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To: Members of the Communities Scrutiny Committee

Date: 2 November 2015

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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, 5 NOVEMBER 2015** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN**.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

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

1 APOLOGIES

2 DECLARATION OF INTEREST

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 - 16)

To receive the minutes of the Communities Scrutiny Committee held on the 10th September, 2015 (copy enclosed).

9.35 a.m. – 9.40 a.m.

5 REVIEW OF THE HOME TO SCHOOL TRANSPORT POLICY (Pages 17 - 24)

To consider a report by the Head of Customers and Education Support (copy enclosed) to provide additional information regarding revision of the School Transport Policy, as requested at Communities Scrutiny on 10 September 2015.

9.40 a.m. – 10.15 a.m.

6 BETTER REGULATION OF CARAVAN SITES PROJECT UPDATE (Pages 25 - 72)

To consider a report by the Graduate Trainee, Business Improvement and Modernisation (copy enclosed) to provide information on the work carried out to date and planned next steps for the Project.

10.15 a.m. – 10.50 a.m.

~~~~~ **BREAK (10.50 a.m. – 11.00 a.m.)** ~~~~~

**7 DRAFT HOUSING STRATEGY** (Pages 73 - 112)

To consider a report by the Strategic Housing and Planning Manager (copy enclosed) for Communities Scrutiny Committee Members to review the emerging Housing Strategy and provide input prior to it being reported to full Council in December 2015.

**11.00 a.m. – 11.40 a.m.**

**8 SCRUTINY WORK PROGRAMME** (Pages 113 - 130)

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.

**11.40 a.m. – 11.50 a.m.**

**9 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

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

**11.50 a.m. – 12.00 p.m.**

## **MEMBERSHIP**

## Councillors

Councillor Huw Hilditch-Roberts  
(Chair)

## Councillor Rhys Hughes (Vice-Chair)

Brian Blakeley  
Bill Cowie  
Peter Evans  
Martyn Holland  
Win Mullen-James

Bob Murray  
Anton Sampson  
Cefyn Williams  
Cheryl Williams

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

Young 30 Opted Members for Education (Age 16-18)  
G. Greenland J. Piper  
D. Houghton G. Williams  
Dr. D. Marjoram

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# Agenda Item 4

## COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 10 September 2015 at 9.30 am.

### PRESENT

Councillors Brian Blakeley, Bill Cowie, Huw Hilditch-Roberts (Chair), Martyn Holland, Rhys Hughes (Vice-Chair), Win Mullen-James, Bob Murray, Anton Sampson and Cefyn Williams.

Co-opted Members: - D. Houghton, Dr D. Marjoram, J. Piper and G. Williams.

Lead Members Councillors R.L. Feeley, H.LI. Jones, J. Thompson-Hill and E.W. Williams attended at the Committee's request.

Councillors J.R. Bartley, M.LI. Davies, G.M. Kensler, T.M. Parry, A. Roberts, J.S. Welch, H.O. Williams attended as observers.

### ALSO PRESENT

Corporate Director: Economic and Community Ambition (RM), Corporate Director: Communities (NS), Head of Legal, HR and Democratic Services (GW), Head of Customers and Education Support (JW), Interim Head of Communication, Marketing and Leisure (SH), Chief Finance Officer (RW), Lead Officer: Young People, Safeguarding and Welfare Development (RE), Passenger Transport Manager (PD), Service Manager: Strategic Development (GG), Director Resources WLGA (JR), Scrutiny Coordinator (RE) and Administrative Officer (CW).

The Chair welcomed Councillor A. Sampson as a new member of the Communities Scrutiny Committee.

### 1 APOLOGIES

Councillors P.A. Evans, C.L. Williams and G. Greenland (Co-opted Member).

### 2 DECLARATION OF INTERESTS

Councillors H. Hilditch-Roberts, T.R. Hughes, H.O. Williams and Mr J. Piper declared a personal interest in Agenda Item 3, "Urgent Matters - School Transport" because family members received school transport.

### 3 URGENT MATTERS AS AGREED BY THE CHAIR

In accordance with the requirements of Section 100B(4) of the Local Government Act 1972, the Chair declared that he intended to include for discussion the following matter requiring urgent attention under Part II:-

## **1. The Initial Implementation of the Home to School Transport Eligibility Policy:-**

In response to the number of queries and complaints raised with local Elected Members, during the school summer holidays, and since the commencement of the new school year, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) had instructed the Committee to consider this matter as an urgent item of business at the meeting.

The Chair emphasised that the Committee would not be examining individual cases or specific pick-up points, but focusing on the principle behind the policy and its initial implementation.

The Head of Customers and Education Support introduced the report and outlined the background to the implementation of the policy. She explained that the Service had put forward the school transport policy as a potential savings option from September 2016 to a Freedoms and Flexibilities Workshop during 2014.

Elected Members, on realising the amount of potential savings associated with this budget, in the region of £300K, had instructed officers to work towards implementing the policy from September, 2015 with a view to protecting the Education Service itself from severe cuts in 2015/16. This decision had necessitated meeting some tight deadlines in order to publish the proposed policy changes within the statutory requirements of 11 months prior to its implementation.

Prior to the Cabinet approving the 'Home to School Transport Eligibility Policy' on the 30<sup>th</sup> September, 2014 a letter had been sent to parents who were likely to be affected to draw to their attention the potential introduction of such a policy. The draft policy had been considered by Communities Scrutiny Committee on the 11<sup>th</sup> September, 2014 and by County Council on the 9<sup>th</sup> September, 2014. Following Cabinet's decision and the policy's publication in October, 2014 a copy was sent to all schools. In May, 2015 all parents that had applied for school transport for their children received a letter informing them of the decision to strictly apply the policy from September 2015, and advised that they would be contacted again with the list of designated pick-up points across the county. A high number of parents had telephoned the Council about the new policy and whilst they acknowledged that its application would inconvenience them a number had commented that they had been surprised to receive a 'door to door service' initially.

Officers emphasised that Members had decided that the policy only be applied for high school children in the County. School transport in Wales was governed by the Learner Travel (Wales) Measure which effectively stipulated that a Local Authority had a duty to make reasonable travel arrangements to facilitate a child's journey to a secondary school if they lived three miles or more from the nearest suitable school. The Measure did not stipulate that it was the local authority's duty to provide transport from the child's home to the nearest suitable school. It was the parents/guardians' responsibility to make sure the child arrived at the pick-up point. To illustrate this point the Head of Legal Services cited a case taken to the High Court (RV Devon County Council ex parte George 1988) where the Council's decision not to provide school transport to an 8 year old child who lived in a rural

area, 2.8 miles from the school and who had to travel to school along an unlit narrow road, had been upheld.

The list of proposed designated points had been circulated to Councillors on the 3<sup>rd</sup> July and discussed at a Council Briefing session on the 7<sup>th</sup> July, 2015, and following suggested amendments at that meeting letters had been sent out to all parents during the week beginning 10<sup>th</sup> August to advise them of the pick-up point for their child(ren). A sufficiently high volume of enquiries had been received following this notification and officers had worked with parents to try and resolve problems. It was only when the new school year started that it became apparent that some children had been using school transport even though their parents/guardians had never applied for transport in the first place. Because of this they had not been contacted prior to the policy's implementation as they were not listed on the school transport database. This had caused additional queries.

Since the implementation of the policy some parents had already worked together to commission their own taxi service to get the children to the designated pick-up point, whilst others were taking it in turns to take the children to the pick-up point.

#### Responding to Members' questions officers:-

- outlined the Council's duty to educate statutory school age children in the County and parental responsibilities with respect to ensuring that their children were able to access the education on offer;
- Confirmed that all new pick-up points had been subject to a health and safety risk assessment before being deemed suitable. Any potential new pick-up points in future would be subject to the same level of risk assessment tests;
- illustrated the definition of 'hazardous routes' and how its application to pupils who live less than 3 miles from the nearest suitable school differed to that for children who live more than 3 miles from their nearest suitable school but less than 3 miles from their designated school transport pick-up point;
- confirmed that the approval of the policy had been through the democratic process in open sessions of the various committees, the only aspect which had gone through the Council Briefing process was the sharing of proposed designated pick-up points for the purpose of seeking local members' views and opinions on them. Whilst the policy had been approved by Cabinet, in accordance with its executive powers, the budget cut itself had been approved by County Council when it set the Council's budget for 2015/16;
- advised that the charge for concessionary school transport to a school of their choice, which was not their nearest suitable school, was £50 per term. A child would only be permitted to use concessionary travel on a bus if there were 'empty' seats on a bus. Whilst some buses seemed to have surplus seats on some days, those seats were deemed as being available for pupils eligible for free school transport attending their nearest suitable school. If those children did not use the transport provided at all times their 'seats' could not be allocated to concessionary travellers;
- advised that concessionary travel could not be offered to pupils who may want to use it until the all pupils had settled into their schools, and the Authority knew exactly how many children utilised the free transport offered to them to their nearest suitable school;

- confirmed no benefits could be anticipated from offering an opt-in/opt-out of free school transport scheme to the nearest suitable school, as the majority would opt-in even if they only used the transport available on the rare occasion they required it;
- advised that free transport usage was regularly reviewed and modes of transport were modified if required. However, the Council could not commission larger buses on the basis of the number of concessionary travellers on a route, that could only be done based on the numbers of eligible pupils attending their nearest suitable school and who therefore were entitled to free transport;
- confirmed that the notice of withdrawal period for concessionary travel was one school term;
- advised that the ‘nearest suitable school’ would be either a community school, school that provided education through the medium of Welsh or a faith school, dependent upon parental choice;
- confirmed that where appropriate the Council combined service & school contracts to combine loads (for secondary learners only) and that there were no safety concerns with this arrangement
- assured members that staff would not have told any parent or guardian that a child should walk to the designated pick-up point, they would have informed them that it was the parent/guardian’s responsibility to ensure they arrived at the designated pick-up point to access the free transport;
- advised that regardless of whether the policy was implemented in September 2015 or 2016 the issues which came to light during its implementation would be very similar;
- informed Members that if the Council wanted to revert to the previous policy that could be done, but the £300K savings realised from its implementation would need to be found from elsewhere in the Education Service’s budget;
- confirmed that officers were looking at each individual query or complaint received and working with parents to try and resolve them. They were even trying to facilitate the provision of a taxi service for groups of parents who were willing to pay for the service to ensure their children arrived promptly and safely at their designated pick-up points;
- Explained that each individual case was judged on its own merits/circumstances. If individual parents were of the view that the decision not to provide free home to school transport for their child(ren) was not justified they did have a right of appeal to the Head of Education. If that appeal was dismissed they could utilise the Council’s complaints process, go to the Public Services Ombudsman for Wales or ultimately they could seek a Judicial Review;
- reassured members that each query/complaint was looked at on an individual basis and all possible steps were being taken by officers to achieve a satisfactory resolution.

At the conclusion of the discussion the Chair thanked Members and officers for an open and frank discussion. Summing up he requested that Members be provided with links to the trail of discussion/decisions with respect to the policy’s approval and implementation. He welcomed the Service’s willingness and openness to work with parents/guardians with a view to dealing with each individual query on its own merits and to solve outstanding issues. He also suggested that it may be useful if information about the concessionary travel policy could be communicated to all

Elected Members to enable them to refer to it if they received enquiries from residents, and if an illustration could be provided for the 2/3 mile rule as it related to a 'hazardous' route.

***RESOLVED – that the, subject to the above observations, the Committee:-***

- (a) accepted the information received with respect to the initial implementation of the Home to School Transport Eligibility Policy from 2015, and
- (b) requested that a further report be presented to the Committee in November, 2015 reviewing the Policy's implementation and detailing the measures taken to resolve issues raised during the initial period of its implementation.

The Committee agreed that Agenda Item 7 "Community Group Profiling Progress Report" be considered at this juncture in the meeting.

#### **4 MINUTES**

The Minutes of a meeting of the Communities Scrutiny Committee held on Thursday, 9<sup>th</sup> July, 2015 were submitted.

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

#### **5 FINANCIAL PLANNING REPORT**

A joint report by the Chief Finance Officer (CFO), which highlighted some of the funding decisions taken by Welsh Government in the last year, and outlined the impact on the Council's financial planning, had been circulated with the papers for the meeting.

The Lead Member for Finance, Corporate Plan and Performance highlighted some of the Welsh Government's (WG) funding decisions in the last year and their impact on the Council's financial planning. The Chair welcomed the Welsh Local Government Association's (WLGA) Director of Resources, Mr Jon Rae, to the meeting for the discussion on the report. He explained that an invitation had been extended to the WG's Minister for Public Services to attend the meeting for this discussion, however he had declined and suggested that a representative from the WLGA be invited to attend. Examples of unplanned changes, positive or negative, affecting grant funded activity had been included in Appendix 1.

It was explained that during austere times the financial planning difficulties encountered by Denbighshire had resulted from the level of uncertainty attached to the Welsh Government's (WG) indicative Revenue Support Grant (RSG) estimates, and the lateness of some grant funding notifications severely impacted on its ability to plan and manage its budget as effectively as it would like. This problem was not unique to Denbighshire, similar concerns had been raised by all Welsh Local Authorities (LAs).

The late notification of grant allocations could potentially have wide ranging implications on LA's, dependent upon the purpose of the grant, the audit/monitoring

requirements attached to it, or whether the employment of staff members were dependent upon knowing whether that funding stream was continuing i.e. the Animal Licensing Movement Recording Grant listed in the Appendix to the report. A number of grants in recent years had been awarded within weeks of the end of the financial year with a requirement that the monies be spent by the end of the financial year, such a short timescale for the tendering and procurement of works etc. did not equate to effective and efficient use of valuable resources.

The inconsistencies of the audit regime governing various grants was also a concern as the value of some of the grants were not cohesive with the audit requirements stipulated for them. The WLGA had on numerous occasions made representations to the WG, via the Partnership Council for Wales' Finance Sub-Group, on the predicament faced by Welsh LAs due to the late notification of RSG and grant funding. It was estimated that the administration of the grant funding in total could equate to circa 10% of its actual value which in effect meant that one tenth of the grant monies was spent on administration costs.

The Finance Sub Group had, on the 9<sup>th</sup> July, 2015, reiterated its concerns to the WG. The WLGA continued to lobby the WG on the basis that grant regimes elsewhere in the UK had been relaxed considerably whereas in Wales over 50 grant schemes remained part of a centralised system, e.g. Scotland had abolished all but two of its annually allocated grants, and in England a dozen or so grants remained.

Recently WG Ministers had indicated a willingness to consolidate the number of grants they awarded. Whilst this was a positive move it did carry the risk that consolidation comes hand in hand with drastic reductions in the financial value of future grants.

With regard to the timing of the next settlement, the outlook for the 2016/17 appeared to be very tight as it now seemed likely that the UK Chancellor would not be making his Comprehensive Spending Review (CSR) statement until the 25<sup>th</sup> November. This would delay the WG's announcement on its budget until at least Christmas or the new year with the final RSG announcement likely to be early in 2016, approximately three months later than usual. This would further impact on LA budget setting for the next financial year;

It was explained that it would be useful for different levels of governments to work closely together to build a high level of mutual trust and respect with a view to unhypothecating a number of the grants, and include them in the overall RSG settlement with an expected assurance that the monies would be used for their intended purposes. It would also be extremely useful if Wales could adopt a national outcomes framework model, similar to the one used in Scotland, where the national government permitted LAs to set their own priorities and utilise the RSG for the purpose of delivering those as long as they contributed towards the delivery of the national outcomes in due course.

The WLGA was currently working on influencing the political parties' manifestos ahead of next year's Welsh Assembly elections on the basis that devolution does not stop with the devolution of power from the UK Government to the WG, but

that it also included the ‘double devolution’ of powers and flexibilities to LAs and to Town and Community Councils.

Members were keen that representations be made to all local Assembly Members on the cost of administering individual grants in comparison to the actual outcomes achieved from awarding them, and the fact that better value for money could be achieved if the value of these grants could be included in the RSG.

Following detailed discussion the Committee:-

***RESOLVED – that:-***

- (a) *the Welsh Local Government Association convey the Committee’s observations above to the Welsh Government via the Partnership Council for Wales’ Finance Sub-Group; and*
- (b) *a letter be sent to all local Assembly Members registering the Committee’s concerns as outlined above.*

## **6 SUPPORTING INDEPENDENT LIVING SERVICES**

A copy of a report by the Head of Community Support (HCS), which monitored the effectiveness of the new Supporting Independent Living Service (SILS), had been circulated with the papers for the meeting.

The Lead Member for Social Care (Adults and Children’s Services) introduced the report, previously circulated, which gave an overview of the findings of the recent Supporting People led strategic evaluation of the service. Future proposals for the service were also outlined in the report.

The Lead Member acknowledged that whilst the progress in moving the old warden service into the new Supporting Independent Living (SIL) Service had been slow, it was now progressing and would in due course deliver the type of service the WG wanted to see Councils provide.

The Service Manager: Strategic Development advised Members that there were a few areas within the project that required urgent attention, these being:-

- realising value for money from the service, by promoting its availability and encouraging more people to use it.
- raising awareness of the service and the fact that it is a service that was available to all County residents who may benefit from it, not restricted as the previous service was to people living in sheltered accommodation.
- better co-ordination of the service with other Health and Social Care services i.e. Reablement, Single Point of Access (SPoA).

The Service Manager outlined the three levels of support which the SIL Service provides for service-users. He also advised that the SIL Action Plan addressed a number of actions detailed in the Council’s Ageing Well Plan, endorsed by County Council two weeks previously.

Members were advised that the Supporting People grant funding for Denbighshire was in the region of £6m, and whilst the amount for next year was expected to be lower than that awarded for this year it still equated to a considerable amount of money. Money which needed to be spent wisely and targeted to support the most vulnerable in the community. Members felt that it was therefore important that local Assembly Members were informed of the potential impact on vulnerable residents of cuts to this particular grant funding.

Members also asked that a progress report be presented to them in December, 2015 which should include the SIL Action Plan, details of the awareness raising campaign both inside and outside the Council, other initiatives to realise value for money and the number of SIL Service recipients in each Council ward.

At the conclusion of the discussion it was:-

***RESOLVED – that the Committee:-***

- (a) *receives the report and, subject to the above observations, supports the approach being taken to establish and embed the Supporting Independent Living Service in Denbighshire, and*
- (b) *that a further progress report, including the SIL Action Plan, be presented to the Committee at its December, 2015 meeting.*

## **7 COMMUNITY GROUP PROFILING PROGRESS REPORT**

A report by the Lead Officer: Young People, Safeguarding and Workforce Development (YPSWD), which provided an update on the mapping and profiling of community groups and emerging key themes, had been circulated with the papers for the meeting.

The Lead Member for Community Development introduced the report and outlined the themes emerging from the mapping work. The Interim Head of Communication and Leisure and the Lead Officer: Young People, Safeguarding and Workforce Development advised that of the approximately 1000 community groups that exist in Denbighshire around 300 had been profiled to date.

The profiling work would assist the Council to plan for children and young people's needs in future, particular out of school activities. The next steps in the project had been detailed within the report. Responding to Members' questions and concerns, officers advised that:-

- The profiling work in each locality included organisations/groups' equality and diversity, which covered all types of disabilities be they physical or learning disabilities. The Service was also working closely with the Social Services Department on issues such as inclusion, holiday schemes and about whether the Disability Toolkit could be applied to the Youth Service's broader work;
- Whilst some initial themes were emerging at this stage, particularly in relation to accessibility for disabled individuals to community groups, with only circa 30% of the profiling work completed it was anticipated that once the profiling was in the region of 80% complete some firm conclusions could be drawn on the number

of groups accessible to the disabled. At this point it was envisaged that the voluntary sector could be asked to help support this area in future;

- Confirmed that the mapping process should be more or less completed by the end of the current financial year;
- With a view to encouraging young people to engage with community/activity groups, and with different age groups, the establishment of a ‘virtual youth service’ was being proposed, as a means of information sharing and communicating information about the diverse groups available in the County;
- They were aware of a shortage of age 12 to 25 specific provision in the Prestatyn area. However, further work was required to determine whether young people in this age group were engaging with other broader age-range community groups in that area, and whether they were involved in more than one of these groups. The Children and Young People’s Partnership had recently highlighted low level mental health issues within this specific age group;
- Confirmed that they were working closely with Menter Iaith and Yr Urdd with a view to growing the availability of social settings where pupils could use the Welsh Language outside of a formal educational setting. The County’s own Youth Clubs were encouraging the use of Welsh in their sessions and the Welsh in Education Strategic Group (WESG) were also looking at potential opportunities for doing this. The Lead Member advised that he had recently contacted the Welsh Language Commissioner with respect of this matter

The Lead Officer agreed to promote the need for all groups to be as inclusive as possible and accessible to people with disabilities. As the majority of the groups were community groups run by volunteers they would need to be persuaded and influenced to be inclusive to all. Members felt that it was important that community based groups need to work closely together to complement each other and to ensure that no particular age group or element of the community felt disengaged or isolated.

