

To: Members of the Partnerships
Scrutiny Committee

Date: 1 November 2019

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Dear Councillor

You are invited to attend a meeting of the **PARTNERSHIPS SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 7 NOVEMBER 2019** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

PLEASE NOTE THAT THERE IS A BRIEFING FOR ALL ELECTED MEMBERS AT 9.15 A.M. IMMEDIATELY PRIOR TO THE MEETING.

AGENDA

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

1 APOLOGIES

2 DECLARATION OF INTERESTS

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

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

4 MINUTES OF THE LAST MEETING (Pages 5 - 14)

To receive the minutes of the Partnerships Scrutiny Committee meeting held on 16 September 2019 (copy attached).

5 NORTH WALES FIRE AND RESCUE AUTHORITY (Pages 15 - 24)

To consider a public consultation document (copy attached) to provide an opportunity for the Committee to contribute ideas towards the development of the North Wales Fire and Rescue Authority's Environmental Strategy.

10.05 a.m. – 10.45 a.m.

6 SUPPORT BUDGETS FOR PEOPLE WITH ELIGIBLE CARE AND SUPPORT NEEDS (Pages 25 - 30)

To consider a report by the Principal Manager, Community Support Services (copy attached) to report on the progress made in developing, promoting and rolling-out support budgets for people eligible to receive them.

