

To: Members of the Communities
Scrutiny Committee

Date: 4 March 2021

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 11 MARCH 2021** in **VIA VIDEO CONFERENCE**.

Yours sincerely

G. Williams
Head of Legal, HR and Democratic Services

AGENDA

1 APOLOGIES

2 DECLARATION OF INTERESTS (Pages 3 - 4)

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

3 URGENT MATTERS AS AGREED BY THE CHAIR

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

4 MINUTES (Pages 5 - 12)

To receive the minutes of the Communities Scrutiny Committee held on 21 January 2021 (copy enclosed).

10.05 -10.10 a.m

5 GYPSY AND TRAVELLER - RESOURCE IMPLICATIONS AND UNOFFICIAL ENCAMPMENTS DRAFT PROCEDURES (Pages 13 - 48)

To consider a report by the Head of Finance and Property (copy enclosed), providing members with an update on recent decisions and developments aimed to improve the way the Council responds to unofficial encampments by Gypsy and Travellers.

10.10 – 11.15 a.m

BREAK 11.15 - 11.30 A.M

6 SCRUTINY WORK PROGRAMME (Pages 49 - 72)

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

11.30 – 11.45 a.m

7 FEEDBACK FROM COMMITTEE REPRESENTATIVES

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

MEMBERSHIP

Councillors

Councillor Huw Williams (Chair)

Councillor Graham Timms (Vice-Chair)

Mabon ap Gwynfor
Brian Blakeley
Rachel Flynn
Tina Jones
Merfyn Parry

Anton Sampson
Peter Scott
Glenn Swingler
Cheryl Williams

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LOCAL GOVERNMENT ACT 2000

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, (<i>name</i>)	<input type="text"/>
a *member/co-opted member of <i>(*please delete as appropriate)</i>	Denbighshire County Council
CONFIRM that I have declared a *personal / personal and prejudicial interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:- <i>(*please delete as appropriate)</i>	
Date of Disclosure:	<input type="text"/>
Committee (<i>please specify</i>):	<input type="text"/>
Agenda Item No.	<input type="text"/>
Subject Matter:	<input type="text"/>
Nature of Interest: <i>(See the note below)*</i>	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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Public Document Pack Agenda Item 4

COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in via Video Conference on Thursday, 21 January 2021 at 10.00 am.

PRESENT

Councillors Mabon ap Gwynfor, Brian Blakeley, Rachel Flynn, Tina Jones, Merfyn Parry, Anton Sampson, Peter Scott, Graham Timms (Vice-Chair), Cheryl Williams and Huw Williams (Chair)

Cabinet Members – Councillor Hugh Evans – Leader of the Council and Lead Member for the Economy and Corporate Governance, Councillor Julian Thompson-Hill Lead Member for Finance and Efficiency and Councillor Brian Jones, Lead Member for Waste, Transport and the Environment.

Observers –Councillor Joan Butterfield, Councillor Jeanette Chamberlain-Jones, Councillor Meirick Lloyd Davies (Cefn Meiriadog), Councillor Hugh Evans, Councillor Alan James, Councillor Brian Jones, Councillor Barry Mellor, Councillor Melvyn Mile and Councillor Julian Thompson-Hill.

ALSO PRESENT

Corporate Director: Economy and Public Realm (GB), Head of Finance and Property (SG), Head of Planning, Public Protection and Countryside Services (EJ), Traffic, Parking and Road Safety Manager (MJ), Principal Engineer - Traffic Management (PL), Business Support Manager (PB), Business Support Officer (Contracts & Performance) (RT), Economic and Business Development Officer (NC), Democratic Services Manager (SP), Scrutiny Coordinator (RE) and Committee Administrator (SJ and SLW).

Citizen Advice Denbighshire Business Development Manager - Graham Kendall

The Chair wanted to offer his thoughts and wishes to those that had been affected in the recent flooding. He thanked all the emergency services and all those that had offered support to those that had been affected.

He also welcomed Councillor Peter Scott to the meeting following his recent appointment as a member of the Committee.

1 APOLOGIES

Apologies for absence were received from Councillor Glenn Swingler.

2 DECLARATION OF INTERESTS

None.

3 URGENT MATTERS AS AGREED BY THE CHAIR

None.

4 MINUTES

The minutes of the Communities Scrutiny Committee on 10 December 2020 were submitted.

Item 5 - Flood Risk Management across Denbighshire – Members were informed that appendix 5 to the Scrutiny Work Programme included the terms of reference for the task and finish group.

RESOLVED that – *The minutes of the meeting held on 10 December 2020 be received and approved as a correct record.*

Due to technical issues the meeting was suspended at 10.20. a.m.

The meeting reconvened at 10.30. a.m.

5 RHYL REGENERATION PROGRAMME AND GOVERNANCE

The Leader Councillor Hugh Evans provided members with background information behind the regeneration programme in Rhyl. It was confirmed that Rhyl had two of the most deprived wards within Wales.

Due to technical difficulties video and audio connection with the Leader was lost. The Corporate Director for Economy and Public Realm (CDEPR) proceeded to guide members through the report (previously circulated). It was emphasised to members that Rhyl as an area was in need of regeneration. It was stressed that officers noted that all towns and wards had been faced with difficult times and needed support.

Within the report an update of arrangements around the priority of the town centre vision and the governance arrangements had been included. A Rhyl Regeneration Programme Board had been established. It was confirmed that Rhyl MAG had been communicated with all developments and a Rhyl Reference Group attended by Rhyl Councillors, Rhyl Town Council members and the local AM and MP. It was stressed a lot of work had been completed in Rhyl. Including work on the promenade, harbour and ongoing work at the Marina Quay. It was confirmed that one of the priority areas was to concentrate on the town centre, whilst another one would focus on regeneration for the people and residents of Rhyl. Confirmation was given that a Rhyl Community Development Board had been established with partners such as health and the police.

Members were provided with more details from the Economic and Business Development Officer. The vision document included as an appendix to the report had been the result of 18 months of work and been signed off by Cabinet at the end

of 2019. It was hoped it would provide guidance on the vision for the town centre and its regeneration.

During the ensuing debate members took the opportunity to raise questions and discussed various aspects of the report with the officers present. Main discussion points focused on the following –

- Technical Advisory Note (TAN) 15 was Welsh Government (WG) advice in relation to developments with regard to flooding. It was highlighted that a number of areas within Rhyl had been identified as areas of potential flooding. Developments within the flood areas needed to have special regard to how they would address the flooding issues at the development site. It was confirmed that parts of Rhyl would still remain on the flood risk maps. A number of schemes within Rhyl to address concerns of flooding had begun. The guidance TAN 15, stated regeneration development should be promoted with all aspects of the development assessed.
- Appendix 2 to the report illustrated that the regeneration work at Rhyl had been separated into five different sectors. One of the sectors identified had been access and movement. This addressed and looked at transport and parking in Rhyl. Members heard a number of projects had been included to assess concerns. It was stressed that work had begun to look at developments for transport in Rhyl including work with the active travel routes, cycle paths and electric car charging points. The work would be a long term aspect of the regeneration project.
- It was stressed that members had not been excluded from the boards working on the regeneration project. Officers welcomed feedback and input from members and Rhyl councillors. Members heard that the Rhyl Regeneration Programme Board was a technical forum that ensured agreed projects were interlinked and worked together. It was felt an officer led board would best suited for any information to then be communicated with the other boards and groups. Rhyl Member Area Group (MAG) members had stressed a desire to be included on the boards working on the Regeneration project. The CDEPR stated he would feedback Rhyl MAG members' concerns on board membership. It was suggested a report be taken to Rhyl MAG to discuss further.
- Officers confirmed research into other regeneration projects completed by other local authorities had taken place. The Rhyl Regeneration Programme Board officers had worked with consultants who had been involved in other regeneration developments within in the UK.
- It was confirmed that regard the Council's Welsh Language policy would be complied with as part of the marketing strategy.
- Confirmation was provided that Denbighshire had a commitment to aid and support the homeless. A number of projects and work to address the temporary and emergency accommodation needs had begun. Members asked if it would be possible to include a time limit on the planning permission for the proposed new homeless unit in East Rhyl to avoid the property in time becoming another house in multiple occupation (HMO). The CDEPR confirmed he would discuss with the Rhyl MAG Chair to include a report on homeless and how the local authority could work with the Town Council to try and include them in plans to address the problem, on the forward work programme (FWP) for MAG members to debate.

- Members discussed the need for motorhome parks in Rhyl and Denbighshire as a whole. It was felt there would be a potential need for parking sites for individuals visiting the area, particularly post COVID-19. The Head of Planning, Public Protection and Countryside Services (HPPPCS) confirmed it would be beneficial to have discussions with officers from other departments to investigate potential developments. The HPPPCS suggested to members that he explored the provisions in place for a future report to scrutiny.

The Chair thanked the officers for the report and detailed response to members questions and concerns. It was noted members request to praise the work completed thus far on the Rhyl regeneration project. Following the discussion members,

RESOLVED: subject to the above observations -

- i). to receive report on the Rhyl Regeneration Programme and Governance report and note its contents;**
- ii). that the Corporate Director: Economy and Public Realm liaise with Chair of the Rhyl Member Area Group to include a report on the homeless accommodation provision in Rhyl and how the Council could work with the Town Council to address the need, on the Member Area Group's Forward Work Programme;**
- iii). that the Head of Public Protection and Countryside Services discuss with other officers the potential future provision for motorhome parking facilities in Rhyl and Denbighshire as a whole, and**
- iv). to receive future updates on at least an annual basis on the development and delivery of the Regeneration Programme.**

6 CAR PARK TARIFF SYSTEM AND RESIDENTS' PARKING SCHEMES

The Lead Member for Waste, Transport and the Environment, Councillor Brian Jones introduced the report (previously circulated). The report provided details on the existing car park tariff system and policy for residential schemes. Members were reminded that a similar report had previously been presented in 2015. Further detail was provided by the Traffic, Parking and Road Safety Manager (TPRSM). It was explained that Denbighshire had adopted a uniform charging system across the County.