Members congratulated the officers on their progress with the profiling work across the County, particularly with young offenders in rehabilitating them and turning them away from a life of crime. This work would undoubtedly pay dividends in the future.

Following further discussion, it was:-

***RESOLVED – that subject to the above observations the Committee:-***

- (a) receives the information provided; and
- (b) supports the continuation of the work to map and profile the community groups across the County.

Councillor M LI Davies queried why Council documentation seemed recently to have reverted to using the English alphabet for sub-paragraphs and not the Welsh alphabet. He thought that this contravened the Council’s Welsh Language Policy. The Scrutiny Co-ordinator undertook to look into the matter and report back to the Committee in due course.

## 8 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.

A copy of the ‘Member’s proposal form’ had been included in Appendix 2. In response to a question from Councillor R.M. Murray, it was explained that completed proposal forms requesting the inclusion of business items on the Committee’s agenda would be considered. The SC explained that assistance in completing forms would be available if required. The Cabinet Forward Work Programme had been included as Appendix 3, and a table summarising recent Committee resolutions and advising on progress with their implementation, had been attached at Appendix 4.

The Committee considered its draft Forward Work Programme for future meetings, Appendix 1, and the following amendments and additions were agreed:-

5<sup>th</sup> November, 2015:- The Committee agreed that Lead Members, Councillors B.A. Smith, D.I. Smith and E.W. Williams, be invited to attend the meeting.

In response to a request from the Lead Member the presentation of the draft Housing Strategy had been deferred until the November meeting. This would enable the Lead Member and officers to incorporate into the Strategy the feedback and comments received on the draft Strategy at a housing staff workshop held in late August.

The Scrutiny Coordinator informed the Committee that an information report pertaining to the Reablement Service had been circulated with the Information Brief for the meeting.

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

## **9 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

No reports were received.

Meeting ended at 12.55 p.m.

# Agenda Item 5

Report To: Communities Scrutiny

Date of Meeting: 5<sup>th</sup> November 2015

Lead Member / Officer: Cllr Eryl Williams/Jackie Walley, Head of Customers & Education Support

Report Author: Jackie Walley, Head of Customers & Education Support

Title: Schools Transport Policy

- 
1. What is the report about?
    - 1.1 This report is to provide additional information regarding revision of the School Transport Policy, as requested at Communities Scrutiny on Sept 10<sup>th</sup> 2015.
  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 School Transport policy. This process resulted in a revised Policy which was implemented from Sept 2015. On Sept 10<sup>th</sup> the Scrutiny Chair requested, as an urgent item, the Head of Customers and Education Support attend to discuss recent concerns raised by Members.
  3. What are the Recommendations?
    - 3.1 That Members consider the additional information provided herein.
  4. Report details
    - 4.1 At the Communities Scrutiny meeting on 10<sup>th</sup> Sept 2015 Members requested the following supplemental information be provided:
      - A timeline of events outlining the decisions and consultations made throughout the process of revising the Schools Transport Policy.
      - Confirmation of the appeals process.
      - Description of the 3 mile rule for free Secondary school travel, with a clear explanation of how hazardous routes are considered within the policy.
      - A clear explanation of the concessionary policy.
  - 4.2 Timeline  
Appendix 1 attached contains the timeline of events covering the initial decisions made and the consultation exercise undertaken with parents/carers who had previously received transport. Appendix 2 attached also contains a copy of the consultation letter sent to parents and carers.

#### **4.3 Appeals Process**

The appeals process as outlined in Section 7 of the Schools Transport Policy is shown below:

**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.**

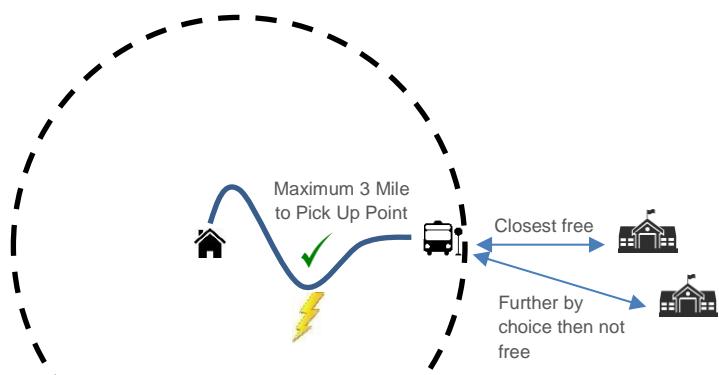
**7.4 The parent, guardian or carer will be notified of the outcome of their appeal in writing within 5 working days of their appeal being received, provided no further information is required to support the decision. Following this decision there are no further grounds for appeal.**

In terms of this process followed, an ‘Independent Officer’ will be a Denbighshire Officer who was not involved in the assessment of the application. The appeal process will consider whether the Policy has been applied correctly and inform the appellant of that decision. If the appellant so wishes they can then appeal to the Public Services Ombudsman for Wales, and their contact details are provided as required.

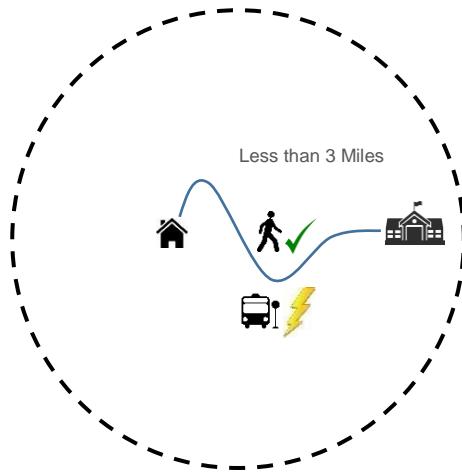
#### **4.4 The 3 Mile Rule for Secondary School Transport**

If the nearest suitable school is over 3 miles walking distance then free school travel is required to be provided. It is noted that the measurement of walking distance is not necessarily the shortest walking distance by road. It is the shortest route by which the child, accompanied as necessary, may walk in reasonable safety. The pick-up points will therefore be provided within 3 miles of home with free travel to the nearest suitable school. The policy outlines that it is the parents/carers responsibility to make arrangements to take their children to the pick-up point irrespective if the journey between the home and pick-up point is designated as hazardous.

Furthermore it is noted that if parents/carers choose to send their children to a school which is not the nearest suitable school then free transport is not provided.



If the nearest suitable school is within 3 miles of home, transport is not provided unless the route is designated hazardous. Where it is designated as hazardous transport to school will be provided free of charge from an appropriate pick-up point.



#### 4.5 The Concessionary Transport Policy

Within the new Policy section 4.12 covers Concessionary Transport, the extract of which is shown below:

##### **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**

In terms of the process followed, Denbighshire's Transport section will regularly audit the take up of free places to ensure we achieve the highest capacity possible on the transport provided.

5. How does the decision contribute to the Corporate Priorities?
- 5.1 The changes to the School Transport Policy have supported 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 has had a direct impact on the Passenger Transport Service. It is potentially delivering savings in excess of £200k. The full breakdown of estimated savings were provided at the Full Council meeting on Sept 11<sup>th</sup> 2014.
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 original EqIA undertaken on the Policy revision demonstrated that no group is disproportionately disadvantaged as a result of these changes. This report was provided at the Full Council meeting on Sept 11<sup>th</sup> 2014.
8. What consultations have been carried out with Scrutiny and others?
  - 8.1 A full consultation was undertaken with all stakeholders regarding the Policy changes; the finding of which were presented to Cabinet on the 30th of September 2014.
9. Chief Finance Officer Statement
  - 9.1 Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop held in June 2014. 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 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 As previously identified, the proposal has resulted in adverse publicity for the Council and in adverse public comments and complaints. The Council is responding to these whilst ensuring that the Policy is being correctly applied.
11. Power to make the Decision
  - 11.1 School Standards and Organisations (Wales) Act 2013  
Education Act 2002  
Learner Travel Information (Wales) Regulations 2009

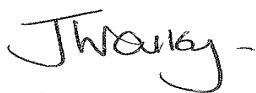
## Timeline of Events

- **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 8th 2014** - Hard copies (Welsh and English) of Draft Policy were sent to all parents of pupils in years 7 – 11 accessing school transport in September 2014. This was sent via first class mail.
- **August 12th 2014** - Consultation published on the Denbighshire Website and press release completed.
- **August 13th 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;
  - Head teachers;
  - 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 9th 2014** – Report to Full Council at which members resolved that '*members received and considered the Revised Home to School Transport Policy, which would also be presented at Scrutiny and Cabinet'*
- **September 11th 2014** – Report to Communities Scrutiny at which members resolved that subject to the comments made at the meeting recommend to Cabinet that from September 2015 onwards –
  - (a) *Free school transport should be provided to each pupil in secondary education who qualifies for free transport, from a designated pick-up point to their 'nearest suitable school', and that pupils who are currently attending a school which is not deemed to be their 'nearest suitable school', being given free transport until such time as they cease to attend that school;*
  - (b) *Concessionary travel should be available at designated pick-up points to new pupils who choose not to attend their 'nearest suitable school' only if surplus places are available on already commissioned school transport, and*
  - (c) *For clarity the name of the policy should be amended to 'Home to School Transport Eligibility Policy'.*
- **September 12th 2014** - Consultation closes at 5pm.

- **September 13th, 14th & 15th 2014** - Consultation responses collated
- **September 16th 2014** - Papers for Cabinet finalised
- **September 30th 2014** – Report taken Cabinet. Some concerns were raised at the meeting. Cabinet asked that an impact review of the policy be undertaken following its implementation. Cabinet resolved that it :
  - (a) *agrees to amend the existing policy to introduce central pick up points for all secondary school pupils;*
  - (b) *notes the full policy in Appendix 1 to the report which in summary will provide free transport to the nearest suitable secondary school from a designated pick up point;*
  - (c) *allows existing secondary school pupils to continue to access free transport for the remainder of their existing statutory school life from a central pick up point;*
  - (d) *notes there is no change to transport for primary school pupils;*
  - (e) *agrees that the recommendations above be implemented immediately in accordance with the Council's call in procedure rules contained in the constitution in light of the circumstances set out in paragraph 4.1 of the report;*
  - (f) *requests that the Welsh in Education Strategic Group review the language categorisation of all schools during the autumn term and present a report to Scrutiny in early spring 2015, and*
  - (g) *an assessment of the impact of the review of the policy be conducted and presented to Scrutiny at the end of the first year of implementation.*
- **1<sup>st</sup> October 2014** - New Policy published and sent to all schools on 30<sup>th</sup> Sept 2014
- **May 2015** – Letter sent to parents confirming changes to the policy and that pick-up points will be implemented from Sept 2015. Also sent to schools for distribution to affected parents.
- **3<sup>rd</sup> July 2015** – The draft list of pick-up points was sent to Councillors for consideration.
- **7<sup>th</sup> July 2015** – Informal Council meeting to discuss the draft pick-up points. Some minor changes made after consultation.
- **Week beginning 10<sup>th</sup> August 2015** - Letters sent to parents detailing their designated pick-up point and times.
- **Week beginning 17<sup>th</sup> August 2015** – Letters sent to the parents of pupils attending St Brigid's, because of the nature of the school with primary and secondary pupils sharing the same bus.

| Annwyl Riant/Warchodydd,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Dear Parent/Guardian/Carer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mae Aelodau Etholedig wedi penderfynu adolygu'r Polisi Cludiant o'r Cartref i'r Ysgol cyfredol ac felly rydym yn cysylltu â chi i gael eich barn ar fersiwn drafft o'r polisi newydd. Cyn iddo gael ei weithredu rydym yn ymrwymo i'r gymuned i ddylanwadu'r dull rydym yn darparu gwasanaeth. Mae'r polisi drafft wedi ei atodi.                                                                                                                                                                                                                                       | Elected members have taken the decision to review the current Home to School Transport Policy and are writing to you to seek your views on the new draft policy prior to implementation as we are committed to allowing the community to shape the way we provide services. The draft policy is attached.                                                                                                                                                                                                           |
| Mae'r Cyngor yn mynd trwy gyfnod ariannol anodd ac er mwyn gwarchod cyllidebau rheng flaen bydd yn rhaid i aelodau etholedig wneud penderfyniadau caled ar wasanaethau dewisol. Rydym yn gwario dros £4m y flwyddyn ar gludiant o'r cartref i'r ysgol. Ar y sail hon yr ydym yn adolygu'r ddarpariaeth.                                                                                                                                                                                                                                                                 | The Council is currently going through a difficult financial period and in order to protect the frontline budgets our Elected members will have to make difficult decisions in areas which are discretionary services. The spend on Home to School Transport is in excess of £4m so will be reviewed accordingly.                                                                                                                                                                                                   |
| <b>Mae'r cyfnod ymgynghori yn dechrau ar ddydd Llun yr 11eg o Awst a daw i ben ar ddydd Gwener y 12fed o Fedi yn gynhwysol.</b><br>Os ydych yn dymuno ymateb i'r ymgynghoriad gallwch wneud hyn drwy lythyr neu drwy ebost.<br>Os ydych am ymateb drwy lythyr, anfonnwch ef at:<br>Ymgynghoriad Polisi Cludiant Ysgolion,<br>Cwsmeriaid a Chymorth Addysg,<br>Neuadd y Sir,<br>Ffordd Wynnstay,<br>RHUTHUN,<br>LL15 1YN<br>Os ydych am ymateb drwy ebost, anfonnwch ebost at:<br><br><a href="mailto:derbyniadau@sirddinbych.gov.uk">derbyniadau@sirddinbych.gov.uk</a> | <b>The Consultation period runs from Monday 11 August to Friday 12 September 2014 inclusive.</b><br>If you wish to respond you can do so either in writing or by email.<br><br>If you wish to reply in writing, send your letter to:<br>School Transport Policy Consultation,<br>Customers and Education Support,<br>County Hall,<br>Wynnstay Road,<br>RUTHIN,<br>LL15 1YN.<br>If you wish to email a response send to:<br><br><a href="mailto:admissions@denbighshire.gov.uk">admissions@denbighshire.gov.uk</a> . |
| Rhaid i bob ymateb gael ei dderbyn cyn 5yp ar Ddydd Gwener y 12fed o Fedi 2014.<br><br>Bydd y polisi yn cael ei ystyried gan y Cabinet ar y 30ain o Fedi 2014 ac os caiff ei dderbyn, bydd yn cael ei weithredu o'r 1af o Fedi 2015.                                                                                                                                                                                                                                                                                                                                    | All responses must be received before 5.00pm on Friday 12 September 2014.<br><br>This policy will be considered by Cabinet on 30 <sup>th</sup> September 2014 and if adopted, will be implemented from the 1 <sup>st</sup> September 2015.                                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                                                                        |                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Byddwn yn ymdrechu i weithio'n uniongyrchol gyda rhieni disgylion a all gael eu heffeithio gan y newidiadau er mwyn sicrhau bod trosglwyddiad llyfn i drefniadau newydd.                                                               | We will endeavor to work directly with parents of pupils who may be affected by the changes to ensure that there is a smooth transition to the new arrangements |
| Mae'r wybodaeth hefyd ar gael ar:<br><a href="https://www.denbighshire.gov.uk/cy/eich-cyngor/ymgynghoriadau/ymgynghoriadau-cyfreol.aspx">https://www.denbighshire.gov.uk/cy/eich-cyngor/ymgynghoriadau/ymgynghoriadau-cyfreol.aspx</a> | All the information is also available at :<br><a href="http://www.denbighshire.gov.uk/consultations">www.denbighshire.gov.uk/consultations</a>                  |
| Ni fydd unrhyw benderfyniad sydd yn cael ei wneud yn hawdd, ond cofiwch y bydd rhaid cael cydwysedd rhwng yr angen i wneud arbedion a barn ein cwsmeriaid.                                                                             | Any decisions that are made will not be easy, but please bear in mind that we must balance the need to make savings with the views of our customers.            |
| Dyma'r ymgynghoriad cyntaf ynglŷn â Chludiant Ysgolion, noder y gall mwy cael eu cynnal yn y dyfodol.                                                                                                                                  | This is the first consultation for School Transport, please be aware that there may be others in the future.                                                    |
| Yn ffyddlon                                                                                                                                                                                                                            | Yours faithfully                                                                                                                                                |



## Jackie Walley

Pennaeth Cwsmeriaid a Chefnogaeth Addysg – Tîm Rhaglen Moderneiddio Addysg  
**Head of Customers and Education Support – Modernising Education Programme**  
*Team - Customer and Education Support*

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# Agenda Item 6

**Report To:** Communities Scrutiny Committee

**Date of Meeting:** 5<sup>th</sup> November 2015

**Lead Member / Officer:** Cllr David Smith / Alan Smith & Graham Boase

**Report Author:** Isobel Bourke-Bennett

**Title:** Better Regulation of Caravan Sites Project Update

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## 1. What is the report about?

This report is a follow up from the one presented to Communities Scrutiny Committee in July 2015. It will outline the work carried out to date and planned next steps for the project.

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

To provide information regarding progress on this project since the previous scrutiny committee report.

## 3. What are the Recommendations?

That the Committee comments on the project progress to date and agrees on the planned next steps.

## 4. Report details

### Background

At the July 2015 Scrutiny Committee Members resolved to extend the scope of the project. Members requested that a more detailed analysis (beyond the initial pilot study of 5 sites) of the possible scale of unauthorised residential occupation of holiday caravans in the County be carried out. It was hoped that this wider analysis could then provide greater clarity in terms of the financial and other implications on the County, enable a tightening up of service procedures to control access to Council services and give a more robust evidence base to enable better regulation.

The report, therefore, is split into three areas. Firstly, it highlights the **current position** in the County through an analysis of service data collection, highlighting possible financial implications. Secondly, the report suggests ways we can **better monitor future access requests** by caravan dwellers, and details the **regulatory options** available to address existing and future breaches of planning and licensing controls. Finally, the report summarises the **recommended next steps** for the project as a whole.

### Current Position

#### *Service data collection*

Data has been successfully collected from all relevant internal services. See **Appendix 1** for a detailed report on the data collected from each service system. Overall the data collected from each service system revealed the following:

- **Electoral Roll** – 60 holiday caravans currently registered on the electoral roll at 12 sites in the county.

- **Social Services** – 7 cases currently open to social services at 4 holiday caravan sites in the county.
- **Education** – 20 children currently registered at Denbighshire schools from 9 holiday caravan sites in the county.
- **Passenger Transport** – More than 295 concessionary passes are currently active at 24 Denbighshire holiday caravan sites.
- **Housing Benefit** – 21 claims (6 successful, 15 unsuccessful) for housing benefit from Denbighshire holiday caravan sites over the last 5 years.
- **Council Housing** – 36 applicants from 11 Denbighshire holiday caravan sites currently on the housing waiting list. 40 applicants previously housed from 11 holiday caravan sites over the last 10 years.
- **Licensing** (i.e. taxi licencing) – 6 taxi licences allocated to 3 Denbighshire holiday caravan sites over the last 3 years.

Throughout the process of data collection and analysis it was noted that the majority of requests for services have been made from the larger holiday caravan sites in the county; with a significant proportion being made specifically from Lyons Holiday Parks Sites (see **Appendix 4**).

#### ***Financial Implications***

Full details of the financial implications associated with the estimated number of people currently illegally residing in holiday caravans in the county can be found in **section 3.2. of Appendix 1**.

Overall, our financial calculations reveal is that there is an estimated minimum deficit of **£86,000** exists per year for council tax payments, due to the current levels of illegal residential occupation of holiday caravans. Additionally, an estimated minimum of **£204,000** in Revenue Support Grant (RSG) may be being missed out on per year due to caravan residents not being accurately recorded within the census.

#### **Future Monitoring Plans**

As you will see from the eligibility criteria guidance in **Appendix 5**, in the majority of cases access to council services are not restricted in relation to residency, i.e. an individual does not have to be a permanent resident within the county in order to be eligible to access a number of key council services. As such, we are unable to simply 'cut off' access to council services by this cohort and must instead rely on developing more accurate monitoring techniques and taking action based on breaches of planning and licensing conditions (see following section).

It is believed that through improved and continued monitoring of the residential use of holiday caravans in the county then this may encourage self-regulation amongst caravan site owners; thereby reducing the likelihood of holiday caravans being utilised as permanent residence.

An issue highlighted during the data collection process was the difficulty caused by a lack of UPRNs recorded within some service systems, along with a lack of consistency in the format that data is recorded and reported from these systems. These issues have hindered the development of an automatic system for producing reports on service use.

In order for our monitoring techniques to improve then work is required to regularise the procedures for inputting caravan addresses into service systems. As such caravan address data entry guidance has been developed (**see Appendix 6**).

Additionally, work has been undertaken to collect caravan site maps and individual caravan addresses in order to develop a comprehensive list of caravan addresses in the Local Land and Property Gazetteer (LLPG). To date all 93 sites (**see Appendix 2**) have been contacted and maps/address information has been successfully collected from 29 sites (see **section 3.5 of Appendix 1**). The next stages of the project will involve starting the process of inputting these addresses into the LLPG.

