

# Document Pack



sirgar.llyw.cymru  
carmarthenshire.gov.wales

**THURSDAY, 19 JANUARY 2023**

**TO: ALL MEMBERS OF THE COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A VIRTUAL MEETING OF THE **COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE** WHICH WILL BE HELD AT **10.00 AM ON THURSDAY, 26TH JANUARY, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Kevin J Thomas</b>
<b>Telephone (direct line):</b>	<b>01267 224027</b>
<b>E-Mail:</b>	<b><a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a></b>
<b>The meeting can be viewed on the Authority's website via the following link:- <a href="https://carmarthenshire.public-i.tv/core/portal/home">https://carmarthenshire.public-i.tv/core/portal/home</a></b>	

Wendy Walters Prif Weithredwr, *Chief Executive*,  
Neuadd y Sir, Caerfyrddin. SA31 1JP  
*County Hall, Carmarthen. SA31 1JP*

**COMMUNITIES, HOMES & REGENERATION SCRUTINY  
COMMITTEE**

**PLAID CYMRU GROUP - 7 Members**

Cllr. Betsan Jones (Vice-Chair)  
Cllr. Bryan Davies  
Cllr. Terry Davies  
Cllr. Handel Davies  
Cllr. Ken Howell  
Cllr. Denise Owen  
Cllr. Russell Sparks

**LABOUR GROUP - 4 Members**

Cllr. Deryk Cundy (Chair)  
Cllr. Nysia Evans  
Cllr. Rob Evans  
Cllr. Martyn Palfreman

**INDEPENDENT GROUP - 2 Members**

Cllr. Anthony Davies  
Cllr. Hugh Shepardson

**UNAFFILIATED**

# **A G E N D A**

- 1. APOLOGIES FOR ABSENCE.**
- 2. DECLARATIONS OF PERSONAL INTEREST INCLUDING ANY PARTY WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM**
- 3. PUBLIC QUESTIONS (NONE RECEIVED)**
- 4. REVENUE BUDGET STRATEGY CONSULTATION 2023/24 TO 2025/26** 5 - 98
- 5. COMMUNITIES, HOMES AND REGENERATION SCRUTINY COMMITTEE SCRUTINY TASK AND FINISH GROUP - EMERGENCY SOCIAL HOUSING ALLOCATIONS POLICY** 99 - 156
- 6. HOUSING SUPPORT PROGRAMME (HSP) STRATEGY 2022-2026** 157 - 226
- 7. RAPID REHOUSING TRANSITION PLAN 2022 - 2027** 227 - 350
- 8. UPDATE ON UK SHARED PROSPERITY FUND (UKSPF)** 351 - 372
- 9. EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORT** 373 - 378
- 10. FORTHCOMING ITEMS** 379 - 406
- 11. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 19TH DECEMBER 2022** 407 - 416

This page is intentionally left blank



## COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE 26<sup>th</sup> JANUARY 2023

### REVENUE BUDGET STRATEGY CONSULTATION 2023/24 to 2025/26

Appendix A – Corporate Budget Strategy 2023/24 to 2025/26

Appendix A(i) – Efficiency summary for the Regeneration, Leisure, Place & Sustainability and non HRA Housing services

Appendix A(ii) – Growth Pressures summary for the Place & Sustainability services – none for the Regeneration, Leisure and non HRA Housing services

Appendix B – Budget monitoring report for the Regeneration, Leisure, Place & Sustainability and non HRA Housing services

Appendix C – Charging Digest for the Regeneration, Leisure, Place & Sustainability and non HRA Housing services

### THE SCRUTINY COMMITTEE IS ASKED TO:

- consider and comment on the budget strategy proposals
- consider and comment on the proposals for delivery of efficiency savings for their service area identified in Appendix A(i)
- bring forward any other proposals for efficiency savings
- examine the Departmental Budgets
- endorse the Charging Digests

### Reasons:

The Cabinet at its meeting on 9<sup>th</sup> January 2023 will have considered the attached Revenue Budget Strategy 2023/24 to 2025/26 (Appendix A) and endorsed the report for consultation purposes. A verbal update will be given at the meeting in relation to any changes or specific proposals made by the Cabinet if appropriate.

### CABINET MEMBER PORTFOLIO HOLDERS:

- Cllr. Linda Evans (Deputy Leader and Homes)
- Cllr. Ann Davies (Rural Affairs and Planning Policy)
- Cllr. Gareth John (Regeneration, Leisure, Culture and Tourism)
- Cllr. Alun Lenny (Resources)

<p><b>Directorate:</b> Corporate Services</p> <p><b>Name of Director:</b> Chris Moore</p> <p><b>Report Author:</b> Randal Hemingway</p>	<p><b>Designation:</b></p> <p>Director of Corporate Services</p> <p>Head of Financial Services</p>	<p><b>Tel No. / E-Mail Address:</b></p> <p>01267 224120 <a href="mailto:CMoore@carmarthenshire.gov.uk">CMoore@carmarthenshire.gov.uk</a></p> <p>01267 224886 <a href="mailto:Rhemingway@carmarthenshire.gov.uk">Rhemingway@carmarthenshire.gov.uk</a></p>
---	--	---

# EXECUTIVE SUMMARY

## COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE 26<sup>th</sup> JANUARY 2023

### REVENUE BUDGET STRATEGY CONSULTATION 2023/24 to 2025/26

The objective of the report is to allow members to consider the corporate budget strategy for the financial years 2023/24 to 2025/26 to consider the service delivery impact and options for the forthcoming years.

The report is set out as follows:

#### **Appendix A**

- The attached report is a copy of the Revenue Budget Strategy 2023/24 to 2025/26 that has been presented to the Cabinet. As part of the budget consultation process the report is presented to this Scrutiny Committee for your consideration.
- The report provides members with an initial view of the revenue budget issues for the forthcoming year and also reflects departmental submissions.

#### **Appendix B**

Current budget extracts for the Regeneration, Leisure and Place & Sustainability Services and non HRA Housing service.

#### **Appendix C**

Charging Digest for the Regeneration, Leisure and Place & Sustainability Services and non HRA Housing service. The charges for 2023/24 have yet to be adopted and any change to the proposed charges will impact on the budget/efficiency proposals.

<b>DETAILED REPORT ATTACHED?</b>	<b>YES</b>
----------------------------------	------------

# 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:**            **Chris Moore**            **Director of Corporate Services**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## 1. Policy and Crime & Disorder

The budget is being prepared having regard to the Improvement Plan.

## 3. Finance

The report provides an initial view of the Budget Strategy for 2023/24, together with indicative figures for the 2024/25 and 2025/26 financial years. The impact on departmental spending will be dependent upon the final settlement from Welsh Government and the resultant final Budget adopted by County Council.

<b>CABINET MEMBER PORTFOLIO HOLDERS AWARE/CONSULTED?</b> YES	(Include any observations here)
<b>Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:</b>	
<b>THESE ARE DETAILED BELOW:</b>	
<b>Title of Document</b>	<b>File Ref No. / Locations that the papers are available for public inspection</b>
2023/24 3 year Revenue Budget	Corporate Services Department, County Hall, Carmarthen

This page is intentionally left blank

**REPORT OF DIRECTOR OF CORPORATE SERVICES**  
**Communities, Homes & Regeneration Scrutiny Committee**

**26<sup>th</sup> January 2023**

**REVENUE BUDGET STRATEGY 2023/24 to 2025/26**

**(Copy of Cabinet report 09/01/2023)**

<b>DIRECTOR &amp; DESIGNATION</b>	<b>DIRECTORATE</b>	<b>TELEPHONE NO.</b>
<b>C Moore, Director of Corporate Services</b>	<b>Corporate Services</b>	<b>01267 224121</b>
<b>AUTHOR &amp; DESIGNATION</b>	<b>DIRECTORATE</b>	<b>TELEPHONE NO</b>
<b>R Hemingway, Head of Financial Services</b>	<b>Corporate Services</b>	<b>01267 224886</b>

**1. INTRODUCTION**

- 1.1. Cabinet in October 2022 received a report on the Revenue Budget Outlook for 2023/24 to 2025/26 which appraised Members of the financial outlook and the proposals for taking forward the budget preparation.
- 1.2. This report provides Members with the current view of the Revenue Budget for 2023/24 together with indicative figures for the 2024/25 and 2025/26 financial years. The report is based on officers' projections of spending requirements and takes account of the provisional settlement issued by Welsh Government on 14<sup>th</sup> December 2022.
- 1.3. Whilst significant work has already been undertaken in preparing the budget, this represents an initial position statement which will be updated over the coming months as the budget is further developed, council members are engaged and public consultation takes place. The final settlement is due to be received from Welsh Government on 7<sup>th</sup> March 2023.
- 1.4. The report is broken down into six parts:
  - Funding Projections/Provisional Settlement
  - Budget Requirement
  - Impact on the Authority's budget requirement
  - Consultation
  - Conclusion
  - Recommendations

## 2. FUNDING PROJECTIONS/PROVISIONAL SETTLEMENT

- 2.1. The provisional settlement was announced on Wednesday 14<sup>th</sup> December 2022. Provisional figures for individual Local Authorities were provided for 2023/24, with indicative figures for 2024/25.
- 2.2. The Westminster Autumn Statement announced in November 2022 included a significant Barnett consequential for Welsh Government, reported at £1.2 billion over two years. This was primarily made up of increased funding for Education, Health and Social Care, and changes to business rates, all of which are devolved functions.
- 2.3. The main points of the Provisional Settlement 2023/24 on an all Wales basis are as follows:
- 2.3.1. Local government revenue funding for 2023/24 set at £5.514 billion, an increase of 8.0% (£403 million) compared to 2022/23. Like for like, the increase is 7.9% on an all-Wales basis.
  - 2.3.2. The minister's letter accompanying the settlement highlights that the increase includes funding to meet the Foundation Living Wage, as well as passporting the Education consequential from the UK Autumn Statement.
  - 2.3.3. Whilst this is welcome, the inflationary pressures far exceed the funding provided. In particular, no additional funding has been provided to meet the inherent budget shortfall going forward as a result of the 2022 pay awards.
  - 2.3.4. There is no funding floor, meaning a wide variation between individual Local Authorities, ranging from +9.3% (Monmouthshire) to +6.5% (Blaenau Gwent). These variances are driven by updates to key datasets which influence the funding allocation, such as the number of Universal Claimants and Free School Meal Pupils in particular areas.
- 2.4. The Settlement figures for Carmarthenshire are:
- 2.4.1. After adjustments for WG identified transfers, the increase in the provisional settlement is 8.5% (£26.432 million). The Aggregate External Finance (AEF) therefore increases to £338.017 million in 2023/24.

This settlement is significantly above the indicative figure of a 3.4% increase and provides some £15.5m more than our original assumption, **however Welsh Government themselves recognise that even this increased figure will not be enough to meet inflationary pressures facing councils and difficult decisions will need to be made.** The

level of inflationary cost increases is on a scale not seen for several decades, as discussed in detail later in this report.

We have set our Medium Term Financial Plan (MTFP) assumptions for 2023 and beyond to accommodate an easing of inflation versus current rates. Whilst the Office of Budget Responsibility (OBR) forecasts a sharp reduction in CPI over the next 12 months – we have followed this pattern, albeit at a higher level – this is because the OBR forecast includes in particular the impact of energy and food costs, which our budget accommodates as separate cost pressures. A key assumption is that across our workforce, pay awards track the prevailing inflation rate over the medium term. The financial model forecasts a requirement for £20m savings over the three year MTFP period.

Details of the many Welsh Government Service Specific Grants were provided alongside the provisional settlement on 14 December 2022 at an all-Wales level. For 2023/24, as has been standard over several years, most remain at a broadly similar level (cash value) to previous years, which will in reality reduce outputs. With the level of general inflation as well as pay awards at a much higher level, the impact of this next year will be significant.

**2.5.** There are however some important updates to specific grants:

- There is new funding of £40m all-Wales to provide continued support to Ukrainians seeking refuge in Wales. This funding will be critical to mitigate any unfunded pressure on Local Authority budgets, meaning that the £1m pressure recognised in the October report can now be released.
- WG has provided additional £5.5m funding to flatline the Recruit Recover Retain Standards (RRRS), instead of the planned reduction. This will enable schools to continue catchup/recovery activities.
- The Additional Learning Needs Transformation grant has nearly doubled from £6.6 million to £12 million across Wales. This increase is estimated to contribute c. £300k-400k to Carmarthenshire.
- The Pupil Development Grant has been increased by a reported £9m across Wales, which is estimated at c. £500k-600k to Carmarthenshire

As with last year, there are a number of grant changes referred to in the text to the main WG budget narrative, for which the values do not appear to be reflected in the Local Government provisional grant tables – it is assumed that they are due to be updated for the final settlement.

### **3. BUDGET REQUIREMENT 2023/24**

#### **3.1. Current Years performance (2022/23)**

3.1.1. As the Authority’s core spending requirement remains constant year on year, a review of current year’s performance is important in identifying whether there are any underlying problems within the base budget

3.1.2. The current projection for the Revenue Outturn for 2022/23 (based on the October 2022 monitoring) is as follows

<b>Service</b>	<b>Approved Budget £'000</b>	<b>Total Expenditure Forecast £'000</b>	<b>Variance Forecast For Year £'000</b>
Chief Executive	17,218	16,687	-531
Communities	119,589	122,223	2,634
Corporate Services	29,116	28,235	-881
Education and Children's Services	187,394	191,091	3,697
Environment	65,784	65,709	-75
<b>Departmental Expenditure</b>	<b>419,101</b>	<b>423,945</b>	<b>4,844</b>
Unfunded Pay offers		6,300	6,300
Corporate contingency	3,000	200	-2,800
Capital Charges	-17,694	-20,194	-2,500
Levies and Contributions	11,479	11,477	-2
Transfer to/ from Reserves	0	-2,370	-2,370
<b>Net Expenditure</b>	<b>415,885</b>	<b>419,358</b>	<b>3,473</b>

The main reasons for the departmental variances are as follows:

- Chief Executive’s Department: underspends on member pay and travelling, registrars and vacant posts across the department, offset by People Management overspends
- Education and Children’s Services: Significant overspends in children’s services due to increased demand and agency costs, overspends in ALN budgets and School Meals Service, offset by additional grants in Early Years non-maintained provision.
- Communities Department: underspends in Older Peoples and Physical Disabilities budgets are offset by overspends in Learning Disabilities and Mental Health divisions. Additionally, Leisure income levels have been gradually returning to pre-pandemic levels, however this creates an in-year overspend. It should also be noted that without the sectoral staffing shortages in social care, the overspend could be significantly higher.



- Corporate Services: there are underspends on pre-Local Government Reorganisation pension costs, and Council Tax Reduction, partially offset by an overspend in Rent Allowances.
- Environment Department: Overspends in waste services, school transport and reduced car park usage post-pandemic, offset by vacant posts and reduced property maintenance activity due to contractor capacity.

At this point the Authority is currently forecasting an overspend of £3.5 million which will need to be met from general balances. **It is imperative that the structural pay issue causing this is dealt with in next year’s budget as this is not a sustainable financial position.**

### 3.2. Validation

3.2.1. Validation reflects the changes in expenditure requirements to deliver the **current level** of services in future years. Primarily this is inflation, but also includes some service specific changes. Some areas of inflation are currently at rates that have not been seen in decades and present risks to our budget. The key validation factors are as follows:

	<u>2023/24</u> <u>Original</u>	<u>2023/24</u> <u>Proposed</u>	<u>2024/25</u>	<u>2025/26</u>
General inflation - Expenditure	3.0%	5.0%	3.0%	2.0%
General inflation - Fees & Charges	2.5%	10.0%	3.0%	2.0%
Electricity & Gas	5.0%	£9.5m	-10.0%	0.0%
Fuel	5.0%	50.0%	3.0%	5.0%
Pay Inflation - non teaching	2.5%	5.0%	3.0%	2.5%
Pay Inflation - Teaching	2.5%	5.0%	3.0%	2.5%
NI increase	nil	-1.25%	nil	nil
Levies (see para 3.2.9)	2.5%	13.0%	3.0%	2.0%
Pension Contributions	nil	-1.8%	nil	nil
Capital Charges	£500k	£500k	£500k	£500k

3.2.2. With the exception of pay, the largest change to the council’s budget is the sharp increase in energy and fuel costs. As with large parts of the public sector, our gas and electricity needs are procured by Crown Commercial Services, who aggregate their client’s requirements to secure prices in the year ahead. Whilst this paid handsome dividends for our 2022/23 energy needs, the wholesale energy market has been at unprecedented levels, largely driven by the war in Ukraine. Carmarthenshire has set a two year purchasing strategy, with around three quarters of our energy needs already secured for 2023/24 and half for 2024/25. Based on the latest figures from Crown Commercial Services, we will need to add £9.5m to energy

budgets for 2023/24, however there is expected to be a 10% reduction for 2024/25 which is built into our calculations.

- 3.2.3. The cost of Road Transport Fuel has also increased rapidly over the last year. This affects both the council's own fleet, for which a 50% price increase has been added to budgets, as well as third party run services such as school transport, for which an explicit budget pressure is included within Appendix B.
- 3.2.4. The Council's 2022/23 budget was set on the basis of a 4% pay award for both NJC staff (the largest share of our payroll by value and staff numbers) and Teachers. Against this:
- 3.2.5. The NJC award has been agreed at a flat value of £1,925 across all grades, which equates to a 7.1% increase when applied to our workforce. The unbudgeted 3.1% "catchup" must be built into the budget calculations for 2023/24
- 3.2.6. The independent pay review body's recommendation of a 5% increase for all Teachers has been accepted by Welsh Government, but at this point Unions are balloting for strike action, demanding an uplift to 12%. Our draft budget includes the 1% "catchup" to 5%, with a recognition that any extra above this would be unfunded and represent an explicit significant risk. Every 1% is worth approximately £1m.
- 3.2.7. The previous MTFP planning assumptions include future annual pay awards of 2.5% for all staff. This was updated to 5% for 2023/24 in the budget outlook paper to reflect the higher inflation combined with the level of industrial action across both the public and private sector currently. Looking beyond this, the picture is highly uncertain, therefore our assumption is that pay growth mirrors inflation.

**The impact of nationally set pay awards adds c. £19m to the estimated budget requirement for 2023/24, and a total of £33m over the 3 year planning period.**

- 3.2.8. Against these extraordinary increases, we are able to offset three separate cost savings which partially mitigate the scale of the increase required:
- Within the Autumn Statement, the Chancellor confirmed the removal of the Health and Social Care Levy. As the 2022-23 allowed for an increase of £2m across council employed staff

and a further £500k for commissioned care, these can now be reversed.

- Staffing budgets have historically been set at the “top of paycales” – this means for individual jobs, the budget provides for the maximum pay point an individual employee could reach in that role. Whilst prudent budgeting, this leads naturally to an inherent underspend due to normal levels of staff turnover, internal promotions etc. By budgeting more precisely according to the exact makeup of the current workforce, we are able to reduce staffing budgets by an estimated £2.5m. This would apply to all departments, with the exception of delegated school budgets, as they are governed by the fair funding formula.
- Strong investment returns and prudent stewardship of the Dyfed Pension Fund over many years has resulted in a funding surplus, confirmed by the fund’s independent actuaries following the most recent Triennial valuation of the Dyfed Pension Fund which has been carried out over the last year. As a consequence, Carmarthenshire is able to reduce our Employers contribution rate by 1.8%, which provides a saving of £2.8m. The final valuation results will be notified to Carmarthenshire before the end of the Financial Year.

**These three measures, taken together, are worth nearly £8m, and without which, the budget reductions requirement and/or council tax increase would have been considerably more challenging.**

3.2.9. We understand from the Fire Authority that their indicative budget assumed a levy increase of 13%. Since this was agreed, Welsh Government has indicated that Fire Authorities will be required to meet the ongoing annual costs of the emergency service network, the share of which we estimate and anticipate will add £150k to Carmarthenshire and is shown in the pressures appendix for reference. This is yet to be confirmed by the Fire Authority in a formal meeting.

3.2.10. As a result of these factors, validation adds over £30 million to the current year’s budget.

### **3.3. Cost Reduction Programme**

In anticipation of the settlement challenges, significant work to review service efficiencies/rationalisation proposals has been undertaken.

3.3.1. The savings targets set for each financial year are as follows:

	2023/24 £m	2024/25 £m	2025/26 £m
Original target – MTFP (March 2022)	3.839	5.333	n/a
Budget Outlook (October 2022)	18.800	n/a	n/a
Proposed Savings (following Provisional Settlement and other budget adjustments)	9.377	6.448	4.531

3.3.2. Accordingly, departments have developed a range of proposals, and these efficiencies are included in **Appendix A** of this report.

- The efficiency proposals are categorised as follows:  
 Managerial – Efficiencies that result in no perceivable change to the overall level of service delivery.  
 Policy – Efficiency or service rationalisation proposals that will directly affect service delivery.

	2023/24 £m	2024/25 £m	2025/26 £m
Managerial	6.136	3.641	2.755
Existing Policy	0	0.200	0.952
New Policy	3.241	0.543	0.289
<b>Total</b>	<b>9.377</b>	<b>4.384</b>	<b>3.996</b>

(Detail at **Appendix A**)

3.3.3. More work will need to be undertaken to further develop these efficiencies.

### 3.4. New Expenditure Pressures and contingency

3.4.1. New expenditure pressures are the combinations of additional cost to meet existing service needs e.g. increased client base/greater service take up and the costs of meeting change in service provision e.g. policy changes.

3.4.2. The original budget outlook report included £5.5 million per annum to meet growth pressures.

As with recent years, a much higher value of initial growth bids were received from departments, totalling £17 million. Based on an evaluation of the value and unavoidable nature of pressures submitted as well as additional funding identified through grants as explained in paragraph 2.5 above. Initial indications that many of the submissions are genuinely unavoidable and have already been constrained where practical. At this stage in the budget development, and pending further analysis to be undertaken by Directors, an indicative sum of £12 million been allocated across departments (Appendix B).

This budget round, social care pressures in particular have been at a very high level:

- the Foundation Living Wage, which impacts commissioned social care delivery, has been increased to £10.90, a 10% uplift.
- As well as demographic growth pressures for older people's budgets, this year's bid recognises the demographic increase in adults living with learning disabilities, which has seen a significant overspend in the current year.
- There are significant and unavoidable increases to energy and food costs incurred by residential care providers.

Last year's budget provided part year increased funding to support changes to the waste collection methodology – required to achieve increasingly challenging statutory Welsh Government recycling targets. This budget completes this with a further £0.8m, which will also contribute towards the decarbonisation agenda.

The Education and Childrens department bids include areas of acute overspend in the current year such as ALN and Inclusion services, and pressures on children's services.

3.4.3 In total, pressures funding adds £12 million to the budget, including an unallocated sum of £250k. The detail is provided at **Appendix B**.

3.4.4 Last year's budget included an explicit contingency budget of £3.5 m, of which £0.5m was ringfenced for social care. This was

to meet increased costs or lost income following the cessation of the WG hardship scheme which came to an end in March 2022.

Of the £3m corporate contingency, £200k has been allocated to school transport costs, with additional allocations likely to be needed to cover a range of budgetary issues such as sustained reduction in car park usage and PPE purchase and storage. As this requirement is much lower than what was feared, and given the scale of the budget gap, **it is proposed that £1.5m can be released.**

### 3.5. Schools Delegated Budgets

3.5.1 Over recent years, our MTFP has provided in full for known pressures to school budgets including inflationary costs and pay awards, without requiring any budget reduction proposals. School balances have also benefitted from additional grant funding provided by Welsh Government, with aggregate balances in March 2022 totalling £15.2m.

In 2022/23 delegated school budgets represent more than 30% of the authority's net revenue budget. Given the scale of the financial challenge this year, it is impossible to maintain this protection without significantly impacting other council services. This budget therefore includes a £2.7m saving applied, which is consistent with the level of savings required of other areas of council services.

Members should also note that as outlined in paragraph 2.5 above, there are increases to the RRRS grant (which was not expected to continue at the same level), ALN and PDG grants. These will all help to support education funding over the year ahead.

Immediately following the provisional settlement publication, there were calls to ensure that the additional Education Barnett consequential funding was indeed spent on Education. This draft budget meets and exceeds that expectation.

### 3.6. Internal Funding

3.6.1. Generally speaking, whilst the use of reserves to support annual budgets should not be summarily discounted, it must be treated with caution. Funding on-going expenditure from such funds merely defers and compounds difficult financial problems to the following year. One-off items of expenditure within any budget proposal lend themselves better for such funding support.

3.6.2. In deliberating this point however, members must bear in mind any **inherent risks** that may be built into the budget strategy. These include:

- Cash-flat grants next year with reductions in 2024/25, which inevitably will either reduce outputs, or increase pressure on core departmental budgets
- Teachers 2022 Pay Award – as this is currently not agreed by Unions
- 2023 NJC and Teachers Pay awards – our 5% assumption may be insufficient if inflation stays higher for longer
- Possible COVID19 resurgence, for which we have very little budgetary contingency, and would need to fall back upon reserves
- Social care delivery – the true demand pressures are currently constrained by what is operationally deliverable by the workforce – any positive progress made to increase capacity in this area will in effect have a negative impact on the budget

Following the significant change to funding from Westminster and the unrecognisable inflationary environment, Welsh Government has marginally increased its indicative settlement for 2024/25 from 2.4% to 3.0%. We have not uplifted our assumptions out of prudence, based upon:

- The indicative reduction in specific grant values could credible outweigh this, dependent upon individual grants and the extent to which they support core service delivery and fund staffing (direct or commissioned)
- The wide range in Local Authorities individual settlements. The 0.6% increase is dwarfed by the 2.8% variation from highest to lowest settlement.

It should also be noted that within the Westminster Government Autumn statement, much of the fiscal tightening is planned in the three years following the General Election in 2025.

3.6.3. The following table summarises the main categories of reserves held by the Authority.

	1 <sup>st</sup> Apr 2022 £'000	31 <sup>st</sup> Mch 2023 £'000	31 <sup>st</sup> Mch 2024 £'000	31 <sup>st</sup> Mch 2025 £'000
Schools Reserves	15,205	7,815	7,815	7,815
General Reserves	13,468	9,995	9,995	9,995
Earmarked Reserves	139,328	112,831	77,955	61,744

## School Reserves

- Schools have delegated responsibility for the management of their own finances. The level of reserves held by an individual school at any point in time will depend on a number of factors including the level of contingency fund that the school governing body considers appropriate, and the particular plans each school has for expenditure. Officers have yet to be informed of any transfers to/from these reserves by individual schools for future years.
- Legislation allows schools to carry forward reserves from one financial period to another. The School Funding (Wales) Regulations 2010 requires schools to limit their accumulated reserves at year end to £50,000 for Primary Schools and £100,000 for Secondary and Special Schools or 5% of their budget dependent on what is greater. School Improvement officers are currently working with schools to ensure they comply with the guidance. As at 31<sup>st</sup> March 2022, 17 primary, 2 secondary and 1 special schools were in deficit.

### 3.6.4. General Reserves

- In the changeable and challenging environment currently facing Local Government the Authority is committed to maintaining a reasonable level of General reserves or Balances. Whilst there is no prescribed minimum level for Balances, Council has previously deemed 3% of net expenditure as being a prudent level, which has been accepted by our Auditors as being reasonable
- The overall level of balances is taken into consideration each year when the annual budget is set and has on occasions been utilised to augment expenditure/reduce council tax. The 2023/24 budget was set on the basis of no transfers from the General Reserves. Based upon the October Budget monitoring (outlined in paragraph 3.1.2 above) there could be a draw on General Reserves of £3.5m and a fall of £7.4 m in school balances at the end of the current financial year.
- Given the ongoing impact of the pandemic response on our budgets and the uncertainty of continued WG support into next year, it is deemed imprudent at this stage to assume any further



support for future years budgets from the current General Reserves.

### 3.6.5. Earmarked Reserves

- The Authority holds earmarked reserves which have been set up to finance the delivery of specific projects, or in protecting the authority against future liabilities or issues. The reserves can be summarised as follows:

<b>Reserve</b>	<b>March 2022 £'000</b>	<b>March 2023 £'000</b>	<b>March 2024 £'000</b>	<b>March 2025 £'000</b>	<b>March 2026 £'000</b>
Insurance	13,536	14,286	15,536	15,536	15,536
Capital Funds	47,557	38,896	19,681	15,202	9,702
Development Fund (inc Schools Dev Fund)	1,033	1,131	2,185	2,191	2,191
Corporate Retirement Fund	6,171	6,493	6,108	5,747	5,403
Joint Ventures	1,538	1,504	1,455	1,406	1,387
Other	69,492	49,819	32,989	21,661	15,694
<b>TOTAL</b>	<b>139,328</b>	<b>112,131</b>	<b>77,955</b>	<b>61,744</b>	<b>49,915</b>

- As can be seen from the table above the level of earmarked reserves fluctuates greatly year on year, and whilst the level in each fund is not an exact science it is based on an informed estimate and past experience of the likely call on the authority in future years in line with the intended purpose of each reserve. Great care must therefore be taken when considering utilising such funds for purposes other than those which they were created as this could lead to the authority being faced with substantial unfunded liabilities in the future
- The budget proposals therefore assume nil contribution from reserves in support of the revenue budget in 2023/24 and a further analysis of the reserves held will be undertaken over the coming months with any further proposed utilisation being considered at the budget finalisation stage.
- Taking account of the proposals within this report, the Director of Corporate Services confirms that overall the estimated level of financial reserves (as indicated above) is adequate for the financial year 2023/24, with the General Reserves being at the appropriate level in line with guidelines and good practice, but is also very conscious of the significant risks highlighted in paragraph 3.6.2 of this Budget Strategy.
- The Director is also very conscious of the ongoing commitment to capital projects and of the demand on future services and

therefore feels the reserves will need to be monitored closely going forward.

#### 4. IMPACT ON THE AUTHORITY’S BUDGET STRATEGY

The table below provides an updated position on the current financial outlook taking account of the provisional settlement and also other recent validation changes.

4.1. The Current Financial Outlook (updated for the Provisional Settlement) is set out in the table below:

	Current MTFP		Proposed Financial Model		
	2023/24 £'000	2024/25 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
<b>Previous Year’s Budget</b>	416,085	430,746	415,885	450,157	463,183
General Inflation incl energy	5,247	3,203	18,886	2,285	2,614
Pay Inflation <sup>1</sup>	6,314	6,430	11,636	8,236	5,733
Other, incl capital charges and release of corp contingency	1,506	1,165	261	1,454	1,280
Growth	5,500	5,500	12,150	7,500	7,500
Savings proposals	-3,908	-3,982	-9,377	-4,384	-3,996
Further savings to be identified	Nil	Nil	Nil	-2,064	-535
Funding unallocated	Nil	Nil	716	Nil	Nil
<b>Net Expenditure</b>	<b>430,746</b>	<b>443,063</b>	<b>450,157</b>	<b>463,183</b>	<b>475,779</b>
<b>Funded by:</b>					
Revenue Settlement	322,509	330,249	338,017	346,130	354,777
Council Tax Receipts	108,237	112,814	112,140	117,053	121,002
<b>Council Tax Increase:</b>	<b>3.41%</b>	<b>3.85%</b>	<b>7.00%</b>	<b>4.00%</b>	<b>3.00%</b>

1. Includes effect of reductions to pay budgets outlined in paragraph 3.2.8

4.2. The total of budget reductions now required for 2023/24 is £9.4m and for the 3 year period are estimated at £20m.

4.3. The 2023/24 budget contains £716k which is as yet unallocated, which will allow members scope to consider additional information forthcoming in respect of:

- 4.3.1. Responses to the consultation process
- 4.3.2. Clarification of specific grants – including the inflationary impact of reduced outputs
- 4.3.3. Further growth pressures not currently addressed
- 4.3.4. Changes in assumptions on inflation and pay offers
- 4.3.5. Changes arising from the final settlement

## **5. CONSULTATION**

Budget consultation has been planned for the coming month and a summary of the individual approaches are as follows:

- 5.1.** Members seminars. (16-20 January 2023)
- 5.2.** The public consultation was launched on 21 December 2022 and will run until 29 January 2023
- 5.3.** Town & Community Councils meeting on 19 January 2023
- 5.4.** Commercial ratepayers consultation in January 2023
- 5.5.** Consultation with Scrutiny Committees 23-30 January 2023.
- 5.6.** Consultation with the Schools Budget Forum on 11 January 2023
- 5.7.** Trade Union Consultation meeting on 18 January 2023

## **6. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015**

**6.1.** In considering the budget proposals, members need to take into consideration the requirements of the Wellbeing of Future Generations (Wales) Act 2015. The Act requires that we must carry out sustainable development, improving the economic, social environmental and cultural well-being of Wales.

‘... the public body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs’

- 6.2.** In doing so, we must demonstrate the following 5 ways of working:
- Looking at the long-term so that we do not compromise the ability of future generations to meet their own needs
  - Understanding the root causes of the issues to prevent them recurring
  - Taking an integrated approach so that we look at all well-being goals and objectives of other services and partners

- Collaboration – Working with others in a collaborative way to find shared sustainable solutions
- Involving a diversity of population in decisions that affect them

**6.3.** Carmarthenshire's Well Being objectives were updated in April 2021:

**Start Well**

1. Help to give every child the best start in life and improve their early life experiences
2. Help children live healthy lifestyles

**Live Well**

3. Support and improve progress, achievement, and outcomes for all learners
4. Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty
5. Create more jobs and growth throughout the county
6. Increase the availability of rented and affordable homes
7. Help people live healthy lives (tackling risky behaviour and obesity)
8. Support community cohesion, resilience and safety

**Age Well**

9. Support older people to age well and maintain dignity and independence in their later years

**In a Healthy and Safe & Prosperous Environment**

10. Look after the environment now and for the future
11. Improve the highway and transport infrastructure and connectivity
12. Promote Welsh Language and Culture

**Corporate governance**

13. Better Governance and use of Resources

**7. CONCLUSION**

- 7.1. Currently the budget proposals assume the full delivery of all of the savings proposals submitted.

- 7.2.** Work needs to be undertaken to further develop the cost reductions for years 2024/25 and 2025/26 to be able to maintain the current Budget Strategy and level of council tax. Departments will be working over the forthcoming year to refine these savings.
- 7.3.** It is recognised the critical importance of minimising the Council Tax increase for our residents during this cost of living crisis, whilst recognising the requirement to set a legally balanced budget in a time of economic turmoil.
- 7.4.** Given the current risks around this Budget Strategy and the ongoing inflationary backdrop, the Council Tax increase next year has been increased to 7%, seeking to mitigate reductions to critical services valued by our residents. In years 2 and 3, the financial picture remains uncertain, and as such we have modelled indicative Council Tax increases of 4% and 3% purely for planning purposes, seeking to strike a balance with budget reductions. This partially alleviates the scale of the reductions proposals which the council needs to consider over future years of the Medium Term Financial Plan.
- 7.5.** Over the coming weeks and part of the refining of the Medium Term Financial Plan where the Authority gets further clarification on costs and grant funding and feedback on the consultation, the Authority will aim to limit the Council Tax increase as far as possible.

## **8. RECOMMENDATION**

### **8.1. That Cabinet:**

- 8.1.1. Note the contents of the report and approve the three year Budget Strategy 2023/24 – 2025/26. This strategy will be used to support the budget consultation and form the basis of the final budget proposals.
- 8.1.2. Note the budget reductions/savings proposals in Appendix A, which will be considered as part of the consultation.
- 8.1.3. Note the unallocated sum of £716k in the current strategy, which will be given further consideration at the completion of the consultation as noted in paragraph 4.3.

This page is intentionally left blank

**COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE**  
**26th January 2023**  
**Efficiency Summary**

<b>Proposals</b>																
	<b>MANAGERIAL</b>				<b>EXISTING POLICY PROPOSALS</b>				<b>NEW POLICY PROPOSALS</b>				<b>TOTAL PROPOSALS</b>			
	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Total</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Total</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Total</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Chief Executive	718	344	10	1,072	0	0	0	0	0	0	0	0	718	344	10	1,072
Education	1,048	75	55	1,178	0	0	402	402	175	0	0	175	1,223	75	457	1,755
Schools Delegated	0	0	0	0	0	200	550	750	2,700	300	200	3,200	2,700	500	750	3,950
Corporate Services	325	125	0	450	0	0	0	0	0	0	0	0	325	125	0	450
Communities	2,637	2,650	2,246	7,533	0	0	0	0	75	155	89	319	2,712	2,805	2,335	7,852
Environment	1,408	447	444	2,299	0	0	0	0	291	88	0	379	1,699	535	444	2,678
	<b>6,136</b>	<b>3,641</b>	<b>2,755</b>	<b>12,532</b>	<b>0</b>	<b>200</b>	<b>952</b>	<b>1,152</b>	<b>3,241</b>	<b>543</b>	<b>289</b>	<b>4,073</b>	<b>9,377</b>	<b>4,384</b>	<b>3,996</b>	<b>17,757</b>

DEPARTMENT	2022/23 Budget	FACT FILE	2023/24 Proposed	2024/25 Proposed	2025/26 Proposed	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

**Chief Executive**

Regeneration division	4,547	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	122	30	0	152	£30k Staffing cost savings (possibly making use of external funding in place of current core funding); £10k - Econ Dev revenue budget cut - split 50/50 between Rural & Llanelli; £12k - Operational depots revenue budget cut; £30k - Admin building revenue budget cut; £30k - Property industrial premises budget cut; & £10k - Welfare Rights & Citizen's Advice (£168,000): Grant to CAB reduced by £10k and collaboration opportunities explored to reduce CAB's running costs
Regeneration division	4,547	Regeneration is a key priority for the council. The Division provides Business, employability, grant funding and skills support and advice. We also deliver physical regeneration projects throughout the county, including the Swansea Bay City Deal Pentre Awel Life Science and Wellness Village planned for Delta Lakes. The Regeneration Division is responsible for the management of land assets (those within the economic/commercial portfolio) of the Council, taking a strategic commercial view to ensure the portfolio is managed to meet the Council's economic development needs. The Division is also responsible for the delivery of the Council's Net Zero Carbon agenda.	130	0	0	130	Additional £60k staff saving cost. Additional £30k econ dev revenue budget cut – split 50/50 between Llanelli and rural. £40k through mothballing admin areas where vacant to reduce utility costs etc.
<b>Chief Executive Total</b>			<b>252</b>	<b>30</b>	<b>0</b>	<b>282</b>	

**Communities****Leisure**

Increased Parking income	-66	Increased parking income at coastal car parks and potential development of motorhomes sites	10	10	10	30	Increase charges above inflation: season tickets and parking at Country Parks and Millennium Coastal Path and camping charges. Develop additional income generating activities. Enhance enforcement to minimise problematic parking.
Country Parks	-265	Pembrey Country Park is one of the most visited outdoor facilities in Carmarthenshire and Wales, regularly attracting around half a million users annually. Whilst usage numbers have fluctuated this year with lockdowns and restrictions, the park was busier than ever during August, highlighting the value people put on great and safe outdoor spaces. The park has an 8 mile beach, a 320 pitch caravan and camping site, 550 acres of woodlands, a 130m long dry ski slope and toboggan run in Wales, along with a new Crazy Golf course, 9 hole pitch and putt facility, a miniature model steam railway, a riding centre, and the National Closed Road Cycle circuit and pump track.	25	25	25	75	Improve operating efficiency of Pembrey Country Park to reduce spend on waste collection, internal communications, fleet running costs, staffing hours.
Leisure Centres	601	There are 6 Leisure Centres in operated by the Council in Carmarthenshire: Llanelli, Carmarthen, Ammanford, Llandoverly, St Clears and Newcastle Emlyn. A variety of activities take place at these centres such as: Swimming, Diving, Canoeing, Fitness, Cycling, Badminton, Tennis, Table Tennis, Squash, Hockey, Netball, Basketball, Football, Rugby, Cricket, Gymnastics, Birthday Parties, Holiday programmes. There are normally over a million visits to the Leisure facilities annually. Typically our Leisure facilities attract over a million per annum, collecting £4m in income. 2020/21 has seen usage numbers and income crippled to around 25% of normal levels as the coronavirus lockdown and restrictions affect trading. A new Actif Anywhere online service has been launched to compliment the physical offer at sites during this unprecedented period.	20	50	50	120	Additional income across Leisure from improved offer at Aman Valley following refurbishment, improved offer at Llanelli 2G pitch and new and innovative leisure activities eg FAST, play and aqua activities. Reduction in staffing levels and greater efficiencies in procurement. Improve staff rota management to reduce staffing, and review live streaming provision
Y Gat Craft Centre	72	Arts venues include Oriel Myrddin Art Gallery in Carmarthen, Y Gât in St. Clears and the Dylan Thomas Boathouse, Laugharne Y Gât (formerly known as St. Clears Craft Centre) is an arts facility that also hosts the local library and an in-house catering facility. The facility has an open gallery / shop area along with conference rooms facilities and studio spaces for local artists to hire.	5	5	5	15	Asset transfer progressing with St Clears Town Council for handover 1/4/23 and £5k reduced funding year on year.



DEPARTMENT	2022/23 Budget	FACT FILE	2023/24 Proposed	2024/25 Proposed	2025/26 Proposed	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	
Libraries	2,700	Carmarthenshire libraries provide an extensive choice of books, DVDs, CDs, online services, newspapers and magazines. With over half a million books on offer between 3 regional, 13 branch and mobile libraries, the service offers invaluable support and access to Carmarthenshire residents. Public access computers and Wi-Fi are available at all libraries, and typically, the service issues over 600,000 books per year. The mobile service provides a valuable outreach services to rural parts of the County, linking up with various partners to deliver public information services online.	20	20	26	66	Increased operating efficiency approx £20k pa - reduction in staffing hours
Theatres	978	Carmarthenshire Theatres manage the Miners' Ammanford, Lyric Carmarthen and Ffwrnes Llanelli and promote a broad range of bi-lingual events and productions throughout the year for all age groups and interests. In previous years, in excess of 100,000 paying customers and participants visited and make use of our facilities, however, during 2020/21 Theatres have been hit harder than most services, not being allowed to open at all due to Covid restrictions. Prior to this financial year, Carmarthenshire's flagship theatre, The Ffwrnes, established itself as one of Wales's leading Cultural and Entertainment venues. Typical annual figures pre 2020/21 would have been as follows: 266 visiting companies and hirers; 400 performances/events; 74,130 attendances; 33,805 participants. Whilst costs and lost income are reclaimed through hardship funding grants for this financial year, the service has also innovated to develop new online products and shows, which will hopefully grow our audience base and income in future years.	10	10	10	30	Improve operating efficiency of Theatres to reduce spend on operational costs and staffing hours.
<b>Total Leisure</b>			<b>90</b>	<b>120</b>	<b>126</b>	<b>336</b>	
<b>Homes and Safer Communities</b>							
Public protection and CF Housing	3,345	Public Protection and CF housing services is part of Homes and Safer Communities. It provides a range of services in relation to Housing, Environmental Protection, Business and Consumer Affairs, Housing Options and Tenancy Support and Community Engagement.	30	0	0	30	Rationalise out of hours working. Better utilisation of Delta Well-Being for out of hours services.
CF Housing	1,222	Public Protection and CF housing services is part of Homes and Safer Communities. It provides a range of services in relation to Housing, Environmental Protection, Business and Consumer Affairs, Housing Options and Tenancy Support and Community Engagement.	30	70	100	200	Gradual reduction in the use of Bed and Breakfast as an option for homelessness from Sep 2023. Would need to make sure that better, more cost effective, alternatives were in place.
CF Housing	1,222	Public Protection and CF housing services is part of Homes and Safer Communities. It provides a range of services in relation to Housing, Environmental Protection, Business and Consumer Affairs, Housing Options and Tenancy Support and Community Engagement.	250	0	0	250	Funding some of Temporary Accommodation portfolio through alternative funding sources.
CF Housing	1,222	Public Protection and CF housing services is part of Homes and Safer Communities. It provides a range of services in relation to Housing, Environmental Protection, Business and Consumer Affairs, Housing Options and Tenancy Support and Community Engagement.	0	40	0	40	Reduction in number of Housing Option Advisors 24/25 (Council Fund %). The development of homelessness preventative services over next 18 months should see a reduction in homelessness casework.
<b>Total Homes and Safer Communities</b>			<b>310</b>	<b>110</b>	<b>100</b>	<b>520</b>	
<b>Communities Total</b>			<b>400</b>	<b>230</b>	<b>226</b>	<b>856</b>	

DEPARTMENT	2022/23 Budget	FACT FILE	2023/24 Proposed	2024/25 Proposed	2025/26 Proposed	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

**Environment**

**Place & Sustainability**

Ecology	net divisional budget of £3.2M	Delivery of a range of specialist ecology and landscape advice	100	0	0	100	The proposal is to create two additional officers at a cost of c£50K each :An additional Project Ecology post and a Project Landscape officer. The two posts would sit within Place and Sustainability and deliver a range of specialist ecology advice to projects being led by the council which is routinely procured from external consultancy, for example to ensure compliance with protected species legislation and in the development of capital infrastructure to meet landscape requirements. Initial scoping work undertaken with the communities and regeneration teams estimates that c£105k project funding is being contracted out to consultancy in both areas. Figures do not include procurement or management costs associated with the contracting process. It is expected that the councils spend in these areas is unlikely to diminish and will increase over the coming years due to the regulatory and statutory environment. It is proposed that these services are brought in house to be delivered by the officers, offering financial savings and adding capacity and resilience to the planning teams. Further potential to develop the service as a centre of excellence and offer provision to other local authorities at a cost will be explored should capacity allow.
<b>Total Place &amp; Sustainability division</b>			<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>	

<b>Environment Total</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>
--------------------------	------------	----------	----------	------------

<b>MANAGERIAL Total</b>	<b>752</b>	<b>260</b>	<b>226</b>	<b>1,238</b>
-------------------------	------------	------------	------------	--------------

DEPARTMENT	2022/23 Budget	FACT FILE	2023/24 Proposed	2024/25 Proposed	2025/26 Proposed	Total	EFFICIENCY DESCRIPTION
	£'000		£'000	£'000	£'000	£'000	

**Communities**

St Clears Leisure Centre	113	St Clears Leisure centre is one of 6 leisure centres operated by the Council in Carmarthenshire and offers facilities such as a 3 court sport-hall and a fitness suite and multi-purpose space. The leisure centre does not have a swimming pool. The centre also has changing rooms for indoor and outdoor sports (serving the football field behind, and the outdoor Multi-use games area - MUGA). Additionally, it is not located on a school site which differs from the other centres.	35	35	5	75	Based on usage (income/running costs) and its location we are looking to close the St Clears Leisure centre or asset transfer. To mitigate against this efficiency, we will continue to provide a full service at Carmarthen Leisure Centre which is approximately 10 miles away. In addition, there are several private leisure facilities in places such as Whitland, Llangynin and Carmarthen.
Libraries	2,700	Carmarthenshire libraries provide an extensive choice of books, DVDs, CDs, online services, newspapers and magazines. With over half a million books on offer between 3 regional, 13 branch and mobile libraries. Public access computers and Wi-Fi are available at all libraries, and typically, the service issues over 600,000 books per year. The mobile service provides outreach services to rural parts of the County, linking up with various partners to deliver public information services online.	0	40	24	64	Look for opportunities to asset transfer our smaller, least utilised branch libraries. If an asset transfer cannot be found, these branch libraries will be closed but alternative outreach provision will be considered.
Outdoor Education	181	Pendine Outdoors Education Centre is a large residential activity centre catering for school, youth and adult groups. On site activities include climbing, abseiling, high and low ropes courses. Archery, Zip wire, canoeing, surfing and Team building exercises. The accommodation caters for up to 150 people on a B&B, half or full board basis. Self-catering and camping facilities are also available for smaller groups.	40	80	60	180	The age of the infrastructure on site is of concern for the future and requires continued maintenance which is no longer viable. The proposal is to close Pendine education centre and look at providing an alternative facility within the county.
<b>Communities</b>			<b>75</b>	<b>155</b>	<b>89</b>	<b>319</b>	

**Communities Total****75 155 89 319****Environment****Place & Sustainability**

Planning	net divisional budget of £3.2M	We are required by law to publicise all planning applications. Certain application types are advertised in the local newspapers depending on specific factors relating to the application's location.	20	0	0	20	It is proposed to stop advertising in the local newspapers and publicise through other methods that are currently undertaken. This can include direct consultations with statutory bodies that include Local Members and Town & Community Council, site notices, and neighbour notifications. A list of registered and determined applications are also published weekly on the Council's website, as well as being available to view in real-time.
<b>Total Place &amp; Sustainability division</b>			<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	

**Environment Total****20 0 0 20****NEW POLICY Total****95 155 89 339**

This page is intentionally left blank

**Demographic, Legislative or continuing pressures**

APPENDIX A (ii)

	Description	Bid 2023-24 £'000	Indicative Allocation 2023-24 £'000
Waste	Waste Service delivery change (nb part year effect only, builds on previous year)	830	
Property	TIC Board recommendation	170	
Planning	Permanent funding for planning HWB currently trialed	91	
Fleet	Excludes fuel cost increase - validated centrally	298	
Climate change officer		54	
Highways	Drainage and Gully Cleansing	439	
Public and School Transport	Combination of Driver shortages, retendering and fuel increases	1883	
<b>Total for the Environment Department</b>		<b>3,765</b>	<b>2,000</b>

This page is intentionally left blank

**Communities, Homes & Regeneration Scrutiny Report**  
**Budget Monitoring as at 31st October 2022 - Summary**

Division	Working Budget				Forecasted				Oct 2022 Forecasted Variance for Year £'000
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	
Regeneration & Property	18,088	-13,529	4,555	9,114	18,344	-13,767	4,555	9,133	19
Place and Sustainability	5,578	-2,329	330	3,579	5,435	-2,536	330	3,229	-350
Leisure & Recreation	17,213	-9,870	5,783	13,126	17,065	-8,849	5,783	13,999	873
Council Fund Housing	9,216	-7,994	798	2,020	11,281	-9,925	798	2,155	135
<b>GRAND TOTAL</b>	<b>50,095</b>	<b>-33,722</b>	<b>11,466</b>	<b>27,839</b>	<b>52,126</b>	<b>-35,077</b>	<b>11,466</b>	<b>28,516</b>	<b>677</b>

