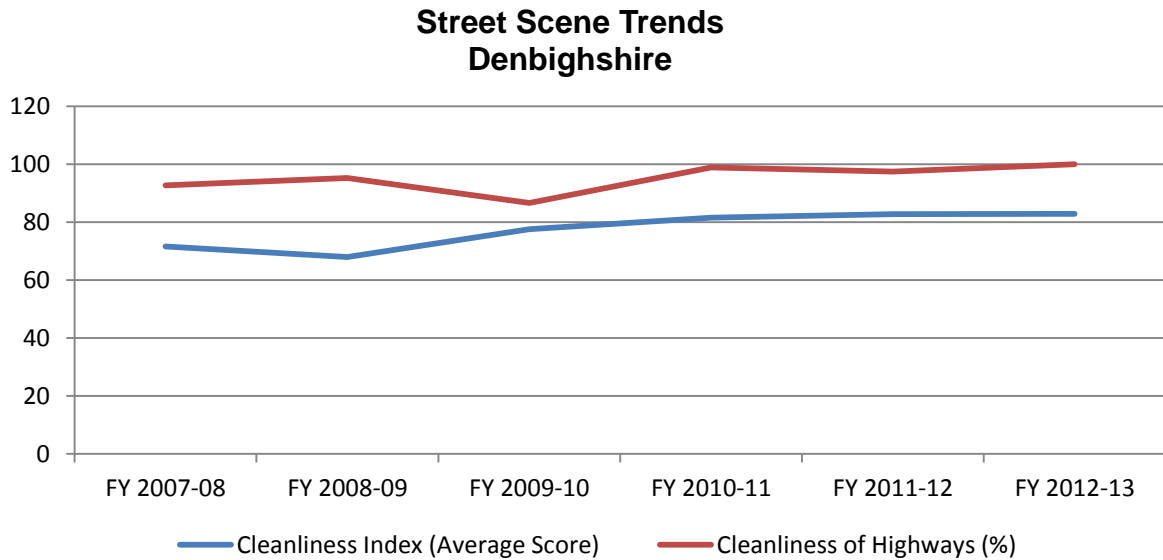
## APPENDIX TWO – STREET CLEANSING CUSTOMER PERCEPTIONS

Q6 Overall, how satisfied are you with the cleanliness of the streets within your LOCAL AREA?