## **Regulatory Options**

The work undertaken to ascertain the scale of possible residential occupation of holiday caravan sites in the County highlights some possible “problem” sites. It is also clear that there are many well run holiday caravan sites in the County which apply strict sales criteria preventing unauthorised use.

Establishing a corporate monitoring strategy which will highlight future service access enquiries from holiday caravan sites will provide a robust evidence base with which to tackle possible future breaches of planning and licensing controls.

Having regard to the above it is now proposed to produce a Regulatory Procedure Manual. It is proposed that this document will be managed by the Planning and Public Protection Service and will attempt to do the following:

- Co-ordinate planning and licensing powers into a single document to enable Officers from the Planning and Public Protection service to follow standardised procedures for the effective policing of holiday caravan parks.
- Clearly set out the regulatory options available, and their associated repercussions, having regard to the evidence gathered from each caravan and site.
- Enable high risk sites to be targeted quickly with standard enforcement procedures applied.

Officers are seeking the Committee’s agreement to the aforementioned intentions of the Regulatory Procedure Manual. Officers propose to present the Procedure Manual back to a future Communities Scrutiny Committee where the contents can be agreed.

## **Recommendations**

- Use the corporate address database and new monitoring regime to tackle possible future unauthorised residential occupation of holiday caravans through joint planning and licensing controls.
- Develop standardised procedures and documents for the monitoring, investigating and enforcing of sites.

- Develop a pro-active strategy for tackling the larger “problem” sites in the County where evidence of unauthorised residential occupation is most prevalent. This strategy will need to establish appropriate time periods after which action may not be considered appropriate.
- Establish further links with the British Holiday and Home Park Association (BHHPA) to create park management procedures for all sites.

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

Controlling the way caravan parks are used contributes towards the following council priorities:

- Developing the local economy
- Vulnerable people are protected and are able to live as independently as possible
- Ensuring access to good quality housing
- Modernising the Council to deliver efficiencies and improve service for our customer

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

The project is not considered to require any additional staffing or finance resource at this stage.

## **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 equality impact assessment has been completed for this project which identifies race (specifically gypsies and travellers), age and disability to be the primary protected characteristics likely to be affected (see **Appendix 7**). However, this is considered to be a dynamic document which will continue to be reviewed as the project develops.

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

Communities Scrutiny Committee has been consulted throughout the development of this project. Each service has also been consulted on the contents of their relevant sections of the report in **Appendix 1** and during the development of the eligibility criteria in **Appendix 5**.

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

N/A

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

A number of risks have been identified for the project which can be seen in the project risk register in **Appendix 8**.

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

Local Government Act 2000. Article 6.3.3 of the Council’s Constitution outlines scrutiny’s policy

By virtue of paragraph(s) 13 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

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## Appendix 2

Table 1: Table showing the location and allowances for all Denbighshire's holiday sites

| UPRN         | Site Name                           | Town       | Site Allowances |         |             |       | Site Type<br>(Static, Touring, Camping or Mixed Use) |
|--------------|-------------------------------------|------------|-----------------|---------|-------------|-------|------------------------------------------------------|
|              |                                     |            | Static          | Touring | Residential | Tents |                                                      |
| 200002946702 | Lyons Lido Beach Holiday Park       | Prestatyn  | 813             |         |             |       | Static                                               |
| 200002946276 | Lyons Robin Hood Holiday Camp       | Rhyl       | 762             |         |             |       | Static                                               |
| 200004299565 | Marine Caravan Park                 | Rhyl       | 446             |         |             |       | Static                                               |
| 200004299292 | New Pines Caravan Park              | Rhyl       | 421             |         |             |       | Static                                               |
| 200004297318 | Parc Farm Caravan Park              | Mold       | 355             | 20      |             |       | Mixed use (Static & touring)                         |
| 200004299869 | Lyons Eryl Hall Caravan Park        | St Asaph   | 304             |         |             |       | Static                                               |
| 10003932731  | Lyons Woodlands Hall Caravan Park   | Ruthin     | 210             |         |             |       | Static                                               |
| 10012914325  | Presthaven Sands Holiday Park       | Prestatyn  | 208             | 147     |             |       | Mixed use (Static & touring)                         |
| 200002946327 | Sun Valley Caravan Park             | Rhyl       | 194             |         |             |       | Static                                               |
| 200002946772 | Plas Newydd Caravan Camp            | Prestatyn  | 134             |         |             |       | Static                                               |
| 200004313898 | Terfyn Pella                        | Rhyl       | 115             |         |             |       | Static                                               |
| 20012910860  | Hendwr                              | Corwen     | 99              | 55      |             |       | Mixed use (Static & touring)                         |
| 200002946486 | Pleasant View Camp                  | Rhyl       | 95              | 17      |             |       | Mixed use (Static & touring)                         |
| 20003931534  | Abbey Farm Caravan Park             | Llangollen | 95              |         |             |       | Static                                               |
| 200004301584 | Spring Gardens Holiday Park         | St Asaph   | 72              |         |             |       | Static                                               |
| 100100948709 | Tan Y Don Caravan Park 263          | Prestatyn  | 71              |         |             |       | static                                               |
| 10091597598  | Plas Deva 117                       | Prestatyn  | 65              |         |             |       | Static                                               |
| 200004305703 | Ty Canol Caravan Park               | Llangollen | 60              |         |             |       | Static                                               |
| 200002946712 | Pen Y Ffrith Caravan Park           | Prestatyn  | 50              |         |             |       | Static                                               |
| 10002232126  | Riverside Caravan Park              | Rhyl       | 41              |         |             |       | Static                                               |
| 10003932604  | Cilan Caravan Park                  | Corwen     | 36              |         |             |       | Static                                               |
| 10012914420  | Maerdy Mawr Caravan Site            | Corwen     | 35              | 5       |             |       | Mixed use (Static & touring)                         |
| 10023750078  | Ty Ucha                             | Llangollen | 30              | 10      |             |       | Mixed use (Static & touring)                         |
| 10003931257  | Bryn Howel Caravan Park             | Llangollen | 28              |         |             |       | Static                                               |
| 10003927466  | Allt Gymbyd Caravan Park            | Mold       | 25              |         |             |       | Static                                               |
| 10023750139  | White House By The Sea Caravan Park | Prestatyn  | 22              |         |             |       | Static                                               |
| 10012915057  | Y Felin                             | Corwen     | 22              |         |             |       | Static                                               |

| UPRN         | Site Name                | Town       | Site Allowances |     |   | Site Type                                   |
|--------------|--------------------------|------------|-----------------|-----|---|---------------------------------------------|
| 10012915563  | Aberkinsey               | Rhyl       | 21              |     |   | Static                                      |
| 10012915064  | Midnant Farm             | Prestatyn  | 20              |     |   | Static                                      |
| 10003932100  | Dyffryn Ial Caravan Site | Mold       | 17              |     |   | Static                                      |
| 200004298903 | Carmel Caravan Park      | Rhyl       | 14              |     |   | Static                                      |
| 200004299767 | Dolfechlas Caravan Park  | Denbigh    | 11              |     |   | Static                                      |
| 10012915054  | Plas Morfa Farm 54       | Prestatyn  | 11              |     |   | Static                                      |
| 200004304879 | Eryrys Park              | Mold       | 10              | 1   |   | Mixed use (Static & 1 residential)          |
| 10012915061  | Bryn Bowlio Farm         | Mold       | 10              |     |   | Static                                      |
| 10091597507  | Erw Deg                  | Denbigh    | 10              |     |   | Static                                      |
| 10012914856  | Ffynnon Y Berth          | Mold       | 9               | 8   | 1 | Mixed use (Static, touring & 1 residential) |
| 10023750068  | Efenechtyd               | Corwen     | 9               |     |   | Static                                      |
| 10023750477  | Aelwyd Ucha              | St Asaph   | 7               |     |   | Static                                      |
| 10012915596  | Cymmo Farm               | Llangollen | 7               |     |   | Static                                      |
| 10003931725  | Caer Mynydd Farm         | Denbigh    | 6               | 12  |   | Mixed use (Static & touring)                |
| 10023750448  | Abbey Farm               | Rhyl       | 6               |     |   | Static                                      |
| 10023750342  | The Poplars              | Rhyl       | 6               |     |   | Static                                      |
| 10012914338  | Tower Farm               | Llangollen | 5               | 10  |   | Mixed use (Static & touring)                |
| 10023750443  | Aberwheeler Farmhouse    | Denbigh    | 5               |     |   | Static                                      |
| 10002231305  | Wern Isa Farm            | Llangollen | 5               |     |   | Static                                      |
| 10023750475  | Llanbenwch               | Ruthin     | 4               |     |   | Static                                      |
| 10003930963  | Ty Mawr Field            | Corwen     | 4               |     |   | Static                                      |
| 10023750444  | Bryn Dedwydd             | Mold       | 3               |     |   | Static                                      |
| 10023750067  | Coed Y Glyn              | Corwen     | 3               |     |   | Static                                      |
| 200004832649 | Graig Ddu Farm           | Llangollen | 3               |     |   | Static                                      |
| 10091597478  | Newlyn Caravan Park 47   | Prestatyn  | 3               |     |   | Static                                      |
| 10023750446  | Bryn Saeson Isa          | Mold       | 2               |     |   | Static                                      |
| 10023749776  | Pen Y Waen               | Mold       | 2               |     |   | Static                                      |
| 10023749784  | Tyddyn Draw              | Mold       | 2               |     |   | Static                                      |
| 10023750447  | Tyn Y Groesffordd        | Mold       | 1               |     |   | Static                                      |
| 200004313891 | Nant Mill Farm           | Prestatyn  |                 | 150 |   | Touring                                     |
| 10012915048  | Clwyd View               | Rhyl       |                 | 75  |   | Touring                                     |

| UPRN         | Site Name                            | Town       | Site Allowances |    |    | Site Type                     |
|--------------|--------------------------------------|------------|-----------------|----|----|-------------------------------|
| 200004314721 | Penisar Mynydd Caravan Park          | St Asaph   |                 | 75 |    | Touring                       |
| 10023750440  | Tyn Yr Eithin                        | Denbigh    |                 | 60 |    | Touring                       |
| 200001751010 | Gaer Hyfryd                          | Corwen     |                 | 38 |    | Touring                       |
| 10091597591  | Rhuallt Country Park                 | St Asaph   |                 | 35 |    | Touring                       |
| 10012915049  | Faenol Fawr                          | Rhyl       |                 | 28 |    | Touring                       |
| 10012915050  | Station House                        | Denbigh    |                 | 26 |    | Touring                       |
| 200004299629 | Cwybr Fawr                           | Rhyl       |                 | 19 |    | Touring                       |
| 10023751646  | Corn Bwch                            | St Asaph   |                 |    | 10 | Camping                       |
| 10091598146  | Plas Ifan Guest House (17 Fforddlas) | Prestatyn  |                 |    | 3  | Camping                       |
| 10023751914  | Garreg Einws                         | Ruthin     | Unknown         |    |    | Camping                       |
| 200002946783 | Albert Wilson Memorial Field         | Prestatyn  | Unknown         |    |    | Camping                       |
| 10023751198  | The Warren                           | Denbigh    | Unknown         |    |    | Mixed use (Static & touring)  |
| 200004300314 | Penddol Farm                         | Llangollen | Unknown         |    |    | Mixed use (Static & touring)  |
| 200004314424 | Maes Elwy Farm                       | St Asaph   | Unknown         |    |    | Mixed use (Static & touring)  |
| 10003930967  | Station Camp Site                    | Corwen     | Unknown         |    |    | Mixed use (Touring & Camping) |
| 10023752591  | Wern Ddu                             | St Asaph   | Unknown         |    |    | Mixed use (Touring & Camping) |
| 10023751577  | Llyn Rhys                            | Wrexham    | Unknown         |    |    | Mixed use (Touring & Camping) |
| 10091597592  | Rhuallt Country Park                 | St Asaph   | Unknown         |    |    | Static                        |
| 10091597707  | Llannerch Holiday Park               | St Asaph   | Unknown         |    |    | Static                        |
| 200004300252 | Caravan Site                         | Ruthin     | Unknown         |    |    | Static                        |
| 10023752167  | Four Winds Farm                      | Prestatyn  | Unknown         |    |    | Touring                       |
| 10003931255  | Pen Y Bryn                           | Llangollen | Unknown         |    |    | Unknown                       |
| 10023749877  | The Old Farmhouse                    | Ruthin     | Unknown         |    |    | Unknown                       |
| 10023750066  | Ty Isa                               | Corwen     | Unknown         |    |    | Unknown                       |
| 10091597479  | Waen Dyllog                          | Mold       | Unknown         |    |    | Unknown                       |
| 10091597586  | Faenol Bropor                        | Rhyl       | Unknown         |    |    | Unknown                       |
| 10091597634  | Pen Isa                              | Abergele   | Unknown         |    |    | Unknown                       |
| 200004300424 | Leisure Caravan Site                 | Llangollen | Unknown         |    |    | Unknown                       |

Table 2: Sites identified as residential, having a single caravan or closed

| UPRN         | Site Name                      | Town        | Site Allowances |         |             |       | Site Type      |
|--------------|--------------------------------|-------------|-----------------|---------|-------------|-------|----------------|
|              |                                |             | Static          | Touring | Residential | Tents |                |
| 10023752136  | Casgan Dittw                   | Llandegla   | Unknown         |         |             |       | Residential    |
| 200004313909 | Dyserth Falls Resort           | Dyserth     | Unknown         |         |             |       | Residential    |
| 10012915517  | Glanynys                       | Llanynys    | Unknown         |         |             |       | Single Caravan |
| 200004308722 | Tyddyn Isa                     | Rhewl       | Unknown         |         |             |       | Single Caravan |
| 10091597626  | Tyn Pistyll                    | Glyndyfrdwy | Unknown         |         |             |       | Single Caravan |
| 10003932540  | Gwindy Cottage                 | Cynwyd      | Unknown         |         |             |       | Closed         |
| 10023751843  | White House Country Lodge Park | Rhuallt     | Unknown         |         |             |       | Closed         |

### Appendix 3 – Letters to site owners

Eich cyf / Your ref

Ein cyf / Our ref PJM

Dyddiad / Date 5 August 2015

Rhif union / Direct dial 01824 706712



**THE OWNER/MANAGER  
CARAVAN SITE  
CARAVAN ROAD  
TOWN  
DENBIGHSHIRE  
POSTCODE**

Dear Owner/Manager,

You may be aware that Denbighshire County Council has been working over the past few years to try and address the perception that holiday caravans across the county are being used for permanent residential purposes.

As part of this work, the need to establish a comprehensive list of individual holiday caravan addresses has been identified as a priority.

Our aim is to create individual records for all approved holiday caravans in the county on the Council's Local Land and Property Gazetteer. Having this information will mean that the Council will have a better understanding of the levels of service use by those using holiday caravans in the county. We'll also be able to make sure that services aren't being given out to those who are not eligible.

It is hoped that by being able to more closely monitor service use this will subsequently have a positive impact upon your business. Not only by encouraging more short term visitors, who have been shown to spend more on local facilities in comparison to those who stay for extended periods, but also by supporting you to ensure your business is functioning within the conditions set out in your planning and licensing permissions.

As such we are contacting caravan site owners across the County to ask them to provide information on their up to date site layouts. Specifically, we are requesting **a map of the site which shows plot/caravan names and/or numbers and any internal street names (where applicable)**. Any further information such as how you police the occupancy of your holiday caravans would also be helpful. This information should be returned **within 21 days of the date of this letter** either via email or in the pre-paid envelope provided.

The Council is committed to supporting businesses in the County and feels that the better regulation of holiday caravan parks will contribute to this aim. We want to work with Park owners to create a level playing field for all operators. This will help to ensure tourism flourishes in Denbighshire and visitors can stay in a safe and secure environment.

Continued/2...

**Please note the Council will use its powers under the Planning and/or Licensing legislation to get relevant information from Caravan owners and to enforce identified breaches. Your co-operation in this matter is appreciated.**

If you have any questions please do not hesitate to contact me using the contact details provided below.

Yours faithfully

**Paul Mead**

**Rheolwr Datblygu** - Gwasanaethau Cynllunio a Gwarchod y Cyhoedd  
**Development Manager** - Planning and Public Protection Service

By virtue of paragraph(s) 13 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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## **Appendix 5- Service Eligibility Guidance**

### **1. Electoral Services**

A person's name may appear on the electoral register only if they reside at an address within the electoral area. Residence is not defined in law, and those wishing to be added to the electoral roll do not have to provide any evidence to prove their residency. This is true even where someone is registering to vote at a second address. It is permissible under electoral law to have more than one residence, and therefore to register more than once. It's only an offence to vote more than once in an election to the same legislative body.

*N.B. In the case of Hipperson v. Newbury (1985)<sup>26</sup> the court established that unlawful occupation of grounds or a dwelling does not disqualify a person from registering there if it is determined that this is their permanent residence.*

*Consequently, any issue regarding tenancy, ownership or legal occupation of the property by the applicant must be disregarded in determining whether or not the residence requirement has been met.*

As stated previously despite the fact that enrolment on the electoral role is compulsory there are a number of individuals who chose not to register or chose not to be placed on the public register. Consequently, the information provided by electoral role databases may not be fully representative of the true scale of residential occupation of holiday caravans.

### **2. Council Tax**

Information on Council tax liability for caravans can be found in Section 7 of the Local Government Finance Act 1992.

When an individual contacts the Council tax service requesting to start paying Council Tax on their property an officer would search the Academy system to establish whether the requested property is already taxable and has been banded. If the property in question is a caravan, the applicant would also be asked whether they occupy the caravan permanently and if there are any restrictions to their occupancy.

If the caravan is already banded (suggesting permanent residential use is permitted) an account would be created in the occupant's name. If the caravan isn't banded an officer would issue a report to the Valuation Office Agency to advise of the new occupation. A Valuation Officer would be the one to ascertain if the caravan would be taxable and banded for Council tax purposes they would also carry out any checks on Planning Permission to ensure that the property has been approved for permanent residential use.

## *Class G Exemption*

If the occupation of the caravan is restricted to 10 months per year there is an exemption available to award for the other months where the occupation is restricted. This is a Class G Exemption (see Council Tax (Exempt Dwellings) Order 1992) and it is a 100% exemption from paying Council Tax for the period that the occupation is prohibited.

### **3. Social Services (Adults and Children's)**

#### **3.1. Children and Family Services**

In terms of child protection matters and potential Section 47 enquiries a service would be provided regardless of status, this would include those children whose parents did not have access to public funds. Domestic Violence is also covered in terms of alternative accommodation and legal aide.

Equally, access to longer term services such as Families First are also not restricted by residency. The service uses vulnerable families indicators as the access criteria. Families must have two or more of those indicators to access Families First services. Residency would not be taken into account due to a duty which requires authorities to respond to children in need in their area. If the service applicant is identified as being normally resident elsewhere then in some circumstances the service will seek to redirect the applicant to their home authority or seek a contribution from the home authority to the services offered (but this would not impact upon the service provided).

#### **3.2. Adult services (Community Care Services)**

An individual has to be an 'ordinary resident' which means their usual address is in Denbighshire. As such if an individual is living permanently in a caravan in the County, they would be eligible for social care services. Even if they are a temporary resident, they would be eligible for emergency services to maintain their safety.

### **4. Education**

It is a statutory requirement for local authorities to offer school placements to any of those who request them, regardless of their stated permanent residential address. The only exception to this rule occurs when oversubscription is an issue at which point residency may be brought into question.

Furthermore, local authorities are required to supply free school transport for those pupils within the authority who require it regardless as to whether they are living on a holiday caravan site (as long as they meet the distance and school choice criteria). The Learner Travel (Wales) Measure 2008 states:

*"3. Local authority duty to make transport arrangements*

*(1) This section applies in relation to a child of compulsory school age if—*

- (a) *the child is ordinarily resident in a local authority's area.....*
- (2) *The local authority must make suitable transport arrangements to facilitate the attendance of the child each day at the relevant places where the child receives education or training.”*

If a child is identified as living in a holiday caravan in the county then their holiday caravan will be identified as their 'ordinary residence'. The Learner Travel (Wales) Measure 2008 states:

*“(1) If a person has no ordinary residence, that person is to be treated for the purposes of this Measure as being ordinarily resident at the place at which he or she is for the time being resident.”*

In some cases a child may be living on a holiday caravan site which holds a 10 month licence, as such the child is required to move off site for 2 months of the year. In these cases the child's 'ordinary residence' would change from the caravan site to the address at which they are based for that 2 month period.

If their new 'ordinary residence' is out of County then it is the responsibility of the local authority where the child is an 'ordinarily resident' to arrange transport. Additionally, the child would likely be moved to a school closer to their new 'ordinary residence' during this 2 month period.

If the child's new 'ordinary residence' remains in Denbighshire then the policy states that transport would be provided (if they meet the policy requirements); however this would usually be to the nearest school. Arrangements would be made for them attend the closest school to their new 'ordinary residence' for that 2 month period and then they would be transferred back to their original school when they moved back on site (providing that school had places)

However, in some cases there may need to be a degree of discretion to review whether or not to provide transport within Denbighshire, since there is a requirement to assess the needs of the individual. Therefore there could be children who would benefit from staying in the same school, even if technically another could accommodate their needs and was closer.