The development of a proposed pilot scheme in Llangollen formed part of a wider traffic and parking management arrangements for the town, which included discussions around varying parking charges between car parks. A question had been raised on whether a higher charge for central parking could be adopted and a lower charge for car parks on the periphery. It was confirmed that the current policy did not allow this method of charging. The TPRSM confirmed that the overall income for a given town had to be as cost neutral as possible. The proposed pilot scheme's aim was to allow more flexibility for varying charges in a town to aid traffic flow and availability spaces. Officers stressed that the proposal was being presented to the Committee for comments and agreement to proceed with the pilot scheme. Confirmation was given that an update report and any findings would be presented to committee following monitoring of a period of 12 months.

Councillor Graham Timms presented members with a brief history of the issues experienced in Llangollen related to car parking. Members were made aware that Llangollen car parks created the second largest income from car parks in the County. It was felt that by varying the cost of parking in the town provision would be available that would cater for all needs, e.g. residents, commuters and local businesses. Councillor Melvyn Mile highlighted to members the work that had begun in Llangollen to identify issues that were important for all individuals and visitors.

During the ensuing debate members took the opportunity to raise questions and discussed various aspects of the pilot scheme with the officers and Lead Member. Main discussion points focused on the following –

- The existing permit system for parking in Council car parks was still in existence for individuals to purchase. Officers would determine which car park was most suitable for permit holders to use.
- Reassurance was provided that the income generated from car parks had been reinvested back into car parks or road safety related functions within Denbighshire. It was confirmed communication had taken place with Highways to evaluate service level agreements for each car park within Denbighshire.
- Officers stated they had not been made aware of any security issues at car parks in Llangollen. Security was an important consideration for car parks. Monitoring of car park security would continue.
- Confirmation was provided that car parking charges in the County were last increased in 2016. Whilst there were no specific plans at present to increase parking charges, fees and charges were revised on an annual basis.

The Chair thanked officers for the comprehensive report and answers provided to members concerns.

Following the discussion, the Committee,

RESOLVED that, subject to the above observations

- i). recommended that the pilot scheme in Llangollen where car park tariffs were to be varied in the various car parks within the town on the basis that, where possible, there should be no net loss in car park income from all the car parks in Llangollen town centre, be implemented;*
- ii). that a further report is presented to the Committee, approximately 15 months following the Scheme's implementation, on its effectiveness and any lessons learnt from the pilot scheme for similar schemes in future; and*
- iii). confirmed that as part of its consideration it had read, understood and taken account of the Well-being Impact Assessment.*

At this juncture (12.05 p.m.) the meeting adjourned for a 20 minute refreshment break.

The meeting reconvened at 12.25 p.m.

7 UNIVERSAL CREDIT

The Chair welcomed everyone to the meeting including Graham Kendall, from Citizen Advice Denbighshire (CAD) for the discussion on Universal Credit.

Councillor Julian Thompson- Hill, Lead Member for Finance and Efficiency introduced the Universal Credit report (previously circulated). It was highlighted that the Committee had originally requested the report (previously circulated) for the purpose of reporting on the final migration of recipients on to Universal Credit. The Covid-19 pandemic had impacted on this process and consequently details had been included within the papers for members comments. Reference was made to the data figures having reflected the current pandemic. The number of claimants had increased due to factors out of individuals control.

The Head of Finance and Property (HFP) provided a brief introduction on how Denbighshire County Council was supporting residents in relation to UC and associated support. It was stated Universal Credit had increased during the year due mostly to the pandemic. The increase in numbers offered reassurance that residents of Denbighshire had received financial support. Due to the increase in applications for Universal Credit an impact on Denbighshire County Council (DCC) finances had been observed. The Department for Work and Pensions (DWP) administered the Universal Credit, other benefits such as Housing Benefit were administered by DCC. It was explained to members that the Housing Benefit administration grant had reduced in line with the migration to Universal Credit. It had been noted that although the funding had reduced the workload had remained the same. It was highlighted that the Council Tax Reduction Scheme (CTRS) was offered to eligible residents, and uptake had increased over recent months. This had resulted from the Covid-19 pandemic; it was stressed the recovery would be slow. Members were informed that a cash grant to aid the financial impact due to an increase in the uptake of the CTRS had been secured for 2020/21, but it was as yet unclear whether any assistance would be available for the forthcoming financial year. The HFP wanted to thank officers and the CAD for all the hard work that had been put into the smooth transition to Universal Credit especially during the difficult few months.

The Business Support Manager addressed a number of concerns that members had raised before the meeting. It was explained to members the difficulty in providing accurate figures around the number of individuals that were still in receipt of legacy benefits. The data for those customers had to be sought from a wide range of different benefits that DCC did not have access to the information.

It was confirmed that the number of claimants for CTRS had increased by 2.8%, and that there had been a 10.95% increase in free school meal (FSM) applicants between March and November 2020. The Business Support Officer provided members with context for the data within appendix 1 and appendix 2. It was stressed that officers regularly monitored the statistics on a monthly basis to ensure that further investigation and intervention occurred as soon as needed. Members were reminded that a number of benefits and emergency financial measures were in place at present that residents may be eligible to claim, all had different criteria requirements.

Graham Kendall - Citizen Advice Denbighshire (CAD) Business Development Manager echoed the thoughts and comments of the Lead Member and officers praising the approach to Universal Credit had been the correct method. It had provided individuals with the information and partnerships to contact for support. It was highlighted that 1235 new claims had been received during the lockdown for Universal Credit. The continued close working relationship with DCC had proved invaluable for both officers from CAD and claimants. The CAD representative thanked members for the invitation to the meeting and offered his thanks to officers for the continued partnership working.

During the debate the following points were raised:

- The overall figures of individuals still on legacy benefits is difficult to obtain. It was explained that a number of different departments provided the data. The figures were very complex.
- It was confirmed that an increase of about 600 claims from individuals unable to work had been observed during the Covid-19 Pandemic. Officers advised that the increase in claims could be for low level support and not the full Universal Credit allowance. It was noted that a number of individuals dipped in and out of Universal Credit claims as work had been intermittent during lockdowns.
- An increase in cases had been noted by CAD. The entire workforce of CAD had been moved to online and remote working due to the pandemic. The use of a number of channels to engage with individuals had been adopted. Community outreach by a number of organisations had supported individuals being able to receive support if needed.
- Transitional protection on free school meals had been introduced before the Covid-19 pandemic by WG. It was in place to protect a very small number of children who would be eligible for free school meals under legacy benefits but not under Universal Credit. Since April 2019 if individuals who qualified for free school meals or had been receiving free school meals prior, would still receive the free school meals if the household finances changed. Within the Welsh legislation the transitional protection stated, would be in place until December 2024.

The Vice-Chair thanked all officers for the detailed response to members' concerns. A special thanks for all the work CAD had done to date was also offered. It was therefore

RESOLVED that, members receive the contents and information within the Universal Credit report.

8 SCRUTINY WORK PROGRAMME

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

Discussion focused on the following –

- Members agreed to defer the item on 'The role of Denbighshire in Public Transport and Active Travel Provision' until October 2021.
- The items listed on the forward work programme for the next meeting on 11 March 2021 were reaffirmed.
- All members agreed to defer the report on 'The Planning Compliance Charter' until early 2022.
- members were asked to submit any proposal forms regarding topics for scrutiny.
- A draft remit had been included in Appendix 5 for the task and finish group to look at flood management and working with private landowners to mitigate the risk of serious flooding. It was that the terms of reference would be presented to all MAGs to request a nomination from each MAG to serve on the group. It was confirmed it would take some time to establish.
- Councillor Merfyn Parry requested that the report on the impact of the school in Rhewl on the communities of Rhewl and Llanynys include a 'Community Impact Assessment'. It was agreed that Councillor Parry and the Scrutiny Co-ordinator would liaise with officers to receive the agreed information. The CDEPR offered his assistance in sourcing this report.

RESOLVED that,

- i). *subject to the amendments and inclusions to the draft forward work programme proposed during the meeting to confirm the Committee's Forward Work Programme, and*
- ii). *the draft terms of reference for the Flood Risk Management and Riparian Land Ownership Task and Finish Group be approved.*

9 FEEDBACK FROM COMMITTEE REPRESENTATIVES

No reports from committee representatives had been received.

The meeting concluded at 13.20 p.m.

Report to	Communities Scrutiny
Date of meeting	11th March 2021
Lead Member / Officer	Julian Thompson Hill and Mark Young / Steve Gadd, Head of Finance and Property
Report author	Steve Gadd, Head of Finance and Property
Title	Gypsy and Traveller – Resource Implications and Unofficial Encampments Draft Procedures

1. What is the report about?

The report provides background to Denbighshire Council's approach to dealing with Unofficial Gypsy and Traveller Encampments, reviews the processes in place in other councils and provides options and makes a number of recommendations about how we should go forward with a robust structure and processes to improve the response.

2. What is the reason for making this report?

The purpose of the report is to provide an update to Scrutiny about recent decisions and developments aimed to improve the way the Council responds to unofficial encampments by Gypsy and Travellers. The Senior Leadership Team (SLT) and Cabinet have supported the proposals.

3. What are the Recommendations?

3.1 That Scrutiny considers and discusses the recent developments and decisions relating to the way the Council responds to unofficial encampments by Gypsy and Travellers.