**Communities, Homes & Regeneration Scrutiny Report**  
**Budget Monitoring as at 31st October 2022 - Detail Variances**

Division	Working Budget				Forecasted				Oct 2022 Variance for Year Forecasted for £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Regeneration</b>										
<b>Regeneration - Core Budgets</b>										
Regeneration Management	308	0	38	346	349	0	38	387	41	Overspend due to cessation in staff time recharged to projects
Parry Thomas Centre	37	-37	11	11	37	-37	11	11	-0	
Betws wind farm community fund	87	-87	1	1	87	-86	1	1	0	
Welfare Rights & Citizen's Advice	161	0	2	162	161	0	2	162	0	
Llanelli Coast Joint Venture	150	-150	5	5	157	-157	5	5	-0	
Business Grants	0	0	0	0	359	-359	0	-0	-0	
Econ Dev-Rural Carmarthen, Ammanford, Town Centres	405	0	6,307	6,712	405	0	6,307	6,712	0	
Econ Dev-Llanelli, C Hands, Coastal, Business, Inf & Ent	470	0	89	558	470	0	89	558	0	
Community Development and External Funding	545	0	89	635	543	-1	89	632	-3	
Food Banks	0	0	0	0	3	0	0	3	3	
Kickstart	0	0	0	0	131	-131	0	0	0	
Transforming Towns Business Fund	0	0	0	0	23	-23	0	-0	-0	
Wellness	275	0	19	294	275	0	19	294	0	
Swansea Bay City Deal	0	0	24	24	-0	0	24	24	-0	
Property	1,195	-91	-1,251	-146	1,063	-16	-1,251	-204	-57	4 posts currently vacant estimated to be filled from January. These vacancies and an underspend on supplies and services are covering a shortfall on income generated from external work undertaken.
Commercial Properties	34	-463	537	108	101	-539	537	99	-9	
Provision Markets	623	-556	376	443	601	-531	376	446	3	
Asset Transfers	0	0	0	0	12	-12	0	-0	-0	
Asset Sales	20	0	0	20	20	0	0	20	-0	
Operational Depots	356	0	-326	30	350	0	-326	25	-5	
Administrative Buildings	3,399	-796	-3,111	-508	3,396	-802	-3,111	-516	-8	
Industrial Premises	494	-1,519	940	-85	512	-1,545	940	-93	-8	
The Beacon	164	-144	50	70	163	-142	50	71	0	
County Farms	79	-351	428	156	93	-308	428	212	57	Income target not met due to current economic climate, as no scope to increase tenancy agreements at the moment.
Livestock Markets	62	-114	3	-48	22	-68	3	-42	6	
Externally Funded Schemes	9,226	-9,222	323	327	9,012	-9,009	323	327	-0	
<b>Regeneration Total</b>	<b>18,088</b>	<b>-13,529</b>	<b>4,555</b>	<b>9,114</b>	<b>18,344</b>	<b>-13,767</b>	<b>4,555</b>	<b>9,133</b>	<b>19</b>	



**Communities, Homes & Regeneration Scrutiny Report**  
**Budget Monitoring as at 31st October 2022 - Detail Variances**

Division	Working Budget				Forecasted				Oct 2022 Variance for Year Forecasted for £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Place and Sustainability</b>										
Planning Admin Account	331	-17	-115	199	401	-124	-115	162	-37	Due to underspend on supplies & services
Building Control	687	-509	112	290	654	-492	112	274	-16	Due to vacant post to be filled in January
Forward Planning	731	0	62	793	751	-25	62	789	-4	
Minerals	333	-198	57	193	292	-170	57	180	-13	Due to vacant post now filled
Development Management	1,839	-948	159	1,050	1,682	-1,038	159	803	-247	£284k underspend on vacant posts offset by additional agency, fees & travel
Tywi Centre	65	-62	13	15	86	-89	13	10	-5	
Conservation	485	-13	36	508	457	-13	36	481	-27	Some officers not on top of grade
Caeau Mynydd Mawr - Marsh Fritillary Project	96	-96	4	4	102	-102	4	4	-0	
Ash Dieback	279	0	1	280	279	0	1	280	0	
Machynys S.106 Project	6	-6	0	0	6	-6	0	0	0	
Cross Hands West Conservation Management	4	-4	0	0	4	-4	0	0	0	
Local Places for Nature	31	-31	0	0	31	-31	0	-0	-0	
Dafen Custody Biodiversity Suite	6	-6	0	0	6	-6	0	-0	-0	
Renewable Energy Fund	0	-53	0	-53	0	-53	0	-53	0	
Sustainable Development Unit	166	0	0	166	165	0	0	165	-1	
Net Zero Carbon Plan	135	0	0	135	136	0	0	136	1	
GT Waste Planning Monitoring Report	19	-19	0	0	19	-19	0	0	0	
GT South Wales Regional Aggregates Working Party	50	-50	0	0	50	-50	0	0	0	
GT Carmar Old Towns	204	-204	0	0	204	-204	0	-0	-0	
GT Connecting Green Infrastructure	113	-113	0	0	110	-110	0	-0	-0	
<b>Place and Sustainability Total</b>	<b>5,578</b>	<b>-2,329</b>	<b>330</b>	<b>3,579</b>	<b>5,435</b>	<b>-2,536</b>	<b>330</b>	<b>3,229</b>	<b>-350</b>	
<b>Leisure &amp; Recreation</b>										
Millennium Coastal Park	264	-109	969	1,125	268	-91	969	1,146	21	Shortfall of income to budget for Parking £14k and Concessions £4k plus numerous minor expenditure overspends
MCP - investment properties	0	-73	0	-73	0	-73	0	-73	-0	
Burry Port Harbour	21	-107	28	-58	28	-131	28	-75	-16	Excess income achieved to budget for Parking
Discovery Centre	6	-90	1	-83	6	-109	1	-102	-19	Excess income achieved to budget for Parking
Pendine Outdoor Education Centre	557	-375	79	260	382	-191	79	269	10	Income shortfall for Board & Accom (COVID19 recovery) £187k offset by reduced staffing requirement £113k along with various underspends in Premises and S & S headings
Pembrey Beach Kiosk	0	-73	0	-72	0	-69	0	-68	4	
Pembrey Ski Slope	436	-475	75	37	505	-546	75	34	-3	
Newcastle Emlyn Sports Centre	337	-192	19	164	302	-135	19	185	21	Income shortfall (COVID19 recovery) £57k offset by in year vacancies / lower use of casual staff £23k, along with various underspends in S & S headings

**Communities, Homes & Regeneration Scrutiny Report**  
**Budget Monitoring as at 31st October 2022 - Detail Variances**

Division	Working Budget				Forecasted				Oct 2022 Variance for Year Forecasted for £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Carmarthen Leisure Centre	1,513	-1,616	951	849	1,412	-1,316	951	1,046	198	Income shortfall (COVID19 recovery) £299k offset by in year vacancies / lower use of casual staff £107k, along with various underspends in S & S headings
St Clears Leisure Centre	157	-44	57	170	168	-48	57	177	7	
Bro Myrddin Indoor Bowling Club	0	0	51	51	0	0	51	51	-0	
Amman Valley Leisure Centre	960	-856	91	194	982	-721	91	352	157	Income shortfall (COVID19 recovery) £135k, along with Utilities £27k and R & M £52k, offset in part with in year vacancies / lower use of casual staff £42k and numerous minor expenditure underspends
Brynamman Swimming Pool	0	0	55	55	0	0	55	55	-0	
Llandoverly Swimming Pool	376	-259	14	131	367	-146	14	235	104	Income shortfall (COVID19 recovery) £113k offset with by in year vacancies / lower use of casual staff
Garnant Golf Course	0	0	1	1	0	0	1	1	0	
Gwendraeth Sports Centre	0	0	0	0	-37	0	0	-37	-37	Credit relating to backdated NNDR
Dinefwr Bowling Centre	0	0	39	39	2	0	39	41	2	
Actif Communities	324	-39	54	340	361	-66	54	349	9	
Actif Facilities	249	0	33	282	260	-26	33	267	-15	External funding received which was not budgeted
Actif health, fitness and dryside	213	-135	11	90	189	-87	11	112	22	Income shortfall (COVID19 recovery) £47k offset by in year vacancies / lower use of casual staff £25k
Specialist populations	90	-90	2	2	90	-90	2	2	0	
Falls Prevention	60	-60	0	0	60	-60	0	-0	-0	
Catering - Sport Centres	320	-297	0	23	261	-208	0	53	30	Income shortfall (COVID19 recovery) £89k offset by in year vacancies / lower use of casual staff £16k and underspend in cost of Catering £43k
GT RDP Rural Digital Provision & Regen	21	-21	0	0	22	-22	0	-0	-0	
Pre-diabetes	0	0	0	0	15	-15	0	-0	-0	
Active Young People	380	-355	20	45	381	-356	20	45	0	
LAPA Additional Funding (E)	12	-12	1	1	162	-162	1	1	-0	
Sport & Leisure General	840	-46	71	865	833	-54	71	850	-14	In year staff vacancies
National Exercise Referral Scheme (E)	180	-180	13	13	180	-180	13	13	-0	
PEN RHOS 3G PITCH	21	-48	1	-27	11	-46	1	-34	-7	
St John Lloyd - 2G Pitch	62	-14	0	48	40	-13	0	26	-22	Numerous minor expenditure underspends
Llanelli Leisure Centre	1,297	-1,094	565	769	1,324	-871	565	1,018	249	Income shortfall (COVID19 recovery) £223k and Premises Mtce £61k offset by in year vacancies / lower use of casual staff £11k, along with various underspends in S & S headings
Cogisceae Sports Hall	0	0	5	5	0	0	5	5	0	
ESD Rev Grant - Ynys Dawela	1	0	3	4	5	0	3	8	4	
Outdoor Recreation - Staffing costs	423	0	65	488	471	0	65	536	47	Forecast overspend due to planned installation of transformer to safeguard future Service delivery
Pembrey Country Park	873	-1,139	182	-83	963	-1,233	182	-87	-4	
Llyn Lech Owain Country Park	108	-48	39	99	112	-48	39	102	3	

**Communities, Homes & Regeneration Scrutiny Report**  
**Budget Monitoring as at 31st October 2022 - Detail Variances**

Division	Working Budget				Forecasted				Oct 2022 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
Pembrey Country Park Restaurant	519	-382	8	145	591	-489	8	110	-35	Forecast to over achieve income to budget
Woodland Parks	0	0	0	0	2	0	0	2	2	
Carmarthen Library	503	-29	106	580	483	-16	106	573	-8	
Ammanford Library	293	-14	55	334	278	-6	55	327	-7	
Llanelli Library	491	-30	88	549	484	-24	88	548	-2	
Community Libraries	231	-7	167	391	221	-6	167	383	-9	
Libraries General	1,130	-1	57	1,186	1,137	-3	57	1,192	6	
Mobile Library	133	0	12	145	133	0	12	145	0	
Carmarthen Museum, Abergwili.	187	-20	99	266	176	-21	99	254	-13	Numerous minor underspends in Supplies & Services
Kidwelly Tinplate Museum	23	0	1	24	27	-0	1	28	4	
Parc Howard Museum	151	-99	72	125	134	-87	72	119	-6	
Museum of speed, Pendine	89	-27	2	64	82	-2	2	82	18	Unable to achieve income target as site closed for most of 2022/23
Museums General	158	0	35	193	231	0	35	267	73	Unable to achieve vacancy factor, a legacy of undelivered PBB's and unfunded post
Archives General	180	-10	80	250	182	-9	80	254	4	
Arts General	16	0	19	35	2	0	19	21	-14	Vacant post being held pending restructure
St Clears Craft Centre	111	-39	51	123	62	-18	51	95	-29	Vacant posts being held pending potential community run venture
Cultural Services Management	103	0	14	117	103	0	14	117	-0	
Laugharne Boathouse	157	-117	27	67	150	-64	27	113	46	Income shortfall (COVID19 recovery)
Lyric Theatre	417	-315	105	207	368	-252	105	220	13	Income shortfall (COVID19 recovery)
Y Ffwrnes	813	-486	385	712	762	-394	385	753	41	Income shortfall (COVID19 recovery) £91k, offset by forecast underspend on Performance Fees £11k, cost of Catering £18k and numerous expenditure underspends
Ammanford Miners Theatre	61	-13	1	49	57	-17	1	42	-7	
Entertainment Centres General	564	-63	85	586	487	-23	85	549	-37	In year staff vacancies
Oriel Myrddin Trustee	207	-207	0	0	175	-175	0	0	0	
Oriel Myrddin CCC	119	0	822	941	117	0	822	939	-2	
Motor Sports Centre - Pembrey	0	-96	0	-96	0	-96	0	-96	-0	
Attractor - Management	0	0	0	0	46	0	0	46	46	Forecast cost of Project manager post (10 mths) not funded
Attractor - Hostel	0	0	0	0	21	0	0	21	21	Expenditure relating to Y Caban not budgeted
Attractor - Externals	7	-58	0	-51	9	-13	0	-5	46	Parking income budgeted for Attractor site not fully achievable due to delays in contract completion
Beach safety	2	0	0	2	2	0	0	2	-0	
GDP Llansteffan Masterplan	11	-11	0	0	15	-15	0	-0	-0	
Leisure Management	436	-3	-7	426	406	-3	-7	397	-30	In year staff vacancy
<b>Leisure &amp; Recreation Total</b>	<b>17,213</b>	<b>-9,870</b>	<b>5,783</b>	<b>13,126</b>	<b>17,065</b>	<b>-8,849</b>	<b>5,783</b>	<b>13,999</b>	<b>873</b>	

**Communities, Homes & Regeneration Scrutiny Report**  
**Budget Monitoring as at 31st October 2022 - Detail Variances**

Division	Working Budget				Forecasted				Oct 2022 Forecasted Variance for Year £'000	Notes
	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000	Expenditure £'000	Income £'000	Net non- controllable £'000	Net £'000		
<b>Council Fund Housing</b>										
Independent Living and Affordable Homes	121	-45	64	140	69	-9	64	124	-17	Savings on supplies & services budget.
Supporting People Providers	6,495	-6,495	0	0	6,495	-6,479	0	16	16	
Rent Smart Wales Project (E)	18	-18	3	3	17	-17	3	3	0	
Syrian Resettlement Scheme (E)	0	0	7	7	0	0	7	7	0	
Local Housing Company	0	0	0	0	18	-18	0	-0	-0	
Afghan Resettlement (ARAP scheme)	0	0	0	0	0	-0	0	0	0	
Infection Prevention Control	0	0	0	0	1,331	-1,331	0	0	0	
Home Improvement (Non HRA)	662	-273	615	1,004	652	-339	615	928	-76	Over achievement of Income
Penybryn Traveller Site	182	-132	16	67	142	-99	16	59	-8	
Landlord Incentive	14	-11	0	3	6	-4	0	3	-0	
Homelessness	169	-70	7	106	95	-15	7	86	-20	Underspent on Expenditure
Non HRA Affordable Housing	0	0	0	0	0	3	0	3	3	
Non HRA Re-Housing (Inc Chr)	175	0	53	229	143	0	53	196	-33	Reduced employee costs
Temporary Accommodation	533	-113	19	439	1,329	-653	20	696	256	Increased pressure on service previously funded through Hardship Grant. Alternative accommodation options currently being developed e.g. more dispersed /smaller schemes
Social Lettings Agency	846	-839	9	17	762	-742	9	29	12	
Home Improvement Loan Scheme	0	0	0	0	0	-0	0	0	0	
Houses Into Homes WG Loan Scheme	0	0	1	1	0	0	1	1	0	
Community Cohesion Fund Grant (H)	0	0	3	3	140	-140	3	3	0	
Homelessness Prevention Grant Programme	0	0	0	0	45	-45	0	0	0	
YP Training Flats - WAG Innovation Grant	0	0	0	0	21	-20	0	0	0	
Leasing Scheme Wales was PRS Leasing Scheme GRANT	0	0	0	0	17	-18	0	-0	-0	
<b>Council Fund Housing Total</b>	<b>9,216</b>	<b>-7,994</b>	<b>798</b>	<b>2,020</b>	<b>11,281</b>	<b>-9,925</b>	<b>798</b>	<b>2,155</b>	<b>135</b>	
<b>TOTAL FOR COMMUNITIES, HOMES &amp; REGENERATION</b>	<b>50,095</b>	<b>-33,722</b>	<b>11,466</b>	<b>27,839</b>	<b>52,126</b>	<b>-35,077</b>	<b>11,466</b>	<b>28,516</b>	<b>677</b>	

APPENDIX C

**CHARGING DIGEST - Housing Services**

2021/22 Actual	2022/23 Budget	2023/24 Budget	Business Unit	Service Provided	2022/23 Charge Levied			2023/24 Proposed Charge			Comments
					Fee £	Discounted Fee for LAW Affiliated £	Variation Fee £	Fee £	Discounted Fee for LAW Affiliated £	Variation Fee £	
4,484	19,828	20,819	<b>Housing Multiple Occupation</b>	Type of Property							
				Single Let	245.00		20.00	270.00		22.00	Affiliation fee not applicable. Phased out from June 2019.
				2 Flats	367.00		20.00	404.00		22.00	
				3 Flats	490.00		40.00	539.00		44.00	
				4 Flats	612.00		60.00	673.00		66.00	
				5 Flats	734.00		80.00	808.00		88.00	
				6+ Flats	857.00		100.00	943.00		110.00	
				3 Sharing	388.00		20.00	427.00		22.00	
				4-6 Sharing	530.00		40.00	583.00		44.00	
				7-10 Sharing	673.00		60.00	740.00		66.00	
				11+ Sharing	816.00		80.00	898.00		88.00	
			<b>Housing Act 2004 Notice Fees</b>	Enforcement fee	75.00			83.00			Hourly fee
			<b>Empty Properties/Houses into Homes</b>	Land Registry Charge:							Proposed charge at maximum permitted threshold (Report required)
				Loan Value £1-£149,999	50.00			55.00			
				Loan Value £150,000	70.00			77.00			
				Administration Fee: Loan Amount							
				£0 - £50,000	295.00			325.00			
				£50,001 - £100,000	395.00			435.00			
				£100,001 - £150,000	495.00			545.00			
			<b>Mobile Home Site Licensing</b>	Set up Cost:							
				Initial Licence (Year 1)	306.30			337.00			
				Re-licence (Year 5)	0.00			0.00			
				Administration Cost of Licence:							
				Initial Licence (Year 1)	81.69			89.00			
				Re-licence (Year 5)	81.69			89.00			
				Cost per Pitch:							
				Initial Licence (Year 1)	9.92			11.00			
				Re-licence (Year 5)	9.92			11.00			

APPENDIX C

**CHARGING DIGEST - Housing Services**

2021/22 Actual	2022/23 Budget	2023/24 Budget	Business Unit	Service Provided	2022/23 Charge Levied			2023/24 Proposed Charge			Comments
					Fee £	Discounted Fee for LAW Affiliated £	Variation Fee £	Fee £	Discounted Fee for LAW Affiliated £	Variation Fee £	
			<b>Home Repayment Loans</b>	<b>Lifetime Loans</b> Applicant contribution Grant contribution	250.00 0.00			250.00 0.00			
				<b>Repayment Loans</b> Applicant Contribution Grant contribution	500.00 0.00			500.00 0.00			
				<b>ERA's</b> Applicant Contribution	50.00			50.00			
			<b>Valleys Task Force</b>	Surveying service to RCT	14.96			14.96			Standard rate set by RCT

APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
19,079	16,647	18,312	<u>Place &amp; Sustainability</u>  Administration	<u>Street Naming &amp; Numbering:</u>			
				House name change	35.00	50.00	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
				Add a name to an existing numbered Property	35.00	50.00	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
				House Naming or Numbering for <b>one dwelling</b>	35.00	100.00	Covers the cost of investigations and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
				Development with <b>NO</b> street name [Residential & Commercial]	35.00 per plot [1-5] 30.00 per plot [6-25] 25.00 per plot [26-75] 20.00 per plot [75+]	£100.00 for one property + £40.00 per each additional plot	Covers the cost of investigations, production of plot to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
Development with a <b>NEW</b> street name [Residential & Commercial]	150.00 per street + 35.00 per plot [1-5] 30.00 per plot [6-25] 25.00 per plot [26-75] 20.00 per plot [76+]	£175 per street + £40 per each additional plot	Covers the cost of investigations, consultations with Local Member(s) & Town & Community Councils, site notice/visit, and production of plot to number schedules, notifications to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.				

APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				Property Conversion into Flats or Units [Residential & Commercial]	35.00 + 15.00 per Flat/Unit	£50.00 + £30.00 per each additional address required	Covers the cost of investigations, production of flat/unit to number schedules, and notification to Royal Mail, internal and external organisations, customer confirmation, officer time and resources.
				Amending schedule of development already issued following plot changes by developer	35.00 per plot	£50.00 + £30.00 per each additional address required	Covers the re-plan, amended plot to postal information, notification to Royal Mail, emergency services, other internal and external organisations, officer time and resources.
				Renaming a street at residents request or Naming a road where no name exists	150.00 + 35.00 per property legal costs & replacement street nameplate costs	175.00 + 40.00 per property legal costs & replacement street nameplate costs	Covers the cost of investigations, consultations and notifications to residents and internal council and external organisations including Royal Mail and emergency services, officer time and resources.
				Provision of official address confirmation for customer, solicitors and conveyancers	30.00	35.00	Covers the cost of (historic) investigations, officer time and resources.
				To add or change a commercial trading name to a business premises	No Fee	No Fee	This is because it is in the interests of the businesses and external organisations including Royal Mail to have up-to-date information.
				Request to investigate any address anomaly	No Fee	No Fee	This is because it is in the interests of the residents and emergency services to have all anomalies corrected.
				Issuing of amended address information following an error on the Council's LLPG database or Royal Mail PAF	No Fee	No Fee	Where an error has occurred, it is not reasonable to apply a charge in order to correct an address database, except where the problem has arisen as a direct consequence of development occurring without the required planning and/or Building Regulation permissions.



APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
192,895	197,855	212,774	<b>Minerals</b>	<p>Provision of a case officer service in relation to mineral planning applications for new sites or extensions to existing sites</p> <p>Provision of a case officer service in relation to mineral planning applications for variation of conditions and applications for Periodic Review of Conditions</p>	<p>90% of the Planning Application Fee (up to a maximum of 34,500 where SLA in place)</p> <p>45.39 per hour (with SLA) 49.93 (without SLA) inclusive of expenses (Manager)</p> <p>36.03 per hour (with SLA) 39.63 (without SLA) inclusive of expenses (Planning Officer)</p> <p>32.99 per hour (with SLA) 36.28 (without SLA) inclusive of expenses (Monitoring Officer)</p>	<p>90% of the Planning Application Fee (up to a maximum of 34,500 where SLA in place)</p> <p>49.93 per hour (with SLA) 54.92 (without SLA) inclusive of expenses (Manager)</p> <p>39.63 per hour (with SLA) 43.59 (without SLA) inclusive of expenses (Planning Officer)</p> <p>36.29 per hour (with SLA) 39.91 (without SLA) inclusive of expenses (Monitoring Officer)</p>	<p>Includes discussions with applicants/agents, consultees and interested parties; preparation of detailed reports to Committee including recommendations; attendance at Committee meetings and Site Inspections; preparation of the Authority's case for any subsequent planning appeal and representation at any hearing or inquiry (provided the decision accords with the case officer recommendation). Reduced to reflect administrative costs which remain the responsibility of the client LPA.</p>

APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				Pre application discussions with prospective applicants/agents	45.39 per hour (with SLA) 49.93 (without SLA) inclusive of expenses (Manager)	49.93 per hour (with SLA) 54.92 (without SLA) inclusive of expenses (Manager)	Fee to be refunded if it results in a planning application.
					36.03 per hour (with SLA) 39.63 (without SLA) inclusive of expenses (Planning Officer)	39.63 per hour (with SLA) 43.59 (without SLA) inclusive of expenses (Planning Officer)	
					32.99 per hour (with SLA) 36.28 (without SLA) inclusive of expenses (Monitoring Officer)	36.29 per hour (with SLA) 39.91 (without SLA) inclusive of expenses (Monitoring Officer)	
				Preparation of Prohibition Orders	45.39 per hour (with SLA) 49.93 (without SLA) inclusive of expenses (Manager)	49.93 per hour (with SLA) 54.92 (without SLA) inclusive of expenses (Manager)	Includes attendance at any Appeal hearing/inquiry.
					36.03 per hour (with SLA) 39.63 (without SLA) inclusive of expenses (Planning Officer)	39.63 per hour (with SLA) 43.59 (without SLA) inclusive of expenses (Planning Officer)	
				Monitoring mineral and landfill sites in accordance with an annual programme established (by agreement) under the provisions of the Town & Country Planning (Fees for Applications and Deemed Applications) (Amendment No 2) (Wales) Regulations 2006	The established monitoring fee (currently 400.00 for active sites and 135.00 for dormant sites)	The established monitoring fee (currently 400.00 for active sites and 135.00 for dormant sites)	Includes the preparation of reports of monitoring visits, identifying breaches of planning control and advising on appropriate action in respect of breaches of planning control. Set at a national level by Welsh Government.
				Additional site monitoring over and above that identified in the annual programme established at the beginning of each calendar year (by agreement)	32.99 per hour (with SLA) 36.28 (without SLA) inclusive of expenses (Monitoring Officer)	36.29 per hour (with SLA) 39.91 (without SLA) inclusive of expenses (Monitoring Officer)	

APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				<p>Taking of formal enforcement action considered to be expedient in relation to breaches of planning control identified at mineral sites</p> <p>Preparation and presentation of evidence at any Appeal hearings, inquiry or court proceedings (when not covered by a planning application fee)</p> <p>Any minerals/waste work not covered by any of the above categories</p>	<p>45.39 per hour (with SLA) 49.93 (without SLA) inclusive of expenses (Manager)</p> <p>36.03 per hour (with SLA) 39.63 (without SLA) inclusive of expenses (Planning Officer)</p> <p>32.99 per hour (with SLA) 36.28 (without SLA) inclusive of expenses (Monitoring Officer)</p> <p>45.39 per hour (with SLA) 49.93 (without SLA) inclusive of expenses (Manager)</p> <p>36.03 per hour (with SLA) 39.63 (without SLA) inclusive of expenses (Planning Officer)</p> <p>32.99 per hour (with SLA) 36.28 (without SLA) inclusive of expenses (Monitoring Officer)</p> <p>45.39 per hour (with SLA) 49.93 (without SLA) inclusive of expenses (Manager)</p> <p>36.03 per hour (with SLA) 39.63 (without SLA) inclusive of expenses (Planning Officer)</p> <p>32.99 per hour (with SLA) 36.28 (without SLA) inclusive of expenses (Monitoring Officer)</p>	<p>49.93 per hour (with SLA) 54.92 (without SLA) inclusive of expenses (Manager)</p> <p>39.63 per hour (with SLA) 43.59 (without SLA) inclusive of expenses (Planning Officer)</p> <p>36.29 per hour (with SLA) 39.91 (without SLA) inclusive of expenses (Monitoring Officer)</p> <p>49.93 per hour (with SLA) 54.92 (without SLA) inclusive of expenses (Manager)</p> <p>39.63 per hour (with SLA) 43.59 (without SLA) inclusive of expenses (Planning Officer)</p> <p>36.29 per hour (with SLA) 39.91 (without SLA) inclusive of expenses (Monitoring Officer)</p> <p>49.93 per hour (with SLA) 54.92 (without SLA) inclusive of expenses (Manager)</p> <p>39.63 per hour (with SLA) 43.59 (without SLA) inclusive of expenses (Planning Officer)</p> <p>36.29 per hour (with SLA) 39.91 (without SLA) inclusive of expenses (Monitoring Officer)</p>	

APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
48,345	43,153	47,468	<b>Development Management</b>	Chargeable Pre-application and post consent advice in relation to Developments of National Significance (DNS) (Planning Wales Act 2015) and Nationally Significant Infrastructure Projects (NSIP) (Planning Act 2008)	Subject to individual planning performance agreements/Service level agreements	Subject to individual planning performance agreements/Service level agreements	Process agreed at Full Council on the 25th January 2017.
891,789	885,151	885,151		Provision of a case officer service in relation to all formal planning applications	See attached breakdown of planning application fees	See attached breakdown of planning application fees	Includes discussions with applicants/agents, consultees and interested parties; preparation of detailed reports to Committee including recommendations; attendance at Committee meetings and Site Inspections; preparation of the Authority's case for any subsequent planning appeal and representation at any hearing or inquiry (provided the decision accords with the case officer recommendation).
0	0	0		High Hedge complaint charge	320.00	320.00	Introduction of a fixed charge to fund the services of a tree surgeon to evaluate if the 'reasonable enjoyment' of their home is being affected by the height of a neighbouring hedge.
438,199	447,315	492,047	<b>Building Control</b>	Building Regulation Charges	Costs on a case by case basis - quotations available directly from the Building Control Section	Costs on a case by case basis - quotations available directly from the Building Control Section	Proposed fee increase of 10% to be applied from April 2023
88,396	61,500	67,650		Search Fees	20.00 per search	25.00 per search	Introduction of charges for personal searches.

APPENDIX C

**CHARGING DIGEST - Environment department**

Place & Sustainability division

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
0	0	0	<b>Forward Planning</b>	Local Development Plan - Charge for Purchase	75.00 per copy	75.00 per copy	Fixed charge for the purchase of hard copies of the LDP.
0	0	0		Affordable Housing Viability Model - access charge	50.00 per release of model	50.00 per release of model	Reflects the release and administration of the regional model as part of site viability assessments.
				Provision of an internal Planning consultancy service through the production of Planning and Development Briefs, preparation and submission of Planning Applications (incl. supporting material) and other bespoke planning work to guide developmental considerations and assist in asset disposal.	Costs on a case by case basis - based on hourly rate of officers. Service provided in accordance with signed Service Level Agreements.	Costs on a case by case basis - based on hourly rate of officers. Service provided in accordance with signed Service Level Agreements.	Reflects the ongoing 'not for profit' consultancy arrangement. The delivery of the project subject to review in light of the statutory work commitments and the impact on generating income.
0	0	0	<b>Conservation - Common Land Fees</b>	Correction of a mistake made by registration Authority	No fee	No fee	
				Correction of any other mistake that would not affect the extent of Common Land or Village Green, or what can be done by virtue of a right of common	178.80	197.00	Estimated 6 hours work rounded to the nearest £
				Removing duplicate entry from register	No fee	No fee	
				Updating of names and addresses referred to in a register	29.80	33.00	Estimated 1 hours work rounded to the nearest £
				Updating an entry to take in to account accretion or diluvian	29.80	33.00	Estimated 1 hours work rounded to the nearest £
				Non- Registration of Common Land or Village Green	No fee	No fee	
				Waste Land of the Manor not registered as common land	No fee	No fee	
			Providing a copy of the common land register	20p per side of a sheet	22p per side of a sheet	New charge introduced in 2022/23 to cover copying costs of common land register	
				Deregistration of certain land registered as common land or as town or village green	1,192.00	1,311.00	Estimated 40 hours work rounded to the nearest £
47,234	62,458	68,704	<b>Built Heritage skills training</b>	Craft skills training	on application	on application	Broad variety of prices depending upon the length of course & the level of knowledge imparted.

## APPENDIX C

### Planning Application Fees in Wales

The fee should be paid at the time the Application is submitted.

#### All Outline Applications - site area

£460 per 0.1 hectare for sites up to and including 2.5 hectares	Not more than 2.5 hectares	£460 per 0.1 hectare
£11,500 + £120 for each 0.1 in excess of 2.5 hectares to a maximum of £150,000	More than 2.5 hectares	£11,500 + £120 per 0.1 hectare

#### Householder Applications

Alterations/extensions to a <b>single dwelling</b> , including works within boundary (such as domestic garages, garden sheds, gates, fences, boundary walls etc)	Single dwelling (excluding flats)	£230
--	-----------------------------------	------

#### FULL APPLICATIONS (and First Submissions of Reserved Matters)

Alterations/extensions to <b>two or more dwellings</b> , including works within boundaries	Two or more dwellings (or one or more flats)	£460
<b>New dwellings</b> (up to and including 50)	New dwellings (not more than 50)	£460 per dwelling
<b>New dwellings</b> (for more than 50) £23,000 + £120 per additional dwelling in excess of 50 up to a maximum fee of £300,000	New dwellings (more than 50)	£23,000 + £120 per additional dwelling

#### Erection of buildings (not dwellings, agricultural, glasshouses, plant nor machinery):

Increase of floor space	No increase in gross floor space or no more than 40m <sup>2</sup>	£230
Increase of floor space	More than 40m <sup>2</sup> but no more than 75m <sup>2</sup>	£460
Increase of floor space	More than 75m <sup>2</sup>	£460 for each 75m <sup>2</sup> or part thereof to a maximum of £300,000

#### The erection of buildings (on land used for agriculture for agricultural purposes)

Site area	Not more than 465m <sup>2</sup>	£85
Site area	More than 465m <sup>2</sup> but not more than 540m <sup>2</sup>	£460
Site area	More than 540m <sup>2</sup>	£460 for first 540m <sup>2</sup> + £460 for each 75m <sup>2</sup> (or part thereof) in excess of 540m <sup>2</sup> up to a maximum of £300,000

#### Erection of glasshouses (on land used for the purposes of agriculture)

Gross Floor space	Not more than 465m <sup>2</sup>	£85
Gross Floor space	More than 465m <sup>2</sup>	£2,600

#### Erection/alterations/replacement of plant and machinery

Site area	Not more than 5 hectares	£460 for each 0.1 hectare (or part thereof)
Site area	More than 5 hectares	£23,000 + additional £120 for each 0.1 hectare (or part thereof) in excess of 5 hectares up to a maximum of £300,000

#### Applications other than Building Works

<b>Car parks, service roads or other accesses</b> On land used for or by a single undertaking, and where the development is required for a purpose incidental to the existing use of the land.	For existing uses	£230
---	-------------------	------

#### Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area	Not more than 15 hectares	£230 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,500 + additional £120 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £80,000

#### Operations connected with exploratory drilling for oil or natural gas

Site area	Not more than 7.5 hectares	£460 for each 0.1 hectare (or part thereof)
Site area	More than 7.5 hectares	£34,500 + additional £120 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000

#### Other operations (winning and working of minerals)

Site area	Not more than 15 hectares	£230 for each 0.1 hectare (or part thereof)
Site area	More than 15 hectares	£34,500 + additional £120 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £80,000
Other operations (not coming within any of the above categories)	Any site area	£230 for each 0.1 hectare (or part thereof) up to a maximum of £300,000

## APPENDIX C

### Fees in respect of the monitoring of mining and landfill sites

The maximum number of site visits to any one such site for which a fee is payable under this regulation in any period of 12 months beginning with the date of the first visit during that period is:-	where the site is an active site: 8	£400 (where the whole or a part of the site is an active site)
	where the site is an inactive site: 1	£135 (where the site is an inactive site)

### Lawful Development Certificate (LDC)

Existing use or operation		Same as Full
Existing use or operation - lawful not to comply with any condition or limitation		£230
Proposed use or operation		Half the normal planning fee

### Prior Approval

Agricultural and Forestry buildings & operations or demolition of buildings		£100
Telecommunications Code Systems Operators		£460

### Reserved Matters

Application for removal or variation of a condition following grant of planning permission		£230
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £460 due

### Change of Use of a building to use as one or more separate dwelling houses, or other cases

Change of use of a single dwelling to be used for two or more dwellings	Not more than 50 dwellings	£460 for each
	More than 50 dwellings	£23,000 + £120 for each in excess of 50 up to a maximum of £300,000
Change of use of a building for 1 or more separate dwellings	Not more than 50 dwellings	£460 for each
	More than 50 dwellings	£23,000 + £120 for each in excess of 50 to a maximum of £300,000
<b>Other material change of use of building or land</b>		<b>£460</b>

### Fees for post submission amendments to major development applications

Post submission amendments (Major)		£230
------------------------------------	--	------

### Application for a Non-material Amendment Following a Grant of Planning Permission

Applications in respect of householder developments		£35
Applications in respect of other developments		£115

### Fees for Discharge of Conditions

Applications in respect of householder developments		£35
Applications in respect of other developments		£115

### Removal or Variation of a condition

Application for removal or variation of a condition following grant of planning permission		£230
--	--	------

### Renewal

Renew unimplemented permission within the time period		£230
---	--	------

### Appropriate Alternative Development

Certificates of Appropriate Alternative Development		£230
---	--	------

### Advertising

Relating to the business on the premises		£120
Advance signs which are not situated on or visible from the site, directing the public to a business		£120
Other advertisements		£460

### Hazardous Substance Consent

New consent without previous conditions		£200
In excess of twice the control quantity		£400
All other cases		£250
Continuation of Hazardous Substance Consent		£250

### Cross Boundary Applications

Where applications are made for planning permission, for approval of reserved matters or for certificates of lawful use or development which relate to land in the area of two or more local planning authorities, a fee is payable to each local planning authority. The fee payable is calculated in the normal manner.

## APPENDIX C

### CONCESSIONS - EXEMPTIONS FROM PAYMENT

For alterations, extensions, etc. to a dwelling house for the benefit of a registered disabled person (Proof of disabled person's registration required)
An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted
Listed Building Consent
Conservation Area Consent
Works to Trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal
If the proposal relates to works that require planning permission only by virtue of an Article 4 Direction of the Town & Country Planning (General Permitted Development) Order 1995. i.e. where the application is required only because of a direction or planning condition removing permitted development rights.
If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation
If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person.
If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the Control of Advertisements Regulations 1992, dis-applying deemed consent under Regulation 6 to the advertisement in question
If the application is for alternate proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class E of the Town and Country Planning (General Permitted Development) Order 1995
If the application is the first revision of an application for development of the same character or description on the same site by the same applicant (including consent to display an advertisement only if withdrawn or refused):

### CONCESSIONS - REDUCTIONS TO PAYMENTS

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £460
If the application is being made on behalf of a parish or community council then the fee is 50%
If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%
In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £460
If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%
If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others
Where an application relates to development which is within more than one fee category, the correct fee is simply the highest of the fees payable
Where an application consists of the erection of dwellings and the erection of other types of buildings the fees are added together.

### Enforcement Appeal

Fee based on the relevant fee category
--



APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments	
98,422	86,726	88,461	<b>COUNTRY PARKS</b>					
			Pembrey Country Park					
			All Areas	Complimentary prizes		N/A	Prizes for other Departments or Charities that have supported the park previously. Approved By Commercial & Facilities Manager Documented Rational.	
			All Areas	Advertising and Sponsorship		Max £10,000	Areas of land used for advertising in line with document agreed at DMT Summer '22. Prices approved by 3 managers on size of advert, duration, and predicted footfall. Sponsorship will be a monetary amount in return for advertising and tickets at relevant events. All companies will align with the guidelines of the agreed document and shall not advertise gambling, smoking, alcohol etc. Applies to wider Leisure service too.	
			All Areas	Cross marketing offers		N/A	In conjunction with other Leisure services or to increase income and occupancy. Commercial and Facilities Manager and Senior Outdoor Recreation Manager to approve documented rationale.	
			<b>Park hire</b>					
			Events Field (old archery site)	Daily hire: full field	500.00	550.00	Rental charge will be applied for activities that do not come under the event bracket (below), for example: weddings; private functions; experiential marketing; caravan rallies with the appropriate insurances etc (in the hire agreement it will state the maximum number of campers for each field). With the exception of rallies any non-commercial activity will pay car parking for each vehicle for use of fields. No uptake on full field hire of Monks so price kept the same.	
				Weekly hire: full field	2,500.00	2,500.00		
				Charity rates	3 officer sign-off	3 officer sign off		
			Monk's Head Field	Daily hire: full field	750.00	750.00		
	Weekly hire: full field	4,500.00	4,500.00					
	Charity rates	3 officer sign-off	3 officer sign off					
	Daily Hire Size to be agreed	300.00	330.00					
	Small area of land	Daily Hire Size to be agreed	200.00	220.00				

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			Yr Orsaf exclusive use as per wedding and celebration brochure	Yr Orsaf exclusive use	N/A	5,000.00	Dependent on package chosen maximum hire fee in this document which is peak season to cover daily income and expenditure.
			<b>Major Events</b> within the Park this classifies as event footfall of over 5,000	Rates negotiable depending on scale and location of event			Charge agreed by 3 senior officers in team to maximise events income taking into account the following: size of event, area required, event profile, expected visitor numbers, disruption, time of year, the additional work required from the service, how well established or new event, charitable or commercial etc. Charge may also include park entry and/or participant entry fee. Ongoing appraisal of total income to inform proposed charges
			Events within the park organised by an external organiser (less than 5,000 footfall)	Commercial	2.50 per participant	3.00 per attendee	New charge per head for events - with a footfall of less than 5,000 people.
			Hourly Staff rate for External Events	Charity/Non profit etc	Park entry to be charged per vehicle	Park entry to be charged per vehicle	
			Events run by the events team within the park throughout the year	Member of the team to help with external events	27.00 per hour	30.00 per hour	Charge to cover staff time before, during or after an event
			Guided Walks	Price per ticket	Max price of 20.00 per head	Max price of 25.00 per head	Price will be dependent on event type and costs, which will be covered in event plan
			Fencing hire	Tradestands at events	Max price 50.00 per day food stalls max 200.00 per day	Max price 55.00 per day food stalls max 220.00 per day	
			Bins	Guided Walks for groups with Rangers	Max Price of 15.00 per head	Max Price of 20.00 per head	Max number of 35 per ranger
				Refuse service for event organisers	2.00 per unit General waste 21.75 Recycling 9.35 Glass 12.65	3.00 per unit General Waste 25.00 Recycling 18.00 Glass 15.00	Increase with inflation from Company price is per bin

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			Commercial (Filming)	Full Day filming	500.00	550.00	Plus any rent for field etc
				Promoting the park in a positive manner	See comments	See Comments	Discretionary by Senior Manager
			Advertising	Banner/poster business advertising	N/A	500.00 per month/per area	Different areas with different prices
			Staff Service (Filming support)	Hourly Rate per Team member	27.00 per hour	30.00 per hour	Manage public, environmental and film crew assistance fees to be agreed by a small group of officers as above
			Bushcraft activites Child		Max 25.00 per day	Max 30.00 per day	Activity offering at all Country Parks, activity run by rangers
			Conference Facilities		Max price of 100.00 per day	Max price of 110.00 per day	No hire charge for booking if buying at least 10 food covers. Internal departments - no charge for car parking or hire
			Team Building Activities including bushcraft		Max 50.00 per day	Max 50.00 per head per day	Team building or Bushcraft activities led by internal team members. No increase to build offer
			Birthday Party activities		Max 25.00 per head	Max 25.00 per head per day	Different activity offering with or without food option, price is dependant on activity provided and length but this is max charge per head. No increase to build offer
			<b>Beach access</b>	Beach Key Fob Entry	50.00 per year	60.00 per year	Fisherman permit required
			<b>Memorial Benches</b>	Hawthorne	945.85	1,327.35	Includes price of base and labour this is max charge if base is not require labour and base price will be less, this price could change due to number of external factors as we only redeem price of purchase and hours
				Hereford	678.10	1,364.94	
				Grafton Seat	1,357.20	1,685.74	
			<b>Riding Centre (Leased)</b>	Riding Centre tacked horses			Livery tenant has 2 complimentary barrier access passes - all other staff & visitors pay

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
728,033	644,627	657,520	PCP Caravan and camp site (CCC)				<i>Cabinet member approval given for seasonals due to selling from December. Inflationary increases (unless specified greater) added in most areas to reflect expected demand and to maintain budgets to target, competitor analysis also undertaken for all camping prices</i>
				Full Season (with electric)	2,100.00	2,415.00	1st March to 31st October. Demand, previously low charges during development of site, and competitor analysis suggests capacity for above inflation increases.
				Full Season (non electric)	1,300.00	1,495.00	1st March to 31st October
				Parking pass extension Nov-March	15.00	20.00	1st November to 31st March
				Glamping pods - per night	70.00 peak 50.00 off peak	80.00 Peak 50.00 off peak	2 night minimum stay new offering
				Full season serviced plot (water and electric)	2,500.00	2,875.00	1st March to 31st October
				Summer & Autumn (with electric)	805.00	830.00	Six week school holiday period. Keep low for affordable family offer
				Summer & Autumn Fully service	N/A	950.00	Sept & Oct. New product for 2023
				Summer & Autumn Season (non electric)	560.00	580.00	Six week school holiday period. Keep low for affordable family offer
				Daily rate peak periods (with electric)	26.50	29.00	April - September 5th
				Daily rate peak periods (non electric)	22.00	24.00	April - September 5th
				Daily rate off-peak (with electric)	24.50	26.00	March & September 5th-1st Nov
				Daily rate off-peak (non electric)	20.00	22.00	March & September 5th-1st Nov
				Serviced Peak	29.50	32.00	April - September 5th
				Serviced off peak	26.50	29.00	March & September 5th-1st Nov
				Cyclists/Walkers Peak	10.00	11.00	No Vehicle 1 man tent
				Cyclists/walkers off peak	7.50	11.00	No Vehicle 1 man tent
				Extra Vehicle	6.00	7.00	Additional vehicle on pitch
			Per Extra Adult	5.00	5.00	Charge for over 2 adults per unit	

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			<b>PCP General Camping (other areas of park)</b>	Group bookings (bona fide charitable organisations e.g. Scouts, guides, church groups etc) Rallies that are in fields across the Country Park minimum charge for 10 units, must sign Rally Agreement and have relevant insurances	3.00 12.00 per unit or 3.00 vacant caravans	3.50 13.00 per unit 3.00 vacant vans	<i>For areas outside of main caravan and camping site field</i> Off Peak only. Other times of year field hire will apply or per pitch offering Marshalls/deputy marshalls for rallies of 20+caravans stay free of charge.
5,000	6,614	6,746	<b>Llyn Llech Owain</b>	Pitches for Seasonal Campsite staff (Site Wardens) Pitches for journalists and media positively promoting PCP	Free of Charge Senior Manager Discretion	Free of charge Senior Manager Discretion	Wardens to stay on site in Warden's cabin to provide 24 hour security/maintenance. Signed by HOS
20,741	11,353	11,580	<b>Millennium Coastal Park</b>	<b>Catering</b>			Franchise in park - review in Autumn 2022, potentially with a view to bringing in-house
			<b>MCP field hire / events</b>	<b>Eisteddfod Fields hire</b> Daily hire of: Full Site (3 Fields) Weekly hire rate: Full Site (3 Fields) <b>Charity rates</b> Daily hire of: Full Site (3 Fields) Weekly hire rate: Full Site (3 Fields) Event non commercial Events commercial	500.00 2,500.00	550.00 2,500.00	Catering franchises along MCP to be reviewed and aligned in 2023 Rental charge will be applied for activities that do not come under the event bracket for example weddings, private functions, experiential marketing, circus etc. Fee can be negotiated for larger events as per events charges for PCP
			<b>Fishing Morllwg Pond Only</b>	Annual Pass	Car parking Carparking plus 2.40 per head	Carparking plus 3.00 per head 100.00	New Charge, new revenue stream
			<b>Fishing Morllwg Pond Only</b>	Day Pass		Adult 10.00 Under 16 6.00	From 8am to Dusk only
29,000	30,000	30,600	<b>Discovery Centre</b>	Catering			Leased as St Elli's Bay

**APPENDIX C**

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			<b>North Dock</b>	North Dock events hire	25.00 per hour	30.00 per hour	Cannot guarantee exclusivity
61,764	44,163	45,046	<b>Burry Port Harbour</b>	Mooring fees			Charges now set by Burry Port Marina Ltd who have taken over the running of the Harbour since April 2018.
31,800	20,430	20,839		Catering			See catering franchises along MCP above

APPENDIX C

**CHARGING DIGEST - Leisure**

COUNTRY PARK PARKING FEES

2021/22 Actual	2022/23 Budget	2023/24 Target	Product	2022/23 Charge Levied	2023/24 Proposed Charge	Comments
<u>Pay &amp; Display Charges</u> £				<u>Pay &amp; Display Charges</u> £	<u>Pay &amp; Display Charges</u> £	
<b><u>Pembrey Country Park</u></b>						
376,409	287,977	293,737	<b><i>Cars &amp; Coaches</i></b>			
			<b><i>Coaches</i></b>		15.00	All day charge for all buses
			April to September (9:00am-4:30pm)	7.00	8.00	
			2 hours all year round except bank holiday and event days	3.50	4.00	
			October to March	4.00	4.50	
			<b>Pay &amp; Display (outside car park)</b>			
			Up to 2 Hours	2.00	2.50	
			Up to 4 Hours	2.70	3.50	
			<b><i>Motorised 2 Wheeled Vehicles</i></b>			
			April to September (9:00am-4:30pm)	Free - ANPR System does not read motorcycles	free	
			October to March	Free - ANPR System does not read motorcycles	free	
			15 minute drop off time for anybody dropping somebody off e.g. at Ski centre or Riding School			

APPENDIX C

**CHARGING DIGEST - Leisure**

COUNTRY PARK PARKING FEES

2021/22 Actual	2022/23 Budget	2023/24 Target	Product	2022/23 Charge Levied	2023/24 Proposed Charge	Comments
<u>Pay &amp; Display Charges</u>				<u>Pay &amp; Display Charges</u>	<u>Pay &amp; Display Charges</u>	
£				£	£	
116,221	119,270	121,655	<b>Season Tickets</b>			<b>2 number plates per pass must live at same address.</b>
			<b>Annual - First Time Buyers</b>			
			12 month Annual Tickets (from date of purchase)	60.00	70.00	12 month charge applies on date within which financial year the purchase is made. Push people here to guarantee income (19p per day). Sell as only costing same as 10 summer day tickets for a season ticket to be worthwhile. Secondary spend key once in
			7 day pass	20.00	22.50	Increase still gives a saving of over £12.50 if returning daily for 7 days
			Number plate change	10.00	10.00	If change of plates is more than twice in one year to discourage sharing of passes
			<b>Annual - Renewals</b>			
			Loyalty 12 month annual ticket renewal	55.00	62.00	12 month charge applies on date within which financial year the purchase is made. Loyalty price to retain season ticket holders. Push people here to guarantee income for year (18p per day)
			Oct - Mar off season ticket	Discontinued		
<b>Llyn Lech Owain</b>						
4,619	4,648	4,741	Season Ticket: 12 month ticket	30.00	33.00	Price increase in 2021 - 200 tickets sold. Sell as value being 9p per day, or 8 full-day tickets
			Lost tickets / change of vehicle	10.00	10.00	Change of plates after 2 changes
36,721	36,721	37,455	1 Hour	1.20	1.30	
			Up to 2 hours	1.80	2.00	
			Up to 3 hours	N/A	N/A	Prices were changed in 2021 to meet all other charges. Decrease in income at LLO via parking, but may also be due to less enforcement
			Over 3 hours	N/A	N/A	
			Up to 4 hours	2.80	3.30	
			Over 4 hours (long stay / all day)	3.30	4.00	



APPENDIX C

**CHARGING DIGEST - Leisure**

COASTAL CAR PARKS (MCP & PENDINE)

2021/22 Actual	2022/23 Budget	2023/24 Target	Product	2022/23 Charge Levied					2023/24 Proposed Charge					Comments					
				SEASON	Pay & Display Charges (£)					SEASON TICKETS	Pay & Display Charges (£)								
<b>Millennium Coastal Car Parks</b>																			
						Short stay			Long Stay				Short stay			Long Stay			
				per year	Lost tickets & change of car details as per lost policy	up to 1 hr	up to 2 hrs	up to 4 hrs	all day (max 8hrs)	per year	Renewal price within 30 days	Lost tickets & change of car details as per lost policy	up to 1 hr	up to 2 hrs	up to 4 hrs	all day (max 8hrs)			
201,349	200,199	204,203																	
			Cars	45.00	10.00	1.20	1.80	2.80	3.30	50.00	50.00	10.00	1.30	2.00	3.30	5.00	Average of 15% increase		
			Motorhome														BP Harbour Motorhomes car park closed on H&S grounds, pending review		
			Boat & Trailer (BP Harbour)	55.00	10.00					55.00		10.00					12 month ticket		
			Blue Badge Scheme Holders	Get additional 1 hour free with any ticket purchased in line with CCC parking policy					Get additional 1 hour free with any ticket purchased in line with CCC parking policy										