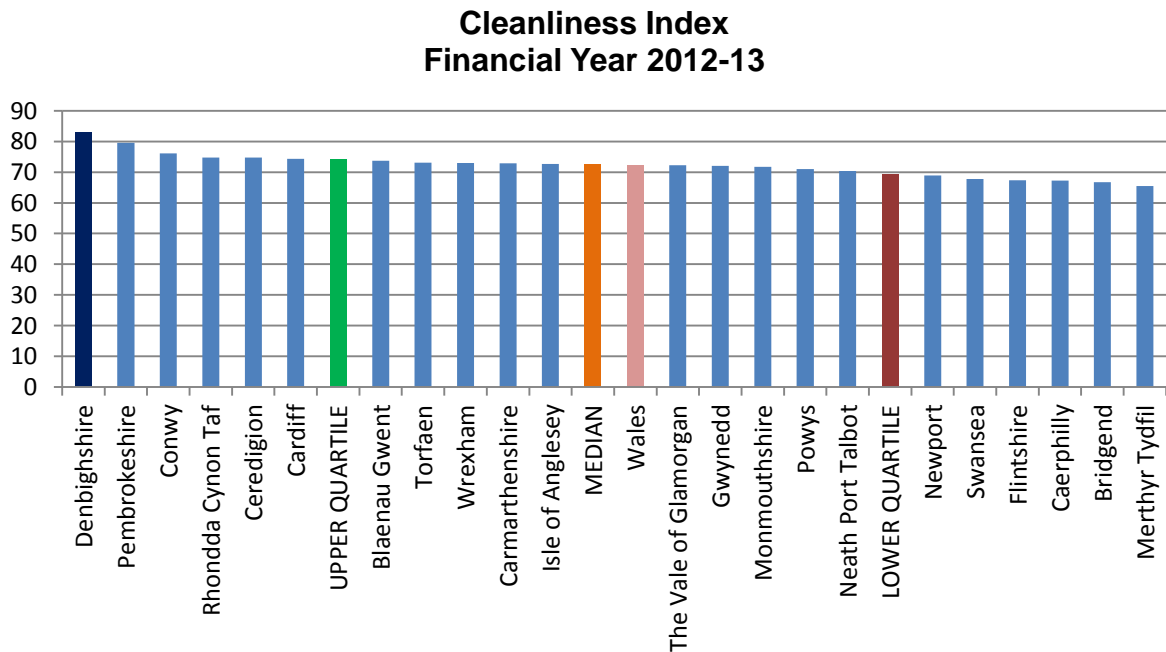
## APPENDIX THREE – STREET CLEANSING NATIONAL PERFORMANCE MEASURES

The graphs below examine nationally recognised measures



Source: *Benchmarking Wales*

The trend graph above shows that in 2012-13 both cleanliness measures for Denbighshire were the higher than they have been in previous years.



Source: *Benchmarking Wales*

In the financial year 2012-13, Denbighshire had the highest Cleanliness Index rate in Wales with 82.8 (see above chart).

## APPENDIX FOUR – ENFORCEMENT ACTIVITY ON LITTERING / DOG FOULING

The most recent figures are as follows :

|                                             | Apr 14     | May 14     | Jun 14     | Total      |
|---------------------------------------------|------------|------------|------------|------------|
| <b>Total Number of FPNs issued</b>          | <b>268</b> | <b>367</b> | <b>349</b> | <b>984</b> |
| <b>Broken down to the following crimes:</b> |            |            |            |            |
| Smoking related litter                      | 234        | 318        | 309        | 861        |
| All other litter                            | 6          | 2          | 4          | 12         |
| Dog fouling                                 | 1          | 1          | 1          | 3          |
| Smoking in an enclosed space                | 16         | 30         | 29         | 75         |
| Signs not displayed                         | 0          | 0          | 0          | 0          |
| Chewing Gum                                 | 0          | 0          | 0          | 0          |
| Spitting                                    | 11         | 16         | 5          | 32         |

## APPENDIX FIVE – EYESORE SITES

### Top 20 remaining at April 2014

1. 51a Kinmel Street, Rhyl
2. Commerce House, Corwen
3. Former Scout Hut Middle lane Denbigh
4. Grange Hotel, Rhyl
5. 4 Dyffryn Pwllglas
6. Gwasg Gee, Denbigh
7. Dinorben Arms, Bodfari
8. Former RYAG building, Rhyl
9. 123/125 High Street Rhyl
10. Former Bus Shelter, Dyserth
11. 102 Vale Street, Denbigh
12. Crown Hotel, Denbigh
13. Peabody's, West Parade Rhyl
14. Former Hardware Store, Dyserth
15. 91-92 West Parade, Rhyl
16. 119 High Street Rhyl, Rhyl
17. Auction Rooms Gemig Street, St Asaph
18. 37/39 Pentyffryn Rd Rhyl
19. 4-6 Conway Street Rhyl
20. 3 Brighton Rd Rhyl

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**Report to:** Communities Scrutiny Committee

**Date of Meeting:** 11 September 2014

**Report Author:** Scrutiny Coordinator

**Title:** Scrutiny Work Programme

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**1. What is the report about?**

The report presents Communities Scrutiny Committee with its draft forward work programme for members' consideration.

**2. What is the reason for making this report?**

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

**3. What are the recommendations?**

That the Committee considers the information provided and approves, revises or amends its forward work programme as it deems appropriate.