4. Report details

BACKGROUND INFORMATION

4.1 Regional Work

Clearly this issue not only impacts on a number of services within the Council but also other Local Authorities and partner organisations across the region. As such a regional North Wales Joint Protocol on Managing Unauthorised Encampments was agreed in 2015. A copy of the protocol is included as Appendix E. The meetings were convened and hosted by the Welsh Government equalities team. Unfortunately, these have now been discontinued due to inconsistent attendance, lack of ability to prioritise the work required to support the meetings and a change of personnel in Welsh Government.

4.2 SLT Report

Within Denbighshire County Council (DCC) a paper was presented to SLT in September 2019 which summarised the current arrangements (see Appendix F) and made the following recommendations:

1. Review Welfare Assessment Process
2. Separate the welfare assessment process from the serving notice process
3. Where appropriate, commission bailiffs to serve notice and deal with all subsequent documentation and court appearances, rather than use DCC officers
4. Establish a corporate budget to deal with costs associated with incursions

No final decisions were made and progress was obviously impacted by the pandemic in early 2020. However, as part of this review a code has been set up in Corporate Contingencies to allow services to code direct expenditure relating to encampments. Also Lisa Atherton, Senior Practitioner, Children's Social Care, has undertaken a lot of work over the past 3 months in developing the welfare assessment process. This has informed the process maps within this report.

4.3 Legal Framework

The Council has a power (not a duty) under s77 Criminal Justice and Public Order Act 1994 to issue a direction to those who are part of the unauthorised encampment requiring

them to leave and to remove their vehicles. If a direction is made then it is an offence, punishable by fine, for any person to whom the direction applies to fail to leave. The Council can, where it has issued a direction under s77 and people and vehicles remain on the land in contravention of the direction, apply to the Magistrates Court for an order requiring the removal of any vehicle or other property which is present on the land, and any person living in it. It is an offence to obstruct anyone acting to exercise the power contained in the order. The issuing of a direction or the application to Court for an order under these provisions are powers of the local authority and not duties. The Council does not have to take this action but may decide to do it. In taking that decision the Council should have regard to the usual public law considerations, i.e. take account of all relevant considerations, equalities duties and human rights considerations.

However, in response to the Covid19 Pandemic Guidance has been issued by the Welsh Government in June 2020 which was last updated in September entitled 'Guidance for those supporting Gypsy and Traveller Communities: COVID-19'. It is right to say that it is not a directive and that it is guidance. It is true that the guidance is not statutory guidance, in other words, there is no section in the 1994 Act that says that the Council must have regard to guidance in respect of these powers. The guidance is however a relevant consideration and should be taken into account.

The guidance says that local authorities should not evict, relocate or disperse unauthorised encampments unless there are immediate and substantial risks to public safety and public health arising from continued occupation.

The guidance goes on to say that where eviction is considered necessary, ***an alternative suitable location should be identified by the Council where possible.***

4.4 Welsh Government Guidance

Welsh Government's [Guidance on managing unauthorised camping 2013](#) states the following on approaches to resolving unauthorised Encampments:

Effectively, if an unauthorised encampment arises and there are no alternative authorised pitches in the area, local authorities have three clear paths relating to how they can resolve the encampment. Each option should be carefully considered:

- **Path 1** – To seek and obtain possession of the occupied site (eviction proceedings).

- **Path 2** – To ‘tolerate’ the Gypsy or Traveller occupiers, if only for a short time, until an alternative site can be found or the occupiers move on voluntarily.
- **Path 3** – To find an alternative site, if only on a temporary basis, and offer the Gypsy or Traveller occupiers the chance to move onto it.

It is recommended that local authorities undertake an initial visit to the encampment before deciding which option is the most appropriate. This will enable the gathering of key information about why the encampment has occurred, if there are any urgent welfare concerns and how long the occupiers plan to stay.

The guidance also stresses the importance of having a **Single Point of Contact** and states:

The role of the Single Point of Contact (SPOC)

Each local authority should develop its own protocol for responding to unauthorised camping, which will establish the procedure and personnel necessary. However, it is recommended that a lead officer is identified to undertake the following roles:

1. *Liaise with occupiers and other affected parties.*
2. *Undertake or coordinate the necessary assessments and involvement of relevant officers to ensure needs are addressed.*
3. *Communicate the evidence and provide recommendations to senior officials who will ultimately decide what action to take.*
4. *Ensure that all stakeholders are made aware of the proposed action and disruption to all is minimised.*

THE FUTURE

4.5 SLT received a report on the 7th January to agree the best way forward to improve the Council’s response in this area. Following support from SLT a further report was taken to Cabinet Briefing on 20th January which also supported the proposed changes set out below. Work had been undertaken to develop a clearly defined process for unauthorised encampments. Further work is required in order to ensure the process is fit for purpose and the correct people have been consulted and are involved in the process going forward. The broad principles in the process map included as Appendix A. Key points of the process are:

- Clear and agreed process with engagement at Strategic and Operational level
- Clear and agreed process distinguishing between encampments on DCC land and those on private land
- Setting up of Strategic Group to undertake oversight role and decisions around the communications requirements and any issuing of Section 77 notices

- Gateway Team set up to co-ordinate the operational aspects
- Specific group e-mail addresses and contact lists to be created and maintained for both the Strategic Group and the Gateway Team.
- Intervention Team within Community Support Services to play a key role in Welfare Assessments (see Appendix A)
- Implement Recommendation 3 of the SLT presentation in September 2019 and set up an agreement with external bailiffs to serve notice and deal with all subsequent documentation and court appearances, rather than use DCC officers.

Two options for the implementation of this process were presented:

OPTION A

Attempt to implement the new process and Welfare Assessment form with the current staffing arrangements. Although this will help with the clarity of the process and the decision making process it would clearly leave DCC short of delivering best practice. In particular, the Single Point of Contact role would not be present. It is clear that the role as identified above cannot be undertaken within existing resources.

OPTION B

Create a new Gypsy Traveller Liaison Officer role that will act as a Single Point of Contact. An example Job Description has been included as Appendix D. The main roles of the post would be:

- To provide a single point of contact on behalf of the council in relation to all matters involving the Gypsy Traveller community which includes a diverse area covering individual support, awareness training, community engagement and advising on related legislation and guidance.
- To provide technical advice to Council decision makers on key legislation and guidance relating to and impacting the Gypsy Traveller community. This can also extend to partners and other stakeholders.
- To Co-ordinate the council's responsibilities in relation to unauthorised encampments which involves site visits, welfare assessments, provision of services, dealing with any community tensions from local residents and evidence preparation for legal purposes.
- To ensure that the processes and contact lists are maintained to ensure they are fit for purpose on a sustainable basis.

- To collate all information relating to unauthorised encampments and complete a Decision Matrix which will include a recommendation to senior managers and the Strategic Group regarding issuing of legal proceedings (example included as Appendix B).
- Provide advice and assistance to private land owners and other stakeholders in relation to encampments on private land.
- If a need is shown for permanent and/or transit sites after completion of the Gypsy and Traveller Assessment (a separate process) it would be hoped that the post would also take an active involvement in the identification and development of suitable permanent and transit sites and introduce appropriate management arrangements for their effective use by the Travelling community. This will involve developing and applying site rules and ensuring any site(s) are managed effectively.
- To complete all official government returns and respond to WG consultations.
- To liaise with other Local Authorities and the wider public sector in order to try and revisit the shared partnership working approach.

4.6 SLT Decision supported by Cabinet Briefing

SLT made the following decisions, which were subsequently supported by Cabinet Briefing:

- They agreed that Option B was the preferred option and that a new Gypsy Traveller Liaison Officer post would be created.
- It was also decided that the most suitable home for the role going forward was within Community Housing.
- Although eventually the SLT lead for this area would transfer to Liz Grieve, Steve Gadd would continue to lead over the coming months while the post is being designed and recruited to.
- The external bailiff solution was approved.
- The broad principles in the draft process were approved. Although it was recognised that further work, consultation and engagement was required.
- It was also agreed that due to the high profile of this area of work we would need wider member engagement. This report to Scrutiny is the first part of that wider engagement.

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

- 5.1. A robust process to deal with unofficial encampments alongside the additional staff resources proposed to engage with communities will contribute to priorities in areas such as housing by contributing to a successful adoption of a new Local Development Plan, improving the resilience of communities and maintaining an attractive environment.

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

- 6.1. The post will need to go through the Job Evaluation process, however it is likely to cost between £40-50k. It would be recommended that the post is fully funded with a base budget allocation from Corporate Contingency. Additional budget may be required to allow the post to carry out their duties which can be assessed at a later date (e.g. access to unmarked pool vehicle).

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

- 7.1. The proposals around processes and resources are operational in nature and delegated to Head of Service, therefore it has not been deemed necessary to complete a Well-being Impact Assessment.

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

- 8.1. A great deal of consultation was undertaken as part of the development of these proposals across a number of services within the Council. Consultation has also been undertaken regionally to ensure we learn from Best Practice. Following development of the proposals reports have gone to Senior Leadership Team, Cabinet Briefing. This report to Communities Scrutiny Committee is part of the next stage of consultation with the wider membership.

9. Chief Finance Officer Statement

- 9.1. The costs and funding impacts are highlighted in Section 6.