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**COASTAL CAR PARKS (MCP & PENDINE)**

2021/22 Actual	2022/23 Budget	2023/24 Target	Product	2022/23 Charge Levied				2023/24 Proposed Charge				Comments					
				SEASON	Pay & Display Charges (£)				SEASON TICKETS	Pay & Display Charges (£)							
<b>Pendine Beach Car Parking</b>																	
20,179	57,626	58,779		per year		up to 1 hr	up to 2 hrs	up to 4 hrs	all day (max 8hrs)	per year			up to 1 hr	up to 2 hrs	up to 4 hrs	all day (max 8hrs)	
			Car Park	N/A		1.20	1.80	2.80	3.30	35.00			1.30	2.00	3.30	5.00	Traditionally no long stay at Pendine due to limited alternative parking but expanding parking and Hostel now allows for this, but access to Beach parking during Summer months @ £5
			Blue Badge Scheme Holders	Get additional 1 hour free with any ticket purchased in line with CCC parking policy				Get additional 1 hour free with any ticket purchased in line with CCC parking policy									

Multi-Park Membership options (LLO / MCP currently with new app as progress PCP will also be included)

Bronze Option 1 Park - no discounts normal charges apply

Silver option £70 - available for choice of 2 parks / locations out of MCP, Pendine and LLO saving of £10

Gold Option £120 Upgrade to include 2 parks and Pembrey get 10% discount in F & B And activites saving of £25

All the above are 12 month passes for 2 vehicles registered at the same address

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments	
142,191	131,098	133,720	<b>Ski Slope</b>	<b>Recreational Skiing</b>				
				Adult - Rec Ski - 90 mins (includes ski's and boots and helmet)	14.00	15.00		
				Junior - Rec Ski - 90 mins (includes, ski's, boots and helmet)	10.00	11.00		
				Adult - Own Equipment	11.00	12.00	All Charges have been reviewed by evaluation of other similar sites (Cardiff / Llangrannog) and feedback from customers.	
				Junior - Own Equipment	8.00	9.00		
				Student	9.50	10.00		
				Race Club	8.00	9.00		
				OAP	9.00	10.00		
				Family Ticket (2 adults and upto 3 children)	40.00	45.00		
				7 day consecutive pass rec ski child	35.00	38.50		
				7 day consecutive pass rec ski adult	40.00	44.00		
				3 month pass for rec ski Jan, Feb March Child	150.00	150.00		
				3 month pass for rec ski Jan, Feb March Adult	170.00	170.00		Maintain and reward loyalty
				<b>Instruction</b>				Maintain and reward loyalty
				Adult Group Lesson (1hr lesson; & 30 mins ski, includes equipment)	19.00	20.00		Competitor analysis / wage increases
				Junior Group Lesson	13.00	14.00		
				Adult Group Coaching Club (Ski club)	20.00	22.00	90 mins coaching followed by coffee and cake	
				Kids Club (group instruction)	9.00	10.00	Saturday Club for 90 mins	
				Kids Club block booking of 6 weeks	40.00	50.00	Ensure numbers for staffing	
				Ski Party	15.00	17.00	Including food offer e.g. Hotdog and chips	
				Adult Party / team building event	12.00	15.00	Not including food	
				Junior Party (tubing / toboggan / not ski)	7.50	8.50	No food	
				Junior School Group	66.00	72.00	Group of 12 students	
				Extra person for Group	5.50	6.00	For groups bring more than allocated amount	
				Private Lesson 1 person	35.00	40.00	50mins + 30 min practice	
				Private Lesson 2 people	50.00	60.00	1 hr + practice	
				Private Lesson 3 people	65.00	80.00	1 hr + practice	
			Private Lesson 4 people	80.00	100.00	1 hr + practice		
			Private Lesson 5 people	95.00	120.00	1 hr + practice		
			Private Lesson 6 people	110.00	140.00	1 hr + practice		
			Adaptive Ski session	7.00	8.00	Part of the Ski 4 all group		
			Adaptive ski private lesson	27.00	30.00	To better reflect costs, and other subsidies to clubs / individuals		
120,289	102,923	104,981						

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
31,556	36,301	37,027		<b>Passport to Ski Lessons (progressive)</b>			
				Under 16 P2S 6 week course	60.00	70.00	New option 1 hour lesson
				Over 16 P2S 6 week course	90.00	100.00	New option 1 hour lesson
				Private 1-2-1 P2S 6 Week course	180.00	200.00	
				<b>Shop &amp; servicing of equipment</b>			
				Custom foot beds	60.00	65.00	
				Ski Servicing Full	35.00	40.00	Popular with people going on ski holiday
				Ski Servicing basic	25.00	30.00	
				Footbeds	45.00	50.00	
				Ski & Boot Hire (for club hire)	5.00	5.00	
<b>Slope Hire</b>							
All day both slopes	600.00	660.00	To support return of groups & clubs				
Slope hire full day	450.00	495.00					
Slope hire half day	300.00	330.00					
Slope hire 1 hour	100.00	110.00					
<b>Cycle Hire</b>							
2 hours - Adult	9.00	10.00	Family 2 adults and up to 3 children				
2 hours - Child	6.00	7.00					
2 Hours Family ticket	28.00	28.00					
4 hours - Adult	12.00	14.00					
4 hours - Child	9.00	10.00					
4 Hours Family Ticket	New Product	38.00					
1 day - Adult	18.00	20.00					
1 day - Child	12.00	13.00					
1 day Family ticket	New Product	55.00					
Trailer	6.00	6.50					
Tow along - per hr (inc helmet)	6.00	6.50	Carer also has a bike for free.				
Adaptive bikes (2 hours)	7.00	8.00					
Child seats - per hr (inc helmet)	4.00	5.00					
	15.00 per hour	15.00 per hour	Went up from £10 to £15 2021 and income has been lost since the increase				
	4 Seater bikes						
	<b>Toboggan</b>						
	1 Ride	3.50	3.50	Minimal sales			
	10 rides	20.00	20.00	For parties / groups			
	3 Rides	6.50	7.00	Main seller. Encourages secondary spend			

APPENDIX C

**CHARGING DIGEST - Leisure**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			Golf	<b>Pitch and Putt</b>			
				Child, OAP & Unwaged (9 holes)	4.00	4.00	Based on demand
				Child, OAP & Unwaged (additional 9 holes)	2.20	2.50	
				Adult	5.00	5.00	Based on demand
				Adult (additional 9 holes)	3.20	3.50	
				Family Ticket	17.50	17.50	2 adults and up to 3 children
				<b>Disc Golf</b>			
				Child, OAP & Unwaged	4.00	4.00	Low uptake so no increase
				Adult	5.00	5.00	
				Family Ticket	17.50	17.50	2 adults and up to 3 children
				<b>Adventure (Crazy) Golf (18 holes)</b>			
				Child, OAP & Unwaged	4.50	5.00	
				Adult	5.50	6.00	
				Family ticket	17.50	20.00	2 adults and up to 3 children
			Go Kart	N/A	5.00	New product 5 laps per person	

APPENDIX C

**CHARGING DIGEST - Leisure**

PENDINE OUTDOOR EDUCATION CENTRE (POEC)

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Service	2022/23 Charge Levied £				2023/24 Proposed Charge £			
				Schools		Non-Schools		Schools		Non-Schools	
				Carms	Out of County	Groups	Comment	Carms	Out of County	Groups	Comment
42,799	375,167	382,670	Bed and Breakfast	20.00	20.00	>26.00	'All in' packages comprise 50% cost for activity instruction & 50% Food and Board. (*) VAT will only be charged on Food and Board - 50% of total net cost. 'Instructor led activities' are VAT exempt. Minimum numbers apply Free places for leaders (ratio 1: 12) Reduced rates may be offered under the following circumstances (Signed off by Snr Outdoor Rec Mgr): <ul style="list-style-type: none"> <li>• To obtain a first time booking.</li> <li>• To increase out of season bookings.</li> <li>• To encourage customer loyalty.</li> <li>• During periods of lower demand at POEC.</li> </ul>	25.00	25.00	>30.00	'All in' packages comprise 50% cost for activity instruction & 50% Food and Board. (*) VAT will only be charged on Food and Board - 50% of total net cost. 'Instructor led activities' are VAT exempt. Minimum numbers apply Free places for leaders (ratio 1: 12) Reduced rates may be offered under the following circumstances (Signed off by Snr Outdoor Rec Mgr): <ul style="list-style-type: none"> <li>• To obtain a first time booking.</li> <li>• To increase out of season bookings.</li> <li>• To encourage customer loyalty.</li> <li>• During periods of lower demand at POEC.</li> </ul>
			Day visit (no food) 2 activities *	>20.00	>26.00	>26.00		>25.00	>28.50	>30.00	
			* Mon-Fri lunch "All in"	184.00 (131.00 FSM)	232.00	269.00		202.50 (144.00 FSM)	255.00	296.00	
			4 day 'All in'	157.50 (111.00 FSM)	196.00	232.00		173.00 (122.00 FSM)	216.00	255.00	
			3 day 'All in'	125.00 (90.00 FSM)	160.00	175.00		138.00 (99.00 FSM)	178.00	192.50	
			Fri tea - Sun lunch (no activity)	82.50	95.00	100.00		90.00	105.00	110.00	
			Activities - 1/2 day rate min 8 in group or £72.00	>13.00	>13.00	>22.00		>15.00	>15.00	>25.00	
			Meals	3.50	3.50 child 4.50 adult	4.00 child 5.00 adult		4.00	4.00 child 5.00 adult	4.50 child 5.50 adult	
			Camping	6.00	6.00	6.00		7.00	7.00	7.00	
			Bunkhouse	10.00	10.00	13.00		11.00	11.00	15.00	
			No VAT	Plus VAT	Plus VAT		No VAT	Plus VAT	Plus VAT		

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**PENDINE OUTDOOR EDUCATION CENTRE (POEC)**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Service	2022/23 Charge Levied £				2023/24 Proposed Charge £			
				Schools		Non-Schools		Schools		Non-Schools	
				Carms	Out of County	Groups	Comment	Carms	Out of County	Groups	Comment
			<b>SUP Shack Charges</b>	All Ex VAT		Standard	New 2022/23			Standard	Stand-up Paddleboard (SUP)
			ISUP Hire Bd/Hr							15.00	ISUP Board per Hour Hire
			9'5 - 10'6			15.00				20.00	
			10' 10			20.00				30.00	to 4 people - price reduced to encourage demand
			15' Explorer (to 4)			40.00				60.00	to 10 people - price reduced to encourage demand
			MegaSUP (to 10)			100.00				5.00	per hire
			Wetsuit			5.00				20.00	1:1 per 1 Hour Session
			Paddle Sports - Coached pp/hour							20.00 / head	Min. Group Session Charge £50 - Max. 1:4
			Min. Charge							40.00 / head	Half Day session /head - min. charge
			Coastal Journey - ISUP. Guided							130.00	£100/booking Family of 4
			Coasteering - pp/session							45.00 / head	Per person - min. charge/session
										150.00	£100.00 Family of 4

**N.B. All POEC charges held and will be subject to full review as part of business re-modelling review for service. Final charges tbc via Cabinet Member.**

APPENDIX C

**CHARGING DIGEST - Leisure**

PENDINE ATTRACTOR

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Levied £	Charge	2023/24 Proposed charges £	Comments	
0	0	0	<b>Pendine Caban</b>	Seaview Room Sleeps 2			150.00	Maximum Charge which will be reflected in off peak charges too. Occupancy level will determine prices with increases as availability is decreased. Offers to be approved by 3 senior managers when required to increase occupancy and income. Rationale will be documented. Cleaning charge per stay	
				Seaview Room Sleeps 3			150.00		
				Seaview Room Sleeps 4			150.00		
				Non-Seaview Room Sleeps 2			120.00		
				Non-Seaview Room Sleeps 3			120.00		
				Non-Sea view room Sleeps 4			120.00		
				Dogs			20.00		
				Restaurant only exclusive hire			1,750.00 peak/ 500.00 off peak		Discretionary discounts with regards to food orders in advance and whether areas could be sectioned off
				Whole Caban hire			1,500.00 per night off peak/ 3,000.00 peak		
				All Rooms and meeting room option			1,000.00 off peak/ 1,500.00 peak		Dependent on occupancy levels would not be available in school holidays or Bank Holidays
				Meeting Room Hire within Caban			100.00 per day / 75.00 half day		Car parking and food will be extra, internal departments will be complimentary if room is available however will have to pay for car parking
				Menus					3 Manager sign off
				Celebrations and events			50.00 per head		Dependent on the offering required 3 officer sign off this is a maximum charge is per day
				Event area non-commercial			250.00		Negotiable dependent on activities
				Event area commercial			500.00 per day		Car parking is in addition
				Filming			500.00 per day		
				Officer support time			30.00 per hour		In line with Outdoor Recreation Service (ORS) other Departments
				Sand Sports Area			10.00 per court per hour		
				Exclusive hire of Sand sport area			200.00 per day		
				Exclusive hire of all motorhome pitches	Subject to Pendine Community Council agreement		130.00 per night		Offers and discounts agreed by 3 service managers to increase income and occupancy, reasons / rationale to be documented
			Fully service Motorhome pitch no more than 5 consecutive nights	Subject to Pendine Community Council agreement		15.00 per night must leave by 10am & check in from 12pm			
			Leases / Franchises			To be reviewed	Corporate property in conjunction with ORS to formally tender for opportunities		
			Museum Meeting room			TBC - broadly align with Yr Orsaf room	Agree via Cabinet member / HoS e-mail		



APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment	
861,060	1,745,530	1,780,441	<b>Health &amp; Fitness</b>				<b>Classes and facility hires typically 55 mins unless stated</b>
			Gym Session (Fitness Suite)	6.40	6.90	No time limit. Push toward Direct Debit memberships	
			Junior Gym Session	4.20	4.50	Age 11 and over, accompanied by an adult up to 16	
			Adult Activity Session / Fitness Class	6.40	6.90	Classes e.g. aerobics; kettlebells; circuits etc. Same charge for online Pay as you Go class	
			Adult Activity Premium Session / Class	N/A	6.90	New Product - in preparation for advanced / alternative classes not included in m/ship and generally run as courses/blocks	
			Junior Activity Sessions (u16)	4.20	4.50	New Product - in preparation for advanced / alternative classes not included in m/ship and generally run as courses/blocks	
			Junior Activity Premium Session / Class	N/A	4.50		
			Small group personal training (per person)	N/A	10.00	New product	
			10 session block of small group personal training	N/A	90.00	New product	
			10 session block of 1 to 1 personal training	N/A	225.00	New product	
			Fitness Test/Programmes/Personal training session	25.00	25.00	Price held as at top of comparable products	
			NERS GP Referral scheme sessional charge per visit for 16 week programme.	2.00	2.00	Charge set by WG supported National Exercise Referral Scheme (NERS). Clients encouraged to become full members after 16 week programme.	
			NERS & Health-related (e.g. Falls) scheme Direct Debit charge per month (for duration of 16 week programme)	18.00	18.00	Price retained, based on NERS session charge above	
			Health-related outreach exercise referral session e.g. Falls prevention	3.80	4.15	Community session delivered at various community halls	
			Booking dishonoured charge	3.00	3.00	New in 2022/23 - Charged if somebody hasn't cancelled a class booking at least 3 hours before their session	
<b>Health &amp; Fitness Induction fees</b>							
Induction assessment for 'Pay as you go' customers (free for persons signing up for Direct Debit)	25.00	25.00	Price held as at top of comparable products				

APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
			<b>Health &amp; Fitness Memberships</b>			
			Actif Household membership (Gym, classes, swim all times monthly DD)	47.00	49.95	Entitles 2 Adults and up to 4 Children to access unlimited Fitness suite, classes, and public swim sessions. Also suitable for students living in shared accommodation
			Fusion Household £365 Membership (Gym, classes, swim all times monthly DD)	42.00	44.95	<i>Discontinued, but still in place for persons who signed up to this deal before it was replaced by Actif Household Membership. Price still live as members on this deal are being retained.</i>
			Actif Household 365 Membership and Play		58.75	New product. Benefits of household membership plus unlimited access to Play Centre during public sessions for eligible members
			Fusion 365 Membership and Play		53.75	New product. Benefits of household (Fusion) membership plus unlimited access to Play Centre during public sessions for eligible members
			Actif Household/365 additional membership monthly DD fee per child / person	6.70	7.50	
			Platinum - Gym, classes, swim all times monthly DD for individuals	36.80	39.70	
			Corporate Platinum - Gym, classes, swim all times monthly DD for individuals	31.70	34.70	Price per person where businesses can get more than 5 employees to sign up.
			Synrgy Membership monthly DD (access to specified programme)	24.70	N/A	Product no longer available
			Over 60's & Student Saver Scheme (Gym & Swim, classes)	28.30	31.00	
			Site-only Direct Debit membership: Fitness Room at St Clears LC and Coedcae	24.80	26.50	Actif-run community hub - no pool.
			Site-only Direct Debit membership: NCE LC and Llandovery LC	N/A	31.75	New Product: Actif-run community hub - with pool
			Actif Anywhere online classes - subscription per member	10.00	10.00	Provides a range of live and pre-recorded classes for members.
			Actif Anywhere bolt-on subscription (for existing members on a core DD subscription)	0.00	N/A	Included in DD Fitness memberships

APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment			
700,280	1,504,748	1,534,843	<b><u>Health &amp; Fitness Administration (joining) fees</u></b>						
			Administration Fee (for new / re-joining members)	15.00	16.00	These are the administration and joining fees charged to new or re-joining customers. Also apply for Bronze (swim only memberships). As a service we sign up circa 200 members per month in normal times (pre covid) i.e. £36k pa for £15 admin fee. Some providers don't charge but have much higher attrition rates. Fee helps with retention - where people often freeze their membership rather than cancel to avoid re-join fee			
			Household Membership Administration Fee	30.00	32.00				
			<b><u>Health &amp; Fitness Products</u></b>						
			Actif Towel	6.50	6.50	Branded hand towel			
			Actif RFID Wristband	5.00	5.00		Radio Frequency Identificaton (RFID) is an electronic system that recognises the member upon entry		
			Actif Water Bottle	2.60	2.60	RFID is an electronic system that recognises the member upon entry			
			Actif RFID Button	2.00	2.00				
			Actif Membership Card (Replacement)	2.00	2.00				
			Actif Locker Coin Keyring	1.10	1.10				
			Actif Gift Bundle (comprising towel, wristband, water bottle, button and Keyring)	14.50	14.50				
						<b><u>Swimming</u></b>			
						Adult Swim Session	5.10	5.50	
						Junior Swim Session	3.10	3.30	
			Family Swim Session (2 adults & 2 children)	13.30	14.30				
			Inflatable Session	4.20	4.50				
			FAST session	6.40	6.90	FAST sessions are targeted coached programmes aimed at the competitive and triathlon sports with the new junior FAST targeting under 16s			
			Junior FAST session	4.80	5.20				
			Aquafit	6.40	6.90	Align to other fitness classes			

## APPENDIX C

### CHARGING DIGEST - Leisure

#### LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
			Swimming memberships			
			Bronze - Swim All Times monthly DD adult	26.20	28.30	
			Corporate Bronze - Swim All Times monthly DD	23.10	25.30	Price per person where businesses can get more than 5 employees to sign up.
			Annual Swim	170.00	185.00	For existing members only, not available anymore. Annual one off fee
			FAST membership - charge per month	27.60	29.80	
			FAST membership bolt-on per month		22.35	New product. 25% discount off FAST When added to Bronze or Fitness-related DD Membership
			Junior FAST membership - charge per month	25.20	26.80	
			<b><u>Swimming Instruction</u></b>			
			Bubbles	17.90	19.00	
			Bubbles & play	0.00	23.40	New product. Bubbles plus £4.40 (per child, hence half of H/H £8.80 option)
			Junior / Adult Lessons Stage 1-6 Direct Debit	25.20	26.80	30 minute lesson - prices per month
			Junior lesson & play	0.00	31.20	LTS plus £4.40 (per child, hence half of H/H £8.80 option)
			Junior / Adult Lessons Stage 7-8 Direct Debit	27.60	29.30	45 minute lesson - prices per month.
			Stage 8 ( 3 - 4.5 hours)	45.50	48.50	Delivered at club level
			Stage 9 ( 5 - 8 hours)	55.00	58.50	Delivered at club level
			Stage 10 ( 8.5 - 10.5 hours)	60.00	64.00	Delivered at club level
			Stage 11-12 (12-13.0 hours)	64.20	68.50	Delivered at club level
			Stage 11-12 (13.5-15 hours)	69.50	74.00	Delivered at club level
			Performance Stage (15-20 hours)	80.20	85.00	Delivered at club level
			One to One Lessons (Scheme) - per 30 mins	16.00	17.00	Additional time for swimmers on Learn to Swim scheme
			One to One Lessons (External) - per 30 mins	25.00	26.50	Aligned with competition
			Nofio Sir Gar Skills Camps		£14.10 / £23.50	Half day/Full day without food in line with holiday activity programme

APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
401,353	784,270	799,956	<b><u>School Swimming</u></b>			
			School Swim Session (per child)	2.45	2.60	To be implemented Sept 23, aligned to academic year
			School swim session & unstaffed activity, e.g.play centre 3yrs+		2.25	New product. 50% off standard fee
			School swim session & staffed activity, e.g.Skills For Sport		4.50	New product. Incorporate into school swim visit
			Additional School Swim Instructor recharge	16.80	18.00	An option for schools to add to their school staff capacity if desired/required
			<b><u>Lifeguard Course</u></b>			<i>All sites</i>
			Pool Lifeguard Qualification (per course)	292.30	320.00	Charges are tied to the fee structure published by the awarding body RLSS UK
			Automated External Defibrillator Training	53.50	59.00	
			<b><u>Health Suite</u></b>			
			Sauna (per 55 min session)	7.80	8.30	
			Health Suite & Swim session	8.40	9.00	
			Health Suite & Gym	9.50	10.20	
			<b><u>*Facility Hire: Wet-side</u></b>			<i>20% discount applies for clubs block booking 10 or more sessions</i>
			Main Swimming Pool per Lane	12.70	13.90	£10 at Llandovery as shorter 20m lane rather than 25m
			Main Swimming Pool (1 lifeguard) per 55mins - Carmarthen LC	101.60	111.20	25m x 8 Lane pool (calculated by lane cost x number of lanes)
			Main Swimming Pool (1 lifeguard) per 55mins - Llanelli LC	76.20	83.40	25m x 6 Lane Pool
Main Swimming Pool (1 lifeguard) per 55mins - AVLC	63.50	69.50	25m x 5 Lane Pool			
Main Swimming Pool (1 lifeguard) per 55mins - Llandovery Pool	40.80	44.50	20m x 4 Lane Pool			
Small Swimming Pool (1 lifeguard) per 55mins	38.00	41.70	At CLC; AVLC; LLC			
Small Swimming Pool (1 lifeguard) per 55mins	30.50	33.30	Llandovery (smaller pool)			

APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
			<b>*Facility Hire: Dry-side</b>			<i>20% discount applies for clubs block booking 10 or more sessions</i>
			<b>Indoors</b>			
			Sports Hall - Full per 55 mins	48.50	53.30	CLC / NCELC / LLC (Half of double hall); AVLC
			St Clears Sports Hall - Full per 55 mins	38.30	42.00	Smaller sportshall
			Llanelli LC Double Sports Hall	97.00	106.60	
			Llandovery LC Small Hall	25.50	27.50	
			Small Hall/Dance Studio	38.30	42.00	Including CLC Judo Hall
			Conference room (All day)	140.00	150.00	
			Conference room Morning/Afternoon/ Evening	84.00	90.00	Price aligned to 60% of full day, as per other facilities
			Multipurpose / Function / Activity Room	25.10	27.50	Reduced by 10% for each additional hour booked
			Spin Studio - with instructor	75.00	80.00	
			Spin Studio - without instructor	50.00	55.00	
			Short Tennis / Badminton / Tennis - per court, 55 mins	9.80	10.70	
			Squash / Table Tennis - per court, per 40 mins	7.40	7.90	
			<b>Outdoor - Athletics Track</b>			<i>20% discount applies for clubs block booking 10 or more sessions</i>
			Athletic Track (per hr)	62.70	69.00	Standard hourly charge comparable with similar facilities across Wales and UK and reflective of facilities/services whilst considering sustainability of main hirer(s) i.e. club income via membership base and charge per person per session.
			Athletic Track (per hr): National Governing Bodies (NGB)/Club/Education	50.16	55.20	20% discount off standard charge for NGB's, regular club bookings and schools
			Athletic Track (per person per hr usage)	6.40	6.90	For individual bookings
			Athletic Track Steward (1 Hour)	16.80	18.00	An option for bookees to add to their club/school/org capacity if desired/required. Primarily to support athletics meetings
			Athletic Track Steward (Half Hour)	8.40	9.00	Price aligned to 50% of hour, as per other half charges
			1/2 day hire of track (4 hrs): Standard hire charge	250.80	276.00	4x standard hourly charge.
			1/2 day hire of track (4 hrs): NGB/Club/ Education	200.64	220.80	20% discount off standard charge for NGB's, regular club bookings and schools
			Full day hire of track (8hrs): Standard Hire charge	501.60	552.00	8x standard hourly charge.
			Full day hire of track (8hrs): NGB/Club/Education	401.28	441.60	20% discount off standard charge for NGB's, regular club bookings and schools

APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
			<b>Outdoor - Grass Football pitch</b>			<i>20% discount applies for clubs block booking 10 or more sessions</i>
			Football pitch - middle of track	39.70	43.60	CLC (hourly rate); match hire only @ 120%
			<b>Outdoor - All Weather pitches</b>			<i>20% discount applies for clubs block booking 10 or more sessions</i>
			All weather pitch - full size 2G (Carmarthen, Amman Valley)	62.70	69.00	2G pitch is sand filled and suitable for Hockey and Soccer training (and junior Soccer matches only)
			Half Pitch 2G All Weather pitch	37.70	41.40	
			All Weather pitch - small 2G Llanelli LC	25.90	28.50	Smaller than half pitch dimensions
			Full Red Gravel Pitch (without lights)	39.70	41.40	Aligned to half 2G
			Half Red Gravel Pitch (without lights)	23.80	24.85	Aligned to 60% of full hire
			All weather pitch - full size 3G (Penrhos School, Llanelli. Also proposed at Amman Valley LC)	82.20	89.00	3G pitch is suitable for contact sports such as Rugby and Soccer matches. Higher costs to maintain, licence and replace, plus charges in line with other comparable 3G pitches, e.g. Coleg Sir Gar
			Half Pitch 3G All Weather pitch	49.40	57.00	Popular with teams sharing facilities for Winter training. 60% of full
			Match hire - for 3G	98.70	110.00	Agreed with local football leagues to support completion of fixtures due to waterlogged pitches etc, whilst trying to keep charge affordable when compared with normal match fees. Normally weekend slots. Increases will be in two stages April and September to bring into alignment with Coleg Sir Gar
			<b>Outdoor - Courts and Multi Use Games Areas (MUGA)</b>			<i>20% discount applies for clubs block booking 10 or more sessions</i>
			Outside Netball Court, per 55 min and MUGA 55Mins	18.60	20.20	
			Tennis - per court, 55 mins	9.80	10.70	
			<b>Outdoor - Changing Rooms</b>			
			Changing Facilities	22.50	24.70	
			Changing Facilities (per person)	3.10	3.00	

APPENDIX C

**CHARGING DIGEST - Leisure**

LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
			<b><u>Children's Parties</u></b>			
			Birthday Party Per Child with food 90min	10.80	11.90	Minimum of 12 children for dryside & minimum of 15 children wetside (hot food)
			Birthday Party Per Child no food 90min	6.80	7.40	Minimum of 12 children for dryside & minimum of 15 children wetside (no food)
			Birthday Party Per Child with food 120min	12.60	14.10	Minimum of 12 children for dryside & minimum of 15 children wetside (hot food)
			Birthday Party Per Child no food 120min	8.60	9.60	Minimum of 12 children for dryside & minimum of 15 children wetside (no food)
			Themed Party - hot food 90min	9.95	11.90	£5.25 food cost for all parties HOT
			Themed Party - cold food 90min	9.95	11.90	£5.50 Food cost for all parties COLD
			Themed Party - no food 90min	7.95	7.40	Commercially competitive
			<b><u>Leisure Saver Scheme</u></b>			
			Actif Saver Card (12 months)	15.50	17.50	Annual fee which then gives 10% discount on paid activity at all times.
			Actif Super Saver Card - Benefits (12 Months)	15.50	17.50	Annual fee which gives 40% discount off-peak and 10% at all other times (Concession applies for Students; 50+; and those on benefits)
			7 day leisure centre membership - Adult	19.20	20.70	Price based on 3 x fitness session cost
			7 day leisure centre membership - Child (<18)	9.30	9.90	Price based on 3 x jnr swim
			7 day leisure centre membership - Family (up to 2 adults and 2 children)	28.50	30.60	Price based on one adult plus one chld pass
			<b><u>Equipment Hire Charges</u></b>			
			Squash Racket Hire	3.30	3.00	
			Badminton Racket Hire	3.30	3.00	
			Short Tennis Racket	3.30	3.00	
			Table Tennis Bat Hire	3.30	3.00	
			Tennis Racket Hire	3.30	3.00	
			Football Hire	3.30	3.00	



## APPENDIX C

### CHARGING DIGEST - Leisure

#### LEISURE CENTRE CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Target £	Product	2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
			<b><u>Children's Instructed Sessions</u></b>			
			Junior Activity Session	4.20	4.50	Multi sports, soccer, netball etc
			Direct Debit 'Active Young People' sessions	16.80	18.00	Monthly charge for Junior activity sessions for sports based activities and dry-side coached courses
			<b><u>Softplay Adventure Area</u></b>			
			Play Zone (per 55 mins) under 3 year olds	2.40	2.50	Play centre at Carmarthen Leisure Centre - organisations such as nurseries have 50% reduction during off peak times.
			Under-3yrs Play Zone monthly membership		10.00	New product. Unlimited access to play centre. Direct Debit
			Play Zone (per 55 mins) 3 year olds and over	4.00	4.40	Play centre at Carmarthen Leisure Centre - organisations such as nurseries have 50% reduction during off peak times.
			3rs+ Play Zone monthly membership		17.60	New product. Unlimited access to play centre. Direct Debit
			<b><u>Holiday Activity Programmes</u></b>			
			Half Day without food	13.20	14.10	Without food. Aligned to 60% of full day cost
			Half Day with food	17.30	18.60	With lunch. (N.B. Internal coding = £5.30 for food/drink)
			Full Day without food	22.00	23.50	Without food - Can children bring own food?
			Full Day with food	26.10	28.00	With lunch. (N.B. Internal coding = £5.30 for food/drink)
			Weekly without food	99.00	105.75	Without food
			Weekly with food	117.50	126.00	With lunch. (N.B. Internal coding = £5.30 for food/drink)
			Lunch - where added to product	4.10	5.30	To reflect cost and input inflation increases
			Additional food (e.g. breakfast / tea)	2.00	2.10	

Note on Facility Hire: Where a customer applies to hire a facility on a commercial basis, the cost can be charged at up to 2.5 times that of the normal hire rate. Charitable organisations may apply for up to 50% reduction for fundraising events, as can partners such as Health, Education, etc. This will require approval by the Sport & Leisure Management Team and will be minuted and consistent.

Due to the commercial market that Sport & Leisure facilities operate within, it will be necessary to set offers at relevant times in the year and set 'bolt-on' options to allow customers that purchase selected combinations of products pre-set discounts. Where this is the case, this will require approval by the Head of Service and Sport & Leisure Management Team. This will be minuted and consistent.

N.B. car parking free at all leisure sites. LLC / Pentre Awel car parking - 3 hours free for leisure centre users.

## APPENDIX C

### CHARGING DIGEST - Leisure

#### ACTIF COMMUNITY SPORT CHARGES

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £		2022/23 Charge Levied £	2023/24 Proposed charge £	Comment
2,628	89,537	91,328	<b><u>Actif Anywhere (digital platform)</u></b>			
			Small School/Venue Annual Fee	365.00	365.00	Pupil numbers aligned to Education classification. Held as not introduced yet
			Medium School/Venue Annual Fee	438.00	438.00	Pupil numbers aligned to Education classification. Held as not introduced yet
			Large School/Venue Annual Fee	525.60	525.60	Pupil numbers aligned to Education classification. Held as not introduced yet
			Independent Living Centre Annual Fee	TBC	TBC	Ongoing dialogue
			Care Home Annual Fee	TBC	TBC	Ongoing dialogue
			Bespoke session	TBC	TBC	Ongoing dialogue
			<b><u>Hire of staff to partners for activity, coach education, etc.</u></b>			
			Tutor recharge / Programme Management p/h	30.60	34.00	
			Activity Coach p/h	23.00	24.00	
			Attendance at Actif Coach Education Course	N/A	12.00	New charge
			<b><u>Community Activity Sessions</u></b>			
			Introductory price for 'Actif Communities Team' led programmes (up to 16 weeks)	2.10	2.50	Approx 1 hr
			Coach-led session in the community	3.80	4.20	Approx 1 hr
			Actif Communities Membership (Direct Debit)	14.30	16.80	Approx 1 hr
			<b><u>Sports Awards</u></b>			
			Main Sponsor	n/a	1,500.00	New charge
			Category Sponsor	n/a	500.00	New charge
			Ticket Sales - Adult	n/a	10.00	New charge
			Ticket Sales - Children	n/a	5.00	New charge
			Live Streaming Ticket	n/a	5.00	New charge
			<b><u>Actif Van</u></b>			
			Platinum	n/a	800.00	New charge
			Gold	n/a	600.00	New charge
			Silver	n/a	400.00	New charge
			Bronze	n/a	200.00	New charge

\* 50% additional charge for commercial bookings

Note on Facility Hire: Where a customer applies to hire a facility on a commercial basis, the cost can be charged at up to 2.5 times that of the normal hire rate. Charitable organisations may apply for up to 50% reduction for fundraising events, as can partners such as Health, Education, etc. This will require approval by the Sport & Leisure Management Team and will be minuted and consistent.

Due to the commercial market that Sport & Leisure facilities operate within, it will be necessary to set offers at relevant times in the year and set 'bolt-on' options to allow customers that purchase selected combinations of products pre-set discounts. Where this is the case, this will require approval by the Head of Leisure Sport & Leisure Management Team. This will be minuted and consistent.

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments	
107,259	278,512	284,082	<b>THEATRES</b>				<i>Propose 16-17% increase for 23/24 on commercial hires only - and increase amateur discount from 30% to 40% (to freeze amateur rates). Income from commercial hires (at full rates) subsidise community &amp; amateur hirers. Charges have been structured to help keep within maximum working week of 48 hours (which supports the Theatre's Annualised hours working protocol) and to ensure sustainability of community groups.</i>	
			<b>Lyric</b>	<b>Hire of Venue</b>				<i>Charges proposed with sensitivity and knowledge of market to ensure sustainability of users</i>
			<b>Main House</b>	Daily Rate: Performances £ per hour	190.00 / hour	220.00	Minimum 4 hours, Maximum 10 hours. Inclusive of 3 technical staff, Box Office Staff, FoH and Bar staff in line with scale of the event, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community, amateur and not for profit groups.	
			Daily Rate: Performances Overrun Hours £ per hour	380.00 / hour	440.00	Charged over 10 hours. 40% discount for amateur		
			Weekly Rate: Performances £ per week	4,000.00	4,660.00	Inclusive of 3 technical staff up to 40 hours, Box Office Staff, FoH and Bar staff, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community & amateur groups.		
			Weekly Rate: Performances Additional Hours £ per hour	285.00 / hour	220.00	Charged over 40 hours up to 48 hours. 40% discount for amateur		
			Weekly rate: Performances Overrun Hours £ per hour	475.00 / hour	550.00	Charged over 48 hours. 40% discount for amateur		
			Daily Rate: Fit-ups and Rehearsals: £ per hour	80.00 / hour	93.00	Minimum 4 hours, maximum 10 hours. Inclusive of 3 technical staff, basic lighting and basic sound, get-in and get-out and dressing rooms (No FoH/Bar staff). Streamlined costs which are standardised across the venues. 40% discount for community, amateur and not for profit groups.		
	Daily Rate: Fit-ups and Rehearsals: Overrun Hours £ per hour	160.00 / hour	186.00	Charged over 10 hours. 40% discount for amateur				

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				Weekly Rate: Fit-ups and Rehearsals £ per week	3,200.00	3,730.00	Inclusive of technical staff, lighting, sound. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals Additional Hours £ per hour	120.00 / hour	93.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals Overrun Hours £ per hour	200.00 / hour	232.50	Charged over 48 hours. 40% discount for amateur
			<b>Conferences</b>	Conferences (now £ per hour)	530.00	145.75	Minimum 4 hours. Includes projector, furniture, basic sound, basic lighting and technician/FoH staff. CCC departments qualify for 10% discount.
			<b>Classes &amp; Workshops</b>	Conferences: Additional hours £ per hour	115.00	145.75	Commerical offer
				Studio Hire Daytimes £ per hour	15.50	18.00	10% discount for non-profit orgs
				Studio Hire evenings & weekends £ per hour	25.50	29.00	10% discount for non-profit orgs
177,515	376,843	384,380	<b>Y Ffwrnes</b>	<b>Hire of Venue</b>			
			<b>Main House</b>	Daily Rate: Performances Main House £ per hour	215.00 / hour	250.00	Minimum 4 hours, Maximum 10 hours. inclusive of 3 technical staff, Box Office Staff, FoH and Bar staff in line with scale of the event, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community, amateur and not for profit groups.
				Daily Rate: Performances Overrun Hours £ per hour	430.00 / hour	500.00	Charged over 10 hours. 40% discount for amateur
				Weekly Rate: Performances £ per week	4,400.00	5,125.00	Inclusive of 3 technical staff up to 40 hours, Box Office Staff, FoH and Bar staff, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community & amateur groups.
				Weekly Rate: Performance Additional Hours £ per hour	322.50 / hour	250.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly Rate: Performances Overrun Hours £ per hour	537.50 / hour	625.00	Charged over 48 hours. 40% discount for amateur

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			<b>Stiwdio Stepni</b>	Daily Rate: Fit-ups & rehearsals £ per hour	80.00 / hour	93.00	Minimum 4 hours, Maximum 10 hours. Inclusive of 3 technical staff, basic lighting and basic sound, get-in and get-out and dressing rooms (No FoH/Bar staff). Streamlined costs which are standardised across the venues. 40% discount for community, amateur and not for profit groups.
				Daily Rate Fit-ups and Rehearsals: OverrunHours £ per hour	160.00 / hour	186.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals £ per week	3,200.00	3,730.00	Inclusive of technical staff, lighting, sound. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals Additional Hours £ per hour	120.00 / hour	93.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals Overrun Hours £ per hour	200.00 / hour	232.50	Charged over 48 hours. 40% discount for amateur
				Daily Rate: Performances £ per hour	90.00 / hour	105.00	Minimum 4 hours, Maxium 10 hours. Inclusive of 1 technical staff, Box Office Staff, FoH and Bar staff in line with scale of the event, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community, amateur and not for profit groups.
				Daily Rate: Performance Overrun Hours £ per hour	180.00 / hour	210.00	Charged over 10 hours. 40% discount for amateur
				Weekly Rate: Performances £ per week	1,750.00	2,040.00	Hire charge is inclusive of 1 technical staff up to 40 hours, Box Office Staff, FoH and Bar staff, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community & amateur groups.
				Weekly Rate: Performances Additional Hours £ per hour	135.00 / hour	105.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly rate: Performances Overrun Hours £ per hour	225.00 / hour	262.50	Charged over 48 hours. 40% discount for amateur
			Daily Rate: Fit-ups and Reheasals £ per hour	30.00 / hour	35.00	Minimum 4 hours, Maxium 10 hours. Inclusive of 1 technical staff, basic lighting and basic sound, get-in and get-out and dressing rooms (No FoH/Bar staff). 40% discount for community, amateur and not for profit groups.	

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments	
			<b>Conferences</b>	Daily Rate: Fit-ups and Rehearsals Overrun Hours £ per hour	60.00 /hour	70.00	Charged over 10 hours. 40% discount for amateur	
				Weekly Rate: Fit-ups and Rehearsals £ per week	1,200.00	1,400.00	Inclusive of technical staff, lighting, sound. 40% discount for amateur	
				Weekly Rate: Fit-ups and Rehearsals Additional Hours £ per hour	45.00 / hour	35.00	Charged over 40 hours up to 48 hours. 40% discount for amateur	
				Weekly Rate: Fit-ups and Rehearsals Overrun Hours £ per hour	75.00 / hour	87.50	Charged over 48 hours. 40% discount for amateur	
				Ffwrnes Main House Conferences now £ per hour	530.00	145.75	Minimum 4 hours. Includes projector, furniture, basic sound, basic lighting and technician/FoH staff. CCC departments qualify for 10% discount.	
				Ffwrnes Main House Conferences: Additional hours £ per hour	115.00	145.75		
				Ffwrnes Studio & Crochan Conferences now £ per hour	215.00	59.15	Minimum 2 hours. Includes projector, furniture, basic sound, basic lighting and technician/FoH staff. CCC departments qualify for 10% discount.	
				Ffwrnes Studio & Crochan Conferences: Additional hours £ per hour	53.00	59.15		
				<b>Classes &amp; Workshops</b>	Studio & Crochan Workshops - Daytimes £ per hour	15.50	18.00	10% discount for non-profit orgs
					Studio & Crochan Workshops - evenings & weekends £ per hour	25.50	29.00	10% discount for non-profit orgs
2,959	10,566	10,777	<b>Miner's Theatre</b>	<b>Monday to Sunday</b>				
			<b>Performances</b>	Daily Rate: Performances £ per hour	62.00 / hour	72.00	Minimum 4 hours, Maxium 10 hours. Inclusive of 1 technical staff, Box Office Staff, FoH and Bar staff in line with scale of the event, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community, amateur and not for profit groups.	
				Daily Rate: Overrun Hours £ per hour	124.00 / hour	144.00	Charged over 10 hours. 40% discount for amateur	

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				Weekly Rate: Performances £ per week	1,300.00	1,510.00	Hire charge is inclusive of 1 technical staff up to 40 hours, Box Office Staff, FoH and Bar staff, basic lighting and basic sound, get-in and get-out and dressing rooms. 40% discount for community & amateur groups.
				Weekly Rate: Performances Additional Hours £ per hour	93.00	72.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly rate: Performances Overrun Hours £ per hour	155.00	180.00	Charged over 48 hours. 40% discount for amateur
				Daily Rate: Fit-ups & rehearsals £ per hour	25.50 / hour	30.00	Minimum 4 hours, maximum 10 hours. Inclusive of 1 technical staff, basic lighting and basic sound, get-in and get-out and dressing rooms (No FoH/Bar staff). 40% discount for community, amateur and not for profit groups.
				Daily Rate: Fit-ups & rehearsals Overrun Hours £ per hour	51.00 / hour	60.00	Charged over 10 hours. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals £ per week	1,020.00	1,190.00	Inclusive of technical staff, lighting, sound. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals Additional Hours £ per hour	38.25 / hour	30.00	Charged over 40 hours up to 48 hours. 40% discount for amateur
				Weekly Rate: Fit-ups and Rehearsals Overrun Hours £ per hour	63.75 / hour	75.00	Charged over 48 hours. 40% discount for amateur
			<b>Classes &amp; Workshops</b>	Workshops Hire Daytimes £ per hour	15.50	15.50 / 10	£10 rate if booked through community volunteer group
				Workshops Hire evenings & weekends £ per hour	25.50	25.50 / 10	£10 rate if booked through community volunteer group
41,999	165,460	168,769	<b>All Theatres</b>				
Page 83			<b>Misc Resources</b>	Box Office Commission	5%	6% on commercial shows / 5% on amateur shows	Charged on the net box office takings for performances under hire contracts
				Performing Rights Society	Recharged to applicable tariff	Recharged to applicable tariff	Performing Rights Society recharge - tariffs varies according to type of show. Charged on the net box office takings

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				Credit Card Commission	2%	2%	Charged on the net box office takings
				Tickets for Performances & Events	Price set according to individual contracts, taking into account factors such as venue capacity/artist fee/likely demand/time of year etc	Price set according to individual contracts, taking into account factors such as venue capacity/artist fee/likely demand/time of year etc	Tickets prices set in accordance with programming strategy, and with sensitivity and knowledge of market and local audiences. Occasional special initiatives (such as 'Pay What you Decide' or discounted/free tickets offered to specific community groups, offered to incentivise and develop or diversify audiences, and to be determined in line with audience development plans
				Additional discounts on hire charges for specific initiatives	Management discretion (more than one officer to agree)	Management discretion (more than one officer to agree)	Occasional special initiatives such as discounted/free venue hire offered to specific community groups, offered to incentivise and develop local community engagement and support, and to be determined in line with audience development plans
				Loyalty Card Scheme	5%	5%	5% bonus to Individual TSG Loyalty Card Holders (Agency Ticket sales are precluded from the Individual TSG Loyalty Card Scheme). Sales by registered Ticket Agents not applicable and are subject to negotiation
				Bank Holiday rates	Double rate	Double rate	All venue hire including performances, fit-ups and rehearsals, and additional hours, but excluding weekly hires.
				Overrun charges per hour	Now listed under additional charges and overrun charges	N/A	Additional Hours and Overrun hours intended to discourage excessive hours, and to support a maximum working week of 48 hours (as per Theatres annualised hours protocol)
				Marketing services recharges	By quotation + 15%	By quotation + 15%	e.g. radio or print advertising, e-mail or social media campaigns etc.
				Technical services & equipment recharges/contracted hire	By quotation + 15%	By quotation + 15%	e.g. piano tuning, special effects, technical equipment, additional technical staff.
				Kiosk & Bar	Mark up to RRP	Mark up to RRP	



**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
0	41,263	42,088	<b>Dylan Thomas Boathouse</b>	<b>Entrance Fees</b>			
				<b>Entry Charges</b>			
				Adults	5.50	6.00	Applies to: Students (with valid student ID card), Visitors with disabilities (also entitled to a free carer/companion ticket). If assistance is required for a visit, one registered carer will be admitted free of charge with each paying disabled ticket.
				Concessionary	4.50	5.50	
				Children (5 - 18)	2.50	3.00	
				Parties of 5 or more	10% discount	N/A	Product no longer available
				Family Ticket (2 adults & 2 children)	13.50	N/A	Replaced by Flexible Family/Small Group ticket in line with MOLS
				Educational Party Visits. Winter months only	Free	N/A	
				Flexible Family/Small Group Day Ticket		10% discount on admission for 4+ people	Family Ticket Watch report (Kids in Museums) recommends options for flexible ticketing. Any family/small group of 4+ people receive 10% discount from total admission. This provides a strong marketing message about the audience and will encourage visitor numbers and secondary spend.
				Weekly multi-site ticket (MOLS and DTBH)		Adult 10.00, Concession 9.00, Child (5-18) 5.50	Unlimited visits to MOLS and DTBH for 1 week
				Access to Writing Shed to the Public during Peak holiday periods. Photography allowed.	30.00 - 90.00	30.00 - 90.00	Minimum charge £30, access to be arranged
				Tickets for Events	Price set taking into account factors such as venue capacity/ artist fee/likely demand/time of year etc	Price set taking into account factors such as venue capacity/ artist fee/likely demand/time of year etc	Management discretion delegated

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
3,798	29,066	29,647		<b>Facility Hire</b> Access to the Writing Shed By professional Companies/individuals  Per hour - Access to the Boathouse for profit making filming & photography  Per hour - Facility fees for private hire for functions/events (out of normal hrs)	90.00 per hour, 45.00 for amateur groups/individ. 130.00 per hour  250.00 up to 3 hours and 50.00 per hour thereafter  Mark up to RRP	100.00 per hour, 50.00 for amateur groups/individ. 150.00 per hour  300.00 up to 3hours and 50.00 per hour thereafter.  Mark up to RRP	Access hours by negotiation  Access hours by negotiation  Potentially available as a wedding venue. TBC. Facility hire at management discretion.
22,206	46,733	47,668		<b>Bookshop</b>  <b>Tearoom</b>	Prices vary according to menu. Target 3 x wholesale costs	Prices vary according to menu. Target 3 x wholesale costs	30% mark up  Consider increasing this to 4 x
12,480	17,007	17,007	<b>Oriel Myrddin</b>	<b>Retail Area</b>  Exhibitions originated by gallery and made available to tour elsewhere  Tickets for Events  <b>Hire of Studio</b>  Room hire /hr or part Room hire /session, morning, afternoon or evening  Room hire all day  Gallery Hire Evening 5pm -9pm (include one member of staff) Deposit on Gallery hire School Artist Workshop Residencies  Formal education visits to gallery (schools & colleges) Gallery led workshops for schools	30%  1,000.00  45.00 - 250.00  25.00  40.00  up to 10 students 30.00 11-20 students 60.00 21-25 students 90.00	30%  1,500.00  50.00 - 250.00 200.00 50.00 75.00 for 1/2 day mornings & afternoons 150.00 for evenings 75.00 300.00 500.00  up to 10 students 45.00 11-20 students 75.00 21-25 students 75.00	Retail mark-up at discretion of CIO with view to maximising profit whenever possible  10% discount for Artist Club members per daily rate 10.00 - 16.00 10% discount for Artist Club members hourly rate 10% discount for Artist Club members  day rate for meeting room (office hours) 10% discount for Artist Club members  This can vary depending on the nature of the supporting external grant prices kept affordable for schools / colleges

APPENDIX C

**CHARGING DIGEST - Leisure**

THEATRES AND ARTS VENUES

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
37,273	27,900	27,900		<b>Exhibitions &amp; work on sale commissions</b> Grant Aided Exhibitions Exhibited work Gallery open workshops - Adults  Gallery open workshops - Children Lectures	30% half day 45.00 whole day 60.00 - 100.00 weekend 100.00 w/s series 250.00 5.00 - 35.00 2.00 - 5.00	30% half day 55.00 150.00 150.00 250.00 7.50 - 50.00	These will be taken to the Trustees for comment and any changes they may decide  Dependent on who delivers, outcome materials etc.  Dependent on who delivers, outcome materials etc. Dependent on who delivers, outcome materials etc. Suggested donations to the gallery are increasing but the site is closed for approx.12 months for renovation work.
5,995	14,463	14,752	<b>Carmarthenshire Centre for Crafts - Y Gat / The Gate</b>	<b>Studio Hire</b>  Large Units Small Units  <b>Meeting Room Hire Community 'not for profit' organisations</b>  <b>Weekdays</b> Per hour in the day Per hour in the evening Session of up to 4 hours Full day  <b>Weekends</b> Per hour in the day Per hour in the evening Session of up to 4 hours Full day	135.00 80.00    18.00 25.00 40.00 75.00  25.00 50.00 80.00		No Fees & Charges set for 2023/24 pending transfer of asset to community

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**THEATRES AND ARTS VENUES**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
15,362	24,094	24,576		<b>Meeting Room Hire Commercial Users</b> <b>Weekdays</b> Per hour in the day Per hour in the evening Session of up to 4 hours Full day <b>Weekends</b> Per hour in the day Per hour in the evening Session of up to 4 hours Full day <b>Kiln Firing</b> <b>Retail Area</b>  <b>Tickets for Events</b>	 25.50 35.75 56.00 87.00  40.00  75.00 95.00 20.00  Bought in stock. Mark up to RRP Exhibited work at sale or return 30% + VAT  Price set taking into account factors such as venue capacity/ artist fee/likely demand/time of year etc		No Fees & Charges set for 2023/24 pending transfer of asset to community

APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
11,619	10,000	10,200	Archives	<b>Photographic Permits</b> 1 day 1 week 1 year Use of tripod (day rate)	7.20 20.40 102.00 10.20	7.75 22.40 112.00 11.20	
				<b>Reproduction in Publications</b> Price per image	30.60	33.60	
				<b>Bespoke Research Fees</b> 1 hour min. & 2 hours max. per request 1 hour minimum & 2 hours maximum	35.70	38.50	
				<b>Official Letter</b> Official Letter / Letter of Certification	8.20	8.95	
				<b>Filming on Premises.</b> Hourly rate (minimum 1 hour)	57.00	62.00	
				<b>Television.</b> Welsh / Regional broadcast up to 10 years British broadcast up to 10 years Reproduction worldwide up to 10 years Web use of images Web use - Online digital streaming services	102.00 153.00 173.00 61.00 205.00	112.00 168.00 190.00 68.00 225.00	
				<b>Stationery</b> Pencils	0.40	0.45	
				<b>Photocopying</b> Black & White A4 Black & White A3 Coloured A4 Coloured A3	0.60 0.70 0.80 0.90	0.68 0.80 0.90 1.00	

APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				<b>Scanned Copies</b>			
				Printed on A4 plain paper	0.60	0.68	
				Printed on A3 plain paper	0.70	0.80	
				Scanned copy saved to CD for 1	3.10	3.35	
				Scanned copy saved to CD for 2 - 5	5.10	5.60	
				Scanned copy saved to CD for 6 - 10 (Max.)	10.20	11.20	
				<b>Digital Copies - Sent by email</b>			
				Jpeg file type for 1	2.10	2.25	
				Jpeg file type for 2 - 5	4.10	4.50	
				Jpeg file type for 6 - 10 (Max.)	8.20	8.85	
				<b>Group Visits</b>			
				Group visit per session (20 people maximum)	10.20	11.00	
632	2,493	2,543	<b>Library Service</b>	<b>Lending Fees</b>			
				DVDs/Videos	2.00	2.00	No change as to encourage higher usage
				DVD Box sets	2.00	2.00	No change as to encourage higher usage
				CDs/Cassettes	1.00	1.00	No change as to encourage higher usage/gradually to be phased out
				<b>Reservation Charges</b>			
				Items not in stock	4.00 per item	4.00 per item	No change as to encourage higher usage
15,761	47,720	48,674		<b>Lettings Fees</b>			
				per hour	15.00	16.00	
				per 2.5 - 4 hr session	38.00	40.00	
				per day 9am to 4:30pm	68.00	72.00	
				evening 5pm to 10pm	100.00	105.00	
				weekly rate for exhibitions	30% commission fee on any sales during the exhibition	30% commission fee on any sales during the exhibition	No change

APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
2,276	13,455	13,724		Gallery/Room Hire per week incl. public performance	250.00 for non profit making organisation, 350.00 for profit making organisation	262.50 for non profit making organisation, 367.50 for profit making organisation	5% increase in line with room hire
				Projector hire	10.00 per hire session	10.50 per hire session	5% increase
				<b>Fines</b>	0.20 per day up to a maximum of 10.00 per item (adults only)	0.20 per day up to a maximum of 10.00 per item (adults only)	No change/being phased out by other authorities
				DVD's	1.00 per day up to a maximum of 10.00 per item	1.00 per day up to a maximum of 10.00 per item	No change as to encourage greater use
7,740	13,108	13,370		<b>Photocopying</b>			
				Black & White A4	0.25	0.25	no change 25% increase applied last year
				Black & White A3	0.35	0.35	no change 16% increase applied last year
				Coloured A4	0.75	0.75	no change 7% increase applied last year
				Coloured A3	1.25	1.25	no change 4% increase applied last year
				Scanning	1.20 per sheet	1.20	no change 20% increase applied last year
				<b>Bespoke Research Fees</b>			
				Private	35.00 per hour	35.00 per hour	no change
				Commercial	50.00 per hour	50.00 per hour	no change
				Family history training sessions	15.00 per hour	15.00 per hour	no change
Local history enquiries e.g newspaper searches, census searches	7.50 per half an hour (under 30 mins - no charge, Over 30mins to a maximum of 2 hours charged at 7.50 per half hour)	7.50 per half an hour (under 30 mins - no charge, Over 30mins to a maximum of 2 hours charged at 7.50 per half hour)	no change 50% increase applied last year				

APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
0	17,655	18,008	Museums Admissions	<b>Makerspace room hire fees</b>			
				per hour	15.00	15.75	5% rise includes equipment as part of hire
				per 2.5 - 4 hr session	38.00	39.90	5% rise includes equipment as part of hire
				per day 9am to 4:30pm	68.00	71.40	5% rise includes equipment as part of hire
				evening 5pm to 10pm	100.00	105.00	5% rise includes equipment as part of hire
				Weekly rate non-profit organisations	250.00	262.50	5% rise includes equipment as part of hire
				Weekly rate profit making organisation	350.00	367.50	5% rise includes equipment as part of hire
				<b>Makerspace equipment hire per session</b>			
				All equipment	15.00	15.00	No change
				Projector	10.00	10.50	5% rise applied
				<b>Instruction Fees (1st induction free)</b>			
				Staff led	30.00	30.00	No change
				Commercial	45.00	45.00	No change
				<b>Makerspace Assistance</b> e.g support using 3D printer, music booth, maker equipment			7.50 per half an hour (under 30 mins - no charge, Over 30mins to a maximum of 2 hours charged at 7.50 per half
<b>3D printing charges</b>							
3D printing per minute	1.00	1.00	No change				
<b>Museum of Land Speed</b>							
Adult day ticket	6.00	7.00 (Vatable)	New facility to open 2023. Financial strategy recommends starting with simple charging, moving to flexible pricing and bundling in future years to manage demand and drive business in low season.				
Concessionary adult day ticket		6.00	Applies to: Students (with valid student ID card), Visitors with disabilities (also entitled to a free carer/companion ticket). If assistance is required for a visit, one registered carer will be admitted free of charge with each paying disabled ticket.				



APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
26,791	35,763	36,478	<b>Venue Hire</b>	Child (5-18 years) day ticket	3.00	4.00	Family Ticket Watch report (Kids in Museums) recommends options for flexible ticketing. Any family/small group of 4+ people visiting with a child receive 10% discount from total admission price. This provides a strong marketing message about the audience and will encourage visitor numbers and secondary spend.  Unlimited visits to to MOLS and DTBH for 1 week  Charges will be applied for taught services (not currently available); self-directed visits when museum is open are free.  Basic delegate price is inclusive of museum admission, room hire, use of IT equipment, and 2x servings of tea/coffee/juice/biscuits and basic buffet (provided by y Caban); top end is gold standard buffet - minimum booking of 10. 20% discount for CCC internal bookings. Prices set at local market rate (e.g. Botanic Garden, Pembrey)  Conditions: Senior Manager sign off, discretionary, restricted to voluntary groups and promoting the authority's inclusion agenda. This is available only when museum is otherwise open and within normal opening hours. Refreshments/catering not included.
				Child (0-4)	No Charge	No Charge	
				Flexible Family/small group Day Ticket		10% discount on admission for 4+ people	
				Weekly multi-site ticket (MOLS and DTBH)		Adult 10.00, Concession 9.00, Child (5-18) 5.50	
				School/college groups (self-directed), per head		No charge	
				<b>Museum of Land Speed</b>			
				Corporate hire - delegate day package		18.95 to 25.95 +VAT	
				Multifunction - room hire only per half day/day for Carmarthenshire voluntary community groups		100.00 / 150.00 (VAT exempt)	

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**ARCHIVES, LIBRARIES & MUSEUMS**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				<b>Carmarthenshire Museum</b> <b>Bishops Library</b> Per hour (10am- 4.30pm)  Corporate hire - delegate fee  Library room hire only - per half day / day for Carmarthenshire voluntary community groups or classes  Buffet lunch at any museum  <b>Bishops Dining Room</b>    <b>Parc Howard</b> <b>Stepney Gallery</b> <b>Neville Gallery</b>	22.00	N/A  13.50 +VAT  75.00 / 100.00 (VAT exempt)  12.5% service charge  Not currently for hire	Simplification and realignment of charging digest to improve business. - clarification of division between local community group and corporate hire.  Inclusive of museum tour, room hire, use of IT equipment, and 2x servings of tea/coffee/juice/biscuits - minimum booking of 10. 20% discount for CCC internal bookings.  Conditions: This rate is discretionary, senior manager sign off, restricted to educational or voluntary groups and promoting the authority's inclusion agenda. This is available only when museum is otherwise open and within normal opening hours. Refreshments are not included.  Sourced via third party. Cost plus service charge.  This room is not currently available due to ongoing refurbishment. Venue hire price detail will be developed further in 2023 to account for a tailored approach to the size, type, requirements and duration of each event/function as per industry standard to events management.  Museum closed 2021-2023 for building renovations. Charges will be reviewed following museum redevelopment and business assessment.

APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				<b>Museums All/venue hire</b>			
				Exclusive hire			Bespoke packages tailored on a case-by-case basis, subject to duration, staff support required, number of rooms used, type of booking, etc.
				TV/Film location			Film hire charges and contracts are agreed on a case-by-case basis through Marketing & Media
				<b>Equipment hire, per event</b>			
				Projector hire + screen	15.00	16.50	Hire service included in new delegate charge; otherwise, these apply for organisations receiving a room hire discount.
				Flipchart and pens	10.00	11.00	
				Extension cable, cable covers	10.00	11.00	
				Easel, each	10.00	11.00	
				Portable induction loop	10.00	11.00	
				Lectern	10.00	11.00	
			<b>Sales</b>	Retail (all sites)			
				Catering/buffet (associated with room hire/events)		12.5% service charge	Supply of buffet procured from third party; cost + service charge
				Teas/coffee, per head		1.45	
				Tea/coffee + biscuits, per head		1.95	
				Tea, coffee, juice, per head		1.95	
				Tea, coffee, juice, biscuits, per head		2.30	
				Photographic services	26.00	25.00 - 55.00	Inclusive of VAT. Includes image supply (£15) and administration (£10); licence fees are additional. New photography (where no image already exists) £30 per hour. Prices reflect market rate.

**APPENDIX C**

**CHARGING DIGEST - Leisure**

**ARCHIVES, LIBRARIES & MUSEUMS**

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
			Image licence/Reproduction fees	Research publication/academic journal	75.00	No charge	Academic usage is defined as a license to reproduce within an academic journal or a research publication of a small print run. The County Council retains the right to charge where appropriate, including larger print run academic publications.
				Larger print run academic / educational / not-for-profit - one language one region		Full page 50.00; Half page 37.50; less than half page 30.00	One region examples include North America or Europe
				Larger print run academic / educational / not-for-profit - world rights one language		Full page 60.00; Half page 40.00; less than half page 35.00	
				Larger print run academic / educational / not-for-profit - world rights all languages		Full page 70.00; Half page 52.50; less than half page 40.00	
				Commercial publication - one language one region		Full page 150.00; Half page £112.50; less than half page 90.00	
				Commercial publication - world rights one language		Full page 190.00; Half page 142.50; less than half page 110.00	
				Commercial publication - world rights all languages		Full page 250.00; Half page 187.50; less than half page 145.00	
				Exhibition material, including catalogues - one language one region		Full page 100.00; Half page 75.00; less than half page 55.00	
				Exhibition material, including catalogues - world rights/one language		Full page 120.00; Half page 90.00; less than half page 70.00	
				Exhibition material, including catalogues - world rights/all languages		Full page 140.00; Half page 105.00; less than half page 80.00	

APPENDIX C

**CHARGING DIGEST - Leisure**

ARCHIVES, LIBRARIES & MUSEUMS

2021/22 Actual £	2022/23 Budget £	2023/24 Budget £	Business Unit	Service Provided	2022/23 Charge Levied £	2023/24 Proposed Charge £	Comments
				Media - TV/Online broadcast of a still image (up to 6 seconds)		One country: 5 years = 210.00, 10 years = 270.00; World rights: 5 years = 270.00, 10 years = 400.00; World extended rights: 5 years = 350.00, 10 years = 600.00	World extended rights: all subscription TV, pay per view TV, on demand media, download-to-rent, permanent copy (e.g. DVDs, Blu-Ray, download-to-own) and all non-theatrical public showings (e.g. festivals, prisons, etc.)
				Media - Educational and academic film		One country = 60.00; World rights = 100.00; World extended rights = 175.00	
				Advertising		One country = 350.00; World rights = 450.00; World extended rights = 600.00	
				Online use - Blog/social media		Academic/Educational use - no charge; Non-commercial 30.00; Commercial = 100.00	
				Online use - website		Academic/Educational use - no charge; Non-commercial 50.00; Commercial = 200.00	
				Arts / crafts sales		30%	Minimum 30% commission on sales
				<b>Research fees</b>			
				Educational (schools, college) Private/individual, per hour	35.00	No charge 38.50	Maximum 1 hour research time For research carried out on behalf of an individual
				Commercial, per hour	50.00	55.00	For research carried out on behalf of an organisation

This page is intentionally left blank

# Agenda Item 5

## Communities, Homes and Regeneration Scrutiny Committee

**26<sup>th</sup> January 2023**

**Subject: COMMUNITIES, HOMES AND REGENERATION SCRUTINY COMMITTEE TASK AND FINISH GROUP – EMERGENCY SOCIAL HOUSING ALLOCATIONS POLICY**

**PURPOSE:** - To provide the Committee with the findings and recommendations of its Task and Finish Group

**THE SCRUTINY COMMITTEE IS ASKED TO:** To consider the findings of its Task and Finish Group established to develop an Emergency Social Housing Allocations Policy and to recommend its adoption to Cabinet and Council as an interim measure pending the completion of a review of the Social Housing Allocations Policy ie:-

1. To recommend the Emergency Interim Housing Allocation Policy be approved by Council;
2. To recommend that Council approve that the current Choice Based Lettings Policy be suspended for approximately one year, and the Emergency Interim Social Housing Allocations Policy be implemented;
3. To recommend that the Scrutiny Committee receive updates at every meeting from officers on the effectiveness of the change;
4. To recommend that the content of the update reports include data for the previous period referring to:
  - Proportion of properties directly matched and those advertised
  - Banding of Clients directly matched
  - Number of properties directly matched and advertised by each community connection area, type of property and landlord
  - Proportion of direct matches that were successful
  - Number of direct matches where the client requests a review of the allocation, and the outcome of those reviews
  - Number of direct matches where the client refuses the allocation but doesn't request a review

**Reason(s)**

The adoption of the Emergency Social Housing Allocation Policy is required to address the unprecedented demand being experienced for Social Housing at the present time.

**CABINET MEMBER PORTFOLIO HOLDER: - Councillor Linda Davies Cabinet Member for Homes and Deputy Leader**

Directorate: Chief Executives  Report Author  Councillor Deryk Cundy  Kevin Thomas	Designations:  Chair of the Task and Finish Group  Democratic Services Officer	<a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a>
--	--	--

# EXECUTIVE SUMMARY

## PRE- SCRUTINY TASK AND FINISH GROUP – EMERGENCY SOCIAL HOUSING ALLOCATIONS POLICY

At its meeting held on the 29<sup>th</sup> September 2022 the Communities, Homes and Regeneration Scrutiny Committee agreed to establish a Pre-Scrutiny Task & Finish Group to develop an Emergency Social Housing Allocations Policy for Carmarthenshire to address the unprecedented situation where the Council, as with all Welsh Local Authorities and Registered Social Landlords, was facing increased demand for social housing that was exceeding the level of supply, with the position having significantly worsened over recent weeks due to a number of external factors.

In selecting this topic for review the committee identified:

- A severe shortage of affordable housing across the county both in Social Housing and the Private Rented Sector
- The Authority had a duty to house persons who were presenting as homeless or facing homelessness
- With more and more applicants for social housing in severe need, the current letting policy was not fit for purpose and the Council needed to create an interim fairer, more transparent housing register better suited to the current situation in the county

### Main Scope and Aims of the Group

The main Scope and Aims of the group were agreed as follows:

- To agree a simplified Interim Social Housing Allocations Policy based on data and evidence
- To create a transparent process for allocating homes during the current emergency period
- To align the development of a policy with the current review of the Social Housing Allocations Policy and the development of the Rapid Re-Housing Transition Plan in line with Welsh Government Policy to make homelessness rare, brief and unrepeatable
- To develop an Emergency Interim Housing Allocations Policy and make recommendations to the Cabinet and Council for approval

The attached report details the Task and Finish Group's findings and recommendation to the Cabinet / Council for approval

**DETAILED REPORT ATTACHED?**

**YES**

**1 Task and Finish Report**

**2. Draft Emergency Social Housing Allocations Policy**



# 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: **Linda Rees-Jones** **Head of Administration and Law**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>

## Policy

A thorough Equality Impact Assessment is being carried out and will be made available once completed

## Legal

Advice from Counsel has been received to ensure that the policy complies with all current legislation

## Finance

As outlined in the 2023/24 Draft budget published on 13 December 2022, additional funding has been allocated to the Homelessness Prevention Budget line. This funding is to support local authorities to continue our 'no-one left out' approach and support ongoing homelessness prevention and relief interventions across Wales.

### 'No one left out' funding

Of this funding, WG are allocating **£15m** in 2023/24 to support the continuation of the 'no-one left out' approach. The purpose of the funding will be in line with the funding WG allocated in 2022/23. The 2023/24 allocation formula is 85% based on demand (in terms of average numbers in TA, TA costs and statutory demand for services).

The indicative allocation of 'No one left out' funding for Carmarthenshire for 2023/24 is £622,348.

**Risk Management Issues**

Failure to introduce the interim policy will risk people being homeless for longer than they need be and also an increase in people in temporary accommodation and people in TA for too long.

**CABINET MEMBER PORTFOLIO  
HOLDER(S) AWARE/CONSULTED**

YES

Councillor Linda Davies Evans – Housing and Deputy  
Leader**Section 100D Local Government Act, 1972 – Access to Information  
List of Background Papers used in the preparation of this report:**

THERE ARE NONE

# Communities, Homes and Regeneration Scrutiny Committee Pre Task & Finish Group Report 2022-23

Emergency Interim Social Housing Allocations  
Policy

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



Page 103

## Contents

---

<b>Chair's Foreword</b>	<b>3</b>
<b>Background</b>	<b>4</b>
<b>Main Scopes and aims of the Task and Finish Group</b>	<b>4</b>
<b>Membership of the Task &amp; Finish Group</b>	<b>5</b>
<b>Attendance at Meetings</b>	<b>6</b>
<b>Overview of Information Received by the Group</b>	<b>6</b>
<b>Background Information on the Case for Change</b>	<b>8</b>
<b>Proposals for the Development of an Emergency Allocations Policy</b>	<b>12</b>
<b>Emergency Social Housing Allocations Policy</b>	<b>15</b>
<b>Conclusion of the Task and Finish Group</b>	<b>18</b>
<b>Recommendations for Consideration by the Cabinet</b>	<b>18</b>
<b>Appendices: Draft Emergency Allocations Policy</b>	<b>20</b>

## **Chair's Foreword**

I am pleased to present the report of the Communities, Homes and Regeneration Scrutiny Committee's Task and Finish Group established by the Committee in September 2022 to develop an Emergency Social Housing Allocations Policy for Carmarthenshire to address the unprecedented situation faced by both the Council, and its Social Housing Partners, where the increased demand for social housing was exceeding the level of supply

Members of the Committee, at that time, felt the development of the policy to be important to address the unprecedented demand and to present a report on policy options to the Cabinet and Council for their consideration, and adoption, as an interim Emergency Policy until such time as a full review of the Common Allocations Policy was undertaken, and adopted by the Council

As part of the review, we examined the current legislative duties placed on local housing authorities, the impact of impending legislation on the private rented sector, the operation of the Housing Choice register and the 'bidding process' via 'Canfod Cartref – Home Finder' for applicants seeking Social Housing together with the operation of the Current Social Housing Allocations Policy and whether it was fit for purpose in the current climate.

I hope the recommendations we have made will deliver improvements to the allocation of Social Housing within Carmarthenshire.

I am very grateful to my fellow members of this group for their input and commitment during this review.

I would also like to extend my thanks to the officers who have provided specialist advice and support throughout.

**Councillor Deryk Cundy**

**Chair of the Task & Finish Group**

## **Background**

At its meeting held on the 29<sup>th</sup> September 2022 the Communities, Homes and Regeneration Scrutiny Committee agreed to establish a Pre-Scrutiny Task & Finish Group to develop an Emergency Interim Social Housing Allocations Policy for Carmarthenshire to address the unprecedented situation being faced by the Council, (as with all Welsh Local Authorities and Registered Social Landlords), where the increased demand for social housing was exceeding the level of supply. That situation had significantly worsened over recent weeks and months due to a number of external factors.

In selecting this topic for review the committee identified:

- A severe shortage of affordable housing across the county both in Social Housing and the Private Rented Sector
- The Authority had a duty to house persons who were presenting as homeless or threatened with homelessness
- With more and more applicants for social housing in severe need, the current letting policy was not fit for purpose and the Council needed to create an interim fairer, more transparent housing register better suited to the current situation in the county

## **Main Scope and Aims of the Group**

The main Scope and Aims of the group were agreed as follows:

- To agree a simplified Interim Social Housing Allocations Policy based on data and evidence
- To create a transparent process for allocating homes during the current emergency period
- To align the development of a policy with the current review of the Social Housing Allocations Policy and the development of the Rapid Re-Housing Transition Plan in line with Welsh Government Policy to make homelessness rare, brief and unrepeated
- To develop an Emergency Interim Housing Allocations Policy and make recommendations to the Cabinet and Council for approval

## Membership of the Task & Finish Group

The Communities, Homes and Regeneration Scrutiny Committee at its meeting held on the 29<sup>th</sup> September also agreed that the membership of the Task & Finish Group will comprise 6 Elected Members appointed to reflect the political balance of the Council as a whole, as far as possible:-



Cllr Betsan Jones (Vice chair)

Labour



Cllr Ken Howells

Plaid Cymru



Cllr Deryk Cundy (Chair)

Plaid Cymru



Cllr Martyn Palfreman

Labour



Cllr Russell Sparks

Plaid Cymru

\*NOTE Councillor Hugh Shepardson was unable to take up his seat on the Task and Finish Group which then comprised the five remaining members

## Attendance at Meetings

Attendance by members of the Task & Finish Group is shown in the table below. A total of 5 meetings were held during the period October 2022 to January 2023.

Scrutiny Committee Member	Meetings Attended	%
Cllr. Deryk Cundy (Chair)	5	100
Cllr. Betsan Jones (Vice Chair)	5	100
Cllr. Ken Howell	5	100
Cllr. Martyn Palfreman	5	100
Cllr. Russel Sparks	5	100

## Overview of information received by the group

The group received a considerable amount of information in the form of written and verbal reports, including details on current housing supply / demand, homelessness, Government legislation, Housing Choice Register and the bidding process for homes via 'Canfod Cartref – Home Finder'.

Listed below are some of the reports viewed by the group at each of its meetings-

### 1<sup>st</sup> Meeting - 11<sup>th</sup> October 2022 - Presentation on the 'Case for Change – Social Housing Allocation Policy'

#### Content –

- Homelessness – legal obligations and duties placed on the Local Housing Authority together with statistics on levels of, and current homelessness position
- Housing Choice Register – Operation of the register and the bidding process
- Case studies of homelessness
- Other pressures including:
  - the impact of Covid and Government legislation to protect tenants,
  - the impending introduction, in December 2022, of the Renting Homes (Wales) Act 2016 and its potential implications for the private rented sector
  - the impact of the Ukraine conflict and the impending Home Office Dispersal Scheme to disperse migrants throughout the United Kingdom
- Service Development and reconfiguration of the Housing HWB to prioritise prevention



2<sup>nd</sup> Meeting – 24<sup>th</sup> October 2022 – Proposals for the development of an Emergency Interim Allocations Policy

Content: - 9 Policy Proposals and Recommendations together with any associated risks and mitigating measures

3<sup>rd</sup> Meeting – 21<sup>st</sup> November 2022 – Draft Emergency Social Housing Allocations Policy

Content: Draft Emergency Interim Social Housing Allocations Policy for discussion

4<sup>th</sup> Meeting – 6<sup>th</sup> December 2022 –

Content – Draft Emergency Interim Social Housing Allocations Policy incorporating amendments made by the Group at its meeting on the 21<sup>st</sup> November 2022

5<sup>th</sup> Meeting – 10<sup>th</sup> January 2023

Content – Final Draft Emergency Social Housing Allocations Policy together with the Group's report on its findings and recommendations for consideration through the democratic process via the Communities, Homes and Regeneration Scrutiny Committee, Cabinet and ultimately Council for adoption as Council Policy

## 1. First Meeting 10<sup>th</sup> October 2022 - Background information on the 'Case for Change – Social Housing Allocation Policy'

The Group, as part of its consideration on the need for the introduction of an Emergency Social Housing Allocation Policy, received a power-point presentation detailing both the background to, and need for the introduction of an Emergency Allocations Policy divided into the following 5 distinct Sections:

- Homelessness
- Housing Register
- Case Studies
- Other Pressures
- Service Development

The main elements of these sections are outlined below.

### **Homelessness duties and Legislation**

1. The recent, and on-going Covid 19 Pandemic, has resulted in a number of changes to the homelessness duties of Welsh Local Housing Authorities
2. In April 2020, Guidance was issued on widening the definition of vulnerability placing a duty on Housing authorities titled 'Everyone In' to provide a roof to everyone in need
3. November 2021, the Welsh Government launched its High-Level Action Plan to end homelessness Titled 'No Going Back', amending previous guidelines
4. May 2022, Consultation commenced on the Welsh Government's Interim Homelessness Measures and additional funding for homelessness prevention titled 'No One Left out'
5. October 2022 – Secondary Legislation came into force titled – Homelessness (Priority Need and Intentionality) (Wales) Regulations 2022.
6. The Housing (Wales) Act 2014 Sections 62, 66, 68, 73 and 75 places the following duties on Local Housing authorities:

Section 62 - Duty to Assess – anyone can present to the Local Authority who may be or, are about to be made homeless and we need to assess

Section 66 - Duty to help Prevent Homelessness. If there's a threat of homelessness e.g. landlord served notice, the duty on local authorities to help to prevent that homelessness will fall under this section.

Section 68 – Duty to secure Interim accommodation – If a person becomes homeless, and they lose the roof over their head, we have a duty to provide interim accommodation – for example if a landlord had served a Section 21 Notice and bailiffs were at the door

Section 73 - Duty to help to secure accommodation- We have a duty to find secure accommodation. That duty lasts for 2 months and then the onus will fall on Housing Authorities under Section 75 to find secure accommodation

Section 75 – Duty to secure accommodation – If people had been housed in temporary accommodation for 2 months the Local Housing Authority has a duty to provide secure accommodation

### **Housing Register and the ‘Bidding Process’**

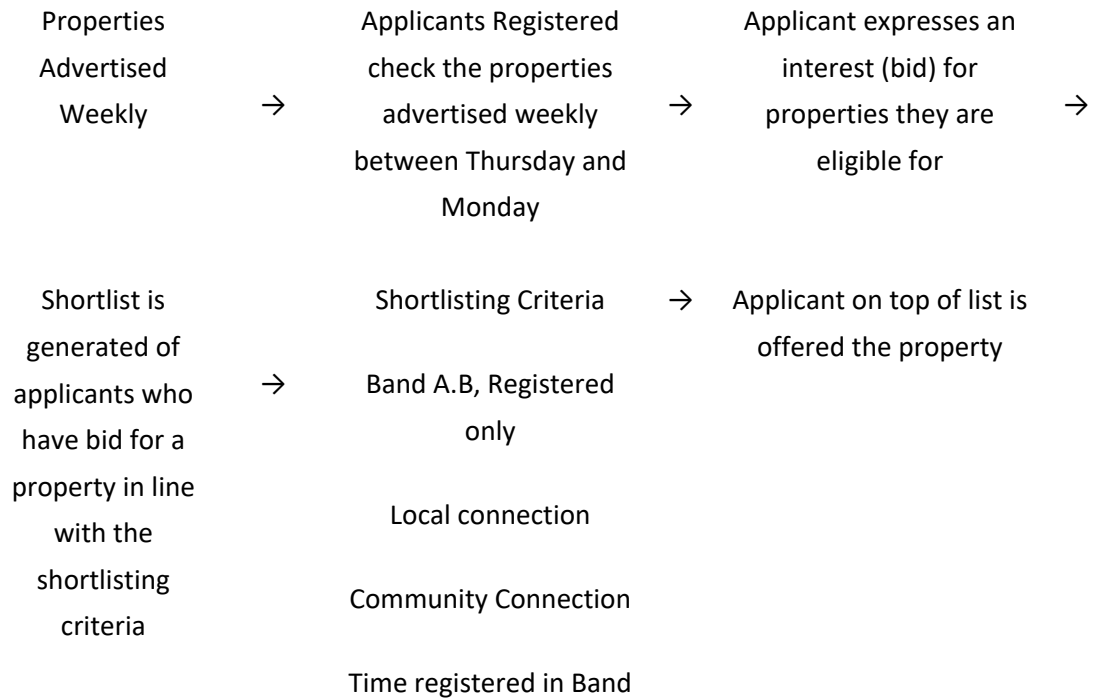
7. The Group noted that anybody can apply to be placed on the Housing Register, including persons falling within Section 62 of The Housing (Wales) Act 2014. However, whilst the Council must accept applications by law, it does not have to register them
8. All applicants requesting to be placed on the Register must provide appropriate information to enable their placement into the appropriate Council Band under Carmarthenshire’s Common Allocation Policy i.e.:

Band A – Homeless, including those falling within Section 75

Band B – Low level housing needs – e.g., overcrowding by one bedroom – people falling within Sections 66, 68 and 73

Registered only – No clear housing need with applicants requesting to be a Council Tenant

9. Once an applicant has been placed on the Register, they can bid for available properties on a weekly basis with the process being:



10. The current bidding process is not considered to be fit for purpose as some people are not bidding for properties or, are only bidding for properties that become available within specific streets/areas.

11. As of September 2022, there were more than 4,500 applicants for Social Housing on the Housing Register. Of those:

- 2,574 (60%) are registered only, with 1,078 (42%) of those not bidding for a property which equates to 25% of the Register
- 1,226 (28%) are in Band B, with 336 (28%) of those not bidding for a property which equates to 8% of the Register
- 537 (14%) are in Band A, with 89 (17%) of those not bidding for a property which equates to 2% of the Register
- Overall, 1,503 people (35%) on the Register are not bidding for properties

Band	Total No. in Band	% of whole Register	No. Bidding	No. Not Bidding	% of register not bidding
<b>Band A</b>	537	12%	448	89	2%
<b>Band B</b>	1,226	28%	890	336	8%
<b>Registered Only</b>	2,574	60%	1,496	1,078	25%
<b>Total</b>	4,337	100%	2,834	1,503	35%

12. The Council currently reviews the Register annually.

### **Other Pressures**

- 1.1 Recent Changes to the Section 21 Notice Period relating to the periods of time landlords could serve on tenants to terminate their tenancy has changed. Initially, it was extended from August 2020 from 2 months to 6 months, before reverting to 2 months in March 2022
- 1.2 In December 2022, the Introduction of the Renting Homes (Wales) Act will come into force extending the S21 Notice period to 6 months for all new contracts
- 1.3 Private Sector Landlords are leaving the sector for a number of reasons including the implications of the new Act on Section 21 Notices and other cost of living pressures;
- 1.4 Since April 2022, the Council has lost 12% of the Simple Lettings stock it manages on behalf of private landlords.
- 1.5 While the Council actively looks to buy back the stock to enable tenants to remain in their tenancies, that is not sustainable long term
- 1.6 There are currently 102 Ukrainian Families living in Carmarthenshire. 73 of those are staying with hosts/sponsors and the remaining 29 in alternative accommodation, including hotels and temporary accommodation
- 1.7 The UK scheme for hosting Ukrainian families applies for a 6-month period. This is due to expire in December 2022 and there's a possibility after this time some families may be presenting themselves as homeless to the Council
- 1.8 The Home Office Dispersal Scheme is expected to result in approximately 141-185 people being dispersed to Carmarthenshire, of which, 75% are single males thereby increasing the demand for homes within the County

### **Service Developments**

- 1.9 To help assist with these pressures, the Department has reconfigured the Housing HWB, offered incentives to private landlords to delay evictions and developed the Rapid Rehousing transition Plan to transform the homelessness service
- 1.10 Delegated authority has recently been granted to the Head of Homes and Safer Communities to directly match individuals to available properties thereby improving the time to allocate a property. To date 20 persons had been directly matched.

## **2. Second Meeting 24<sup>th</sup> October 2022 - Proposals for the Development of an Emergency Interim Allocations Policy**

- 2.1 The Group having identified, and established, the need for the adoption of an Emergency Interim Allocations Policy to enable the Council to meet its Legal Obligations as a Social Landlord under The Housing (Wales) Act 2014, considered a proposals document examining various options and proposals to meeting that obligation
- 2.2 As part of that examination, the Group considered the following 9 proposals, assessing any risks associated with their introduction, how to mitigate any risk, assessing the impact of each proposal and what measures would be introduced to measure the impact of those changes.

### **Proposal 1:**

**Registered Only Band suspended to new applicants** - People being assessed as having no housing need will not be able to join the housing register under the emergency interim allocations policy.

### **Proposal 2:**

**Homes will be matched to people in the greatest need first.** Only if a property cannot be matched will it be advertised on Canfod Cartref - Home Finder.

### **Proposal 3:**

**Applicants will be offered a Reasonable or Suitable Offer.** Applicants to whom we owe a Housing Duty will be given a reasonable offer; all other applicants will be given 2 Suitable offers

### **Proposal 4:**

#### **Direct Allocation - Eligibility**

Direct Allocation framed in accordance with section 167(2) of the Housing Act 1996, permits local authorities to give additional preference to applicants who have urgent housing needs.

**In order of Additional and Reasonable Preference the following applicants will be considered in greatest need and eligible for a direct offer:**

- People who have been assessed as having an exceptional housing need and would qualify for an Emergency Direct Offer of accommodation;
- People who have been assessed under Part 2 of the Housing (Wales) Act 2014 and a section 75 duty has been accepted;
- People who are homeless or threatened with homelessness and who have been assessed under Part 2 and who are owed any duty by the authority under section 73 or 66 of the Housing (Wales) Act 2014;
- People in the existing urgent housing need 'Band A'; and
- People who have a specialist need for adapted accommodation and the availability of suitable accommodation is limited and are in 'Band A'.

**Only Applicants:**

- With exceptional circumstances, additional and reasonable preference (above); and
- Have a Local Connection will be considered for a direct offer for Social Housing where a property becomes available to let, by either CCC or an RSL Partner.
- Where we are unable to directly match an available home to people in greatest need, we will continue to advertise those properties on Canfod Cartref – applicants on the housing register can continue to bid for these homes.

When selecting applicants to be considered for nomination we will consider the size and type of property and whether the property has had disabled adaptations. People who have been assessed as having an exceptional housing need will be considered first. We will then prioritise applications in accordance with the prioritising factors below:

Prioritisation Factors	Criteria	Process
First	Community Connection Criteria	We will sort by Community Connection. People with a community connection will be considered in the first instance.
Second	Time Registered in Duty or the priority band	We will sort in Duty order (1 <sup>st</sup> S.75, 2 <sup>nd</sup> S.73, 3 <sup>rd</sup> S.66) or 4 <sup>th</sup> the time spent in the priority band. Offers will be made in Duty and date order.
Third	Support Needs	Only applicants who can be supported into settled accommodation will be considered. (See Appendix 2 for full details of support needs)
Fourth	Community Cohesion	To support a sustainable tenancy, we will consider the impact of any eligible applicant on the wider community before making the any nomination.

**Proposal 5:**

Applicants who can financially meet their own housing needs will not be able to join the housing register.

**Proposal 6:**

Applicants who fail to re-register, log-on and access their accounts or bid for properties that meet their needs will be removed from the housing register.

**Proposal 7:**

For Existing Applicants: Band A remains; Section 73 and 66 move to Band A; Band B remains; Registered Only Band remains and frozen to new applications (except for 55+, extra care and low-cost home ownership applicants).

**Proposal 8:**

Existing Social Housing Allocations Policy is suspended during the period we operate an Emergency Interim Allocations Policy.

**Proposal 9:**

Welsh Government have confirmed their 'No one left out' approach will continue for 2022-23. Additional Priority Need category due to new Secondary Legislation.

**A Public awareness campaign** will be undertaken to build public recognition of the problem through targeted communications and highlighting the need for direct allocations.

- 2.3 The Group recognised the significant change the proposals would have on the existing Canfod Cartref system where people could bid for houses and that the new proposal could be seen as restricting tenants' choice.
- 2.4 In order to address this, the Group endorsed the need for an effective communications approach to demonstrate the proposals should be seen as being a positive step to providing homes for those in need.
- 2.5 With 4,500 people on the register and only 800 homes becoming available, the introduction of an Emergency Allocations Policy at this time was seen as being necessary to provide homes for those in need
- 2.6 The Group noted the Interim allocations policy, if adopted, would become operational in early 2023 for approximately one year while an exhaustive and thorough review was undertaken of the existing Common Allocations Policy.



- 2.7 The Group recognised the Common Allocations Policy was operated by the Council and its Social Housing Partners and their input and support for the introduction and operation of the Emergency Interim Allocations Policy was vital. In that regard it agreed officers should meet with those partners to gain their views/support

### **3. Third Meeting – 21<sup>st</sup> November 2022 - Emergency Social Housing Allocations Policy**

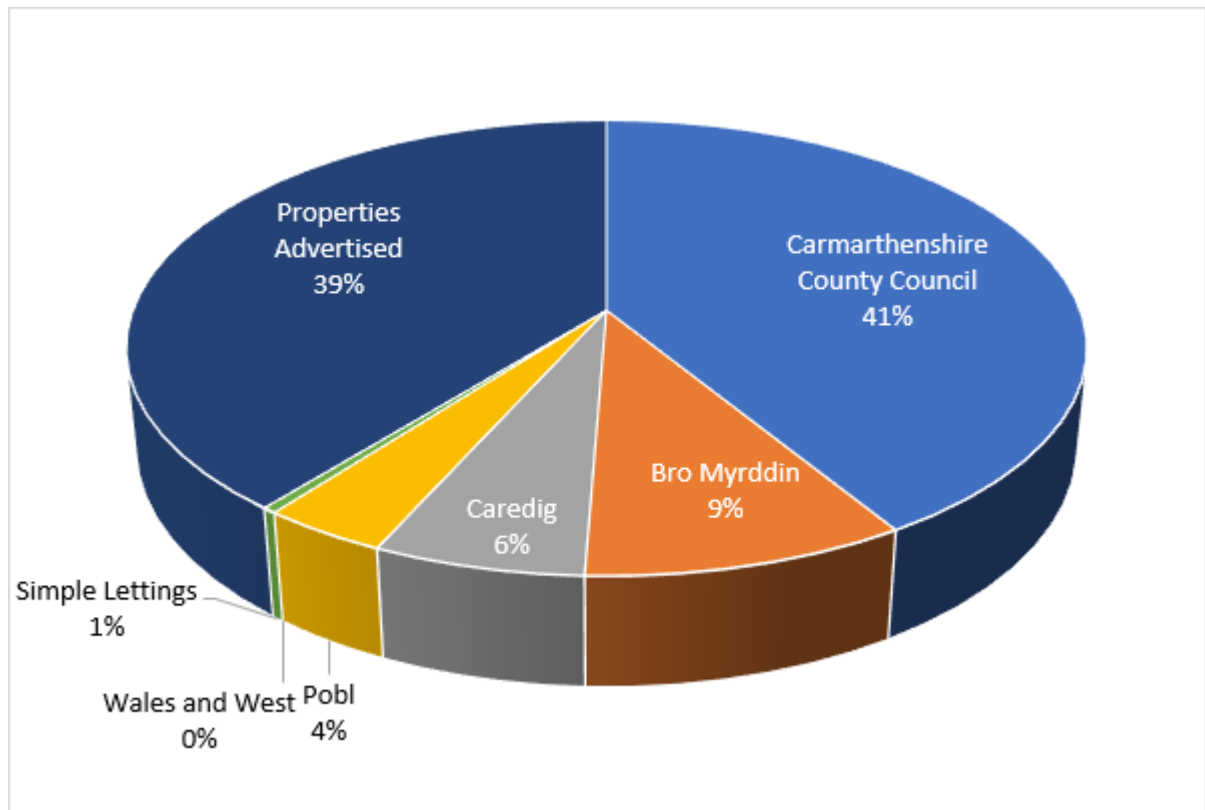
- 3.1 The Task and Finish Group, having considered the 9 Policy Proposals outlined in Section 2, turned its attention to the development of a Draft Emergency Social Housing Allocations Policy into a working document that could be accepted by the partner Registered Social Landlords as an interim arrangement, pending completion of a full review of the current Common Allocations Policy to be undertaken during 2023 for introduction in 2024
- 3.2 The Emergency Social Housing Allocations Policy (attached as an Appendix) has been developed in collaboration with the Council's Registered Social Landlords and tested with frontline staff and addresses the following main policy criteria: -
- Eligibility
  - Application and Assessment
  - Allocation Process
  - Offer of Accommodation
  - Governance Arrangements
- 3.3 If the Draft Emergency Allocations Policy is to be accepted, the Group noted the existing Common Allocations Policy, adopted by the Council in 2016, would need to be suspended to enable the Council, and its partners, to use the scarce housing resources to meet the needs of its vulnerable residents and those in greatest housing need
- 3.4 The Group noted the aims of the Emergency Allocations Policy will be to clearly set out arrangements for how social housing in Carmarthenshire will be allocated during the suspension of the Common Allocations Policy in a fair and transparent manner
- 3.5 The Draft Emergency Policy sets out how eligible people will be nominated for homes in an area in which they wished to be housed and where this is not possible, they will be offered a suitable home that meets their needs
- 3.6 The Group recognised the input of its Social Housing Partners in the development of the Emergency Allocations Policy i.e.: -
- Bro Myrddin Housing Association
  - Caredig Housing Association
  - Pobl Housing Association
  - Wales and West Housing Association

- 3.7 The Policy, if adopted will set out who is eligible for the emergency allocation of social housing, what will be considered in deciding, how an allocation and reasonable offer of a tenancy will be made together with a Right to request a review
- 3.8 The Group recognises that the Emergency Allocations Policy will meet the Council's legal responsibilities and has been developed in accordance with the Housing Act 1996 (Part 6), the Housing (Wales) Act 2014, the Social Services and Well-being (Wales) Act 2014 and the Code of Guidance for Local Authorities: Allocation of Accommodation and Homelessness (Welsh Government 2016)

#### 4. 4<sup>th</sup> Meeting – 6<sup>th</sup> December 2022

- 4.1 The Group received a presentation regarding the impact of direct matching via exceptional circumstances since the beginning of October. Data included the number of direct matches compared to the number of properties advertised by property size/type and landlord, and the number of matches by Band. It also showed the number of matches that were unsuccessful and the reasons for this.
- 4.2 Between week ending 7<sup>th</sup> October 2022 and week ending 2<sup>nd</sup> December 2022, 146 people in Band A were directly matched to available properties under exceptional circumstances approved by the Head of Housing and Public Protection.
- 4.3 During this same period 96 properties were advertised on Canfod Cartref and available for eligible applicants to bid for. This represents 39% of the properties available during that period.

Landlord	Direct Matches	Properties Advertised
Carmarthenshire County Council	101	56
Bro Myrddin	23	19
Caredig	15	3
Pobl	9	17
Wales and West	0	1
Simple Lettings	1	0
<b>Total</b>	<b>149</b>	<b>96</b>



- 4.4 The group agreed that data similar to that included within the presentation should be used to monitor the effectiveness of the policy during the interim period. This monitoring information would be reported to the Scrutiny Committee on a regular basis.
- 4.5 The Group was reminded that at its previous meeting held on the 21<sup>st</sup> November, 2022 it had considered a Draft Emergency Interim Social Housing Allocations Policy and having proposed a number of amendments thereto agreed that a revised version, incorporating any suggested amendments from the Registered Social Landlords will be submitted to its next meeting. In accordance with that request, the Group accepted the Policy document, subject to some further changes to be submitted to its meeting in January 2023 for final approval pending its submission through the democratic process for adoption by the Council as an Emergency Policy document to be operational until such time as a formal review of the Common Allocations Policy was adopted

## 5. 5<sup>th</sup> Meeting – 10<sup>th</sup> January 2023

The Group Received and Endorsed the Final Draft Emergency Interim Social Housing Allocations Policy together with the report of its findings for submission through the democratic process.

As part of its consideration of the final report, the Group received Counsel's advice on the provisions of the New 'Renting Homes (Wales) Act 2022 which came into force in December 2022 and the impact that would have on both Section 2 – Eligibility Criteria and Section 3 - Application and Assessment Process within the draft policy. That advice related to the establishment of a separate band within the Housing Register of 'No Preference' whereby no preference would be given to applicants for social housing who:

- Have the financial resources available to meet their housing costs;
- Exhibit behaviour which affects their suitability to be a tenant which is not a decision of ineligibility for the register;
- Do not have a local connection to Carmarthenshire, unless they are exempt from the local connection criteria as set out in Appendix 3 to the policy.

Counsel's advice was accepted, and the draft policy was amended to reflect that advice

## **6. Conclusions of the Task & Finish Group**

- 6.1.1 the Group, having examined the operation of the existing Common Allocations Policy and the Council's legal obligations to provide accommodation for persons presenting themselves as homeless, endorsed the need for the Introduction of the Emergency Allocations Policy via Direct Matching to enable the Council to allocate properties according to set criteria, to those presenting as homeless and in greater housing need,
- 6.1.2 The Group notes that while direct matching of people to available properties is proposed if, at any time, it's not possible to allocate all available properties at a given point, those unallocated properties would be made available via Canfod Cartref for people to bid for, as at present.
- 6.1.3 The Group also notes that the Emergency Allocations Policy is to operate for a period of approximately one year to allow for a full review to be undertaken of the existing Common Allocations Policy and its subsequent adoption by the Council

## **7. RECOMMENDATIONS**

- 7.1 To recommend the Emergency Interim Housing Allocation Policy be approved by Council
- 7.2 To recommend that Council approve that the current Choice Based Lettings Policy be suspended for approximately one year, and the Emergency Interim Social Housing Allocations Policy be implemented
- 7.3 To recommend that the Scrutiny Committee receive updates at every meeting from officers on the effectiveness of the change
- 7.3.1 To recommend that the content of the update reports include data for the previous period referring to:

- Proportion of properties directly matched and those advertised
- Banding of clients directly matched
- Number of properties directly matched and advertised, by each community connection area, type of property, and landlord
- Proportion of direct matches that were successful
- Number of direct matches where the client requests a review of the allocation, and the outcome of those reviews
- Number of direct matches where the client refuses the allocation but doesn't request a review

This page is intentionally left blank

# Emergency Social Housing Allocations Policy

Carmarthenshire County Council

*Date of County Council 2023*



[carmarthenshire.gov.uk](http://carmarthenshire.gov.uk)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



Page 123

# Contents



<i>Section 1: Overview .....</i>	<i>3</i>
<i>Section 2: Eligibility and Preference.....</i>	<i>5</i>
<i>Section 3: Application and Assessment Process.....</i>	<i>8</i>
<i>Section 4: Allocation Process.....</i>	<i>14</i>
<i>Section 5: Offer of Accommodation .....</i>	<i>19</i>
<i>Section 6: Governance Arrangements .....</i>	<i>22</i>

## *Appendices:*

<i>Appendix One – Persons subject to immigration control who are eligible for an allocation of housing accommodation.....</i>	<i>23</i>
<i>Appendix Two – section 55 of the Renting Homes (Wales) Act 2016.....</i>	<i>25</i>
<i>Appendix Three - Local Connection and Community Connection definition and areas.....</i>	<i>26</i>
<i>Appendix Four – Location, type, and size of property .....</i>	<i>28</i>
<i>Appendix Five – ‘Criteria for Letting’.....</i>	<i>30</i>
<i>Appendix Six – Identified Support Needs .....</i>	<i>32</i>
<i>Appendix Seven – Reasonable Offer and Suitable Offer Flowchart .....</i>	<i>33</i>



# 1: Overview



1.1 This Emergency Social Housing Allocation Policy (hence referred to as “The Policy) has been framed in accordance with section 167(2) of the Housing Act 1996, which permits local authorities to give additional preference to applicants who have urgent housing needs.

1.2 This Policy has been developed by Communities, Homes & Regeneration Scrutiny Committee Task and Finish Group. It currently replaces the existing Policy for allocating social housing approved by Full Council on 14th December 2016.

1.3 The Task and Finish Group has worked collaboratively to co-produce The Policy, engaging with our Registered Social Landlord (RSL) Partners. The proposals were tested with frontline staff and their feedback has influenced the development of this Policy.

1.4 The Policy for allocating social housing approved by Full Council on 14th December 2016 is therefore replaced by the new, revised policy (from 28 days following County Council approval) to enable the Council and its Partners to use its scarce housing resources to meet the needs of its vulnerable residents and those in the greatest need of housing.

1.5 This Policy sets out clearly interim arrangements for how we allocate social housing in Carmarthenshire, during the suspension period, in a fair and transparent manner.

1.6 The Policy sets out how we will nominate eligible applicants for homes in an area in which they wish to be housed. Where this is not possible, we may offer a suitable home elsewhere that meets their needs.

1.7 The allocation of social housing is governed by the law but reflects certain local priorities. Our local priorities have been developed because of increased demand on the Homelessness Service and on Social Housing in agreement with our Registered Social Landlord (RSL) Partners.

1.8 We operate a Common Housing Register with our RSL Partners. These organisations, together with the Council, constitute the ‘Partnership’ referred to in this document and whose details are available from the Council. This Policy applies to social housing provided by us, Carmarthenshire County Council, and the following participating RSLs:

- Bro Myrddin Housing Association
- Caredig Housing Association
- Pobl Housing Association
- Wales and West Housing Association

1.9 This is to ensure that all applicants applying for social housing have a single application process and are assessed using the same criteria. We work together with the aim to ensure all homes are allocated according to this Emergency Allocation Policy.

1.10 This policy sets out who is eligible for the emergency allocation of social housing, what we consider when we make the decision, and how we allocate and make a reasonable offer of a tenancy. The impact of the implementation of this Emergency Allocation Policy will be monitored and reported.

1.11 This policy must meet our legal responsibilities and has been developed in accordance with the Housing Act 1996 (Part 6), the Housing (Wales) Act 2014, the Social Services and Well-being (Wales) Act 2014 and the *Code of Guidance for Local Authorities: Allocation of Accommodation and Homelessness* (Welsh Government, 2016) - referred to as the “*Code of Guidance*”.