**4. Report details.**

- 4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.
- 4.2 Denbighshire County Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 The Committee is requested to consider its draft work programme for future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate taking into consideration:
- issues raised by members of the Committee
  - matters referred to it by the Scrutiny Chairs and Vice-Chairs Group
  - relevance to the Committee's/Council's/community priorities

- the Council's Corporate Plan and the Director of Social Services' Annual Report
  - meeting workload
  - timeliness
  - outcomes
  - key issues and information to be included in reports
  - whether the relevant lead Cabinet member will be invited to attend (having regard to whether their attendance is necessary or would add value). (In all instances this decision will be communicated to the lead member concerned)
  - questions to be put to officers/lead Cabinet members
- 4.5 In addition, when considering items for inclusion on the future forward work programme members may also find it helpful to have regard to the following questions when determining a subject's suitability for inclusion:
- what is the issue?
  - who are the stakeholders?
  - what is being looked at elsewhere
  - what does scrutiny need to know? and
  - who may be able to assist?
- 4.6 As mentioned in paragraph 4.2 the Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested topics. One such proposal form (see Appendix 2) has been received for consideration by the Committee at the current meeting. This request relates to the Denbighshire Supporting People Local Commissioning Plan 2015-18. Members are asked to consider this request.
- Changes to the current meeting's business agenda
- 4.7 Members will note that from the agenda that there have been some changes to the current meeting's business. The reasons for this was that a request was received for the Committee to consider the proposed new School Transport Policy. As the consultation on the proposed changes to this policy and its implementation are subject to a tight timescale the Chair permitted its inclusion on this meeting's agenda, to enable scrutiny's comments on the new policy to be considered prior to the policy's submission to Cabinet for a decision. In the meantime a request was received for a deferral until October of consideration of a report on the 'Flood Management Strategy and Flood Related Matters'. This request was granted on the basis that the Welsh Government's response to the Council's Strategy was yet to be

received, and by October further information on the Clwyd Natural Flood Risk Management Project and flood defence measures in Rhyl would be available.

#### Cabinet Forward Work Programme

- 4.8 When deciding on their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of future work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 3.

#### Progress on Committee Resolutions

- 4.9 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

### **5. Scrutiny Chairs and Vice-Chairs Group**

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The SCVCG held its first meeting of this municipal year on 3 July, no items were referred to this Committee for consideration. The Group is next scheduled to meet on 4 September, any matters arising from that meeting that affect the Committee will be reported verbally at the meeting on 11 September.

### **6. How does the decision contribute to the Corporate Priorities?**

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

### **7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision?**

No Equality Impact Assessment has been undertaken for the purpose of this report as consideration of the Committee's forward work programme is not deemed to have an adverse or unfair impact on people who share protected characteristics.

### **8. What will it cost and how will it affect other services?**

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

### **9. What consultations have been carried out?**

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation

process with the Committee with respect to its programme of future work.

**10. What risks are there and is there anything we can do to reduce them?**

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

**11. Power to make the decision**

Article 6.3.7 of the Council's Constitution stipulates that the Council's scrutiny committees must prepare and keep under review a programme for their future work.

**Contact Officer:** Scrutiny Coordinator  
Tel No: (01824) 712554  
Email: [dcc\\_admin@denbighshire.gov.uk](mailto:dcc_admin@denbighshire.gov.uk)



## Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

| Meeting         | Lead Member(s)                                | Item (description / title)                             | Purpose of report                                                                                                  | Expected Outcomes                                                                                                                                                                                                         | Author                               | Date Entered                            |
|-----------------|-----------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------|
| 23 October      | <b>Cllr. David Smith</b>                      | 1. Findings of the Traffic and Parking Review          | To consider the findings of the review undertaken on traffic and parking in ten of the County's towns and villages | Formulation of parking and traffic management measures with a view to enhancing the economic viability of the towns and villages and assist the Council to deliver its corporate priority of developing the local economy | Peter McHugh/<br>Mike Jones          | March 2014                              |
|                 | <b>Cllr. David Smith</b><br><i>(required)</i> | 2. Flood Management Strategy and Flood Related Matters | To monitor the Strategy's implementation and other developments on flood related matters                           | Assurances that the Council is meeting its statutory and discretionary obligations with respect to flood management and protection                                                                                        | Wayne Hope                           | November 2013<br>(deferred August 2014) |
| 4 December      | <b>[Cllr. David Smith]</b>                    | 1. Draft Caravan Sites Strategy for Denbighshire       | To seek members' observations on the draft Caravan Sites Strategy for the county                                   | The development of a strong and deliverable strategy that will support the Council's priority of developing the local economy whilst safeguarding vulnerable people through robust planning and licensing measures        | Graham Boase/Paul Mead               | May 2014                                |
| 29 January 2015 |                                               | 1. Housing Related Support for Older People            | To monitor the effectiveness of the new Supporting                                                                 | (i) an evaluation of the effectiveness of the new service in assisting and supporting vulnerable people to live independently in the community; and                                                                       | Peter McHugh/Katie Newe/John Sweeney | May 2014                                |