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

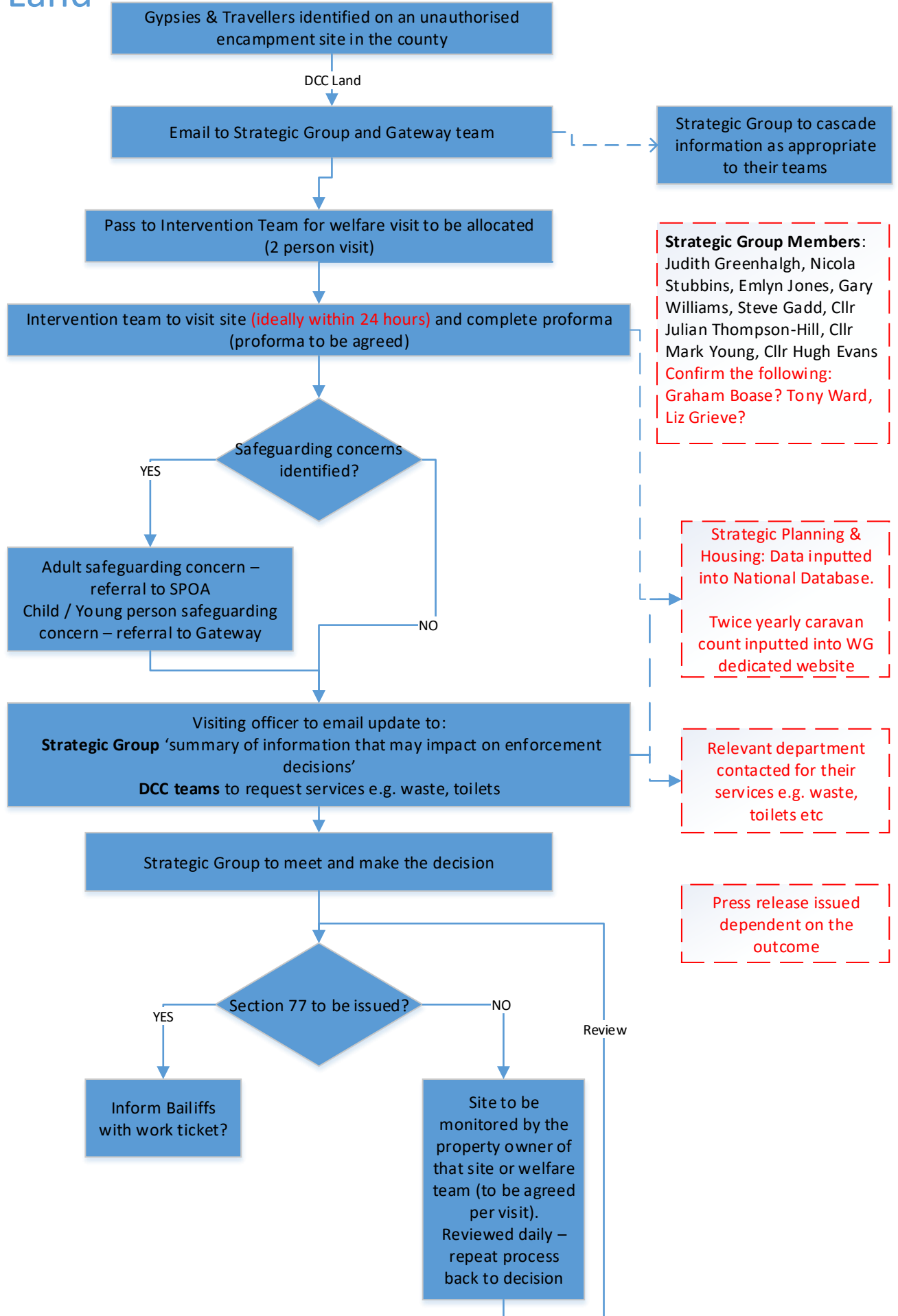
10.1. Action in this area is aimed at reducing the risk of disruption to residential and business communities while also addressing the risks to the welfare and wellbeing of Travellers.

11. Power to make the decision

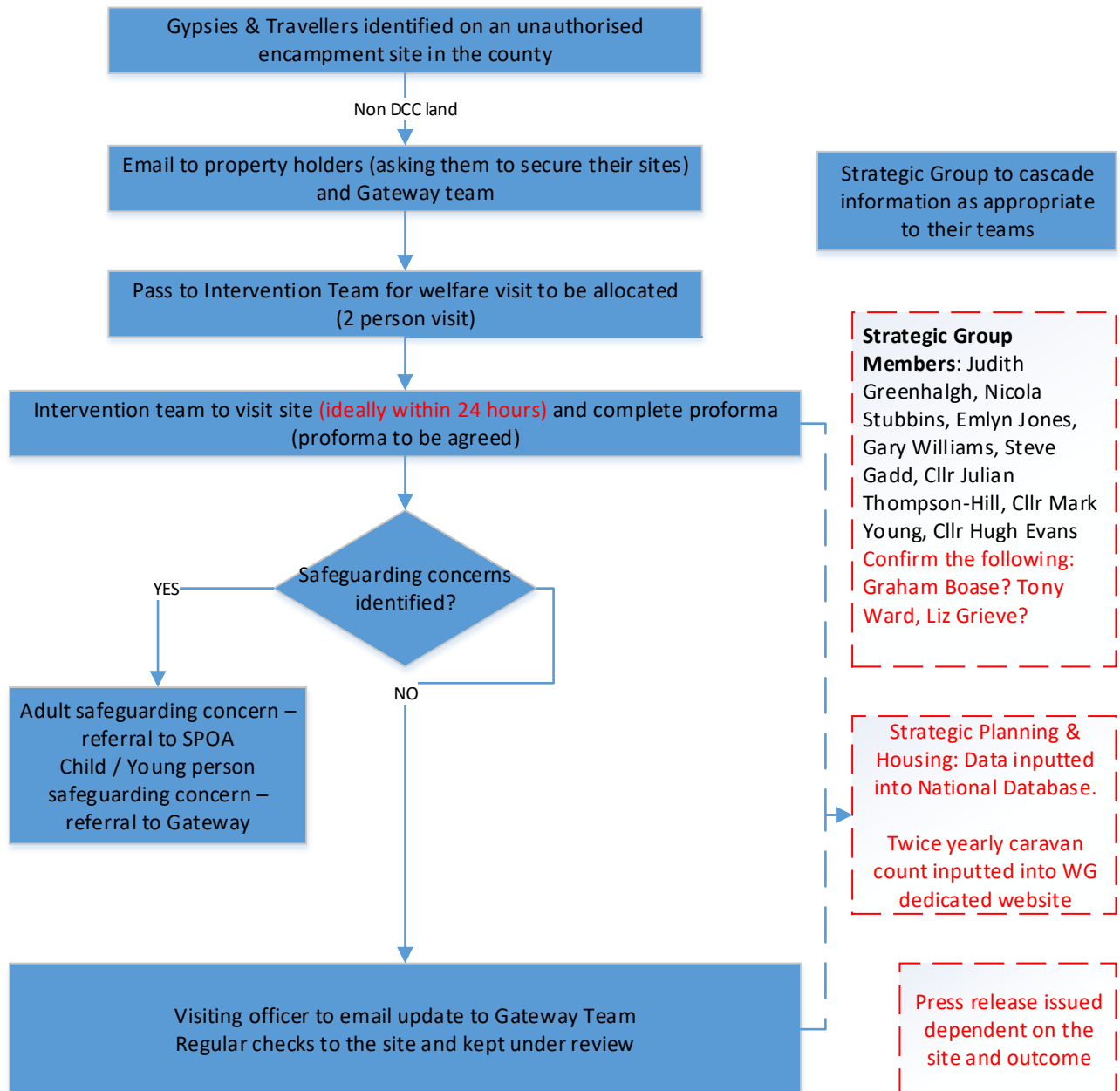
11.1 The proposals described in this report are operational in nature and delegated to Head of Service. The wider legislative framework and WG guidance concerning dealing with unauthorised encampments is summarised in sections 4.3 and 4.4.

11.2 Section 21 of the Local Government Act 2000 and Section 7.4 of the Council's Constitution.

DCC Land



Non DCC Land



Welfare Assessment

Encampment location	
Date and time of assessment:	
Names of assessors:	
1. Vehicles	
Registration, Colour, and Description (e.g. make and model) of Caravan/Campervan	1.
Registration, Colour, Model and Description of additional vehicles (e.g. car, van)	
2. Occupiers:	
Male (Adult):	
Female (Adult):	
No of child occupants (under 16) and DOB/ages:	
3. Animals	
No and type of animals?	
Are they tethered?	
Any concerns?	

4. Health/Welfare Issues:	
(1) Name/DOB/ Issue: Summary of discussion (e.g. referred to local GP):	
Does this issue prevent the individual from moving on?	
If yes or possibly what action will be/has been taken?	
(2) Name/DOB/ Issue: Summary of discussion (e.g. referred to local GP):	
Does this issue prevent the individual from moving on?	
If yes or possibly what action will be/has been taken?	
5. Pregnancy:	
Are any women pregnant?	
If yes provide name, due date, concerns, hospital registered at, etc., treatment receiving and if in good health.	
If appropriate what action will be/has been taken? (e.g. Health Visitor asked to visit, refer to GP.)	

6. Education:	
Children attending local schools – name, DOB & school:	
No of children that have examinations at a local school in the next four weeks include details?	
Any education issues and action taken (e.g. arrange for education service to visit)	
7. Other details:	
a) Where have you travelled from?	
b) Reason for stay/encampment (e.g. travelling through, work, etc):	
c) How long do you intend to stay?	
d) Are you expecting others to join you?	
e) Group Origin: (e.g. Irish Traveller, Roma)	
f) Access to toilet facilities. Details:	
g) Did occupiers refuse to provide information?	
h) Are occupiers looking for permanent residency or a transit site in Flintshire and details of	

permanent/accommodation residency elsewhere?	
Signature of occupier	
Signature of Assessor	

8. Additional Notes:

Follow up assessments

Date:	
Assessors:	
Details of any changes since previous assessment:	
Signature of occupier	
Signature of Assessor	
Additional Notes:	

Date:	
Assessors:	
Details of any changes since previous assessment:	
Signature of occupier	
Signature of Assessor	
Additional Notes:	

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<p>Consider the consequences of eviction on the education of the children of families on the site</p> <p>(Welfare checks)</p>		
<p>Consider the consequences allowing the Gypsy/Travellers to remain</p> <ul style="list-style-type: none"> • Impact on the land & surrounding land? • Impact on planning policy? • Impact on the local residents? • Impact on the businesses? • Costs? • Environmental damage? 		
<p>Consider previous decisions on the land.</p> <p>When it was last encamped upon?</p> <p>Were there any problems/issues?</p> <p>Number/type of complaints?</p>		
<p>Consider the advantages to the authority of 'accepting/tolerating' the encampment</p>		
<p>Consider any alternative sites the Council might be able to offer (both</p>		

permanent and temporary)		
Consult with (internal partnerships) <ul style="list-style-type: none"> • Adult Social Care • Children's Services • Housing Options 		
Consult local members		
Consult relevant <ul style="list-style-type: none"> • Director • Head of Service • Portfolio holder 		
Consult with the local Police Inspector (where appropriate e.g. high levels of criminality ASB)		

DECISION

Officer who takes the decision authorising action to indicate the action being authorised and to detail her/his judgement on proportionality.