## **5. Passenger Transport**

New guidelines were recently implemented in relation to the eligibility for concessionary bus passes in the county. As such, any individual who provides a holiday caravan site address as their permanent residence when applying for a concessionary bus pass will no longer be eligible.

## **6. Housing Benefits**

In order to be eligible for Housing Benefit, a person must be liable for rent for a dwelling they normally occupy as their home. (The primary legislation for this is The

Social Security and Contributions and Benefits Act 1992 - Section 130, paragraph (1) and the secondary legislation is under Regulations 7 (1)(2), 8 (1) and 12 (1) of the Housing Benefit Regulations 2006).

If an individual making an application for Housing Benefit declares that they are living in a caravan on a holiday caravan site, Benefits officers will make further enquiries as to what permanent address the applicant has declared to the site owner (as declaration of a residential address elsewhere is a requirement under the site habitation licence). Officers must be satisfied that, on the balance of probability, which address/property the applicant occupies as their normal home (their caravan or the declared residential address).

If officers are satisfied that the caravan is the dwelling normally occupied as the home, and there is a rent liability (normally ground rent evidenced by an agreement from the site owner) then Housing Benefit is able to be awarded. However, the applicant would be advised that by declaring that they are living on a holiday site on a permanent basis, they may well be in breach of the site licence, and as such enforcement action may be taken to have them removed from the site.

The details of any individuals claiming benefits in this manner are communicated to Planning and Public Protection in order that appropriate action may be taken.

## **7. Council Housing**

The only eligibility criteria in relation to being on the housing list is that applicants must be able to satisfy the housing service that they are a British Citizen, a Citizen of the European Economic Area (EEA), have been granted refugee status or granted exceptional or indefinite leave to remain. Applicants must also pass a habitual residency test (that is they have to live in the UK on a permanent basis rather than for example having retired abroad).

When an application is received it will be assessed and awarded a certain number of points. The number of points allocated depends on things like whether they already live in Denbighshire, social reasons, health reasons, the suitability of their current accommodation and the type and location of accommodation they are looking for.

Generally speaking an applicant currently living in a caravan would not get a higher level of priority for housing than an applicant in a standard residential dwelling, they are treated equally. However, in some cases a difference in circumstances may result in a greater priority to house the caravan resident. For example, an applicant living in a caravan that had medical problems that were exacerbated by living in a damp, difficult to heat caravan may get additional medical points; whereas an applicant with the same medical condition living in a well maintained warm house or bungalow would not get the additional points.

## **8. Licensing (e.g. taxi licence)**

Eligibility criteria relating to residency does not exist for any licences which falls within the remit of the licensing service. Personal Licence Holders are required to live in the County but the legislation does allow for exceptions to be made for out of county applicants.

## **9. Waste Disposal (Bulky item collection)**

Council tax pays for the disposal element of a bulky household items and a £5 charge covers the cost of item collection. However, the disposal element of bulky trade items is not subsidised in this way. A cost for the collection and disposal of bulky trade items would be agreed dependent upon the description and number of items to be collected but would cost a minimum of £20.

For example, a householder requesting disposal of their own mattress from domestic use would be charged £5, but a bed and breakfast establishment looking to have an identical item removed from an address next door would be asked to pay £20.

The law on this says that waste from “a caravan” be considered commercial waste in the following circumstances:

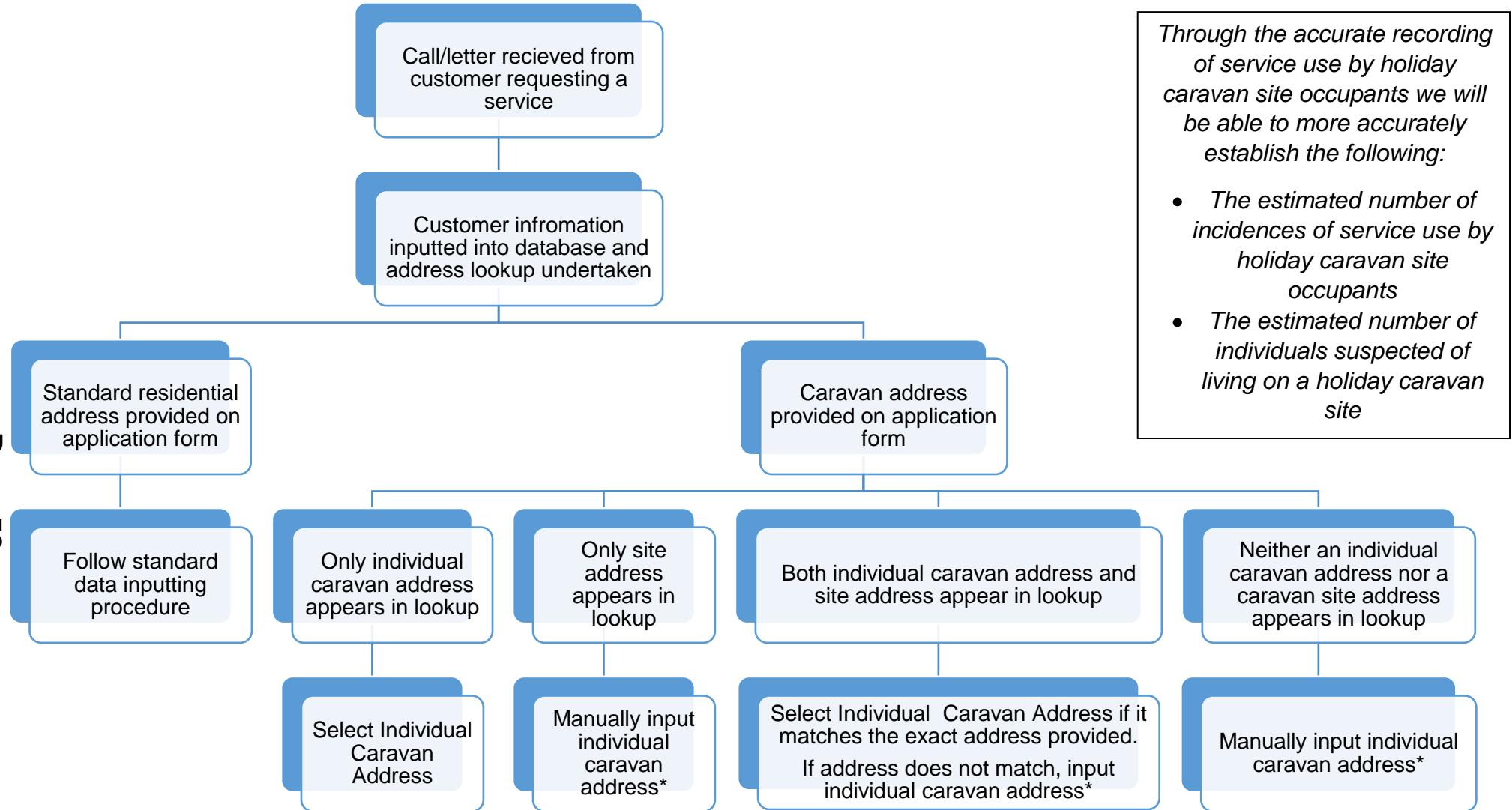
- a) “The caravan” is used in the course of a business for the provision of self-catering accommodation
  - or
- b) “The caravan” is not allowed to be used for human habitation throughout the year by virtue of a licence or planning permission

As the caravans on holiday caravan sites in Denbighshire satisfy both of these statements, then bulky items for collection from holiday caravan sites in the county should be completed via bulky trade item collection and as such should be charged at the higher rate.

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## Appendix 6 - Caravan Address Data Entry Guidance

Page 59



*Through the accurate recording of service use by holiday caravan site occupants we will be able to more accurately establish the following:*

- The estimated number of incidences of service use by holiday caravan site occupants*
- The estimated number of individuals suspected of living on a holiday caravan site*

\*Manually inputted individual caravan addresses must include the caravan name/number, the site name and be prefixed with the word 'Caravan'

Example 1: Caravan 1, Holiday Caravan Park, Holiday Street, Rhyl, LL18 3AN

Example 2 (where an internal site street name is provided): Caravan 1 Snowdon Court, Holiday Caravan Park, Holiday Street, Rhyl, LL18 3AN

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## Appendix 7

# Denbighshire Caravan Site Strategy for Managing Residential Occupancy

05 June 2015  
(updated 06 October 2015)

Equality Impact Assessment

# Denbighshire Caravan Site Strategy for Managing Residential Occupancy

**Contact:** Isobel Bourke-Bennett, Business Improvement & Modernisation

**Updated:** 06.10.15

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

A project proposal

## 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 this activity is to conduct a review of the occupancy of caravans across Holiday sites within Denbighshire and to identify a strategy for implementation across all services within the Council.

## 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 | <If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end> |
|-----|-------------------------------------------------------------------------------------------------------------|

## 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)*

Research was previously undertaken within Planning and Public Protection which identified the wider issues associated with the residential use of holiday caravans. These issues included the impact on a wider range of council services than initially anticipated and the range of people who would be affected if enforcement action was taken against sites. From early indications, there are a number of protected characteristics impacted which will be considered throughout the project and any proposed implementations will capture the requirements of people with protected characteristics.

- 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)*

**Age & Disability**

Previous studies have shown that those living in caravans tend to be from the more vulnerable sectors of society (including those older in age, with higher social care needs). As such if the decision is made to allow some sites to become residential and therefore that the quality of accommodation is improved (to allow for year long residency) or that individuals are re-housed in more appropriate accommodation then this cohort will significantly benefit from the project.

**Race - Gypsy & Travellers**

For gypsies and travellers it may be that through establishing clarity in terms of the eligibility of caravan dwellers to council services that they gain access to additional services that they were previously unaware of.

- 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)?**

**Age & Disability**

Conversely, if enforcement and eviction from sites is deemed the most appropriate response, and a housing provision has not been allocated, then this cohort may be at a significant risk of becoming homeless and therefore be negatively impacted.

**Race - Gypsy & Travellers**

The project may negatively impact upon gypsy and travellers as if the eligibility criteria for some services were changed or enforced then they may no longer be able to access these services.

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

|    |                                                                                                                                                                                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No | We are within the early stages of the project (particularly in relation to what enforcement action may or may not be taken), as such the full extent of any negative impact of the project |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |                                                                                                                      |
|--|----------------------------------------------------------------------------------------------------------------------|
|  | are yet to be identified. Any potentially negative impacts will be mitigated against as and when they are identified |
|--|----------------------------------------------------------------------------------------------------------------------|

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

|     |                                                                      |
|-----|----------------------------------------------------------------------|
| Yes | <If yes please complete the table below. If no, please explain here> |
|-----|----------------------------------------------------------------------|

| Action(s)                                                                                                                                                                                                             | Owner                 | By when?   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|
| Continue to identify and monitor risks, issues and disbenefits and note these in the business case on verto and ensure any positive or negative impact on those with protected characteristics are noted in this EqIA | Isobel Bourke-Bennett | Continuous |
| <Please describe>                                                                                                                                                                                                     | <Enter Name>          | <DD.MM.YY> |
| <Please describe>                                                                                                                                                                                                     | <Enter Name>          | <DD.MM.YY> |
| <Please describe>                                                                                                                                                                                                     | <Enter Name>          | <DD.MM.YY> |
| <Unrestrict editing to insert additional rows>                                                                                                                                                                        | <Enter Name>          | <DD.MM.YY> |

## 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: | 01.01.16 |
|--------------|----------|

| Name of Lead Officer for Equality Impact Assessment | Date     |
|-----------------------------------------------------|----------|
| Isobel Bourke-Bennett                               | 06.10.15 |

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

## Risks

## Risks

00001 Homelessness

Description

As a result of this work there is the potential that a number of individuals could be evicted from their caravans which would result in them becoming unintentionally homeless and the local authority may therefore have a statutory responsibility to rehome.

The eviction process would also place a huge emotional toll on the residents concerned.

Mitigating Action

Before any regulatory action is taken as a result of the information gathered, discussions will be undertaken with housing services in order to establish an action plan for dealing with a potential increase in housing demand.

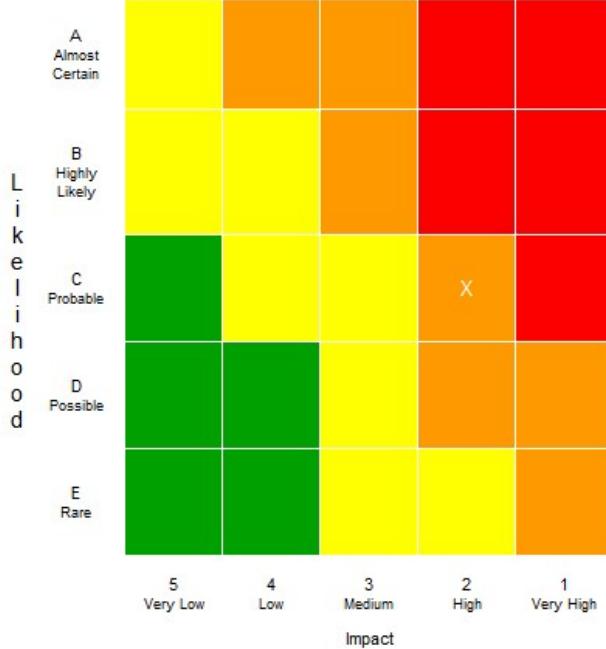
Risk

Organisational/Management/Human Factors

Active

Yes

Likelihood &amp; Impact



Owners

David Morgan

00002 Data reliability

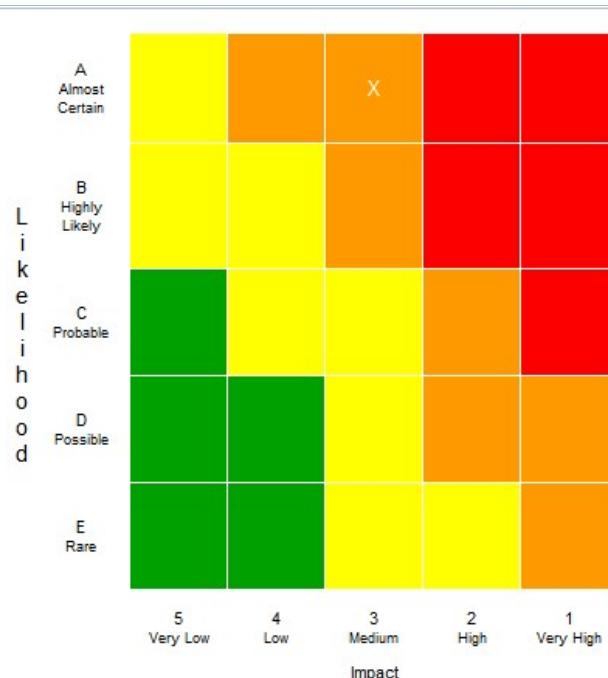
Description

Due to the number of different services from which the data will be captured along with the variety of ways in which address data is entered (often manually) into these systems, the reliability of the collected data may be brought into question. We may over or under estimate numbers living on sites due to factors such as properties sharing the same postcode, people using their individual caravan number and site street name rather than the caravan site name or the mis-spelling of addresses etc.

Active

Yes

## Likelihood &amp; Impact



Owners

David Morgan

## 00003 Access to data

## Description

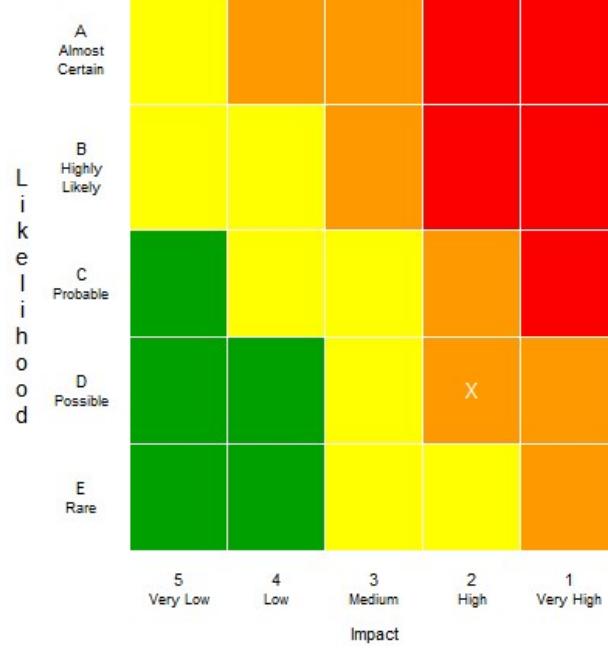
Data must be gathered from a number of individual services who each use a variety of different legacy systems. In order to access the information we require service to either provide us with access to these systems or provide us with reports of relevant data. If services are not compliant then this will limit the range of data we are able to collect and analyse.

Caravan site owners will also be required to provide us with information on their internal street names and plot numbering methods in order to enable the construction of a comprehensive site address list. If site owners do not have this information or are not willing to provide it then this could have a significant impact on this element of the project.

Active

Yes

## Likelihood &amp; Impact



Owners

David Morgan

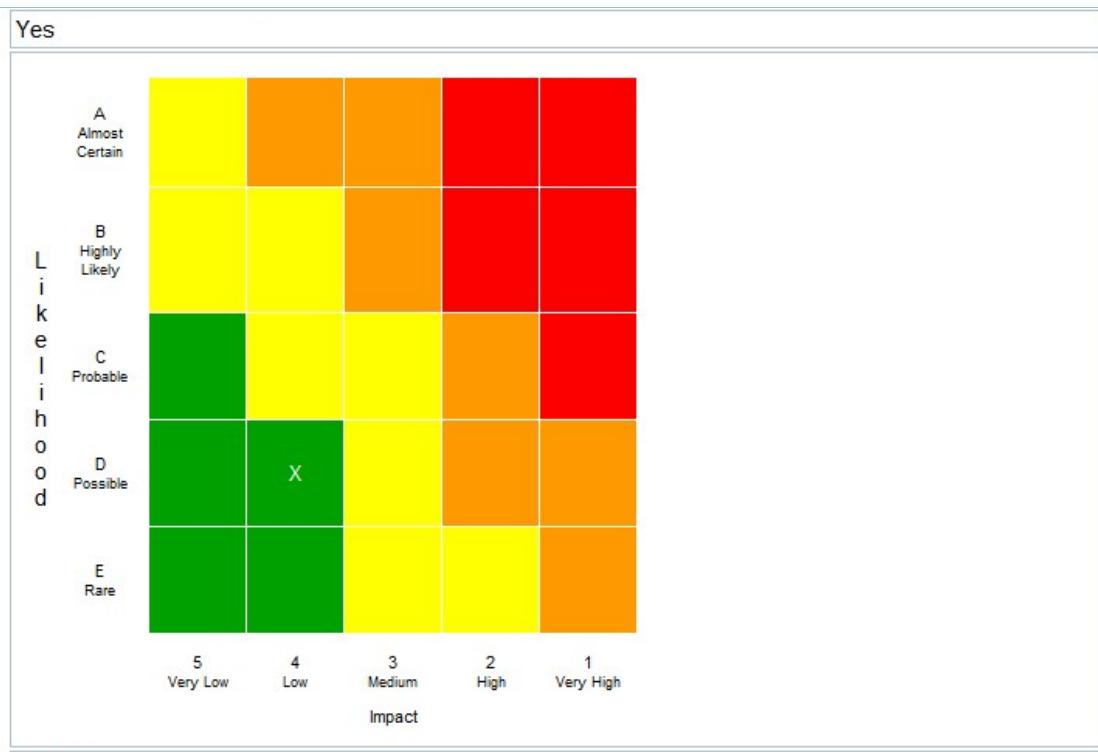
## 00004 Impact on unidentified services

## Description

As the project has developed it has been established that a wide range of services are either directly or indirectly affected by the use of holiday caravans for residential purposes. As such there is a possibility that services that are yet to be identified could be adversely affected by enforcement action or a corporate strategy within which they have not been considered.

Active

Likelihood &amp; Impact



Owners

David Morgan

## 00005 Impact on caravan owners

Description

Regardless of the Corporate strategy undertaken it is likely that a significant amount of disruption will be caused to current caravan owners on holiday caravan sites in the county.