## Communities Scrutiny Committee Forward Work Plan

| Meeting   | Lead Member(s)                                     | Item (description / title) | Purpose of report                      | Expected Outcomes                                                                                                                                                    | Author                                                                                                                                                                                                                                                                                                                           | Date Entered                            |           |
|-----------|----------------------------------------------------|----------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------|
|           |                                                    |                            | Independent Living Service             | (ii) Examination of the proposed procurement model for purchasing future SIL services                                                                                |                                                                                                                                                                                                                                                                                                                                  |                                         |           |
| 12 March  |                                                    | 1.                         |                                        |                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                  |                                         |           |
| 23 April  |                                                    | 1.                         |                                        |                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                  |                                         |           |
| June 2015 | <b>Cllrs. David Smith and Julian Thompson-Hill</b> | 1.                         | Food Safety, Standards and Procurement | To detail the progress made with food hygiene and food standards compliance across the County, and with procurement and contract management of County food contracts | To mitigate the risk to the health of the County's resident from dangerous/contaminated food and to ensure that the products they buy are as labelled. In addition to safeguard that the Council's procurement and contract management procedures ensure that food served in Council establishments is safe and of high quality. | Graham Boase/Emlyn Jones/Stuart Andrews | June 2014 |

## Communities Scrutiny Committee Forward Work Plan

**Future Issues**

| <b>Item (description / title)</b>                                     | <b>Purpose of report</b>                                                                                  | <b>Expected Outcomes</b>                                                                                                                                                                                                                                                                                                                                        | <b>Author</b>                  | <b>Date Entered</b> |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|
| Revised Procurement Procedures<br><b>[Cllr. Julian Thompson-Hill]</b> | To present revised procurement and contract management procedures for large capital investment programmes | Stringent contract management, quality and monitoring procedures for large capital programmes which stipulate that respect shall be shown to all parties, and which stipulate the roles and responsibilities of all concerned. The procedures should encourage the employment of local contractors/sub-contractors with a view to developing the local economy. | Paul McGrady<br>(Peter McHugh) | May 2014            |
| Community Infrastructure Levy (CIL)                                   | To outline the proposals for implementing the CIL in Denbighshire                                         | The development of an appropriate and effective CIL scheme for the County                                                                                                                                                                                                                                                                                       | Graham Boase/Angela Loftus     | February 2013       |
|                                                                       |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |                                |                     |

**For future years**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Information/Consultation Reports**

| <b>Information / Consultation</b>                | <b>Item (description / title)</b> | <b>Purpose of report</b>                                                                                                                                             | <b>Author</b> | <b>Date Entered</b> |
|--------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|
| <b>Information (June 2014)</b>                   | Procurement                       | To outline the Council's current procurement practices and identify areas that require strengthening to realise value for money and deliver the corporate priorities | Paul McGrady  | May 2014            |
| <b>Quarterly Information (Sept/Dec/Mar/June)</b> | Rhyl Going Forward                | To brief the Committee on the progress in delivering the Programme and its associated workstreams and projects, and                                                  | Mark Dixon    | May 2014            |