Officer to sign and date the checklist

ENCAMPMENT LEAD OFFICER'S RECOMMENDATION

DATE

SIGNATURE

SENIOR OFFICER'S RECOMMENDATION

DATE

SIGNATURE

Review date

Review date

NOTES

Record the names of those officers who have given their opinions against each of the items in the checklist
The decision to be reviewed on a weekly basis and signed off.

JOB DESCRIPTION

JobTitle	Gypsy Traveller Liaison Officer
Directorate	Housing and Assets
Reports to	Service Manager - Housing Programmes

1.0 Job Purpose

Reporting directly to the Service Manager, Housing Programmes this specialist post will provide a single point of contact on behalf of the council in relation to all matters involving the Gypsy Traveller community which includes a diverse area covering individual support, site management, transit site provision, awareness training, community engagement and advising on related legislation and guidance.

Co-ordinate the council's responsibilities in relation to unauthorised encampments which involves site visits, welfare assessments, provision of services, dealing with any community tensions from local residents and evidence preparation for legal purposes. Provide advice and assistance to private land owners and other stakeholders in relation to encampments on private land.

Ensure the council meets its legal obligations in relation to the provision of the permanent council Gypsy Traveller site and transit sites and co-ordinates arrangements for the placement of Syrian refugees within Flintshire.

2.0 Principle Accountabilities

1. To act as the single point of contact for the public, Members, Police, business owners, partner agencies, staff, etc. in respect of all council matters relating to the Gypsy Traveller community.
2. In a 'supporting people' role provide an advocacy and supporting role to Gypsy Traveller individuals and communities. This involves support, advice and representation in relation to accessing services to which they are entitled including benefits, education, DWP claims, housing, health and welfare matters, etc.
3. Facilitate and develop appropriate consultation between the council and the Gypsy Traveller community in the County, ensuring that there is effective liaison between the community and the various agencies working in the county.
4. Provide technical advice to Council decision makers on key legislation and guidance relating to and impacting the Gypsy Traveller community. This can also extend to partners and other stakeholders.
5. Co-ordinate the Council action required when an unauthorised Traveller encampment moves on to Flintshire County Council land

and apply the appropriate guidance for dealing with such encampments.

6. Take an active involvement in the identification and development of suitable transit sites and introduce appropriate management arrangements for their effective use by the Travelling community. This will involve developing and applying site rules and ensuring the site(s) are managed effectively.
7. To represent the Council and Gypsy Traveller Liaison forums and contribute to any relative Welsh Government consultations.
8. To conduct the January and July official caravan count and submit official returns to Welsh Government.
9. To ensure that the Council applies the legislative requirements for the provision of the Council owned site in terms of the Mobile Homes (Wales) Act 2013 and relevant Health and Safety.
10. To ensure that the Council's Gypsy Traveller site is managed effectively ensuring residents are issued with license agreements and understand their rights and responsibilities.
11. Ensure the Council owned site is maintained to a high standard and arrange repairs as required.
12. Take a lead role on behalf of the council to raise awareness of the culture of the Gypsy Traveller community.
13. Work with the Housing Solutions team on matters relating to the housing of Syrian refugees.
14. Any other duties as may be reasonably required within the Housing Programmes Service that relate to this area of work.

3.0 Job Context

Under the direction of the Service Manager - Housing Programmes to manage Gypsy and Traveller residential sites and be the main liaison for matters relating to the Gypsy and Traveller community.

4.0 Contacts

Internal	Service Manager Housing Programmes, Senior Council officers, Elected Members
External	Traveller and Gypsy Communities living on Council owned and private sites Travellers and Gypsies on Unauthorised Encampments Site Managers, General Public, Community councils, North Wales Police, Fire and Rescue Services,

5.0 Organisation

The post is located in the Housing Programmes team which is part of the Housing and Assets Portfolio.

6.0 Skills and Experience

Knowledge and experience of the housing sector, ideally with experience of managing Gypsy and Travellers services and sites;

Experience in implementing housing management practices such as allocation of accommodation/pitches, void management, tenancy management, customer involvement, neighbourhood management and anti-social behaviour;

A recognised qualification to Level 4 in a relevant discipline such as Housing and/or knowledge of housing law, good practice and current issues in relation to tenancy/site management and rent accounting and/or relevant experience in the responsibilities of the post.

Experience of working with the Gypsy Traveller community.

PERSON SPECIFICATION

JobTitle **Gypsy Traveller Liaison Officer**

Directorate **Housing and Assets**

Essential

Education A recognised qualification to Level 4 in a relevant discipline such as Housing and/or knowledge of housing law, good practice and current issues in relation to tenancy/site management and rent accounting and/or relevant experience to meet the requirements of the post.

Experience Experience of working with the Gypsy Traveller community;
Experience of positive stakeholder engagement;
Experience of partnership working and engaging with the Gypsy Traveller Community;
Experience of dealing with the public in a front line role.

Skills Customer service skills;
Negotiation skills;
Analytical and problem solving skills;
Tact and diplomacy;
Ability to communicate effectively both verbally and in writing;
Organisational and administrative skills;
Ability to prioritise and manage a varied and demanding workload;
Ability to compile reports and respond to correspondence.

Other Knowledge and experience of the housing sector, ideally with experience of managing Gypsy and Travellers services and sites;
Understanding of equality / diversity.

Desirable

North Wales Joint Protocol on Managing Unauthorised Encampments

1. Introduction

- 1.1 Unauthorised encampments are defined as ‘encampments of caravans and/or other vehicles on land without the landowner’s or occupier’s consent and constituting trespass’. They fall into two main categories: those on land owned by the Council (such as highways, parks, schools) or another public body, and those on private land. The process of responding to them may alter depending on who owns the land, with public bodies having additional responsibilities that do not apply to private landowners.
- 1.2 Unauthorised encampments arise from time to time for a variety of reasons. Responding to them requires sensitivity in order to balance the rights and responsibilities of Gypsies and Travellers (the ‘travelling community’) and local residents and businesses (the ‘settled community’).
- 1.3 This protocol provides a framework for managing all unauthorised encampments in North Wales in a positive and consistent way, for the benefit of all people concerned and affected by them.
- 1.4 It has been drawn up to facilitate a co-ordinated approach between:
- the six Local Authorities, Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham
 - North Wales Police (NWP)
 - North Wales Fire and Rescue Service (NWFRS)
 - Betsi Cadwaladr University Health Board
 - other public bodies such as Snowdonia National Park and the Welsh Government
 - private landowners
 - Gypsies and Travellers
 - and local residents
- 1.5 The Protocol takes account of ‘Guidance on Managing Unauthorised Camping 2013’ published by the Welsh Government and complies with the responsibilities placed on all public bodies by the Equality Act 2010 and other relevant legislation.
- 1.6 The objectives of the Protocol are to:
- manage unauthorised encampments in an efficient and effective way, balancing the rights and responsibilities of Gypsies and Travellers, local residents and key stake holders and to minimise any environmental or community impacts

- work with partner agencies to promote community cohesion and prevent the social exclusion of Gypsies and Travellers
- Introduce clarity on process of responding to enquiries and sharing information
- set a framework within which clear, consistent and timely decisions can be made which link to other strategies and services that affect Gypsies and Travellers (e.g. housing, education, planning).

2. Roles and Responsibilities of all Agencies

2.1 All agencies engaged in responding to unauthorised encampments recognise that Gypsy and Traveller families can experience difficulties in gaining access to education, health and community services and will work to minimise these difficulties.

2.2 They agree to:

- comply with their responsibilities under the Equality Act 2010 to:
 - eliminate unlawful discrimination
 - promote equality of opportunity
 - promote good relations between people from different racial backgrounds
- act at all times in a humane and compassionate manner
- nominate a Single Point of Contact (SPOC), be this a specific officer or contact point (e.g. Police 101) for the purposes of co-ordinating a response to an unauthorised encampment (that officer having sufficient authority to make decisions on behalf of their respective organisations)
 - to put in place arrangements in the event that the usual SPOC is absent (if an officer) and appropriate response cover
 - produce their own detailed Policies and Procedures reflecting their own structures and procedures, and taking this protocol as the minimum standard for managing unauthorised encampments
- publicise the protocol on their web sites
- ensure that all SPOC's are informed when an encampment occurs to ensure an appropriate response from each agency
- maintain a co-operative, open and honest working relationship between all partners

- ensure that information shared under this Protocol is used solely for the purpose for which it is obtained, is kept confidential and complies with the Data Protection Act and all other relevant legislation and guidance
- Keep accurate records through the All-Wales Caravan Count system. Local Authorities create automatic email protocols so encampment data can be shared.

2.3 Each Agency will ensure that their public call handlers:

- know about the Protocol and their nominated Single Point of Contact officer
- have training on how to deal with calls from or in respect of Gypsies and Travellers appropriately, effectively and consistently
- are provided with up to date information about who is responsible for dealing with unauthorised encampments in each partner organisation

2.4 Whilst **Local Authorities** will lead on providing information to the media, all Agencies are asked to ensure a co-ordinated response to media enquiries within the context of the responsibility to promote good relations between Gypsies and Travellers and the settled community.