Active

Likelihood &amp; Impact



Owners

David Morgan

## 00006 Impact on site owners

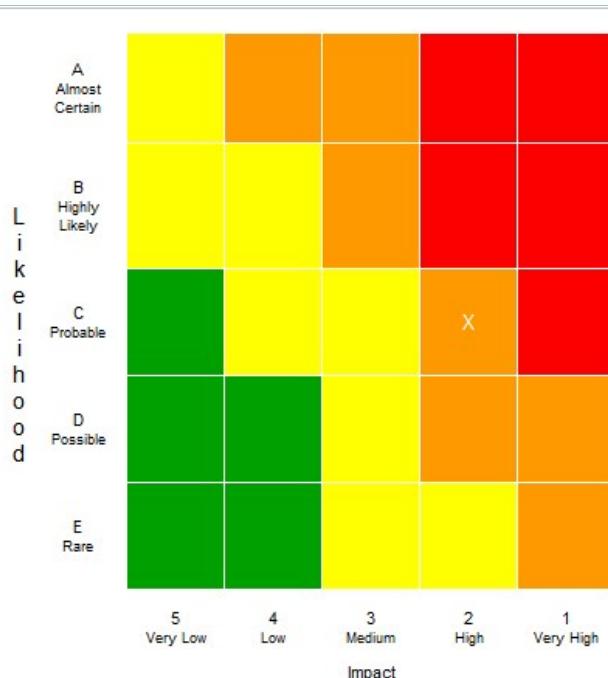
Description

Dependent on the strategy undertaken there could be potentially major impacts upon site owners e.g. in extreme cases some sites may be forced to close due to non-compliance, others may close due to the costs of functioning within the allowances of their licencing and planning permissions being far higher than the costs of functioning illegally. Businesses may also lose revenue due to caravan owners relocating their caravans to sites outside of the county where the rules may be less stringent.

Active

Yes

## Likelihood &amp; Impact



Owners

David Morgan

## 00007 Loss of Resource

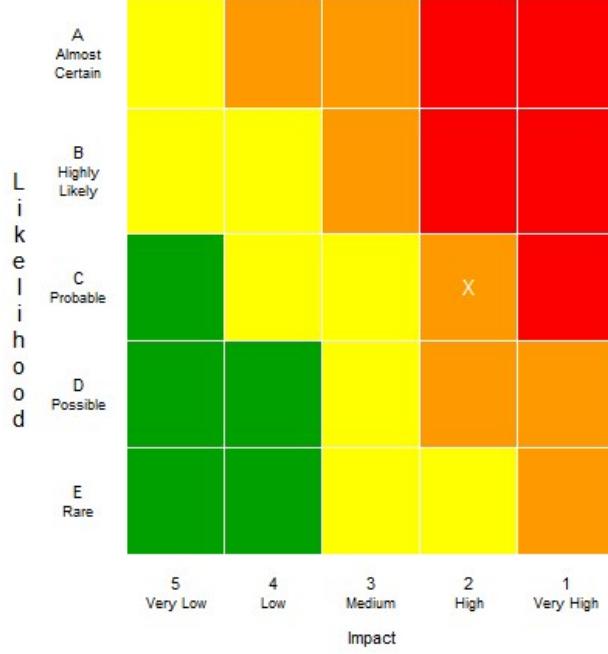
Description

Project is currently being managed by a temporary member of staff on a fixed term contract until December 2015 and as such there is the potential that this resource could be lost during the lifetime of the project and that other staff will not have the capacity to take over this role.

Active

Yes

## Likelihood &amp; Impact



Owners

David Morgan

## 00008 Underestimated impact upon known services

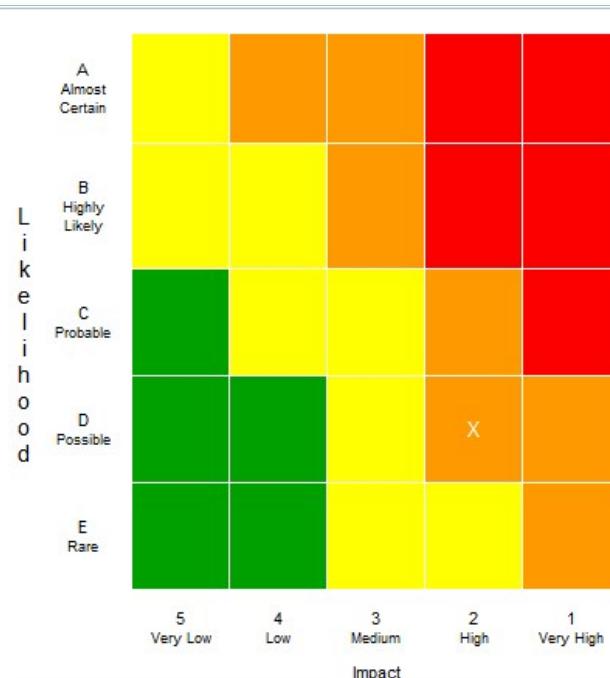
Description

There is the potential that the impact of any action on key services may be underestimated and that the true impact would not be identified until key decisions have already been made.

Active

Yes

## Likelihood &amp; Impact



Owners

David Morgan

## 00009 Impact on reputation of organisation

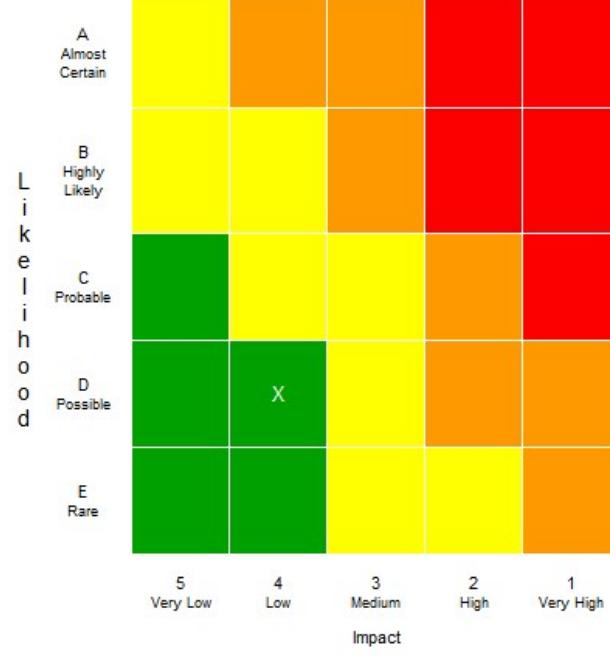
Description

The press attention for this project has already been significant and as such if handled incorrectly or irresponsibly there could be detrimental impacts on the reputation of the Council as a whole. Equally if the project is handled effectively, our methodology for tackling this issue could be used as best practice by other organisations thereby boosting our reputation as an authority.

Active

Yes

## Likelihood &amp; Impact



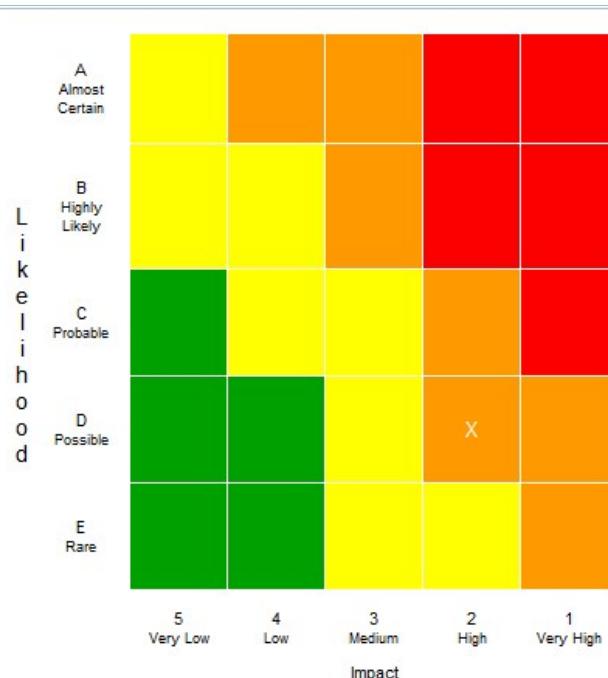
Owners

David Morgan

## 00010 Tourism/Local Economy

| Description           | If the decision was made to take enforcement action against local sites then this may mean that more accommodation would become available to genuine tourists thus bringing more revenue to the area. However, it is possible that if the chosen enforcement action is seen as disproportionate then this may deter potential visitors and current visitors from utilising local sites and resources. In fact, if the appropriate enforcement action for some sites is perceived to be the closure of the site, then this may cause a significant reduction in the tourist accommodation available.                                                                                                                                                                                                                                                                                            |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|------------------|-----------------------|------------------|-----------------------|------------------|--------|--------|--------|-----|-----|-----------------|--------|--------|--------|-----|-----|------------|-------|--------|--------|--------|-----|------------|-------|-------|---|--------|--------|--------|-------|-------|--------|--------|--------|
|                       | However, if no enforcement action was taken there is the potential for the number of holiday caravans being illegally residentially occupied to increase, causing an unofficial reduction in the tourist accommodation offer available in the County and consequently causing a loss in revenue. Another option to consider would be the establishing the lawful use or regularisation of sites (i.e. a proportion of a site is granted planning permission to become residential). Although doing so would mean that we would have greater control over the number of people residentially living on sites, along with a potentially more accurate account of the numbers of people living on sites (which could then be fed into census statistics and potentially result in gaining more funding), there would also be an official reduction in Denbighshire's holiday accommodation offer. |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| Active                | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| Likelihood & Impact   | <p>Yes</p> <table border="1"> <thead> <tr> <th>Likelihood</th> <th>Impact 5<br/>Very Low</th> <th>Impact 4<br/>Low</th> <th>Impact 3<br/>Medium</th> <th>Impact 2<br/>High</th> <th>Impact 1<br/>Very High</th> </tr> </thead> <tbody> <tr> <td>A Almost Certain</td> <td>Yellow</td> <td>Orange</td> <td>Orange</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>B Highly Likely</td> <td>Yellow</td> <td>Yellow</td> <td>Orange</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>C Probable</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Orange</td> <td>Red</td> </tr> <tr> <td>D Possible</td> <td>Green</td> <td>Green</td> <td>X</td> <td>Orange</td> <td>Orange</td> </tr> <tr> <td>E Rare</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Orange</td> </tr> </tbody> </table>                                                                              | Likelihood      | Impact 5<br>Very Low | Impact 4<br>Low  | Impact 3<br>Medium    | Impact 2<br>High | Impact 1<br>Very High | A Almost Certain | Yellow | Orange | Orange | Red | Red | B Highly Likely | Yellow | Yellow | Orange | Red | Red | C Probable | Green | Yellow | Yellow | Orange | Red | D Possible | Green | Green | X | Orange | Orange | E Rare | Green | Green | Yellow | Yellow | Orange |
| Likelihood            | Impact 5<br>Very Low                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Impact 4<br>Low | Impact 3<br>Medium   | Impact 2<br>High | Impact 1<br>Very High |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| A Almost Certain      | Yellow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Orange          | Orange               | Red              | Red                   |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| B Highly Likely       | Yellow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yellow          | Orange               | Red              | Red                   |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| C Probable            | Green                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Yellow          | Yellow               | Orange           | Red                   |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| D Possible            | Green                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Green           | X                    | Orange           | Orange                |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| E Rare                | Green                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Green           | Yellow               | Yellow           | Orange                |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| Owners                | David Morgan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| 00011 Social Services |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| Description           | Studies have shown that holiday caravans are commonly occupied by those from the more vulnerable section of society. Additionally, those living in a caravan have commonly done so for an extended number of years and thus regard it as their home. As such the process of having to leave their home may be extremely stressful and result in a greater reliance on social services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |
| Active                | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                      |                  |                       |                  |                       |                  |        |        |        |     |     |                 |        |        |        |     |     |            |       |        |        |        |     |            |       |       |   |        |        |        |       |       |        |        |        |

## Likelihood &amp; Impact



Owners

David Morgan

## 00012 Individual Holiday Caravan data on the Gazetteer

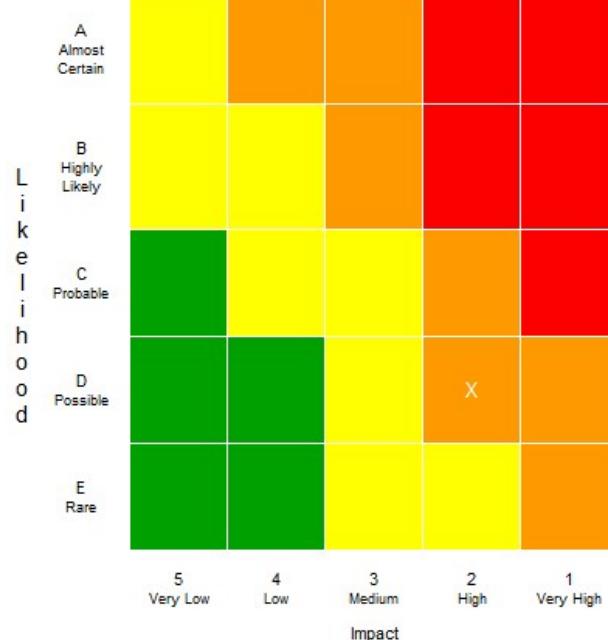
Description

We may face some difficulties while attempting to imput individual caravan address data into the Gazetteer system e.g. needing to imput 2 street names - due to having and internal street name within the caravan site in addition to the street name of the overall site

Active

Yes

## Likelihood &amp; Impact



Owners

David Morgan

## 00014 Increase in post to caravan sites

Description

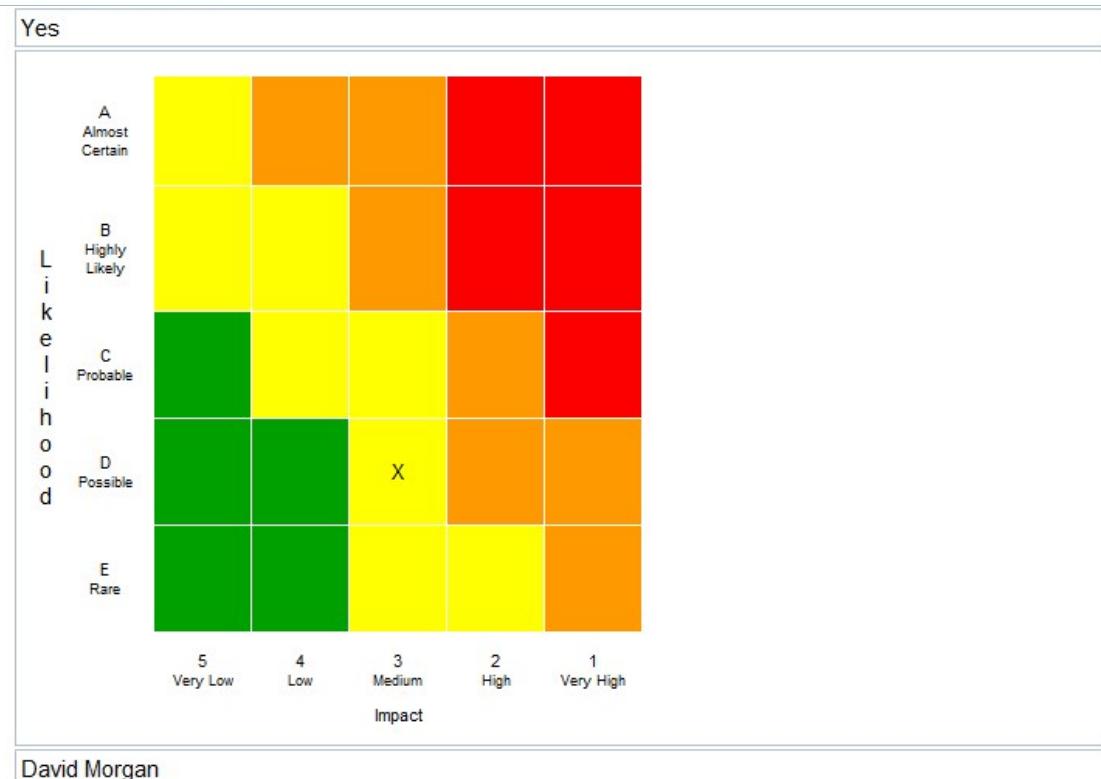
Due to allocating individual addresses to all holiday caravans through the LLPG these addresses will essentially be available in the public domain. As such there may be a significant increase in the amount of post being delivered to holiday caravan sites which may place an additional administrative burden upon site owners.

Mitigating Action

Caravan addresses entered into the Gazetteer will not include a postcode and as such should not receive increased levels of post.

Active

Likelihood &amp; Impact



Owners

David Morgan

# Agenda Item 7

|                         |                                                              |
|-------------------------|--------------------------------------------------------------|
| <b>Report To:</b>       | <b>Communities Scrutiny Committee</b>                        |
| <b>Date of Meeting:</b> | <b>5<sup>th</sup> November 2015</b>                          |
| <b>Lead Member:</b>     | <b>Cllr Barbara Smith</b>                                    |
| <b>Report Author:</b>   | <b>Angela Loftus, Strategic Housing and Planning Manager</b> |
| <b>Title:</b>           | <b>Denbighshire's Draft Housing Strategy</b>                 |

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## 1. What is the report about?

- 1.1 The purpose of this report is to provide an update of progress on Denbighshire's Housing Strategy and an outline of the next steps proposed. Input from Communities Scrutiny will help to inform the development of the final Strategy and the Action Plan. An outline proposal for the suggested approach to the Housing Strategy was discussed at Council Briefing in April 2015. The draft Housing Strategy: Summary is attached as Appendix 1 and the draft Action Plan is attached as Appendix 2. The full draft Housing Strategy can be accessed via the following link [Denbighshire's Draft Housing Strategy](#)
- 1.2 Ensuring access to good quality housing is a key priority in the Corporate Plan. Denbighshire's Housing Strategy will set out the Council's approach to addressing that priority, identifying and prioritising the key actions required.

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

- 2.1 This report has been prepared as a result of a request from Communities Scrutiny to review the emerging Housing Strategy and provide input to inform the Strategy, prior to it being reported to Council in December. Communities Scrutiny Committee previously reviewed the recommendations of the Affordable Housing Task & Finish Group. These recommendations have been reflected in the emerging Housing Strategy, where appropriate.

## 3. What are the Recommendations?

That Committee considers and comments on Denbighshire's Draft Housing Strategy (summary attached as Appendix 1) with accompanying draft Action Plan (attached as Appendix 2) and provides guidance on future governance.

## 4. Report details.

- 4.1 Ensuring access to good quality housing is a key corporate priority and the development of a clear and robust Housing Strategy will provide the framework for all relevant Council functions to successfully address this priority. The intention of the Housing Strategy is to provide a clear statement of the Council's vision and aims for housing in the County for the next 5 years.

- 4.2 It sets out the key challenges and issues affecting the County and what various Council functions intend to do to help overcome these challenges. The Housing Strategy aims to express the multi-disciplinary corporate approach to housing issues and delivery in the County, providing the framework for other more detailed strategies, policies, procedures etc and relevant Business Plans. The emerging Strategy reflects the full range of housing issues and provision: council, registered social landlords, private rented and owner-occupied and the need to address the concerns of the Wales Audit Office with regard to the delivery of affordable housing in Denbighshire. Affordable housing has been highlighted as a key theme within the Strategy.
- 4.3 The Strategy identifies 5 “Themes” which are priority areas for action to be addressed and these form the core of the Strategy. These themes are:
1. More homes to meet local need and demand
  2. Creating a supply of affordable homes
  3. Safe and healthy homes
  4. Homes and support for vulnerable people
  5. Housing’s role in delivering sustainable communities
- 4.4 For each theme issues, challenges, actions, desired outcomes are clearly identified, along with indicators of success. Examples of current projects and good practice are highlighted under each theme. The draft Housing Strategy: Summary is attached as Appendix 1.
- 4.5 Detailed statistics and background information will be attached as an accompanying document but a summary of the appropriate contextual information relevant to each theme is included in the main text of the Strategy document. The aim is for a clear, succinct, usable and sustainable Strategy.
- 4.6 The Strategy will be accompanied by an Action Plan and the draft Action Plan is attached as Appendix 2. Work on the Action Plan is on-going and it is anticipated that this will be a living document, subject to regular monitoring and review. The Action Plan sets out in more detail the actions the relevant teams within the Council will focus on and how it will work with partners over the next 5 years to help to realise the Council’s vision. It is important to prioritise actions which will have the greatest impact whilst also being realistic about what can be delivered with limited resources.
- 4.7 Work on the emerging Housing Strategy has been steered by a group of Lead Members with responsibility for an area of housing within their portfolios. The group comprises Councillors David Smith (planning, empty homes, housing enforcement, private sector housing & grants), Julian Thompson-Hill (council housing, finance & Housing Revenue Account), Bobby Feeley (extra care, older people, social care and well-being) Hugh Irving (homelessness & gypsies & travellers) and is chaired by Councillor Barbara Smith, who has overall responsibility for delivering the Housing Strategy.

- 4.8 The Housing Strategy will be a key corporate document and the Strategic Planning and Housing Team have been working with officers across the Council to develop the Strategy and accompanying Action Plan, including those with responsibilities for community development, neighbourhood development, empty homes, private rented sector, enforcement, energy efficiency, disabilities and extra care, supporting people, public protection and planning, homelessness and housing stock. Officers have attended a Community Support Services team meeting and a workshop was held for staff from housing, maintenance, homelessness and youth services on 17<sup>th</sup> August, to ensure that they had an input to the Strategy. Output from this workshop has formed a key input into the draft Strategy. The Team has also met with Registered Social Landlords who are active in the County. The Strategic Partnership Board reviewed and discussed the proposed Strategy outline and has provided helpful input.