10.45 a.m. – 11.30 a.m.

~~~~~ **BREAK 11.30 a.m. – 11.45 a.m.** ~~~~~

**7 SINGLE ACCESS ROUTE TO HOUSING (SARTH) (Pages 31 - 88)**

To consider a joint report by the Lead Officer, Community Housing and the Chief Executive, Clwyd Alyn Housing Association (copy attached) on the effectiveness of the new partnership in helping people to access accommodation within reasonable timescales.

**11.45 a.m. – 12.30 p.m.**

**8 SCRUTINY WORK PROGRAMME (Pages 89 - 110)**

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

**12.30 p.m. – 12.40 p.m.**

**9 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

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

**12.40 p.m. – 12.45 p.m.**

**MEMBERSHIP**

**Councillors**

Councillor Jeanette Chamberlain-Jones  
(Chair)

Councillor Emrys Wynne (Vice-Chair)

Joan Butterfield  
Gareth Davies

Melvyn Mile  
Peter Scott

Hugh Irving  
Pat Jones  
Christine Marston

Rhys Thomas  
David Williams

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## **PARTNERSHIPS SCRUTINY COMMITTEE**

Minutes of a meeting of the Partnerships Scrutiny Committee held in Council Chamber, Russell House, Churton Road, RHYL on Monday, 16 September 2019 at 10.00 am.

### **PRESENT**

Councillors Joan Butterfield, Jeanette Chamberlain-Jones (Chair), Gareth Davies, Hugh Irving, Pat Jones, Christine Marston and Peter Scott

### **ALSO PRESENT**

Corporate Director – Communities (NS), Community Safety Partnership Manager (ST), Strategic Planning Team Manager (NK), Head of Community Support Services (PG), Service Manager – Specialist Services (AP), Head of Education & Children Services (KIE), Scrutiny Co-ordinator (RE), and Committee Administrator (SLW)

#### **Also in attendance:**

Councillor Bobby Feeley, Councillor Tony Thomas and Councillor Mark Young (Lead Member for Planning, Public Protection and Safer Communities).

#### **In attendance BCUHB:**

Bethan Jones – Area Director Central

Sue Wynne – Clinical Service Manager, Central Area

Sara Hammond-Rowley – Head of Child Psychology and Psychological Therapies

#### **Observers:**

Councillors Rachel Flynn and Tony Thomas

### **1 APOLOGIES**

Apologies for absence were received from Councillors Melvyn Mile, Rhys Thomas, David Williams and Emrys Wynne

### **2 DECLARATION OF INTERESTS**

Councillor Gareth Lloyd Davies declared a personal interest in Item 7 (Child and Adolescent Mental Health Services and Neuro-Development Services) as he is an employee of BCUHB.

Councillor Rachel Flynn (observer) declared a personal interest in Item 7 (Child and Adolescent Mental Health Services and Neuro-Development Services) as her son has been referred for neuro-development from CAMHS.

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

No urgent matters had been raised.

#### **4 MINUTES OF THE LAST MEETING**

The minutes of the Partnerships Scrutiny Committee held on 11 July 2019 were submitted.

##### **Matters Arising –**

Page 9 – the Chair asked for an update of the housing pilot scheme. The Scrutiny Co-ordinator confirmed it was for people with complex needs and an update would be brought back to Scrutiny in mid-2020, as part of the Homelessness Strategy and Action Plan 2017 -2021 report.

Page 13 – The Scrutiny Co-ordinator confirmed all seagulls were protected and a Management Plan had been submitted to Communities Scrutiny Committee in July 2019 with a number of actions.

***RESOLVED** that, subject to the above, the minutes of the Partnerships Scrutiny Committee, held on 11 July 2019, be received and confirmed as a correct record.*

**The Committee discussed the following item of business, item number 5, in its capacity as the Council's designated Crime & Disorder Scrutiny Committee in accordance with the Police & Justice Act ss. 19 and 20.**

#### **5 COMMUNITY SAFETY PARTNERSHIP ANNUAL UPDATE FOR 2018-19**

The Lead Member for Planning, Public Protection and Safer Communities, Councillor Mark Young, introduced the report (previously circulated) to seek the Committee's observations on the Joint Community Safety Partnership's (CSP) activity in 2018-19 and the Local and Regional Activity Plan 2019-20. Councillor Young was also the Chair of the regional North Wales Safer Communities Board (NWSCB).

The Community Safety Partnership Manager (CSPM) reported that Conwy County Borough Council (CCBC) and Denbighshire County Council (DCC) merged their CSP teams into a single team 12 years ago, with CCBC being the main employer. Business Improvement and Modernisation took the lead for managing the CSP in Denbighshire.

The CSPM gave an explanation of the statistics throughout the report.

The CSP meeting regime consisted of:

- Strategic Steering Group – meet three times a year
- Anti-social Behaviour Tasking Group – held monthly
- Task and Finish Groups – held as and when required

The three CSP priorities for 2018-2019 were as follows:

- Priority 1 – reduce crime and disorder in the local and regional area
- Priority 2 – reduce reoffending – national/regional priority
- Priority 3 – local priorities

Each priority had a number of performance indicators assigned to it to monitor progress and crime trends. The statistics were reviewed on a quarterly basis at the Strategic Steering Group to act on emerging issues.

During discussion, the following issues were raised:

- Repeat victims of crime – was there a particular trend? The CSPM confirmed she would collate a breakdown and circulate to members, but new methods of reporting and counting incidents had had an impact on these figures.
- Were statistics available for rural crime – The CSPM stated she did not have the statistics to hand but had been working with the rural crime team. She would obtain the information and circulate to members.
- There was a slight criticism concerning the police and their non-investigation of residential burglaries. A crime number for insurance purposes was given out but not usually investigated. However, they were operating a number of initiatives aimed at helping residents to reduce the risk of becoming crime targets i.e. the 'Nudge' initiative which utilised social media for the purpose of reminding people to close and lock all doors and windows in a bid to avoid opportunist burglaries.
- A problem of young people being without parental supervision between the hours of 3.00 p.m. (end of school day) and return of parents from work usually around 5.00 p.m. This could cause issues.
- It was confirmed that the Lead Member, Councillor Mark Young was to meet with the Chief Inspector and would raise concerns with him and ask him to highlight these areas in his presentation to Council Briefing session in November 2019.
- It was clarified that a large number of partners, including the police, attended the CSP meetings and were extremely pro-active.
- County lines was a major concern and the CSPM confirmed all agencies across North Wales were working together to alleviate this issue.
- Cuckooing was also mentioned as being on the rise and again, all agencies were working together in relation to this issue.
- Hate crime had increased during the year but seemed to be concentrated in specific locations i.e. hospitals, police stations and the Cultural Centre in Rhyl. The proposed new regional co-ordinators would focus a lot of their work around this particular aspect of anti-social behaviour
- People were being encouraged to report any suspicious activities as the more reported, the more positive outcomes would be reported.
- The sale of Morfa Hall building in Rhyl which housed voluntary services was raised as a possible future concern. Were voluntary services to be relocated? The Strategic Planning Team Manager confirmed she would raise the issue with the Chief Executive of Denbighshire Voluntary Services Council (DVSC) and report back to members via the Scrutiny Co-ordinator.

Following in-depth discussions, it was:

**RESOLVED** that the Committee, subject to the above observations and the provision of the requested information, either in written format or as part of North Wales Police's Chief Inspector for Denbighshire's presentation to the Council

*Briefing session in November 2019, endorse the Community Safety Partnership's performance during 2018-19 and its proposed activity plan for 2019-20.*

## **6 ANNUAL REPORT ON SAFEGUARDING ADULTS IN DENBIGHSHIRE 1 APRIL 2018 - 31 MARCH 2019**

The Lead Member for Well-being and Independence, Councillor Bobby Feeley, introduced the Annual Report on Safeguarding Adults in Denbighshire 1 April 2018 – 31 March 2019 (previously circulated).

During the previous 12 months, there had been continued focus on improving the consistency and quality of safeguarding work. Significant work had been undertaken to improve performance against the Welsh Government performance indicator of enquiries completed within seven working days. Nevertheless the Authority could not and would not be complacent in this area.

The Mental Capacity (Amendment) Act 2019 received Royal assent in May 2019, which amended the Mental Capacity Act 2005 ("MCA"). The amendments introduced the new Liberty Protection Safeguards (LPS). The Act was designed to reduce the strain on the deprivation of liberty safeguards system since the Cheshire West judgement previously reported to Scrutiny Committee.

Key achievements in 2018-2019 were as follows:

- Set days established for initial strategy meetings following a successful pilot.
- Quarterly audits of sample safeguarding cases in order to assure quality and consistency of work.
- A pilot to establish a process between DCC and the Health Board relating to feedback on recommendations identified as a result of the safeguarding process. The pilot was focused on the safeguarding reports/incidents relating to the Ablett Unit. The overview of the safeguarding action plans would remain the responsibility of Scrutiny Corporate Safeguarding within BCUHB. Reviews and involvement of the local authority safeguarding leads would be agreed in the final strategy meeting.
- Pilot of an approach to deal with safeguarding reports relating to acquired pressure ulcers. The aim of the pilot was to establish a closer and more effective process between BCUHB and the local authority.
- Review of systems to manage Deprivation of Liberty Safeguards (DoLS) applications received.

The Service Manager – Specialist Services confirmed referrals were still on the increase with a 9.5% rise over the last year. 21% of referrals received were progressed to Strategy meetings.

Neglect and physical abuse were the most common types of abuse reported, which was consistent with national trends.

During discussions, the following issues were raised:

- Appropriate care, especially meal times, if a vulnerable person was unable to open the sandwich boxes provided. This was a concern raised by members.

The Head of Community Support Services confirmed he would raise this concern with BCUHB

- Moving a resident to a place of safety when a problem with a placement had been borne out by an inspection – was there a timescale? The Head of Community Support Services clarified that if an individual had capacity, they could choose to remain in the placement. If they did not have capacity then their Power of Attorney would be consulted if one is in place, or a Best Interest Decision Meeting held. Specialist Social Workers, Psychiatrists and Psychologists assessed whether an individual had capacity or not
- Officers outlined the process followed following receipt of an allegation of abuse
- Denbighshire's performance in relation to dealing with alleged abuse was comparable to other public authorities in Wales as was its relationship with the local Health Board. Two integrated health and social care community resource teams had been established in Denbighshire to date. The relationships within these teams were generally good, with staff working towards achieving and delivering common goals;
- Officers confirmed that the possibility of introducing an 'award' accreditation for care homes was under consideration as part of a national regulation regime for such establishments
- the Service's ambition was to achieve better outcomes for service-users, whilst reducing the number of alleged incidents of abuse. However, the fact that allegations of abuse were being registered was in itself positive as it meant that service-users and/or their carers were on alert and willing to report allegations. This in turn should help deter perpetrators in future.

**RESOLVED** that, subject to the above comments and observations:

- (i) the Committee receive the report and acknowledge the importance of a corporate approach to the safeguarding of adults at risk and the responsibility of the Council to view this as a key priority area; and
- (ii) that any charts included in future reports include actual numbers as well as percentage figures.

## **7 CHILD AND ADOLESCENT MENTAL HEALTH SERVICES AND NEURO-DEVELOPMENT SERVICES**

Councillor Gareth Lloyd Davies declared a personal interest in Item 7 (Child and Adolescent Mental Health Services and Neuro-Development Services) as he is an employee of BCUHB.

Councillor Rachel Flynn (observer) declared a personal interest in Item 7 (Child and Adolescent Mental Health Services and Neuro-Development Services) as her son has been referred for neuro-development from CAMHS.

In attendance to jointly present the Specialist Children and Adolescent Mental Health Services (CAMHS) and Neurodevelopment Services verbal report from BCUHB were:

Bethan Jones, Area Director Central  
Sue Wynne, Clinical Service Manager, Central Area, and

Sara Hammond-Rowley, Head of Child Psychology and Psychological Therapies

The Area Director, Central, Bethan Jones introduced the presentation and outlined the aims which were:

- To provide an overview of Specialist CAMHS and Neurodevelopment Services for children and young people in Denbighshire linked to the BCUHB regional approach;
- To outline the vision – a whole systems approach – and highlight partnership working / joint projects.

The outline of current attention to mental health in the media – the benefits and possible unintended consequences:

Benefits –

- Greater awareness of mental health in general public
- Increased campaigning
- Reduced stigma, and
- More people coming forward to ask for help

Possible unintended consequences –

- More people asking for help for “normal” distress, which resulted in an increase in demand for problems that do not always require specialist help
- Those with significant mental health problems / mental illnesses could feel excluded, some felt that the increased focus on “wellbeing” undermined the seriousness of “real” mental health problems and unintentionally could reduce access for those who needed it most
- More services described themselves as focusing on mental health potentially resulting in too many overlapping services and confusion.

They explained the difference between Primary care and Secondary care.

The main functions of CAMHS was:

- Integrated
  - ✓ Multi-disciplinary Teams (MDT)
  - ✓ Functions
- Single Point of Access
- Assessment and Treatment
- Crisis
- Working with partners – Early Intervention and Prevention

A whole systems approach was now being utilised in relation to CAMHS services as it was felt that there was a need to concentrate on all aspects of CAMHS to make sure everything was taken into account. Focusing specifically on meeting targets would do a dis-service to the children and young people who required and needed help at a time of crisis.

There had been challenges over the past 3 years in the recruitment of staff due to increased demand. This was a national issue.

A recruitment drive had been held over the past 12 months and developed new training posts to attract professionals into CAMHS. This recruitment drive had been successful with an additional 30% of staff joining the team who were currently commencing their posts. The additional staff would enable the 4 weeks to be reached across all routine waits and assessments. Additional recruitment drives was realising some interest in posts and it was anticipated to be fully established by the end of March 2020.

During in-depth discussions, the following were raised:

- If there were a crisis issue, it was confirmed the individual would receive immediate help and treatment and would not be expected to wait. Non-crisis referrals would be subject to being placed on a waiting list, but the aim was to reduce the time individuals spent on a waiting list.
- For primary care, there was an aim to reduce the waiting lists. Demand was on the increase which was recognised by both the UK and Welsh Governments.
- Work was underway with the North Denbighshire GP cluster in a bid to reduce the numbers referred to Specialist CAMHS through early intervention at the primary care point of access. Providing the right service at the right time was key.
- Progress was being made in relation to self-harming as a robust piece of work had been carried out within Denbighshire and there was immense support and work being carried out to help those young people who self-harm.
- There was to be a regional project led by Denbighshire to be set up but due to the complexity it does take time and careful consideration. The project would provide information and the child's development and problems which would be accessible for parents and carers.
- The effects social media has on young people had increased tremendously and it was confirmed that there was a need to refine pathways. In terms of pastoral care, all secondary schools had in place a link person who attended all meetings.
- The CAMHS Outreach project for Denbighshire and Wrexham was currently being evaluated. This was a jointed owned initiative between CAMHS and schools in both counties.
- It was confirmed that anxiety was a monstrous problem and could cause depression. This issue was hoping to be dealt with in more depth as and when more staff were recruited.
- The Education Service had a key role to play in delivering appropriate support to school pupils, however that could not be done until CAMHS assessments had been completed
- Neurodevelopmental Services had now been separated form CAMHS as it was acknowledged that neurodevelopmental conditions were not mental health conditions
- Confirmed that the CAMH Service would explore the potential of developing guidance documents for parents whose children were waiting to access services.

The Committee thanked the representatives from BCUHB for attending and giving an overview of CAMHS.

**RESOLVED** that, subject to the above observations, the presentation on the Child and Adolescent Mental Health Services and Neuro-Development Services be noted and received.

## **8 SCRUTINY WORK PROGRAMME**

The Scrutiny Co-ordinator submitted a report (previously circulate) seeking members' review of the Committee's work programme and provided an update on relevant issues.

7 November 2019 – 4 items on the Forward Work Programme which would stand as stated.

At this juncture, the Chair requested that the meeting be timetabled to conclude at 1.00 p.m. to allow sufficient time for all items.

The Scrutiny Co-ordinator confirmed a proposal form had been considered by the Scrutiny Chairs and Vice-Chairs Group (SCVCG) regarding weedkiller application across the county. The SCVCG had asked that the item be included in the 'Council and Trunk Road Agency Highways Grass Verge and Hedge Maintenance Policies' item already listed on the Committee's forward work programme for the 13 February 2020 meeting. It was also requested that this item be listed as the first item on the Agenda.

The School Standards Monitoring Group (SSMG) required two representatives from Partnerships Scrutiny Committee to attend. It was agreed that Councillors Hugh Irving and Peter Scott be the representatives.

**RESOLVED** that, subject to the above, the forward work programme as detailed in Appendix 1 to the report, be approved.

## **9 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

None.

**The meeting concluded at 1.00 p.m.**

# **North Wales Fire and Rescue Authority**



## **Public Consultation**

We are seeking your views on developing an Environment and Sustainability Strategy for 2020 onwards.

## Introduction

### **Who is this consultation aimed at?**

If you have an interest in the future of North Wales Fire and Rescue Service, then this consultation is aimed at you.

Every year, before deciding on its plan for the following year, North Wales Fire and Rescue Authority invites comments on a particular subject. The ideas, insights and different points of view that people contribute can be really helpful for making sure that the Authority's plan for the following year is a good one.

You don't need to be an expert in environmental issues to respond. All that the Authority asks is that you think seriously about the issues and submit your views, ideas or information by the deadline.

### **What is this consultation about?**

This year the Authority is asking about developing a long-term Environment and Sustainability Strategy. What do you think that Strategy should include? What should be at the forefront of the Authority's thinking in terms of planning for the next 20 or 30 years? What ideas do you have for the services that it might provide in the next decades?

Looking back over the past 30 years, we have seen significant changes in how people live and also what local people expect to contribute towards, and receive from, public services. What do you think is likely to happen over the next 30 years? Is there anything specific to North Wales that needs to be considered?

Climate change, environmental responsibility, social responsibility...what would you like to see in the Fire and Rescue Service's plans for the future? Everyone knows that it is a Service that has changed and adapted to a great extent over the years. But waiting until the last minute before reacting is rarely the best way of doing things, which is why the Authority needs to plan ahead with an adaptable long-term strategy.

We hope you find the information provided useful and that this will encourage you to submit your views before 31 December 2019. Details on how to respond are available at the end of the document.

## Background information

North Wales Fire and Rescue Authority operates across the six county council areas of North Wales, serving an estimated resident population of just under 700,000 people, over a land area of 2,375 square miles.

It employs close to 900 people in full- and part-time roles, with over a third of its workforce being fluent Welsh speakers.

Its emergency response is organised around 44 fire stations located across North Wales, with a fleet of 54 fire engines and 35 other appliances including environmental protection units, aerial ladder platforms, narrow access vehicles, foam carriers, boats, technical rescue and incident command units. It also maintains a 'white' fleet of over 100 vehicles for non-emergency work.

The Fire and Rescue Service responds to over 5,000 emergency incidents a year, many of which are weather-related. In hot dry years, outdoor fires are more prevalent, and in cold wet years, it is more usual to see an increase in chimney fires, flooding and storm events. Some years, of course, there are periods of both hot dry weather and cold wet weather. Last year, 14% of incidents attended were non-fire emergencies, with the remainder an equal percentage of fires and false alarms.

It spends an annual revenue budget of over £35million, with around 71% of that going on employee costs, 20% on non-pay costs, 10% on capital financing; and the equivalent of 1% being received by way of income.

The Authority takes its prevention role very seriously, allocating resources to schools programmes, safety campaigns, media messages, audits of non-domestic premises, visits to people's homes to advise on home safety, arson reduction and work with particular groups such as farmers and landowners. Not only does this prevention activity make sense in terms of public safety, but it also helps protect built and natural environments, agricultural land and important habitats, and contributes to cleaner land, air and water.

As a Category 1 responder under the Civil Contingencies Act, the Service remains available to respond to large scale events that could threaten serious damage to the welfare of people, wildlife, the environment and primary supply chains.

Similarly, it must remain available for mass decontamination of people after chemical, biological, radiological or nuclear incidents.

## **Why adopt a new Environment and Sustainability Strategy for 2020 onwards?**

The Authority can be proud of what it has already achieved in terms of its environmental policies, but it needs to continue to do more. In 2010 the Authority adopted a Sustainable Development Plan. In 2011 it set up a Sustainability Development Board to help drive down its energy consumption and reduce the environmental impact of its buildings and vehicles. In 2013 the Authority re-committed to its Energy and Environmental Policies and a programme of improvements in its consumption of fuel, utilities and resources; its management of waste; and its promotion of biodiversity.

With the introduction of the Well-being of Future Generations Act 2015, the Authority turned its attention to complying with this new legislation and finding ways of working with other organisations to improve the environmental as well as the social, economic and cultural well-being of future generations of people in Wales. One of the key requirements of this Act is for the Authority to act “in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs”.

The Environment (Wales) Act 2016 paved the way for the Welsh Government to set interim greenhouse gas emissions targets for 2020, 2030 and 2040 (leading up to at least an 80% reduction by 2050) and five-yearly “carbon budgets” that set limits on the total amount of emissions that can be emitted in Wales. .

In March 2019, the Welsh Government published its low carbon plan for achieving a low-carbon Wales. Soon afterwards, it declared a climate emergency to strengthen and galvanise climate change action at home and internationally. One aim relates to reducing the carbon footprint of Welsh products by introducing a more resource efficient (circular) economy. Part of enabling that would be through public sector procurement to stimulate the market.

In June 2019 the Welsh Government further committed to achieving a 95% reduction in greenhouse gas emissions by 2050, with an ambition to reach net-zero.

## Will Climate Change really affect the Fire and Rescue Service?

Yes, we think it will. As long ago as 2006 a research report<sup>1</sup> published by the UK Government recognised the impact that climate change would be likely to have on fire and rescue services:

*“Climate change will bring more frequent, hot, dry summers, warmer wetter winters and an increased frequency of extreme weather events, such as heavy downpours and flooding, summer droughts, and coastal flooding.*

*[...] climate change will lead to an increase in the frequency of hot summers and therefore to an increase in the number and severity of grassland and forest fires, requiring significant extra effort from Fire and Rescue Services. These summers are also predicted to be very dry, which may lead to water shortages. Water shortages during the summer will impact on Fire and Rescue Services in the UK in both training and fire fighting.*

*It is also shown that increased winter rainfall and higher sea levels will lead to an increase in the frequency of flooding events during winter.”*

The natural environment is vital for well-being; it provides air to breathe, food, drinking water, clothing, medicines, building materials and provides green spaces for leisure pursuits, however, according to the Future Generations Commissioner<sup>2</sup> Wales is now among the most nature-depleted countries in the world. It has the worst air quality in the UK and still emits high levels of greenhouse gases. It faces an increase in the risk of large scale flooding and soil erosion and is facing the extinction of 1 in 14 wildlife species.

The Authority's vision is to be an environmentally conscious and responsible organisation which is important because not only do more frequent extreme weather events like flooding and grassland fires have a direct impact on the demand for our services, they also present significant financial risk to the Authority.

By working with partners, the Authority hopes to bring together stakeholders and communities to tackle climate change in the hope that neighbourhoods can be strengthened and additional benefits can be created through the knowledge that by acting together a better future is achievable.

We think that the most likely impacts will be on the Authority's:

- Response to emergencies;
- Prevention activity;
- Corporate actions and responsibilities.

These are considered in more detail on the following pages.

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<sup>1</sup> Department for Communities and Local Government: “*Effects of Climate Change on Fire and Rescue Services in the UK. Fire Research Technical Report 1/2006*”.

<sup>2</sup> <https://futuregenerations.wales/wp-content/uploads/2019/06/Resilient-Wales-Topic-1.pdf>

## 1. Responding to emergencies

Safeguarding the natural environment is an important aspect of the Service's operational response to emergencies.

By law the Authority must make provision for:

- extinguishing fires, which can occur outdoors as well as in buildings, vehicles, etc.;
- protecting life and property in the event of fires, both from the fires themselves and from any other secondary hazards (e.g. chemicals released during fires);
- rescuing people and protecting them from serious harm in the event of emergencies involving flooding or inland water;
- responding to large scale events that could threaten serious damage to the welfare of wildlife and the environment, as well as to people and/or primary supply chains.

The legal requirements extend to making sure that the people who tackle the emergency incidents are properly trained and equipped to do so.