## 2: Eligibility and Preference



### *Eligibility*

2.1 Anyone can apply to be considered for housing under this Policy. Not every applicant will be eligible for housing under this Policy though not every applicant will be determined to be eligible and able to join the Housing Register (see 2.2 to 2.4 below). The Council maintains a Housing Register of housing applicants for itself, as well as for its Partners who have chosen to adopt this, Policy.

2.2 Allocations can only be made to eligible persons and the Council cannot nominate to certain people coming from abroad with limited rights to remain in the United Kingdom or who are subject to immigration control (unless they are of a class prescribed by the Welsh Ministers – see 2.4). Persons from abroad can include British Citizens who have lived outside of the Common Travel Area and are not habitually resident in the Common Travel Area.

2.3 Persons subject to immigration control who are eligible for an allocation of housing accommodation and housing assistance are listed in Regulation 3 and 5 of The Allocation of Housing and Homelessness (Eligibility) (Wales) Regulations 2014. By regulations 4 and 6 of these Regulations, the Welsh Ministers prescribe the classes of person who (whilst not subject to immigration control) are to be treated as persons from abroad who are ineligible for an allocation of housing accommodation, or for housing assistance, respectively. This is set out in Appendix One.

2.4 The Council is entitled, in accordance with S160A Housing Act 1996 to restrict access to its Housing Register by means of and in accordance with the introduction of additional eligibility conditions.

- Carmarthenshire County Council will restrict access to its housing register to a person if they or a member of their household, has been guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant of the authority; and in the circumstances at the time their application is considered, they are unsuitable to be a tenant of the authority by reason of that behaviour
- When the Council refer to “behaviour” it means anti-social behaviour and other prohibited conduct which comes within section 55 of the Renting Homes (Wales) Act 2016. This is set out in Appendix Two

2.5 We must also be satisfied that applicants do not meet any of the criteria which would prevent them from qualifying for the allocation policy. These criteria include:

- Deliberately worsening their circumstances in order to gain advantage on the policy
- Providing false information or withholding information, which is a criminal offence

2.6 To join the Housing Register applicants must be 16 years of age or over (though see 3.14 below).

2.7 It is important to note that, whilst we allow 16 and 17-year-olds to join the Housing Register, they cannot legally hold a tenancy in their own name until they turn 18. This means that they need to have someone who can act as a guarantor and hold their tenancy in trust for them.

### ***Preference Overview***

2.8 Preference will be given on the Housing Register to applicants who:

- Have a housing need
- Wish to be considered for sheltered accommodation and accommodation for older people (for over 55s); requiring extra care housing (Housing with care and support; have been assessed as requiring an adapted home; or wish to register for Low-Cost Home Ownership (LCHO)
- Are unable to financially meet their own housing needs
- Are living or working in the local authority area and/or meet the local connection requirements (Appendix Three); or meet one of the requirements for having an exception to local connection requirements

2.9 No preference will be given to applicants who:

- Have the financial resources available to meet their housing costs
- Have been guilty, or a member of their household has been guilty, of unacceptable behaviour serious enough to make them unsuitable to be a tenant of the Council AND in the circumstances at the time their case is considered, they deserve, by reason of that behaviour, not to be treated as a member of a group of people who are to be given preference
- Do not have a local connection to Carmarthenshire, as defined at section 81 of the Housing (Wales) Act 2014, unless they are exempt from the local connection criteria as set out in Appendix Three

## ***Conclusion***

2.10 The Council will consider all applications for social housing that are made in accordance with the procedural requirements of this Policy. In considering applications, however, the Council must ascertain if an applicant is eligible for accommodation or whether he or she is excluded from allocation.

2.11 For further details about eligibility and exclusion please refer to Section 3. It should be noted that the law in relation to eligibility is complex and subject to change.

## 3: Application and Assessment Process



3.1 An application to join the Housing Register is subject to a housing assessment being completed. Whilst the Council will consider all enquiries for help with housing, not all applicants are eligible under this Policy to join the Housing Register (See Section 2). The application and assessment for social housing under this Emergency Allocation Policy is as follows:

### *Information, advice, and emergency assistance*

3.2 A team of dedicated Housing Hwb Advisors will discuss individual housing needs and circumstances and give appropriate information, advice, and emergency assistance.

The initial-assessment interview will allow us to fully:

- identify the urgency of the need for housing
- assess whether an applicant will qualify to join the Housing Register
- consider housing options to formulate individual housing plans
- Consider if an applicant has the financial resources available to meet their housing costs
- identify if the applicant has any reasonable prospect of being housed through registration
- identify any support required (refer where necessary)

3.3 The team can be contacted by telephone on 01554 899389 or by email via [schoptions@Carmarthenshire.gov.uk](mailto:schoptions@ Carmarthenshire.gov.uk). Following the initial assessment, if we think the applicant may be homeless or threatened with homelessness applicants should be referred to a Housing Options Advisor. To speak to someone out of hours as an emergency phone 0300 3332222 or email [contactus@deltawellbeing.org.uk](mailto:contactus@deltawellbeing.org.uk)

3.4 The Council uses an online application process, with support being made available for our most vulnerable residents and those who are unable to complete this on their own and do not have support to do so.

3.5 A full assessment will only take place following an initial assessment interview and once we have received all the supporting documents and evidential information to support the application. We will assist our vulnerable residents to do this.

3.6 Following the assessment, we will notify applicants of the outcome of the assessment, if they are eligible or not to join the register, and if they have been placed in a Band or have no preference. The Band will be the one that most reflects their housing need. They will have the right to request a review of this decision if they do not agree with the outcome of the assessment.

3.7 A joint application will be treated as one application. The housing needs of all members of the household will be considered in assessing an application. However, we do not accept multiple applications from an applicant, meaning that no individual can have their name on more than one housing application at any one time. All applicants will be provided with a full range of realistic options to resolve their housing need, and which are tailored to their individual circumstances.

3.8 It is the responsibility of every applicant to ensure that their application details are correct at the time of registration and are subsequently updated when any circumstances change. Failure to do this may either lead to the application being cancelled, the applicant being placed in the wrong Band, or a subsequent offer of accommodation being withdrawn because application details were incorrect.

- Further, section 171 of the Housing Act 1996 provides that it is a criminal offence for a Housing Register applicant (or someone on their behalf) to knowingly or recklessly make a material statement or withhold information which the Council have reasonably required.

3.9 Applicants will be required to re-register their housing application twice a year to confirm that they still want to be considered for housing. On the 6 and 12-month anniversary of the date of their registration, applicants will be reminded that they are required to renew their application. Applicants will be notified in writing of the arrangements for completing this renewal.

3.10 Failure to complete the renewal or failure to re-register, log-on and access their accounts, or bid for properties that meet their needs, will mean that applicants will be removed from the Housing Register within the time-period specified. Applicants have the right to appeal removal from the Housing Register by providing the necessary evidence.

### ***Housing Options Assessment***

3.11 As part of the housing options assessment, we will determine whether an applicant will qualify to join the Housing Register. We must ensure applicants are eligible to join The Register and rigorous checks are undertaken to ensure only those legally eligible for social housing are registered. We need information which will include formal photo identification (e.g., passport, driving licence) and a National

Insurance Number. This will help us to make initial checks prior to registration. We will also collect information to help us ensure allocations are made fairly and in line with the Equality Act 2010.

3.12 There are some groups of people who *by law cannot* join the register regardless of their housing need or circumstances. (See Section 2 and Appendix One). These are people who:

- Come under various immigration rules and cannot claim housing help
- Live outside the Common Travel Area (UK, Channel Islands, the Isle of Man, or the Republic of Ireland) for tax purposes
- Do not have the right to live in the UK
- The Secretary of State has decided are not eligible for housing.

3.13 Under section 160A (7) & (8) of the 1996 Housing Act we may not register people who have been guilty of unacceptable behaviour. This is where we are satisfied that an applicant (or a member of an applicant's household) is guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant.

- Unacceptable behaviour means behaviour which would (if they were a contract-holder) breach section 55 of the Renting Homes (Wales) Act 2016 (anti-social behaviour and other prohibited conduct). See 2.4 and 2.5 above for further details.

3.14 Anyone who is 16 or 17 years of age will ordinarily be referred to our Social Services team or other organisations who work with young and vulnerable people. A Children's Act 1989 assessment may be carried out. If the child is deemed a child in need, they will be provided with accommodation under S20 of the Children's Act 1989. Where they are not deemed a child in need then they will be referred to the most appropriate supported or temporary accommodation provision available to accommodate them.

### ***Emergency Banding Criteria***

3.15 Applicants will be placed in a Band depending on their housing need identified through the housing assessment and according to the criteria set out in the Bands.

3.16 Under this Policy people who have been assessed under Part 2 of the Housing (Wales) Act 2014 and a section 75 duty has been accepted; and those assessed under Appendix 3 of the *Code of Practice* with additional preference will be considered eligible to join the emergency Band A to ensure that they are given adequate priority for housing.



3.17 Under this Policy the Council will maintain a Register of those applicants who are eligible and fall within:

Band A - Emergency Eligibility

Band B – Housing Need

Band C - those who are “registered only”

And those who have no preference according to this Policy (see section 2.8).

3.18 People being assessed as having no housing need will not normally have any preference on the Housing Register under The Policy. Except for those applicants

- who wish to be considered for sheltered accommodation and accommodation for older people (for over 55s); requiring extra care housing (Housing with care and support; have been assessed as requiring an adapted home; or wish to register for Low-Cost Home Ownership (LCHO)). They may be offered properties or be able to bid for properties which have not been taken up by applicants from Bands A and B.

3.19 For existing (at the time this policy is introduced) applicants in Band A, in urgent housing need, their Banding will be retained, subject to 3.8 - 3.10 above.

3.20 Homes will be matched to people in the greatest need first. Only if a property cannot be matched to an applicant in Exceptional Circumstances or in Band A will it be advertised on Canfod Cartref - Home Finder.

3.21 Social Housing is only allocated to people who have been accepted onto our Housing Register. Once eligibility to join The Housing Register has been confirmed, applicants will be placed in a Band or the “no preference” group as follows:

## **Band A - Emergency Eligibility**

### **1. Homelessness: Additional Preference**

- Applicants who have been assessed under Part 2 of the Housing (Wales) Act 2014 and a section 75 duty has been accepted

### **2. Homelessness: Reasonable Preference**

- Applicants who are homeless, and housing will relieve their homelessness (Section 73 Housing (Wales) Act 2014)
- Applicants who have a substantiated threat of homelessness and housing will prevent their homelessness (Section 66 Housing (Wales) Act 2014)
- Applicants who would be owed a homelessness duty as they need to move on from supported housing

### **3. Urgent Housing Need: Additional Preference**

- Applicants who we owe a homelessness duty as a result of violence or threats of violence likely to be carried out and who as a result require urgent rehousing, including:
  - victims of domestic or other abuse
  - victims of hate incidents.
  - witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remained in their current homes.
- Applicants who need to move due to high risk or life-threatening medical/welfare grounds which will not improve until more suitable accommodation is offered. This will require an assessment by an appropriate professional
- Applicants who need to move to suitable accommodation because of a serious injury, medical condition, or disability which he or she, or a member of their household, has sustained because of service in the Armed Forces
- Applicants who are currently occupying a property where there is a statutory requirement to vacate due to a prohibition order/demolition order/compulsory purchase order
- Applicants who are currently under-occupying social housing in Carmarthenshire and needs to transfer to a smaller property due to the current property being unaffordable and remaining would result in hardship

The Housing Act 1996 Section 167 gives full detail of situations where applicants should be given additional preference and/or assessed under Part 2 of the Housing (Wales) Act 2014 and we will assess applicants in accordance with this legislation fully.

### **Band B – Housing Need: Reasonable Preference**

- Applicants who need to move, as their medical/welfare condition will not improve. The assessment is not based on the medical condition alone but how their current accommodation affects their health. This includes applicants living in a mobile home, caravan or converted vehicle
- Applicants who need to move to provide or receive support and care as they cannot carry out day to day activities alone i.e., washing, cleaning, and getting in and out of bed
- Applicants who are currently under-occupying social housing in Carmarthenshire and want to transfer to a smaller property
- Applicants who want to move from an adapted home that they no longer require. This would then benefit another household who requires this specialist type of property
- Applicants occupying insanitary or overcrowded housing or otherwise living in unsatisfactory conditions
- Applicants who need to move to a particular locality in Carmarthenshire County Council, where failure to meet that need would cause hardship to themselves or others

### **Band C – Registered Only**

- Applicants who have no housing need based on the information they submitted on their application

### **No Preference Group**

- Have the financial resources available to meet their housing costs
- Have been guilty, or a member of their household has been guilty, of unacceptable behaviour serious enough to make them unsuitable to be a tenant of the Council AND in the circumstances at the time their case is considered, they deserve, by reason of that behaviour, not to be treated as a member of a group of people who are to be given preference
- Do not have a local connection to Carmarthenshire, as defined at section 81 of the Housing (Wales) Act 2014, unless they are exempt from the local connection criteria as set out in Appendix Three

## 4: Allocation Process



4.1 We are committed to ensuring that our allocations and lettings do not discriminate, and we aim to meet our obligations under the Equality Act 2010. This includes all applicants being able to access the service taking account of any vulnerability or specific needs.

### *Size, Type and Location of Homes*

4.2 We will establish where an applicant has a community connection, as well as the size and type of home they need. As far as possible, we will aim to meet their aspirations as well as their needs. We will also ask an applicant about areas where they believe they cannot live, for example due to fear of violence, harassment, or domestic abuse.

4.3 Giving applicants a choice must be set against our legal responsibilities to discharge our homeless duties and the high demand for housing in Carmarthenshire. We may not be able to meet every applicant's preference.

4.4 Appendix Four sets out which size of property applicants will be considered for.

### *Allocations – Where 'criteria for letting' applies*

4.5 Under this Policy, the following allocations will have their own criteria for letting. Further detail is provided in Appendix Five:

- **New housing developments** where Local Lettings Policies (LLPs) apply
- **Traveller sites** – Accommodation needs for traveller families are assessed under section 101 of the Housing (Wales) Act 2014
- **Adapted accommodation** – Some homes have been specially adapted to meet people's needs. This type of accommodation includes homes for people with disabilities and people with special housing requirements. To ensure we match people to adapted homes and make the best use of the accommodation we have available, an Accessible Housing Register (AHR) is operated as part of the main Register (see Operational Procedure for full details)
- **Shared accommodation** – shared lettings will allow for some self-selection of fellow sharers

## *Allocations - Where 'Exceptional Circumstances' applies*

4.6 Under this Policy, the following allocations will have a detailed and evidenced report of all exceptional circumstances approved by the Head of Housing and Public Protection or the Housing Hwb Manager and for future inspection where this power has been used by any member of the Partnership.

- **Exceptional circumstances** – For example but not exhaustive:
  - Where there is a need to provide alternative accommodation for a tenant to carry out repairs or improvements to their home or where the tenant needs to be moved as part of a regeneration scheme and the tenant has chosen not to move back in after the works have been completed
  - Where there are significant operational or management issues requiring an urgent and permanent move
  - Where an applicant has reasonable preference and where several statutory agencies are involved, and immediate provision of housing will alleviate multi-agency input
  - Any other allocation that does not fall outside of this Policy

## *Allocations - 'Exempt' from this Policy*

4.7 There are times when allocations of homes are exempt from this policy, or where homes may be allocated outside of the usual banding priorities. In the interests of transparency, we will record all such allocations.

These include those mentioned in S160 Housing Act 1996. The list below is exhaustive:

- Where there is a need to provide alternative accommodation for a tenant to carry out repairs or improvements to their home or where the tenant needs to be moved as part of a regeneration scheme
- A transfer that is permitted under section 114 or 118 of the Renting Homes (Wales) Act 2016
- Where a person succeeds to a secure occupation contract under section 73, 78 or 80 of the Renting Homes (Wales) Act 2016
- Where a tenant dies, and succession of the contract to members of their household applies under the Renting Homes (Wales) Act 2016. If the home they have gained succession for is bigger than they reasonably need, they may be offered suitable alternative accommodation. Or if the homes they succeed is an adapted property they may be offered a suitable alternative to ensure we make the best use of our stock

- Adding or removing any qualifying persons to or from a secure contract in line with the Renting Homes (Wales) Act 2016:
  - Where an occupation contract vests in or is otherwise disposed of pursuant to an order listed in section 160(3A) (d) of the Housing Act 1996.
  - Where an introductory standard contract becomes a secure occupation contract under section 16 of the Renting Homes (Wales) Act 2016
  - Where a prohibited conduct standard contract becomes a secure occupation contract under section 117 of the Renting Homes (Wales) Act 2016
  - Where there is a duty to re-house people or following a compulsory purchase, or other legal process
  - Where an applicant is homeless and in temporary accommodation that would not be suitable for more than a short period of time, or where we need to move applicants out of temporary accommodation to manage the budgetary implications
  - Where an existing contract-holder or occupant is given a substitute occupation contract, in respect of the same dwelling or substantially the same dwelling
  - Where an existing contract-holder or occupant is given a new occupation contract in respect of a different dwelling, for housing management reasons (for example, to prevent under-occupation or overcrowding, or to resolve an anti-social behaviour matter)
  - Where a minor who occupies a dwelling is given an occupation contract of the same dwelling, on reaching the age of 18
  - Where a standard or secure occupation contract (other than an introductory standard occupation contracts) is made in the circumstances set out in Schedule 3 of the Renting Homes (Wales) Act 2016 (Occupation Contracts Made with or Adopted By Community Landlords Which May Be Standard Contracts)
  - The provision of suitable alternative accommodation, where possession of a dwelling is sought or obtained (or could be sought or obtained) on estate management grounds under the Renting Homes (Wales) Act 2016

- Where the Council is ordered to provide suitable alternative accommodation by a court or tribunal or agrees to provide suitable alternative accommodation to settle or avoid a legal proceeding
- The provision of supported housing and homelessness temporary accommodation
- Where an existing license or tenancy becomes an occupation contract under the Renting Homes (Wales) Act 2016

### ***Direct Allocations***

4.8 In order to meet the needs of its residents in greatest housing need, all the Council and RSL vacancies will be considered for direct allocation under this Policy for applicants:

- With exceptional circumstances followed by those in Band A; and
- Who have a Local Connection (See Appendix Three)

4.9 When selecting applicants to be considered for direct allocations we will consider the size and type of property (See Appendix Four) and whether the property has had disabled adaptations. We will prioritise applicants in accordance with the following prioritising factors:

Prioritisation Factors	Criteria	Process
First	Time Registered in Duty or the priority band	We will sort in Duty order (1 <sup>st</sup> S.75, 2 <sup>nd</sup> S.73, 3 <sup>rd</sup> S.66, 4 <sup>th</sup> Urgent Housing Need) based on the time spent in the priority band. Offers will be made in Duty and date order
Second	Community Connection Criteria	We will sort by Community Connection (see Appendix Three for full details of community connection). Only people with a community connection will be considered in the first instance. If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community
Third	Identified support Needs	Only applicants who can be supported to live in settled accommodation will be considered. (See Appendix Six for full details of support needs definitions)
Fourth	Community Cohesion	To support a sustainable tenancy, we will consider the impact of any eligible applicant on the wider community before making the nomination

4.10 Where we are unable to directly match an available home to people in greatest need, we will continue to advertise those properties on Canfod Cartref – any applicants in Bands A, B and C on the Housing Register can continue to bid for these homes. When selecting applicants for advertised homes, the offer is made to the highest banded applicant (with local connection, community connection and time waiting used to help us to shortlist between people in the same Band).



## 5: Offer of accommodation



### *The Offer of Direct Allocation*

5.1 The offer is made in line with the prioritisation criteria set out in section 4.9 above.

5.2 Once an applicant has been identified for a property, we will carry out a further verification of their eligibility and priority to ensure all information is accurate and correct before a formal offer is made. An offer will not be made if;

- Since joining the register an applicant has become ineligible
- The Priority Band was found to have been incorrectly awarded due to the information provided by the applicant
- Circumstances have changed since the Priority Band was awarded and the applicant is no longer entitled to the same level of priority

5.3 We will verify all applicants' details and request proof in certain circumstances to confirm the information given is correct. Failure to provide the required information may mean we will withdraw the offer.

5.4 It is the applicant's responsibility to keep us up to date of any changes to their housing needs or household make up. It is critical that we have accurate contact details. If the applicant fails to respond to our contact, we will bypass them for the nomination and may remove them from the Housing Register.

5.5 It is an offence to give a false statement or to withhold information in connection with making a housing application. Where there is evidence of such an offence, we will initiate legal proceedings against the applicant and take steps to end any tenancy gained fraudulently.

### *Reasons why an RSL may refuse a nomination*

5.6 It is important to note that RSLs also carry out their own verification processes and they may refuse to accept an applicant as a tenant if they do not meet the guidelines set out in their own policies. This would include applicants who owe a rent debt but who have been allowed onto the Register.

5.7 RSLs will also carry out an affordability check when allocating properties to ensure that applicants are able to afford the rent for the property.

5.8 If, for any reason, the RSL is considering refusing an applicant for a property they will contact the applicant to let them know and the applicant will be given an opportunity to request a review of the decision. If the Council do not agree with the decision of the RSL, we will negotiate with them, but we may have to move on to another nomination if that negotiation is unsuccessful.

5.9 RSLs may also prevent an offer going ahead where the property is not considered to be suitable for an applicant. This may include issues of public safety, risk, or sustainability of the tenancy. An offer may not be made or may even be withdrawn if an applicant's support needs are such that the housing provider, in consultation with the Council, deems that the applicant will be unable to maintain an independent tenancy. This decision may also be informed by the input from other partner agencies involved in a case. In these circumstances there must be a sufficient care, or support, package available to ensure the tenancy is likely to be successfully maintained.

### *Reasonable Offers*

5.10 Applicants in Band A will be offered a Reasonable Offer or a Suitable Offer (Part 6 HA 1996). Applicants to whom we owe a Housing Duty will be given a Reasonable Offer to discharge our Homelessness Duty; all other applicants will be given 2 Suitable Offers. See Appendix Seven for an explanatory flow-chart.

5.11 Where an applicant has been made an offer of the size and type, they need, we shall set out the offer, the consequences of not accepting the offer and their right of review if they refuse the offer in line with HWA 2014.

5.12 If the applicant does not consider the offer to be reasonable, refuses the offer and submits a request for a review, the property shall be re-allocated in-line with the prioritisation criteria above. Should the review be upheld the applicant will be offered a further 'Reasonable Offer'.

5.13 Should the review not be upheld; the applicant will be removed from the eligibility Band A and reassessed.

5.14 We may make a suitable offer to applicants in Band A who we do not owe a Housing Duty to. Where an applicant has been offered a home of the size and type, they need, we shall make up to two offers setting out the offer, the consequences of not accepting the offer, and their right of review if they refuse the offer.

5.15 If the applicant does not consider the second offer to be suitable, refuses the offer and submits a request for a review, the second property shall be re-allocated in-

line with the prioritisation criteria above. Should the review be upheld the applicant will be offered a further 'Suitable Offer'.

5.16 Should the review not be upheld the applicant will be removed from the eligibility Band A and reassessed.

5.17 Where an eligible applicant is 18-35, the offer of a shared tenancy will normally be considered a Reasonable or Suitable Offer as this is consistent with the offer of accommodation in the private rented sector and the level of help applicants get with all or part of their rent, unless the applicant can demonstrate affordability of a 1-bedroom home or provide evidence from an appropriate professional that shared housing would not be an appropriate offer.

### *The Review Process*

5.18 The applicant has the right to review any of the following decisions:

- The applicant disagrees with the decision not to place them in the Emergency Band
- The applicant considers that a decision has been reached based on incorrect information
- The applicant has been treated as ineligible based on their immigration status
- The applicant has been treated as ineligible to join the register due to unacceptable behaviour
- The applicant disagrees with a Reasonable or Suitable Offer of accommodation

5.19 Applicants must request a review of a decision within 21 days of being notified in writing of the decision. They must give reasons why they wish to have the decision reviewed including where they believe an incorrect decision has been made.

5.20 The applicant has a right to representation as part of the review. Examples of who may make representation include family members, support workers, social workers, or local members.

5.21 The review will be carried out by a senior officer of the Council. The reviewing officer will not have been involved in making the original decision.

5.22 The applicant should normally be notified of the outcome of the review within 8 weeks of the review request.

## 6: Governance Arrangements



### *Councillors, RSL Board members, staff, and their relatives*

6.1 The primary role of our Councillors (as outlined in statutory guidance) is to develop and approve the Policy and to hold officers of the authority to account for their actions.

6.2 Councillors cannot be involved in assessing housing applications or the allocation of housing. However, this does not prevent them from seeking or providing information on behalf of their constituents. Councillors will be informed of any vacant homes in their ward and when they are reallocated.

6.3 Officers of the authority and RSLs are responsible for applying this Emergency Policy and allocating according to its rules. To ensure that we are treating all applicants fairly, any application for housing from Councillors, employees of Partners, Board members, or associated persons must be disclosed. Canvassing is not allowed.

6.4 These applications will be assessed in the normal way, but any allocation of housing must be approved by the Head of Housing and Public Protection. For RSLs, they must also have the allocation approved at Board level and make the Welsh Government aware of the allocation.

### *Publicising the policy*

6.5 We will publish this Policy and make it freely available. We will provide a copy free of charge to anyone who requests one as well as making it available online. Advice on this policy is available through the Housing Options and Advice Team on 01554 899389 or email [schoptions@carmarthenshire.gov.uk](mailto:schoptions@carmarthenshire.gov.uk)

### *Reviewing the policy*

6.6 This Policy has been produced in agreement with participating RSLs. We will notify those it may affect in writing, and within a reasonable period, of the changes in this Policy. Regular review of policy to inform Any subsequent changes will require scrutiny members review before County Council approval.

6.7 A set of operational procedures which will underpin this Emergency Policy document will be approved by the Head of Housing and Public Protection. The Partnership (as set out in 1.8) will be involved prior to any changes.



## ***Appendix One – Persons subject to immigration control who are eligible for an allocation of housing accommodation***

The following classes of persons subject to immigration control are persons who are eligible for an allocation of housing accommodation under Part 6 of the 1996 Act—

Class A – a person who is recorded by the Secretary of State as a refugee within the definition in Article 1 of the Refugee Convention and who has leave to enter or remain in the United Kingdom;

Class B – a person—

- (i) who has exceptional leave to enter or remain in the United Kingdom granted outside the provisions of the Immigration Rules; and
- (ii) whose leave to enter or remain is not subject to a condition requiring that person to maintain and accommodate themselves, and any person who is dependent on that person, without recourse to public funds

Class C – a person who is habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland and whose leave to enter or remain in the United Kingdom is not subject to any limitation or condition, other than a person—

- (i) who has been given leave to enter or remain in the United Kingdom upon an undertaking given by the person's sponsor;
- (ii) who has been resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland for less than five years beginning on the date of entry or on the date on which the undertaking was given in respect of the person, whichever date is the later; and
- (iii) whose sponsor or, where there is more than one sponsor, at least one of whose sponsors is still alive;

Class D – a person who has humanitarian protection granted under the Immigration Rules

Class E – a person who is habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland and who has limited leave to enter the United Kingdom as a relevant Afghan citizen under paragraph 276BA1 of the Immigration Rules.

Class F — a person who has limited leave to enter or remain in the United Kingdom on family or private life grounds under Article 8 of the Human Rights Convention, such leave granted under paragraph 276BE (1), paragraph 276DG or Appendix FM of the Immigration Rules, and

who is not subject to a condition requiring that person to maintain and accommodate themselves, and any person who is dependent on that person, without recourse to public funds.

Class G – a person who is habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland and who has been relocated to the United Kingdom under section 67 of the Immigration Act 2016 and has limited leave to remain under paragraph 352ZH of the immigration rules.

Class H – a person who is habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland and who has been granted Calais leave to remain in the United Kingdom under paragraph 352J of the immigration rules.

Class I — a person who is habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland and who has limited leave to remain in the United Kingdom as a stateless person under paragraph 405 of the Immigration Rules.

Class J — a person –

- (i) who has limited leave to enter or remain in the United Kingdom by virtue of Appendix Hong Kong British National (Overseas) of the Immigration Rules<sup>16</sup>;
- (ii) whose leave to enter or remain is not subject to a condition requiring that person to maintain and accommodate themselves, and any person who is dependent on that person, without recourse to public funds; and
- (iii) who is habitually resident in the United Kingdom, the Channel Islands, the Isle of Man, or the Republic of Ireland.

Class K — a person—

- (i) who is granted leave to enter or remain in the United Kingdom in accordance with the Immigration Rules, where such leave is granted by virtue of—
  - (aa) the Afghan Relocations and Assistance Policy; or
  - (bb) the previous scheme for locally employed staff in Afghanistan (sometimes referred to as the ex-gratia scheme); or
- (ii) with leave to enter or remain in the United Kingdom not coming within sub-paragraph (i), who left Afghanistan in connection with the collapse of the Afghan government that took place on 15 August 2021, but excluding a person (P)—
  - (aa) who is subject to a condition requiring P to maintain and accommodate themselves, and any person who is dependent on P, without recourse to public funds; or
  - (bb) who has been given leave to enter or remain in the United Kingdom upon an undertaking given by P's sponsor and has been resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland for less than five years beginning on the date of entry or the date on which P's sponsor gave the undertaking in respect of P, whichever date is the later, and whose sponsor or, where there is more than one sponsor, at least one of whose sponsors, is still alive; and

Class L — a person who has been granted leave to enter or remain in the United Kingdom by virtue of Appendix Ukraine Scheme of the Immigration Rules.

## ***Appendix Two – Section 55 of the Renting Homes (Wales) Act 2016***

### **Section 55 Anti-social behaviour and other prohibited conduct**

(1) The contract-holder under an occupation contract must not engage or threaten to engage in conduct capable of causing nuisance or annoyance to a person with a right (of whatever description)—

(a) to live in the dwelling subject to the occupation contract, or

(b) to live in a dwelling or other accommodation in the locality of the dwelling subject to the occupation contract.

(2) The contract-holder must not engage or threaten to engage in conduct capable of causing nuisance or annoyance to a person engaged in lawful activity—

(a) in the dwelling subject to the occupation contract, or

(b) in the locality of that dwelling.

(3) The contract-holder must not engage or threaten to engage in conduct—

(a) capable of causing nuisance or annoyance to—

(i) the landlord under the occupation contract, or

(ii) a person (whether or not employed by the landlord) acting in connection with the exercise of the landlord's housing management functions, and

(b) that is directly or indirectly related to or affects the landlord's housing management functions.

(4) The contract-holder may not use or threaten to use the dwelling subject to the occupation contract, including any common parts and any other part of a building comprising the dwelling, for criminal purposes.

(5) The contract-holder must not, by any act or omission—

(a) allow, incite, or encourage any person who is living in or visiting the dwelling to act as mentioned in subsections (1) to (3), or

(b) allow, incite or encourage any person to act as mentioned in subsection (4).

(6) This section is a fundamental provision which is incorporated as a term of all occupation contracts; section 20 provides that this section—

(a) must be incorporated, and

(b) must not be incorporated with modifications.



## ***Appendix Three – Local Connection and Community Connection definition and areas***

We have two connection factors used when prioritising an allocation, which relate to a person's requirement for that specific vacant property.

**Local connection** – the applicant has a connection to the County of Carmarthenshire

**Community connection** – the applicant has a connection to the community area where the property is situated

### **Local Connection to Carmarthenshire**

Local Connection is defined in Section 81 of the Housing (Wales) Act 2014.

A person has a local connection with the area because:

- the person is, or in the past was, normally resident there, and the residence is or was of the person's own choice
- the person is employed there
- of family associations
- because of special circumstances

Applicants who do not have a local connection with Carmarthenshire or who do not fall under 'special circumstances' or meet one of the requirements for having an exception to local connection requirements will not be considered under this Emergency Allocations Policy.

### **Community Connection to an Area**

Community Connection to an area within the county will usually be the area where an applicant currently lives. However, it can also apply to an area where they lived previously, have family living, work closely to, or have children in school close by. Applicants can select one area where they wish Community Connection to apply considering the following criteria

- Applicants who have lived in the community area for a continuous period
- Applicants who are working in the community area
- Applicants who have previously lived in the community area for a continuous period but have had to move out of the area to access accommodation; and/ or have a close relative who has resided in the area, and it has been assessed they need to continue to live in the area to provide essential support
- Serving members of the Regular Forces who have a community connection to the area (e.g., previously lived here/ close relatives currently living here)



## Community Connection Areas

Applicants will be classified as having a community connection to the following area groupings:

<b>Grouped Community Connection Areas</b>		
<b><u>Llanelli Town</u></b>	<b><u>Ammanford</u></b>	<b><u>Carmarthen</u></b>
Elli	Ammanford	Carmarthen Town North, & South
Bigyn	Betws	Llangunnor
Glanymor	Penygroes	Abergwili
Tyisha	Saron	Carmarthen Town West
	Llandybie	
<b><u>Llanelli East</u></b>	Tycroes	<b><u>Rural North</u></b>
Hendy		Cenarth and Llangeler
Llangennech		Llanfihangel ar-Arth
Bynea	<b><u>Amman Valley</u></b>	Llanybydder
Llwynhendy	Garnant	Cynwyl Elfed
	Glanamman	
<b><u>Llanelli West</u></b>	Cwarter Bach	<b><u>Rural West</u></b>
Pembrey		Laugharne Township
Burry Port	<b><u>Gwendraeth</u></b>	Trelech
Hengoed	Gorlas	Llanboidy
Trimsaran	Glyn	St Clears and Llansteffan
Kidwelly and St Ishmael	Llannon	Whitland
	Pontyberem	
<b><u>Llanelli North/Rural</u></b>	Llangyndeyrn	<b><u>Llandovery/Llandeilo</u></b>
Swiss Valley		Llandovery
Dafen and Felinfoel	<b><u>Rural Central</u></b>	Llandeilo
Lliedi	Llanddarog	Manordeilo and Salem
	Llanegwad	Cilycwm
	Llanfihangel Aberbythych	Llangadog

If an applicant can demonstrate any other reason that they have a connection with a different community area, then we will offer flexibility to register them for that area. An example of flexibility is where the applicant is living near the boundary of a community area.

These 'community connection area' groups are designed to give applicants choice over a wider area than just a single village or town. This helps balance need against areas with little or no social housing.

## Appendix Four – Location, type, and size of property

Properties will be allocated which are appropriate to the size of the household. However, in some areas we may not have the size of home to meet exact needs.

To ensure we can maximise the use of the stock, an offer of a property may be made which is smaller or larger than would normally be made. We will ensure individual assessments are completed for applicants whose household does not fit within the standards in the table before making the offer.

Household	Size	Property Type
Single people and/or couples	1 bed	Bedsit, shared house/flat, 1 bedroom flat
Single people or couples 55 and over	1 bed	Bedsit, 1 bedroom flat 1 or 2 bed bungalows and sheltered housing
Household expecting their first baby (and in receipt of the MATB1 certificate)	2 beds	2-bedroom flats, maisonettes, and houses
Household with one child*	2 beds	2-bedroom flats, maisonettes, and houses
Household with two children of same sex aged under 16 years	2 beds	2-bedroom flats, maisonettes, and houses
Household with two children of opposite sex where one is over 10 years	3 beds	3-bedroom house
Household with three or four children	3 beds	3 - or 4-bedroom houses (if available as limited stock of this size, and dependant on age and sex of children)
Household with five or more children	4 beds	4 - or 5-bedroom houses (if available as limited stock of this size, and dependant on age and sex of children)

*\* Households with children – this means a person in receipt of child benefit. We do not consider a requirement to provide a secondary home. The household size requirement for pregnant applicants with children will need to be considered based on the ages of the children and if they would be able to share with the expected child.*

There are exceptions to this which are outlined as follows:

**Older people's housing or 'Sheltered Housing'** is normally reserved for those aged 55 years plus. This may vary in Extra Care Accommodation where the criteria may be based on care and health needs. For Council Schemes, an assessment will be carried out by a Sheltered Scheme Officer. To be considered, people will normally:

- Be over 55, (although some schemes may have a higher minimum age requirement)
- Be able to evacuate the building by themselves in the event of a fire (for Council-owned complexes)

The same priority arrangements are then applied.

**Bungalows** will normally be allocated to households with a family member over the age of 55. If there are no applicants who meet these criteria, people with disabilities and people with special housing requirements will be considered taking account of their circumstances.

**Adapted properties** will be allocated where a member of the household has been assessed by an Occupational Therapist and where it has been determined they require adaptations.

**Extra Care** – These are specialist facilities for applicants who require support and care. The assessment will be made based on the Extra Care Facilities criteria.

## Appendix Five – ‘Criteria for Letting’

<p><b>Local Lettings Policies (LLPs)</b></p>	<p>In some circumstances, particular areas may have a formally agreed local lettings policy. A local lettings policy would be in place to make sure that homes in that area are given in a way that helps to tackle issues. To agree a local letting policy it should be based on the following test:</p> <p>Clear definition of what is to be achieved by the local lettings policy.</p> <p>Clear evidence to back up the need of the local lettings policy.</p> <p>Any potential equality impact has been considered; how long the local lettings policy is to be operational and when the local lettings policy is to be reviewed.</p> <p>A local lettings policy must be approved by the Executive Board Member for Housing (Council) and the housing association board for RSL LLPs before it can be put into place. It must have partnership approval to ensure any adverse unintended impact on other partner landlords are mitigated and the review period agreed.</p> <p>An example is, when looking at new housing developments, a local lettings plan is required to ensure a sustainable community cohesion is sought.</p> <p>The Executive Board Member for Housing would need final sign off following partnership approval.</p>
<p><b>Sensitive Lettings (individual properties)</b></p>	<p>An individual property may be a ‘sensitive let’. This could be where there is a confirmed history of antisocial behaviour or criminal activity at that property or in close vicinity.</p> <p>A property will only be designated a sensitive let with the approval of the Head of Housing (Council) or by a manager of equal seniority (housing association). If a property is a sensitive let, certain households will not be considered for that property.</p>

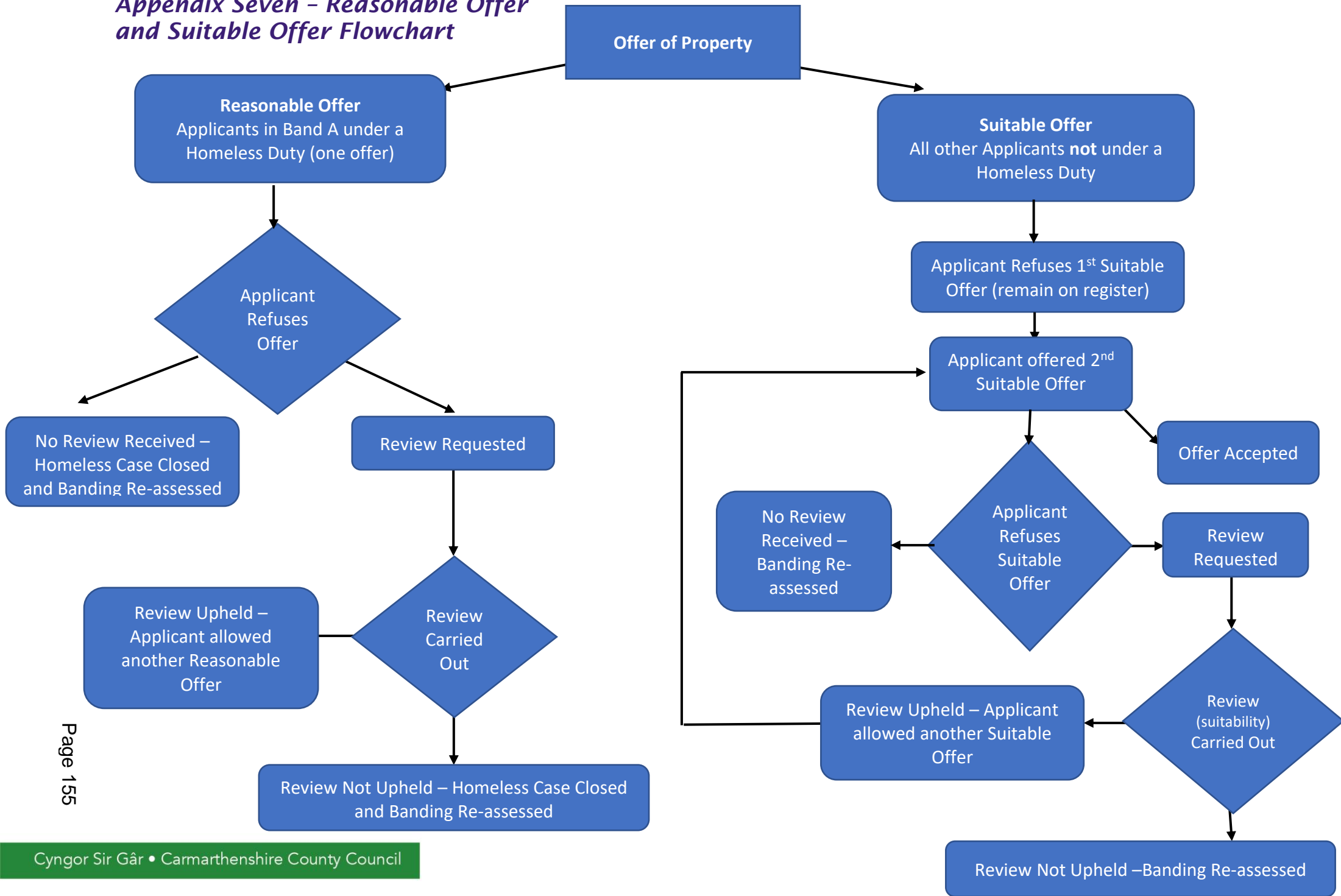
	<p>Once the property has been let it will no longer be classed as a sensitive let. Letting in this way should be as an exception and not the rule.</p> <p>It must have partnership approval to ensure any adverse unintended impact on other partner landlords are mitigated and the review period agreed.</p>
<b>Traveller sites</b>	<p>Accommodation needs for traveller families are assessed under section 101 of the Housing (Wales) Act 2014. If the assessment identifies needs within the area with respect of the provision of sites on which mobile homes may be stationed the Council must exercise its powers in section 56 of the Mobile Homes Wales Act 2013.</p> <p>Regard has been given to the Welsh Government's publication, "Travelling to a better future" and its guidance on Managing Gypsy and Traveller Sites. The process for allocating a pitch would still be based on priority, local connection, community connection and time waiting if there were 2 or more interested applicants.</p>
<b>Adapted Accommodation</b>	<p>Some homes have been specially adapted to meet people's needs. This type of accommodation includes homes for people with disabilities and people with special housing requirements.</p> <p>To ensure we match people to adapted homes and make the best use of the accommodation we have available, an Accessible Housing Register (AHR) is also operated as part of the main register.</p> <p>Specific housing needs are identified and assessed as part of the initial housing enquiry. As part of this process an assessment may be undertaken by an occupational therapist. The result of this assessment will dictate the level of need and the type of adapted property required.</p>
<b>Shared accommodation</b>	<p>Shared lettings may be allocated outside of the policy to allow the ability for some self-selection of fellow sharers to ensure sustainability of the tenancy. A local letting plan should be developed before allocation.</p>

## ***Appendix Six – Identified Support Needs***

- **Low Needs** - likely to be a significant proportion who have no or very low support requirements and who can be supported into settled accommodation with either a low level of support or potentially just signposting
- **Medium Needs** – alongside Low Needs, likely to be the majority who will require a Rapid Rehousing service with temporary floating support. May also require support from other professional services to live independently in settled accommodation
- **High Needs** - this category is where we would expect to see those who have persistent complex needs and/or a history of repeat rough sleeping and who should be offered, as a default, a form of intensive housing-led support such as Housing First
- **Intensive Needs** (*potentially 24/7 support requirements*) - these should be those who are unable to live independently, perhaps due to concerns around risk to self or others or perhaps even choice. Our expectations would be that professionals are engaged from a health and social care sectors to ensure their care and support is fit for purpose. Where someone is identified as falling into the Intensive Needs category, moving into settled accommodation must continue to be the objective

*Rapid Rehousing Transition Plans: Guidance for Local Authorities and Partners Developing a Rapid Rehousing Transition Plan 2022 to 2027 October 2021*

**Appendix Seven – Reasonable Offer and Suitable Offer Flowchart**



This page is intentionally left blank



**COMMUNITIES, HOMES & REGENERATION  
SCRUTINY COMMITTEE  
26<sup>TH</sup> JANUARY, 2023**

**SUBJECT**

**HOUSING SUPPORT PROGRAMME (HSP) STRATEGY 2022-2026**

**Purpose:**

It is a requirement of Welsh Government to produce a Housing Support Programme (HSP) Strategy (2022 – 26) for Carmarthenshire.

**THE SCRUTINY COMMITTEE IS ASKED TO:-**

Consider and comment on the Strategy and delivery plan, which will be published on the Council’s website, as required by Welsh Government.

**Reasons:**

This strategy sets out the strategic priorities of Carmarthenshire County Council and its partner agencies for homelessness prevention and housing related support services over the coming 4 years (2022-26). It refreshes earlier priorities that were included in the Local Authority’s former homelessness strategy, and the Housing Support Grant (HSG) Delivery Plan for 2021-22. Development of the priorities was informed by a comprehensive need assessment exercise which included direct engagement with stakeholders within the Local Authority, providers of support services and service users.

**CABINET MEMBER PORTFOLIO HOLDER:-**

Cllr Linda Davies Evans (Deputy Leader and Homes Portfolio Holder)

Directorate:

**Communities**

Name of Head of Service:

**Chris Harrison**

Designations:

Head of Strategic Joint  
Commissioning

Tel: 07554 332946

Email addresses:

chris.harrison@pembrokeshire.gov.uk

## EXECUTIVE SUMMARY

### SUBJECT

## HOUSING SUPPORT PROGRAMME (HSP) STRATEGY 2022-2026

The Housing Support Grant (HSG) is an early intervention grant programme to support activity, which prevents people from becoming homeless, stabilises their housing situation, or helps potentially homeless people to find and keep accommodation. The HSG does not fund the statutory duty on local authorities to prevent homelessness, instead HSG funded services augment, complement and support the statutory service to ensure that the overall offer Authorities provide helps people into the right homes with the right support to succeed. It supports vulnerable people to address the, sometimes multiple, problems they face, such as debt, employment, tenancy management, substance misuse, violence against women, domestic abuse and sexual violence, and mental health issues. Support is person centred, aimed at supporting people to secure and maintain sustainable housing by addressing the mental health and substance misuse or other problems they face, helping to improve their health and well-being and/or helping them progress into, or nearer to, a job or training opportunity based on their specific circumstances.

The HSG is a grant mechanism which funds part of an overall 'Housing Support Programme' that encompasses both the statutory homelessness duty funded through the revenue settlement and the non-statutory housing support preventative services funded through the HSG. Viewing both as a whole allows local authorities to take a systematic approach to reducing homelessness and the impact of homelessness and unstable housing; directing resources and activity to those areas which will have the greatest impact, in turn reducing demand on public services and improving health and well-being outcomes.

We are experiencing, along with all Local Authorities in Wales, an unprecedented demand for housing where demand is exceeding supply and with the position significantly worsening in the last few weeks as a result of external factors.

The current challenges in the housing market come soon after the market was already placed under severe pressure during the pandemic. Over this period all authorities saw an increase in demand for homes as the impact of the pandemic made some households vulnerable and the impact of the increased eligibility for housing support being passed to local authorities from Government.

We responded exceptionally well to Welsh Governments (WG) 'everyone-in' and recently 'no-one left out' approaches ensuring that we fully met the widening of our responsibilities effectively. The profile of eligible individuals meant that there was also unprecedented demand for single person accommodation. Inevitably, this resulted in growing numbers of people in temporary accommodation (TA) and, because of challenges for them to move on and growing numbers of people to whom we owe a full housing duty to, there has simply not been the supply to meet demand.

As an Authority we have also made some rapid changes and restructured services to enable us to move from the reactive stage to prevention and bring together the main elements of the prevention programme under one umbrella. This will ensure that the transition to Rapid Rehousing is made effectively and will ensure that early intervention and prevention is our key priority moving forward. We want to make sure that homelessness is rare, brief, and unrepeatable.

In developing this 4-year Strategy, we were required to undertake a comprehensive needs assessment which will be reviewed in 2 years. The assessment is a statement of what the Authority knows about the needs and future demand for homelessness prevention and housing support services. The delivery plan sets out how the Local Authority will deliver the priorities identified in the assessment.

The Needs Assessment shows that there has been a significant increase in the pressure for the Local Authority to temporarily accommodate people due to the COVID-19 pandemic and this is reflected in 25% increase of people accommodated in emergency accommodation between 2019 and 2021. Many of the individuals that typically end up in emergency accommodation have multiple needs and need a wide range of services to assist them.

The Needs Assessment shows that demand for suitably located, fit for purpose housing outstrips supply, particularly in relation to one bedroom accommodation, despite the best efforts of the Council to create new options for temporary accommodation, supported accommodation and permanent housing. This makes the role of prevention even more urgent and the need to support people to be able to maintain their existing accommodation.

The Housing Support Grant funds a range of floating support, supported accommodation refuge and alarm services. Early intervention services can reduce undue escalation and avoid a crisis, with knock-on impacts to health, inclusion and independence.

The Needs Assessment shows that the highest number of referrals for support were received for:

- Generic / floating support / peripatetic (tenancy support services which cover a range of users' needs)
- People with mental health issues
- Women experiencing domestic abuse
- Young people with support needs (16-24)

In addition, a relatively high number of people refer to HSG funded services with alcohol or substance misuse issues as the lead need. However, stakeholders state a far higher proportion have this as a secondary need along with mental health where the two co-occur.

The creation of the Housing Support Programme strategy is an opportunity to produce a rationalised and coherent planning mechanism to align the prevention of homelessness with providing the support necessary to ensure people are supported into and able to maintain settled accommodation. The strategy incorporates the local authority's previous duty to produce a homelessness strategy. Therefore, this single strategy for homelessness prevention and support and the mechanisms to develop the strategy, will be used to inform the authority's approach towards rapid rehousing.

As a result, Carmarthenshire has planned their HSG services as part of an overall 'Housing Support Programme' encompassing both the statutory homelessness duty funded through the revenue settlement and non-statutory preventative services funded through the HSG. It is important that our plan recognises the dependencies within the whole housing system as well as interactions with other public service delivery in order to develop a comprehensive and holistic response.

The HSP Strategy is framed over a 4-year period and implementation will be subject to ongoing review, including a formal mid-point review, as required by Welsh Government, after 2 years. Implementation will be overseen by a reconstituted Housing Support Planning Group, which has responsibility for delivery of the HSP Strategy and associated resources within the wider housing and homelessness context. The Board will monitor delivery of the priorities and receive reports on outcomes and impact. It will meet quarterly and will be chaired by the Head of Strategic Joint Commissioning. This will report to the CCG/HSG Board who will receive reports on outcomes.