- 4.9 An Affordable Housing Task and Finish Group was set up in response to concerns amongst Members about affordable housing policy and delivery. The Task and Finish Group started meeting in September 2014 and held 7 meetings in total. It considered a range of affordable housing issues in depth, and final recommendations were discussed at Communities Scrutiny Committee on 28<sup>th</sup> May 2015 and agreed by Cabinet on 30<sup>th</sup> June 2015. These recommendations have been reflected in the emerging Housing Strategy, where appropriate.
- 4.10 Work on the Housing Strategy is on-going and input to the Action Plan from partners is crucial to ensure buy-in from everyone who will have a role to play in the successful delivery of the Strategy. Input from Senior Leadership Team has helped to frame both the Strategy and its accompanying Action Plan.
- 4.11 Arrangements for future governance will need to be considered by senior officers and Lead Members but there is clearly a desire from the broader membership to be represented. Views from Scrutiny Committee would be welcomed.

### **What happens next?**

- 4.12 The intention is to report the Housing Strategy to Council in December and comments from Communities Scrutiny Committee will inform that report.

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

- 5.1 Denbighshire's emerging Housing Strategy will contribute to the following corporate priorities:
- Developing the local economy – development within the County will contribute towards securing local employment opportunities in the construction sector

- Ensuring access to good quality housing – successful delivery of the proposed actions will enable improved provision of additional affordable and market housing across Denbighshire to meet the County's needs.
- Vulnerable people are protected and are able to live as independently as possible

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

6.1 Successful delivery of the actions identified in the Housing Strategy will be dependent on a partnership approach within the Council, including input from Finance, Legal, Property, Planning & Public Protection services.

**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 An EqIA will be undertaken for the further development of Denbighshire's Housing Strategy prior to its formal adoption.

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

8.1 Communities Scrutiny Committee previously reviewed the recommendations of the Affordable Housing Task & Finish Group. These recommendations have been reflected in the emerging Housing Strategy, where appropriate.

**9. Chief Finance Officer Statement**

9.1 The detailed cost implications will have to be considered further as the strategy develops.

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

10.1 The delivery of the Housing Strategy is a key priority for the Council & improving the delivery of affordable housing within the County will be a fundamental aim of the Strategy. Failure to progress the Strategy would miss the opportunity to provide a clear approach to housing issues in the County and demonstrate action to Wales Audit office.

**11. Power to make the Decision**

11.1 Article 6.3.3 of the Council's Constitution outlines Scrutiny's policy development functions.

Contact Officer:  
Strategic Planning and Housing Manager  
Tel: 01824 706912

Denbighshire County Council

# Denbighshire's Housing Strategy: Summary

## 2015 - 2020



## Local Context

### Population & Households

 **94.5k**

2013 mid-year population estimates for Denbighshire

 **41k**

2013 mid-year estimate of Denbighshire households

 **1.1k**

Forecasted increase in households 2015-2020

 **£23.8k**

Median household income in Denbighshire 2014

 **£1.5k**

Decrease in median household income since 2007

 **21%**

Population in Denbighshire aged 65 and over

 **24%**

Population in Denbighshire with an activity limiting illness or disability

 **64%**

Increase in full homelessness decisions awarded in 2014/15 from 2013/14

 **14%**

14% of Denbighshire is classed as being in top 10 of the most deprived areas in Wales (Welsh Index of Multiple Deprivation - WIMD)

## Housing Market

 **176**

New properties completed 2014/15 up 17 on 2013/14

 **50%**

Population cannot afford a 2 bedroom open market house in Denbighshire

 **1.1k**

Forecasted increase in households 2015-2020

 **37%**

Households in Denbighshire who own their homes outright

 **32%**

Households in own properties with a mortgage

 **732**

Properties purchased under Right-to-Buy between 2000 and 2014.

## Rental Market (Based on 2011 Census)

 **3.2k**

Households in Denbighshire renting from council in 2011 (decrease of 0.5k from 2001)

 **2k**

Households renting from housing associations in (increase of 0.5k from 2001)

 **6.4k**

Households renting in the private sector (increase of 1.5k from 2001)

## Why do we need a Housing Strategy?

Ensuring access to good quality housing is a key priority for the Council and fundamental to the well-being of Denbighshire's residents. The Housing Strategy provides the framework for addressing this.

The intention of the Housing Strategy is to provide a clear statement of the Council's vision and aims for housing in the County for the next 5 years. It sets out the key challenges and issues affecting the County and what the Council intends to do to help overcome these challenges.

### Our strategic vision:

**"Everyone is supported with pride to live in homes that meet their needs, within the vibrant and sustainable communities Denbighshire aspires to."**

### Our key themes:

1. More homes to meet local need and demand
2. Creating a supply of affordable homes
3. Safe and healthy homes
4. Homes and support for vulnerable people
5. Housing's role in delivering sustainable communities

### Underlying principles:

- **Supporting the local economy** – through house building and regeneration
- **Reducing inequalities** – by aiming to ensure that decent homes are available for all and vulnerable people are supported
- **Engagement and involvement** – with partners to help to collectively deliver decent homes and with residents in the regeneration of their neighbourhoods
- **Sustainability** - supporting a sustainable housing market and delivering sustainable communities
- **Welsh Language & culture** – consideration & promotion in new development

- **Monitoring & review** – an annual review report will be produced to outline progress and any changes to agreed actions
- **Outcome focussed** – the strategy will focus on the delivery of the identified outcomes

DRAFT

## Theme One: More Homes to Meet Local Need and Demand

We need to ensure that sufficient suitable homes are provided to meet local needs and demands. Housing need and demand is largely identified through the statutory Local Housing Market Assessment (LHMA). This must be carried out every two years from 2016 onwards. This enables the strategic planning of housing development/supply across the County. Increasing the supply of homes includes all types of accommodation:

- open market housing and low cost ownership schemes,
- private, intermediate and social rented accommodation
- gypsy and traveller pitches.

### Our desired outcomes:

1. An increased supply of new homes of all types and tenures to meet the needs and demands of households and communities in Denbighshire as defined by the two-yearly Local Housing Market Assessment, which provides current need and demand data for the county.
2. Better use of the existing housing stock by continuing to target empty homes across the county.
3. Gypsies and Travellers accommodation needs are identified and addressed

## Issues and Challenges

### New Homes

- A two yearly completed Local Housing Market Assessment is a statutory requirement
- Population profile of older people is increasing currently 21% of Denbighshire's residents are aged 65 or over
- Expected increase in number of households and consequently a need for approximately 1000 new dwellings to be built by 2020.
- Decrease in the number of new build dwellings since 2007
- Low levels of planning applications for residential development
- Delivering the allocated housing sites within the Local Development Plan.
- Decrease in volume of house sales in the county since 2007 and static house prices.

### Empty Homes

- Approximately 600 residential empty properties in Denbighshire

- Difficulty in engaging owners to bring empty homes back into use
- Complexity of legislation and the risk of additional costs to the council

### **Gypsy & Travellers**

- The Housing (Wales) Act 2014 makes it mandatory for all councils to carry out an assessment of Gypsy & Traveller accommodation needs, and take action on the findings.
- We have regular unauthorised Gypsy & Traveller encampments although generally small, indicating there is some need
- We have no authorised Gypsy & Traveller sites in the County

### **Key Actions**

- 1 Develop Site Development Briefs , Supplementary Planning Guidance and Site Directories to provide clarity and information about allocated housing sites for developers and investors
- 2 Develop housing need and demand data to produce an up to date Local Housing Market Assessment
- 3 Review Local Development Plan housing policies and land allocations
- 4 Investigate the use of a reduced commencement period on planning conditions, to discourage land-banking
- 5 Take action to bring forward stalled sites in the County
- 6 Produce an Infrastructure Plan for Denbighshire to identify and address infrastructure issues
- 7 Update and implement the Empty Homes Delivery Plan and continue to innovate to bring the dwellings back into use
- 8 Undertake an up-to-date Gypsy & Traveller accommodation needs assessment

## Theme Two: Creating a Supply of Affordable Homes

A significant proportion of Denbighshire's residents are unable to afford general market housing (either for sale or rent). We need to ensure that the supply of affordable housing is improved to meet these needs.

### Our desired outcomes:

1. Improved supply of affordable housing of all types and tenures across the county
2. Working with partners to maximise affordable housing development
3. An increase in applicants registered on the affordable housing register

## Issues & Challenges

### Affordable Housing

- Personal income levels in Denbighshire have fallen in recent years, with severe deprivation identified in areas of Rhyl, Denbigh and Henllan
- Levels of affordable housing development have fallen
- Significant gap between affordable housing need and supply
- Affordable Housing provision through planning obligation has reduced to 10%
- Financial challenges being faced by the Council and partners
- Low turnover of Council/Housing Association stock
- Welfare Reform changes combined with a changing population profile necessitating a need to build smaller properties
- Public perception of affordable housing

### Funding and Registered Social Landlords

- Lack of financial certainty for Council & Housing Associations partners
- Reduction in public funding for affordable housing through Social Housing Grant (accessible to Housing Associations only)
- Increasing costs for building
- A limited range of partners able to access funding which the Council currently work with

### Affordable Housing Register

- Negative perception of affordable housing
- Lack of awareness of different affordable housing schemes
- Complexity of application process

## **Key Actions**

- 1 Establish an affordable housing delivery / investment programme
- 2 Review of Local Development Plan policies such as affordable housing in rural areas and commuted sums
- 3 Undertake a review of public landholdings, working with partners, to identify suitability and availability for affordable housing
- 4 Investigate alternative mechanisms for the funding and delivery of affordable housing
- 5 Investigate developing a council protocol for the disposal of council land and property assets to consider best value
- 6 Active promotion of the affordable housing register to increase applications, as more applicants will evidence demand to developers. Review registration process
- 7 Publicise successful affordable housing schemes

DRAFT

## Theme Three: Safe & Healthy Homes

We need to ensure that our residents are able to live in safe and healthy homes. This needs to be addressed across all types of accommodation: affordable housing, private rented accommodation and owner occupied homes including mobile home sites.

### Our desired outcomes:

1. Council and Housing Association accommodation is brought up to and is maintained at the Welsh Housing Quality Standard (WHQS)
2. Improved standards in the Private Rented Sector
3. Accommodation will be of good quality and will be adaptable to residents changing needs
4. Limited financial assistance to support the Private Housing Sector
5. Properties will be more energy efficient helping the environment and improving housing quality
6. Controls over the use of holiday caravan parks for residential purposes are improved

## Issues & Challenges

### **Welsh Housing Quality Standards**

- 4% of Council properties have not been renovated to Welsh Housing Quality Standards
- Maintenance of homes to the recommended standards

### **Enforcement & Licensing**

- Challenges in developing good relationships with landlords
- Establishing an accurate database of landlords in the County.
- Poor quality multi-occupation dwellings (particularly in the north of the county)
- Improving the quality of private rented sector stock

### **Planning**

- Response to the changing demographic of the county (smaller household size, disabilities and increasing older person profile)

### **Regeneration**

- Large scale regeneration projects such as Rhyl West End

### **Private Sector Grant Scheme**

- Capital grant schemes reducing

- Need to introduce more innovative schemes including offering different loans
  - Raising awareness on what is available
- Energy Efficiency**
- Challenges with securing funding to support projects
  - No dedicated capital budget
  - The reduction of fuel poverty requires funding for energy efficiency
- Caravans**
- Occupation of holiday caravans as permanent homes
  - Some are longstanding and/or include unsuitable accommodation
  - Pressure on local public services as they are not being funded

### Key Actions

1. Welsh Quality Housing Standards are achieved by all social housing providers in Denbighshire
2. Implement Landlord Licensing Scheme
3. Develop and implement an Energy Conservation Delivery Plan
4. Establish a priority database of people affected by fuel poverty
5. Develop a Private Rented Sector Action Plan
6. Establish relevant data of all caravan parks within the county
7. Develop a regulatory procedure for holiday caravans
8. Sharing intelligence across departments

## Theme Four: Homes & Support for Vulnerable People

This theme aims to address the issues surrounding vulnerable people, their housing choices and what is needed and offered in housing related support. In this theme we also concentrate on the homelessness services that are available and what changes need to be taken, in light of the Housing (Wales) Act 2014 and the Renting Homes (Wales) Bill, which is currently being debated in Welsh Government and expected to be passed as legislation in early 2016.

### Our desired outcomes:

1. A range of housing choices for older people
2. A range of housing choices and support placements for younger people
3. Vulnerable people are assisted to lead independent lives in appropriate accommodation to meet their needs
4. Suitable accommodation options are available for the prevention of homelessness
5. Those that are declared homeless are provided with appropriate temporary accommodation and assisted in finding suitable long term accommodation
6. A Common Housing Waiting List (Single Access Route to Housing SARTH) is introduced to simplify the accommodation process for those in housing need
7. Fuel poverty is targeted and affected residents are assisted

### Issues & Challenges

#### **Accommodation for older people (Supported Independent Living, Extra Care, Residential & Nursing Homes)**

- There is now more emphasis on people retaining independence by remaining in their own homes.
- Older people require a greater range of housing options to meet their varied needs.

#### **Vulnerable Adults accommodation & placements**

- Lack of availability of community living schemes
- Reactive housing options rather than proactive
- Financial insecurity for supporting organisations, due to the reduction in the Supporting People budget

- Need for varied work and care placements for vulnerable adults of all ages

### **Supporting People**

- Financial insecurity for the organisations providing advice and support
- Welfare Reform challenges such as introduction of the benefit cap, and Universal Credit
- Increase in personal debt levels

### **Homelessness**

- Availability and suitability of emergency accommodation
- Additional duties placed on local authorities through the Housing (Wales) Act 2014, regarding homelessness prevention measures
- Shortage of appropriate affordable housing across all tenures

### **SARTH**

- IT capability to manage new allocations method
- Staff resources to manage triage system to begin process

### **Fuel Poverty**

- Targeting people affected by fuel poverty

### **Key Actions**

1. Two Extra Care Facilities in development by 2017
2. Review Supported Independent Living provision and demand
3. Investigate the formation of a social lettings agency
4. Investigate options for homelessness emergency accommodation
5. Develop a pre-move programme for vulnerable people to maximise successful placements
6. Progress SARTH implementation by early 2016
7. Anti-Fuel Poverty Plan continues to be implemented and monitored

## Theme Five: Housing's Role in Delivering Sustainable Communities

Housing has a key role in creating and maintaining sustainable local communities. We will be working with housing and third sector partners to develop communities where people want to live and work, which have a sense of ownership by the people who live there.

### Our desired outcomes:

1. Neighbourhood based activities help people remain safe and independent
2. Sustainable communities are maintained through innovative 'eyesore' site projects with partners
3. Council housing estates are regenerated to help create and sustain desirable neighbourhoods
4. Community initiatives are supported and maintained with partner organisations

## Issues & Challenges

### Neighbourhood Development

- Contacting and involving hard to reach groups, such as young people
- Neighbourhood disputes between residents
- Keeping resident's interest in projects and helping them take ownership of them.

### Eyesore Sites

- Viability of sustainable schemes
- Challenges in engaging owners to enable a solution to be found.
- Council Estate Regeneration & Rhyd West End Regeneration
- Capacity & ability of residents to participate
- Achieving commitment from residents and sustaining the projects without external involvement
- Prioritisation of areas to be regenerated
- Partnership working

## Key Actions

1. Development of Neighbourhood Engagement Strategy
2. Prioritisation of the areas to be regenerated
3. Building a business case for funding from the Housing Revenue Account
4. Review Resident Inclusion Strategy
5. Tackling housing sites and empty properties

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Denbighshire County Council

# Denbighshire's Housing Strategy

Draft Action Plan

## Denbighshire's Housing Strategy: Draft Action Plan

### Introduction

The Housing Strategy is the amalgamation of all of our actions concerned with housing and housing related support. As a result the implementation of the Strategy will be undertaken by several different departments, in many instances working with partner organisations.

The relevant actions will be included in each service business plans as appropriate and will be monitored by the relevant Lead Members and Heads of Service. The overall lead on the Housing Strategy is the Lead Member for Housing. The Housing Strategy is based around 5 key themes:

1. More homes to meet local need and demand
2. Creating a supply of affordable homes
3. Safe and healthy homes
4. Homes and support for vulnerable people
5. Housing's role in delivering sustainable communities

The Action Plan sets out the key actions required to deliver the desired outcomes for each key Theme. For each Action we have identified outcomes & benefits, potential resources and partners required to deliver the action, indicative timescales and the Lead Member and Head of Service responsible for ensuring the action is delivered.

The key priority actions for the Council are:

- Establish and implement an affordable housing delivery / investment programme to enable resources to be targeted to priority sites and actions (this will include utilising a wider range funding & delivery mechanisms)
- To ensure additional extra care facilities are provided
- Develop a homelessness strategy (including investigating options for prevention and emergency provision)

Newsletter updates on the delivery of the Housing Strategy: Action Plan will be sent to all Members and the Council's Senior Leadership Team (SLT). Updates on progress will also be provided to the multi-agency Strategic Partnerships Board. The intention is for this Action Plan to be a living document, regularly updated and reviewed.

We will also continue to welcome comments and suggestions to improve the Strategy and enhance delivery over the next five years.