Also, by law, the Authority has powers that enable it to take any action it considers appropriate (including securing equipment) in a situation where people or the environment (including the life and health of plants and animals) could be seriously harmed.

### What are your views on our future response to emergencies?

Please feel free to tell us about anything that you think the Authority should consider in relation to responding to emergencies. You might also find the following helpful as prompts

- Are there any particular challenges in North Wales that the Authority should be considering in terms of planning its emergency response capability for the next 20 or 30 years?
- Should the Authority be thinking about adapting its firefighter training or the equipment that they use to improve its emergency response?
- What sorts of changes do you think will happen in North Wales (or beyond) that the Authority needs to start planning for?
- What, if anything, might prevent the Authority from being able to protect the environment, habitats, plants, animals and watercourses, in future?

## 2. Prevention activity

The Authority has been investing in prevention work for several years, and is committed to the principle that preventing an emergency in the first instance is always better.

A lot of its work is about preventing fires in dwellings because that is where people are at greatest risk of being killed or injured by fire. Also, its statutory obligations in relation to prevention are aimed first and foremost at preventing *fires*.

Its prevention work in dwellings has been very successful. When we asked the public in 2015 whether the Authority should keep the reduction of accidental dwelling fires as its primary objective, over 92% of the responses said that it should.

However, Service staff do undertake prevention work in other areas too, such as in relation to deliberate fire-setting (arson) and controlled burning by landowners.

### What are your views on our future prevention activity?

Here are some more prompts, but, once again, please feel free to tell us about anything that you think the Authority should consider in relation to its prevention activity.

- Given a choice, would you want to see the Authority continuing to focus on preventing dwelling fires, or should it change its emphasis more towards preventing outdoor fires?
- Other than preventing fires, is there anything else that the Authority could realistically turn its prevention expertise to?
- Can you see the Authority's prevention work changing in future? Or perhaps you think the change should start now? If so, how?

### 3. Corporate activity

Behind all the prevention activity and emergency 999 response is a wide range of corporate activities. Without these, the 'front line' activities would not be achievable. There would be no public reporting or accountability, no financial management, no-one to take care of, for example: procuring equipment; servicing vehicles; checking hydrants; keeping phones and computers up-to-date and working; buying and paying for goods and services; looking after fire stations and the land around them; employing, training and paying staff; keeping records and reporting information.

Similarly, the Authority would not be able to meet its many legal obligations for aspects such as health and safety, security checks, safeguarding, equalities, civil contingencies planning, Welsh language standards, data protection, freedom of information; and, of course, planning services for future generations and protecting the environment.

In terms of developing an Environmental Strategy, this is an opportunity to consider what might prevent the Authority from delivering its services in future, and the positive and negative effects of the Authority's activities on the environment. However, the issues are complex. Consider, by way of examples:

- Extinguishing fires has a positive effect on the environment, but what about the carbon footprint of the equipment needed to do that? What about the Service's use of water to extinguish fires? Investing in new equipment raises questions of affordability. Changing policies and procedures raises questions of capacity and risk.
- Updating computers protects against cyber attacks on the Service's electronic systems, but what about the environmental impact of replacing computers? Staff time and resources are not infinite – what should the Authority be considering when trying to balance its environmental responsibilities against all its other responsibilities?

#### **What are your views on our future corporate activity?**

- How could the Authority make itself more environmentally efficient as an organisation?
- What principles should it apply when balancing its need to deliver emergency services and its corporate responsibility towards the environment?
- What ideas do you have for how the Authority could a) reduce its negative effects or b) increase its positive effects on the environment?
- What more could the Authority do? Are there, for example, any fundamental changes that it should be working towards now that will make it more environmentally efficient in the future?

## How to respond

Please send us your ideas and opinions using the contact information below:

**By post to:**

North Wales Fire and Rescue Authority  
Fire and Rescue Service Headquarters  
Ffordd Salesbury  
St Asaph Business Park  
St Asaph  
Denbighshire, LL17 0JJ

**By e-mail to:**

[futurefire@nwales-fireservice.org.uk](mailto:futurefire@nwales-fireservice.org.uk)

**By accessing our online consultation hub;**

<http://www.yourvoicewrexham.net/kms/elab.aspx?noip=1&CampaignId=914&CampaignStepTestId=-1&CampaignStepQuestionTestId=-1&CampaignUserRole=test>

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**Report to:** Partnerships Scrutiny Committee

**Date of Meeting:** 7 November 2019

**Lead Member/Officer:** Councillor Bobby Feeley/Phil Gilroy

**Report Author:** David Soley

**Title:** Support Budgets for People with Eligible Care and Support Needs

## 1. What is the report about?

To report on the progress made in developing, promoting and rolling-out support budgets for people eligible to receive them

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

To provide assurance of delivery against the Council's corporate priority relating to building resilient communities and fulfilment of the objectives of the Social Services and Well-being (SSWB) (Wales) Act 2014.

## 3. What are the Recommendations?

That Partnerships Scrutiny Committee acknowledges and comments on the progress being made in developing, promoting and rolling-out support budgets for people eligible to receive them.

## 4. Report details

4.1 Support budgets form part of a fundamental shift in social care policy and practice, reinforced by the Social Services and Well-being (Wales) Act 2014 and requiring a significant change to adult social care systems, processes, culture and practice.

4.2 Support budgets are an essential element of the paradigm shift in adult social care that emphasises the need for citizens to retain control over their lives, dictate the outcomes that matter to them and remain safe and independent in their own homes.

4.3 Support Budgets enable citizens to understand the cost of their care, allowing them to work with local authorities to agree the effective and efficient use of resources.

### 4.4 Process

4.4.1 A **Support Budget** is the amount of money it will cost Denbighshire County Council (DCC) to fund the care and support a citizen needs to achieve eligible outcomes and is calculated following a comprehensive assessment and support planning process.

4.4.2 Having agreed eligible outcomes, the assessor and citizen apply the **Resource Wheel**; a process by which they agree what care and support is already available through the assets available to them, e.g. their family, local community and voluntary organisations.

4.4.3 Any care and support that might require DCC funding is considered by a **Peer Review Panel**; a multi-disciplinary group of front line professionals who agree the most effective and efficient way of supporting a citizen to achieve their outcomes, and an estimation of the likely cost; **'The Support Budget'**.

**4.5 Having agreed the value of the Support budget the citizen is offered 4 options:**

4.5.1 A **'Direct Payment'** a payment in lieu of a service enabling the citizen or their carer to arrange their own care and support.

4.5.2 A **'Council Managed Support Budget'** where DCC arranges and pays for the required care and support

4.5.3 A **'Third Party Managed Support Budget'** DCC pays the support budget to a trusted organisation who arrange the citizen's care and support on their behalf

4.5.4 Any **combination** of the above

**4.6 Progress**

4.6.1 **Development**; all necessary systems, processes and guidance were developed prior to the implementation of support Budgets in July 2018.

4.6.2 Support budgets systems processes and guidance have been subject to review and internal audit, and an action plan developed in response to their findings.

4.6.3 **Promotion**; includes information on the DCC Website, Information, Advice and Assistance provided by voluntary sector and Community Support Services (CSS) staff in 'Talking points', the CSS Single Point of Access (SPOA) and direct conversations with citizens and their carers during the assessment, support planning and review process.

4.6.4 Successful implementation of support budgets requires a whole council approach, with recent examples including collaboration with Denbighshire Countryside Services to explore alternative day opportunities for vulnerable citizens, and work with the Public Services Board (PSB) on community empowerment and the roll of CSS Community Navigators and Social Prescribers in delivering the weight management strategy.

4.6.5 **Roll-Out**; Since the introduction of support budgets in July 2018, both the Care Inspectorate Wales (CIW) and Internal Audit have commented on positive progress, however it will take time and persistence for them to be wholly embedded in practice and for DCC and our citizens and carers to fully realise the benefits they afford.

4.6.6 CSS continue to provide ongoing training, support and guidance, and recently obtained grant funding from Betsi Cadwaladr University Health Board (BCUHB) to provide comprehensive training for NHS staff delivered by the National Development Team for Inclusion (NDTi).

**4.7 Anticipated challenges to development**

4.7.1 Many councils have found culture and practice amongst frontline staff to be the most enduring challenge. CSS has made a significant and ongoing commitment to cultural change and following its recent inspection CIW concluded:

*‘Staff are empowered to co-produce creative solutions which meet self-identified outcomes with people who need care and support and carers who need support. Service delivery is driven by an ambition to make a positive difference to the lives of Denbighshire residents. There are good examples of managers at all levels using their initiative and personal leadership skills to drive improvement in operational culture and practice’ (CIW, 2019)*

- 4.7.2 It was anticipated the significant difference in culture between NHS and Local Authority staff could create a major challenge in integrated teams and to address this CSS has obtained grant funding from BCUHB to commission a comprehensive training and support package for NHS staff.

#### **4.8 Unanticipated challenges to development**

- 4.8.1 Support Budgets required a substantial change to the PARIS system. A recent review and internal audit identified a number of challenges associated with the systems current configuration impacting on effective record keeping, reporting and performance management. In response a joint ICT and CSS task and finish group has been established to explore and implement necessary systems change.
- 4.8.2 Direct Payments required DCC to develop new financial monitoring systems to ensure citizens are using the money to achieve their agreed outcomes, and enable DCC to recoup unspent funds. The existing CIS finance system cannot support Direct Payment monitoring, which is currently managed through complicated and labour intensive paper based systems. Current proposals to address this include:
- a) Adoption of prepayment cards that provide automated monitoring and reporting
  - b) Procurement of a replacement for the CIS finance system
- 4.8.3 As with many new processes those developed for Support Budgets have required continuous monitoring and review in order to ensure they remain fit for purpose and reflective of ongoing changes to Welsh and UK National legislation and guidance.
- 4.8.4 Enabling citizens to take greater control of their care and support required CSS to review and improve the process by which staff assess and record a citizen’s ‘Mental Capacity’ to make decisions. This has been achieved through the implementation of a revised assessment tool and the provision of additional training.
- 4.8.5 **Culture and practice;** unanticipated cultural and practice challenges are normally identified and addressed through the ‘Peer Review Process’, where a multi-disciplinary panel of frontline professionals robustly scrutinise and challenge practice in ways that are often more difficult and less palatable when attempted by managers.

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

- 5.1 Support Budgets enable citizens and carers to play an active role in planning and shaping their care and support and empower them to remain safe and independent in their own communities.
- 5.2 The provision of easily accessible information through CSS; talking points, SPOA and in face to face interactions during assessment and support planning, help Denbighshire citizens to make more informed choices about their care and support, increasing their resilience and enabling them to remain independent for longer.

- 5.3 Since the introduction of Support Budgets, the assessment is no longer simply a gateway to services, but a complex interaction that ensures citizens and carers are fully involved in shaping and improving the services they need.
- 5.4 Citizens and carers who receive care and support from DCC are now invited to join the new 'Citizen Advisory Board' established to ensure service developments fully reflect the views and wishes of the people they support
- 5.5 Support budgets are frequently welcomed by carers as they allow far greater flexibility in the delivery of care and support.
- 5.6 The training being provided to NHS staff in integrated teams will help ensure citizens experience a consistent approach to the delivery of health and social care in Denbighshire and reduce barriers to a seamless service.

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

All elements of the development, monitoring and review of Support budgets described in this report are being delivered through existing financial and staffing resources.

**7. What are the main conclusions of the Well-being Impact Assessment?**

A formal Well-being Impact Assessment was not completed as part of the development of Support Budgets as the requirement for providing these is laid out in the Social Services & Well-being (Wales) Act.

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

The provision of support budgets was included in discussion with Scrutiny Committee during the changes implemented as part of the Social Services & Well-being (Wales) Act and this report was requested.

**9. Chief Finance Officer Statement**

As stated in Section 6, the Service has confirmed that there are no additional resource implications as a result of this report.

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

There is a (very low) risk that citizens could use the money provided to them in a Support Budget in ways that do not achieve their agreed outcomes. This is being mitigated by the introduction of pre-paid cards similar to those used for citizens who require support through the Court of Protection Team.

**11. Power to make the Decision**

Scrutiny's powers with respect to this matter are set out in Section 21 of the Local Government Act 2000 and Section 7.4.2(b) of the Council's Constitution

**Contact Officer:**

David Soley Principal Manager, Lead Commissioner: Community Support Services  
Tel: 01824 706333

## 1. Case Study 1

- 1.1 27-year-old man with a diagnosis of severe autism and learning disability, living with his family, wants to work like his siblings and would like to learn to be a mechanic.
- 1.2 Citizen requires very supportive learning and working environment which is not available through any local day activity, learning opportunity or apprenticeship scheme.
- 1.3 The family identify a mechanics teacher with his own garage who is prepared to offer appropriate training in a supportive environment.
- 1.4 A Direct Payment is used to fund 4.5 hour training sessions 4 days a week
- 1.5 Greatly improved Wellbeing Outcomes for citizen and his carers
- 1.6 Greatly reduced stress for carers which decreases the possibility of carer breakdown
- 1.7 Cost saving achieved as less expensive than a traditional service

## 2. Case Study 2

- 2.1 67-year-old man with a diagnosis of early onset dementia living with his wife in Denbighshire
- 2.2 Citizen's wife is his main carer and he requires 24hr support in all areas of daily living
- 2.3 Assessment identifies high risk of carer breakdown and urgent need for respite care
- 2.4 Citizen and carer refuse residential respite saying they do not wish to be apart.
- 2.5 During assessment the couple say how much they'd enjoyed regular breaks in their campervan, but can no longer afford the site fees
- 2.6 Direct Payment used to fund site fees so couple can take regular respite breaks in their campervan
- 2.7 Greatly improved wellbeing outcomes for citizen & carer
- 2.8 Greatly reduced stress for carer and decreased risk of carer breakdown
- 2.9 Achieved cost saving as site fees are cheaper than traditional respite care

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**Report to:** Partnerships Scrutiny Committee

**Date of Meeting:** 7<sup>th</sup> November 2019

**Lead Member/Officer:** Tony Thomas - Lead Member for Housing, Regeneration and the Environment  
Geoff Davies - Lead Officer - Community Housing

**Report Authors:** Geoff Davies - Lead Officer Community Housing/  
Clare Budden - Chief Executive Clwyd Alyn Housing Association

**Title:** SARTH - Single Access Route to Housing

## 1. What is the report about?

This report details the operation of SARTH, which is the Single Access Route to Housing which deals with how applications for social housing are managed.

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

This is in response to a request to scrutinise the “effectiveness of the new partnership in helping people to access accommodation within reasonable timescales”.

## 3. What are the Recommendations?

That the Committee considers the contents of this report and comments accordingly.

## 4. Report details

SARTH is the “Single Access Route to Housing” which is the name given to the Common Housing Allocations policy between Denbighshire, Flintshire and Conwy councils and the Housing Associations (RSLs) that operate in these counties.

Cabinet approved the Allocations Policy in January 2014 and in April 2017 SARTH was implemented in Denbighshire.

### 4.1 Common Allocations Policy

The policy ensures that we deliver social housing allocations in accordance with housing legislation (Housing Act 1996, Housing (Wales) 2014) and the Code of Guidance for the Allocation of Accommodation. This is necessary to mitigate the risk of legal challenge but also to ensure that homes are allocated to those most in need. **Appendix 1** is the current SARTH Policy document.

The overall operation of the policy is monitored by a Regional Steering Group made up of the 3 councils and the RSLs involved. In addition, operational issues regarding

the day to day implementation of the policy including appeals from applicants about their priority banding are discussed at a monthly Operational Panel Group meeting.

#### **4.2 Denbighshire Common Housing Register**

Whilst the policy is a joint partnership between the 3 counties, the delivery of the common housing register is individual to each county. In Denbighshire, we now operate one single register for all social housing let by the council and the 6 RSLs that operate within Denbighshire.

With regards to the operational delivery of the Denbighshire common register we made the decision in September 2016 to partner with Flintshire County Council as they were already delivering this service and had been through the significant change process to ensure smooth implementation and operation of the service.

#### **4.3 Flintshire Partnership**

The partnership approach with Flintshire has gone well overall. The work required to implement the operational delivery of SARTH was considered in detail in 2016 but we recognised the benefits of using Flintshire's experience and how they have established their services to meet the demands of delivering this effectively. In addition the ability to use already configured ICT systems has been a significant benefit.

In summary, the service involves handling over 300 calls per week involving initial call handling, interviews with customers, detailed assessment of applications in accordance with the policy and challenges regarding decisions. Cases are often referred to other services such as Homeless Prevention, Housing Enforcement, Tai Teg and also support services. Call handling and written correspondence are all Denbighshire branded and customers are not aware of where the staff are located.

Denbighshire receive value for money for the partnership as the cost is less than the cost to deliver this service ourselves. The annual cost to Denbighshire is currently £52k which is less than the cost of 2 full time grade 5 staff. We calculate that we would need these additional staff as a minimum in addition to the ability to deal with significant call volumes and the lengthy triage process. Flintshire benefit from economies of scale with providing the service for additional partners.

#### **4.4 Performance**

We monitor performance and the operation of the partnership agreement with Flintshire to ensure service standards are delivered and maintained including call answering performance. We are aware of significant call volumes and the complexity of calls and Flintshire have continually reviewed the operation of the service and given some detailed consideration as to how best to deliver the service effectively. The current average call response time is 1 minute 19 seconds.

#### **4.5 Meeting Housing Need**

We know that the number of applicants for housing has decreased significantly since the introduction of the new policy. Previously there were in the region of 3,000 applicants across several landlord maintained registers in Denbighshire but the revising of the eligibility has seen this reduce to around 1,200. **Appendix 2** gives some background data on housing need and the allocation of social homes in

Denbighshire during 2018 / 2019. **Appendix 3** outlines how the service ensures that more complex needs are recognised through the policy.

#### **4.6 Impact of the Policy**

The partners in the wider SARTH partnership are aware that the policy should now be reviewed to ensure that the policy is achieving its aims and is meeting housing need appropriately. Conwy County Borough Council Housing Strategy team have been commissioned to undertake a review of the impact of the policy.

#### **4.7 Compliance & Consistency**

The steering group have also commissioned work to carry out regular audits of compliance with the policy by all landlords to ensure consistency in allocations. This will ensure correct application of the policy and highlight incorrect or inappropriate use of bypassing options. The findings are reported regularly to the regional steering group

#### **4.8 Prospects Information**

One of the main concerns for applicants is having the ability to understand how long current waiting times are. Managing clear expectations can reduce frustration and provide households with better information to manage their housing circumstances. **Appendix 4** gives information on waiting times based on actual experience through recent lets. This is intended as a guide as this data is based on average waiting times and these can vary depending on the property type and area.

On a positive note there is a significant social and affordable new build programme underway in addition to the Council's own new build plans. Information on the programme is attached in **Appendix 5**

#### **4.9 Internal Audit Review**

SARTH has been subject to an internal audit review completed in September 2019. The audit gave a Medium Assurance level. The full report will be presented to Corporate Governance in the autumn.

The main recommendation is the need for more formal written agreements to clarify the roles, responsibilities and relationship between the Regional Steering Group, Operational Group and local partnership arrangements.

It should be noted that there is strong governance for the partnership particularly as senior managers represent the partners at steering group level such as the Managing Director of Cartrefi Conwy, Deputy Chief Executive of Wales & West Housing Association, Director of Resident Services at Clwyd Alyn Housing, Head of Housing at Grŵp Cynefin in addition to Denbighshire's Lead Officer for Community Housing.

#### **4.10 Customer Satisfaction**

We have some feedback from customers on the applications process. This is gathered when applicants move into their new home. Satisfaction with the application process is currently 88% and comments regarding dissatisfaction refer to the length of wait for a home. We recognise that a survey of applicants whilst they are on the housing register and yet to receive an offer of a home may give us more meaningful

information. Therefore a full survey of current housing register applicants is planned for early 2020.

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

Housing and Resilient Communities are corporate priorities.

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

There are no additional costs associated with this report

**7. What are the main conclusions of the Well-being Impact Assessment?**

An impact assessment was not required for this report as no changes are proposed

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

Information on SARTH was delivered at a council briefing in June 2019

**9. Chief Finance Officer Statement**

The costs associated with services and maintenance for council housing are contained within the Housing Revenue Account (HRA) Business Plan. The plan for 2019/20 was approved by Cabinet in January 2019.

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

The Council has a duty to maintain a register of housing need and to ensure that homes are allocated in accordance with a published policy.

**11. Power to make the Decision**

11.1 Section 21 of the Local Government Act 2000

11.2 Section 7.4.2(b) of the Council's Constitution details Scrutiny's powers with respect of policy objectives, performance targets and/or particular service areas, whilst Section 7.4.2(e) states that Scrutiny may review and scrutinise the performance of other public bodies in the area and invite them to address a Scrutiny Committee about their activities and performance.

**Contact Officer:**

Lead Officer – Community Housing

Tel: 01824 712931

# Denbighshire Housing Solutions and Denbighshire Housing Register

## The Common Housing Allocation Policy





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**This document is available in Welsh and can be provided in other formats on request.**

**June 2018.**



## The Allocation Policy for Social Housing in Conwy, Denbighshire and Flintshire.

The major social landlords operating in Conwy, Denbighshire and Flintshire have come together, with the Local Authorities, to form a Partnership to manage applications for and allocations of social housing.

The partners in the scheme are

- Conwy County Borough Council
- Denbighshire Housing - Denbighshire County Council
- Flintshire County Council
- Cartrefi Conwy
- Cartrefi Cymunedol Gwynedd
- North Wales Housing Association
- Grwp Cynefin
- Wales and West Housing Association
- Clwyd Alyn Housing Association
- Ty Glas Housing Society, part of the Pennaf Group

All partners agree that there is a high demand for rented homes in the region and too few vacancies to meet demand. We must be realistic about this. It requires us to do two things:

Firstly we will provide the best, most useful, consistent and accessible advice and information to everyone who comes to us looking for housing. We aim to help customers make the most informed choice about how to find a home to meet their needs. This advice must cover the whole range of affordable housing options, including social housing, private rented accommodation, home ownership and other alternatives.

Secondly, we will allocate our housing stock in a transparent, fair, consistent and accessible way, which prioritises the people in our communities according to their housing needs and which meets our legal requirements

Working together to these ends, we can share our strengths and good practice and place the customer at the heart of everything we do. We will simplify the access route to advice and to housing with one clear purpose: to help people find a home to meet their needs.



## PART 1 – POLICY STATEMENT

### 1. Introduction

#### 1.1 Aims & Objectives

This document states how all applications for social housing will be prioritised for allocations in Conwy, Denbighshire and Flintshire.

Social housing is housing provided by some local councils and registered, not for profit, organisations. Rent levels, property standards and management standards are regulated by government.

This allocation policy has been adopted by the major social landlords operating in the counties of Conwy, Denbighshire and Flintshire.