## Communities Scrutiny Committee Forward Work Plan

|                                       |                    |                                                                                                                                                                                                                                                                                                                                                                             |                               |           |
|---------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------|
|                                       |                    | to highlight to members areas of concern or slippages                                                                                                                                                                                                                                                                                                                       |                               |           |
| <b>Information Report (June 2015)</b> | Reablement Service | To detail to the Committee the:<br>(i) effectiveness of the Reablement Service in delivering the Council's corporate priority of protecting vulnerable people and helping them to live as independently as possible;<br>(ii) efficiencies realised following the introduction of the Service. The report to include all (positive and negative) feedback from service users | Phil Gilroy/Anne Hughes-Jones | June 2014 |

**Note for officers – Committee Report Deadlines**

| Meeting    | Deadline         | Meeting    | Deadline           | Meeting         | Deadline          |
|------------|------------------|------------|--------------------|-----------------|-------------------|
| 23 October | <b>9 October</b> | 4 December | <b>20 November</b> | 29 January 2015 | <b>15 January</b> |

Communities Scrutiny Work Programme.doc

29/08/14 RhE

| PROPOSAL FORM FOR AGENDA ITEMS<br>FOR SCRUTINY COMMITTEES                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>NAME OF SCRUTINY COMMITTEE</b>                                                                       | <b>Communities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
| <b>DATE OF MEETING / TIMESCALE FOR CONSIDERATION</b>                                                    | <b>23<sup>rd</sup> October 2014</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
| <b>TITLE OF REPORT</b>                                                                                  | <b>Denbighshire Supporting People Local Commissioning Plan 2015-18</b>                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
| <b>PURPOSE</b>                                                                                          | <b>1. Why is the report being proposed? (see also the checklist overleaf)</b>                                                                                                                                                                                                                                                                                                                                                                               | The Supporting People (SP) programme enables vulnerable people to live independently and contributes to the prevention of homelessness. The programme supports people who need housing and contributes towards tackling the issues of transience, poverty and multiple deprivation. The purpose of proposing the report is to consult with members on allocation of Supporting People Programme Grant (SPPG) including proposals to manage a minimum 5% cut to Denbighshire's SPPG funding. |                    |
|                                                                                                         | <b>2. What issues are to be scrutinised?</b>                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Allocation of spend and projects for 2015-16 and outline plans for 2016-18.</li> <li>Proposals to manage significant budget cuts.</li> </ul>                                                                                                                                                                                                                                                                                                         |                    |
|                                                                                                         | <b>3. Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?</b>                                                                                                                                                                                                                                                                                                                                                   | Yes: the Supporting People Manager; the Director for Demographics, Wellbeing and Planning; and the Lead Member for Social Care and Children's Services.                                                                                                                                                                                                                                                                                                                                     |                    |
|                                                                                                         | <b>4. What will the committee achieve by considering the report?</b>                                                                                                                                                                                                                                                                                                                                                                                        | Scrutiny of ring-fenced grant funding proposals for housing related support services in Denbighshire currently valued at approximately £6.1million per year. To note the impact of funding cuts for Denbighshire.                                                                                                                                                                                                                                                                           |                    |
|                                                                                                         | <b>5. Score the topic from 0 – 4 on aims &amp; priorities and impact (see overleaf)*</b>                                                                                                                                                                                                                                                                                                                                                                    | <b>Aims &amp; Priorities</b><br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Impact</b><br>3 |
| <b>ADDITIONAL COMMENTS</b>                                                                              | Local SP commissioning plans and spend plans are reported to the Regional Collaborative Committee (RCC) and then to the Welsh Government. Once plans have been agreed in Denbighshire, they will be collated into a regional plan for North Wales and submitted to the Welsh Government to allocate SPPG. The role of the RCC is to scrutinise local and regional plans and make recommendations to the minister on the allocation of SPPG in future years. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
| <b>REPORTING PATH – what is the next step? Are Scrutiny's recommendations to be reported elsewhere?</b> | Scrutiny recommendations will be reported to the Supporting People Planning Group (a multi-agency commissioning group chaired by the Corporate Director for Planning & Wellbeing. Recommendations will also be included in the cabinet report in November 2014, when the strategy and spend plan are finalised.                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
| <b>AUTHOR</b>                                                                                           | <b>Katie Newe, Supporting People Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |

Please complete the following checklist:

|                                                                                                                                                        | Yes                                   | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----|
| Is the topic already being addressed satisfactorily?                                                                                                   |                                       | No |
| Is Scrutiny likely to result in service improvements or other measurable benefits?                                                                     |                                       | No |
| Does the topic concern a poor performing service or a high budgetary commitment?                                                                       | Yes                                   |    |
| Are there adequate resources / realistic possibility of adequate resources to achieve the objective(s)?                                                | Yes                                   |    |
| Is the Scrutiny activity timely, i.e. will scrutiny be able to recommend changes to the service delivery, policy, strategy, etc?                       | Yes                                   |    |
| Is the topic linked to corporate or scrutiny aims and priorities?                                                                                      | Yes                                   |    |
| Has the topic been identified as a risk in the Corporate Risk Register or is it the subject of an adverse internal audit or external regulator report? | Yes (in relation to financial impact) |    |

\*The following table is to be used to guide the scores given:

| Score | Aims & Priorities                                                                        | Impact                                                                 |
|-------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 0     | No links to corporate/scrutiny aims and priorities                                       | No potential benefits                                                  |
| 1     | No links to corporate/scrutiny aims and priorities but a subject of high public concern  | Minor potential benefits affecting only one ward/customer/client group |
| 2     | Some evidence of links, but indirect                                                     | Minor benefits to two groups/moderate benefits to one                  |
| 3     | Good evidence linking the topic to both aims and priorities                              | Moderate benefits to more than one group/substantial benefits to one   |
| 4     | Strong evidence linking both aims and priorities, and has a high level of public concern | Substantial community-wide benefits                                    |

**SCORING**

**Aims & Priorities**

|   |                                                                                        |                                                              |
|---|----------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 4 | Possible topic for Scrutiny – to be timetabled appropriately                           | Priority topic for Scrutiny – for urgent consideration       |
| 3 |                                                                                        |                                                              |
| 2 | Reject topic for Scrutiny – topic to be circulated to members for information purposes | Possible topic for Scrutiny – to be timetabled appropriately |
| 1 |                                                                                        |                                                              |

|   |   |   |               |   |
|---|---|---|---------------|---|
| 0 | 1 | 2 | 3             | 4 |
|   |   |   | <b>Impact</b> |   |

Cabinet Forward Work Plan

Appendix 3

| Meeting             |   | Item (description / title)                          | Purpose of report                                                                                             | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------------------|---|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
| <b>30 September</b> | 1 | Finance Report Update                               | To update Cabinet on the current financial position of the Council                                            | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 2 | Treasury Management Report                          | Annual review of the performance of the Council's treasury management                                         | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 3 | Food Hygiene Rating Act – Delegated Authority       | To provide delegated powers to the Head of Planning and Public Protection to authorise officers under the Act | Yes                                | Cllr David Smith / Emlyn Jones           |
|                     | 4 | Control of Horses (Wales) Act – Delegated Authority | To provide delegated powers to the Head of Planning and Public Protection to authorise officers under the Act | Yes                                | Cllr David Smith / Emlyn Jones           |
|                     | 5 | Mobile Homes Act – Delegated Authority              | To provide delegated powers to the Head of Planning and Public Protection to authorise officers under the Act | Yes                                | Cllr David Smith / Emlyn Jones           |
|                     | 6 | Cadwyn Clwyd Local Development Strategy             | To sign off the strategy prior to Welsh Government approval                                                   | Yes                                | Cllr Huw Jones /Joanna Douglass          |

Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                                                   | Purpose of report                                                                                               | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|----------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                    | 7                          | School Transport Policy                                           | To consider changes to the current policy                                                                       | Yes                                | Cllr Eryl Williams / Jackie Walley       |
|                    | 8                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention                                               | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                                                   |                                                                                                                 |                                    |                                          |
| <b>28 October</b>  | 1                          | Finance Report Update                                             | To update Cabinet on the current financial position of the Council                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention                                               | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                                                   |                                                                                                                 |                                    |                                          |
| <b>25 November</b> | 1                          | Tenancy Terms and Conditions and Service Charges                  | To consider updated tenancy terms and conditions and charges for additional landlord services                   | Tbc                                | Cllr Hugh Irving / Stephen Collins       |
|                    | 2                          | Finance Report Update                                             | To update Cabinet on the current financial position of the Council                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 3                          | Denbighshire Supporting People Local Commissioning Plan 2015 - 18 | To approve the Plan for submission to the North Wales Regional Collaborative Committee and the Welsh Government | Yes                                | Cllr Bobby Feeley / Sophie Haworth-Booth |



Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                    | 4                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                |                                                                    |                                    |                                          |
| <b>16 December</b> | 1                          | Finance Report Update          | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                |                                                                    |                                    |                                          |
| <b>13 January</b>  | 1                          | Finance Report Update          | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Scrutiny Coordinator                     |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i>   | <i>Deadline</i>     | <i>Meeting</i> | <i>Deadline</i>   | <i>Meeting</i>  | <i>Deadline</i>    |
|------------------|---------------------|----------------|-------------------|-----------------|--------------------|
|                  |                     |                |                   |                 |                    |
| <i>September</i> | <b>16 September</b> | <i>October</i> | <b>14 October</b> | <i>November</i> | <b>11 November</b> |

## Cabinet Forward Work Plan

Updated 11/08/14 - KEJ

Cabinet Forward Work Programme.doc

## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                          | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Progress                                                                                                                                                                                                                                                |
|-----------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 June 2014    | <b>5. Modernising Education Programme – Future Proposals</b>   | <b>RESOLVED</b> – that based on the information provided, and subject to the detail that would be contained in the report to Cabinet on 29th July 2014, the Committee support the ambitious vision for modernising education facilities across the County.                                                                                                                                                                                                                                                    | Scrutiny's comments were reported to Cabinet on 29 <sup>th</sup> July. Cabinet at that meeting authorised the commencement of feasibility studies in respect of identified projects, the completion of which will be subject to future budget decisions |
|                 | <b>6. Provision of Day Care Services in North Denbighshire</b> | <b>RESOLVED</b> – that the Committee:-<br>(a) receives the report and supports the actions being taken to move the service forward as consistent with the principles of supporting the citizens of Denbighshire to remain as independent as possible for as long as possible, and<br>(b) that an information report be submitted to the Committee in twelve months' time evaluating the effectiveness of the Reablement Service in delivering the above vision and in realising efficiencies for the Council. | Information report scheduled into the Committee's forward work programme for distribution during June 2015                                                                                                                                              |
|                 | <b>7. Food Review Task and Finish Group</b>                    | <b>RESOLVED</b> – that the Committee:-<br>(a) note the progress made against each of the recommendations.<br>(b) commend the quality of school meals across the County, but to register concerns                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                         |

|  |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                       |
|--|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                     | <p><i>about the small portion size, and</i></p> <p><i>(c) agrees that another progress report be presented to the Committee in twelve months' time detailing the progress made with food hygiene and food standards compliance, and with the County's food procurement and contract monitoring procedures.</i></p>                                                                                                                                                                                                       | <p>Report scheduled into the Committee's forward work programme for submission to its meeting in June 2015 (date to be confirmed)</p> |
|  | <p><b>8. Highways Asset Management Strategy</b></p> | <p><b>RESOLVED</b> – <i>that the Committee:-</i></p> <p><i>(a) subject to the above explanations, note the progress made to date in improving the highways network across the County.</i></p> <p><i>(b) accept the principles of a highways maintenance prioritisation process, and</i></p> <p><i>(c) agrees that the holding of further workshops would be beneficial with a view to developing a clear strategy for the County's roads network and a well-defined highways maintenance prioritisation process.</i></p> | <p>Officers advised of the Committee's recommendations</p>                                                                            |