

# Document Pack



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**MONDAY, 22 FEBRUARY 2016**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING** WHICH WILL BE HELD IN THE **DIRECTOR OF COMMUNITY SERVICES' OFFICE, COUNTY HALL, CARMARTHEN**, AT **10.00 AM**, ON **MONDAY, 29TH FEBRUARY, 2016** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Mark James*

**CHIEF EXECUTIVE**



PLEASE RECYCLE

<b>Democratic Officer:</b>	<b>Martin S. Davies</b>
<b>Telephone (direct line):</b>	<b>01267 224059</b>
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<b>Ref:</b>	<b>AD016-001</b>

# A G E N D A

1. DECLARATIONS OF PERSONAL INTEREST.
2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 3RD SEPTEMBER 2015. 3 - 4
3. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2016/17. 5 - 14

# EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING

## Agenda Item 2

Thursday, 3rd September 2015

**PRESENT: Councillor: L.D. Evans** (Executive Board Member)

**The following Officers were in attendance:**

R. Staines, Head of Housing and Public Protection

**Room 65, County Hall, Carmarthen - 10.00 a.m. - 10.20 a.m.**

### 1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of interest.

### 2. LOCAL LETTINGS POLICY - WADDLES COURT, LLANELLI

The Executive Board Member considered a report on proposals to introduce a Local Lettings Policy for the 13 new self-contained bungalows being provided at Waddles Court, Llanelli from the conversion of the former St Paul's residential home, and funded via a combination of the Welsh Government's Intermediate Care Fund and from the Council's Housing Capital fund. The Welsh Government element of the funding was specifically aimed at avoiding unnecessary hospital admissions, preventing delayed discharges from hospital and supporting older people, particularly the frail and elderly to maintain their independence.

The Local Lettings Policy was therefore being introduced to ensure that not only were the requirements of the Welsh Government's grant met, but that the Council maximised the impact of the new development in meeting people's future needs and aimed to prioritise allocations to the new homes in the following order:

1. People who were in hospital or in a temporary care home placement and who were unable to return to their home due to a significant increase in their level of disability or care needs.
2. People who were on the Accessible Housing Register (AHR) and:-
  - were unable to enter or leave their current home safely;
  - were unable to access essential facilities in the home (kitchen, bathroom),
  - there was a significant risk to carers when carrying out manual handling tasks with the disabled family member,
  - used a wheelchair permanently or, were awaiting issue of a wheelchair via the Wheelchair Service,
  - whose mobility was significantly impaired.
  - Were disabled and whose existing home would require an adaptation.
3. In the unlikely event of not being able to allocate to people who met the above criteria, consideration would be given to a wider range of applicants in line with the general Housing Choice Register Policy for allocating bungalows.

The Head of Public Protection and Housing advised that the policy would be implemented following completion of the consultation process and approval via the Executive Board Member. Thereafter, it would initially operate for a 12 month period, following which an assessment would be undertaken on its impact and

whether its aims were being met.

The Head of Public Protection and Housing, in response to a question, advised that should an allocation be required to be made under point 3 above, that would be undertaken in accordance with the Housing Choice Register Policy and be restricted to those aged 55 and over.

**RESOLVED, that the Local Lettings Policy for the 13 new bungalows at Waddle's Court, Llanelli be approved.**

- 3. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 19TH JUNE 2015:**

**RESOLVED that the Decision Record of the meeting held on the 19th June, 2015 be signed as a correct record**

- 4. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE JOINT MEETINGS OF THE EXECUTIVE BOARD MEMBER FOR HOUSING AND RESOURCES HELD ON THE 29TH JUNE 2015 AND THE 23RD JULY 2015**

**RESOLVED that the decision records of the Joint Meetings of the Executive Board Members for Housing and Resources held on the 29th June and 23rd July, 2015 be signed as correct records**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**DATE**

29<sup>TH</sup> FEBRUARY, 2016

<b>Executive Board Member:</b>	<b>Portfolio:</b>
<b>Cllr. Linda Evans</b>	<b>Housing</b>

## RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2016/17

### Purpose:

The purpose of this report is to confirm the weekly rental increase for the Penybryn Gypsy/ Traveller site during 2016/17.

### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

The rental level for pitches at Penybryn Gypsy/Traveller Site is set at £50.39 (plus service charges and water rates) for 2016/17.

### REASONS:

- To increase the rental level at Penybryn Gypsy/Traveller site in line with the increase applied to council housing that meet target rents in Carmarthenshire.

<b>Directorate:</b> Communities	<b>Designation</b>	<b>Telephone/Email Address:</b>
<b>Name of Head of Service:</b> Robin Staines	<b>Head of Housing and Public Protection</b>	RStaines@carmarthenshire.gov.uk 01267 228960
<b>Report Author:</b> Les James	<b>Housing Services Manager</b>	<a href="mailto:lesjames@carmarthenshire.gov.uk">lesjames@carmarthenshire.gov.uk</a> 01267 228930

### Declaration of Personal Interest (if any):

### Dispensation Granted to Make Decision (if any):

### DECISION MADE:

Signed:

EXECUTIVE BOARD MEMBER

DATE: \_\_\_\_\_

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER DECISION MEETING FOR HOUSING**  
**SERVICES**  
**29<sup>TH</sup> FEBRUARY, 2016**

**Rent Setting for Penybryn Gypsy/Traveller Site 2016/17**

**Context**

All Local Authorities in Wales have aligned themselves with the social housing rents policy in relation to their proposed rental levels for council housing. In Carmarthenshire, this equates to an overall average weekly increase of 2.97% (includes the £2 progression). However, the increase for properties that already meet target rent, the increase follows the formula of CPI +1.5%. For 2016/17 this equates to 1.4%.

<b><u>Rent Matrix 2016-17</u></b>	
<b>De-pooled costs</b>	
<b>Over 48 weeks</b>	<b><u>Weekly Rate</u></b>
	£
<b>Rent paid to Landlord</b>	<b><u>£50.39</u></b>
<b>Service charges</b>	
Communal repairs	£18.78
Communal Lighting / Electricity	£0.54
Grounds maintenance	£2.15
Play area service charge inspection	£1.89
Communal Pest control	£1.09
Communal Refuse Removal/Street Cleansing	£18.43
Admin Fee 10%	£4.29
<b><u>Total Service charge</u></b>	<b><u>£47.17</u></b>
<b>Net Rent &amp; Service Charges</b>	<b><u>£97.56</u></b>
<b><u>Eligible Rent</u></b>	<b><u>£97.56</u></b>
<b>Non HB Eligible Services</b>	
Welsh Water Charge	<b><u>£11.25</u></b>
<b><u>Total Non HB Eligible Charge</u></b>	<b><u>£11.25</u></b>
<b><u>Total Inclusive Rent</u></b>	<b><u>£108.81</u></b>

## Table1: Total rent payable for Penybryn Gypsy/Traveller Site

Please note that rent is calculated over 48 week period and takes into account four non-collection weeks

Although the Penybryn Traveller site does not form part of the Housing Revenue Account, and the rental levels charged are not governed by the Welsh Government's rents policy, it is considered fair and equitable that rents should increase by the same amount of CPI+1.5%.

As a result, It is recommended that the weekly rental levels for 2016/17 at the Penybryn Gypsy/Traveller Site are set at £50.39 (net of service charges and water rates).

This rental level will provide an annual income of £78,343 in 2016/17, if all 15 pitches are occupied.

### Recommendation

1. The rental level for pitches at Penybryn Gypsy/Traveller Site is set at £50.39 for 2016/17.
2. Apply the service charge policy to ensure tenants of the site pay for those additional services.
3. The charge for water usage is set at £11.25

DETAILED REPORT ATTACHED ?