<b>DETAILED REPORT ATTACHED?</b>	<b>No – Attached – Housing Support Programme Strategy 2022-2026</b>
----------------------------------	---

## 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: Chris Harrison** **Head of Strategic Joint Commissioning**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

## 1. Policy, Crime & Disorder and Equalities

The impact assessment considered the 3 strategic priority areas of the HSP strategy against each of the protected characters contained in the Equality Act. In each case, the assessment identified that the priorities would bring positive impacts to individuals with these characteristics, especially individuals who are considered vulnerable due to their age or sexual orientation, where specific services are currently being provided to address their needs.

An area where implementation of the strategy may also bring some significant improvements is in relation to the availability of suitable accommodation. The needs assessment has highlighted that accommodation in general remains a priority in Carmarthenshire and the delivery of more accommodation has been identified as a strategic priority. Through positive partnership working, Carmarthenshire will work to provide more housing solutions, which will include options for individuals with a disability, bringing a number of positive impacts. The impact assessment did consider whether residents may be indirectly affected due to race, with some residents of different races also having different cultural or language requirements, which may pose a barrier to accessing services. However, the Housing service continues to make provision to address these issues wherever possible, through the use of translation services and the availability of information in alternative languages or formats. This will continue to be monitored through the life of the strategy, to ensure that services adapt to any changes in provision that may impact on a particular group.

The assessment considered whether the strategic priorities and delivery of the HSP strategy would impact on a person's ability to access and use services through the medium of Welsh. The assessment concluded that there is currently sufficient provision in place across the local authority and its partners to enable service users to access services in their preferred language and the implementation of this strategy will not negatively impact on the Welsh Language Measure.

The HSP strategy will bring several positive impacts for children:

- Reduced time in temporary accommodation
- Improved accommodation options for households
- Raising awareness of the support available for households that are struggling
- Improved support provision for households

Whilst the HSP programme does not directly support children, the priorities identified in this strategy will result in a number of positive impacts for households, which will improve the experiences of children contained within them.

### 3.Finance

Implementation of this Strategy and delivery against the identified strategic priorities will require significant investment. This comes from a variety of sources, including:

- The HSG allocation to Carmarthenshire totalled £8.7m in 2021-22. The same amount has been confirmed for the following financial years ending 31<sup>st</sup> March 2025. The Welsh Government approach in providing a static grant position will mean that provision may have to reduce as 'cost of living' increases will need to be accounted for.
- From the Council's General Fund for homelessness
- Welsh Government Grants, including Social Housing Grant of for social housing development.

Our view is that Carmarthenshire requires more investment in HSG funding than what is currently provided to help us meet need in as comprehensive and timely way as possible and we will continue to discuss this with Welsh Government – particularly as the proposed redistribution of HSG funds across Wales was suspended due to the pandemic.

<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b> YES	<b>Include any observations here</b>
--	--------------------------------------

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

**THERE ARE NONE**

<b>Title of Document</b>	<b>File Ref No.</b>	<b>Locations that the papers are available for public inspection</b>

Carmarthenshire County Council

# Housing Support Programme (HSP) Strategy 2022–26



[sirgar.llyw.cymru](http://sirgar.llyw.cymru)  
[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor Sir Gâr  
Carmarthenshire  
County Council



Page 163

**WITH POCKETS OF ALREADY HIGH LEVELS OF DEPRIVATION LOCALLY, PRESSURE FROM RISING LIVING COSTS, HIGH MARKET RENTS AND THE SIGNIFICANT CHALLENGE IN EXIT PLANNING FROM THE EXCESSIVE USE OF TEMPORARY ACCOMMODATION, THE SCALE OF THE CHALLENGE IS CONSIDERABLE.**



# Contents

Foreword	3
Purpose of this Strategy	4
Introduction	6
Vision and Principles	12
National Context	22
Needs Assessment	24
Strategic Priorities	36
Stakeholder Engagement	40
Impact Assessments	46
Implementing, Monitoring and Reviewing the Strategy	48
Appendix 1	50
Annex A: Action Plan	53



# Foreword

I am delighted to present Carmarthenshire County Council's housing Support Programme Strategy 2022-2026.

The Strategy builds upon the existing efforts and progress being made by not only the Local Authority, but also its key stakeholders and partners to look forward and develop homes and solutions to meet the current and future demand and prevent future homelessness.

There is also a clear recognition of the 'everyone in and no one left out' approach and careful consideration into ensuring our solutions meet the needs of our communities, which are often multifaceted and diverse by nature. This includes broadening the range of accommodation to give people brighter and sustainable futures, and where homelessness cannot be prevented, ensure that it is brief and non-recurrent.

We welcome the rapid rehousing approach to homelessness and the additional financial support and guidance from Welsh Government to support us in accelerating much of our, and our partners', social housing development programmes that will increase the creation of high quality affordable, low carbon homes at pace and scale to work to better meet the needs of our community going forward.

We also recognise the importance of the private rental sector in seeking solutions to reducing homelessness, therefore I look forward to strengthening our relationship with this sector in the future in seeking sustainable housing solutions for our residents.

Whilst this paves the way for innovative solutions through better prevention and rapid responses to homelessness, we also recognise the significant challenges ahead. With pockets of already high levels of deprivation locally, pressure from rising living costs, high market rents and the significant challenge in exit planning from the excessive use of temporary accommodation, the scale of the challenge is considerable, but together with our partners we are committed to helping the most vulnerable in our communities throughout Carmarthenshire.

**I therefore welcome and commend this strategy in providing us with the strategic framework for housing support and homelessness prevention in Carmarthenshire.**

# Purpose of this Strategy

This strategy sets out our approach in continuing to support our most vulnerable residents – those who are at risk of, or experience homelessness and those who need support to maintain their tenancies and live as part of their communities.

**SINCE THE COVID-19 PANDEMIC WE HAVE STEPPED-UP THE SERVICES THAT THE COUNCIL PROVIDE TO ENSURE THAT EVERYONE WHO NEEDS SHELTER IS ACCOMMODATED AND CAN RECEIVE SUPPORT.**

There is much more that we need to do to prevent homelessness and make homelessness rare, brief and unrepeated. This Strategy will inform the future development of the Rapid Rehousing Transitional Plan which will set out our intention to provide the range and volume of accommodation that is needed to meet demand and how it will be allocated.

Included in this document are our priorities and those of our partner agencies for homelessness prevention, homelessness relief and housing related support services over the coming four years (2022-26). It refreshes earlier priorities that were included in the Council's former homelessness strategy, which was reviewed in 2018, and the Housing Support Grant Delivery Plan for 2021-22. Development of the priorities was informed by a comprehensive need assessment exercise which included direct engagement with stakeholders within the Council and providers of support services. More information on the needs assessment process and findings is provided in this strategy.





The Housing Support Grant (HSG) forms a key element of the overall strategy. This is an early intervention grant programme to support activity which prevents people from becoming homeless, stabilises their housing situation or helps potentially homeless people to find and keep accommodation. The grant is designed to augment, complement and support statutory services, thus ensuring that the overall local offer helps people into the right homes, with the right support to succeed. It makes a significant contribution to the implementation of Part 2 of the Housing Act (Wales) 2014 which focuses on homelessness prevention. Services supported through the HSG should be person centred and address multiple problems vulnerable people who are homeless or likely to become homeless often face (for example debt, unemployment, substance misuse, violence against women, domestic and sexual abuse and mental health problems). The services should ultimately reduce the need for costly intervention in these areas by other public services.

Strategic planning is key to ensuring alignment of the HSG and Carmarthenshire's statutory duties to prevent and relieve homelessness and the effective commissioning of HSG services. This will help ensure that homelessness is prevented and that people needing services are supported appropriately. This will also help ensure value for money is achieved in deploying the grant. Welsh Government requires a single strategy incorporating Carmarthenshire's homelessness prevention and support and covering the statutory homelessness duty funded through the revenue settlement and non-statutory, preventative services funded through the HSG. The strategy recognises the inter-dependency between these elements and more widely with other public services providing support to vulnerable people. The strategy recognises the inter-dependency between these elements and more widely with other public services providing support to vulnerable people.

# Introduction

Carmarthenshire County Council is the 3<sup>rd</sup> largest local authority by geography in Wales covering some 2,395 square kilometres. It borders Ceredigion to the north; Powys, Neath Port Talbot and Swansea to the east; the Bristol Channel to the south; and Pembrokeshire to the west.

The three largest towns are Llanelli, Ammanford, and Carmarthen (the county town and administrative centre). The Carmarthenshire population is one of the sparsest in Wales at just 78 people per km<sup>2</sup> who live across a diverse County of both urban and rural communities. Llanelli, Carmarthen and Ammanford are home to 25% of the population. 60% of the population live in rural areas.

The total population is projected to grow by an average of 373 people a year between 2021 and 2040, and there will likely be an accompanying growth in the use of the health and social care services in Carmarthenshire. In addition, the proportion of people aged 80+ will increase by more than 50% in a similar time frame, will likely contribute to greater pressure being placed on health and social care services in the future.

“Deprivation in Carmarthenshire is largely concentrated in the main urban centres of the local authority: Llanelli, Ammanford and to a lesser extent Carmarthen. Llanelli features the highest level of deprivation in the Authority with four areas in the south of the Town and Llwynhendy 3 to the east of the town, ranked as among the 10% most deprived in Wales. These are the only areas in Carmarthenshire ranked among the 10% most deprived.

Some of the rural towns and villages, such as Pembrey, Burry Port, Llandybie, Kidwelly and Trimsaran, feature higher levels of deprivation. These places all feature areas that are ranked amongst the 10% to 30% most deprived in Wales, with the majority of these areas featuring particularly high levels of income, employment, and education deprivation.

In mid and north Carmarthenshire deprivation is generally at very low levels, with many of the areas in this part of the County ranking among some of the least deprived in the country. “ .

**This is reflected in 54% of small areas Carmarthenshire ranking among the 50% most deprived, which is higher than the regional average of 42% and the national average.**

---

THE TOTAL POPULATION IS PROJECTED  
TO GROW BY AN AVERAGE OF

**373**

PEOPLE A YEAR BETWEEN  
2021 AND 2040



---

TEMPORARY ACCOMMODATION  
NEEDS PEAKED AT THE END OF THE  
SUMMER IN 2020 WITH CLOSE TO

**120**

HOUSEHOLDS IN TEMPORARY  
ACCOMMODATION THIS  
REMAINS HIGH COMPARED  
WITH PRE-PANDEMIC LEVELS



## Homelessness and Covid-19

A clear trend, which is mirrored across Wales, is the growing proportion of single people presenting to us as homeless. The Covid-19 pandemic resulted in a considerable amount of people being newly eligible to be housed by the Council from March 2020. The situation is currently unchanged meaning that all who present are in 'priority need'. This is also referred to as the 'Everyone In' policy.

### **We responded exceptionally well to Welsh Governments 'everyone-in' and recently 'no-one left out' approaches ensuring that we fully met the widening of our responsibilities effectively.**

The profile of eligible individuals meant that there was also unprecedented demand for single person units. Inevitably this resulted in growing numbers of people in temporary accommodation (TA) who because of challenges for them to move on, and growing numbers of people to whom we owe a full housing duty there has simply not been the supply to meet demand.

This change in policy increased the number of people requiring temporary and emergency accommodation. We normally catered for 70 households at any one time but this rapidly increased to 140 households in temporary accommodation with over a hundred of these being single people. The situation was added to by larger numbers of prison leavers single

people who had been 'sofa surfing' (staying with friends or other people's homes) no longer being able to remain and coming forward for housing.

#### **Despite the immediate challenges we face Welsh Government have indicated that:**

- there will be no going back on the 'no-one left out' approach;
- that transitional legal arrangements are being drafted which have been consulted upon;
- they have made three-year funding available for Rapid Rehousing Project Leads; and
- the first iteration of the Rapid Rehousing Transition Plan (agreed by Cabinet in September 2022) is now required for us to set out our current position and the actions that need to take place to deliver the plan over the next 5 years.

As an authority we have also made some rapid changes and restructured services to enable us to move from the reactive stage to prevention and bring together the main elements of the prevention programme under one umbrella. This will ensure that the transition to Rapid Rehousing is made effectively and will ensure that early intervention and prevention is our key priority moving forward.



**The main reasons why people contact us in relation to housing/homelessness issues in the first place are:**

- Parents won't accommodate;
- Family or friends will no longer accommodate e.g., sofa surfing;
- Notice from landlord in private rented sector;
- Relationship breakdown with partners; and
- Domestic abuse;

**Our main longer term solutions to resolve housing/homelessness issues are:**

- to either rehouse by the Council or Housing Associations;
- rehousing in the private rented sector; and
- supporting people to remain in their homes using a range of methods.

Our first duty is to consider how we help people to not become homeless and avoid the need to be re-housed. With an increase in demand our existing services need to develop to ensure they continue to focus on prevention, and avoid people moving into housing crisis.

The need for temporary accommodation peaked towards the end of the summer in 2020, and remains high compared with pre-pandemic levels, with close to 120 households in temporary accommodation. This represents an increase of 60% in the total number of households in temporary accommodation (primarily single people) compared with prior to the pandemic, suggesting that need remains (and will continue to remain) at an elevated level.

An applicant must be assessed under several sections of the Housing Act, which is complex for both applicants and caseworkers. The increase in demand has come at a time when there has also been a supply challenge in the housing market, with reduced availability and affordability of accommodation in the private sector and reduced numbers of people that we have been able to help access accommodation in the private rented sector through our support in 2021.

## Ukraine Resettlement

**As of 10th August 2022, total Ukrainian arrivals within Carmarthenshire through both routes - Homes for Ukraine (H4U individual sponsorship) and the Super Sponsor Scheme (SS Forge Inn St Clears) is as follows:**

- 82 Ukrainian Households. 216 individuals 130 Adults - 86 Children.
- 9 Ukrainian households in the Forge Inn St Clears.
- 64 Ukrainian households currently staying with hosts/sponsors.
- 8 Ukrainian households in temporary accommodation.
- 82 Expression of Interest (EOI) to become a Host/Sponsor have confirmed they are still interested and want to progress to DBS. However, there will be a % drop off at DBS and property inspection before any matching to a family.
- 20 rooms (52 individuals) can also be accommodated at the Ivy Bush commissioned directly by WG and who could be re-settled anywhere in Wales.

Ukrainian arrivals household size	No. of Households
Households arrived	73
Single person	13
2-person household	25
3-person household	19
4-person household	11
5-person household	2
6-person household	3

The above households are dispersed throughout the County many of which have children in local schools. This may influence where they want to settle in the County in the future.

**Should Welsh Government implement some form of quota system from their Welcome centres then we would anticipate several hundred additional households requiring homes.**

## Asylum Seekers Dispersal Scheme & people with no recourse to public funds (NRPF)

In addition to the Ukraine pressures the Home Office has recently advised us that we can anticipate receiving 141 Asylum Seekers of which it is estimated 70% will require single person accommodation by December 2023.

**These remain challenging times and we recognise we need to be prepared for increasing numbers of people who will need help with housing, with increasingly complex needs, and this strategy will help us respond to this growth in demand.**





# Vision and Principles

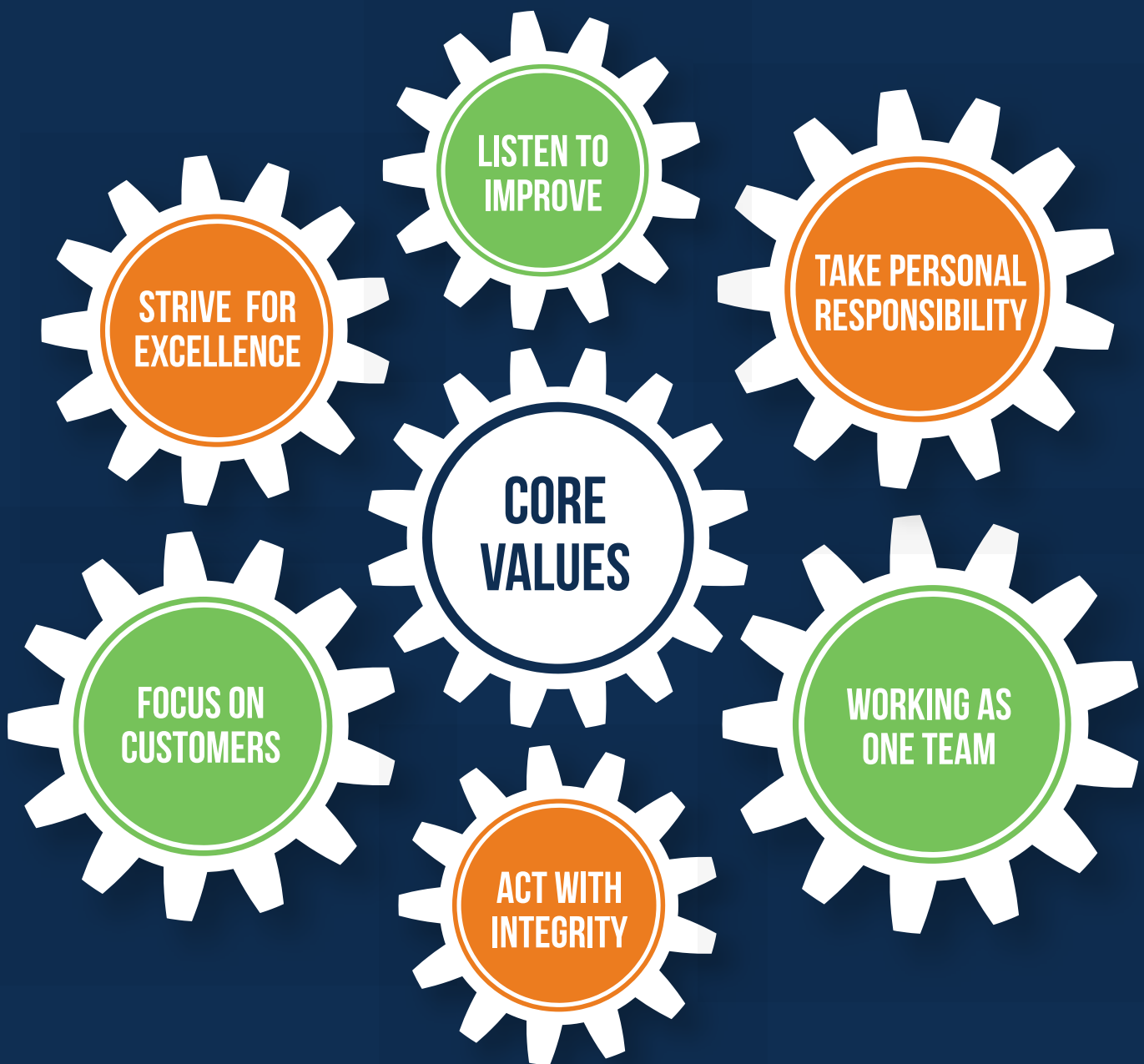
Our vision and principles for preventing and alleviating homelessness is grounded in the framework of our Corporate Strategy 2022-2027, Developing Carmarthenshire Together: one Council, One Vision, One Voice.



Our vision for the County states that:

**‘LIFE IS FOR LIVING, LET’S START, LIVE AND AGE WELL  
IN A HEALTHY, SAFE AND PROSPEROUS ENVIRONMENT’**

**OUR CORE VALUES ARE SET OUT IN THE ILLUSTRATION BELOW AND DEMONSTRATE OUR FOCUS ON OUR RESIDENTS AND EXCELLENCE IN SERVICE DELIVERY TO THEM.**



**Our 4 well-being objectives** provide the framework through which we will deliver our strategy for homelessness prevention, alleviation and housing related support.

These objectives are set out under four headings

<p><b>Enabling our children and young people to have the best possible start in life (Start Well):</b></p> <p>Giving young people a strong start in life will contribute to the prevention of homelessness.</p>	<p><b>Enabling our residents to live and age well (Live and Age Well):</b></p> <p>People who are homeless will be supported to maximise their housing opportunities and find meaningful and fulfilling employment.</p> <p>We will ensure that people are able to stay in their homes as they age.</p>	<p><b>Enabling our communities and environment to be healthy safe and prosperous (Prosperous Communities):</b></p> <p>We will pay attention to the needs of people with complex needs and ensure that we are not meeting the needs of the current generation at the expense of future generations.</p>	<p><b>To further modernise and develop as a resilient and efficient Council (Our Council):</b></p> <p>We will ensure local and regional partnership working is efficient and effective and adds value to the work of the Council.</p>
---	---	--	---



In summary our vision for homelessness is that:

## ‘HOMELESSNESS IS PREVENTED, OR WHERE IT OCCURS IT IS RARE, BRIEF AND UNREPEATED’

Start Well	Live Well and Age Well	Prosperous Communities	Our Council
<b>Outcomes we hope to achieve</b>			
<ol style="list-style-type: none"> <li>1. Improved opportunities for all residents in literacy, numeracy and digital skills to upskill for employment.</li> <li>2. Reducing the inequalities faced by children from disadvantaged backgrounds which may affect their later life chances.</li> <li>3. Families facing difficulties are supported to provide stable, safe and secure home environments for their children.</li> </ol>	<ol style="list-style-type: none"> <li>1. Help and support to alleviate the effects of the ‘cost of living’ crises and poverty in the County.</li> <li>2. A reduction and working towards an end to homelessness.</li> <li>3. Availability to good quality and energy efficient affordable homes in the County.</li> <li>4. Recognise and seek to limit the disproportionate barriers faced by marginalised groups in accessing services and support which allow them to live and age well.</li> <li>5. Improved preventative services to meet the demands of an ageing population.</li> <li>6. Improved opportunities for all residents in literacy, numeracy and digital skills to upskill for employment.</li> </ol>	<ol style="list-style-type: none"> <li>1. People feel empowered to lead active and healthy lives through access to fit for purpose services and provision.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make better use of digital technology to further transform our services into smarter, efficient service processes and to deliver a better experience for customers.</li> <li>2. Ensuring the Council is using its resources economically, efficiently and effectively.</li> <li>3. Increased public engagement through engagement, participation and consultation.</li> </ol>





## Corporate Strategy

Our Economic Recovery and Delivery Plan<sup>1</sup> sets clear goals and actions for the next two years that will support the recovery of the County's economy from the social and economic impacts of the Covid-19 pandemic and Brexit.

**OUR PLAN SETS OUT THE SHORT-TERM PRIORITIES AND IMMEDIATE ACTIONS THAT WILL PROTECT JOBS, SAFEGUARD BUSINESSES, AND BUILD STRONG, SUSTAINABLE, RESILIENT COMMUNITIES.**

### The actions in the plan are focused on supporting:

- **Businesses** – safeguarding existing businesses, supporting new start-ups and growing businesses in the foundational and growth sectors to become more productive and competitive, including the green economy.
- **People** – protecting jobs, responding to the expected increases in unemployment, helping people gain the skills needed for the jobs that will become available, and creating new and better-skilled employment opportunities.
- **Places** – ensuring a fair distribution of opportunities through investing in the infrastructure and adaptation of our strategic growth areas, town centres, the rural economy and regenerating our most deprived communities.





**Increasing the supply of homes and meeting housing need will help support some of the immediate priorities identified in the economic recovery plan, including:**

- **The need to build strong communities** – by creating over 2,000 homes we will help ensure that we deliver the right homes in the right places. This will include providing affordable homes for young and working age people in both rural and urban areas, helping them remain in the County, increasing footfall in our primary towns and protecting the Welsh language and culture in rural areas;
- **Replacing and safeguarding jobs** – the investment associated with this plan exceeds £300million. This will support local businesses and the supply chain, creating and safeguarding jobs, helping to replace the 3,000 jobs that have already been lost.

- **Growing the green economy** – developing energy-efficient new homes, with the latest renewable technology and the delivery our commitments outlined in the Housing Decarbonisation and Affordable Warmth Strategy will help support the Council’s Net Zero Carbon targets and the circular economy. These new build and retrofit programmes will support the development of the green economy, the construction industry and build local skills.

**INCREASING THE SUPPLY OF HOMES IS RECOGNISED IN THE PLAN AS A KEY DRIVER OF ECONOMIC RECOVERY AND GROWTH.**

## Well-being Plan

Our Well-being Plan draws from the Assessment of Local Well-being which identified a number of challenges that individuals face throughout their lives, including deteriorating physical and mental health, the breakdown of social networks and relationships, changing economic circumstances and becoming trapped in a cycle of poverty. The longer-term implications for the wellbeing of individuals, their families and their communities, can be immense when they don't get help or support at the right time, particularly in the early years of life. The key goal in the Well-being Plan that impacts on this Strategy is: 'to make sure that people have the right help at the right time; as and when they need it'

**This is to be achieved in the short, medium and long term:**

### **Short term:**

#### **Changing the Model of Delivery**

The plan aspires to transform service delivery to enable individuals, families and communities to take early preventative measures for the benefit of their own well-being. This included raising awareness, establishing a single point of contact to access information, and the development of a common training programme for staff across organisations based on the Make Every Contact Count (MECC) approach.

### **Medium Term:**

#### **Information Sharing**

Building on the short-term action, establish procedures and systems to continue to support the change of service provision and enable service users to take personal preventative measures. This included the development of a mechanism for organisations to coordinate and share key information to enhance the capacity and capability of public service partners to support individuals to take early preventative action.

### **Longer Term:**

#### **Ambition**

Enhanced collaboration of services to ensure that people get the right help at the right time, as and when they need it. This may be innovative county-wide and local responses such as mobile or co-location of services.

**THE KEY GOAL IN THE WELL-BEING PLAN THAT IMPACTS ON THIS STRATEGY IS: 'TO MAKE SURE THAT PEOPLE HAVE THE RIGHT HELP AT THE RIGHT TIME; AS AND WHEN THEY NEED IT'.**

## West Wales Population Assessment

The West Wales Care Partnership Population Assessment provides a high-level strategic analysis of care and support needs of citizens and support needs of carers across the West Wales region.

### **The overarching recommendations of the Population Assessment are:**

#### **Voice and control**

Ensure that maintaining people's dignity and protecting individuals from neglect and abuse must lie at the heart of all services. Ensure all services are available in Welsh for those who require them.

Ensure that people needing care and support and carers are involved meaningfully at all stages in the planning, delivery and review of services. This needs to happen at strategic level, engaging with citizens over the future shape of care and support and expectations on individuals to promote their own wellbeing and operationally, ensuring that assessment and care planning allows people to express personal outcomes and influence decisions regarding the support needed to attain them.

#### **Prevention and early intervention**

Build on the considerable foundations in place across the service areas covered in the assessment to ensure appropriate services are available to prevent or delay the need for ongoing care and support and that the prevention ethos underpins all levels and types of care. Specifically, opportunities should be taken to develop consistent preventative frameworks across services, which build on existing good practice, facilitate transition between children and adult's services and demonstrably reduce the need for ongoing care and support. This includes investing in the development of community-based preventative services, including social enterprise, cooperatives, user-led and third sector provision thus building the resilience of communities and, thereby, of people needing care and support.

#### **Wellbeing**

Prioritise support for carers and families, enabling them and those they care for to live fulfilled and independent lives for as long as possible. Further improve transition services to facilitate effective planning across services and ensure that young people continue to receive appropriate care and support into early adulthood.

#### **Co-operation, partnership and integration**

Create an environment which permits radical change and encourages innovation rather than trying to do more of the same with less. Develop consistent delivery models across service areas and the region, based on a shared strategic vision and the principles within the Social Services and Wellbeing Act 2014; ensuring common standards to all residents in West Wales.

## Approach to homelessness across the region

Regional working forms an important part of improving our service delivery. We work with neighbouring authorities to form the Regional Housing Support Collaborative Group (RHSCG) co-terminus with Hywel Dda and Powys Health Boards. The RHSCG does not play a governance role within HSG, instead their role is to provide a forum for collaborative working. Individual authorities are not accountable to RHSCGs.

The Regional Partnership Board (RPB) provides the mechanism through which collaborative working, between Health, Social Care and Housing is developed and is the mechanism through which the RHSCG builds a close working relationship so that services can be jointly commissioned, designed or focused to optimise the complementary purposes of supported Housing, Health and Social Care. The RPB is continuing to develop their role, structures and approach to securing better outcomes through collaboration. This means that we are operating in an evolving and dynamic environment and the ways of working with RPBs will need to be developed over time.





## National Context

Welsh Government has maintained a consistent focus on tackling homelessness in the context of broader UK Government policy such as austerity and welfare reform.

The impact of other non-devolved policy areas such as policing and prisons on homelessness is also monitored and responded to as appropriate. Under Part 2 of the **Housing (Wales) Act 2014**, Local authorities have a strengthened duty to prevent and relieve homelessness which has led to a strengthening of local partnership arrangements.

The guiding principle remains one of preventing homelessness, but where this is not possible, ensuring it is brief and non-repeated. There is a renewed commitment to reform homelessness services to focus on prevention and rapid rehousing. Understanding what works, what is promising, and what isn't effective will be crucial to Welsh Government in delivering its policy goals.

More detail on how the national context has developed since the Housing (Wales) Act came into being can be found in Appendix 1.

A person-centred, multi-agency approach to homelessness requires a contribution from, and alignment with other services. These service areas are themselves subject to specific legislation and policy, all broadly coalescing around the principles of prevention/ early intervention, person-centred support, promoting independence and providing sustainable solutions. Relevant legislation and policy are summarised below.

### **The Wellbeing of Future Generations (Wales) Act 2015**

The Act seeks to strengthen existing governance arrangements for improving the social, economic and cultural wellbeing of Wales to ensure that present needs are met without compromising the ability of future generations to meet their own needs. Public bodies listed in the Act need to think about the long term, work better with people, communities and each other and look to prevent problems and take a more joined up approach.

### **Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015**

The Act emphasises the focus on prevention and partnership approaches to working with VWDASV.

### **Social Services and Wellbeing (Wales) Act 2014**

The Act makes provision for improving the well-being outcomes for people who need care and support, and carers who need support and co-ordination and partnership by public authorities with a view to improving the well-being of people.

The Act recognises the increase in the number of people accessing social services. In order to help meet and reduce the demand it outlines the need for increased comprehensive early intervention and intensive support services.

### **Substance Misuse Delivery Plan: 2019 to 2022 (Wales)**

This sets out the Welsh Government's key policy and operational priorities and has been reviewed to consider where it needs to be updated in light of COVID-19.

### **Equality Act 2010**

This Act covers the whole of the UK and provides protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic. Protection applies to the provision of services and public functions. In addition, a new Socio-Economic Duty was introduced in Wales in 2020 which requires public bodies, when making strategic decisions such as deciding priorities and setting objectives, to consider how their decisions might help reduce the inequalities associated with socio-economic disadvantage.

## **The Future Programme for Government**

The Programme for Government outlines key commitments to legislate in line with the key recommendations in the documents below in relation to homelessness and care experienced young people.

### **Specifically Welsh Government has committed to:**

1. Explore radical reform of current services for looked after children and care leavers;
2. Fundamentally reform homelessness services to focus on prevention, rapid rehousing and;
3. Support innovative housing developments to meet care needs
4. Improve joint working across housing and social services, utilising corporate parenting responsibilities

# Needs Assessment

## Needs Assessment process

A Needs Assessment has been undertaken by the Council and from this a Statement of Need has been produced that uses the findings from the Needs Assessment to identify the key issues for the Housing Support Programme Strategy, our statutory duties to prevent and alleviate homelessness and in the context of our wider strategic objectives. The Statement of Need is summarised below.

## Preventing Homelessness

Housing Support services exist to help prevent homelessness, social exclusion, isolation and institutionalisation. The Welsh legal and policy framework makes it clear that early intervention reduces undue escalation and avoids a crisis, with knock-on impacts to health, inclusion and independence. The Needs Assessment shows clearly that demand for housing outstrips supply, despite our best efforts to create new options for temporary accommodation, supported accommodation and permanent housing. This makes the role of prevention even more urgent and the need to support people to maintain their existing accommodation. Our success at preventing homelessness has been maintained over the Covid period but it is below both the Welsh and regional average. We have identified a number of key actions to improve positive prevention outcomes, some of this change is already taking place with the development of the Housing Hwb Service.

## Independence Skills

The Carmarthenshire Wellbeing Plan sets out activity to make sure that people have the right help at the right time; as and when they need it. In the short term this includes transforming models of delivery to empower people via raising awareness, establishing a single point of contact to access information, and the development of a common training programme for staff across Public Service Board organisations based on the Make Every Contact Count (MECC) approach. People at risk of homeless will be a key target group for this approach.

There are significant numbers of young people presenting as homeless in Carmarthenshire and being referred into supported accommodation and floating support services. The needs of young people include training and skills development to live independently. There are a number of challenges that relate to young people transitioning to adulthood when and young adults need help to advocate for themselves.

HSG funded Supported Accommodation for Young People provides training flats to develop the skills and confidence in young people to manage their own accommodation. More could be done to provide training for people in basic skills needed to live independently.



### Support to prevent homelessness

Our Homelessness Team have made a range of changes in how they work to meet increased demand. There are a range of floating support services provided by HSG funding that work with people in their own accommodation to help develop skills and address issues that could lead to homelessness. Flexible models of support that work with people in temporary accommodation and follows them into settled accommodation should be further developed.

Most people supported have multiple needs and support should adapt and flex up and down according to need. Support capacity will shift its focus from managing crises to prevention and multi-agency support, specially tailored to individual's needs is required for complex cases.

It is recognised that there is no universal support needs assessment in place to ensure a more accurate and consistent assessment is undertaken for those who require support services. As a result, it is difficult to plan effective services to focus advice and assistance for people to help them move on and sustain their accommodation in the longer term.

### Data sharing enhances prevention planning

Understanding the activity of system partners such as Health, Probation and Education and having access to the information they have on people's needs is vital to effectively plan services and provide support early, before crises develop.

The Carmarthenshire Wellbeing Plan includes the development of a mechanism for Public Service Board organisations to coordinate and share key information, to enhance the capacity and capability of public service partners to support individuals to take early preventative action.

Strengths in good joint working with organisations such as Probation needs to be built upon, particularly in relation to NHS mental health and substance misuse services.

**MOST PEOPLE SUPPORTED  
HAVE MULTIPLE NEEDS  
AND SUPPORT SHOULD  
ADAPT AND FLEX UP  
AND DOWN ACCORDING  
TO NEED.**

## Accommodation

There has been a significant increase in single people being homeless and requiring permanent one bedroom accommodation. There is a marked shortfall between the current demand for one-bedroom properties and the supply of available housing. There is a plan to develop over 2000 more homes of mixed size and tenure across all parts of Carmarthenshire by 2026, however this was prepared prior to the pandemic. Other development plans have ambitious targets to build new housing, especially social housing, but this will be over a number of years and there will continue to be a shortfall in accommodation to meet the scale of homelessness presentations since the pandemic.

**We have seen a very recent surge in homeless presentations this has led us to have to manage reactively to meet immediate pressing need.**

**The very recent surge in presentations is caused by a number of external factors that have caused an increase in demand and a decrease in the supply of properties for rent:**

- The renting Homes Act has created concern for some landlords. WG's delay in implementing the Renting Homes Act from July to December 2022 created uncertainty for landlords and increased the numbers of Section 21 Notices (no-fault evictions) being served on private rented sector (PRS) tenants. (These require only a two-month notice period as per the 'Housing Act 1988');
- Loss of landlords and their properties from the Private Rented sector resulting in an inability to prevent homelessness and discharge our duty via this route;
- The lack of supply has increased market rents. Market rents local to Carmarthenshire are now substantially higher than Local Housing Allowance (LHA) making the market unaffordable for many applicants;
- Some evidence of landlords serving Section 21 notices so they can secure a higher rent as the market soars; and
- Some landlords cashing in on recent rises in property prices and exiting the rental market.

---

MORE THAN

**2000**



PROJECTED AS  
PRESENTING HOMELESS  
(SECTION 62) BY THE END OF THE YEAR

---

OF THE HOUSEHOLDS IN  
TEMPORARY ACCOMMODATION

**75%**



REQUIRE A ONE-BEDROOM PROPERTY

---

**In addition, recent immigration and Asylum Policy is beginning to place further pressure on the housing sector. In particular:**

- Applicants with no recourse to public funds (NRPF) having to be accommodated in TA indefinitely under WG's 'no-one left out' approach whilst their application to remain is being considered by the Home Office;
- Unquantified demand for homes from Asylum & Protection Transformation full dispersal regional shares; and
- Increasing and unquantified demand for homes from Ukraine households- this is projected to rise substantially.

**Whilst the system has, with some difficulty coped to date the signs are now that we are seeing severe stress in the system. This includes:**

- In mid-2022 more than 2000 people projected as presenting homeless (section 62) by the end of the year this was more than 20% higher than pre pandemic levels.
- That of these that presented for whom we have a full duty (section 75) we are housing more households than ever before and were projected to be a third higher in 2022 than in pre pandemic levels at 440 households. This was achieved by direct matching to social housing at greater levels than ever before.

- Despite this improved performance the number waiting for housing for whom we had a full duty rose from 180 households in 2021 to 327 at the end of June 2022.
- The current accommodation needs of people in a Section 75 Duty highlights the impact of the lack of supply of 1-bedroom and shared accommodation options for single people and couples. 68% require a 1-bedroom home.
- Of the households in temporary accommodation 75% require a one-bedroom property with the average length of stay in temporary accommodation now at 18 weeks.
- Whilst we have increased supply of temporary accommodation from a pre pandemic level of 99 to 132 units availability of properties has not enabled us to keep up with demand.
- There is a consistent demand for Temporary Accommodation. The increase in demand from households served with a Section 21 Notice has been dramatic with notices being served on a broad range of households who would not have previously presented as homeless. This is explored in more detail in the next section.

The number of section 21 notices being issued is unprecedented. We are seeing Landlords issuing 50 a month up from a pre-April 2022 level of 1-2 a month. Whilst we are meeting some of the most urgent demand through direct allocations into social housing, we are struggling to meet demand.

As a result of this dramatic increase the number of Section 21 (no fault) eviction notices being served we have seen the demographics of people presenting as homeless changing. This cohort of people are unlikely to be able to sustain or obtain accommodation in the private rented sector due to both the implementation of the Renting Homes Act and overall cost of rentals.

We have Homelessness Caseworkers investigate the reasons as to why landlords are serving Section 21 Notices and try to negotiate for tenants to remain, however, primarily landlords are indicating that they wish to leave the sector as they no longer want the responsibilities that the new Act will bring. It is felt that the publicity caused by the suspension of implementation of the act served to alert landlords to the coming change and brought forward landlords wishing to exit from the rental market altogether.

**The following size properties are required by Section 21 Notice applicants alone (age calculations and household compositions analysed):**

	No. of Households
1 bedroom Need Under 55's	49
1-2 bedroom Need Over 55's	31
2-bedroom Need	74
3-bedroom Need	34
3 - 4-bedroom Need	2
4-bedroom Need	4
5-bedroom Need	1
<b>Total</b>	<b>195</b>

**Almost 60% of households (115) with a Section 21 Notice require family type accommodation of between 2-5 bedrooms. We also hold data of the breakdown by area within Carmarthenshire where households are looking to settle.**

An average of at least 10 households per week present as homeless or are threatened with homelessness because of being served with a Section 21 Notice. We anticipated this continuing until the implementation of the Renting Homes Act in December 2022. Therefore, an additional 200 households were likely to present in this period. Based on the current split of single/families who have presented this could result in a further 120 families, 50 single households, and 30 single households over the age of 55 presenting due to a Section 21 Notice.

We have engaged in detail with landlords and 60% of landlords giving notice to their tenants so they can sell the property and only 9% because of rent arrears. This information has been gathered as part of the homeless investigation process. Caseworkers have tried to really understand the reasons why landlords have been issuing so many notices and have tried to give options to remain letting in the sector.

**We have:**

- negotiated to clear rent accounts or top up rents;
- offered to refer for additional support to assist people with managing tenancies; and
- promoted our in-house Social Lettings Agency and the benefits of the scheme so they no longer have to manage the tenancy day to day.

Landlords are repeatedly turning down this assistance and are continuing to state that they want to leave the sector. The reasons they are giving for turning down Social Lettings is because they would only get Local Housing Allowance (LHA) Rent and they can sell their property and get more money that way. This has also been confirmed by Shelter Cymru in our regular monthly meetings.

**The level of demand this is creating is becoming very difficult to meet with limited temporary accommodation offers for families. This is resulting in a rise in the number of complaints and Councillor enquiries coming through in relation to applicants who are being served with Notices.**

These enquiries, in a lot of circumstances, are going straight to officers who are trying to deal with multiple challenges. This creates an added pressure and is becoming increasingly unsustainable.

**IN OUR RAPID REHOUSING  
TRANSITIONAL PLAN, WE WILL SET  
OUT HOW WE WILL MOVE TOWARDS  
PROVIDING MORE SUSTAINABLE  
MODELS OF ACCOMMODATION AND  
SUPPORT THAT MEETS THE NEEDS OF  
EVERYONE CURRENTLY IN EMERGENCY  
PROVISION AND FUTURE DEMAND.  
MAKING SURE PEOPLE REACH SETTLED  
HOUSING AS QUICKLY AS POSSIBLE  
RATHER THAN STAYING IN TEMPORARY  
ACCOMMODATION FOR EXTENDED  
PERIODS WILL BE THE GOAL.**

### Temporary Accommodation

Twice as many people have been housed by homelessness services than pre-pandemic levels, and the overwhelming majority of those are single people. An analysis in February 2021 found of the 109 people in temporary accommodation around half of people were suitable for Rapid Rehousing with low levels of floating support and half requiring a Housing First based model of medium to high support.

There is an insufficient supply of supported accommodation for young people. Stakeholders raised a range of concerns regarding temporary accommodation.

“young people being placed in temporary accommodation and exposed to substance misuse and mental health issues”

“It is hard to access accommodation, particularly for people who are well known to the system and return a number of times. Although there are some successes through intensive work with individuals”.

“The right accommodation is key, putting a lot of people with multiple, complex needs in temporary accommodation is a challenge. For example, there are those who are trying to break from peer pressure from people who are having to share with people not yet ready to manage their mental health or substance misuse.”

There is a need to review the balance of provision between temporary accommodation, supported accommodation, Housing First and Rapid rehousing. Stakeholders feel that Housing First does not work as effectively in Carmarthenshire as it does in neighbouring counties.

**We need to work with our colleagues and with key partners such as health, social care, housing providers and the criminal justice sector in order to develop, resource and implement a fit-for-purpose housing support plan for both temporary and settled accommodation including a shared understanding of referral pathways and of service eligibility criteria.**



### Private Rented Sector

The Private Rented Sector provides an outlet for the Council to discharge its homelessness duty. The Council has a well-established Social Lettings Agency with a portfolio of 160 houses (March 2022) which proved to be an extremely valuable resource during the pandemic.

Rising house values in Carmarthenshire have meant that some private landlords set rents significantly higher than the Local Housing Allowance meaning they are no longer accessible to the Council and tenants are not able to make up the difference. This is a particular problem in Carmarthen Town.

The Council will need to evolve the Agency and improve the offer to landlords and prospective tenants from the register to ensure that it continues to grow and meet the needs of the service and its stakeholders. The Private Rented Sector Leasing Scheme, introduced in April 2022, where private property owners are encouraged to lease their properties to the Council in return for a rent guarantee and additional funding to improve the condition of their property, is being promoted and may assist securing accommodation in the PRS.

We are actively encouraging applicants to look in the Private Sector however we have seen the number of properties available to rent drop and those that are available are clearly unaffordable to our clients coming through the system.

We subscribe to an independent service 'Hometrack'. Hometrack obtain their data by regular contact with letting agents around the UK. They provide a rolling average, and the data below covers the period from 15 months ago to 3 months ago. The data shows that in many areas there have been no lets of a particular size property in that ward in the 12 months to March 2022.

Those properties that are available to rent are unaffordable to many people. When coupled with cost-of-living pressures this on food, fuel and travel these gaps are not bridgeable for most of the families being served notices and are being outbid in any case by households who are able to spend a greater proportion of their income on rent.

**MAKING SURE PEOPLE  
REACH SETTLED  
HOUSING AS QUICKLY AS  
POSSIBLE RATHER THAN  
STAYING IN TEMPORARY  
ACCOMMODATION FOR  
EXTENDED PERIODS WILL  
BE THE GOAL.**

## Support

Services work in eleven agreed localities across Carmarthenshire to ensure coherence of service to people in each locality. There are a range of local referral mechanisms which are inconsistent and it is currently challenging to obtain a single, consistent dataset of referrals and outcomes for housing related support.

As part of developing our Rapid Rehousing Transitional Plan we will analyse available support needs data on people accessing homelessness services; developing our plans based on people's levels of need; planning seamless services for presentations likely on an annual basis in the future. We will ensure our support needs assessments provide the necessary information for us to focus our advice and assistance for people to help them move on and sustain their accommodation in the longer term.

Support providers have indicated that recruitment and retention of staff is becoming an issue. There are few people presenting for interview when support staff opportunities are advertised leading to a workforce that is less capable of providing support to citizens whose needs are becoming ever more complex.

**SERVICES WORK  
IN ELEVEN AGREED  
LOCALITIES ACROSS  
CARMARTHENSHIRE  
TO ENSURE COHERENCE  
OF SERVICE TO PEOPLE  
IN EACH LOCALITY.**



### Complexity and significant life changes

Improvements are needed in the support for people facing significant change for example leaving hospital, prison, school or care settings. Information sharing is an important starting point to help partner organisations target support at the point where an individual's needs change.

Our partners and stakeholders highlight they are receiving referrals for people with increasingly complex needs. Accommodation and support options both on a temporary and long term basis needs to be planned and tailored to support these needs. Improvements for services for people with co-occurring mental health and substance misuse issues are needed.

Improvements in our multiagency approach and commitment to sharing intelligence and joint solutions are needed to avoid people falling through gaps in services, and removing silo-working will help address barriers to independent living that some of our clients face.

We will develop a Local Rapid Rehousing Partnership group to overcome some of these barriers. This partnership group will work together to develop the Plan and highlight opportunities where partners can better align their resources. Third sector homelessness and housing support providers will be critical partners during the transition to rapid rehousing.

Most stakeholders agreed mental wellbeing is a significant issue and that the pandemic has further increased the scale of need and entrenched inequalities relating to mental health.

There are high numbers of referrals to services for Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV). Stakeholders felt that current refuges are not suitable as they are shared accommodation and so not appropriate for all women and their families and none provide 24/7 on-site support, and there are no refuges for men.

**More suitable refuges are required that can accept people with high needs as well as improved floating support services for people still in their own homes – where appropriate and safe. There needs to be range of support 24/7 and dispersed accommodation. A clear pathway for move-on to settled accommodation, and improved options are needed.**

# Strategic Priorities

**Three high level, strategic priorities have been established for this Strategy derived from:**

- Conclusions of the needs assessment undertaken to inform this strategy.
- Duties on us under the Housing Act and subsequent policy drivers.
- The core aim of preventing homelessness and supporting people to have the capability, independence, skills and confidence to access and/or maintain a stable and suitable home and the suggested mechanisms for achieving this as stated in the Welsh Government's HSG Guidance.
- Assessment of existing regional and local priorities for preventing homelessness and supporting people under the HSG.
- Evidence of the impact of emergency response provision brought in during the pandemic, many of which should be maintained and consolidated if long-term demand is to be met effectively.

Actions are set out in Annex A under each of the priorities. A number of these are by their nature long-term; whilst tangible impact is expected as implementation progresses, full benefits will often take longer to be realised. This needs to be reflected when allocating funding and monitoring impact. Relevant priorities and supporting actions will also be reflected within the forthcoming Rapid Rehousing Transition Plan which will be prepared by September 2022.

Work will be undertaken to ensure full alignment of the strategic priorities with other commitments across a range of Council services, for example but not exclusively, care and support and youth services and thereby provide for holistic, joined up services for all sections of the population. As well as optimising outcomes for the individual, this will help ensure best use of available resources.

## Strategic Priority 1: Preventing Homelessness

In line with the national mission, we will, identify priorities with our partners, and commission an appropriate range of support services to ensure that in future homelessness is prevented, or where it occurs it is rare, brief and unrepeatable.

Housing support services exist to help prevent homelessness, social exclusion, isolation and institutionalisation. Prevention is core business in homelessness services and fundamental to our approach is to return to business as usual with a focus on homeless prevention and a return to, and improvement on pre-pandemic performance levels. Early intervention aims to reduce undue escalation to avoid a crisis situation, with knock-on impact to health, inclusion and independence.

**We will focus on the following areas to strengthen our approach to prevention. We will:**

- 1a) Provide a seamless service for people threatened with Homelessness;
- 1b) Develop an early intervention Housing Hwb offer for people threatened with Homelessness;
- 1c) Empower people with the skills needed to maintain their accommodation;
- 1d) Strengthen our corporate parenting approach in relation to the future accommodation needs of care experienced young people;
- 1e) Ensure support enables people to maintain their accommodation and prevent homelessness.
- 1f) Ensure internal data and data from system partners is used effectively to plan services.

## Strategic Priority 2:

### The right accommodation for people who become homeless

Fundamental to the Housing Support Programme is to help people live independently in the community. This includes not just access but assessing and influencing supply and suitable accommodation. Housing supply, particularly single bedroom units is in particularly high demand. We will aim to learn from our experience of delivering the Housing First model in developing Rapid Rehousing and a refreshed approach to supporting people to find the right accommodation with the right support from the outset.

**WE WILL CONTINUE TO INNOVATE OUR OFFER AS MORE BECOMES KNOWN OF USER NEEDS.**

**Our focus will be on ensuring people can move to settled accommodation quickly, with the use of temporary accommodation being limited. We will:**

- 2a) Use the data we capture from Support Needs Assessments to ensure where it is needed, we provide the right, good quality temporary accommodation;
- 2b) We will review our ongoing capital build programme together with those of our RSL Partners to ensure that there is consistency between homelessness data and our Local Housing Market Assessment (LHMA), Social Housing Grant (SHG) Programme, and Local Development Plans;
- 2c) Explore options for shared settled accommodation, particularly for younger people. Taking account of the individual's circumstances and preferences;
- 2d) Engage with private landlords to develop options for temporary and settled accommodation, ensuring the necessary pre-tenancy and ongoing support is available to them and their tenants; and
- 2e) Develop a Local Rapid Rehousing Partnership Group to improve joint planning and commissioning arrangements with key partners e.g. social services, Probation and the Local Health Board (LHB).



### Strategic Priority 3:

## The right support for people who become homeless

We know that timeliness and suitability of support is something that our service users depend upon. We will continue to innovate our offer as more becomes known of user needs. We recognise we need to build a single consistent system of referral, assessment and support that is simple to use both for service users and provider agencies.

We need to ensure that all our services (in house or commissioned) are bilingual and that a genuine, active offer of being assessed and supported through the medium of Welsh is enshrined in all of our commissioning arrangements.

**We also recognise we need to work with partners to build the model of support for people with complex needs including prison leavers and people with mental health and substance misuse challenges. To focus on providing improved support we will:**

- 3a) Ensure that assessment of support needs are carried out and that relevant and timely support is available at the first point of contact;
- 3b) Develop a 'Housing Support Gateway Service' to ensure consistent referral, assessment and delivery processes;
- Through the Local Rapid Rehousing Partnership Group develop specialist Support for people experiencing significant life change – leaving hospital, prison, school, care settings; and survivors of domestic violence and abuse
- Develop protocols for assessments to be carried out alongside partners who provide specialist support, to ensure a more accurate and consistent assessment is undertaken for those who require those support services for crises and complex needs.

# Stakeholder Engagement

A range of local stakeholders were involved in developing this needs assessment.