| Ref                                                      | Action                                                                                                                                                                                 | Priority    | Outcomes & benefits                                                                                                                                                                                                                 | Resource requirements                   | Identified partners                                                                           | Indicative timescales                    | Lead Member/ Head of Service |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------|------------------------------|
| <b>THEME 1: More homes to meet local need and demand</b> |                                                                                                                                                                                        |             |                                                                                                                                                                                                                                     |                                         |                                                                                               |                                          |                              |
| 1.1                                                      | Develop site development briefs for key development sites allocated for housing in the LDP                                                                                             | Medium term | This will ensure that detailed site information and guidance is readily available to potential developers. This will help to speed up the planning process and accelerate delivery of housing on sites allocated in the LDP.        | LDP Members Steering Group Officer time | - Strategic Planning & Housing Team -Development Management - Finance & Assets Service - RSLs | Complete work programme by December 2016 | Cllr David Smith GB          |
| 1.2                                                      | Develop appropriate Supplementary Planning Guidance                                                                                                                                    | Medium term | This will ensure that appropriate and clear guidance is readily available to potential developers. This will help to speed up the planning process and contribute to accelerated delivery of housing on sites allocated in the LDP. | LDP Members Steering Group Officer time | - Strategic Planning & Housing Team - Development Management                                  | Complete work programme by December 2016 | Cllr David Smith GB          |
| 1.3                                                      | To develop a housing sites directory to promote sites across Denbighshire to builders/ developers. Survey builders/ developers to identify any barriers to development in Denbighshire | Short term  | This will ensure that detailed site information is readily available to RSLs and developers. Accelerate delivery of housing on sites allocated in the LDP and publicise available sites.                                            | Officer time                            | Strategic Planning & Housing Team Finance & Assets Service                                    | Complete by December 2015                | Cllr David Smith GB          |

| Ref | Action                                                                                                                                | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                             | Resource requirements                   | Identified partners                                                                      | Indicative timescales            | Lead Member/ Head of Service |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------|----------------------------------|------------------------------|
| 1.4 | Update Local Housing Market Assessment incorporating housing need and demand data                                                     | Medium term | Housing need and demand data for the County is updated and clarified. This is a statutory requirement and will provide up to date information on Denbighshire's housing market with an analysis of current and future housing needs. This will help to inform policy decisions. | Officer time<br>Statistical information | - Strategic Planning & Housing Team                                                      | By April 2018                    | Cllr David Smith GB          |
| 1.5 | Review LDP housing allocations and policies as part of LDP Review, with scope to remove any allocations which are not being delivered | Medium term | Contact relevant landowners to advise them of the Council's approach before the review. Accelerate delivery of housing on sites allocated in the LDP and avoidance of land banking.                                                                                             | Officer time<br>Legal advice            | - Strategic Planning & Housing Team<br>- Landowners<br>- Developers                      | LDP Review to start by June 2017 | Cllr David Smith GB          |
| 1.6 | Investigate use of reduced commencement period conditions on planning permissions                                                     | Short-term  | Accelerate delivery of housing on sites with planning permission and avoidance of landbanking. Lobby WG to change legislation to require completion of development within defined time periods                                                                                  | Officer time<br>Legal advice            | - Strategic Planning & Housing Team<br>- Development Management Team<br>- Legal Services | 2015                             | Cllr David Smith GB          |

| Ref | Action                                                                                                                        | Priority           | Outcomes & benefits                                                                                                                                                                      | Resource requirements                   | Identified partners                                                                                                               | Indicative timescales          | Lead Member/ Head of Service |
|-----|-------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|
| 1.7 | Bring forward development on stalled sites through a clear programme of action                                                | Medium – long term | Analysis of reasons for stalled sites & intervention & influence to facilitate development, where possible, through a package of measures such as gap funding, underwriting development. | Officer time                            | Strategic Planning & Housing Team Economic Development Team Finance & Assets RSLs                                                 | Develop programme by June 2016 | Cllr David Smith GB          |
| 1.8 | To develop an Infrastructure Plan for Denbighshire                                                                            | Medium             | Identification of infrastructure issues and requirements to enable housing growth and development                                                                                        | Officer time                            | Strategic Planning & Housing Team Economic Development Team, Highways, Education Infrastructure providers (incl DCWW, BCUHB, etc) | By June 2016                   | Cllr David Smith GB          |
| 1.9 | Update and revise the Council's Empty Homes Delivery Plan and investigate innovative mechanisms for bringing empty homes back | Medium term        | Better use of existing housing stock by continuing to target empty homes across the County. There is potential for new initiatives such as purchase                                      | Officer time<br>Funding<br>Legal advice | Finance & Assets Service<br>RSLs<br>Developers                                                                                    | By December 2016               | Cllr David Smith GB          |

| Ref  | Action                                                                                                                                                       | Priority          | Outcomes & benefits                                                                                                                                                                                                                                                                                                        | Resource requirements                                                                            | Identified partners                                                               | Indicative timescales                                                                      | Lead Member/ Head of Service |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------|
|      | into use and work with partners to develop new initiatives.                                                                                                  |                   |                                                                                                                                                                                                                                                                                                                            |                                                                                                  |                                                                                   |                                                                                            |                              |
| 1.10 | Undertake a Gypsy and Traveller accommodation needs assessment<br>Support delivery of appropriate accommodation if a need is identified                      | Short term        | This is a statutory requirement and will provide up to date information on gypsy & traveller accommodation needs in Denbighshire. This will help to inform policy decisions. Work with other N Wales authorities to address any identified needs.                                                                          | Officer time<br>Financial support for needs assessment<br>Funding for site provision if required | Strategic Planning & Housing Team<br>Finance & Assets Service<br>Welsh Government | By February 2016                                                                           | Cllr Hugh Irving GB          |
| 1.11 | Remove the requirement for rural buildings to be converted to affordable housing (after economic use is proved unfeasible), in preference for market housing | Short-medium term | LDP policy change can only be carried out through the formal LDP Review process. Revised Supplementary Planning Guidance & LDP policy on conversion of redundant rural buildings. This will remove a potential source of affordable housing in rural areas but will provide an increased supply of market housing instead. | Officer time                                                                                     | Strategic Planning & Housing Team                                                 | Revised SPG adopted by Planning Committee May 2015<br><br>LDP Review to start by June 2017 | Cllr David Smith GB          |
| 1.12 | Increase access to training opportunities and employment for local people in the construction / housebuilding sector                                         | Medium term       | Development of a protocol for use in Section 106 planning agreements to require access to training opportunities for local people. Encourage RSLs,                                                                                                                                                                         | Officer time<br>Legal advice                                                                     | Strategic Planning & Housing Team                                                 | June 2016                                                                                  | Cllr David Smith GB          |

| Ref  | Action                                                                                         | Priority    | Outcomes & benefits                                                                                                                                                    | Resource requirements                   | Identified partners                                                   | Indicative timescales | Lead Member/ Head of Service                      |
|------|------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------|-----------------------|---------------------------------------------------|
|      |                                                                                                |             | developers and other partners to offer apprenticeships, work placements, mentoring/ coaching opportunities to local people.                                            |                                         | Economic Development Team<br>Legal services<br>RSLs<br>Other partners |                       |                                                   |
| 1.13 | Encourage development of good quality intermediate and market rented homes to meet local needs | Medium term | Potential for RSLs/ Council to develop homes for market rent or manage homes developed by others to increase supply of good quality homes in the private rented sector | Officer time<br>Funding<br>Legal advice | Finance & Assets Service<br>RSLs                                      | By December 2016      | Cllr David Smith/ Cllr Julian Thompson Hill GB/JG |

| Ref                              | Action                                                                                                                                         | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Resource requirements | Identified partners                                                                                                | Indicative timescales | Lead Member/ Head of Service |
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|                                  |                                                                                                                                                |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                                                                                                                    |                       |                              |
| <b>THEME 2: Affordable Homes</b> |                                                                                                                                                |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                                                                                                                    |                       |                              |
| 2.1                              | Establish and implement an affordable housing delivery / investment programme to enable resources to be targeted to priority sites and actions | Medium term | <p>A clear programme for delivery of affordable housing which:</p> <ul style="list-style-type: none"> <li>• Establishes a targeted programme for S106 &amp; HRA funds</li> <li>• Maximises use of external funding, including SHG</li> <li>• Identifies suitable sites already in Council ownership and establishes a programme for delivery</li> <li>• Identifies investment opportunities for using capital funding</li> <li>• Identifies opportunities for collaboration on development on other public sector land</li> </ul> | Officer time          | <p>- Strategic Planning &amp; Housing Team<br/>           - Finance &amp; Assets Service<br/>           - RSLs</p> | By June 2016          | Cllr David Smith GB          |

| Ref | Action                                                                                                                                                                             | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                                    | Resource requirements | Identified partners                                                                  | Indicative timescales | Lead Member/ Head of Service                         |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------|
|     |                                                                                                                                                                                    |             | This will contribute to an improved supply of affordable housing of all types and tenures.                                                                                                                                                                                                                                                                             |                       |                                                                                      |                       |                                                      |
| 2.2 | Widen the range of options on which commuted sums for affordable housing can be spent.                                                                                             | Medium term | Revised commuted sum policy. This will set out how and where the Council will spend the money required from developers for affordable housing. A larger number of smaller amounts are expected to be received in future and a revised policy, with a wider range of options, will maximise the benefit secured and minimise unspent sums being returned to developers. | Officer time          | - Strategic Planning & Housing Team<br>- Finance & Assets Service                    | By December 2016      | Cllr David Smith/ Cllr Julian Thompson-Hill<br>GB/JG |
| 2.3 | Review public landholdings, both Council and other bodies, working with other public sector agencies, to determine suitability and availability for affordable housing development | Short-term  | List of publicly owned sites which may be available for affordable housing development. Influence delivery and make best use of public sector assets to deliver new housing, including affordable and specialised housing.                                                                                                                                             | Officer time          | Strategic Planning & Housing Team<br>Finance & Assets Service<br>Other public bodies | March 2016            | Cllr Julian Thompson-Hill<br>JG                      |

| Ref | Action                                                                                                                                                                     | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                     | Resource requirements           | Identified partners                                                         | Indicative timescales | Lead Member/ Head of Service                         |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------|-----------------------|------------------------------------------------------|
| 2.4 | To fully investigate utilising a wider range of affordable housing funding & delivery mechanisms, e.g. HRA funding, joint venture, establishing a housing delivery company | Short term  | A clear understanding and assessment of potential delivery options to inform the development of the affordable housing delivery programme.                                                                                                                                                                                              | Officer time<br>Legal advice    | - Strategic Planning & Housing Team<br>- Finance & Assets Service<br>- RSLs | By June 2016          | Cllr David Smith/ Cllr Julian Thompson-Hill<br>GB/JG |
| 2.5 | Investigate developing a council protocol for the disposal of Council land and property assets to consider best value                                                      | Medium term | Adoption of a protocol to allow for sale of Council land at reduced value would allow for delivery of additional affordable housing on these sites                                                                                                                                                                                      | Officer time<br>Legal advice    | - Strategic Planning & Housing Team<br>- Finance & Assets Service           | By Dec. 2016          | Cllr Julian Thompson-Hill<br>JG                      |
| 2.6 | To develop a marketing policy to promote the affordable housing register or equivalent. Review current process for registration.                                           | Short term  | Revised simplified process for registration which is consistent across the region. This should make it easier for people to register. Wider promotion of the register will lead to improved awareness and take up by those in need of affordable housing, with an increase in applicants registered on the affordable housing register. | Officer time<br>Input from RSLs | Strategic Planning & Housing Team<br>RSLs                                   | March 2016            | Cllr David Smith<br>GB                               |

| Ref | Action                                                                                                                                                            | Priority   | Outcomes & benefits                                                                                                                                                                                                                                                                                 | Resource requirements                                         | Identified partners                                                          | Indicative timescales | Lead Member/ Head of Service |
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| 2.7 | To develop a publicity policy to ensure successful affordable home schemes are fully promoted                                                                     | Short term | Promotion of successful schemes. This will help to improve negative public perceptions and improve take up of development.                                                                                                                                                                          | Officer time                                                  | Strategic Planning & Housing Team RSLs                                       | March 2016            | Cllr David Smith GB          |
| 2.8 | Investigate the possibility of establishing one central fund for affordable housing commuted sums.                                                                | Short-term | Creation of a central fund for affordable housing commuted sums. If possible, pooling all sums received would enable a more strategic approach to spending commuted sums and assist the Council in building its own affordable homes. It would also ensure effective use of smaller sums collected. | - Officer time<br>- Funding to secure legal (counsel) input?? | - Strategic Planning & Housing Team<br>- Finance & Assets Service            | March 2016            | Cllr David Smith GB          |
| 2.9 | Develop a standard s106 agreement / clauses for securing affordable housing through planning applications. Ensure that this meets mortgage providers requirements | Short-term | Template s106 legal agreements, or template clauses to be included in SPG and publicised on website. This will reduce the length of time taken to negotiate the terms of s106 agreements prior to                                                                                                   | Officer time                                                  | Strategic Planning & Housing Team Development Management Team Legal Services | By March 2016         | Cllr David Smith GB          |

| Ref  | Action                                                                                                                                                                                                                            | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                    | Resource requirements                                                  | Identified partners                                                                                | Indicative timescales | Lead Member/ Head of Service      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|
|      |                                                                                                                                                                                                                                   |             | planning permission being granted.                                                                                                                                                                                                                                                                                                                     |                                                                        |                                                                                                    |                       |                                   |
| 2.10 | Involvement of the Council's Finance & Assets Service in negotiations on planning applications to deliver affordable housing.                                                                                                     | Short-term  | Revised planning process to include consultation and negotiation with the Finance & Assets Service where the provision of affordable housing is affecting overall site delivery. Use of Council funds can enable stalled or marginally viable private housing developments to proceed, thus increasing delivery of both affordable and market housing. | - Officer time<br>- HRA / other housing funding??                      | - Strategic Planning & Housing Team<br>- Development Management Team<br>- Finance & Assets Service | By June 2015          | Cllr Julian Thompson - Hill JG/GB |
| 2.11 | Test a range of approaches to calculating the value of affordable properties, to ensure this is set at an appropriate level. Consideration should also be given to the particular circumstances of self-build affordable housing. | Short term  | Inclusion of any new approach in a revised Supplementary Planning Guidance document. An appropriate value should be genuinely affordable to those in need but not so low as to be economically unviable for developers.                                                                                                                                | Officer time                                                           | Strategic Planning & Housing Team<br>Finance & Assets Service                                      | By March 2016         | Cllr David Smith GB               |
| 2.12 | Review the current approach and thresholds for affordable housing requirements in LDP policies relating to affordable housing. This can only be                                                                                   | Medium term | Revised LDP policies and Supplementary Planning Guidance on affordable housing. This will ensure that the amount of affordable housing being                                                                                                                                                                                                           | - Officer time<br>- Funding for viability testing of policy approaches | Strategic Planning & Housing Team<br>Finance & Assets Service                                      | By June 2017          | Cllr David Smith GB               |

| Ref  | Action                                                                                                                                                                                  | Priority   | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Resource requirements                                         | Identified partners                                     | Indicative timescales | Lead Member/ Head of Service |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|-----------------------|------------------------------|
|      | carried out through the formal LDP Review process.                                                                                                                                      |            | delivered by private developers is maximised without preventing overall housing delivery. Requirements for rural affordable housing, and the Council's approach, will also be reconsidered to ensure this supports sustainable rural communities.                                                                                                                                                                                                                                                                          |                                                               |                                                         |                       |                              |
| 2.13 | Introduce a mechanism to secure financial contributions for affordable housing following scheme completion, where viability has improved beyond that originally projected ('clawback'). | Short-term | Revised Supplementary Planning Guidance on affordable housing. Where housing developments are delivered over a long time period, or the wider economic climate subsequently changes, the resultant scheme may have been able to deliver more affordable housing than agreed at the time of planning permission being granted. Introducing a mechanism to assess development viability after completion will ensure the Council can claim a contribution towards affordable housing, which would previously have been lost. | - Officer time<br>- Funding to secure legal (counsel) input?? | - Strategic Planning & Housing Team<br>- Legal Services | By March 2016         | Cllr David Smith GB          |

| Ref  | Action                                                                                                                                                          | Priority    | Outcomes & benefits                                                                                                                                                           | Resource requirements                    | Identified partners                                                     | Indicative timescales | Lead Member/ Head of Service |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------|-----------------------|------------------------------|
|      |                                                                                                                                                                 |             |                                                                                                                                                                               |                                          |                                                                         |                       |                              |
| 2.14 | To establish a development fund through selling assets where there is little or no housing need                                                                 | Medium term | This would enable acquisition of land and investment in those areas with identified housing needs. This would form part of the Affordable Housing Delivery Programme.         | Officer time<br>Legal & financial advice | - Strategic Planning & Housing Team<br>- Finance & Assets Service       | By Dec. 2016          | Cllr Julian Thompson-Hill JG |
| 2.15 | To identify a wider range of development partners to assist in increasing the supply of affordable housing                                                      | Medium term | This could include both public and private sector partners and would contribute to achieving the affordable housing delivery programme.                                       | Officer time<br>Legal & financial advice | - Strategic Planning & Housing Team<br>- RSLs                           | By June 2016          | Cllr David Smith GB          |
| 2.16 | To develop a business plan to ensure more Council homes are provided                                                                                            | Medium term | Contribution to an improved supply of affordable housing in the County. Development by the Council could deliver a mix of tenures, however further investigation is required. | Officer time<br>Legal & financial advice | - Strategic Planning & Housing Team<br>Finance & Assets Service<br>RSLs | By March 2016         | Cllr Barbara Smith JG        |
| 2.17 | Test a range of methods for calculating financial contributions towards affordable housing, with the aim of reducing the number of calculations currently used. | Medium term | Potential to simplify the calculations for commuted sums for affordable housing, whilst ensuring that contributions are maximised without jeopardising development viability. | Officer time                             | Strategic Planning & Housing Team<br>Finance & Assets Service           | June 2017             | Cllr David Smith GB          |

| Ref                                    | Action                                                                                                                                            | Priority    | Outcomes & benefits                                                                                                                                                              | Resource requirements | Identified partners                 | Indicative timescales                                                                                           | Lead Member/ Head of Service   |
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| <b>THEME 3: Safe and Healthy homes</b> |                                                                                                                                                   |             |                                                                                                                                                                                  |                       |                                     |                                                                                                                 |                                |
| 3.1                                    | To ensure Council and Housing Association accommodation is brought up to and maintained at the Welsh Housing Quality Standard                     | Medium term | Welsh Government require that all social housing meets WHQS by 2020.                                                                                                             | Investment in WHQS    | RSLs                                | By December 2017                                                                                                | Cllr Barbara Smith JG          |
| 3.2                                    | To improve the standard of houses in multiple occupation & to enforce mandatory and additional licencing schemes in houses in multiple occupation | Medium      | House in multiple occupation have some of the worst living conditions in Denbighshire. This approach will target the worst of these to ensure they are improved                  | Officer time          | Public Protection Private landlords | Improve more than 300 private high risk dwellings by December 2017. License 60 additional HMOs by December 2017 | Cllr David Smith/ Graham Boase |
| 3.3                                    | Implement Landlord Licensing Scheme, including a comprehensive database of all private landlords                                                  | Medium term | New legislation is introducing the requirement for all private landlords to register with Denbighshire County Council. The scheme is being administered by Cardiff City Council. | TBC                   | Public protection Private landlords | By October 2016                                                                                                 | Cllr David Smith/ Graham Boase |

| Ref | Action                                                                                                       | Priority    | Outcomes & benefits                                                                                                                                                                                                                                        | Resource requirements          | Identified partners                                                                                            | Indicative timescales                          | Lead Member/ Head of Service                 |
|-----|--------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------|
| 3.4 | To develop a private rented sector action plan & toolkit                                                     | Short       | The private rented sector is the growth tenure in Denbighshire. Engaging and developing the relationship with private landlords is crucial                                                                                                                 | Officer time                   | Housing options, Enforcement, Strategic Planning and housing                                                   | By June 2016                                   | Cllr David Smith/ Graham Boase               |
| 3.5 | To develop an Energy Conservation delivery plan and establish a database to prioritise those in fuel poverty | Medium term | Will focus on targeting action at the properties with the worst energy efficiency. To work with households to move them out of fuel poverty – Welsh Government funding secured                                                                             | Officer time                   | Welsh Government<br>Welsh European funding office<br>Bangor Univ.                                              | Delivery Plan Plan & data base by August 2016. | Cllr David Smith/ Graham Boase               |
| 3.6 | To establish the relevant data for caravan parks and develop a regulatory procedure for holiday caravans     |             | Many people are living in caravans which do not have planning permission for permanent residency. Some caravans provide poor housing conditions and this will help to improve standards and ensure that people are not living in unsuitable accommodation. | Planning and public protection | Business improvement and modernisation Development Management, caravan park owners/ Managers Public protection | By April 2016                                  | Cllr David Smith<br>Alan Smith/ Graham Boase |

| Ref                                                                 | Action                                                                  | Priority    | Outcomes & benefits                                                                                                                                                      | Resource requirements                                                                                             | Identified partners                                                                                                                       | Indicative timescales                           | Lead Member/ Head of Service     |
|---------------------------------------------------------------------|-------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------|
| <b>Theme 4: Supporting independence and preventing homelessness</b> |                                                                         |             |                                                                                                                                                                          |                                                                                                                   |                                                                                                                                           |                                                 |                                  |
| 4.1                                                                 | To ensure additional extra care facilities are provided in Denbighshire | Medium term | More housing options are needed for older people. Denbighshire and public/private partners are examining a range of ways forward                                         | Extra Care manager<br>Head of Community Support Services<br>Housing Associations<br>Procurement<br>Legal services | Community Support Services<br>Property services<br>Housing Associations<br>Strategic Planning and Housing, procurement and Legal services | 2 schemes to be in development by December 2017 | Cllr Bobby Feeley<br>Phil Gilroy |
| 4.2                                                                 | Review supported independent living provision and demand                | Medium term | The appropriateness of some existing schemes given their age and location is in need of review. viability of redeveloping sheltered housing schemes owned by the Council | Community Support                                                                                                 | Housing associations<br>Community Support                                                                                                 | By June 2017                                    | Cllr Bobby Feeley<br>Phil Gilroy |
| 4.3                                                                 | To investigate developing a social lettings agency                      | Short term  | Social lettings agencies are non-profit organisations which can provide a more affordable route to accessing the private rented sector                                   | Housing options<br>Licensing team                                                                                 | Homelessness Planning & Public protection<br>Private landlords                                                                            | By June 2016                                    | Cllr Hugh Irving<br>Phil Gilroy  |

| Ref                                                                 | Action                                                                                     | Priority                     | Outcomes & benefits                                                                                                                                             | Resource requirements                                       | Identified partners                                                  | Indicative timescales        | Lead Member/ Head of Service       |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------|------------------------------|------------------------------------|
| <b>Theme 4: Supporting independence and preventing homelessness</b> |                                                                                            |                              |                                                                                                                                                                 |                                                             |                                                                      |                              |                                    |
| 4.4                                                                 | To investigate options for providing direct emergency homelessness provision in the County | High                         | Will clarify the options for this project and ensure good quality accommodation for homeless people. Potential costs savings                                    | Homelessness<br>Environmental health<br>Housing association | Homelessness<br>Housing management<br>Planning and Public Protection | By December 2017             | Cllr Hugh Irving<br>Phil Gilroy    |
| 4.5                                                                 | To develop a pre-move programme for vulnerable people to maximise successful placements    | Awaiting further information | Awaiting further information                                                                                                                                    | Awaiting further information                                | Social Services<br>Housing management<br>Housing Associations        | Awaiting further information | Cllr Bobby Feeley<br>Phil Gilroy   |
| 4.6                                                                 | To implement the single access route to housing                                            | Medium                       | The project will provide a single waiting list and better housing option advice to ensure applicants are realistic about the housing options available to them. | Operational staff in allocations and housing options        | Housing options and housing management                               | By December 2016             | Cllr Barbara Smith<br>Jamie Groves |
| 4.7                                                                 | To develop a homelessness strategy                                                         | High                         | Welsh government have introduced legislation requiring the development this strategy                                                                            | Homelessness/<br>housing options                            | Homelessness/housing options                                         | By December 2018             | Cllr Hugh Irving<br>Phil Gilroy    |
| 4.8                                                                 | To work closer with the private rented sector to increase access to appropriate properties | Awaiting further information | A Specific officer is/has been employed to work with private landlords and enforcement to bring forward quality properties                                      | Awaiting further information                                | Awaiting further information                                         | Awaiting further information | Cllr David Smith/Phil Gilroy       |

| Ref                                     | Action                                                                          | Priority                     | Outcomes & benefits                                                                                                                                            | Resource requirements        | Identified partners                                                                        | Indicative timescales                                               | Lead Member/ Head of Service      |
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| <b>Theme 5: Sustainable communities</b> |                                                                                 |                              |                                                                                                                                                                |                              |                                                                                            |                                                                     |                                   |
| 5.1                                     | To develop a Neighbourhood Engagement Strategy                                  | Awaiting further information | Awaiting further information                                                                                                                                   | Awaiting further information | Awaiting further information                                                               | Awaiting further information                                        | Cllr Barbara Smith/Jamie Groves   |
| 5.2                                     | To bring key eyesore sites and empty properties back into use across the county | Medium                       | The need/demand for housing is high across Denbighshire. Empty homes/sites are a wasted resources and require tailor made approach to bring them back into use | Officer time<br>Legal advice | Empty Homes Officer<br>Conservation Strategic Planning and Housing<br>Housing Associations | Bring back 10 of the top 20 eyesore sites into use by December 2017 | Cllr David Smith/<br>Graham Boase |
| 5.3                                     | Develop an Asset Management Strategy                                            | Awaiting further information | This will prioritise areas of Council housing to be regenerated and funding from the Housing Revenue Account.                                                  | Awaiting further information | Awaiting further information                                                               | Awaiting further information                                        | Awaiting further information      |

|     |                                                         |            |                                                                                                                                                                                                                                                            |                            |                                                                                                                       |                                    |                                   |
|-----|---------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------|
| 5.4 | Review resident Inclusion Strategy                      | TBC        | Improvements to the approach to engaging Council tenants in decision making                                                                                                                                                                                | TBC                        | Finance, Assets and Housing                                                                                           | TBC                                | Cllr Barbara Smith/ Jamie Groves  |
| 5.5 | To bring forward key strategic sites across the County  | High       | Housing and economic development are intrinsically linked. Specific teams are working to bring forward sites                                                                                                                                               | Officer time               | Council assets Economic Development Strategic Planning and Housing Developers                                         | TBC                                | Cllr David Smith /Rebecca Maxwell |
| 5.6 | To develop an apprenticeship scheme for Council Housing | Short term | Maintaining the Council stock now it has reached Welsh Housing Quality Standard is crucial. Many of the current workforce are over 50 and these are needed in terms of developing younger people                                                           | Officer time               | Finance, Assets and Housing                                                                                           | Appoint 3 apprentices by June 2016 | Cllr Barbara Smith/ Jamie Groves  |
| 5.7 | To bring forward new housing opportunities in Rhyl West | Medium     | The demolition of houses has allowed the creation of green space in Rhyl West. West Rhyl Cooperative, North Wales Housing and Pennaf are bringing forward properties in Abbey Street and Gronant Street. These properties are orientated towards families. | Officer time<br>WG funding | Cooperative West Rhyl Community land Trust North Wales Housing Pennaf Welsh Government Strategic Planning and Housing | 31 homes by February 2017          | Rebecca Maxwell                   |

# Agenda Item 8

|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Report to:</b>       | <b>Communities Scrutiny Committee</b> |
| <b>Date of Meeting:</b> | <b>5 November 2015</b>                |
| <b>Lead Officer:</b>    | <b>Scrutiny Co-ordinator</b>          |
| <b>Report Author:</b>   | <b>Scrutiny Co-ordinator</b>          |
| <b>Title:</b>           | <b>Scrutiny Work Programme</b>        |

## 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:

3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and

3.2 appoints a representative to serve as a substitute for the Corporate Equalities Group.