The partners in the scheme are

- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Cartrefi Conwy
- North Wales Housing Association
- Grwp Cynefin
- Wales and West Housing Association
- Clwyd Alyn Housing Association
- Ty Glas Housing Society, part of the Pennaf Group
- Cartrefi Cymunedol Gwynedd

The Partners agree to prioritise applicants and allocate social housing in the same way. Each County will hold its own register of applicants. Applicants can apply for housing in different Counties, but applicants will not necessarily have the same priority in all areas, because they may not have a local connection to all areas.

The key objectives of the policy are that it-

- helps meet housing need in Conwy, Denbighshire and Flintshire
- gives priority to those in greatest housing need and with the strongest connection to the area to which they are applying
- is easy for applicants and staff to understand
- consistently prioritises applicants in similar circumstances
- enables all applicants to be considered by all social housing providers with just one application
- accommodates applicants preferences as far as possible
- makes best use of housing stock
- takes into account local circumstances



- provides all applicants with advice about all their housing options
- provides support for applicants to make an application as required

## 1.2 Legal Context

The allocation policy is principally governed by The Housing Act 1996 and the Code of Guidance for Homelessness and Allocations 2016 and Welsh Statutory Instruments 2014 No. 2603 (w. 257) – Housing Wales – The Allocation of Homelessness (Eligibility) (Wales) Regulations 2014.

Other relevant legislation includes

- Freedom of Information Act 2000
- Equalities Act 2010
- Social Care and Well Being Act 2014
- Anti-social Behaviour, Crime and Policing Act 2014
- Wellbeing of Future Generations Act 2015

## 1.3 The roles of the partners

- Councils

The Councils in the Partnership are local Housing Authorities required by law to carry out housing related duties and functions. They have a role to ensure that Social Housing is an effective housing option for people on low incomes or who cannot rent or buy privately. Each Council in the partnership must ensure social housing properties in their area are allocated according to this policy.

The Councils must ensure that the allocation policy is fair. Fairness will include treating all applications in a consistent manner, ensuring all applicants have an equal opportunity to apply, and in a way which suits their personal needs.

So that everyone can see that allocations are made fairly, information about how properties have been allocated will be published on Council websites, and there will be regular checks to ensure the procedures are giving fair results.

Councils work in partnership with social housing providers to plan new housing developments and the best use of housing stock. Councils monitor the activity of social landlords to make sure standards are maintained and allocations are fair.

A Council can delegate the task of administering the housing register. The organisation acting as the register administrator will be monitored by the Council to ensure banding and allocation decisions meet the standards required. The register administrator can be a social housing provider.

- Housing Providers

Non-council social housing providers have a duty to co-operate with Local Authorities to support the delivery of certain housing objectives e.g. to prevent and relieve homelessness. The housing providers have agreed to allocate their vacant property in line with the policy.



## 1.4 Equality

All Partners are committed to serving all applicants fairly and work positively to avoid discrimination on the grounds of age, gender, sexual orientation, religion, nationality, disability or ethnic origin.

In order for us to monitor allocations for fairness, applicants are asked to provide details: age, disability, gender and race.

All policies and changes in policy are assessed to ensure there is no unjustifiable negative impact on sections of our community.

All partners are required to meet the Welsh Language Standards 2015. Applicants are encouraged to use either Welsh or English. Applicants can express a preference for correspondence or service in either language.

For applicants requiring information in an alternative format, e.g. large print, audio versions etc. arrangements will be made to meet their needs on request

Prospective applicants who require support to complete the application process will be assisted, according to their needs, on request.

The application process does not require an applicant to complete a form. Applicants will be spoken to over the telephone, or face to face at our offices, or in exceptional circumstances, at another place, e.g. hospital, by appointment.

## 1.5 Management of Information

Information provided by applicants will be confidential and kept securely.

However, applicants will be asked to allow their application information to be shared so that all partners can consider their application.

Applicants may request a copy of information held by partners about their application, which will include information provided by third parties unless there are exceptional circumstances where it is necessary to protect the identity of the third party concerned. In such exceptional circumstances, every effort will be made to convey to the applicant the information that has been obtained from a third party in a reduced form.

## 1.6 Monitoring and Review of Allocations policy

The Allocations Policy is adopted and subject to the approval of Council members in the individual Local Authorities.

The Boards of partner Housing Associations have signed up to the policy. The Boards ensure the policy meets with the social objectives of their organisations. Each Housing Provider must report its activities to its governing Boards and government regulator.

Senior officers of both the Council and housing provider organisations meet together as required to form the Steering Committee. This Committee formally approves planned adjustments to the policy recommended by the Operational Panel. The Operational panel meets regularly to discuss any aspect of the implementation and delivery of the allocation policy.

Should the policy require major adjustment, the adjustment will not be made without consultation.



Regular meetings with all partners are held to discuss operational decisions, information management systems, and complex cases to ensure effective communication across the providers.

Statistical Information will be reported annually and published on the Local Authority websites.

### 1.7 Local Letting Policies.

The policy recognises that partners may wish to include policies designed to tackle local housing issues through the use of local letting policies. All local lettings policies will be based on a sound evidence base. Examples of local housing issues which may require local lettings policies include:

- Tackling localised anti-social behaviour
- Correcting under occupation or overcrowding
- Facilitating tenant employment through job related moves
- Creating a sustainable community on new housing developments
- Helping people to stay close to their own rural communities

Local lettings policies will be approved by the appropriate Local Authority and will be assessed for fairness and equality of opportunity. Local letting policies may allow transfers for existing social tenants even where they do not have priority under the allocation scheme.

Some properties, usually in defined locations, can only be let subject to additional occupation criteria as they are subject to a Planning Obligation under s106 of the Town and Country Planning Act 1990, for example in regeneration areas or, rarely, on new developments.

A list of housing schemes with Local Letting Allocations Policies is available on Council Websites, [LINK](#)

## 2. The Housing Register

### 2.1 The Register

The housing register is a list of households who require housing. Each Local Authority has a register. The register is ordered in accordance with this policy. Households on the register are prioritised in bands according to need and local connection, and within bands by waiting time. Housing providers with a vacancy go to the register to see who in the greatest need has been waiting the longest.

Decisions about where a household is placed on the register are taken by the register administrators.

The register is kept up to date. Households on the register will be reviewed every 6 months, or upon a change in circumstances. New applicants join the register when their application is complete. Applicants may move between priority bands. The date on which an applicant moved into a band with greater priority will be the relevant date to determine their priority in that band. If an applicant moved to a band with lower priority, the date of their original application will be the relevant date.

Applicants are responsible for keeping their application up to date. Failure to do so may result in a reduction in priority.

If applicants in urgent housing need are not rehoused within 3 months, consideration will be given to whether current housing stock will be able to meet the household's needs. In cases where the



housing requirements are complex or not catered for in current stock, Partners will consider options to procure, adapt or commission property to meet a need.

Prospective tenants not accepted onto the register because they are not in housing need, may apply for vacancies where there is no demand from applicants on the register. Such vacancies are advertised by the housing providers on the open market, e.g. at housing solutions using on-line property rental sites or Council websites. Applicants not accepted onto the register can reapply at any time if their circumstances change.

## 2.2 Who can Apply?

Anyone over 16 can apply for social housing, either as a sole or joint tenant. Households of more than one person will have a lead applicant. Part of the application process will be to check that the applicant household does not contain someone ineligible due to their immigration status or because they are unsuitable to be a tenant because of serious unacceptable behaviour. All applicants will need to show that they intend to occupy any social housing allocation as their only or principal home.

## 2.3 Who can be included in the applicant's household?

An applicant household can include:

- a) members of the applicant's family who normally resides with them,
- b) any other person who might reasonably be expected to reside with them.

The circumstances of a child who is dependent both on the applicant and someone who does not live with the applicant, will be looked at. For example, where there is a shared parenting arrangement, a child who is reasonably accommodated with another parent will not be included within the applicant's household.

## 2.4 Transfer Applications

This policy applies to existing tenants seeking to transfer accommodation. Existing tenants who want to move, will need to apply for a new allocation through the register. The same rules about housing need will be applied to determine their priority.

## 2.5 Applications from Employees of Partner Organisations, Elected Members and their close family relatives

Applicants must declare if they (or anyone in their household) are, or are close relatives of

- Employees of partner local authorities or housing providers;
- Elected Council Members; or
- Members of a Tenants' or Residents' Associations.
- The following are close family member for the purpose of this policy:-
- Spouse or civil partner
- Co habiting partners (including same sex partners)
- Parent
- Son/Daughter
- Brother/Sister



- Grandparent/Grandchild
- Aunt/Uncle
- Step & Half Relations

Where 2.5 applies, the allocation policy will not treat applicants differently, but their applications will be subject to review to ensure the policy is followed in all cases.

## 2.6 Applications to amend existing social housing tenancies

This allocation policy does not cover situations where an existing tenant needs to amend their existing social housing tenancy agreement. For example, adding a partner to the agreement.

## 3. Applying for Accommodation

### 3.1 Making an Application

Information about how to contact the housing register administrators in each County will be publicised on the Council website and in other public areas.

There is no form to complete when applying for housing under the Common Allocation Policy.

Enquirers can attend Council offices in person, or discuss their needs by telephone. In exceptional circumstances, arrangements can be made to visit prospective applicants, e.g. in hospital.

All enquirers will be asked about their household circumstances. We call this process 'Triage'. Where an applicant may be homeless or threatened with homelessness within 56 days, their application will form part of the service offered by the Local Authority to prevent and relieve homelessness.

The administration of the social housing allocation and the delivery of services to those threatened with, or who are faced with, homelessness are closely related. Staff from either the homelessness and/or housing provider teams may be involved with a case

### 3.2 Housing Options

All enquirers will receive advice about all the housing options which might be suitable for them. This may include advice about

- Affordable ownership schemes
- Intermediate rent schemes
- Private renting
- Schemes to help people move out of the district
- Home improvement schemes or adaptation services which enable people to stay in their existing home
- Supported housing or support at home
- Sheltered housing or extra care housing
- Gypsy and Traveller sites with permanent pitches

Enquirers will receive information about the application process and how homes are allocated.



Those who wish to make an application for social housing will be advised about

- whether they are likely to have a priority for housing and
- whether housing suitable for their needs is likely to be available for them in the areas of their choice and
- how long until such housing is likely to be available

### 3.3 Eligibility

All applicants and their household members will be verified to ensure they are eligible for an allocation of social housing.

The Housing Act 1996, as amended by more recent legislation (Housing Act (Wales) 2014) states that a Local Authority must not make an allocation of social housing to an ineligible person.

Applicants can be ineligible due to their immigration status or due to unacceptable behaviour. See Box A.

Applicants will need to provide evidence of their identity and former conduct.

The Register administrators will act reasonably and consider each application on its merits. Decision makers will take into account the applicant's personal circumstances (and those of the applicant's household), including health and medical needs, dependent's needs and any factors relevant to the application. In particular, the partners will consider any mitigating circumstances relating to mental or physical disability, or mental health.

Previous seriously unacceptable behaviour may not justify a decision to treat the applicant as ineligible where the applicant can show that the behaviour has improved.

Applicants whose unacceptable behaviour does not meet the criteria to make them ineligible, will be able to apply for housing, but their household may be given a reduced priority until the register administrator is satisfied that their behaviour has improved to the extent that it will no longer have a detrimental impact on their conduct of a tenancy.

Applicants deemed ineligible for housing will be provided with advice and guidance regarding their housing options from the Housing Options Team when they contact the service.

Applicants deemed ineligible for housing will be notified of the decision and the reason(s) in writing. They will also be informed of their right to request a review and their further right to appeal any decision made after the review.

Applicants found ineligible because of unacceptable behaviour can reapply at any time, but will not be eligible until they can show that their behaviour is now satisfactory.

### 3.4 Choice and Preference

Applicants will be asked to express a preference for the area they wish to live in, and the type of property. Not all areas have social housing. Not all areas can provide properties of the preferred type. Applicants will be advised about the potential availability of properties when they apply, and on request. Applicants can change their preferences. However, when considering the suitability of vacant properties for an applicant, it may not be possible to accommodate all an applicant's



preferences. Applicants' preference for areas where there is currently no social housing provision will be noted and considered when planning new developments.

### 3.5 Support to make an application

Partners will ensure that applicants with support needs are provided with appropriate support to make their application. Where necessary, partner housing providers will work with social care, Supporting People, health services and other agencies to agree how to support the applicant.

### 3.6 Decision timescales

Once all the necessary supporting information has been received by the register administrator the decision about whether the applicant will be placed on the register and in which priority band will be taken within 20 working days.

### 3.7 Notification of decision

Applicants will be informed in writing of acceptance onto the register and their priority banding.

### 3.8 Applicant's rights to be informed, to request a review and make a complaint

An applicant has the right to be informed, upon request, of any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them.

### 3.9 Requesting to see what information is held on a housing application

Applicants may request a copy of all information held by partners about their application as a 'Subject Access Application'. This will include information provided by third parties (unless there are exceptional circumstances and the identity of the third party must be protected). Should third party information require protection, every effort will be made to convey information in a reduced form. A Subject Access Application will normally be free. Unwarranted, unfounded or repetitive requests may incur an administration fee.

### 3.10 Requesting that a decision relating to an applicant's priority on the housing register, or any allocation of housing, is reviewed.

An applicant has the right to request a review of any decision made in relation to their housing application, including any decision:

- a) about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them;
- b) as to their eligibility for the allocation of social housing;
- c) as to the assessment of their application in relation to the banding scheme;
- d) made in relation to removing an applicant from the register
- e) made in relation to reducing priority;

Applicants will have 14 days to request a review, during which time they shall be suspended from the register.



The decision to be reviewed will be considered by a different or senior officer from the relevant register administrator. The reviewing officer has 28 days to consider the circumstances and respond.

If the applicant is not satisfied by the decision of the reviewing officer, the matter can be considered by the Operational Panel which meets at least monthly. The panel have up to 28 days to consider the circumstances and respond.

### 3.11 Requesting a review of a decision made in relation to a decision outside of the scope of this policy

Decisions made by a local authority partner in relation to an application for assistance because an applicant is homeless or threatened with homelessness, are subject to different review procedures. Applicants will be told about how to request a review of these decisions in the decision notification letter.

### 3.12 Making a Complaint about how an application has been handled

An applicant who is unhappy about the way their application has been handled, or the behaviour of staff, should make a complaint using the complaints procedure of the organisation handling their application. Information about how to do this will be available from the organisation concerned. If an applicant is not satisfied by the response to a complaint they can take the matter to the Local Authority

Ombudsman (details of making such a complaint are available from the relevant Local Authority).

### 3.13 False or misleading information

Applicants who give false or misleading information may have their application rejected or their tenancy terminated. In some cases this may also result in criminal prosecution, substantial fines and even imprisonment.

### 3.14 Keeping an application up to date

It is the responsibility of the applicant to keep their information up to date.

Applicants must contact their local Authority if, for example,

- they change their contact information: telephone numbers or email address
- if they move house,
- a person leaves or joins their household;
- their financial circumstances change
- Their immigration status changes

### 3.15 Keeping the register up to date

When applications are reviewed by the Register Administrator, applicant households will be contacted to confirm they are still in housing need. Those still in housing need will have their details checked and their priority banding reviewed.

Applicants who fail to respond to letters asking about their current needs may be removed from the register.



### 3.16 Removing applications from the register.

Applicants may be removed from the register if

- they have provided false or misleading information or not told the Partnership about relevant information
- they have refused 2 reasonable offers
- they don't reply to application review letters within 14 days

Applicants will be advised in writing of a decision to remove them from the register. They have a right to request a review of the decision, and details of how to do so will be noted in the decision letter. After 14 days, if no request for a review is received, the applicant will be removed from the register.

Applicants will be able to reapply but may be subject to reduced priority. Their application date will be the date of the new application.



## BOX A Eligibility for a social housing allocation

### Ineligible applicants

There are two classes of ineligible person.

#### 1) Persons from abroad

Unless the applicant is already a secure, introductory or assured tenant of housing allocated by a Welsh housing authority, applicants will be ineligible if they are

- subject to immigration control, unless they belong to a group granting them eligibility e.g.
- those with refugee status; those granted Humanitarian Protection; and those with Discretionary or Exceptional Leave to Remain.
- persons from abroad who are not subject to immigration control and who are not habitually resident in the Common Travel Area (i.e. The UK, Channel Islands, Isle of Man and the Republic of Ireland) (Exceptions apply)
- excluded from entitlement to Universal Credit or Housing Benefit by the Immigration and Asylum Act 1999.

Further Information for applicants and advisors can be found in  
Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014, and  
Allocation of Housing and Homelessness (Eligibility) (Wales) (Amendment) Regulations 2017

#### 2) Persons who have engaged in serious unacceptable behaviour

If applicants, members of their household, or their visitors have engaged in serious unacceptable behaviour that renders them unsuitable to be a tenant of a partner landlord.

The only behaviour that can be regarded as unacceptable is behaviour by the person that would have entitled a local authority to an outright possession order, if the person had been a secure tenant of the local authority at the time.

In assessing whether an applicant is ineligible due to unacceptable behaviour, the partner landlord will consider:

1. Where there is evidence of unacceptable behaviour, was it serious enough for a possession order to have been granted (which includes consideration of the statutory discretionary grounds for possession and questions of reasonableness)?
2. Was the behaviour serious enough to render the applicant or household member unsuitable to be a tenant (which involves consideration as to whether an immediate possession order was made or might have been made as opposed to a suspended order)?
3. Does the behaviour continue to be unacceptable at the time of application?



## PART 2 – THE BANDING SCHEME

This policy is founded on the principle that vacancies will be allocated to eligible applicants in housing need, with priority going to applicant households who have a local connection.

### 4.1 Priority Bands

The policy uses a banding scheme to prioritise applicants according to their circumstances.

The priority bands and local connection

| Band | Degree of Housing need                                                        | Local Connection                              |
|------|-------------------------------------------------------------------------------|-----------------------------------------------|
| 1    | Urgent housing need according the criteria in Box C                           | Yes<br>(unless homeless as a result of abuse) |
| 2    | Housing need according to the criteria in Box D                               | Yes                                           |
| 3    | Urgent housing need according to the criteria in Box C                        | No                                            |
| 4    | Housing need according to the criteria in Box D and<br>Reduced priority cases | No<br><br>Yes                                 |

Priority can change as circumstances change, so applicants may move between bands. Applicants within each band will be prioritised according to the date order of their application or the date on which they moved from a lower to a higher band.

### 4.2 Local Connection

Eligible applicants with a local connection to the Council area to which they are applying, will be prioritised above those with no local connections (unless an applicant is fleeing abuse and relocation is required to keep them safe).

An applicant may have a local connection to one partner local Authority, but not to another, resulting in a different banding decision on the different housing registers.

An applicant's local connection can change over time. Applicants must keep their applications up to date.



Housing Provider partners are able to specify additional local connection criteria for certain vacancies in line with Local Lettings policies.

### BOX B Local Connection

A local connection is created when the applicant or a household member

- Has been resident in the Local authority area for the previous 12 months.
- Has been resident in the local Authority area for 3 out of the previous 5 years.
- Has family associations in the area. Family association normally arise when the applicant or household member has either a parent, adult child, brother or sister who live in the local Authority area, and have done so for at least 5 years, at the date of application. Both the applicant and locally residing relative must indicate a wish to be near each other.
- Provides support for or receive support from some person or specialist provision in the local authority area.
- Has been in employment in the local authority area for the last twelve months.
- Has been offered a job in the local authority area but have a disability and are unable to take up the job offer because of the difficulty of finding adequate accessible housing in the area.
- Needs to move to the local authority area so that a member of their household with a disability can attend a school or receive specialist support, but are unable to do so because of the difficulty in finding adequate accessible housing in the area. The need must be as a consequence of the disability and the need to move to that local authority area must be evidenced.
- Is serving in the Armed Forces and is either employed or resident in the local authority area.
- Is serving in the Armed Forces or is a former members of the Armed Forces, not currently employed or resident in the local authority area but has previously been resident in the local authority area, including residency as a result of a former posting in the area while serving in the Armed Forces.

### 4.3 Housing Need - Reasonable Preference

The allocation policy bases an applicant's priority on their housing need.

The law states that the following applicants must be given 'reasonable preference' under any allocation scheme:

- a) those who are homeless within the meaning of part 2 of the Housing (Wales) Act 2014.
- b) those owed any duty by a Local Authority under s 66; s 73 or s 75 of the Housing (Wales) Act 2014 or  
(if they applied for help because they were homeless before 27 April 2015),  
those owed a duty by a housing authority under section 190(2), 192(3), 193(2), or



195(2) of the Housing Act 1996)

- c) those occupying insanitary or overcrowded conditions or otherwise living in unsatisfactory housing conditions
- d) those who need to move on medical or welfare grounds, including grounds relating to disability
- e) those who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or to others.

A local authority can identify other types of household in housing need so long as such classes of household do not dominate.

#### 4.4 Urgent housing need

A Local Authority can determine households with urgent needs. Additional priority will be given where the applicants have an urgent housing need. Applicants with an urgent housing need and a local connection to the area will be in Band 1. Applicants in urgent housing need but lacking a local connection will be in Band 3. Examples of an applicant in urgent housing need are given in Box C.