3. Individual Agency Responsibilities

3.1 The responsibilities of each agency are dependent upon the location of the encampment, i.e. whether it is on:

- Local Authority land
- Other Public land
- Private land
- Gypsy and Traveller owned land

3.2 The **Local Authority** may be asked to determine the ownership of the land if it is unknown.

3.3 Encampments on Local Authority Land

3.3.1 **Local Authorities** will:

Initial contact

- Make initial contact with the Gypsies/Travellers as soon as practically possible to determine their intentions and whether they have any initial service needs or urgent welfare needs

- Determine if there are any obvious signs of welfare requirements and request BCUHB to undertake health assessments of the individuals on the site where the duration of stay is more than 3 days.
- Identify and respond to road safety or other safety concerns

Services and Facilities

- Provide household waste facilities
- Provide toilets
- Provide information to encampment occupiers, such as locations of local Civic Amenity sites, schools and health care settings.
- Identify and respond to any outreach educational service needs where appropriate.
- Discuss a code of conduct with the Gypsies and Travellers and provide information to them about what local support is available to them.
- Identify whether alternative appropriate sites are available and make this known to the Gypsies and Travellers

Decision-Making

- Local Authorities will seek to balance the welfare and human rights of occupiers against the impact on nearby residents and businesses, with particular consideration of health and safety hazards and public nuisance.
- Decide whether to tolerate or require the removal of the encampment in a timely manner in line with the current Welsh Government guidance.
- Ensure any possession action does not take place where such action amounts to an unjustified interference with Article 8 of the Human Rights Act 1998 or where the action is contrary to the best interests of child occupants.

Eviction

- On sites where the decision is not to tolerate, provide information to the Gypsies and Travellers about the proposed action and what support is available to them.
- Take eviction action where appropriate, including the service of documentation and the use of bailiffs, but in liaison with NWP
- Make arrangements to remove rubbish after the Gypsies and Travellers have left the site.
- Inform and liaise with local elected Councillors and the settled community.

3.3.2 North Wales Police (NWP) will:

- Comply with the requirement of the NPCC guidance on managing unauthorised camping.
- Identify and respond to evidence of public safety problems.

- Monitor and respond to local community tensions.
- Inform relevant agencies of the location and size of the unauthorised encampment.
- Provide policing services to the Traveller and settled communities.
- Prevent and detect crime.
- Work with partners to address any obstruction to the highway.
- In the event of an eviction taking place maintain the peace and prevent disorder as required.

3.3.3 **Betsi Cadwaladr University Health Board (BCUHB) will:**

- Assess the health needs of the Gypsies and Travellers on the sites as soon as is practicable after being requested to do so by the Local Authority.
- Provide a general summary report to the Local Authority no later than 5 working days after the date that the request is made. The report will only provide a general statement as to whether there are, or are not, any health needs that should prevent an eviction. *(This information will be provided to the Local Authority without personal information that would require the formal consent of the individuals who are subject to the health assessments. The statement provided will be in a form suitable to be presented in evidence to a court).*
- Provide health services to the Gypsies and Travellers.

3.3.4 **North Wales Fire and Rescue Service (NWFRS) will:**

- Assist partner agencies and Gypsies and Travellers in undertaking risk assessments of the site relating to Arson vulnerability and fire spread.
- Provide advice in relation to access for fire appliances and water supplies in the event of fire.
- Offer the opportunity for a free safety check of caravans and install specialist smoke detection and other prevention equipment, free of charge, as and when required.

3.4 **Encampments on other Public Land**

- 3.4.1 The **Land Owning Authority** should liaise with local authorities to arrange welfare needs enquiries, and **Local Authorities** should be prepared to help. The decision to evict or tolerate and level of welfare needs enquiries will be the same as for local authorities land.

3.5 **Encampments on Private Land**

- 3.5.1 In accordance with the Welsh Assembly guidance, private land owners experiencing unauthorised Gypsy and Traveller encampments on their land are not bound by the same statutory responsibilities as public authorities, but should in the first instance contact their local authority to determine if a Gypsy and Traveller Liaison Officer (or equivalent) is in place to mediate. Alternatively, the SPOC / lead officer or the local police force may be able to assist.

3.5.2 Private land owners will need to seek their own legal advice when attempting to resolve unauthorised encampments on their land. Where they chose to tolerate, they will need to take advice from the Local Authority planning department.

3.6 Encampments on Gypsy and Traveller Owned Land

3.6.1 **Local Authorities** will advise the encampment occupants of the planning status of the land if they intend to stay for more than 7 days. Planning enforcement action may be considered.

Appendix

Relevant Organisations:

Welsh Government

Fairer Futures Division
Local Government and Communities Department
Welsh Government
Rhydycar Office
Merthyr Tydfil
CF48 1UZ

North Wales Regional Equality Network (NWREN)

Y Ganolfan Cydraddoldeb / The Equality Centre
Ffordd Bangor
Penmaenmawr
LL34 6LF

01492 622233
info@nwren.org

The Unity Project

Bryn Hall: Community Engagement Officer
07920567652
bryn.hall@pembrokeshire.gov.uk

Catherine Fortune: Health & Wellbeing Officer
07920567668
catherine.fortune@pembrokeshire.gov.uk

Denise Barry Advice: Advocacy & Information Officer
07810551331
denise.barry@pembrokeshire.gov.uk

National Advocacy and Advice line for Gypsy & Travellers living in Wales
All Wales Helpline Number
01646 686139

2015 Draft

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Gypsies & Travellers Encampment Process

SLT Presentation – June 2019

Tom Booty
 Dave Lorey
 Wayne Wheatley
 Gerald Thomas



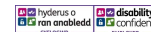
www.sirddinbych.gov.uk

www.denbighshire.gov.uk



Duty of Care

All Local Authorities have a duty of care to the communities they serve and this includes the Gypsy and Traveller communities. When dealing with unauthorised Gypsy and Traveller encampments, a Local Authority must have due regard to the Equality Act 2010 and the Human Rights Act 1998, ensuring that all decisions taken are reasonable and proportionate having regard to all the circumstances and have due regard to eliminate unlawful discrimination.



www.sirddinbych.gov.uk

www.denbighshire.gov.uk



Incursion History

Year	DCC Land	Non-DCC Land	Nights
2014	5	4	44
2015	6	0	16
2016	12	3	89
2017	3	12	no accurate data
2018	9	7	48

Note number of nights figure is an estimate – accurate information generally not available for incursions on non-DCC land



www.sirddinbych.gov.uk

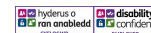
www.denbighshire.gov.uk



Process

Prior to considering legal action to evict, the Local Authority has an obligation to establish any welfare requirements of the unauthorised occupiers. This is undertaken via an initial visit to determine the anticipated length of stay and assess whether there are any obvious welfare concerns.

This welfare check is currently undertaken by the Education Social Work Team Leader – Wayne Wheatley – accompanied by Valuation & Estates Team Manager – Gerald Thomas.



www.sirddinbych.gov.uk

www.denbighshire.gov.uk

Process

On the basis that no welfare issues are reported, a Section 77 Notice under the Criminal Justice and Public Order Act 1994 is served – usually by Valuation & Estates Team Manager – but more recently sometimes by Bailiffs commissioned by Estates Team.

Costs associated with dealing with incursions are met by the department who holds the asset where the incursion has occurred – e.g. Education meet the costs if the incursion is on school land. This does not always happen.

Local Members, residents and police kept informed.

Issues – Welfare Checks

- DCC Officers involved in undertaking welfare checks at risk in a potential conflict scenario;
- Undertaking such welfare checks are not specifically detailed in officers' JD's;
- Currently have potential single point of failure, as this function is undertaken currently by one officer – Wayne Wheatley;
- Current assessment is narrow in scope – looking at child educational issues – rather than more holistic consideration (e.g. vulnerable adults, possible modern slavery concerns, etc.);
- No clear assessment process or welfare “threshold” .

Issues – Serving Notice

- DCC Officers involved in serving notice at risk in a potential conflict scenario;
- Risk Assessment in place but no specific training or equipment provided;
- Undertaking this task is not specifically detailed in officers' JD's;
- Currently have potential single point of failure, as this function is undertaken currently by one officer – Gerald Thomas;
- Dealing with incursions and serving notice is very disruptive and time consuming.

Recommendation 1

Review welfare assessment process, including:

- Who needs to be involved in the process in addition to current officer (Community Support Services, Health?);
- Ensure process is robust and will function if some officers are unavailable (i.e. address single point of failure issue);
- Develop clear assessment criteria and threshold, and reporting process for this;
- Ensure Risk Assessments and safe systems of working are in place.

Recommendation 2

Separate the welfare assessment process from the serving notice process, as this will:

- Reduce risk of conflict – officers attending are there solely to assess welfare issues and are not accompanied by others involved in serving notice;
- Provide better opportunity to assess a broader range of welfare issues (as per recommendation 1)

Recommendation 3

Where appropriate, commission bailiffs to serve notice and deal with all subsequent documentation and court appearances, rather than use DCC officers, as this will:

- Reduce risk to DCC staff (who are not properly trained or equipped) and put it in the hands of those who are trained to deal with these situations and are better equipped to do so (e.g. they have body cameras);
- Be less disruptive to work programmes and day to day business

Note an officer judgement will be required to determine whether to use bailiffs.

Recommendation 4

Establish a corporate budget to deal with costs associated with incursions, in order to:

- Easily assess and report corporately on the cost of dealing with incursions
- Reducing officer time chasing up colleagues to get a cost code
- Make it easier and more efficient to respond to FOI's relating to incursions

Costs to include V & E time, provision of welfare facilities (toilets, bins, etc.), clean-up BUT NOT subsequent security improvements to prevent future incursions.