## 4. Report details

4.1 Article 6 of Denbighshire County 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 The Constitution stipulates that the Council's scrutiny committees must 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 aim of this approach is to facilitate detailed and effective debate on each topic.

4.4 In recent years the Welsh Government (WG) and the Wales Audit Office (WAO) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. Going forward scrutiny will be expected to engage better and

more frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. In future the WAO will measure scrutiny's effectiveness in fulfilling these expectations.

- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) has recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:

- budget savings;
- achievement of the Corporate Plan objectives (with particular emphasis on the their deliverability during a period of financial austerity);
- any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2) and;
- Urgent, unforeseen or high priority issues

4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution 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 subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG has decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). In future no items will be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

Cabinet Forward Work Programme

- 4.8 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of 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. Corporate Equalities Group**

Each scrutiny committee has a representative that serves on the above Group. Councillor Win Mullen-James is this Committee's representative, but the substitute member was Councillor Huw O Williams (a copy of the Group's terms of reference can be found at Appendix 5). As Councillor Williams is no longer a member of this Committee members are asked to appoint a replacement substitute representative to serve on the Corporate Equalities Group.

## **6. 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 Group met on 15 October 2015. At that meeting it referred the following items to this Committee for examination: GP provision in the Prestatyn area and the GP Out of Hours Service (see entries for 17 December 2015 meeting on Appendix 1) and the Well-being of Future Generations (Wales) Act 2015 (see entry for 4 February 2016 meeting on Appendix 1).

## **7. 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 to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget cuts.

## **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 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.**

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.

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

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.

## **11. 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.

## **12. 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          |
|-------------|--------------------|---------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------|
| 17 December | Cllr. Bobby Feeley | 1. Supported Independent Living (SIL) |                                              | To consider the progress made with the introduction of the SIL Service, including awareness raising of the Service within and outside the Council (e.g. with the Reablement Service & SPoA etc.) and other initiatives to realise value for money (the report to include the number of SIL Service recipients in each Council ward and the SIL Action Plan) | Ensuring that all possible avenues are being used to raise awareness of the new service and realise value for money whilst protecting vulnerable people and modernising the way social care is delivered in line with the Welsh Government's vision | Phil Gilroy/Katie Newe/John Sweeney/John Sweeney | September 2015        |
|             |                    | 2.                                    | Primary Care provision in the Prestatyn area | To discuss the measures being taken to address the shortage of GPs in the area from April 2016 and any alternative provision that will be made available to residents in that                                                                                                                                                                               | To ensure that sufficient primary care provision will be available for residents in the Prestatyn area and alleviate additional pressures on social care delivery in the area                                                                       | BCUHB                                            | By SCVCG October 2015 |

## Communities Scrutiny Committee Forward Work Plan

| Meeting         | Lead Member(s)             | Item (description / title) |                                                              | Purpose of report                                                                                       | Expected Outcomes                                                                                                                                                                                                        | Author                | Date Entered           |
|-----------------|----------------------------|----------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|
|                 |                            |                            |                                                              | area                                                                                                    |                                                                                                                                                                                                                          |                       |                        |
|                 |                            | 3.                         | GP Out of Hours Service                                      | To update members on the review of the GP Out of Hours Service and current service provision            | Assurances that there is a sufficient out of hours service for the residents of Denbighshire and that the service is resilient and will not cause undue pressures on A&E and social care services                        | BCUHB                 | By SCVCG October 2015  |
| 4 February 2016 | <b>Leader</b>              | 1.                         | <i>Well-being of Future Generations (Wales) Act 2015 tbc</i> | <i>To outline how the Council proposes to conform with the requirements of the new act</i>              | <i>Identification of which of the Act's objectives would benefit from scrutiny monitoring their implementation</i>                                                                                                       | Alan Smith/Liz Grieve | By SCVCG October 2015  |
| 24 March        |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                        |
| 12 May          |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                        |
| 30 June         |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                        |
| 8 September     |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                        |
| 27 Oct 2016     | <b>Cllr. Eryl Williams</b> | 1                          | Review of the Home to School Transport Policy [Education]    | To consider the findings of a review of the impact of the implementation of the school transport policy | An assessment of the impact of the policy's implementation will assist the Authority to determine if learners' needs are being appropriately met and identify any anomalies or areas of concern which require addressing | Jackie Walley         | Cabinet September 2014 |
| 15 December     |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                        |

## Communities Scrutiny Committee Forward Work Plan

| Meeting | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|---------|----------------|----------------------------|-------------------|-------------------|--------|--------------|
|         |                |                            |                   |                   |        |              |

**Future Issues**

| Item (description / title)          | Purpose of report                                                 | Expected Outcomes                                                         | Author                     | Date Entered  |
|-------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------|---------------|
| 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**

| Information / Consultation                | Item (description / title)             | Purpose of report                                                                                                                                                         | Author                                  | Date Entered |
|-------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
| Quarterly Information (Sept/Dec/Mar/June) | Rhyl Going Forward                     | To brief the Committee on the progress in delivering the Programme and its associated workstreams and projects, and to highlight to members areas of concern or slippages | Rebecca Maxwell                         | May 2014     |
| Information Report (May 2016)             | 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      | Graham Boase/Emlyn Jones/Stuart Andrews | May 2015     |

**Note for officers – Committee Report Deadlines**

| Meeting     | Deadline          | Meeting         | Deadline               | Meeting  | Deadline        |
|-------------|-------------------|-----------------|------------------------|----------|-----------------|
| 17 December | <b>3 December</b> | 4 February 2016 | <b>21 January 2016</b> | 24 March | <b>10 March</b> |

Communities Scrutiny Committee Forward Work Plan

Communities Scrutiny Work Programme.doc

15/10/15 RhE

## Appendix 2

| <b>Member Proposal Form for Scrutiny Forward Work Programme</b>                                                                                                                        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>NAME OF SCRUTINY COMMITTEE</b>                                                                                                                                                      |               |
| <b>TIMESCALE FOR CONSIDERATION</b>                                                                                                                                                     |               |
| <b>TOPIC</b>                                                                                                                                                                           |               |
| <b>What needs to be scrutinised (and why)?</b>                                                                                                                                         |               |
| <b>Is the matter one of concern to residents/local businesses?</b>                                                                                                                     | <b>YES/NO</b> |
| <b>Can Scrutiny influence and change things?</b><br>(if 'yes' please state how you think scrutiny can influence or change things)                                                      | <b>YES/NO</b> |
| <b>Does the matter relate to an underperforming service or area?</b>                                                                                                                   | <b>YES/NO</b> |
| <b>Does the matter affect a large number of residents or a large geographical area of the County</b><br>(if 'yes' please give an indication of the size of the affected group or area) | <b>YES/NO</b> |
| <b>Is the matter linked to the Council's Corporate priorities</b><br>(if 'yes' please state which priority/priorities)                                                                 | <b>YES/NO</b> |
| <b>To your knowledge is anyone else looking at this matter?</b><br>(If 'yes', please say who is looking at it)                                                                         | <b>YES/NO</b> |
| <b>If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?</b>                                       |               |
| <b>Name of Councillor/Co-opted Member</b>                                                                                                                                              |               |
| <b>Date</b>                                                                                                                                                                            |               |

## Consideration of a topic's suitability for scrutiny

### Proposal Form/Request received

(careful consideration given to reasons for request)



### Does it stand up to the PAPER test?

- **Public interest** – is the matter of concern to residents?
- **Ability to have an impact** – can Scrutiny influence and change things?
- **Performance** – is it an underperforming area or service?
- **Extent** – does it affect a large number of residents or a large geographic area?
- **Replication** – is anyone else looking at it?

YES

NO

No further action required by  
scrutiny committee. Refer  
elsewhere or request  
information report?

- Determine the desired outcome(s)
- Decide on the scope and extent of the scrutiny work required and the most appropriate method to undertake it (i.e. committee report, task and finish group inquiry, or link member etc.)
- If task and finish route chosen, determine the timescale for any inquiry, who will be involved, research requirements, expert advice and witnesses required, reporting arrangements etc.

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>24 November</b> | 1                          | Finance Report                               | To update Cabinet on the current financial position of the Council                                                                   | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2                          | Corporate Plan Report                        | To update Cabinet on delivery of the Corporate Plan                                                                                  | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 3                          | Items from Scrutiny Committees               | To consider any issues raised by Scrutiny for Cabinet's attention                                                                    | Tbc                                | Scrutiny Coordinator                            |
|                    |                            |                                              |                                                                                                                                      |                                    |                                                 |
| <b>15 December</b> | 1                          | Finance Report                               | To update Cabinet on the current financial position of the Council                                                                   | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2                          | Corporate Plan Performance Report 2015/16 Q2 | To consider progress against the Corporate Plan                                                                                      | Tbc                                | Cllr Julian Thompson-Hill / Liz Grieve          |
|                    | 3                          | Supporting People Local Commissioning Plan   | To approve the Supporting People Local Commissioning Plan 2016-19 for submission to the North Wales Regional Collaborative Committee | Yes                                | Cllr Bobby Feeley / Sophie Haworth-Booth        |
|                    | 4                          | Former North Wales Hospital,                 | Tbc                                                                                                                                  | Tbc                                | Graham Boase                                    |

Cabinet Forward Work Plan

| <b>Meeting</b>     | <b>Item (description / title)</b>   |                                | <b>Purpose of report</b>                                           | <b>Cabinet Decision required (yes/no)</b> | <b>Author – Lead member and contact officer</b> |
|--------------------|-------------------------------------|--------------------------------|--------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------|
|                    | Denbigh - Compulsory Purchase Order |                                |                                                                    |                                           |                                                 |
|                    | 5                                   | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                       | Scrutiny Coordinator                            |
|                    |                                     |                                |                                                                    |                                           |                                                 |
| <b>12 January</b>  | 1                                   | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                       | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2                                   | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                       | Scrutiny Coordinator                            |
|                    |                                     |                                |                                                                    |                                           |                                                 |
| <b>16 February</b> | 1                                   | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                       | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2                                   | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                       | Scrutiny Coordinator                            |
|                    |                                     |                                |                                                                    |                                           |                                                 |
| <b>29 March</b>    | 1                                   | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                       | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2                                   | Corporate Plan Performance     | To consider progress against                                       | Tbc                                       | Cllr Julian Thompson-                           |

Cabinet Forward Work Plan

| <b>Meeting</b>  | <b>Item (description / title)</b> |                                   | <b>Purpose of report</b> | <b>Cabinet Decision required (yes/no)</b>                          | <b>Author – Lead member and contact officer</b> |                                                 |
|-----------------|-----------------------------------|-----------------------------------|--------------------------|--------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
|                 | Report 2015/16 Q3                 |                                   | the Corporate Plan       |                                                                    | Hill / Liz Grieve                               |                                                 |
|                 | 3                                 | Items from Scrutiny Committees    |                          | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                             | Scrutiny Coordinator                            |
|                 |                                   |                                   |                          |                                                                    |                                                 |                                                 |
| <b>26 April</b> | 1                                 | Finance Report                    |                          | To update Cabinet on the current financial position of the Council | Tbc                                             | Councillor Julian Thompson-Hill / Richard Weigh |
|                 | 2                                 | Future of Adult Provider Services |                          | To consider the future of adult provider services.                 | Yes                                             | Cllr Bobby Feeley / Phil Gilroy / Holly Evans   |
|                 | 3                                 | Items from Scrutiny Committees    |                          | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                             | Scrutiny Coordinator                            |
|                 |                                   |                                   |                          |                                                                    |                                                 |                                                 |

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Note for officers – Cabinet Report Deadlines

| <b>Meeting</b> | <b>Deadline</b>   | <b>Meeting</b>  | <b>Deadline</b>    | <b>Meeting</b>  | <b>Deadline</b>   |
|----------------|-------------------|-----------------|--------------------|-----------------|-------------------|
| <i>October</i> | <b>13 October</b> | <i>November</i> | <b>10 November</b> | <i>December</i> | <b>1 December</b> |

Updated 09/10/15 - KEJ

Cabinet Forward Work Programme.doc

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## Appendix 4

### Progress with Committee Resolutions

| Date of Meeting   | Item number and title                                                                           | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Progress                                                                                                                                                                                                     |
|-------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 September 2015 | <b>3. Urgent Matters: The Implementation of the Home to School Transport Eligibility Policy</b> | <p><b><i>RESOLVED – that the, subject to the above observations, the Committee:-</i></b></p> <p class="list-item-l1">(a) accepted the information received with respect to the initial implementation of the Home to School Transport Eligibility Policy from 2015, and</p> <p class="list-item-l1">(b) requested that a further report be presented to the Committee in November, 2015 reviewing the Policy's implementation and detailing the measures taken to resolve issues raised during the initial period of its implementation.</p> | A further report is scheduled into the Committee's current meeting's business agenda                                                                                                                         |
|                   | <b>5. Financial Planning Report</b>                                                             | <p><b><i>RESOLVED – that:-</i></b></p> <p class="list-item-l1">(a) the Welsh Local Government Association convey the Committee's observations above to the Welsh Government via the Partnership Council for Wales' Finance Sub-Group; and</p> <p class="list-item-l1">(b) a letter be sent to all local Assembly Members registering the Committee's concerns as outlined above.</p>                                                                                                                                                         | <p>(a) The WLGA has agreed to convey the Committee's observations to the Welsh Government via the Partnership Council for Wales' Finance Sub-Group;</p> <p>(b) The report presented to the Committee has</p> |

|  |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                  |
|--|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|  |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                      | been submitted by the WLGA as evidence to the commission on local government finance and a letter is being sent to all local AMs |
|  | <b>6. Supporting Independent Living Services</b> | <p><b><i>RESOLVED – that the Committee:-</i></b></p> <p class="list-item-l1">(a) receives the report and, subject to the above observations, supports the approach being taken to establish and embed the Supporting Independent Living Service in Denbighshire, and</p> <p class="list-item-l1">(b) that a further progress report, including the SIL Action Plan, be presented to the Committee at its December, 2015 meeting.</p> | Further report and Action Plan scheduled for presentation to the Committee at its meeting on 17 December 2015                    |
|  | <b>7. Community Profiling Progress Report</b>    | <p><b><i>RESOLVED – that subject to the above observations the Committee:-</i></b></p> <p class="list-item-l1">(a) receives the information provided; and</p> <p class="list-item-l1">(b) supports the continuation of the work to map and profile the community groups across the County.</p>                                                                                                                                       | Officers informed of the Committee's recommendation                                                                              |

## Appendix 5

### **Terms of Reference – Corporate Equality Group**

#### **Aim**

The Corporate Equality Group (CEG) has responsibility for ensuring that the Council demonstrates fairness in its delivery of services and its employment practices. It will work to develop a culture in which all individuals are treated with dignity and respect, and offensive and discriminatory behaviour and harassment are not tolerated. The CEG is not a decision making body, but can refer issues to others (e.g. Scrutiny, Cabinet, Council, CET, SLT etc) when decisions are required.

Specifically, the CEG will:

- ⇒ Give strategic direction to equality related activities within the council.
- ⇒ Work to embed equality and diversity into all the functions of the council.
- ⇒ Ensure that the council effectively undertakes equality impact assessment of proposals and decisions which may impact on its staff and/or communities.
- ⇒ Ensure that a robust Strategic Equality Plan is in place to enable the council to meet its general and specific duties under the Equality Act 2010.
- ⇒ Monitor and scrutinise delivery of the council's Strategic Equality Plan.
- ⇒ Consider and scrutinise an annual report in relation to the delivery of the council's Strategic Equality Plan.
- ⇒ Drive improvements in delivering equality outcomes through an annual self-assessment process.
- ⇒ Act as a link with SLT to promote effective communication of relevant discussions and proposals from either forum.
- ⇒ Monitor Members and staff training and development programmes in relation to equality and diversity.
- ⇒ Ensure the full engagement and involvement of all staff, Elected Members and service users in equality and diversity issues.
- ⇒ Monitor incidences of prejudice in the community in relation to its activities and provision of services.

## **Membership**

The CEG will consist of:

- ⇒ Lead Member for Equalities: Cllr Hugh Evans (Chair)
- ⇒ Representative from Performance Scrutiny: Cllr Colin Hughes
  - ⇒ Substitute: Cllr Geraint Lloyd-Williams
- ⇒ Representative from Partnerships Scrutiny: Cllr Bill Tasker
  - ⇒ Substitute: Cllr Dewi Owens
- ⇒ Representative from Communities Scrutiny: Cllr Win Mullen-James
  - ⇒ Substitute: Cllr Huw O Williams
- ⇒ Representative from Corporate Governance Committee: Cllr Martyn Holland
  - ⇒ Substitute: Cllr Stuart Davies
- ⇒ 2 representatives from SLT: Mohammed Mehmet & Gary Williams
  - ⇒ Substitutes: Peter McHugh & Leighton Rees
- ⇒ Corporate Improvement Team: Keith Amos
- ⇒ Corporate Equality Officer: Karen Beattie
- ⇒ Other people may be invited to attend from time to time, e.g. representatives from specific council services, or union representatives.

Each member of the CEG will need to understand, and be fully committed to, the values of equality & diversity. CEG members will be expected to act as advocates for equality and diversity in all council-related business. CEG members will also be expected to undertake equality and diversity training.

Members of the CEG will be responsible for approaching their nominated substitute(s) if they are unable to attend a particular meeting. Nominated substitutes must also demonstrate the same commitment to equality and diversity as members of the CEG (as described above).

## **Administration**

CEG will meet quarterly, and meetings will be planned in advance for each financial year. Meeting dates will be in the Council diary.

Notes of actions agreed will be taken, rather than minutes.

No more than 4 agenda items for each CEG meeting.

All reports to be submitted to Isabel Williams, 2 weeks prior to each CEG meeting.