#### 4.5 Housing need

Households with a housing need that is not urgent will include those in the reasonable preference categories, except those subject to reduced priority, and displaced agricultural workers. They will be placed in Band 2 if they have a local connection and Band 4 if they lack a local connection. Examples of households in housing need are given in Box D.

#### 4.6 Reduced priority

The Register Administrator can reduce priority for a social housing allocation in certain circumstances, for example

- Applicants deemed to be unsatisfactory tenants or those who may have deliberately worsened their housing circumstances;
- Applicants with sufficient financial resources to meet their housing needs in the housing market.
- Homeless applicants who are deemed intentionally homeless. Examples of where priority is reduced are given in box E.

When deciding whether to reduce priority, the register administrator will act reasonably and consider each application on its merits. It must have regard to the applicant's personal circumstances (and those of the applicant's household), including health and medical needs, dependents and any other factors relevant to the application. The decision maker must consider any mitigating circumstances relating to mental or physical disability, or mental health.

When considering applicants with previous poor behaviour, a decision to reduce priority may not be justified, if the applicant's conduct can now be shown to have improved.

Applicants who have their priority reduced because of unacceptable behaviour, who can present satisfactory evidence of an improvement in their behaviour can have the reduction in priority



removed. In this situation, the date of the application for determining priority within the new band will be the date they are placed into the new band.

Decisions to reduce priority must be approved by a senior officer of the administering organisation. Cases of reduced priority will be monitored and the process held under review.

Where a decision to reduce the priority of an application is taken, the applicant will be placed in Band 4. Applicants already in Band 4 cannot have their priority reduced.

In circumstances where an applicant has their priority reduced, applicants will be provided with appropriate advice, guidance, and support.

Applicants will be notified in writing of any decision to reduce the priority of their application and the reasons for it. If an applicant wishes to appeal the decision, applicants have the right to ask for the decision to be reviewed. The applicant will be informed about the outcome of a review.

#### 4.7 No priority

Applicants who are not in housing need according to the reasonable preference criteria (examples of which are given in Box C or D), will not be given any priority. They will not be placed in an allocation band or recorded on the housing register.

Should any vacancies not be filled from housing applicants on the register, properties will be advertised on the open market. Applicants with no priority will be able to apply for these tenancies but will need to satisfy the eligibility and local connection criteria.



## BOX C Urgent Housing Need

Applicant households with Urgent housing need will be in  
BAND 1 (with a local connection) or BAND 3 (with No local connection)

Examples of URGENT housing need

### 1) Urgent medical, welfare or disability related need.

Applicants whose household includes someone who

- a) has a medical condition which is life threatening or likely to become so, and which is directly linked to their housing conditions and is likely to improve with re housing.
- b) has been assessed by the relevant practitioner as having a need to move urgently to an accessible property.
- c) has a serious physical or mental illness, disability or medical condition or behavioural disorder which is causing serious dysfunction to themselves or the family unit such that they are completely unable to cope at their present accommodation and re housing would alleviate the problem. For example a terminal illness or advanced progressive condition.
- d) is hospitalised and is unable to return to their home as it is totally unsuitable for their long term needs by way of design, location and/or is unsuitable for disabled adaptations.
- e) is disabled and unable to access essential facilities within the property e.g. bathing or WC, or access to the property itself is totally unsuitable. The property cannot be economically adapted to meet their needs.
- f) needs to move to provide support to a relative or person with serious illness, disability or medical condition and that person can only cope in their present accommodation with the applicant's support.
- g) is living in overcrowded accommodation which leaves a person vulnerable to serious infection.

### 2) Leaving the Armed Forces

- A member of the applicant's household needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability sustained as a result of service in the Armed Forces.
- An applicant needing accommodation because of leaving the armed forces and the loss of military accommodation, who has had no settled accommodation in the last 12 months. People who have left the armed forces under Discharge as of Right.

### 3) Applicants accommodated in accredited supported housing where the applicant is able to sustain a tenancy independently.

- 4) Young people leaving the care of the Local Authority.



5) Urgent Cases where the household needs access to social housing to prevent a child from being taken into/remaining in care.

Examples include

- Foster parents who urgently need accommodation to take a child
- Where a child care plan identifies the need for accommodation to prevent the child being looked after by the Authority.

6) Existing tenants who are either under occupying by one or more bedrooms and wish to transfer to a smaller property, or who are occupying an adapted property which they do not need

provided that one of the following applies:

- They are suffering financial hardship as a result of welfare reform;
- Their moving would release a property for someone in urgent need who would otherwise have to wait an unreasonably long time to be re-housed.

7) Homeless due to abuse or probable abuse requiring urgent re-housing

Those deemed homeless as a result of abuse as defined by s 58 (1), Housing (Wales) Act 2014 and owed a duty under s75 of the Act. This includes those who have experienced abuse at, or outside, the home; and those who, if they remained in their accommodation, would probably experience abuse. This includes instances of hate crime and threats arising from acting as a witness.

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

Such cases may include transfer tenants. Cases will be decided on an individual basis. Exceptional cases will be monitored.



## BOX D Housing Need

Applicants with a Housing need will be placed in

BAND 2 if they have a local connection (see Box A) or

BAND 4 if they do not have a local connection (except homeless households requiring rehousing due to abuse) or despite their housing need, have had their priority reduced.

### 1) Applicants who are homeless

Households who have been assessed by a Local Authority Housing Options Team and found to be homeless within the meaning of s.55 Housing (Wales) Act 2014. The Housing (Wales) Act 2014 defines a person as homeless if they have no accommodation in the UK or elsewhere which is available for his or her occupation and which that person has a legal right to occupy.

Accommodation is available for a person to occupy only if it is available for occupation by them together with:

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

A person is also homeless if

- they have accommodation but cannot secure entry to it, or
- the accommodation is a moveable structure, vehicle or vessel adapted for human habitation (such as a caravan or house boat) and there is nowhere where it can be placed legally in order to provide accommodation.
- A person who has accommodation is to be treated as homeless where a Local Authority determines it would not be reasonable for them to continue to occupy that accommodation

### 2) Applicants who are threatened with homelessness

Applicants owed a duty by a local Housing Authority under s66, of the Housing (Wales) Act 2014, for whom an application for social housing has been deemed an appropriate 'reasonable step' in their personal housing plan by the Local Authority.

### 3) Applicants living in unsatisfactory conditions

Applicants whose current property:

- lacks a bathroom with facilities or the facilities are located in an insanitary location e.g. within kitchen.
- lacks a kitchen and/or appropriate facilities; or lacks an inside W/C.
- lacks a hot or cold water supply to the property due to defect with the property;
- lacks an electrical supply due to defect with property;



- lacks a gas supply due to defect with property where such a supply is required to operate existing or necessary services, such as heating.
- Applicants who share facilities with other persons who are not part of their household on a permanent basis. This applies to the sharing of a kitchen, bathroom/shower or toilet.
- Applicants living in overcrowded housing. A housing situation is deemed to be overcrowded if it lacks at least one bedroom. This must be on a permanent basis. Please see the table 'Bedroom requirements by household type' below.
- Applicants who have been referred by Environmental Health for re-housing because they are living in accommodation where category 1 hazards exist.

**Note:** All applicants residing in insanitary or hazardous housing will be referred to environmental health in order to resolve the problem and enable the applicant to remain in their home. The applicant would only be referred for re-housing if, despite their best efforts, it is the opinion of Environmental Health that the problem cannot be resolved within a reasonable period of time.

5) **Medical or welfare grounds (including grounds relating to disability)**

- Applicants whose household includes someone with a medical condition which is directly linked to unsuitable housing and where rehousing is necessary to significantly improve their health.
- Current accommodation presents access problems to a member of the household which have a detrimental impact on their welfare, which cannot be resolved in the current property and would be significantly alleviated if they were suitably re-housed. Such cases would be assessed by the relevant practitioner as requiring a move to an accessible property.
- Applicants whose household includes someone who has social care needs which are not being met and re-housing is necessary to significantly improve their care.

6) **People who need to move to a particular locality, where a failure to do so would cause hardship** For example

- It is unreasonable for the applicant to stay in their current property due to exceptional financial hardship.
- The applicant or member of their household is at risk of being admitted to residential care or hospital if they cannot be rehoused.
- The applicant needs to move due to a relationship breakdown and there is a need to safeguard and promote the welfare of children.
- The applicant is a vulnerable care leaver, and it is determined that their housing is best met by the provision of long term settled housing. Applicants must be a former 'relevant child' as defined by the Children Leaving Care Act 2000.
- The applicant or member of their household has permanent employment which cannot continue unless they live in a specific locality within the area and are otherwise adequately housed.
- The applicant is giving or receiving essential support, which can only be delivered if they live in a specific locality within the area.



7) **Displaced Agricultural Workers**

The dwelling from which an agricultural worker is displaced is needed to accommodate another agricultural worker and they need to re-house the displaced worker in the interests of efficient agriculture.

8) **Exceptional case of housing need where the circumstances are not dealt with elsewhere in this scheme**

Such cases may or may not be existing tenants seeking a transfer. Each case will be judged, authorised and recorded according to the agreed procedure and regularly monitored



## BOX E Reduced Priority

Applicants with reduced priority will be placed in Band 4

### 1. If an applicant household's behaviour affects their suitability to be tenants.

For example

- Applicants who have engaged in anti-social behaviour and who have not maintained a satisfactory undertaking to address that behaviour
- Applicants who have been convicted of using their home for illegal or immoral purposes
- Current tenants who have been subject to action for a breach in the terms of their tenancy agreement.
- When current tenants are wishing to transfer, but their current property is in such poor condition, that it cannot be re-let within a reasonable timescale
- Applicants who have rent arrears owing to a current or previous landlord and who have not maintained a satisfactory arrangement to repay the debt.
- Applicants who have deliberately provided false or misleading information or failed to disclose information relevant to their application. In these cases applicants will be asked to complete a new application. The date of this new application will be taken and they may be given reduced preference for the new application.
- Applicants who have refused two reasonable offers. In this case, applicants will be removed from the register and if they re-apply may be given reduced priority.
- Applicants who are deemed to have deliberately worsened their housing circumstances. For example, this may apply where an applicant gives up settled accommodation in order to move into less settled or overcrowded accommodation.
- Applicants who have behaved in a way which affects their suitability to be a tenant (or whose household contains a member who has done this).

### 2. If an applicant household has sufficient financial resources to meet its own housing need;

- this will be assessed on a case by case basis.
- Applicants with sufficient financial resources to meet their housing needs. This may apply, for example, when the person has legal or financial interests in a property, or sufficient income or savings.

### 3. If an applicant household is found to have deliberately worsened its own housing circumstances



For example

- by deliberately moving to a property they know will make them overcrowded;
- by deliberately damaging their accommodation to make it uninhabitable or resulting in eviction; by not prioritising affordable rental payments, resulting in eviction;
- Asking a landlord to start procedures to repossess property with the intention of becoming homeless;
- Deliberately doing something (or not doing something) they knew could lead to the loss of their accommodation.

#### 4. Homeless applicants found intentionally homeless

Partner Local Authorities have decided to have regard to whether households have become homeless intentionally for all classes of applicant households when considering their duty to the household under s 75 of the Housing (Wales) Act. A homeless applicant can be found intentionally homeless if they deliberately do or fail to do anything, in consequence of which, they cease to occupy accommodation which is available for their occupation, and which it would have been reasonable for them to continue to occupy.

Acts done in good faith by someone who was not aware of any relevant fact does not amount to a deliberate intention to become homeless. Applicants' circumstances at the time they acted or failed to act will be taken into consideration.



## PART 3 - ALLOCATIONS

### 5. Allocating Properties

#### 5.1 Allocating Properties according to banding priority and waiting time

Vacant properties will be offered first to applicants in Band 1. Of all applicants for whom the vacant property is suitable, the household who has been waiting in that band the longest will be offered the property. The applicant has an opportunity to refuse the offer, but if accepted, subject to circumstances being verified, will be allocated the property.

If the property is not suitable for any household in Band 1, the property will be matched with suitable applicant households in Band 2.

Only if there is no suitable household in Band 2 will households in Band 3 be considered and so on.

#### 5.2 Matching applicants to properties

Properties will be matched according to the household's preferences for location and household make up.

#### 5.3 Confirming the members of the household

The housing provider will ensure that the household members are reasonably part of the household. This would normally include:

- c) a member of the applicant's family who normally resides with them,
- d) any other person who might reasonably be expected to reside with them.

The circumstances of a child who is dependent both on the applicant and someone who does not live with the applicant, will be looked at. For example, where there is a shared parenting arrangement, a child who is reasonably accommodated with another parent, will not be included within the applicant's household.

Applicants will need to provide evidence that family members normally reside with them, or that it is reasonable for a person to reside with them.

An applicant will be able to ask for a review of any decision about who is in their household.

#### 5.4 Duplicate applications

Individuals can only be included on one application at a time.

#### 5.5 Household make up and entitlement for bedrooms

The table below details the property size suitable for each household type. However, each property will have variations in layout and bedroom sizes which may impact on how many people it can accommodate.



### Bedroom requirements by household type.

| Household make up                                                                                                                                                                              | Number of Bedrooms |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Single person                                                                                                                                                                                  | 1 or bedsit        |
| Pregnant Woman (in couple or single)                                                                                                                                                           | 1 or 2             |
| Couple                                                                                                                                                                                         | 1                  |
| Couple or single person with baby under 12 months                                                                                                                                              | 2                  |
| Couple or single parent with 1 child under 16                                                                                                                                                  | 2                  |
| Two person household (not in a couple)                                                                                                                                                         | 2                  |
| Couple or single parent with 2 children under 16 of the same sex.                                                                                                                              | 2                  |
| Couple or single parent with two children of the opposite sex under 10                                                                                                                         | 2                  |
| Couple or single parent with 2 children under 16 of opposite sex, with at least 1 child over 10                                                                                                | 3                  |
| Couple or single parent with 3 children under 16                                                                                                                                               | 3                  |
| Couple or single parent with 4 children under 16 if the children are:<br>-all same sex<br>-2 boys and 2 girls<br>-3 one sex and 1 of the other where 2 children of different sex are under 10. | 3                  |
| Couple or single parent with 4 children under 16 comprising<br>3 of one sex and 1 of the other sex, where either the 3 of one sex are all over 10 or the child of the other sex is over 10     | 4                  |
| Couple or single parent with 5 children under 16                                                                                                                                               | 4                  |
| Couple or single parent with more than 5 children under 16                                                                                                                                     | 4                  |



### Bedroom requirements by household type.

| Household make up                                                                                                                                                                              | Number of Bedrooms |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Single person                                                                                                                                                                                  | 1 or bedsit        |
| Pregnant Woman (in couple or single)                                                                                                                                                           | 1 or 2             |
| Couple                                                                                                                                                                                         | 1                  |
| Couple or single person with baby under 12 months                                                                                                                                              | 2                  |
| Couple or single parent with 1 child under 16                                                                                                                                                  | 2                  |
| Two person household (not in a couple)                                                                                                                                                         | 2                  |
| Couple or single parent with 2 children under 16 of the same sex.                                                                                                                              | 2                  |
| Couple or single parent with two children of the opposite sex under 10                                                                                                                         | 2                  |
| Couple or single parent with 2 children under 16 of opposite sex, with at least 1 child over 10                                                                                                | 3                  |
| Couple or single parent with 3 children under 16                                                                                                                                               | 3                  |
| Couple or single parent with 4 children under 16 if the children are:<br>-all same sex<br>-4 boys and 2 girls<br>-5 one sex and 1 of the other where 2 children of different sex are under 10. | 3                  |
| Couple or single parent with 4 children under 16 comprising<br>3 of one sex and 1 of the other sex, where either the 3 of one sex are all over 10 or the child of the other sex is over 10     | 4                  |
| Couple or single parent with 5 children under 16                                                                                                                                               | 4                  |
| Couple or single parent with more than 5 children under 16                                                                                                                                     | 4                  |



- Families with a child due to turn 10 within 12 months, where there is currently a boy and girl sharing, may be considered for an additional bedroom, or where pregnancy, or the age of household members mean that the household would qualify for a larger property within a reasonable period of time. In such circumstances, applicants may be allowed to register for properties which they would currently under-occupy.
- Due to the shortage of 4 bedrooled properties, households requiring 4 bedrooms may be considered for larger 3 bedrooled properties with a second reception room. E.g. a separate dining room, that could reasonably be used as a bedroom.
- Same sex family members over 16 years (not couples) are entitled to their own room.
- Applicants who require an additional bedroom for a non-resident carer will normally be registered for properties with an additional bedroom
- Where there is a limited supply of properties with fewer bedrooms relative to demand, and a reasonable supply of properties with more bedrooms relative to demand, applicants may be considered for, and offered, properties with more bedrooms than they require;
- Where an applicant is in urgent need, but the supply of suitable properties is limited, they may be considered for, and offered, properties with more bedrooms than they require;
- Where an applicant is homeless, but the supply of suitable properties is limited, they may be considered for and offered properties with more bedrooms than they require.

NOTE: should applicants be considered for a property with more bedrooms than they require, the applicant's ability to afford the rent would be taken into account in determining whether to offer the property.

### 5.6 Homeless Applicants to whom a statutory homeless duty is owed.

Offers of accommodation made to homeless applicant households to discharge a duty under the Housing (Wales) Act need to be suitable taking into account all the relevant circumstances of the applicant household. Homeless applicants will be advised in a letter at the time the offer is made that the accommodation offered is considered suitable, and the consequences of unreasonably refusing the offer.

### 5.7 16 and 17 year old applicants

Applicants of 16 or 17 years of age cannot hold a tenancy in their own right. They will need to provide a Guarantor. The Guarantor agrees to ensure that the responsibilities of the tenant are met and legally holds the tenancy 'on trust' for the young person. If the young person does not pay the rent, or other charges arising from the tenancy, the Guarantor will be responsible. When the young person turns 18, the tenancy will become their full responsibility. The housing provider will need to check that a prospective Guarantor (a person or an organisation) can afford to take that role. If the applicant is unable to provide a Guarantor, the housing provider may refuse to offer a tenancy. Young applicants will be advised about this at their housing options interview.

### 5.8 Older applicants

Applicant households who meet criteria for schemes designated for older persons will be considered for vacancies as they arise and according to their priority. In some circumstances a younger applicant may be considered if an allocation to them would not detract from the purposes of the housing



scheme. Warden and tenancy support services may be available to applicants in general needs properties.

Social Housing Providers operate 'Extra Care' Housing schemes for older households needing social care support. Allocation of Extra care housing is not through the Common Allocation Policy. Prospective applicants apply directly to the housing provider. Applicants for social housing for whom Extra Care schemes are appropriate will be advised about them at the Housing Options interview.

### 5.9 Gypsy and Traveller applicants

Applicant households who are Gypsies, Irish Travellers or other Travellers can, in addition to the Housing Register in their Local Authority, apply to be included on the register for Gypsy and Traveller pitches on designated permanent sites. Information about the services available in an Authority area will be provided at the Housing Options interview.

### 5.10 Applicants accommodated in care or approved supported housing

Applicant households who are in local authority care or accredited supported housing will be advised about all suitable housing options. Social housing cannot meet the needs of all persons leaving care or accredited supported housing. Applicants may apply before they are ready to move on.

### 5.11 Applicant households requiring adapted or accessible properties

Applicants on the housing register with a disability will be assessed by an Occupational Therapist to determine their needs. Wheel chair users and those with restricted mobility or other conditions requiring adaptations will be identified on the register.

The existing home of applicants may be assessed for the suitability of adapting it for the applicant.

Where a property has been adapted for wheelchairs, when it becomes vacant, suitable applicants on the register who need a wheel chair accessible home will be considered first.

Where a property has features which would suit those with restricted mobility such as level entry, stair lifts, grab rails, a decision to override an allocation to a household not requiring such adaptations may be made with the approval of a senior officer, in order to offer the property to a household with a need for the adaptations.

Where a general needs property becomes vacant and it can be adapted, it will be offered to the household highest on the register. Any adaptations required will be planned at that point if it is feasible for the housing provider to carry them out.