Stakeholders included council departments, statutory partners such as the NHS and Probation, along with representatives from Registered Social Landlords and HSG providers. Stakeholders were engaged via online workshops, one to one interviews and via questionnaire.



**A list of stakeholders who participated is set out below:**

- Strategic Housing, CCC
- Regional Coordinator Homelessness, CCC
- Housing Solutions CCC
- Carmarthenshire Homelessness
- Forum members
- Llanelli Mind
- The Wallich
- Youth service homelessness service
- Nacro
- Consensus Support
- Threshold
- Caredig (previously Family Housing)
- 16-25 youth support service
- Llamau
- Members of Co-occurring mental health and substance misuse health board



**The key themes arising from stakeholder engagement are summarised below:**

- People need the skills and understanding to maintain their tenancies, for young people this should commence in schools and colleges.
- Many people do not have basic skills due to the way they've been brought up, foster care, parents with substance abuse, learning difficulties, even busy working parents etc.
- It was felt the boundaries of the HSG should be pushed to provide more 'skilling-up' options.

- Having more, accessible information about what current services exist is important.
- The Council could develop a one stop shop, café, information sharing centre and provide workshops.
- Early intervention prevention work with 16-25 year olds and NEETs have services in schools – there needs to be better corporate approach to how these use contribute to homelessness prevention.
- Identification, support and tracking of people at risk of potential homelessness could be further improved by linking up intelligence from both internal and external sources.

**HAVING MORE,  
ACCESSIBLE  
INFORMATION ABOUT  
WHAT CURRENT SERVICES  
EXIST IS IMPORTANT.**

### The right accommodation

- Young people can at times be placed in temporary accommodation and be exposed to substance misuse and mental health issues.
- It is hard to access accommodation, particularly for people who are well known to the system and return a number of times. However, stakeholders highlighted that because they have had to work with people intensively, they have had success with some cases that initially it seemed they wouldn't.
- The right accommodation is key, putting a lot of chaotic people in the same accommodation is problematic. One service user stated he felt his opportunity to improve his wellbeing was being sabotaged by others, especially through peer pressure.

- Housing First does not work as effectively in Carmarthenshire as it does in neighbouring counties. This was partly because it was felt the Carmarthenshire approach doesn't follow the model as closely, and that there is also a lack of accommodation for Housing First.
- A key challenge is the lack of accommodation for Housing First and move on from temporary accommodation.
- It is very difficult to access the Private Rented Sector especially in Carmarthen as there is a £200 shortfall between rents and the Local Housing Allowance.



### **The right support**

- Support should adapt and flex up and down according to need
- Most people have multiple needs
- People with multiple needs have multiple agencies supporting them. Some even stop when they know another agency is involved as their roles overlap.
- Good assessments are needed from the beginning, the current referral processes into HSG services was described as 'clunky' and that it comprised of ticking boxes of needs.
- There needs to be a streamlined assessment hub or Gateway for all requests for HSG and homelessness referrals/presentations.

- When people are conducting assessments they need to consider real life living
  - Life skills
  - Good role models
  - Basic cooking skills
  - Budgeting and paying utilities
  - The benefits of what you eat, fresh versus frozen
  - Basic hygiene
  - How to make a bed
  - How to use a washing machine
  - Support to claim universal credit and financial hardships funds
- There is an overly bureaucratic expectation that everyone has an assessment, risk assessment and support plan, but sometimes people just need signposting.
- Joint working between the Housing Department and Probation needs to improve.
- Joint working with the NHS mental health or substance misuse services is required and an improvement in information sharing from them to HSG funded support services.

### Mental health

- The mental health crisis which had already existed was further compounded by the pandemic. The scale and complexity of mental health challenges have increased and are more entrenched.
- Most stakeholders agreed mental wellbeing is a significant issue, and that better joint responses from statutory and third sector partners are required.

### Young people

- Accessing the right support for young people transitioning to adulthood can be challenging.
- Care experienced young people need an improved corporate parenting approach to planning for their future accommodation needs.
- Overall levels of need amongst young people have increased and become more complex.



### Complex needs

- Access to short term accommodation for complex issues needs to be improved and better planning for longer term accommodation options is required.
- As mental health and substance misuse co-occur so frequently it should assumed in the commissioning of services and wider partnership arrangements.
- NHS stakeholders highlighted a desire for better training in this area.
- Having a multi-agency planned approach for individuals who regularly 'fall through the gaps' in services is required.

### Violence against women, domestic abuse and sexual violence

- Refuge services for complex needs need to be developed.
- Some current Refuges are not suitable in design. For example, there is some shared accommodation which wouldn't be appropriate for women with older male children. None are 24/7 support, have on call but not on site.
- More move on options are required.
- There is a need for gender specific services due to family trauma and for those who are survivors, also need services for men who have experienced trauma.

**OVERALL LEVELS OF NEED  
AMONGST YOUNG PEOPLE  
HAVE INCREASED AND  
BECOME MORE COMPLEX.**



# Impact Assessments

## Impact Assessment Process

A comprehensive impact assessment exercise has been carried by the housing service to assess the impact of the 3 strategic priority areas. The assessments were conducted by members of the HSG service, using templates from Carmarthenshire County Council and Welsh Government. Carmarthenshire County Council have developed an integrated Impact Assessment that takes into consideration the impact that a particular project or proposal

will have on the ability of the council to fulfil its wider legislative requirements, including the Welsh Language (Wales) Measure 2011 and the Equalities Act 2010 (Wales). The Children's Rights Impact Assessment (CRIA) was conducted using a Welsh Government template, which looked at the impact of the priorities on children's rights and how the strategy can support and promote these rights.



## Key Findings

### Equality Impact Assessment

The impact assessment considered the 3 strategic priority areas of the HSP strategy against each of the protected characters contained in the Equality Act. In each case, the assessment identified that the priorities would bring positive impacts to individuals with these characteristics, especially individuals who are considered vulnerable due to their age or sexual orientation, where specific services are currently being provided to address their needs.

An area where implementation of the strategy may also bring some significant improvements is in relation to the availability of suitable accommodation. The needs assessment has highlighted that accommodation in general remains a priority in Carmarthenshire and the delivery of more accommodation has been identified as a strategic priority. Through positive partnership working, Carmarthenshire will work to provide more housing solutions, which will include options for individuals with a disability, bringing a number of positive impacts. The impact assessment did consider whether residents may be indirectly affected due to race, with some residents of different races also having different cultural or language requirements, which may pose a barrier to accessing services. However, the Housing service continues to make provision to address these issues wherever possible, through the use of translation services and the availability of information in alternative languages or formats. This will continue to be monitored through the life of the strategy, to ensure that services adapt to any changes in provision that may impact on a particular group.

### Impact Assessments Welsh Language Assessment

The assessment considered whether the strategic priorities and delivery of the HSP strategy would impact on a person's ability to access and use services through the medium of Welsh. The assessment concluded that there is currently sufficient provision in place across the local authority and its partners to enable service users to access services in their preferred language and the implementation of this strategy will not negatively impact on the Welsh Language Measure.

### Children's Rights Impact Assessment (CRIA)

#### The HSP strategy will bring several positive impacts for children:

- Reduced time in temporary accommodation.
- Improved accommodation options for households.
- Raising awareness of the support available for households that are struggling.
- Improved support provision for households.

Whilst the HSP programme does not directly support children, the priorities identified in this strategy will result in a number of positive impacts for households, which will improve the experiences of children contained within them.

# Implementing, Monitoring and Reviewing the Strategy

## Working with Partners

As the Public Policy Institute for Wales summarises in its Tackling Homelessness, A Rapid Evidence Review 2015 report:

**‘The evidence shows that homelessness is a complex problem. It often has multiple causes that interact with one another in ways that vary at the individual level and require engagement with multiple policy areas’.**

The root causes that lead to homelessness and/or evident housing support needs among vulnerable individuals and households are profoundly interconnected. Therefore, the successful implementation of this strategy fundamentally depends on co-ordination, joint planning, commissioning and delivery of services (by both internal local authority departments, statutory partners and the housing sector).

In practice, this collaborative approach is played in Carmarthenshire through participation in the Mid and West Wales RHSCG which covers the Powys and Hywel Dda University Health Board areas. Whilst the

County Council is not directly accountable to the RHSCG, the regional structures provide a forum for practice sharing, spreading proven effective practice and addressing common opportunities and challenges. This has included joint working on the development of local HSP strategies across the region and the RHSCG will also oversee delivery of regional priorities emerging from local plans.

Similarly, the Regional Partnership Board (RPB) provides an obvious mechanism for engaging with health, social care and other partners responsible for the delivery of care and support in the County. It provides an ideal forum for collaboration, for example in the commissioning of services which promote wellbeing of citizens through the provision of appropriate housing and related support. Current strengthening of RPBs in response to the recent White Paper ‘Rebalancing Care and Support’ (2021) presents an opportunity for further development of these links, ensuring that health and care services align with housing support and supporting a person-centred approach. This is reflected in the identified strategic priorities supporting actions.

Existing links will also continue with the Area Planning Board for Substance Misuse Services and the VAWDASV Strategic and Delivery Groups, to ensure alignment of services and approaches to support as well as optimisation of available resources.



## Funding Sources

Implementation of this Strategy and delivery against the identified strategic priorities will require significant investment.

### **This comes from a variety of sources, including:**

- The HSG allocation for County, which totalled £8.8m in 2021/22. Indicative allocations of the same amount are in place until end March 2025.
- The Council's Housing Revenue Account
- The Social Housing Grant
- Phase 1 and 2 of the Economic Resilience Fund and the Hardship Fund, both established in the wake of the Covid-19 pandemic

Allocation of resources to support specific actions will be finalised at implementation stage and, for Housing Support Services, reflected in the forthcoming HSG Delivery Plan.

## **Monitoring, Reviewing and Evaluation Arrangements**

The HSP Strategy is framed over a 4-year period and implementation will be subject to ongoing review, including a formal mid-point review after 2 years.

Implementation will be overseen by the CCG & HSG Board, which has responsibility for delivery of the HSG programme and associated resources within the wider housing and homelessness context. The Board will monitor delivery of the priorities and receive reports on outcomes and impact. It meets quarterly and is chaired by the Director of Community Services and Director of Education & Children

Regular interaction also takes place with the HSG National Advisory Board, on which all local authorities across Wales are represented. The Housing Information Network is another important forum, which promotes cross-Wales approaches to homelessness and enables sharing of experiences and information as well as arranging training and development for relevant staff.

# Appendix 1

Housing and homelessness policy and practice has continued to evolve in the period since the Housing Act came into force. This evolving landscape has included:

- Publication in 2016 of **'Preventing Homelessness and Promoting Independence'** – essentially a pathway to economic independence for young people through housing advice, options and homelessness prevention.
- Publication in 2016 by Barnardo's of the **Care Leaver Accommodation and Support Framework** aimed at supporting effective planning and provision of housing and support for young people and care leavers.
- Introduction by Welsh Government of the **'Housing First'** recovery-orientated approach to ending homelessness that centres on quickly moving people experiencing homelessness into independent and permanent housing and then providing additional support and services as needed.
- A series of focused campaigns including the **End Youth Homelessness Cymru Campaign 2018**, focusing on the needs of the LGBT+ community, supporting those with mental health issues and reducing links between homelessness and educational disengagement and the care system.
- Significant additional investment by Welsh Government, notably **£10m in 2019-20 to tackle youth homelessness** through enhancing current provision and developing new services; and launch of a **£4.8m innovation fund** in 2019-20 supporting 26 projects across Wales to new and innovative approaches to housing support.
- Welsh Government's consultation document, **'Ending homelessness: A high-level action plan: 2021-2026'**, building on Phase 2 planning guidance and produced in response to earlier work undertaken by the Homelessness Action Group in 2020.
- A requirement on Local Authorities to finalise a **Rapid Rehousing Transition Plan** by the end of September 2022.
- A renewed emphasis, in response to the Covid-19 pandemic on reducing street homelessness by providing temporary accommodation solutions, leading to publication by Welsh Government of **Phase 2 planning guidance** requiring local authorities and their partners to plan to ensure that all those brought into temporary accommodation are supported into long term accommodation, that the emphasis remains on prevention and keeping homelessness a rare, brief and non-repeated experience.
- **Phase 3 planning guidance (2020)** supporting the design and development of resilient, sustainable services for the future.

**Specific strategic commitments within Welsh Labour’s Programme for Government (2021), including:**

1. To fundamentally reform homelessness services to focus on prevention and rapid rehousing.
2. Building of 20,000 new low carbon social homes for rent over the period 2021 to 2026.
3. Support for co-operative housing, community-led initiatives, and community land trusts.
4. Development of a national scheme restricting rent to local housing allowance levels for families and young people who are homeless or are at risk homelessness.
5. Ensuring Rent Smart Wales landlords respond quickly to complaints of racism and hate crime and offer anything appropriate support.

**Further commitments within the Labour/Plaid Cymru Cooperation Agreement (November 2021), including:**

1. Taking immediate and radical action to address the proliferation of second homes and unaffordable housing, using the planning, property and taxation systems
2. Establishment of Unnos, a national construction company, to support councils and social landlords to improve the supply of social and affordable housing.
3. Publication of a White Paper to include proposals for a right to adequate housing, the role a system of fair rents (rent control) could have in making the private rental market affordable for local people on local incomes and new approaches to making homes affordable.
4. Ending homelessness through reform of housing law, enacting the Renting Homes Act to give renters greater security and implementing the Homeless Action Group recommendations.

Further significant changes will be introduced in December 2022 when the Welsh Government enacts the provisions of its **Renting Homes (Wales) Act 2016**. Key changes, which strengthen the rights and protections of tenants include:

- Replacement of current tenancies and licences, including assured shorthold, assured and secure tenancies with secure occupation contracts (generally issued by community landlords – local authorities and housing associations) and standard occupation contracts (generally issued by private landlords).
- Increased duties on landlords to set out respective duties of the landlord and contract holder (tenant).
- Minimum notice period for termination of a contract where there is no fault to 6 months and requirement for at least 6 months to have elapsed since the start of a contract before any such notice is issued.
- Increased protection for contract holders from break clauses, which can only be issued by landlords where certain conditions are met.

- Requirement that all rented properties are fit for human habitation and that landlords keep the structure and exterior of the property in good repair.
- Protection for remaining tenants subject to a joint contract where one contract-holder leaves the property.
- Enhanced contract succession rights for certain groups, including some carers.

**These changes will have obvious implications for local authorities and other agencies with duties to prevent and relieving homelessness, in terms of existing tenants or contract holders having enhanced protection from the risk of becoming homeless, but also potentially on the availability of suitable properties in an area and private landlords willing to rent.**

# Annex A: Action Plan

## Strategic Priority 1 – Preventing Homelessness

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
1a) Provide a seamless service for people threatened with Homelessness	Develop a resource plan for the Housing Hwb Service to provide housing related support services from first point of contact through to settled accommodation.	September 2022	Housing Hwb Manager	<p>Support Needs assessments carried out at first point of contact to ensure people receive targeted support at the earliest opportunity.</p> <p>Improve Homelessness Prevention outcomes and break the cycle of repeat Homeless presentations.</p> <p>Gathering Needs Assessment data to inform Rapid Rehousing transition Plan and future commissioning and service delivery.</p>
1b) Develop an early intervention Housing Hwb offer for people threatened with Homelessness	Pilot the delivery of front-line Homelessness Services and Pre-Tenancy Support in 3 of the Councils main Town Hwb's, Llanelli, Carmarthen and Ammanford.	April 2022 – 23	Housing Hwb Manager	<p>Increase the offer to people threatened with Homelessness.</p> <p>Increase options to People who are unable to communicate via telephone or email.</p> <p>Evaluation of Pilot to determine need for longer term provision, and impact on homelessness prevention.</p>

## Housing Support Programme (HSP) Strategy 2022-26

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
1c) Empower people with skills needed to maintain their accommodation.	Review provision of training for both support providers and service users.  Implement a minimum training benchmark for support staff in line with Welsh Government's guidance and regional agreement.	December 2022	RHSCG/ RDC HSG lead	Improve the quality and effectiveness of support to people receiving a service.  Increased training may also contribute to the development and retention of staff into the sector.
	Increase the resources available to the pre-tenancy team to provide training to individuals entering the PRS.	September 2022	Housing Hwb Manager/ Pre-tenancy lead/ HSG Development Lead	Increase in the number of people who are able to sustain settled accommodation  Increase in the number of people who take up the offer of settled accommodation in the PRS.  Improve sustainability skills, and reduction in the number of evictions.
	Deliver basic homelessness training and pre-Tenancy advice to Comprehensive Schools.	Ongoing	Youth Support Services/ Pre-Tenancy Support Lead	Young people will have an understanding of the responsibilities that come with managing a tenancy including budgeting.  Young people will be made aware of the issues that contribute to homelessness and where to seek support.  Reduction in the number of young people presenting as homeless.

## Housing Support Programme (HSP) Strategy 2022-26

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
1d) Strengthen our corporate parenting approach in relation to the future accommodation needs of care experienced young people	Ensure an improved corporate parenting approach to development of skills including the development of the youth support service.	September 2022	Development Lead	<p>Young people in training flats and shared accommodation will receive floating support from the youth service.</p> <p>Young people will be supported to become independent. Using an internal support provider will ensure collaborative working with key agencies for better outcomes.</p>
	Review partnership working with Early Intervention and Prevention with Youth Services and schools.	December 2022	HSG Lead/ Youth Support Service Lead	Targeted approach to young people at risk of homelessness. Outcomes will be seen through WHO12 data.
1e) Ensure support enables people to maintain their accommodation and prevent homelessness.	Submit Rapid Rehousing Transition Plan.	September 2022	Housing Hwb Manager	Corporate approval and submission of Plan to Welsh Government.
	Review commissioning of low level support.	January 2023	Housing Hwb Manager/ HSG	Complete Support Needs Mapping Assessment of people accessing front-line homelessness services.
	Support Rent Smart Wales agenda in particular energy efficiency and fuel poverty.	Ongoing	HSG/ Development lead	<p>Continue to appropriately support people who remain rough sleeping, are in temporary accommodation and those recently moved into settled accommodation.</p> <p>Make available enough of the right support to assist people to secure and sustain settled accommodation.</p>

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
1e) Ensure support enables people to maintain their accommodation and prevent homelessness.	Full evaluation of floating support to ensure support is relevant to changing needs and meets the aims of the Rapid Rehousing Transition Plan.	January 2023	HSG/ Development Lead/ Housing Hwb Manager	Support is appropriate to changing needs and is flexible enough to provide effective support to those that need it to prevent homelessness.
1f) Ensure internal data and data from system partners is used effectively to plan services.	Work with the PSB to support activity around better data sharing.	January 2023	RHSCG/ RDC HSG lead	To ensure that comprehensive data is available and can be used to effectively plan future services.



## Strategic Priority 2 – The right accommodation for people who become homeless or at risk of homelessness

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
2a) Use the data we capture from Support Needs Assessments to ensure where it is needed, we provide the right, good quality temporary accommodation	Review existing temporary accommodation placements to determine if applicants are suitable to be offered settled accommodation	September 2022	HSG/ Development Lead/ Housing Hwb Manager	To ensure that people have the opportunity of settled accommodation as quickly as possible – with the necessary support to sustain their tenancies.
	Continue an open dialogue with RSL partners, review existing Social Housing Allocations Policy and look at assistance with TA.	March 2023	Housing Hwb Manager	To ensure that the allocation policy meets the aims of the Rapid Rehousing Transition Plan and that in the short-term good quality temporary accommodation is available to those that need it.
2b) We will review our ongoing capital build programme together with those of our RSL Partners	<p>Review the Four-Year Housing Regeneration and Development Delivery Programme to support the delivery of over 2,000 homes for rent and sale.</p> <p>Develop a plan for gaps in accommodation identified in the Rapid Rehousing Transition Plan.</p>	September 2022	Housing Hwb Manager/ Investment and Development Services	To ensure that there is consistency between homelessness data and our Local Housing Market Assessment (LHMA), Social Housing Grant (SHG) Programme, and Local Development Plans; and that the aims of the Rapid Rehousing Transition Plan is met.
2c) Explore options for shared settled accommodation, particularly for younger people. Taking account of the individual's circumstances and preferences;	Develop robust corporate parenting approach to joint working and commissioning accommodation for care experienced young people and young people 16-18.	Ongoing	HSG Lead Homeless Services	Recommendations are made on the right accommodation options for young people and the plan needed to commission them.

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
2d) Engage with private landlords to develop options for temporary and settled accommodation, ensuring the necessary pre-tenancy and ongoing support is available to them and their tenants	Further develop the Private Rented Sector Leasing Scheme	March 2023	Housing Hwb / Pre-Tenancy Advice Service	Increased availability of good quality, affordable accommodation in the PRS. Improved security for tenants who will be offered minimum terms.
	Review and further develop the options available to bring empty homes into occupation. Where appropriate, encourage use of Simple Lettings/ Private Rented Sector Leasing scheme.	March 2023	Home Improvement Services	Increased number of properties available for rent.
2e) Develop a Local Rapid Rehousing Partnership Group to improve joint planning and commissioning arrangements with key partners e.g. social services, Probation and the Local Housing Board (LHB).	Review Housing First model of support programme	September 2022	HSG/ Development Lead / Homeless Services	Recommendations made for Housing First and Rapid Rehousing.
	Develop the Rapid Rehousing Transition Plan	September 2022	Housing Hwb Manager	Rapid Rehousing Transition Plan developed.

### Strategic Priority 3 – The right support for people who become homeless

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
3a) Ensure that assessment of support needs are carried out and that relevant and timely support is available at the first point of contact	Improve marketing and promotion of support services and referral system through website and social media pages.	January 2022	HSG/ Development Lead	Publicising the availability and accessibility of support services will encourage individuals and other services to refer at an earlier stage, allowing focus on prevention.
	Increase the capacity of support in B&B accommodation.	March 2022	HSG/ Systems lead	Individuals who are in B&B will be able to access support when they need it, not just between 9-5.
3b) Develop a 'Housing Support Gateway Service' to ensure consistent referral, assessment and delivery processes	Review of referral and assessment processes  Review single point of access for HSG funded services.	March 2023	Housing Hwb Manager/ HSG	People will receive the right level of support to meet their needs, reviewed regularly to enable them to sustain settled accommodation.
3b) Through the Local Rapid Rehousing Partnership Group develop specialist Support for people experiencing significant life change – leaving hospital, prison, school, care settings	Co-design commissioned services with service users, providers, Council departments, and Health, Probation and Education partners.	March 2023	Housing Hwb Manager/ HSG	Services will be designed with multi-agency and service user input to ensure they are fit for purpose and provide the right support.

## Housing Support Programme (HSP) Strategy 2022-26

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
3b) Develop protocols for assessments to be carried out alongside partners who provide specialist support, to ensure a more accurate and consistent assessment is undertaken for those who require those support services for crises and complex needs	Develop a proactive and responsive inclusions panel 'Gateway' of supported accommodation and hostel providers along with substance misuse and mental health practitioners to minimise the risk of eviction or exclusion from services for people with complex needs co-occurring mental health and substance misuse challenges	September 2022	Housing Hwb Manager	Evictions from TA for people experiencing complex needs will be reduced. This will reduce the number of people found 'intentionally homeless' and the number of repeat applications from this group.
	<p>Continue with Plans to improve services for VAWDASV including those with complex needs.</p> <p>Develop closer working relationships with our Domestic Abuse partners and fully engage with the VAWDASV delivery group to Develop a training plan for frontline staff.</p>	July 2022	HSG Lead	<p>Identify all services available for those experiencing domestic abuse to increase options for them to remain in their home safely.</p> <p>To increase confidence in dealing with clients experiencing domestic abuse and to raise awareness of all services available.</p>

Priority	Action required to deliver the priority	Timescales / By when	Lead Person	Outcome / Outputs
3b) Develop protocols for assessments to be carried out alongside partners who provide specialist support, to ensure a more accurate and consistent assessment is undertaken for those who require those support services for crises and complex needs	<p>Review partnership working opportunities to improve strategic working with system partners, particularly Hywel Dda Health Board. Work closely with the HB around funding for complex needs and where HSG can compliment this.</p> <p>Review multiagency working and case conferencing arrangements to support HSG providers giving holistic support.</p>	March 2023	HSG/ Development lead / Housing Hwb Manager	Joint working will improve outcomes for individuals with complex needs who are often passed between services.
	<p>Continue to provide support drop-in service at Temporary Accommodation including DDAS. Continue co-location of CTAP support service within the B&amp;B</p>	Ongoing while using B&B as temporary accommodation	HSG lead/ Homeless Services	Individuals able to access multiple support from within TA, improved outcomes and joint working between services



Carmarthenshire County Council  
County Hall, Castle Hill, Carmarthen SA31 1JP

[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)

Tel: 01267 234567

## COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE

26<sup>TH</sup> JANUARY, 2023

### SUBJECT:

### RAPID REHOUSING TRANSITION PLAN 2022 - 2027

#### Purpose:

The purpose of this report is to:

- Present the Draft Rapid Rehousing Transition Plan
- Present the high-level actions recommended in the Plan

#### THE SCRUTINY COMMITTEE IS ASKED TO:-

Review and assess the information contained in Report and provide any recommendations and comments prior to the report's consideration by Cabinet on the following:

- R1 - the Rapid Rehousing Transition Plan and its Executive Summary
- R2 - the formal submission to Welsh Government and publication on the Council Website following Welsh translation

#### Reasons:

- The plan to be submitted to Cabinet for approval prior to its publication

CABINET MEMBER PORTFOLIO HOLDER: -

**Cllr Linda Evans- Cabinet Member for Homes and Deputy Leader**

Directorate: Communities

Name of Head of Service/

Jonathan Morgan

Report Author: Joy Williams

Designations:

Head of Housing and  
Public Protection

Rapid Rehousing Policy  
Lead

Email addresses:

JMorgan@carmarthenshire.gov.uk

joywilliams@carmarthenshire.gov.uk

# EXECUTIVE SUMMARY

## RAPID REHOUSING TRANSITION PLAN 2022-2027

### 1. BRIEF SUMMARY OF PURPOSE OF REPORT.

The purpose of this report is to fulfil the Welsh Government requirement for the LA to produce a Rapid Rehousing Transition Plan for 2022 – 2027.

The Plan contains a series of High-Level Actions that will enable us to transition to a Rapid Rehousing Approach that will help us to make homelessness in Carmarthenshire rare, brief, and unrepeated.

#### Context

In 2019 the Welsh Government Minister for Housing tasked a panel of experts termed the Homelessness Action Group with answering 4 key questions related to the prevention and alleviation of homelessness in Wales.

Recommendations from this group helped form the Welsh Government Action Plan [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](https://gov.wales) which requires all local authorities in Wales to develop and submit a Rapid Rehousing Transition Plan (RRTP) by September 2022 and deliver on this plan as part of its Housing Support Programme Strategies.

Rapid Rehousing is an internationally recognised approach designed to provide people experiencing homelessness with secure, settled, and self-contained housing as quickly as possible. Rapid rehousing includes the following characteristics:

A focus on helping people into permanent accommodation at the same time as, rather than after, addressing any other support needs.

No requirement to be assessed for 'housing readiness' in order to access accommodation. Offering a package of assistance and multi-agency support, specially tailored to individual needs where this is required.

Helping people experiencing homelessness or at risk of homelessness with lower or no support needs, and in doing so preventing complex needs or chronic problems from occurring or escalating.

Rapid rehousing recognises that the vast majority of people who have experienced homelessness, even those who have been severely marginalised and homeless for a long time, are able to maintain their tenancies in self-contained housing, with the right level of support. Providing a home as quickly as possible will help avoid the destabilising and marginalising effects of prolonged homelessness or prolonged stays in emergency or temporary settings while remaining homeless.



If rapid rehousing can be widely adopted then the need for many forms of temporary accommodation should diminish, although the Welsh Government recognises that there will continue to be a need for temporary housing solutions at times. [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](#)

The development of Rapid Rehousing clearly places an emphasis on the provision of housing as a fundamental element of recovery from homelessness, homelessness cannot be resolved with just housing alone. For Rapid Rehousing to work, we must work in partnership with key services such as health and criminal justice. We must also harness both the third sector and voluntary organisations who provide services that support and help tenants build confidence and a connection within a community.

### **Proposed immediate and short-term actions**

The Rapid Rehousing Transition Plan has been drafted. Detailed operational delivery plans will be developed to fulfil the high-level actions proposed in the plan once the plan is approved. The Rapid Rehousing Project Board will oversee the implementation of these delivery plans.

Scrutiny Committee are requested to recommend to Cabinet that the following actions are approved to take this work forward:

R1 - the Rapid Rehousing Transition Plan and its Executive Summary

R2 - the formal submission to Welsh Government and publication on the Council Website following Welsh translation

**DETAILED REPORT ATTACHED?**

**YES – Rapid Rehousing Transition Plan and Executive Summary *Draft***

## 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:** Jonathan Morgan Head of Housing and Public Protection

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>

### Policy, Crime & Disorder and Equalities

Other than the review of the Social Housing Allocations Policy which will have its own route through the political decision-making process there are no other policy decisions included in the Plan.

As any major policy change is taken forward, we will carry out detailed Equality Impact Assessments and publish any impacts and mitigations identified.

### Finance

The financial resources to deliver The Plan are dependent on a variety of different sources. Should any future grant funding not be available we may need to revisit the priorities set out in this plan.

Funding to deliver The Plan comes from a variety of different sources including:

- The Housing Support Grant
- The Council's General Fund for homelessness
- The Council's Housing Revenue Account
- Welsh Government Grants, including Social Housing Grant

### Risk Management Issues

Failure to adopt and publish the Plan will leave us in contravention of the Welsh Government's directive and without a strategic direction to improve the prevention and alleviation of homelessness in the County.

### Staffing Implications

ODR to create Housing Hwb structure approved 4th May 2022.

<b>CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED</b>	
---	--

YES

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

**THERE ARE NONE**

This page is intentionally left blank

# Rapid Rehousing Transition Plan Executive Summary 2022 to 2027

Carmarthenshire County Council

September 2022



[carmarthenshire.gov.uk](http://carmarthenshire.gov.uk)



# Foreword



Our vision for Carmarthenshire is that ***Life is for living, let's start, live and age well in a healthy, safe and prosperous environment.*** I believe a good quality affordable home is central to this vision and vital for each citizen to be able to live well.

Over recent years we have faced considerable challenges which have impacted on the ability of some to live well. The Covid-19 pandemic and the cost-of-living crisis have meant that some have found themselves excluded from society, unable to secure employment or training, unable to secure vital services and at risk of ill health. The threat of homelessness can be a result of any of these factors and whilst some are able to resolve this themselves others cannot and turn to the council for help.

We are seeing people turning to us for help in greater numbers than ever before and we are committed to help everyone who needs us and uphold the Welsh Government commitment that no one is left out. This increased demand, however, requires the right services and resources to meet it effectively.

This plan outlines how we intent to transform our homelessness services so that they are fit for purpose to meet current and future need and create an environment where homelessness is rare, brief, and unrepeated. To deliver on this plan, we intend to:

- Review the allocation of social housing
- Develop the housing related support offer by streamlining support assessment and referral processes
- Develop the right temporary accommodation that meets current and future need
- Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing
- Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing
- Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing
- Develop and commission the right housing related support services to support the Rapid Rehousing vision

Although the responsibility to publish this Plan lies with the Council, there are a wide range of partners involved, including Housing Associations, support and accommodation providers, service users, advice agencies, the Health Board, the third sector and local authority services such as Housing, Social Services and Commissioning. I am grateful to each of these partners for their contribution to the development of this Plan and their commitment to take it forward.

The extent and complexity of the issues that face the Council and its partners over the next five years should not be under-estimated. However, we will strive to face these challenges in partnership, ensuring that the people of Carmarthenshire are able to access safe, secure, and sustainable accommodation.

I have great pleasure in presenting this Rapid Rehousing Transition Plan. It shows great ambition and commitment between ourselves and our partners. It provides an exciting opportunity for us all ***working together to end homelessness in Carmarthenshire by providing homes and support at the right time.***

**Diolch yn fawr iawn,**



**Cllr. Linda Davies Evans Deputy Leader and Cabinet Member for Housing**

# Contents

---



<b>Section 1: Introduction .....</b>	<b>5</b>
<b>Section 2: Homelessness Data and Analysing Need...</b>	<b>10</b>
<b>Section 3: Assessing Support Needs .....</b>	<b>11</b>
<b>Section 4: Temporary Accommodation supply .....</b>	<b>12</b>
<b>Section 5: TA Transformation .....</b>	<b>13</b>
<b>Section 6: Rapid Rehousing Transitional Plan .....</b>	<b>15</b>
<b>Section 7: Resource Planning .....</b>	<b>19</b>



# 1: Introduction



## National Context

Welsh Government has maintained a consistent focus on tackling homelessness in the context of broader UK Government policy such as austerity and welfare reform. The Housing (Wales) Act 2014 prescribed new duties for Councils in relation to homelessness. Prior to its implementation, the legal duties for Councils focussed on those priority households who became homeless and then only if they passed a number of ‘tests’ that would determine if they were legally entitled to assistance. Since the Act, Councils have the duty to assist all households who face homelessness, regardless of the need to ‘fit’ into the priority need categories.

The Homelessness Action Group (HAG) was set up by the Welsh Government Minister for Housing and Local Government in June 2019 to answer 4 key questions related to the prevention and alleviation of homelessness in Wales.

- *What framework of policies, approaches and plans is needed to end homelessness in Wales? (What does ending homelessness actually look like?)*
- *What immediate actions can we take to reduce rough sleeping between now and the winter of 2019/20, and to end rough sleeping altogether?*
- *How do we put the delivery of rapid and permanent rehousing at the heart of preventing, tackling, and ending homelessness?*
- *How can we ensure joined-up local partnerships and plans are put in place to prevent, tackle and end homelessness throughout Wales?*

[Terms of reference: Homelessness Action Group | GOV.WALES](#)

Recommendations from this group helped form the Welsh Government Action Plan [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](#) which requires all local authorities in Wales to develop and submit a Rapid Rehousing Transition Plan (RRTP) by September 2022 and deliver on this plan as part of its Housing Support Programme Strategies.

## Rapid Rehousing

Rapid Rehousing is an internationally recognised approach designed to provide people experiencing homelessness with secure, settled, and self-contained housing as quickly as possible. Rapid rehousing includes the following characteristics:

- A focus on helping people into permanent accommodation at the same time as, rather than after, addressing any other support needs.
- No requirement to be assessed for 'housing readiness' in order to access accommodation.
- Offering a package of assistance and multi-agency support, specially tailored to individual needs where this is required.
- Helping people experiencing homelessness or at risk of homelessness with lower or no support needs, and in doing so preventing complex needs or chronic problems from occurring or escalating.

Rapid rehousing recognises that the vast majority of people who have experienced homelessness, even those who have been severely marginalised and homeless for a long time, are able to maintain their tenancies in self-contained housing, with the right level of support. Providing a home as quickly as possible will help avoid the destabilising and marginalising effects of prolonged homelessness or prolonged stays in emergency or temporary settings while remaining homeless.

If rapid rehousing can be widely adopted then the need for many forms of temporary accommodation should diminish, although the Welsh Government recognises that there will continue to be a need for temporary housing solutions at times. [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](#)

The development of Rapid Rehousing clearly places an emphasis on the provision of housing as a fundamental element of recovery from homelessness, homelessness cannot be resolved with just housing alone. For Rapid Rehousing to work, we must work in partnership with key services such as health and criminal justice. We must also harness both the third sector and voluntary organisations who provide services that support and help tenants build confidence and a connection within a community.

### ***Our Corporate vision***

Our vision and principles for preventing and alleviating homelessness are grounded in the framework of our Corporate Strategy, "**Moving Forward in Carmarthenshire**".

Our vision for the County states that:

***'Life is for living, let's start, live and age well in a healthy, safe and prosperous environment'***

These remain challenging times and we recognise we need to be prepared for increasing numbers of people, with increasingly complex needs, who will need help with housing. The

Housing Support Programme (HSP) Strategy 2022-26 established three high level strategic priorities which will help respond to the growth in demand

*Strategic Priority 1: Preventing Homelessness*

*Strategic Priority 2: The right accommodation for people who become homeless*

*Strategic Priority 3: The right support for people who become homeless*

## ***Our vision for Rapid Rehousing***

Through engagement with a range of stakeholders and partners we have developed a shared vision for Rapid Rehousing based on robust intelligence. It is important that this statement is both aspirational and realistic. The importance of a person-centred approach and improved process was noted.

***“Working together to end homelessness in Carmarthenshire by providing homes and support at the right time”***

## ***Our approach***

The pandemic has seen an increase in the number of people in TA. Increasing the number of people who are owed full housing duty.

The demand for TA presents itself during challenging times in a housing market where affordable and available accommodation are in limited supply and support for people to access accommodation in the private sector reduced.

A collaborative approach will be vital for rapid rehousing to have the necessary impact reducing the need for TA, also reducing any stigma, cost, and experience of homelessness.

The restructure of the homes and safer communities has resulted in a move from the reactive stage to prevention of homelessness, with housing hwb services providing essential front-line work resulting in steps forward to the implementation of rapid rehousing and ensuring early intervention and prevention.

The aim is to ensure homelessness is rare brief and unrepeatable.

## ***Governance arrangements***

A collaborative approach is necessary to successfully implement this strategy. We will work closely with the Mid and West Wales RHSCG. And the local CCG/HSG Board which is responsible for approving local spend in relation to the Housing Support Grant and the Children and Communities Grant. The Regional partnership board (RPB) provides a

mechanism for engaging with partners responsible for delivering care and support in the county. Links will also be maintained within a multitude of areas to ensure the transitional plan is delivered through the alignment of services and approaches to support as well as optimise available resources.

The recently established Rapid Rehousing Project Board provides further governance for the work. Made up of senior members of the local authority, Housing Associations and support providers. The group will provide oversight for the delivery plans of the Rapid Rehousing Action Plan.

The ***governance structure*** showing how the transition fits within the structure of the Housing Division and within the wider local authority service provision and local partners is shown over.

DRAFT

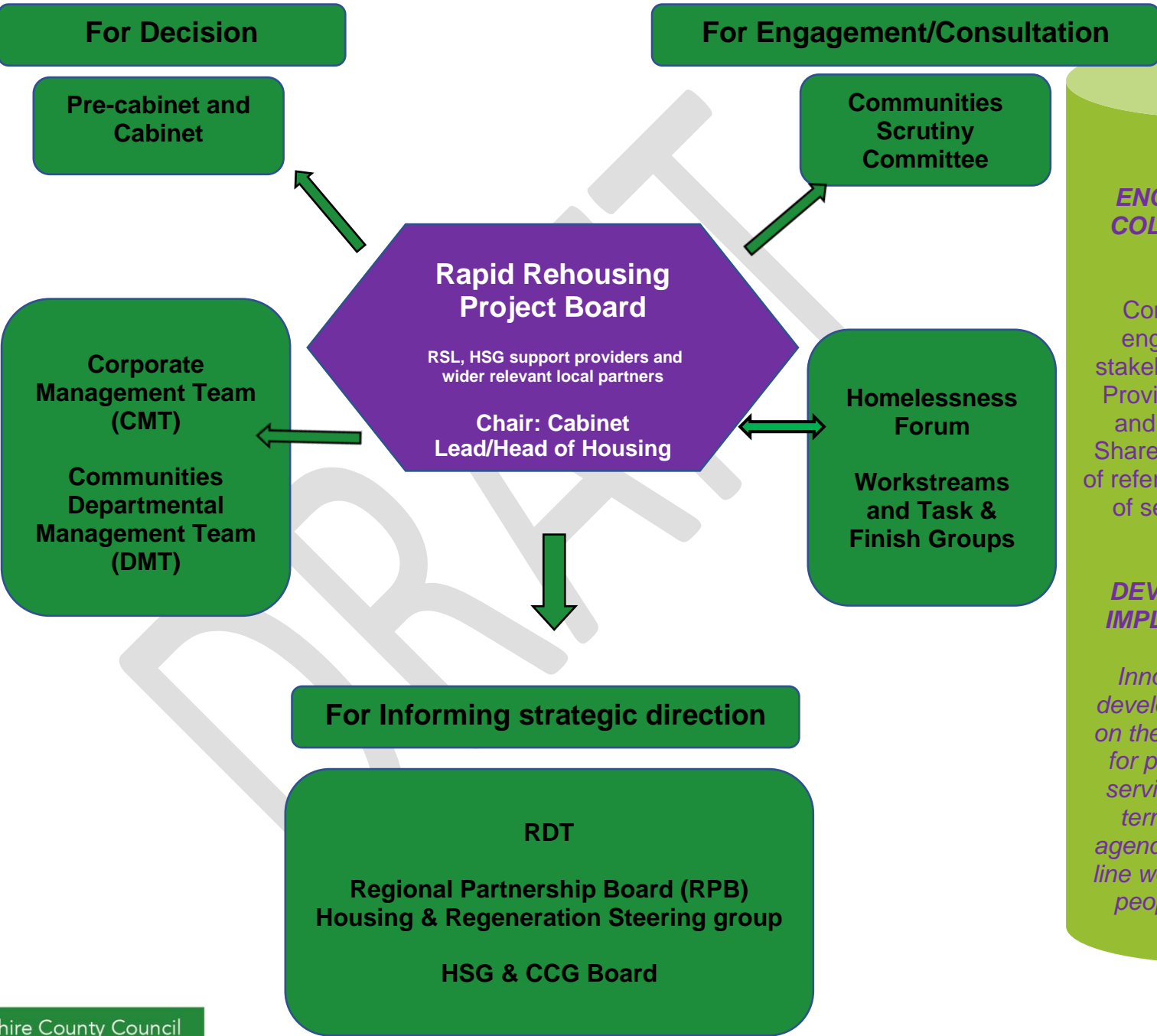
**STRATEGIC PLANNING**

*Development of Strategic and Corporate plans coordinated to enhance and complement services identifying contributions from key partners or demands on resources*

**COLLABORATIVE PLANNING & REVIEWING**

*Support HSG commissioning and capital build programme. Identifying Procurement Options for Grants and Tendering*

Page 241



**ENGAGEMENT & COLLABORATIVE WORKING**

*Consultation and engagement with stakeholders, Support Providers, Landlords and Service Users Shared understanding of referral pathways and of service eligibility criteria*

**DEVELOPMENT & IMPLEMENTATION**

*Innovative service development focusing on the greatest impact for people receiving services and a long-term preventative agenda including front line workers as well as people with a lived*

## 2: Homelessness data and analysing need



Carmarthenshire is a semi-rural county with 3 main urban areas. It has an aging population with a large proportion of Welsh speakers. The Council and Housing Associations are building a significant number of homes for social rent but there continues to be a need for social housing across the county particularly 1-bedroom homes.

The local authority currently operates a choice-based lettings system to allocate social housing with applicants “Banded” according to their need. The number of people awaiting housing indicates demand outstrips supply, particularly those needing 1-bedroom housing. Supply is particularly low for people under 55 years needing 1-bedroom accommodation.

There has been a growing proportion of single person households becoming homeless. The number and proportion of single person homeless households has spiked during the pandemic, for Section 73 cases, with outcomes generally worse for each duty when compared with multiple person households.

In 2020/21, compared with preceding years, there is a clear trend of more people progressing through from relief duty to final duty, which is reflected in other local authorities in Wales. In addition, there is a far higher proportion of people being positively discharged compared with the proportion of successful prevention or relief duty outcomes.

There is an increase in the number of households presenting because of a s21 Notice. Many private landlords state that they are selling their properties and so these tenancies are being lost from the market.

More young people are at risk of homelessness, many with complex needs, who will find it difficult to access and then sustain accommodation. Prison leavers are a significant group that present as homeless to the Local Authority often presenting several times and having multiple duties.

Substance Misuse does not feature highly in the stated needs of people referred but stakeholders state that mental health and substance misuse co-occur so frequently it should be assumed. People with co-occurring needs still get bounced between mental health and substance misuse services. The need for a ‘wet house’ in the County has been identified and by 2040 it is projected that 10 units of supported housing will be needed for people with complex needs/dual diagnosis, with stakeholders suggesting this may be an underestimate.

## 3: Assessing Support Needs



More than a third of single homeless people presented with support needs that required intensive support even if for a short period of time.

There are some individuals with complex needs who have presented as homeless several times.

Substance misuse and mental health are emerging as more significant challenges

The needs of younger people (16-25) are more complex.

Current data capturing processes do not allow for in-depth, accurate reporting on support needs or outcomes achieved.

There are a range of services funded by HSG that deliver the Housing First model, provide supported accommodation and floating support.

Many HSG services are legacy Supporting People contracts and have not been reviewed for some time.

There is uncertainty around how efficacious or strategic the existing commissioning arrangements are.

A significant proportion of HSG is used to support people with dementia via a floating support model compared to other local authorities.

There are multiple local referral systems making it difficult to gain an overall picture of referrals through data.

A review of data collection and analysis is required.

A review of referral pathways is required.

Significant numbers of young people were referred into the Youth Accommodation Panel, further analysis is needed of the outcomes from this panel.

The Mental Health Accommodation Panel only requests referrals when a vacancy arises in a supported accommodation project. Therefore, it does not give an indication of demand or waiting list for the service. It was also noted that many tenants stay in the accommodation for longer than intended, possibly indicating that longer term accommodation solutions are needed.

There was insufficient information to understand the outcomes for Learning Disability HSG funded services

## 4: Temporary Accommodation Supply



There was growth in the need for temporary accommodation, which peaked towards the end of the summer 2020. Need has since dropped but remains elevated compared with pre-pandemic levels, with close to 120 households in temporary accommodation. This represents an increase of 70% in the total number of households in temporary accommodation compared with prior to the pandemic, suggesting that need remains (and will continue to remain) at an elevated level.

Due to the current housing market, the role of the Private Rented Sector in providing temporary accommodation has decreased and it appears likely that it will continue to play a smaller role in the future.

### Baseline

Temporary Accommodation Type	Baseline Capacity (Units as at 31/03/22)	Groups accepted – any exclusions	Onsite services available	Service charges (Y/N)	Notes
Triage Centres	0	N/A	N/A	N/A	
Temporary Accommodation	212	All groups accepted	Floating support provided	Yes	Some units have CCTV
Refuge accommodation	15	Women only	Intensive support	Yes	
Supported Accommodation	112	Needs led	Housing related support	Yes	
B&B/hotels	31	All groups accepted	Floating support provided	Yes	Provision has on-site security

Table 23 Baseline provision of temporary accommodation in 2022



# 5: Temporary Accommodation Transformation



## Context and vision

In the context of this plan the vision and priorities for temporary accommodation (TA) in Carmarthenshire are:

- The need to move away from the significant use of B&B particularly following the Covid years
- Reducing the length of stay for households in temporary accommodation
- Lessening the impact of hardship, particularly in the interest of our clients; and
- Ensuring financial stability of the service

Our use of B&B:

- should be for emergency placement where no other options are available
- should be for a short period of time, amounting to days not weeks or months; and
- should avoid placing families in such accommodation, favouring more stable/ suitable accommodation in areas that are convenient to them

All as outlined in the '[The Homelessness \(Suitability of Accommodation\) \(Wales\) Order 2015](#)'.

## Transformation Plan

There is an urgency to revisit plans associated with single person Temporary Accommodation and disperse it to the wider area of Llanelli and other two townships Carmarthen and Ammanford.

The initial plan was concerned with increased single person TA in the Llanelli area due to the effects it was having on vulnerable people and their ability to manage tenancies.

The plan was aimed at delivering a 'like for like' in terms of numbers but across a wider geographical area within a certain radius of the Llanelli Town Centre, close to services.

A tender pack was put together with a service specification and key performance indicators on the provision of new, dispersed TA stock.

Following the Covid-19 pandemic and changes to Welsh Government guidance a review of the number of units required is necessary including where these need to be located, the

services to support this accommodation provision. The timescales for delivering this plan need to be carefully considered. This is dependent on learning from the revised allocation process. The need for a triage assessment centre has also been identified. The funding for this transformation relies on the reviewing of existing short-term housing related support accommodation and remodelling or decommissioning and recommissioning of services. Housing and HSG colleagues will work together to develop the justification and specification for this service in conjunction with partners. The provision of a triage centre means a needs assessment can be completed whilst still accommodated people in the short term. Ensuring that the right accommodation is sourced first time means repeat homelessness is reduced, and people have a home that meets their needs.

Three refuges are currently funded delivering women only provision. These settings are supporting those with complex needs and those experiencing domestic abuse. The new service being commissioned that integrates prevention, early intervention, support, and protection to ensure a holistic approach for people experiencing domestic abuse may go some way to respond to this. We currently have four short term supported accommodation projects for young people. Monitoring of these projects continues to ensure the right support is provided and for young people to live independent when they are ready.

The remainder of our short term supported accommodation provision is for those with mental health or complex needs plus one specialist dry provision. It has been mentioned in consultation both for the HSP strategy and for this plan that we lack a provision for people who are continuing to use substances or following a harm reduction approach.

## 6: Rapid Rehousing Transformation Plan



### **Vision**

To fulfil our vision “Working together to end homelessness in Carmarthenshire by providing homes and support at the right time”, our high-level priorities for the next 5–10-year transitional period will be to:

1. Review the allocation of social housing
2. Develop the housing related support offer by streamlining support assessment and referral processes
3. Develop the right temporary accommodation that meets current and future need
4. Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing
5. Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing
6. Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing
7. Develop and commission the right housing related support services to support the Rapid Rehousing vision

These high-level priorities will form the basis of our work to transition to Rapid Rehousing and will be delivered in conjunction with partners through detailed delivery plans which will be agreed and monitored by the Project Board.

### **Rapid Rehousing transformation**

In delivering the high-level actions within this plan we know we will face hurdles and are committed to work in partnership to overcome these.

Reviewing the allocation policy will need support from a range of partners both within and outside of the local authority, to develop a scheme that is fair and equitable. We are committed to deliver this to make homelessness brief for those who experience it  
Our development of the Gateway and the reviewing of services is aimed at providing the best housing related support

Input from partners and good communication is vital throughout the process to ensure full understanding and what is developed is fit for purpose

We need to work closely with all agencies to ensure referral routes are efficient, accessible and help is offered at the right time

There are potential cost implications to reconfiguring our TA, due to a possible period of doubling up on provision. This will be managed to mitigate unwanted costs and ensuring the best use of resources

Challenges will be face whilst plans are being reviewed and working in collaboration with partners and government is necessary to find and carry out solutions so delivery of the plans can continue

Currently we are seeing tenancies in the private rented sector ending on a scale never seen before and it is a challenge which needs facing to mitigate this loss and increase the level of supply from the private rented sector. We will continue to work with landlords and other partners to do this.