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Report to	Communities Scrutiny Committee
Date of meeting	11 March 2021
Lead Officer	Rhian Evans, Scrutiny Co-ordinator
Report author	Rhian Evans, Scrutiny Co-ordinator
Title	Scrutiny Work Programme

1. What is the report about?

The report seeks Communities Scrutiny Committee to review its draft forward work programme. In doing so the Committee is asked to reflect on the implications of the focus on business critical operations during the emergency phase of the COVID -19 pandemic and the programmes of work underway or being planned under the recovery phase, whilst also having regard to items of business already on its forward work programme prior to the pandemic.

2. What is the reason for making this report?

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

3. What are the Recommendations?

That the Committee

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 identifies key messages and themes from the current meeting which it wishes to publicise via the press and/or social media.

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 Audit Wales (AW) 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. AW 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 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);

- Urgent, unforeseen or high priority issues; and
- Supporting the Council's recovery work in relation to the effects of the COVID-19 crisis on Council services, the local economy and the county's communities

4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG 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.

COVID-19 Recovery Theme – Council Buildings

- 4.10 A report on the above was presented to the Committee at its September 2020 meeting when members requested that a follow-up report be presented to them at the current meeting. However, due to the on-going situation with the pandemic over the winter period Council buildings have remained closed to all but essential staff, therefore officers requested that the report's presentation be deferred until summer 2021, when hopefully the situation regarding the reopening of public buildings will be clearer. The Chair agreed to the deferral request and the report's presentation has been provisionally rescheduled for the meeting on 1 July 2021 (see Appendix 1).

5. Scrutiny Chairs and Vice-Chairs Group

- 5.1 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 21 January 2021. At that meeting it requested this Committee to consider a report on 'Gypsy and Traveller – Resource Implications and Unofficial Encampments Draft Procedures'. The item appears on the business agenda of the current meeting. The Group's scheduled to hold its next meeting on the afternoon of the 11 March 2021.
- 5.2 With a view to raising Scrutiny's profile and encouraging public engagement the Group recently decided that all three scrutiny committees should, for a trial period, identify key themes or messages arising from their meetings for publication via the Authority's social media pages and the local press. The Committee is therefore

asked to identify which themes or messages it wishes to highlight from the current meeting.

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

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget and resource pressures.

7. 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.

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

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its 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.

9. 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.

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

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

11. Power to make the decision

11.1 Section 21 of the Local Government Act 2000.

11.2 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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Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
13 May	Cllr. Brian Jones	1. Waste and Recycling Service Remodelling	To: (i) provide an overall update on the progress of the project and its mobilisation; (ii) update on the outcome of the pilot projects undertaken to increase the capture of recyclable waste across the county; (iii) receive confirmation of the approved service design (iv) examine the proposed Benefits Realisation Plan to be implemented for the purpose of monitoring the	(i) An understanding of the proposed mobilisation approach and re-confirmation / recap on approved service design e.g. proposed containers to support new service model (ii) An evaluation of the pilot projects' success in increasing recycling rates for the purpose of formulating recommendations for future improvements in this area and in relation to the Benefits Realisation Plan with a view to ensuring effective, meaningful and quantifiable monitoring of the new waste operating model that will help support future improvements to the service	Tony Ward/Tara Dumas/Peter Clayton	October 2019 (rescheduled March 2020) (rescheduled due to COVID-19 (Sept 20))

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				environmental, financial, employee and customer benefits of the new waste operating model; and (v) receive an update on communications plan and supporting materials			
	Cllr. Brian Jones Reps from NRW to be invited	2.	<i>Flood Management Responsibilities in relation to the Rhyl Cut and Prestatyn Gutter (tbc)</i>	<i>To present the conclusions of the joint study into whether improvements could be made to the management of the Rhyl Cut and Prestatyn Gutter, adjacent drains and sewers, and to outline each organisation's responsibilities in relation to flood management and flood mitigation</i>	<i>An assessment of whether the Council effectively fulfils its responsibilities in relation to flood management and mitigation and works effectively with partner organisations to reduce the risk of flooding and deliver the Environment and Resilient Communities priorities of the Corporate Plan</i>	<i>Tony Ward/Wayne Hope</i>	<i>March 2018 (rescheduled February 2019, June 2019 & November 2020) until conclusion of the Phase 3 study which has been delayed due to COVID-19</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
	Cllr. Brian Jones	3. <i>Investigation Report on the February 2020 Floods in Denbighshire (tbc)</i>	<i>To present the findings and conclusions of the investigation into the cause and impact of the flooding incidents in Denbighshire</i>	<i>An evaluation of the effectiveness of flood risk mitigation measures and procedures in dealing with the severe weather incidents and identification of areas where further work of more robust measures are required</i>	<i>Tony Ward/Wayne Hope</i>	<i>December 2020</i>
1 July	Cllr. Julian Thompson-Hill	1. <i>COVID-19 Recovery Theme – Council Buildings (tbc)</i>	<i>To detail the progress made to date in relation to getting Council buildings back into use, decommissioning temporary use buildings and undertaking maintenance backlogs following the Authority's response to the pandemic</i>	<i>To ensure that all Council buildings are compliant with guidelines and regulations for safe use by staff and the public, and the identification of new ways delivering services from Council buildings which safeguard those who enter them</i>	<i>Steve Gadd</i>	<i>September 2020 (rescheduled February 2021)</i>
9 September						
21 October	Leader	1. <i>Draft Tourism Signage Strategy for Denbighshire (tbc)</i>	<i>To examine the draft Tourism Signage Strategy for the county developed by the</i>	<i>The development of a tourism signage strategy that complements trunk road signage and technological innovations in the field of tourism, takes into account the aims of 'The</i>	<i>Mike Jones/Peter McDermott</i>	<i>March 2020 (rescheduled due to COVID-19 (Sept & Dec 20))</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				<i>Working Group including potential funding sources and the anticipated timescale for the Strategy's delivery</i>	<i>Wales Way' project, attracts visitors and increases the value of tourism spend in the county in line with the corporate priority relating to the Environment, and in-keeping with the outcomes of Denbighshire's Tourism Strategy</i>		
	Cllr. Brian Jones	2.	<i>The Role of Denbighshire in Public Transport and Active Travel Provision (tbc)</i>	<i>To examine the Council's work to date in planning public transport and active travel provision in readiness for the likely growth in demand due to the response to the public's response to climate change and sustainable living requirements</i>	<i>Input into future service provision that will meet residents and businesses' needs and help support the delivery of the Council's corporate priorities and Corporate Plan</i>	<i>Peter Daniels/Mike Jones/Emlyn Jones</i>	<i>By SCVCG March 2020 (rescheduled due to COVID-19 (Sept 20 & Jan 2021))</i>
9 December							
Jan/Feb 2022	Cllr. Mark Young	1.	<i>Planning Compliance Charter (may be presented earlier if other</i>	<i>To examine the effectiveness of the Planning Compliance Charter with the county's city, town and community</i>	<i>An evaluation of the Charter's effectiveness in order to determine whether recommendations are required to strengthen the Charter or increase resources available for planning enforcement across the county</i>	<i>Emlyn Jones/Adam Turner</i>	<i>By SCVCG October 2020 (rescheduled by Committee January 2021 due to COVID-19)</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
			<i>items are not available (tbc)</i>	<i>councils in addressing planning contraventions, non-compliance and enforcement issues across the county</i>			
	Leader	2.	<i>Rhyl Regeneration Programme</i>	<i>To examine the effectiveness of the Programme Board's work in delivering the regeneration programme</i>	<i>Identification of any barriers or slippages and the formulation of recommendations to try and address them and sustain the delivery of the programme to secure the regeneration of Rhyl to benefit the economy and the lives of the town's residents and the county in general</i>	<i>Graham Boase/Nicola Caie</i>	<i>January 2021</i>
June/July 2023	Cllr. Brian Jones	1.	<i>Llangollen Car Park Tariff Pilot Scheme</i>	<i>To outline the effectiveness of the pilot scheme for varying car park tariffs in Llangollen</i>	<i>Identification of lessons learnt from the pilot scheme's implementation and operation in readiness for the introduction of similar schemes in other areas in future</i>	<i>Emlyn Jones/Mike Jones/Peter Lea</i>	<i>January 2021</i>

Communities Scrutiny Committee Forward Work Plan

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Flood Risk Management and Riparian Land Ownership (late 2021 tbc)	To present the findings and conclusions of the Task and Finish Group established to examine methods of strengthening interaction and working relationships between public flood risk management authorities and riparian landowners across the county	To identify methods and make recommendations in relation to the provision of clear communication channels, building levels of mutual trust, and strengthening working relationships between public flood risk management authorities, riparian landowners and their representatives to ensure effective management of watercourses with a view to reducing the risk of flooding in future	Tony Ward/Wayne Hope	December 2020

For future years

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Communities Scrutiny Committee Forward Work Plan

Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author(s)	Date Entered
INFORMATION (for circulation in March 2021)	Community Impact Assessment on the communities of Rhewl and Llanynys	To present the findings of the community impact assessment undertaken following the closure of Ysgol Rhewl as agreed as part of the modernising education programme	Geraint Davies/James Curran	December 2020
INFORMATION (for circulation March 2021)	Car Park Asset/Investment Management Plan	To detail the progress made to date with the delivery of the asset management plan and associated initiatives	Emlyn Jones/Mike Jones	July 2019
INFORMATION (for circulation March 2021)	Denbighshire's Learner Transport Policy	To review the Council's policy in relation to the provision of learner transport for: (i) pupils accessing non-statutory elements of education following the Welsh Government's review of Post 16 Learner Travel; (ii) the impact of Public Vehicle Accessibility Regulations (PSVAR) on learner travel in the county; and (iii) provide clarity in relation to the cost of learner transport in the county going forward which will support the allocation of sufficient funding to cover these costs in the annual budget setting process	Geraint Davies/Ian Land/Peter Daniels	March 2020
INFORMATION (for circulation Dec 2021/Jan 2022) (tbc)	Central Rhyl Coastal Defence Scheme & the Central Prestatyn Coastal Defence Schemes	To examine the work undertaken to date, in consultation with the two local Member Area Groups (MAGs), on the design and development phases of both schemes in order to secure effective and efficient use of the substantial funding allocated to both schemes with a view to securing their delivery and realising value for money	Tony Ward/Wayne Hope	December 2020