Current tenants not requiring an adapted property, where someone requiring an adapted property is in urgent housing need and would otherwise wait an unreasonably long time to be rehoused, can apply to be rehoused and placed in Band 1 to facilitate freeing up the adapted property.

Arrangements are in place in each local Authority to consider the response to applicants whose needs are not currently being met by the local housing stock see 5.14.

### 5.12 Verification

Applicants are required to inform the register administrator of any relevant changes in their circumstances, and the register is reviewed regularly to check that applicants on the register are still in housing need. Every applicant household will also have their circumstances verified by housing a provider before an allocation is made. Verification checks may include a visit to an applicant's



current home, and making enquiries of third parties such as former landlords and health professionals.

### 5.13 Receiving an offer

Applicants who receive a suitable offer of housing will have that offer in writing, but this does not mean they will not also be contacted by telephone or email to discuss the offer and arrange for viewings.

Changes in circumstances rendering an offer unsuitable, discovered at the offer stage, will be referred back to the Register Administrator.

### 5.14 Accepting an offer

Applicants will be asked to respond to the offer and before the deadline provided in the offer letter.

Applicants will be given a reasonable time to consult with all household members and consider the offer. Applicants will have 3 working days before the offer is withdrawn, and the next applicant is considered.

### 5.15 Refusing an Offer

Applicants can refuse an offer of housing but there may be serious consequences in doing so. A refusal may affect the applicant's banding or eligibility to remain on the register.

The applicant will be asked the reason(s) for declining the offer. The housing provider will consider if the reason for refusal is reasonable or not.

Applicants who have unreasonably refused 2 offers will be removed from the register on the grounds that the applicant's requirements are unlikely to be met from the housing register

The applicant will be able to request a review of the decision that any offer has been unreasonably refused or to remove them from the register.

### 5.16 Specialist housing provision

The vast majority of applicants' housing need will be met from the available housing stock.

Some applicant households require properties to meet needs arising from disability or household size: for example, to accommodate wheel chairs, fit bed hoists, stair lifts and accessible bathing rooms and some households require with more than 4 bedrooms. Such housing is in particularly short supply within the social housing stock.

Where an applicant households' needs cannot be met from the available stock or they have been in Band 1 for 3 months, their case will be considered by the Local Authority housing and social care teams and partner landlords to explore, if cost effective and appropriate,

- whether any available, or soon to be available, properties can be adapted,
- Whether a suitable property in the private sector could be secured for the applicant, either directly with the private landlord or indirectly through a social lettings service; leased and sublet by a social landlord or (rarely) purchased by a Housing Association to use for a specific household or household type.
- Whether opportunity exists to plan specific adaptations for a household when building new properties.



- Whether the applicant household could form separate households facilitating the timely accommodation of a member requiring adaptations with no detriment to the wider household.

However, it is possible that some households will not be able to be housed by a social landlord. Housing Options staff will assist these households.

### 5.17 Applicants subject to public protection agreements

Housing applicants with an offending background may be subject to Multi Agency Public Protection Agreements (MAPPA). In these cases, allocations will be informed by appropriate risk management requirements to the Community and individuals.

### 5.18 The Involvement of Council Members

Elected Council Members are not allowed to be directly involved in decisions to allocate properties. They may act as advocates or advisors to constituent applicants making an application, only if the applicant has given written authority for them to do so. Information about applicants on the register is not shared with Council Members.

Council members and Housing Provider Board Members have the opportunity to scrutinise the policy prior to its adoption.

### 5.19 Allocations made by the Housing Provider

In exceptional circumstances, a housing provider may allocate properties to facilitate the management of its stock, for example, to move a household whose current home needs major work, or to protect a vulnerable household. The number and reasons for such moves are recorded and scrutinised by the Local Authority to ensure that they are kept to a minimum and do not impact on the fairness of allocations overall.

June 2018

**SARTH - Partnerships Scrutiny November 2019**

**Total Applications for social housing in Denbighshire –**

*This is the total number of households who are registered as being in need of social housing*

1168

**By priority band**

*These are the households according to their priority banding. This shows that a majority of households have an accepted housing need, are placed in band 2 then wait in date order. Band 1 is reserved for those with a very urgent need to move. Band 4 includes households who have reduced preference.*

Band 1 – 87 (7%)

Band 2 – 900 (77%)

Band 3 – 1 (0%)

Band 4 – 180 (15%)

**Housing Need Reason of current applicants**

*This is the main “housing need” reason for households. More than one need can be applied.*

*The large number of medical reasons reflects that medical issues are a factor in around a quarter of all housing need cases and the medical issue has an impact on the housing circumstances of the household.*

*Homelessness can refer to being threatened with homelessness as well as being actually homeless and reflects the importance of the prevention duty on the council.*

Medical reasons - 288

Homelessness - 208

Welfare reasons – 186

Overcrowding - 167

Sharing Facilities - 152

Under-occupation - 70

Financial reasons - 55

Condition of Property – 23

### **Social Housing Lettings 2018 / 2019**

*This table shows the property types that became available for letting in 2018 / 2019. 44% of available homes were restricted to those over 55 years and only 16% were flats available for people 18 – 55 years.*

| GENERAL NEEDS |          |       |
|---------------|----------|-------|
| BEDS          | TYPE     | TOTAL |
| 1             | Flat     | 37    |
| 2             | Flat     | 17    |
| 1             | Bungalow | 3     |
| 2             | Bungalow | 1     |
| 1             | Bedsit   | 2     |
| 1             | House    | 7     |
| 2             | House    | 53    |
| 3             | House    | 57    |
| 4             | House    | 5     |
| 5             | House    | 1     |
| OVER 55's     |          |       |
| 1             | Bedsit   | 7     |
| 1             | Flat     | 84    |
| 2             | Flat     | 19    |
| 1             | Bungalow | 12    |
| 2             | Bungalow | 23    |

### **Who is being housed – By priority banding**

*This is lets to social housing by priority band and reflects that Bands 1 and 2 are the principle bands and account for 95% of lettings.*

Band 1 – 94 / 29%

Band 2 – 217 / 66%

Band 3 – 0 / 0%

Band 4 – 17 / 5%

64 (20%) had Homelessness Act duty

### **Who is being housed – by landlord**

*This reflects the percentage of social housing stock owned by each organisation and therefore turnover and availability.*

Denbighshire - 211/ (64%)

Clwyd Alyn - 56 / (17%)

Grŵp Cynefin - 41 / (13%)

Wales & West - 13 / (4%)

Cartrefi Gwynedd - 7 / (2%)

### **Who is being housed – by previous accommodation type:**

*This shows the previous tenure of applicants who have been housed. The private rented sector is the largest group along with social housing transfer. This reflects work to find more suitable homes for those in social housing in order to make the best use of social housing stock. This is predominately under occupation and overcrowding.*

Private Rented sector - 31%

Social Housing Transfer - 30%

Family / Friends - 15%

Temporary accommodation - 8%

Owner Occupiers - 7%

Supported Housing – 5%

### **Who is being housed – by age**

*This is the age of the lead applicant. The lowest number group is those under 25 years which suggests reduced access to housing and support services.*

|            |     |
|------------|-----|
| Under 25 = | 9%  |
| 25 – 34 =  | 20% |
| 35 – 44 =  | 15% |
| 45 – 54 =  | 10% |
| 55 – 64 =  | 22% |
| Over 65 =  | 25% |

### **Who is being housed - Housing Need Reason:**

*This is the main housing need reason at the point of allocation of a new home and is broadly in line with the Housing Need reason for all applicants.*

|                           |
|---------------------------|
| Medical - 101             |
| Homelessness - 56         |
| Overcrowding - 47         |
| Welfare - 37              |
| Sharing Facilities - 24   |
| Under-occupation - 19     |
| Financial - 10            |
| Condition of Property - 7 |

### **Who is being housed - Household Type:**

*This is the household type of those housed. Availability of family housing is 4 of every 10 lets. Also single people under 55 years old will tend to be over 25.*

|                     |
|---------------------|
| Families – 40%      |
| Older single – 28%  |
| Single People – 20% |
| Older Couple – 10%  |
| Couples – 2%        |

## **Appendix 3 – SARTH Single Access Route to Housing**

### **Complex Housing Needs & Case Studies**

In addition to some case studies this section outlines additional work to ensure that the policy meets the complex needs of household's and additional consideration is given to:

#### **Move-On Panel**

We have established a Move on Panel to ensure that Band 1 can be applied to a person who is ready to leave supported housing and take up a tenancy. The panel will ensure that the person is ready and the banding award is appropriate and this will support turnover within supported housing to free up spaces.

#### **Case Study**

*A young care leaver aged 18 was housed in a 1 bedroom flat in July 2019. He had been placed with various foster carers whilst growing up. He had been a victim of abuse which led to his behaviour going out of control and led to him being in the care system.*

*He was allocated a home after it was confirmed that he was ready for a tenancy of his own and awarded band 1. The tenant received his leaving care grant which enabled him to buy carpets and furniture supported by his Barnardo's key worker. The property is well looked after and he has successfully completed an introductory tenancy period*

*He has engaged with his follow up support visits the tenants relationship with his family is now back on track and he receives support from his family and also Barnardo's who continue to support him.*

#### **Specialist Housing Group**

There are an increasing number of applicants with complex needs or their family make up is such that there is no current or very limited suitable property types available. The Specialist Housing Group meet monthly to ensure that these households can be dealt with appropriately such as being matched to already adapted properties or with potential for adaptation to suit the family. In addition new homes can be built or purchased to meet specific needs if there is no current stock available.

There are currently 50 households being considered by the Specialist Housing Group of which 32 are in band 1.

## **Case Study**

*Registration Date: 07/03/2018, initially Band 2. Band 1 following referral to Specialist Housing Group.*

*Mrs A. aged 73 suffers with COPD and was practically housebound in a private tenancy. She uses crutches whilst indoors and a wheelchair when going out.*

*On the rare occasion of her going out of the flat, her son, aged 49 who lived with her permanently would have to carry her down the stairs. When moving to the address, she was relatively well and as time has gone on, her health has declined and the property became unsuitable.*

*Mrs A & son required a 2 bedroom ground floor property with level access shower / wet room.*

*The case had been discussed regularly at the Specialist Housing Group since March 2018. A 2 bedroom ground floor flat over 55's flat became available which had recently had some adaptation work carried out. Due to the nature of the adaptations, the property was taken to the Specialist Housing Group and Mrs A was identified as the best applicant for the property.*

*The property benefitted from a full wet room, a ramp to the rear giving level access through newly installed French doors into the living area.*

*Since accepting the tenancy, the son has said the move went well, his mum loves the flat and it has changed her life for the better by giving her the independence to be able to go out and begin to enjoy life again.*

## **Case Studies - Band 1**

- 1) Person and her adult son moved from a 5 bed home in Rhyl into a 2 bedroom new build apartment in Rhyl. The tenant was struggling to meet the shortfall in rent due to under occupation having had adult children grown up and vacate her original home. Upkeep of her very large home was also proving difficult.*

*Band 1 was awarded due to under occupation to enable the family to move to a more suitable home and free up a much needed 5 bedroom family home. The family were supported by a Clwyd Alyn Tenancy Support Officer.*

- 2) An adult couple moved from a 3 bedroom house to move to a 2 bed flat. The couple were also on the specialist housing list and in much need of ground floor accommodation.*

*The ground floor new build apartments are level access so more suitable for the couple and 3 bedroom family home made available for letting.*

## **Case Studies - BAND 2**

- 1) *A couple with their young child were living in a private rented sector 2 bedroom first floor flat in Rhyl.*

*They were struggling with their child and the stairs and also lack of garden storage space for a pram. They applied for housing on 3/06/2014 and were allocated a 2 bedroom house through band 2 Housing Need in February 2019.*

- 2) *A family applied on 21/06/2018 initially due to struggling with rent in their private rented property and also the condition of the property and Housing Enforcement were involved.*

*The family became homeless after being given a Section 21 notice in January 2019 and picked up by Homeless Prevention Team and placed in Temporary Accommodation along with their 6 year old son.*

*They were allocated a home through band 2 and have settled in their new home.*

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# Average Waiting Time by Property Type Based on 2018/19 Allocations

## Band 1 – General Needs

| Area        | Beds | Property type | Number of lets | Average waiting time |
|-------------|------|---------------|----------------|----------------------|
| Bodelwyddan | 2    | House         | 1              | 3 months             |
| Bodfari     | 1    | House         | 1              | 1 year 3 months      |
| Corwen      | 4    | House         | 1              | 9 months             |
| Denbigh     | 1    | Flat          | 2              | 1 year               |
|             | 1    | Bedsit        | 1              | 9 months             |
|             | 2    | House         | 3              | 1 year 2 months      |
|             | 3    | House         | 1              | 1 month              |
| Eryrys      | 3    | House         | 1              | 2 months             |
| Llangollen  | 1    | Bedsit        | 1              | 2 years 2 months     |
|             | 2    | Bungalow      | 1              | 1 year 5 months      |
|             | 4    | House         | 1              | 1 year 2 months      |
| Meliden     | 1    | Flat          | 1              | 1 year 2 months      |
| Prestatyn   | 1    | Flat          | 1              | 3 months             |
|             | 2    | Flat          | 2              | 4 months             |
|             | 2    | House         | 2              | 1 year 3 months      |
|             | 3    | House         | 2              | 11 months            |
| Rhuddlan    | 1    | Flat          | 1              | 2 months             |
|             | 2    | House         | 1              | 6 months             |
|             | 3    | House         | 1              | 7 months             |
| Rhyl        | 1    | Flat          | 9              | 10 months            |
|             | 2    | Flat          | 3              | 6 months             |
|             | 2    | House         | 8              | 8 months             |
|             | 3    | House         | 14             | 10 months            |
|             | 4    | House         | 1              | 1 year 3 months      |
| Ruthin      | 4    | House         | 1              | 1 year               |
| St Asaph    | 3    | House         | 1              | 3 years 8 months     |

# Average Waiting Time by Property Type Based on 2018/19 Allocations

## Band 2 – General Needs

| Area                                    | Beds | Property type | Number of lets | Average waiting time |
|-----------------------------------------|------|---------------|----------------|----------------------|
| Bodelwyddan                             | 2    | House         | 2              | 2 years 2 months     |
| Bodfari                                 | 2    | House         | 1              | 9 months             |
|                                         | 3    | House         | 1              | 8 months             |
| Cefn Meiriadog                          | 2    | Flat          | 1              | 1 year 3 months      |
| Corwen                                  | 1    | Flat          | 1              | 10 months            |
|                                         | 1    | House         | 1              | 8 months             |
|                                         | 2    | House         | 1              | 11 months            |
|                                         | 3    | House         | 2              | 1 year 9 months      |
| Cyffylliog                              | 1    | Bungalow      | 1              | 8 months             |
| Cynwyd                                  | 1    | House         | 1              | 1 month              |
|                                         | 2    | House         | 1              | 4 months             |
| Denbigh                                 | 1    | Flat          | 3              | 11 months            |
|                                         | 2    | Flat          | 2              | 2 months             |
|                                         | 1    | House         | 1              | 10 months            |
|                                         | 2    | House         | 13             | 1 year 7 months      |
|                                         | 3    | House         | 3              | 1 year 2 months      |
| Gellifor                                | 1    | Flat          | 2              | 7 months             |
| Gwyddelwern                             | 2    | House         | 1              | 5 months             |
| Henllan                                 | 2    | House         | 2              | 10 months            |
| Llanarmon yn Ial, Eryrys,<br>Graianrhyd | 1    | Bungalow      | 1              | 1 year 8 months      |
|                                         | 3    | House         | 2              | 1 year 11 months     |
| Llandrillo                              | 2    | House         | 1              | 2 years 1 month      |
|                                         | 3    | House         | 1              | 5 months             |
| Llandyrnog                              | 1    | Flat          | 1              | 2 years              |
|                                         | 3    | House         | 1              | 11 months            |
| Llangollen                              | 1    | House         | 2              | 8 months             |
|                                         | 3    | House         | 2              | 1 year               |
| Llanrhaeadr                             | 2    | House         | 1              | 1 year 3 months      |

# Average Waiting Time by Property Type Based on 2018/19 Allocations

## Band 2 – General Needs (continued)

| Area      | Beds | Property type | Number of lets | Average waiting time |
|-----------|------|---------------|----------------|----------------------|
| Meliden   | 3    | House         | 1              | 3 years 5 months     |
| Pwllglas  | 3    | House         | 2              | 8 months             |
| Prestatyn | 1    | Flat          | 2              | 4 years 6 months     |
|           | 2    | Flat          | 1              | 1 year 10 months     |
|           | 2    | House         | 5              | 4 years 7 months     |
|           | 3    | House         | 2              | 5 years 2 months     |
| Rhuddlan  | 1    | Flat          | 2              | 6 years 4 months     |
|           | 2    | House         | 2              | 3 years 6 months     |
|           | 3    | House         | 1              | 6 years 7 months     |
| Rhyl      | 1    | Flat          | 7              | 1 year 3 months      |
|           | 2    | Flat          | 1              | 1 year               |
|           | 2    | House         | 3              | 4 years 7 months     |
|           | 3    | House         | 13             | 2 years 3 months     |
|           | 4    | House         | 1              | 1 year 9 months      |
| Ruthin    | 1    | Flat          | 2              | 4 months             |
|           | 2    | Flat          | 2              | 1 year 3 months      |
|           | 2    | House         | 4              | 1 year 9 months      |
|           | 3    | House         | 3              | 1 year 2 months      |
| St Asaph  | 2    | Flat          | 2              | 9 months             |
|           | 3    | House         | 1              | 2 years 10 months    |

# Average Waiting Time by Property Type Based on 2018/19 Allocations

## Band 1 – Over 55s Accommodation

| Area       | Beds | Property type | Number of lets | Average waiting time |
|------------|------|---------------|----------------|----------------------|
| Denbigh    | 2    | Flat          | 1              | 2 months             |
|            | 1    | Bungalow      | 1              | 3 months             |
| Llanferres | 2    | Bungalow      | 1              | 3 months             |
| Llangollen | 1    | Flat          | 2              | 10 months            |
|            | 2    | Flat          | 1              | 1 year               |
| Prestatyn  | 1    | Bungalow      | 1              | 1 year 6 months      |
|            | 1    | Flat          | 5              | 1 year 5 months      |
|            | 2    | Flat          | 1              | 10 months            |
| Rhyl       | 1    | Bedsit        | 1              | 1 month              |
|            | 1    | Bungalow      | 1              | 7 months             |
|            | 2    | Bungalow      | 4              | 3 years 4 months     |
|            | 1    | Flat          | 6              | 10 months            |
|            | 2    | Flat          | 4              | 6 months             |
| Ruthin     | 2    | Bungalow      | 1              | 1 year 10 months     |
|            | 1    | Flat          | 2              | 9 months             |

# Average Waiting Time by Property Type Based on 2018/19 Allocations

## Band 2 – Over 55's Accommodation

| Area                     | Beds | Property type | Number of lets | Average waiting time |
|--------------------------|------|---------------|----------------|----------------------|
| Betws Gwerfil Goch       | 2    | Bungalow      | 1              | 6 months             |
| Bodfari                  | 2    | Bungalow      | 1              | 4 years 4 months     |
| Cefn Meiriadog           | 2    | Flat          | 1              | 5 months             |
| Clawddnewydd             | 2    | Bungalow      | 1              | 1 month              |
| Corwen                   | 2    | Bungalow      | 2              | 3 years              |
|                          | 1    | Flat          | 2              | 8 months             |
| Denbigh                  | 1    | Bungalow      | 2              | 2 years 10 months    |
|                          | 1    | Flat          | 6              | 1 year 6 months      |
|                          | 2    | Flat          | 3              | 2 years 4 months     |
| Dyserth                  | 1    | Bungalow      | 2              | 4 years 8 months     |
| Eryrys                   | 2    | Bungalow      | 1              | 1 year 6 months      |
| Graigfechan, Llanfair DC | 2    | Bungalow      | 3              | 1 year 4 months      |
| Llandrillo               | 2    | Bungalow      | 1              | 3 months             |
| Llangollen               | 1    | Flat          | 4              | 10 months            |
|                          | 1    | Flat          | 2              | 1 year               |
| LLanrhaeadr              | 2    | Bungalow      | 1              | 1 year               |
| Nantglyn                 | 2    | Bungalow      | 1              | 7 months             |
| Prestatyn                | 1    | Flat          | 11             | 4 years 1 month      |
| Rhewl                    | 1    | Bungalow      | 1              | 1 year 6 months      |
| Rhuallt                  | 1    | Bungalow      | 1              | 1 year 1 month       |
| Rhuddlan                 | 2    | Bungalow      | 1              | 10 years 6 months    |
|                          | 1    | Flat          | 1              | 2 years 6 months     |
| Rhyl                     | 2    | Bungalow      | 2              | 2 years 11 months    |
|                          | 1    | Flat          | 31             | 1 year 9 months      |
|                          | 2    | Flat          | 4              | 2 years 6 months     |
| Ruthin                   | 1    | Flat          | 4              | 1 year               |
|                          | 2    | Flat          | 1              | 1 year 6 months      |
| St Asaph                 | 1    | Bedsit        | 6              | 8 months             |
|                          | 1    | Bungalow      | 2              | 4 years 10 months    |
|                          | 1    | Flat          | 1              | 2 years 5 months     |
|                          | 2    | Flat          | 2              | 3 years 2 months     |
| Trefnant                 | 2    | Bungalow      | 1              | 3 years 8 months     |
|                          | 1    | Flat          | 2              | 5 months             |

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**HOUSING DELIVERY AND COMPLETIONS**

**Housing schemes summary August 2019**

The tables below set out the housing schemes that are currently under construction or expected to commence in the near future. The tables have been split to set out the housing numbers on market sites with an element of affordable housing and 100% affordable housing sites. For the market sites, only those of 10 units or more are included, for the affordable housing sites a number of smaller sites have also been reported.

The tables are colour coded and the predicted number of housing completions are set out in the summary table below

|   | <b>Category</b>                                                                                                 | <b>Housing Units</b> |
|---|-----------------------------------------------------------------------------------------------------------------|----------------------|
| 1 | Mixed market and Affordable Housing Developments under construction July/August 2019                            | 781                  |
| 1 | 100% Affordable Housing Developments under construction July/August 2019                                        | 156                  |
| 2 | Mixed market and Affordable Housing Developments with full planning permission August 2019                      | 25                   |
| 2 | 100% Affordable Housing Developments with full planning permission August 2019                                  | 109                  |
| 3 | Mixed market and Affordable Housing Allocations and sites with outline planning August 2019 with known interest | 594                  |
| 3 | 100% Affordable Housing Allocations and sites with outline planning August 2019 with known interest             | 132                  |

Category 1 sites are those already under construction where there is a very high level of confidence that the number of housing units will be delivered.

Category 2 sites are those will full planning permission we have a high degree of confidence will be delivered to the timescales outlined. This is supported by evidence from the annual Joint Housing Land Availability Study and officer contact with developers and RSLs.

Category 3 sites are those with outline planning permission or are housing allocations where there is known developer interest and a reasonable degree of certainty over delivery.

With the inclusion of 100% affordable housing sites across all 3 categories the delivery of affordable housing is 41%.

## Mixed market and Affordable Housing Developments under construction July/August 2019

| Developer/R SL                | Development                  | Total Units | AH Units  | Start Date      | Expected Completion    | Funding for AH  | Comments/ affordable housing element                                                                                                                                                                                                                            |