NO - (Initial Equalities Impact Assessment attached)

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Robin Staines

Head of Housing & Public Protection

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
NONE	YES	YES	NONE	NONE	NONE	NONE

### 2. Legal

**The rent increases follows the Mobile Homes (Wales) Act 2013.**

*The pitch fee can only be changed in accordance with this paragraph, either—*

*(a) with the agreement of the occupier, or*

*(b) if a tribunal, on the application of the owner or the occupier, considers it reasonable for the pitch fee to be changed and makes an order determining the amount of the new pitch fee.*

*(2) The pitch fee must be reviewed annually as at the review date.*

*(3) At least 28 clear days before the review date the owner must serve on the occupier a written notice setting out proposals in respect of the new pitch fee.*



### 3. Finance

Increasing the weekly rental levels at Penybryn Site will provide an annual income which covers expenditure incurred by the Council Fund.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Robin Staines Head of Housing and Public Protection

1. Scrutiny Committee - N/A

2. Local Member(s)

Cllr. Derrick Cundy has been consulted and he fully supports the proposal to increase the rental levels in Penybryn Traveller site for 2016/17.

3. Community / Town Council - N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations - N/A

Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:

THERE ARE NONE

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<b>Initial Equalities Impact Assessment</b> Department: Communities	Completed by (lead): Les James	Date of initial assessment: 27 January 2016  Revision Dates:
	Area to be assessed: (i.e. name of <i>policy, function, procedure, practice or a financial decision</i> ) Rent Increase for Penybryn Gypsy/Traveller Site pitches	
Is this existing or new function/policy, procedure, practice or decision?	No	
What evidence has been used to inform the assessment and policy? (please list only) Gypsy/Traveller Needs Assessment		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	<p>We have based our policy on increasing the rental fee for pitches at Penybryn on the Welsh Government's policy on Social Housing Rents. This means that there is no discrimination between Council tenants and those who live on the Penybryn site. The WG Policy ensures rents for property type are similar regardless of location or social landlord within the County. Under the Act we have a Statutory duty to first maintain our housing stock to the Welsh Housing Quality Standard. This standard ensures our tenants live in a decent home free from disrepair, damp or poor housing conditions. We have adopted this approach for Penybryn site.</p> <p>The rent increase will affect most residence of the site regardless of protected characteristics.</p>		
The Public Sector Equality Duty requires the Council to have "due regard" to the need to:- (1) eliminate unlawful discrimination, harassment	2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?	3. Identify the risk or positive effect that could result for each of the group/protected characteristics?	4. If there is a disproportionately negative impact what mitigating factors have you considered?

<p>and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>		<p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	Risks	Positive effects	
Protected characteristics	Age	Low			<p>The impact of these changes can be mitigated either through the uptake of Welfare Benefits like Housing Benefits and or the use of Discretionary Housing Benefit Payments. We also have officers who specialise in financial inclusion and/or maximising household income. We have partnership arrangements in place with CAB, Sheltered Cymru, DWP Job Centre + and other support providers.</p>
	Disability	<p>There is insufficient data on this particular characteristic group of council tenants to ascertain the specific impact.</p>			

	<b>Gender reassignment</b>	There is insufficient data on this particular characteristic group of council tenants to ascertain the specific impact.			
	<b>Race</b>	None			
	<b>Religion/Belief</b>	None			
	<b>Pregnancy and maternity</b>	Low			
	<b>Sexual Orientation</b>	There is insufficient data on this particular characteristic group of council tenants to ascertain the specific impact.			
	<b>Sex</b>	Low			
	<b>Welsh language</b>	None			
	<b>Any other area</b>				

<b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>
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<b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b>
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<div>7. Procurement</div> <p>Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.</p> <p>Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.</p>		
<div>8. Human resources</div> <p>Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?</p> <p>No</p>		
<div>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)</div>	<div>YES <input type="checkbox"/></div>	<div>NO <input checked="" type="checkbox"/></div>
<div>Approved by:</div> <div>Head of Service</div>		<div>Date:</div>