Communities Scrutiny Committee Forward Work Plan

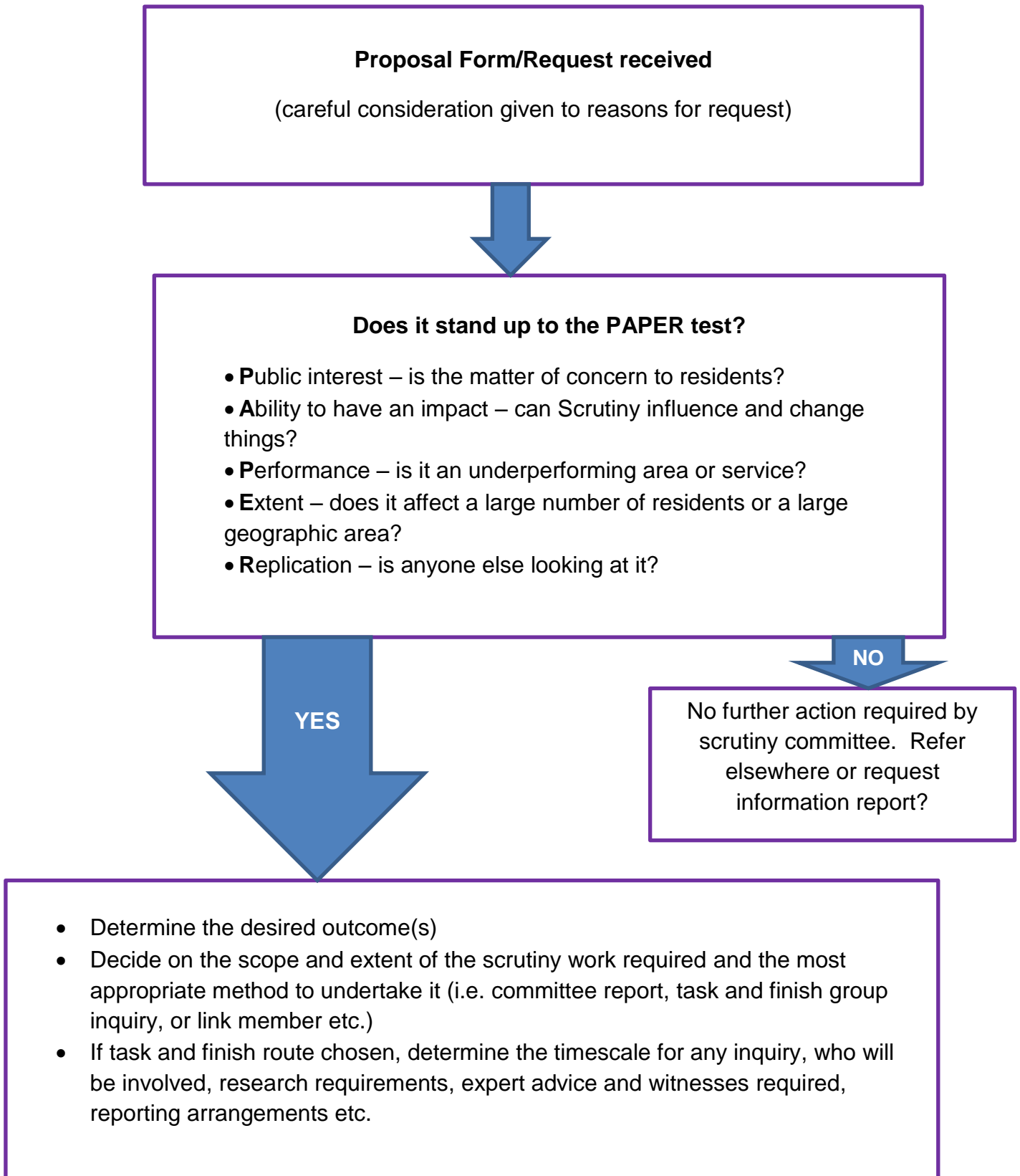
Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
13 May	29 April	1 July	17 June	9 September	26 August

01/03/2021 RhE

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

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
23 March	1	Awel Y Dyffryn Extra Care Housing – Appointment of Care Providers	To seek approval to appoint 2 care providers for ECH older persons and Learning Disability	Yes	Councillor Bobby Feeley / Phil Gilroy / Emily Jones-Davies
	2	Volunteering Policy	To discuss the new Volunteering Policy and supporting process of recruiting and managing volunteers within the Council to ensure meaningful volunteering experiences for all.	Yes	Councillor Richard Mainon / Felicity Chandler / Nicola Kneale
	3	Corporate Plan (Oct to Dec)	To consider a performance update on the Corporate Plan	Tbc	Councillor Julian Thompson-Hill / Iolo McGregor
	4	Graphic Design and Print Framework	To approve the tender refresh of the design and print framework and to move it to a dynamic purchasing system	Yes	Councillor Huw Hilditch-Roberts / Liz Grieve / Sian Owen
	5	Sub Regional Children's Residential Assessment Centre Project Update	To update Cabinet on the progress of the Sub Regional Children's Residential Assessment Unit (CRAU)	Yes	Councillor Huw Hilditch-Roberts Rhian Morrle / Joe Griffiths

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			and to seek approval to sign the Partnership Financial Deed to allow the contract to be awarded for the construction of the development		
	6	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	7	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
27 April	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
	2	Replacement LDP revised Delivery Agreement and Covid Impact Assessment	To seek Cabinet approval for revisions to the Replacement LDP Delivery Agreement and accompanying Covid19 impact assessment for submission to Welsh Government	Yes	Councillor Mark Young / Angela Loftus

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	3	Contract Award – Phase 1 Colomendy Industrial Estate including DCC Waste Transfer Station	To award the contract for delivery of Phase 1 of the proposed extension of the Colomendy Industrial Estate	Yes	Councillor Brian Jones / Tony Ward / Peter Clayton
	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
25 May	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
29 June	1	Annual Performance Review	To consider the Annual Performance Review	Tbc	Councillor Julian Thompson-Hill / Iolo McGregor
	2	Replacement LDP - Report back on Preferred Strategy consultation	To report back on the responses to the Replacement LDP Preferred Strategy consultation and seek approval for	Yes	Councillor Mark Young / Angela Loftus

Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
			subsequent proposed amendments to the Preferred Strategy		
	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
27 July	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

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>April</i>	13 April	<i>May</i>	11 May	<i>June</i>	15 June

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Cabinet Forward Work Programme.doc

Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
21 January 2021	5. Rhyl Regeneration Programme and Governance	<p>RESOLVED: <i>subject to the above observations</i></p> <p>-</p> <p>i). <i>to receive the Rhyl Regeneration Programme and Governance report and note its contents;</i></p> <p>ii). <i>that the Corporate Director: Economy and Public Realm liaise with Chair of the Rhyl Member Area Group to include a report on the homeless accommodation provision in Rhyl and how the Council could work with the Town Council to address the need, on the Member Area Group's Forward Work Programme;</i></p> <p>iii). <i>that the Head of Public Protection and Countryside Services discuss with other officers the potential future provision for motorhome parking facilities in Rhyl and Denbighshire as a whole, and</i></p> <p>iv). <i>to receive future updates on at least an annual basis on the development and delivery of the Regeneration Programme.</i></p>	<p>Lead Member and officers advised of the Committee's comments and the associated actions arising from the discussion.</p> <p>The next annual report on the programme's delivery has been scheduled into the Committee's forward work programme for early 2022 (see Appendix 1 attached)</p>

	<p>6. Car Park Tariff System and Residents' Parking Schemes</p>	<p>RESOLVED that, subject to the above observations</p> <ul style="list-style-type: none"> i). recommended that the pilot scheme in Llangollen where car park tariffs were to be varied in the various car parks within the town on the basis that, where possible, there should be no net loss in car park income from all the car parks in Llangollen town centre, be implemented; ii). that a further report is presented to the Committee, approximately 15 months following the Scheme's implementation, on its effectiveness and any lessons learnt from the pilot scheme for similar schemes in future; and iii). confirmed that as part of its consideration it had read, understood and taken account of the Well-being Impact Assessment. 	<p>Lead Member and officers notified of the Committee's observations and recommendations.</p> <p>The follow-up report requested in (ii) has been provisionally scheduled into the Committee's forward work programme for June/July 2023 (approximately 15 months since the scheme's implementation) – see Appendix 1 attached.</p>
	<p>7. Universal Credit</p>	<p>RESOLVED that, members receive the contents and information within the Universal Credit report.</p>	<p>Lead Members and officers informed of the Committee's comments and recommendation</p>
	<p>8. Scrutiny Work Programme</p>	<p>RESOLVED that,</p> <ul style="list-style-type: none"> i). subject to the amendments and inclusions to the draft forward work programme proposed during the 	<p>Member Area Groups (MAGs) and other organisations represented on the Flood Risk Management and Riparian Land Ownership Task and Finish Group are in the</p>

		<i>ii). meeting to confirm the Committee's Forward Work Programme, and the draft terms of reference for the Flood Risk Management and Riparian Land Ownership Task and Finish Group be approved.</i>	process of appointing their representatives on the Group, with a view to its inaugural meeting being held mid-April 2021
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