|-------------------------------|------------------------------|-------------|-----------|-----------------|------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pure                          | Cae Topyn, Denbigh           | 75          | 7         | 2019            | 2022                   |                 | Mixed development of 2, 3 and 4 bed properties. 7 affordable units, 1 <sup>st</sup> option shared equity. RSL not finalised as yet.                                                                                                                             |
| Walsh Construction            | Anglia House, Dyserth        | 19          | 2         | 2018            | 2021                   |                 | 2 Intermediate rental units (for let by private developer)                                                                                                                                                                                                      |
| Macbryde Homes                | Cysgod y Graig, Dyserth      | 66          | 6         | 2019            | 2021                   |                 | 6 affordable units – DCC purchasing the properties                                                                                                                                                                                                              |
| Pure                          | Land at Llanfair DC          | 63          | 6         | 2019            | 2022                   |                 | 6 affordable units. 1 <sup>st</sup> option shared equity. RSL not finalised as yet.                                                                                                                                                                             |
| SG Estates                    | Maes Helyg, Llangollen       | 95          | 9         | 2019            | 2025                   |                 | 9 affordable units bought directly from developer by North Wales Housing                                                                                                                                                                                        |
| Peppard Construction          | Pant y Celyn, Llanrhaeadr YC | 15          | 1         | 2018            | 2019                   |                 | 1 Shared Equity affordable unit                                                                                                                                                                                                                                 |
| Grwp Cynefin                  | Land at Village Hall, Rhewl  | 10          | 4         | 2018            | 2019                   |                 | 2 x Intermediate Rental, 2 Shared Ownership & 6 Open Market                                                                                                                                                                                                     |
| Macbryde Homes & Anwyl        | Parc Tirionfa, Rhuddlan      | 99          | 9         | 2019            | 2022                   |                 | 2 developers on site. 9 Affordable units sold to Clwyd Alyn for Intermediate Rental                                                                                                                                                                             |
| Anwyl with Cartrefi Conwy RSL | Park Aberkinsey, Rhyl        | 153         | 14        | 2009<br>2019 AH | 2023 market<br>2020 AH | Private Finance | Multi-phase development of a range of 2, 3 and 4 bed dwellings. 14 affordable units. 14 new build properties (2BH & 3BH) purchased via their own private finance on park Aberkinsey. The properties are let at Intermediate Rent and have proved hugely popular |
| Taylor Wimpey                 | Glasdir, Ruthin PH 1         | 45          | 1         | 2019            | 2020                   |                 | Final part of phase 1, affordable units provided in earlier phases.                                                                                                                                                                                             |
| Pure                          | Livingston Place, St Asaph   | 131         | 0         | 2013            | 2023                   |                 | Enabling development, no AH requirement.                                                                                                                                                                                                                        |
| Darcott Ltd                   | Cwrt Arthur, Rhewl           | 10          | 1         |                 | 2019                   |                 | 1 Shared Equity affordable unit                                                                                                                                                                                                                                 |
|                               | <b>TOTAL</b>                 | <b>781</b>  | <b>60</b> |                 |                        |                 |                                                                                                                                                                                                                                                                 |

## 100% Affordable Housing Developments under construction July/August 2019

| Developer/RSL | Development                                                                              | Units      | Start Date | Expected Completion | Funding for AH                                                      | Comments/ affordable housing element                                                                                                                                                                                                                                                                                                                       |
|---------------|------------------------------------------------------------------------------------------|------------|------------|---------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Clwyd Alyn    | Westbourne Avenue, Rhyl<br>(Builder - NWPS)                                              | 16         | March 2018 | July 2019           | Social Housing Grant/Private Finance                                | 4 x 3BH and 12 x 1B & 2B apartments completed on a stalled private sector site dating from 2006.                                                                                                                                                                                                                                                           |
|               | Ty Noel, Rhyl<br>(Builder - NWPS)                                                        | 1          | Sept 2019  | Sept 2020           | Social Housing Grant/Recycled Capital Grant                         | 1 x 1Bedroom bungalow, new build following demolition of the former derelict property.                                                                                                                                                                                                                                                                     |
|               | Land at Llanbedr DC<br>(Builder - Williams of Bala)                                      | 38         | March 2018 | May 2020            | Innovative Finance Funding/Private Finance                          | Off-site construction of 2 & 3 bedroom houses and bungalows. Completion expected May 2020.                                                                                                                                                                                                                                                                 |
| Grwp Cynefin  | Awel Y Dyffryn, Denbigh<br>Extra Care development<br>(Builder - RL Davies of Colwyn Bay) | 70         | June 2018  | Dec 2020            | Social Housing Grant/ Recycled Capital Grant/ Housing Finance Grant | Demolition of old Middle Lane School complete and construction of the Extra Care facility is well underway. 66 Extra Care units are being developed alongside 4 units for adults with specialised support needs in a separate block.                                                                                                                       |
|               | 53-55 Brighton Road, Rhyl                                                                | 8          | May 2017   | Sept 2019           | Social Housing Grant/Private Finance                                | Apartments built and completed Feb 2019, contractor one of the casualties of the Carillion collapse, necessary insurances and certificates could not be issued. Following CEO of NBF getting involved GC have now been given permission to carry out snagging work themselves and building has been signed over to them. Anticipated completion Sept 2019. |
| Wales & West  | Former Police Station, Prestatyn<br>(Haigh Properties)                                   | 20         | May 2018   | Sept 2019           | Social Housing Grant/Recycled Capital Grant/Private Finance         | 14 x 2& 3 Bedroom houses and 6 x 2 Bedroom Flats – completion due imminently waiting for Welsh Water sign off                                                                                                                                                                                                                                              |
| DCC           | 40 Brighton Road, Rhyl                                                                   | 3          | Oct 2018   | Aug 2019            | Housing Revenue Account                                             | 3 x 1 bedroom apartments created from a poor quality HMO                                                                                                                                                                                                                                                                                                   |
|               | <b>TOTAL</b>                                                                             | <b>156</b> |            |                     |                                                                     |                                                                                                                                                                                                                                                                                                                                                            |

### Mixed market and Affordable Housing Developments with full planning permission August 2019

| Developer/RSL | Development                     | Total Units | AH Units | Start Date | Expected Completion | Funding for AH | Comments/ affordable housing element |
|---------------|---------------------------------|-------------|----------|------------|---------------------|----------------|--------------------------------------|
| Pure          | 74 Gronant Road, Prestatyn      | 11          | 1        | 2020       | 2021                |                | 1 affordable unit                    |
| Pure          | Land off Bryn Gobaith, St Asaph | 14          | 1        | 2020       | 2021                |                | 1 affordable unit                    |
|               | <b>TOTAL</b>                    | <b>25</b>   | <b>2</b> |            |                     |                |                                      |

### 100% Affordable Housing Developments with full planning permission August 2019

| Developer/RSL  | Development                                         | Total Units          | Start Date | Expected Completion | Funding for AH                                                 | Comments/ affordable housing element                                                                                                                                                                              |
|----------------|-----------------------------------------------------|----------------------|------------|---------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Partrefi Conwy | Empty Homes x 2 (Various sites around Denbighshire) | 5                    | Sept 2019  | Jan 2020            | Social Housing Grant/Private Finance                           | 2 Empty Homes have been sourced and purchase is being progressed. An additional 3 properties have been identified and in the process of being purchased.                                                          |
| Page 86        | Victoria Road, Rhyl (Builder - NWPS)                | 20                   | Sept 2019  | Jan 2021            | Social Housing Grant/Private Finance                           | Apartment complex to be built on a brownfield site in Rhyl, planning permission granted, delay has been due to nesting birds on site. Demolition of existing building and construction due to start in Sept 2019. |
|                | Cartrefi Cymunedol Gwynedd                          | Land at Trefnant Inn | 13         | Aug 2019            | Feb 2021                                                       | Social Housing Grant/Private Finance                                                                                                                                                                              |
| Wales & West   | Former Grange Hotel site, Rhyl (Anwyl)              | 44                   | Aug 2019   | Feb 2021            | Social Housing Grant/<br>Housing Finance Grant/Private Finance | Site has been cleared and piling has started on site ready for the foundation work to begin                                                                                                                       |
| DCC            | The Dell, Prestatyn                                 | 15                   | Oct 2019   | June 2020           | Housing Revenue Account                                        | Additional site surveys being undertaken prior to commencement of procurement process for contractor                                                                                                              |
|                | 2 – 16 Aquarium Street, Rhyl                        | 8                    | Jan 2020   | Nov 2020            | Targeted Regeneration                                          | Properties purchased from Welsh Government. Outriggers to be removed to reduce size. The properties will be sold for owner occupation on completion and                                                           |

|  |                                                    |            |          |           |                              |                                                                                                                                                                        |
|--|----------------------------------------------------|------------|----------|-----------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                    |            |          |           | Investment Programme         | Welsh Government have provided funding to enable them to be sold at a discount and remain as affordable units in perpetuity.                                           |
|  | 33 Caradoc Road, (Former Bodnant School) Prestatyn | 4          | Nov 2019 | June 2020 | Innovative Housing Programme | Issues with culvert on site, additional funding has been sourced from affordable housing commuted sums to rectify problem and construction due to begin in autumn 2019 |
|  | <b>TOTAL</b>                                       | <b>109</b> |          |           |                              |                                                                                                                                                                        |

| Mixed market and Affordable Housing Allocations and sites with outline planning August 2019 with known interest |                                             |            |                           |                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Developer/RSL                                                                                                   | Development                                 | Units      | Potential AH Contribution | Comments                                                                                                                                   |
| Macbryde Homes                                                                                                  | Land between old and new Ruthin Rd, Denbigh | 73         | 7                         | Pre-app enquiry currently been submitted for 60 units on site                                                                              |
| No Developer Identified                                                                                         | Ffordd Cae Felin, Prestatyn                 | 114        | 57                        | Pre-planning consultation completed on <u>site outside of development boundary</u> . Application awaited. 50% affordable housing proposed. |
|                                                                                                                 | Land at Peniarth, Gellifor                  | 10         | 1                         | Outline granted July 2019.                                                                                                                 |
|                                                                                                                 | Land south of Tan y Graig, Graigfechan      | 10         | 1                         | Outline granted for 9 units 2017, site currently being marketed                                                                            |
|                                                                                                                 | Adj Maes Llan, Llandyrnog                   | 40         | 4                         | Outline granted 2016, recent interest from known developer.                                                                                |
|                                                                                                                 | Rear of Dolwar, Pentre Llanrhaeadr YC       | 33         | 3                         | Outline planning granted 2019.                                                                                                             |
|                                                                                                                 | Land adj Bryn Gwynt, Cynwyd                 | 15         | 1                         | Outline planning application pending                                                                                                       |
|                                                                                                                 | Glasdir phase 2, Ruthin                     | 45         | 4                         | Known developer interest.                                                                                                                  |
| Penrhyn Homes                                                                                                   | Rear of Ffordd Hendre, Meliden              | 154        | 15                        | Previous application refused and appeal dismissed. Current application pending.                                                            |
| Anwyl                                                                                                           | Land off Trellwelyn Road/Bro Deg, Rhyl      | 100        | 10                        | Pending planning application for 96 dwellings                                                                                              |
|                                                                                                                 | <b>TOTAL</b>                                | <b>594</b> | <b>103</b>                |                                                                                                                                            |

## 100% Affordable Housing Allocations and sites with outline planning August 2019 with known interest

| Developer/RSL | Development                                 | Units      | Potential AH Contribution | Comments                             |                                                                                         |
|---------------|---------------------------------------------|------------|---------------------------|--------------------------------------|-----------------------------------------------------------------------------------------|
| MacBryde      | Plas Deva (Phase 1)<br>(Builder – MacBryde) | 41         |                           | Social Housing Grant/Private Finance | Full planning application will be submitted 1/9/19, as pre-consultation is now complete |
|               | Llys Famau, Ruthin                          | 69         |                           |                                      | Pre-planning consultation completed. Application awaited.                               |
| DCC           | Tan Ysgubor,<br>Denbigh                     | 22         |                           |                                      | Pre-planning enquiry for 22 affordable homes on Council owned land completed.           |
|               | <b>TOTAL</b>                                | <b>132</b> |                           |                                      |                                                                                         |

|                         |                                        |
|-------------------------|----------------------------------------|
| <b>Report to:</b>       | <b>Partnerships Scrutiny Committee</b> |
| <b>Date of Meeting:</b> | <b>7 November 2019</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>         |

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

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

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

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

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

That the Committee considers the information provided:

- 3.1 approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 confirms, or revises, its representatives on the Service Challenge Groups.

## **4. Report details**

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly 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. From now on 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. 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) 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 form has 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 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). No items should 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.

#### Health and Social Care – Pooled Budgets

- 4.10 The above report was scheduled for presentation to the current meeting. However, as the Corporate Director: Communities, the lead officer for this report, had a prior engagement which could not be re-scheduled it was requested that the report's presentation be deferred until the Committee's December meeting. The Chair permitted the request to defer (see Appendix 1).

#### North Wales Fire and Rescue Authority consultation

- 4.11 In the meantime, a request was received from North Wales Fire and Rescue Authority for representatives from the Authority to attend a Scrutiny Committee meeting to discuss their current consultation on developing an Environmental and Sustainability Strategy. Consequently, the Chair permitted this request, hence its inclusion on the current meeting's business agenda.

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

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group met on 31 October 2019. Any matters referred to this Committee for consideration will be reported verbally at the meeting on 7 November. The Group's next scheduled meeting is on 19 December.

### **6. Service Challenge Group representatives**

Following the establishment of Denbighshire Leisure Limited some Heads of Service's areas of responsibilities have changed. These changes have resulted in the Council now operating eight services, not nine as previously. A revised service challenge scrutiny representatives list is attached at Appendix 5, and the Committee is asked to confirm or revise its Service Challenge representatives as it deems appropriate

### **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 Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report**

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny's through it work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

- 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**

Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

**Contact Officer:**

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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                                    |
|--------------------------------------------------------------|---------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------|
| 19 December<br><br>Council Chamber<br>County Hall,<br>Ruthin | <b>Cllr. Bobby Feeley</b> | 1. Denbigh Infirmary                            | To provide information:<br>(i) on the progress made to date in relation to the re-provision and future enhancement of the services to be provided at the Infirmary; and<br><br>(ii) the Health Board and partners' future vision for health and social care provision in Denbigh for the town and surrounding area | Enhanced delivery of health and well-being services in the county along with effective and co-ordinated delivery of health and social care services to improve outcomes for residents and support the Council's corporate priority relating to Resilient Communities | BCUHB  | April 2019                                      |
|                                                              | <b>Cllr. Bobby Feeley</b> | 2 North Denbighshire Community Hospital Project | To brief the Committee on the progress made in moving the development of the facility forward, progressing with the development of the Full Business Case and overcoming difficulties encountered with the design phase of the project                                                                             | Ensuring the development of a much needed community healthcare facility for the north of the county, within a reasonable timeframe whilst securing the                                                                                                               | BCUHB  | Entered as a standalone item by SCVCG July 2019 |

| Meeting | Lead Member(s)            | Item (description / title)                                                                                        | Purpose of report                                                                                                                                                                                                           | Expected Outcomes                                                                                                                                                                                                                                        | Author                                               | Date Entered                                                          |
|---------|---------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------|
|         |                           |                                                                                                                   |                                                                                                                                                                                                                             | continued availability of WG funding pledged for the project                                                                                                                                                                                             |                                                      |                                                                       |
|         | <b>Cllr. Bobby Feeley</b> | 3 Health Board Capital Projects in Denbighshire                                                                   | To update the Committee on a range of Health Board capital projects in Denbighshire, including Ruthin Clinic and the development of the Community Resource Teams (CRTs)                                                     | Enhanced delivery of health and well-being services in the county along with effective and co-ordinated delivery of health and social care services to improve outcomes for residents and support the Council's corporate priority relating to Resilient | BCUHB                                                | April 2019                                                            |
|         | <b>Cllr. Bobby Feeley</b> | 4. Health and Social Care – Pooled Budgets<br><br>(unless developments merit its presentation at an earlier date) | To report on the progress made in relation to developing and establishing pool budgets across North Wales to conform to the requirements of Part 9 of the Social Services and Well-being (Wales) Act 2014, including in the | Assurances that the authority is complying with legislation and delivering seamless, service-user focussed services in partnerships with other local authorities and the                                                                                 | Nicola Stubbins/Head of Finance/Bethan Jones-Edwards | June 2018 (rescheduled by SCVCG April 2019 & by Chair September 2019) |

| Meeting          | Lead Member(s)                                                                                                       | Item (description / title)                                                                                         | Purpose of report                                                                                                                                    | Expected Outcomes                                                                                                                                                                                                                                                                                               | Author    | Date Entered                                         |
|------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------|
|                  |                                                                                                                      |                                                                                                                    | exercise of care home accommodation functions                                                                                                        | health whilst realising value for money for Denbighshire and taking appropriate measures to protect itself from financial and reputational risks                                                                                                                                                                |           |                                                      |
| 13 February 2020 | <b>Cllrs. Brian Jones &amp; Tony Thomas</b><br><br><b>(representatives from the Trunk Road Agency to be invited)</b> | 1. The Council and Trunk Road Agency Highways Grass Verge and Hedge Maintenance and Pesticide Application Policies | To examine both organisations' policies in relation to grass and hedge cutting as well as pesticide application ahead of the 2020 maintenance season | To ensure that the county and Trunk Road Agency's policies relating to grass verge & hedge cutting and pesticide application complement each other, ensure the safety of road users and those applying the pesticides, conform with each organisation's bio-diversity duties and their health and safety duties | Tony Ward | By SCVCG July 2019 (amended by SCVCG September 2019) |

| Meeting | Lead Member(s)            | Item (description / title)                                                                              | Purpose of report                                                                                                                                                                                                                                                                         | Expected Outcomes                                                                                                                                                                                                                                                            | Author                                                        | Date Entered                                                                     |
|---------|---------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------|
|         | <b>Leader</b>             | 2. North Wales Growth Bid Phase 2 – Governance Agreement (provisional scheduling)<br><br>( <i>tbc</i> ) | To examine the governance agreement between the six North Wales local authorities and other parties in respect of the operation of the North Wales Economic Ambition Board during the implementation of the North Wales Growth Deal prior to its submission to Cabinet and County Council | An understanding of all parties' roles and responsibilities, their obligations to each other, financial and other liabilities, and the arrangements for monitoring the Board's performance to aid the development of future scrutiny arrangements for the Board and its work | Gary Williams                                                 | By SCVCG September 2018 (rescheduled December 2018, February 2019 & August 2019) |
| 2 April |                           |                                                                                                         |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                              |                                                               |                                                                                  |
| 21 May  |                           |                                                                                                         |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                              |                                                               |                                                                                  |
| 9 July  | <b>Cllr. Bobby Feeley</b> | 1. Homelessness Strategy and Action Plan 2017-2021                                                      | To detail the Council's progress in delivering its Homelessness Strategy in line with its Action Plan and the effectiveness of its corporate approach towards reducing                                                                                                                    | Delivery of the Strategy and of the Council's corporate priorities relating to Housing, Young People and Resilient Communities                                                                                                                                               | Phil Gilroy/Ann Lloyd/Abbe Harvey/Debbie Nalecz/Angela Loftus | July 2019                                                                        |

| Meeting      | Lead Member(s)            | Item (description / title)                                                     | Purpose of report                                                                                                                                                                                                                                                                                                                                                                                       | Expected Outcomes                                                                                                                                                                                                                  | Author                                 | Date Entered   |
|--------------|---------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|
|              |                           |                                                                                | homelessness in Denbighshire                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                    |                                        |                |
| 10 September | <b>Cllr. Mark Young</b>   | 1. Community Safety Partnership <b>[Crime and Disorder Scrutiny Committee]</b> | To detail the Partnership's achievement in delivering its 2019/20 action plan and its progress to date in delivering its action plan for 2020/21. The report to include financial sources and the progress made in spending the allocated funding.<br><br>(report to include actual numbers as well as percentages to enable the Committee to effectively evaluate the impact of measures put in place) | Effective monitoring of the CSP's delivery of its action plan for 2019/20 and its progress to date in delivering its plan for 2020/21 will ensure that the CSP delivers the services which the Council and local residents require | Alan Smith/Nicola Kneale/Sian Taylor   | September 2019 |
|              | <b>Cllr. Bobby Feeley</b> | 2. Annual Report on Adult Safeguarding 2019/20                                 | To consider the annual report on adult safeguarding, and information in place to meet the statutory requirements of the Social Services and Well-being Act 2014 and an evaluation of the financial and resource impact of the                                                                                                                                                                           | An evaluation of whether the Authority is meeting its statutory duty with respect to adult safeguarding and has sufficient resources to undertake this                                                                             | Phil Gilroy/Alaw Pierce/Nerys Tompsett | September 2019 |

| Meeting     | Lead Member(s) | Item (description / title) | Purpose of report                                                                    | Expected Outcomes                                                                | Author | Date Entered |
|-------------|----------------|----------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------|--------------|
|             |                |                            | Supreme Court's 2014 Judgement on deprivation of liberty on the Service and its work | work along with the additional work in the wake of the Supreme Court's judgement |        |              |
| 5 November  |                |                            |                                                                                      |                                                                                  |        |              |
| 17 December |                |                            |                                                                                      |                                                                                  |        |              |
|             |                |                            |                                                                                      |                                                                                  |        |              |

**Future Issues**

| Item (description / title)                                                                                                                | Purpose of report                                                                                                                                                                                                             | Expected Outcomes                                                                                                                                                                                                                                                                                                                         | Author           | Date Entered                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Nature for Health Pilot Project                                                                                                           | To examine the pilot project and consider whether a similar project should become part of the Corporate Priority Programme of projects                                                                                        | An assessments of the benefits of the pilot project and any measurable achievements received through Services working in partnership and within existing budgets to determine whether a similar project should be rolled-out across the county and included in the Corporate Priority programme of projects to deliver the Corporate Plan | Howard Sutcliffe | BY SCVCG<br>July 2019<br>(deferred with the Chair's permission<br>October 2019, subject to further work being carried out on the proposal) |
| Update following conclusion of inquiry undertaken by the National Crime Agency in to historic abuse in North Wales Children's' Care Homes | To update the Committee of the outcome of the National Crime Agency (NCA) investigation in to the abuse of children in the care of the former Clwyd County Council, and to determine whether any procedures require revision. | Determination of whether any of the Council's safeguarding policies and procedures need to be revised in light of the NCA's findings                                                                                                                                                                                                      | Nicola Stubbins  | November 2012                                                                                                                              |

**For future years**

|  |  |  |  |  |
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|  |  |  |  |  |

**Information/Consultation Reports**

| Information / Consultation                                           | Item (description / title)                      | Purpose of report                                                                                                                                                                                                                                                             | Author                  | Date Entered   |
|----------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------|
| <b>Information Report</b><br><i>(potentially summer/autumn 2019)</i> | Mental Capacity Amendment Bill                  | To provide the Committee with information on the contents of the Bill and its implications for the Council and residents, including any changes to current service provision and arrangements the Council proposes to make in order to comply with the changes in legislation | Phil Gilroy             | September 2018 |
| <b>Information Report</b><br>(for circulation December 2019)         | Quarterly Monitoring of External Care Providers | To provide details of the regular monitoring of external care service providers commissioned by the council for social care services, identifying any escalating concerns or other areas of concern                                                                           | Katie Newe/Alan Roberts | By SCVCG 2018  |

22/10/2019 - RhE

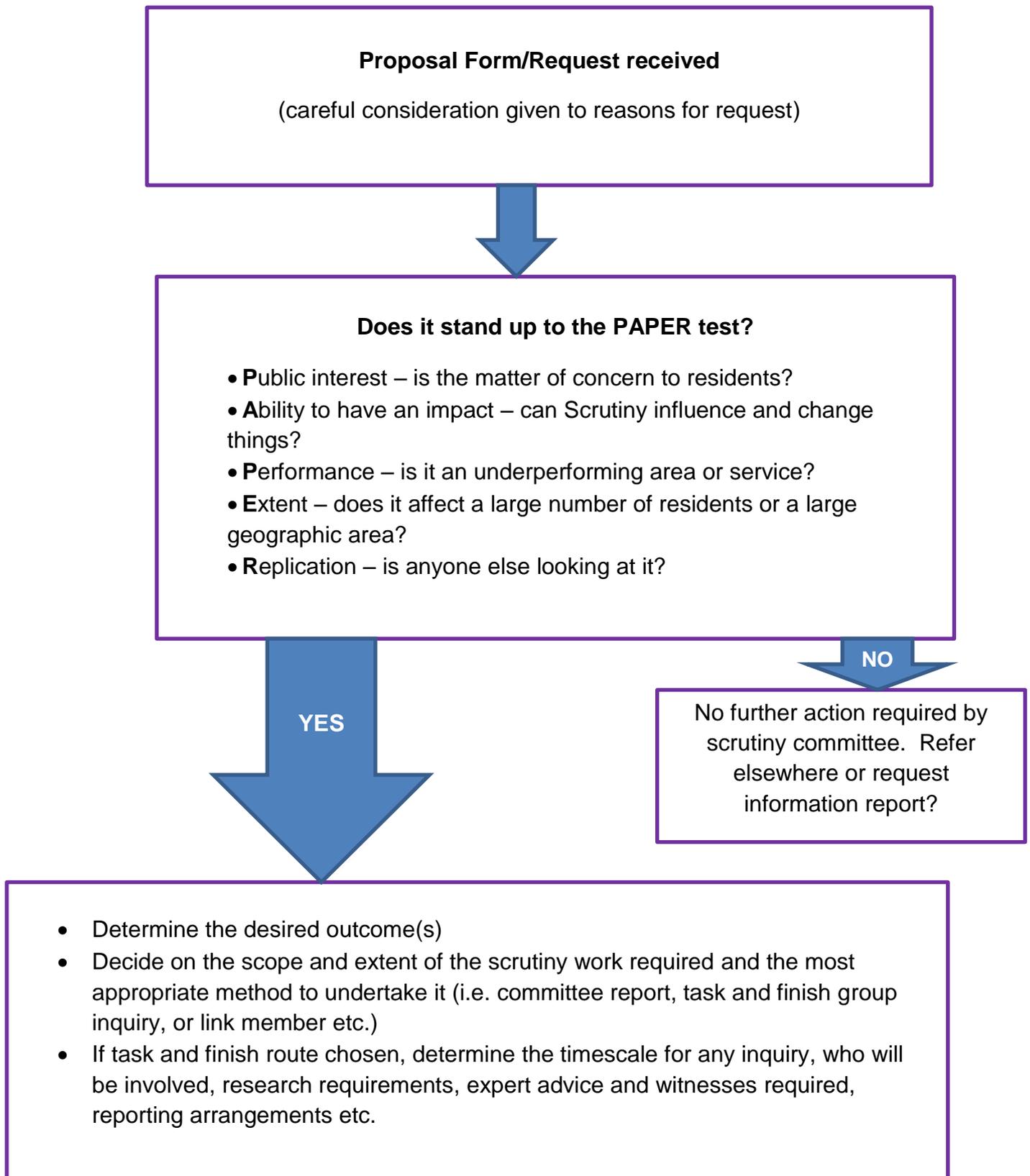
**Note for officers – Committee Report Deadlines**

| Meeting     | Deadline          | Meeting     | Deadline               | Meeting | Deadline        |
|-------------|-------------------|-------------|------------------------|---------|-----------------|
| 19 December | <b>5 December</b> | 13 Feb 2020 | <b>30 January 2020</b> | 2 April | <b>19 March</b> |

Partnerships Scrutiny Work Programme.doc

| <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



## Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                                                   | Purpose of report                                                                                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                        |
|--------------------|----------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
| <b>19 Nov 2019</b> | 1                          | Quarter 2 Performance Report on the Corporate Plan                | To provide members with analysis about performance and progress against our corporate priorities                                   | Tbc                                | Councillor Julian Thompson-Hill / Nicola Kneale / Iolo McGregor |
|                    | 2                          | Library Strategy                                                  | To approve the draft Library Strategy                                                                                              | Yes                                | Councillor Tony Thomas / Liz Grieve / Bethan Hughes             |
|                    | 3                          | Strategic Planning Group – Proposed changes to Terms of Reference | To seek approval of changes to the Strategic Planning Group's Terms of Reference                                                   | Yes                                | Councillor Mark Young / Angela Loftus                           |
|                    | 4                          | 21st Century Schools Programme – Band B Proposals                 | To request Cabinet for approval of the revised Strategic Outline Programme for submission to the Welsh Government                  | Yes                                | Councillor Huw Hilditch-Roberts / Karen Evans / James Curran    |
|                    | 5                          | Gypsy and Traveller Site Provision                                | To discuss and approve Council owned sites for submission through the LDP process for Gypsy and Traveller accommodation (transit). | Yes                                | Councillor Mark Young / David Lorey / Angela Loftus             |
|                    | 6                          | Finance Report                                                    | To update Cabinet on the current financial position of the Council                                                                 | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd                    |

## Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                                                                     | Purpose of report                                                                                                        | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                                           |
|--------------------|----------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------|
|                    | 7                          | Items from Scrutiny Committees                                                      | To consider any issues raised by Scrutiny for Cabinet's attention                                                        | Tbc                                | Scrutiny Coordinator                                                               |
|                    |                            |                                                                                     |                                                                                                                          |                                    |                                                                                    |
| <b>17 Dec 2019</b> | 1                          | Contract Procedure Rules                                                            | To consider the reviewed contract procedures rules which will require adoption and form part of the council constitution | Tbc                                | Councillor Julian Thompson-Hill / Lisa Jones / Helen Makin                         |
|                    | 2                          | Alternative Delivery Model (ADM) for various leisure related activities / functions | Approval of lease and sites                                                                                              | Yes                                | Councillors Booby Feeley & Julian Thomspson-Hill / Graham Boase / Siân Lloyd Price |
|                    | 3                          | Ethical Code of Employment                                                          | To seek Cabinet approval of the Ethical Code of Employment                                                               | Yes                                | Councillor Richard Mainon / Helen Makin                                            |
|                    | 4                          | Finance Report                                                                      | To update Cabinet on the current financial position of the Council                                                       | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd                                       |
|                    | 5                          | Items from Scrutiny Committees                                                      | To consider any issues raised by Scrutiny for Cabinet's attention                                                        | Tbc                                | Scrutiny Coordinator                                                               |
|                    |                            |                                                                                     |                                                                                                                          |                                    |                                                                                    |
|                    |                            |                                                                                     |                                                                                                                          |                                    |                                                                                    |

## Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                                | Purpose of report                                                                                                                                                                                         | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                |
|--------------------|----------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------|
| <b>21 Jan 2020</b> | 1                          | North Wales Growth Bid Governance Agreement 2  | To approve the governance arrangements in relation to the implementation of the growth deal                                                                                                               | Yes                                | Councillor Hugh Evans / Graham Boase / Gary Williams    |
|                    | 2                          | Llangollen Business Improvement District (BID) | To agree to support the BID and delegate authority to the Corporate Director: Economy and Public Realm to cast the votes in respect of each of the Council's eligible rateable properties in the BID area | Yes                                | Councillor Hugh Evans / Mike Horrocks / Carolyn Brindle |
|                    | 3                          | Finance Report                                 | To update Cabinet on the current financial position of the Council                                                                                                                                        | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd            |
|                    | 4                          | Items from Scrutiny Committees                 | To consider any issues raised by Scrutiny for Cabinet's attention                                                                                                                                         | Tbc                                | Scrutiny Coordinator                                    |
| <b>18 Feb 2020</b> | 1                          | Finance Report                                 | To update Cabinet on the current financial position of the Council                                                                                                                                        | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd            |
|                    | 2                          | Items from Scrutiny Committees                 | To consider any issues raised by Scrutiny for Cabinet's attention                                                                                                                                         | Tbc                                | Scrutiny Coordinator                                    |
|                    |                            |                                                |                                                                                                                                                                                                           |                                    |                                                         |

## Cabinet Forward Work Plan

| Meeting | Item (description / title) | Purpose of report | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------|----------------------------|-------------------|------------------------------------|------------------------------------------|
|         |                            |                   |                                    |                                          |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i>  | <i>Deadline</i>   | <i>Meeting</i>  | <i>Deadline</i>   | <i>Meeting</i> | <i>Deadline</i>  |
|-----------------|-------------------|-----------------|-------------------|----------------|------------------|
|                 |                   |                 |                   |                |                  |
| <i>November</i> | <b>5 November</b> | <i>December</i> | <b>3 December</b> | <i>January</i> | <b>7 January</b> |

Updated 23/10/19 - KEJ

Cabinet Forward Work Programme.doc

## Progress with Committee Resolutions

| Date of Meeting   | Item number and title                                                                | Resolution                                                                                                                                                                                                                                                                                                                                                                                            | Progress                                                                              |
|-------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 16 September 2019 | 5. Community Safety Partnership Annual Update 2018-2019                              | <b>RESOLVED</b> that the Committee, subject to the above observations and the provision of the requested information, either in written format or as part of North Wales Police's Chief Inspector for Denbighshire's presentation to the Council Briefing session in November 2019, endorse the Community Safety Partnership's performance during 2018-19 and its proposed activity plan for 2019-20. | Lead Member and officers informed of the Committee's observations and recommendation  |
|                   | 6. Annual Report on Safeguarding Adults in Denbighshire 1 April 2018 – 31 March 2019 | <b>RESOLVED</b> that, subject to the above comments and observations:<br>(i) the Committee receive the report and acknowledge the importance of a corporate approach to the safeguarding of adults at risk and the responsibility of the Council to view this as a key priority area; and<br>(ii) that any charts included in future reports include actual numbers as well as percentage figures.    | Lead Member and officers informed of the Committee's observations and recommendations |
|                   | 7. Child and Adolescent Mental Health Services and Neuro-Development Services        | <b>RESOLVED</b> that, subject to the above observations, the presentation on the Child and Adolescent Mental Health Services and Neuro-Development Services be noted and received.                                                                                                                                                                                                                    | Health Board representatives advised of the Committee's comments and observations     |

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| Service:                                                                        | Communities                                       | Partnerships                     | Performance                             |
|---------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------|-----------------------------------------|
| <b>Business Improvement &amp; Modernisation</b><br>– Alan Smith                 | Cllr. Andrew Thomas                               | Cllr. Mervyn Mile                | Cllr. Hugh Irving                       |
| <b>Communities &amp; Customer Services</b> – Liz Grieve                         | Cllr. Glenn Swingler                              | Cllr. Jeanette Chamberlain-Jones | Cllr. Hugh Irving                       |
| <b>Planning, Public Protection &amp; Countryside Services</b><br>– Emlyn Jones  | Cllr. Huw O Williams                              | Cllr. Christine Marston          | tbc                                     |
| <b>Community Support Services</b><br>– Phil Gilroy                              | Cllr. Rachel Flynn                                | Cllr. Jeanette Chamberlain-Jones | Cllr. Ann Davies                        |
| <del><b>Facilities, Assets &amp; Housing</b></del><br><del>– Jamie Groves</del> | <del>Cllr. Graham Timms</del>                     | <del>Cllr. Emrys Wynne</del>     | <del>Cllr. Geraint Lloyd-Williams</del> |
| <b>Education and Children's Services</b> – Karen Evans                          | Cllr. Tina Jones                                  | Cllr. Rhys Thomas                | Cllr. Ellie Chard                       |
| <b>Finance &amp; Property Services – TBA</b>                                    | Cllr. Huw Williams<br>(sub Cllr. Cheryl Williams) | Cllr. Peter Scott                | Cllr. Martyn Holland                    |
| <b>Legal, HR &amp; Democratic Services</b><br>– Gary Williams                   | Cllr. Anton Sampson                               | Cllr. Emrys Wynne                | Cllr. Arwel Roberts                     |
| <b>Highways, Facilities &amp; Environmental Services</b><br>– Tony Ward         | Cllr. Brian Blakeley                              | Cllr. Gareth Davies              | Cllr. Martyn Holland                    |
| <b>Strategic Investment Group</b>                                               | Cllr. Huw O Williams                              | Cllr. Jeanette Chamberlain-Jones | Cllr. Huw LI Jones                      |

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