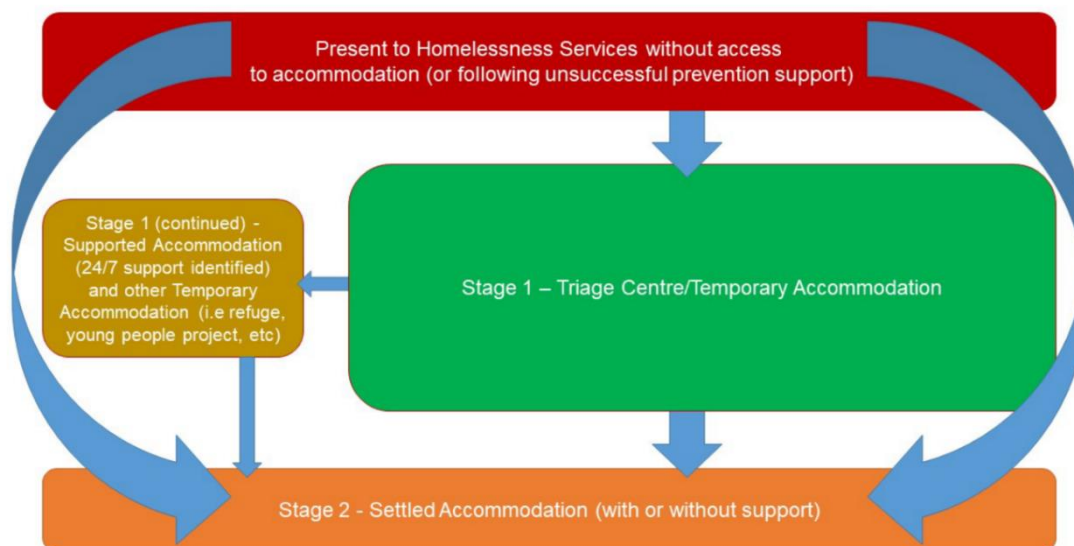
### ***Accommodation model***

Following our Rapid Rehousing transformation, we envisage a pathway to settled accommodation that moves people in housing need quickly into a home that meets their needs with the support to maintain that home.

- Temporary accommodation maybe provided, if settled accommodation unavailable, on completion of a support needs assessment with the Housing Hwb service
- An emergency triage centre may be appropriate dependant on the level of support needed
- Refuge provision may be required if the person is experiencing domestic abuse. Appropriate support will be provided and always aim for settled accommodation asap.
- TA will be provided by a range of partners and support provision will be delivered by third sector partners and Local Authority managing the accommodation
- Settled accommodation will be sourced meeting the needs of the individual. Provided from the social or private sector and support can continue for as long as it is required.
- Support will be commissioned via HSG to be flexible to meet the need of the client and will be outcomes-based to allow for a person-centred approach.
- Support will be provided both by in-house support officers and external housing support providers. If the support needs of the individual are assessed as high, then Housing First may be the most appropriate option.

Individuals whose support needs are intensive might be best placed in long-term supported accommodation which would be sourced to meet their individual need. Independent settled accommodation will always be the main aim. Our accommodation model will follow that outlined in the Welsh Government Guidance.

*Figure 5 Rapid Rehousing model of Accommodation*



## ***Pandemic response***

The Covid-19 pandemic brought about changes to the statutory homelessness guidance which resulted in a considerable amount of people being newly eligible to be housed by the Council from March 2020. The situation is currently unchanged, meaning that all who present are effectively in 'priority need'. This is also referred to as the 'No one left out' policy. A clear trend, which is mirrored across Wales, is the growing proportion of single people presenting to us as homeless.

This change in policy increased the number of people requiring temporary and emergency accommodation. The need for temporary accommodation peaked towards the end of the summer in 2020 and remains high compared with pre-pandemic levels.

The HAG recommendations emphasise the need for prevention of homelessness whenever possible. Our first duty is always to consider how we can help people to prevent them from becoming homeless and avoid the need to be re-housed. With an increase in demand our existing services need to develop to ensure they continue to focus on prevention and avoid people moving into housing crisis.

During the Covid-19 pandemic the Welsh Government introduced legislation to halt the serving of s21 Notices. Since the lifting of this ban, we have seen a large increase in the number of Notices served and the presentation of people to the Local Authority threatened with homelessness.

To tackle this increase in presentations due to s21 notices we are using a range of measures including liaising with landlords to understand the reasons for Notices and to negotiate extensions of stay and using discretionary homelessness funding to assist with arrears, extensions, and potential court costs. We will continue to deploy these and other measures to prevent and relieve homelessness as a potential impact of the pandemic.

### ***Initial socio-economic/equalities impact assessment***

As each major policy change is taken forward, we will carry out detailed Equality Impact Assessments and publish any impacts and mitigations identified.

DRAFT

## 7: Resource Planning



The resources detailed in this chapter have been identified to deliver this Action Plan. However, should any future grant funding not be available we may need to revisit our current priorities.

### *Existing resource*

During the last 3 years we have used a range of resources to support the work of homelessness prevention, alleviation, and housing related support within Carmarthenshire. These include The Revenue Support Grant, Housing Revenue Account and The Housing Support Grant. We have also drawn on the Covid Phase 1 Funding and latterly the No One Left Out funding to support this function and add to our capacity.

We have also been able to draw on the Phase 2 funding and Transitional Accommodation Capital Programme to boost our stock of temporary and settled accommodation. The capital funding element of Phase 2 funding was targeted at increasing the housing stock available to us from the private sector.

### *Staffing*

There are several teams directly involved in the provision of services that prevent or relieve homelessness.

**The Housing Hwb Service** comprises a front-end triage and assessment team offering advice and assistance, a prevention team, a Housing Options team dealing with homeless applicants, a support worker team and a pre-accommodation team supporting people to settle into new tenancies. This team will be further developed to meet the actions within this plan, specifically, **reviewing the allocation of social housing and developing the housing related support offer by streamlining support assessment and referral processes**, to enable a rapid rehousing approach to homelessness prevention and relief.

**The Temporary Accommodation Team** procures and allocates temporary accommodation and manages the stock, turning over vacant properties swiftly to reallocate. As we fulfil the Action to **develop the right temporary accommodation that meets current and future need** this staff resource may change, however current demand requires that this level of staffing is needed to run this service well.

**The Private Sector Development Team** is focused on engagement with PRS landlords ensuring the sustainability of our PRS Leasing Scheme as well as the quality of PRS accommodation in

the County. The success of this team will impact on the supply of properties available to let and the extent to which we can accommodate households in the private rented sector.

Within *the Investment and Development Service* there is a team of staff dedicated to the development and delivery of affordable homes. This element of the team will be crucial in delivering on the Actions to **Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing** and to **develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing**.

The Action to **Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing** may have some bearing on how the commissioning, monitoring, and reviewing of HSG services is taken forward in the future. The *HSG commissioning team* will need to work closely with the Housing Hwb team to review the current services and to **develop and commission the right housing related support services to support the Rapid Rehousing vision**.

## *Priorities*

Our priorities will be based on our high-level actions outlined in this plan.

- Review the allocation of social housing
- Develop the housing related support offer by streamlining support assessment and referral processes
- Develop the right temporary accommodation that meets current and future need
- Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing
- Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing
- Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing
- Develop and commission the right housing related support services to support the Rapid Rehousing vision

Following the publication of this Rapid Rehousing Transition Plan detailed delivery plans will be created to outline the work that will be carried out to achieve each of these high-level actions. These delivery plans will be working documents, subject to change as the priorities, policy drivers, and demands on the services change and develop.



## *Resource plan*

Once the detailed delivery plans have been developed a detailed table which illustrates how the financial resources will change during the five-year transition period and link to activities and themes will be produced and will be monitored by the Rapid Rehousing Project Board over the next 5 years.

DRAFT

This page is intentionally left blank

# Rapid Rehousing Transition Plan 2022 to 2027

Carmarthenshire County Council

September 2022



[carmarthenshire.gov.uk](http://carmarthenshire.gov.uk)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



# Foreword



Our vision for Carmarthenshire is that ***Life is for living, let's start, live and age well in a healthy, safe and prosperous environment.*** I believe a good quality affordable home is central to this vision and vital for each citizen to be able to live well.

Over recent years we have faced considerable challenges which have impacted on the ability of some to live well. The Covid-19 pandemic and the cost-of-living crisis have meant that some have found themselves excluded from society, unable to secure employment or training, unable to secure vital services and at risk of ill health. The threat of homelessness can be a result of any of these factors and whilst some are able to resolve this themselves others cannot and turn to the council for help.

We are seeing people turning to us for help in greater numbers than ever before and we are committed to help everyone who needs us and uphold the Welsh Government commitment that no one is left out. This increased demand, however, requires the right services and resources to meet it effectively.

This plan outlines how we intent to transform our homelessness services so that they are fit for purpose to meet current and future need and create an environment where homelessness is rare, brief, and unrepeated. To deliver on this plan, we intend to:

- Review the allocation of social housing
- Develop the housing related support offer by streamlining support assessment and referral processes
- Develop the right temporary accommodation that meets current and future need
- Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing
- Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing
- Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing
- Develop and commission the right housing related support services to support the Rapid Rehousing vision

Although the responsibility to publish this Plan lies with the Council, there are a wide range of partners involved, including Housing Associations, support and accommodation providers, service users, advice agencies, the Health Board, the third sector and local authority services such as Housing, Social Services and Commissioning. I am grateful to each of these partners for their contribution to the development of this Plan and their commitment to take it forward.

The extent and complexity of the issues that face the Council and its partners over the next five years should not be under-estimated. However, we will strive to face these challenges in partnership, ensuring that the people of Carmarthenshire are able to access safe, secure, and sustainable accommodation.

I have great pleasure in presenting this Rapid Rehousing Transition Plan. It shows great ambition and commitment between ourselves and our partners. It provides an exciting opportunity for us all ***working together to end homelessness in Carmarthenshire by providing homes and support at the right time.***

**Diolch yn fawr iawn,**



**Cllr. Linda Davies Evans Deputy Leader and Cabinet Member for Housing**

# Contents

---



<i>Section 1: Introduction .....</i>	<i>5</i>
<i>Section 2: Homelessness Data and Analysing Need... 15</i>	
<i>Section 3: Assessing Support Needs .....</i>	<i>48</i>
<i>Section 4: Temporary Accommodation supply .....</i>	<i>58</i>
<i>Section 5: TA Transformation .....</i>	<i>63</i>
<i>Section 6: Rapid Rehousing Transitional Plan .....</i>	<i>67</i>
<i>Section 7: Resource Planning .....</i>	<i>82</i>
<b>Appendices:</b>	
<i>1. HSP Stakeholder Engagement themes.....</i>	<i>83</i>
<i>2. Rapid Rehousing Project Board Terms of Reference.....</i>	<i>86</i>

# 1: Introduction



## National Context

Welsh Government has maintained a consistent focus on tackling homelessness in the context of broader UK Government policy such as austerity and welfare reform. The Housing (Wales) Act 2014 prescribed new duties for Councils in relation to homelessness. Prior to its implementation, the legal duties for Councils focussed on those priority households who became homeless and then only if they passed a number of ‘tests’ that would determine if they were legally entitled to assistance. Since the Act, Councils have the duty to assist all households who face homelessness, regardless of the need to ‘fit’ into the priority need categories.

Under Part 2 of the Housing (Wales) Act 2014, Local authorities also have a strengthened duty to prevent and relieve homelessness which has led to a strengthening of local partnership arrangements. The guiding principle remains one of preventing homelessness and for the period 2015 to March 2020 (pre COVID) Welsh Government (WG) had started to look at further changes to the 2014 Act.

The Homelessness Action Group (HAG) was set up by the Welsh Government Minister for Housing and Local Government in June 2019 to answer 4 key questions related to the prevention and alleviation of homelessness in Wales.

- *What framework of policies, approaches and plans is needed to end homelessness in Wales? (What does ending homelessness actually look like?)*
- *What immediate actions can we take to reduce rough sleeping between now and the winter of 2019/20, and to end rough sleeping altogether?*
- *How do we put the delivery of rapid and permanent rehousing at the heart of preventing, tackling, and ending homelessness?*
- *How can we ensure joined-up local partnerships and plans are put in place to prevent, tackle and end homelessness throughout Wales?*

[Terms of reference: Homelessness Action Group | GOV.WALES](#)

The group provided a series of reports to the Welsh Government outlining how homelessness should become rare, brief, and unrepeated. One of the key themes was making homelessness brief and unrepeated through rapid rehousing. One of the recommendations for Welsh Government and local authorities to achieve this was to “*lead a transition in the support system over time to prioritise sustaining tenancies and rapid*

*rehousing (including Housing First where appropriate) as the default approach for people who are at immediate risk of homelessness or are already experiencing it.” (Homelessness Action Group, 2020).*

This recommendation was incorporated into the Welsh Government Action Plan [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](#) which requires all local authorities in Wales to develop and submit a Rapid Rehousing Transition Plan (RRTP) by September 2022 and deliver on this plan as part of its Housing Support Programme Strategies.

## ***Rapid Rehousing***

Rapid Rehousing is an internationally recognised approach designed to provide people experiencing homelessness with secure, settled, and self-contained housing as quickly as possible. Rapid rehousing includes the following characteristics:

- A focus on helping people into permanent accommodation at the same time as, rather than after, addressing any other support needs.
- No requirement to be assessed for ‘housing readiness’ in order to access accommodation.
- Offering a package of assistance and multi-agency support, specially tailored to individual needs where this is required.
- Helping people experiencing homelessness or at risk of homelessness with lower or no support needs, and in doing so preventing complex needs or chronic problems from occurring or escalating.

Rapid rehousing recognises that the vast majority of people who have experienced homelessness, even those who have been severely marginalised and homeless for a long time, are able to maintain their tenancies in self-contained housing, with the right level of support. Providing a home as quickly as possible will help avoid the destabilising and marginalising effects of prolonged homelessness or prolonged stays in emergency or temporary settings while remaining homeless.

If rapid rehousing can be widely adopted then the need for many forms of temporary accommodation should diminish, although the Welsh Government recognises that there will continue to be a need for temporary housing solutions at times. [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](#)

The development of Rapid Rehousing clearly places an emphasis on the provision of housing as a fundamental element of recovery from homelessness, homelessness cannot be resolved with just housing alone. For Rapid Rehousing to work, we must work in partnership with key services such as health and criminal justice. We must also harness both



the third sector and voluntary organisations who provide services that support and help tenants build confidence and a connection within a community.

## ***Our vision***

Our vision and principles for preventing and alleviating homelessness are grounded in the framework of our Corporate Strategy, “**Moving Forward in Carmarthenshire**”.

Our vision for the County states that:

***‘Life is for living, let’s start, live and age well in a healthy, safe and prosperous environment’***

Our core values are set out in the illustration below and demonstrate our focus on our residents and excellence in service delivery to them.



Our 13 well-being objectives provide the framework through which we will deliver our strategy for homelessness prevention, alleviation, and housing related support.

These objectives are set out under four headings:

- Start Well: giving young people a strong start in life will contribute to the prevention of homelessness
- Live Well: people who are homeless will be supported to maximise their housing opportunities and find meaningful and fulfilling employment
- Age Well: we will ensure that people are able to stay in their homes as they age
- Healthy, Safe and Prosperous Environment: we will pay attention to the needs of people with complex needs and ensure that we are not meeting the needs of the current generation at the expense of future generations.

These remain challenging times and we recognise we need to be prepared for increasing numbers of people, with increasingly complex needs, who will need help with housing. The Housing Support Programme (HSP) Strategy 2022-26 established three high level strategic priorities derived from:

- Conclusions of the needs assessment undertaken to inform the strategy
- Duties placed on us by the Housing (Wales) Act and subsequent policy drivers
- The core aim of preventing homelessness and supporting people to have the capability, independence, skills, and confidence to access and/ or maintain a stable and suitable home and the suggested mechanisms for achieving this as stated in the Welsh Government's HSG Guidance
- Assessment of existing regional and local priorities for preventing homelessness and supporting people under the HSG
- Evidence of the impact of emergency response provisions brought in during the pandemic, many of which should be maintained and consolidated if long-term demand is to be met effectively

The following strategic priorities will help us respond to the growth in demand:

### ***Strategic Priority 1: Preventing Homelessness***

In line with the national mission, we will, identify priorities with our partners, and commission an appropriate range of support services to ensure that in future homelessness is prevented, or where it occurs it is rare, brief, and unrepeatable.

### ***Strategic Priority 2: The right accommodation for people who become homeless***

Fundamental to the Housing Support Programme is the desire to help people live independently in the community. This includes not just access but assessing and influencing supply and suitable accommodation. Housing supply, particularly single bedroom units, is in particularly high demand. We will aim to learn from our experience of delivering the Housing First model in developing Rapid Rehousing and a refreshed approach to supporting people to find the right accommodation with the right support from the outset.

### ***Strategic Priority 3: The right support for people who become homeless***

We know that timeliness and suitability of support are things that our service users depend upon. We will continue to innovate our offer as more becomes known of user needs. We recognise we need to build a single consistent system of referral, assessment and support that is simple to use both for service users and provider agencies.

## Stakeholder Engagement

A range of local stakeholders were involved in developing the needs assessment and HSP Strategy. Stakeholders included council departments, statutory partners such as the NHS and Probation, along with representatives from Registered Social Landlords and HSG providers. Stakeholders were engaged via online workshops, one-to-one interviews and via a questionnaire. A list of stakeholders who participated is set out below:

Strategic Housing, CCC	Nacro
Regional Coordinator Homelessness, CCC	Consensus Support
Housing Solutions CCC	Threshold
Carmarthenshire Homelessness Forum members	Caredig (previously Family Housing)
Llanelli Mind	16-25 youth support service
The Wallich	Llamau
Youth service homelessness service	Members of Co-occurring mental health and substance misuse health board

The key themes arising from stakeholder engagement are attached in Appendix 1 and captured below:



## ***Our vision for Rapid Rehousing***

Further engagement was carried out with stakeholders, people who have experience of receiving a service, partners including other services within the local authority, housing providers, third sector and front-line staff of the homelessness service. From this engagement we have developed a shared vision for Rapid Rehousing based on robust intelligence and through consultation and engagement with a wide range of stakeholders. It is important that this statement is both aspirational and realistic. The importance of a person-centred approach and improved process was noted.

**“Working together to end homelessness in Carmarthenshire by providing homes and support at the right time”**



### ***Working together***

Partnership working is seen as vital in being able to deliver on our vision. This is not something that the local authority will achieve in isolation, nor would wish to. The accountability of all partners is key to delivering on this statement and the Project Board will play a crucial role in providing this accountability.

### ***The right home***

We need to have a ready supply of appropriate, affordable accommodation in the places where people want to live. Developing the accommodation required to meet the demand and the needs of those who require accommodation.

### ***The right support***

Support is available to people when they need it and for as long as they need it. There is an assertive engagement approach to support provision and support is reactive to meet the needs of the individual as they present. A multi-agency approach is used, and agencies work together in partnership to support people.

## *Our approach*

During the pandemic we have, quite rightly, been very reactive to homelessness presentations, ensuring a supply of good quality temporary accommodation (TA). We have responded with commitment to the Welsh Government's 'everyone-in' and 'no-one left out' approaches. This has resulted in growing numbers of people in TA and to whom we owe a duty.

It is recognised that people are still spending too long in TA; and there are growing numbers of people to whom we owe a full housing duty. We also know that when applicants are assessed under various sections of the Housing Act the process is complex for both applicants and caseworkers. The increase in demand has come at a time when there have also been supply challenges in the housing market, with reduced availability and affordability of accommodation in the private sector and reduced numbers of people who we have been able to help access accommodation in the private rented sector through our support in 2021.

Partnership approaches will be vital, not just in making the transition to Rapid Rehousing, but also to support the planning and implementation that is required to offer Rapid Rehousing as a direct route into settled accommodation for homeless households, reducing the need for temporary accommodation. By delivering Rapid Rehousing, in many cases, the stigma, duration, cost and experience of homelessness can be reduced.

Following the implementation of the recent Homes and Safer Communities restructure in Carmarthenshire we are now moving from the reactive stage to prevention and bringing together the main elements of the prevention programme under one umbrella. Homeless Prevention is part of the **Housing "Hwb" Services**- delivering front-line preventative services. We see this as a major step forward to the transition to Rapid Rehousing, ensuring that early intervention and prevention is our key priority moving forward. We want to make sure that homelessness is rare, brief, and unrepeatable.

## *Governance arrangements*

As the Public Policy Institute for Wales summarises in its Tackling Homelessness, A Rapid Evidence Review 2015 report:

***'The evidence shows that homelessness is a complex problem. It often has multiple causes that interact with one another in ways that vary at the individual level and require engagement with multiple policy areas'.***

The root causes that lead to homelessness and/or evident housing support needs among vulnerable individuals and households are profoundly interconnected. Therefore, the successful implementation of this strategy fundamentally depends on co-ordination, joint planning, commissioning and delivery of services (by both internal local authority departments and members, statutory partners, and the housing sector).

In practice, this collaborative approach is played out in Carmarthenshire through participation in the **Mid and West Wales RHSCG** which covers the Powys and Hywel Dda University Health Board areas. Whilst the County Council is not directly accountable to the RHSCG, the regional structures provide a forum for practice sharing, spreading proven effective practice and addressing common opportunities and challenges. This has included joint working on the development of local HSP strategies across the region and the RHSCG will also oversee delivery of regional priorities emerging from local plans.

The **CCG/HSG Board** is responsible for approving local spend in relation to the Housing Support Grant and the Children and Communities Grant. Members are responsible for all key decision-making regarding service development and any proposals received from subgroups. They provide approval for significant service change and any budgetary arrangements or virements between grants. Their role is to ensure coordination across both CCG and HSG.

The **Regional Partnership Board (RPB)** provides an obvious mechanism for engaging with health, social care, and other partners responsible for the delivery of care and support in the County. It provides an ideal forum for collaboration, for example in the commissioning of services which promote wellbeing of citizens through the provision of appropriate housing and related support. Current strengthening of RPBs in response to the recent White Paper 'Rebalancing Care and Support' (2021) presents an opportunity for further development of these links, ensuring that health and care services align with housing support and supporting a person-centred approach.

Existing links will also continue with the local Homelessness Forum, RDT Housing & Regeneration Strategic Team Capital Build Programme, HSG & CCG Board, Area Planning Board for Substance Misuse Services, The Mental Health Partnership Board and the VAWDASV Strategic and Delivery Groups, to ensure delivery of the transitional plan by the alignment of services and approaches to support as well as optimisation of available resources.

The recently established **Rapid Rehousing Project Board** provides further governance for the work. The board is made up of senior leaders from within the local authority as well as Housing Associations and key support provider partners. The Terms of Reference and

membership can be seen in Appendix 2. The group is chaired by the Cabinet Lead for Housing and meets regularly with the Rapid Rehousing Policy Lead to collaboratively plan and review the priorities around HSG commissioning and the capital build programme; to identify contributions from key partners as well as demands on resources, developing innovative services, focusing on the greatest impact for people receiving services and a long-term preventative agenda. This group will provide oversight for the delivery plans of the Rapid Rehousing Action Plan.

The Plan has been approved by **Cabinet** and any policy decisions will be submitted for cabinet/council approval and scrutiny by elected members.

The **governance structure** showing how the transition fits within the structure of the Housing Division and within the wider local authority service provision and local partners is shown over.

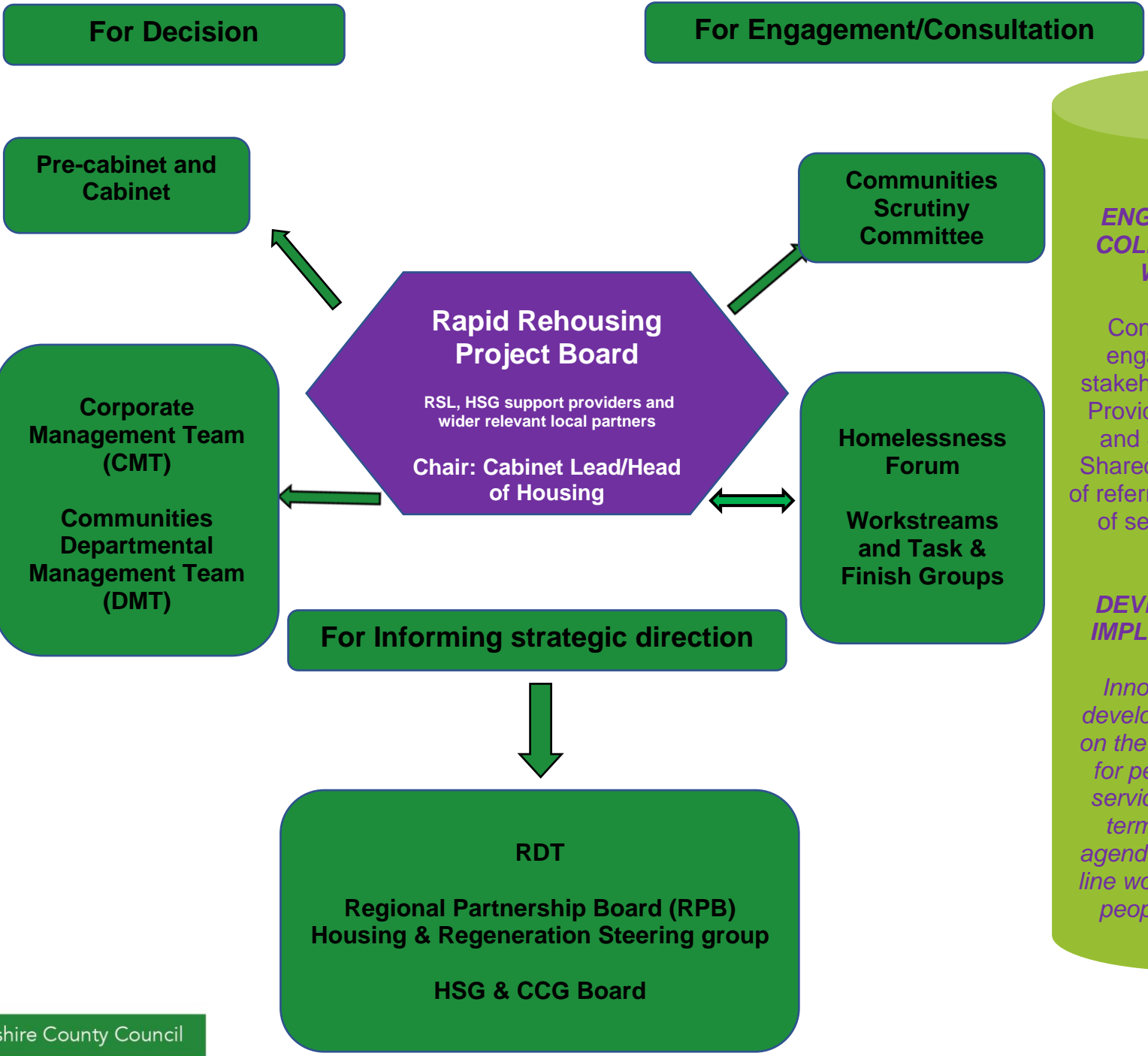
**STRATEGIC PLANNING**

*Development of Strategic and Corporate plans coordinated to enhance and complement services identifying contributions from key partners or demands on resources*

**COLLABORATIVE PLANNING & REVIEWING**

*Support HSG commissioning and capital build programme. Identifying Procurement Options for Grants and Tendering*

Page 268



**ENGAGEMENT & COLLABORATIVE WORKING**

*Consultation and engagement with stakeholders, Support Providers, Landlords and Service Users Shared understanding of referral pathways and of service eligibility criteria*

**DEVELOPMENT & IMPLEMENTATION**

*Innovative service development focusing on the greatest impact for people receiving services and a long-term preventative agenda including front line workers as well as people with a lived*



## 2: Homelessness data and analysing need



### *About Carmarthenshire*

Carmarthenshire County Council is the third largest local authority in Wales by area covering some 2,395km<sup>2</sup>. It borders Ceredigion to the north; Powys, Neath Port Talbot, and Swansea to the east; the Bristol Channel to the south; and Pembrokeshire to the west. The three largest towns are Llanelli, Ammanford, and Carmarthen (the county town and administrative centre). The Carmarthenshire population is one of the sparsest in Wales at just 78 people per km<sup>2</sup> who live across a diverse County of both urban and rural communities. Llanelli, Carmarthen and Ammanford are home to 25% of the population. 60% of the population live in rural areas.

The total population is projected to grow by an average of 373 people a year between 2021 and 2040, and there will likely be an accompanying growth in the use of the health and social care services in Carmarthenshire. In addition, the proportion of people aged 80+ will increase by more than 50% in a similar time frame and, will likely contribute to greater pressure being placed on health and social care services in the future. Household sizes are getting smaller, meaning that in the future the population will be made up of more households, increasing the demand for homes.

Carmarthenshire has fewer areas amongst the most deprived in Wales and those areas are largely concentrated in the three main towns: Ammanford, Carmarthen and, to the greatest extent, Llanelli. However, Carmarthenshire has a higher proportion of areas that are less acutely deprived which are spread across the rural hinterland and smaller rural towns.

### *Wellbeing Assessment*

#### Summary

Carmarthenshire's population projections highlight a growing yet ageing population  
The total population is projected to grow by an average of 373 people a year between 2021 and 2040  
The proportion of people aged 80+ will increase by more than 50% by 2040 and likely contribute to greater pressure being placed on health and social care services  
Making sure people have the right help at the right time as and when they need it

At the time of the Well-being Assessment (2016), around 185,100 people lived in Carmarthenshire making it the county with the 4th highest population in Wales. 76% of the population of Carmarthenshire were born in Wales with 1.9% from non-white ethnic backgrounds. In line with trends across Wales, Carmarthenshire has an ageing population with over 40's accounting for 56% of the population and over 65's for 23%.<sup>1</sup>

This trend is set to continue with projections suggesting that increases in overall Carmarthenshire population will be primarily in the 65+ age group. This will impact understandings of well-being within the County and impact how we work to maximise positive experiences.

The number of deaths had consistently exceeded the number of births each year, although there had been consistent growth in the population because of net inward migration. However, lower migration rates in more recent years had led to a slower growth in the overall population. In particular, the rate of growth sharply slowed in the years 2006-2010 but had been rising again to 2017.

The Welsh Government estimated that 190,073 people lived in Carmarthenshire in June 2020. Carmarthenshire's total population is predicted to grow steadily, largely because of UK migration, whilst the demographics of the population will change significantly as people aged 65+ become a larger proportion of the population. The population of the area is projected to grow to 196,106 by 2040, a growth of 3% from the 2020 estimate.

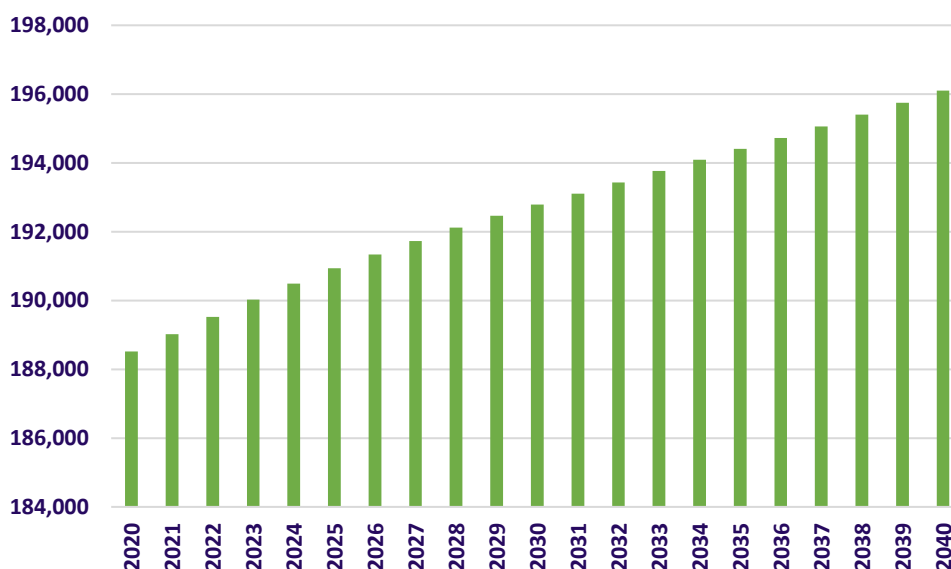


Figure 1 Projected Population Growth of Carmarthenshire 2020-40

<sup>1</sup> Carmarthenshire Wellbeing Assessment 2016

However, between 2018 and 2040 population projections estimate that the number of people aged 65+ will grow from 44,011 to 58,159 - a growth of 32%. Older age groups have significantly higher levels of population growth, with people aged 80+ predicted to grow by 52% in the same period, reflecting an ageing population with more complex and intensive health and social care needs.

### ***Welsh Index of Multiple Deprivation***

#### **Summary**

Carmarthenshire has fewer areas amongst the most deprived in Wales and those areas are largely concentrated in the three main towns: Ammanford, Carmarthenshire and, to the greatest extent, Llanelli.

Carmarthenshire has a higher proportion of areas that are less acutely deprived which are spread across the rural hinterland and smaller rural towns. Over half of small areas in Carmarthenshire rank amongst the 50% most deprived in Wales, which is higher than the regional average of 42% and the national average.

Llanelli has four areas that are amongst the poorest 10% in Wales

Some rural towns and villages are amongst the 10-30% most deprived in Wales

Tyisha has the most deprivation out of 112 small areas in Carmarthenshire

The Welsh Index of Multiple Deprivation (WIMD) is the official measure of relative deprivation for small areas in Wales. It identifies areas with the highest concentrations of several different types of deprivation including, income, health, and education. Data in the WIMD is broken down into Lower layer Super Output Areas (LSOAs) comprised of an average of 1,500 people – in Wales there are 1,909 LSOAs. This enables community level insights into overall deprivation and specific domains, such as health, which are closely linked with people's vulnerability to homelessness.

Deprivation in Carmarthenshire is largely concentrated in the main urban centres of the local authority: Llanelli, Ammanford and to a lesser extent Carmarthen. Llanelli features the highest level of deprivation in the Authority with four areas in the south of the town and Llwynhendy 3 to the east of the town, ranked as among the 10% most deprived in Wales. These are the only areas in Carmarthenshire ranked among the 10% most deprived.

Some of the rural towns and villages, such as Pembrey, Burry Port, Llandybïe, Kidwelly and Trimsaran, feature higher levels of deprivation. These places all feature areas that are ranked amongst the 10 to 30% most deprived in Wales, with many of these areas featuring particularly high levels of income, employment, and education deprivation.

In mid and north Carmarthenshire deprivation is generally at very low levels, with many of the areas in this part of the County ranking among some of the least deprived in the country.

Individual indicators within the WIMD for health, income, employment, and housing highlight the different pressures that people can face, which can put them at higher risk of homelessness.

## ***Health***

The health domain is comprised of the following indicators:

- 31% GP-recorded chronic conditions (rate per 100), age-sex standardised
- 30% Limiting long-term illness (rate per 100), age-sex standardised
- 18% Premature deaths (rate per 100,000), age-sex standardised
- 10% GP-recorded mental health conditions (rate per 100), age-sex standardised
- 4% Cancer incidence (rate per 100,000), age-sex standardised
- 4% Low birth weight (live single births less than 2.5 Kg, percentage)
- 3% Children aged 4-5 who are obese (percentage)

Health deprivation is concentrated in urban areas, primarily in the south-east of the County, with nearly all areas in the rural north amongst the 50% least deprived in Wales.

## ***Employment***

The employment domain is made up of one indicator, containing four elements:

- Jobseeker's Allowance (JSA);
- Employment and Support Allowance (ESA);
- Incapacity Benefit (replaced Severe Disablement Allowance)
- Universal Credit (UC) and not in employment

Like health deprivation, employment deprivation is concentrated in the urban centres and the rural areas between them in the southeast of the authority.

## Housing

The housing domain is made up of two equally weighted measures: the likelihood of poor-quality housing (being in disrepair or containing serious hazards) and the percentage of people living in overcrowded households (bedrooms measure). Housing deprivation is present across all urban centres as well as the more rural areas which comprised much of the north and west of the authority. In these more rural areas access to services is also far lower, which reflects the different set of challenges that people in these areas face and consequently the different ways homelessness presents in these parts of Carmarthenshire.

The levels of homelessness and accommodation insecurity in Carmarthenshire likely parallel levels of deprivation, particularly for areas performing worse in the health, employment and housing domains identified above.

## Deprivation

There are no areas of deep-rooted deprivation in Carmarthenshire. Deep-rooted deprivation is defined as an area that has remained within the top 50 most deprived, roughly equal to the top 2.6% of small areas in Wales for the last five publications of WIMD rankings (WIMD 2005, 2008, 2011, 2014 and 2019). However, Tyisha 2 has regularly featured amongst the 50 most deprived small areas in Wales, being ranked 17<sup>th</sup> out of 1,909 areas in 2019, the most deprived of 112 small areas in Carmarthenshire.

LSOA	National rank in WIMD 2014	National rank in WIMD 2019	Change in national rank 2014-19
Tyisha 2	55	17	- 38
Glanymor 4	154	68	- 86
Bigyn 4	124	84	- 40
Tyisha 3	187	144	- 43
Llwynhendy 3	125	172	+ 47

*Table 1 Five most deprived LSOAs in Carmarthenshire in 2019*

Carmarthenshire does not feature particularly high levels of deprivation compared with the national average, however the levels of deprivation in Carmarthenshire are slightly above the neighbouring regions to the north of Ceredigion and Powys.

There are fewer areas ranked in the 20% most deprived in Carmarthenshire compared with the national average, although the Carmarthenshire average is marginally higher than the Mid and West Wales regional average. Carmarthenshire mirrors the national average for the proportion of areas in the 30% and 50% most deprived whilst the regional average is far lower, for areas amongst the 30% deprived.

Area	% of LSOAs in the 10% most deprived	% of LSOAs in the 20% most deprived	% of LSOAs in the 30% most deprived	% of LSOAs in the 50% most deprived
Carmarthenshire	4%	11%	27%	54%
Mid and West Wales*	3%	8%	15%	42%
Wales	10%	20%	30%	50%

Table 2 Average levels of deprivations in Carmarthenshire and comparators (\*Combined average of Pembrokeshire, Carmarthenshire, Ceredigion, and Powys)

## Local Housing Market Assessment

### Summary

Household sizes are getting smaller, meaning that in the future the population will be made up of more households, with lower average occupancy, increasing demand for homes. The number of households is projected to increase by 9,555 over the 15-year period 2018-33 (637 per year).

There has been a consistent increase in owner occupation in each of the previous three intercensal decades (1981-91, 1991-01, 2001-11). There has been a shift away from social rented housing to the private rented sector in the twenty years since 1991. The majority tenure is still owner occupation.

Of the total housing need, 77% is for market tenures and the remaining 23% is for affordable housing for purchase. There will likely be changes in the types of dwelling required across all tenures, most notably an increase in one and two-bedroom properties in affordable tenures particularly social housing.

The Mid and South-West Wales Housing Assessment Housing Market Summary for Carmarthenshire<sup>2</sup> was carried out in 2019 and provides a valuable analysis of the housing picture in the County. It identified that household sizes in Carmarthenshire are getting smaller. In 1991, the average household size was approximately 2.5 people, whereas by 2001 it was just over 2.3 persons. The household projections indicate that household sizes are likely to reduce to an average of around 2.2 by 2031. A falling household size means that a given population will form into more households in the future.

<sup>2</sup> Mid and South-West Wales Housing Assessment Housing Market Summary for Carmarthenshire 2019

## *Housing tenure changes*

There has been a consistent increase in owner occupation since the 1981 census and a shift away from social rented housing and this is forecast to continue.

**From 1981-1991:** the number of owner occupiers increased from 37,400 to 48,300 households (a gain of almost 11,000). The number of social tenants reduced from 16,700 to 12,800 households (a loss of over 4,000), and the number of private tenants also reduced by over 1,000. The reduction in social rent and corresponding increase in owner occupation over this period can be ascribed, in part, to the introduction of the right to buy scheme in 1980.

**From 1991-2001:** the number of owner occupiers continued to climb, increasing from 48,300 to 52,900 households (a gain of 4,600); this was alongside a growth of private tenants, increasing from 4,400 to 7,600 households (a gain of 3,300). The number of social tenants reduced by 300.

**From 2001-2011:** the number of owner occupiers increased from 52,900 to 56,500 (an increase of 3,600 households), whilst the number of private tenants also increased from 7,600 to 10,700 households (a gain of 3,000). The number of social tenants decreased by 900. It should be noted that the right to buy was abolished throughout Wales in 2019; and this is likely to lead to future increases in the social rented sector.

In general, the largest change was in the Llanelli and District sub-area. This reflects the population density in Carmarthenshire.

## *Home ownership*

House price trends (2001-2018), adjusted to take account of and remove the impact of inflation, reflected real changes in house prices since 2001. Real average house prices increased substantially in the period 2001-2008 (from £47,900 to £133,900 at 2018 values, a real increase of 179%). Values then reduced to the start of 2014, gradually increased up to 2017 and then stabilised around the £100,000 mark into 2018. There was also some variance in house prices across Carmarthenshire.

The population was projected to increase, and the age profile likely to change with an increased number of older people (aged 65+), alongside a small increase in the younger age bands in some sub-areas. As a result of this increasing population and the reducing average household size, the number of households was projected to increase by 9,555 over the 15-year period 2018-33 (637 per year). Of the total housing need, 77% was for market tenures and the remaining 23% was for affordable tenures.

## ***Private Rented Sector (PRS)***

In 2017-18, 135 individuals were re-housed via a homelessness duty into the PRS through 72 tenancies but by 2020-21 this had reduced to 72 individuals through 42 tenancies. Under each duty of the Housing (Wales) Act the number of people who found accommodation in the private rented sector has started to reduce in 2021/2022, in line with the reduction in the number of bonds used to underwrite the deposit.

A bond scheme to help applicants access the Private Rented Sector (PRS) exists in Carmarthenshire but because only paper bonds are available through the scheme it is not attractive to landlords. This will need to be considered in our rapid rehousing plans. Further to challenges with paper bonds rising house prices compound the issue in Carmarthenshire. Due to the demand for private rental accommodation landlords can request rents significantly higher than the Local Housing Allowance. This has meant a radical reduction in the number of affordable properties available to households via the homelessness route.

The Welsh Government Homelessness Action Plan, shaped by the recommendations of the independent expert Homelessness Action Group, reflects the changes required to prevent homelessness and make the shift to rapid rehousing so that people are in temporary accommodation for the shortest possible time.

Part of the plan is the Private Rented Sector Leasing Scheme, introduced by the Welsh Government in April 2022, where private property owners are encouraged to lease their properties to the Council in return for a rent guarantee and additional funding to improve the condition of their property. However, it needs to be recognised that the rent is only guaranteed at the LHA level which, as stated above, is not sufficient for many landlords. Where it is in operation tenants will benefit from the security of long-term tenures of between five to 20 years and help to maintain their tenancy, such as mental health support or debt and money management advice.

## ***Housing Demand and Need***

Households can be considered in affordable housing need only if they cannot afford to buy or rent a suitable home in the market. However, there are households who can afford to rent a property on the open market (and are therefore not included in the definition of affordable housing need), who nonetheless cannot afford to buy a property (despite this being their aspiration) and would qualify for (and be able to afford) an intermediate affordable housing product. This group are not in affordable housing need (since they can afford market rent); but represent a demand for intermediate products such as affordable home ownership.



Homeless and concealed households increase the requirement for affordable homes, whilst overcrowded households in the private rented sector also require an affordable home. However, overcrowded households, if rehoused, will leave a market property for occupation by another household. These types of households are included within the projections in Table 3.

Households Requiring Housing					
Market housing	1 bed	2-bed	3-bed	4+ bed	Total
Ammanford & the Amman Valley	+37	+403	+1,051	+342	+1,834
Carmarthen & the West	+80	+415	+928	+447	+1,870
Carmarthenshire Rural & Market Towns	+69	+240	+354	+105	+768
Llanelli & District	+83	+680	+1,793	+476	+3,031
<b>Total market Housing (77%)</b>	<b>+270</b>	<b>+1,738</b>	<b>+4,125</b>	<b>+1,370</b>	<b>+7,503</b>
Affordable Housing	1 bed	2-bed	3-bed	4+ bed	Total
Ammanford & the Amman Valley	+92	+259	+158	+13	+522
Carmarthen & the West	+132	+231	+147	+20	+530
Carmarthenshire Rural & Market Towns	+37	+115	+5	-4	+154
Llanelli & District	+323	+355	+396	+24	+1,098
<b>Total Affordable Housing (23%)</b>	<b>+584</b>	<b>+960</b>	<b>+707</b>	<b>+53</b>	<b>+2,304</b>
Of these:					
Require Social housing (cannot afford any intermediate product)	+441	+595	+413	+34	+1,484
Could afford Intermediate rent	+142	+364	+293	+19	+819

Table 3 Changes in Bedroom Requirements by Tenure – Households 2018-33 (Source: Welsh Government, ORS Model. Note: figures may not sum due to rounding)

The households projected to be in affordable housing need in Table 3 are based on the following assumptions:

- The first group are those that are projected to be unable to access any intermediate product.
- The second are those affordable households that are projected to have sufficient income to afford intermediate rent.

However, it is important to recognise that the existence of intermediate schemes does not necessarily mean that those eligible will access them. For example, some renting households that cannot afford market home ownership, but could afford affordable home ownership may be actively choosing to rent, and therefore may not be interested in an affordable home ownership product even if it were made available.

Intermediate products are considered affordable housing and may not be affordable by those in affordable housing need, a distinction needs to be made between “affordable need” and “affordable demand”. The Welsh Government produced “Local Housing Market Assessment Guide” (March 2006) makes clear the distinction between need and demand and provides the following definitions in Appendix G:

*Housing demand is the quantity and type / quality of housing which households wish to buy or rent and can afford. It therefore takes account of preferences and ability to pay.*

*Housing need refers to households lacking their own housing or living in housing, which is inadequate or unsuitable, who are unlikely to be able to meet their needs in the housing market without some assistance.*

As demonstrated in Table 3 above there will likely be changes in the types of dwelling required across all tenures, notably an increase in one and two-bedroom properties in affordable tenures, particularly social housing.

We actively encourage applicants to look in the Private Sector however we have seen the number of properties available for rent drop, and those that are available are clearly unaffordable to our clients coming through the system.

We subscribe to an independent service ‘Hometrack’. Hometrack obtain their data by regular contact with letting agents around the UK. They provide a rolling average, and the data below covers the year to March 2022. Table 4 shows that a lot of areas are n/a which means there have been no lets of that size in that ward in the 12 months to March 2022 therefore availability is low.

## Rental Values by Number of Bedrooms for Carmarthenshire (£ per week)

Area	1 bedroom			2 bedroom			3 bedroom			4 bedroom		
	30th percentile	Median	LHA	30th percentile	Median	LHA	30th percentile	Median	LHA	30th percentile	Median	LHA
Whole County	91	103	80.55	120	132	97.81	144	150	110.47	194	219	136.93
Abergwili	n/a	n/a	80.55	134	135	97.81	n/a	n/a	110.47	n/a	n/a	136.93
Ammanford	97	109	80.55	109	118	97.81	143	150	110.47	172	172	136.93
Betws	n/a	n/a	80.55	n/a	n/a	97.81	176	179	110.47	183	184	136.93
Bigyn	91	91	80.55	114	114	97.81	137	150	110.47	146	147	136.93
Burry Port	97	102	80.55	132	132	97.81	150	153	110.47	201	201	136.93
Bynea	115	116	80.55	137	141	97.81	143	147	110.47	n/a	n/a	136.93
Carmarthen North	98	103	80.55	116	141	97.81	170	178	110.47	187	208	136.93
Carmarthen South	91	103	80.55	121	136	97.81	144	166	110.47	167	167	136.93
Carmarthen West	108	114	80.55	138	144	97.81	165	172	110.47	223	251	136.93
Cenarth	97	102	80.55	120	121	97.81	150	150	110.47	n/a	n/a	136.93
Cilycwm	n/a	n/a	80.55	n/a	n/a	97.81	n/a	n/a	110.47	n/a	n/a	136.93
Cynwyl Elfed	132	132	80.55	123	144	97.81	191	207	110.47	190	201	136.93
Cynwyl Gaeo	99	100	80.55	n/a	n/a	97.81	167	171	110.47	n/a	n/a	136.93
Dafen	n/a	n/a	80.55	114	120	97.81	147	161	110.47	n/a	n/a	136.93
Elli	94	96	80.55	111	126	97.81	150	153	110.47	n/a	n/a	136.93
Felinfoel	n/a	n/a	80.55	130	132	97.81	n/a	n/a	110.47	n/a	n/a	136.93
Garnant	n/a	n/a	80.55	141	145	97.81	157	158	110.47	n/a	n/a	136.93
Glanamman	n/a	n/a	80.55	116	123	97.81	172	172	110.47	166	166	136.93
Glanymor	91	97	80.55	137	144	97.81	138	147	110.47	238	242	136.93
Glyn			80.55			97.81			110.47			136.93
Gorslas	n/a	n/a	80.55	131	143	97.81	155	156	110.47	233	242	136.93
Hendy	n/a	n/a	80.55	146	149	97.81	168	173	110.47	229	229	136.93
Hengoed	n/a	n/a	80.55	132	141	97.81	144	150	110.47	n/a	n/a	136.93
Kidwelly	n/a	n/a	80.55	118	120	97.81	126	141	110.47	183	183	136.93
Laugharne	109	109	80.55	n/a	n/a	97.81	196	196	110.47	194	201	136.93
Llanboidy	n/a	n/a	80.55	n/a	n/a	97.81	168	196	110.47	n/a	n/a	136.93
Llandeilo	91	91	80.55	118	129	97.81	124	126	110.47	n/a	n/a	136.93
Llandovery	n/a	n/a	80.55	n/a	n/a	97.81	n/a	n/a	110.47	n/a	n/a	136.93
Llandybie	n/a	n/a	80.55	114	116	97.81	148	153	110.47	n/a	n/a	136.93
Llanegwad	114	114	80.55	114	114	97.81	162	162	110.47	213	213	136.93
Llangennech	n/a	n/a	80.55	136	147	97.81	132	132	110.47	n/a	n/a	136.93
Llangunnor	n/a	n/a	80.55	n/a	n/a	97.81	184	187	110.47	n/a	n/a	136.93
Llangyndeyrn	n/a	n/a	80.55	126	129	97.81	171	175	110.47	n/a	n/a	136.93
Llanddarog	138	138	80.55	90	96	97.81	194	198	110.47	219	219	136.93
Llanfihangel Aberbytho	n/a	n/a	80.55	108	108	97.81	n/a	n/a	110.47	n/a	n/a	136.93
Llanfihangel -ar-Arth	n/a	n/a	80.55	131	132	97.81	121	137	110.47	n/a	n/a	136.93
Llangadog	109	109	80.55	120	120	97.81	n/a	n/a	110.47	219	219	136.93
Llaneler	n/a	n/a	80.55	n/a	n/a	97.81	156	172	110.47	150	170	136.93
Llannon	n/a	n/a	80.55	102	102	97.81	137	142	110.47	n/a	n/a	136.93
Llansteffan	n/a	n/a	80.55	n/a	n/a	97.81	143	143	110.47	300	300	136.93
Llanybydder	n/a	n/a	80.55	128	137	97.81	221	223	110.47	n/a	n/a	136.93
Lliedi	94	96	80.55	106	120	97.81	129	150	110.47	n/a	n/a	136.93
Llwynhendy	95	98	80.55	132	144	97.81	157	162	110.47	253	253	136.93
Manordeilo & Salem	94	97	80.55	100	106	97.81	178	178	110.47	187	196	136.93
Pembrey	n/a	n/a	80.55	128	132	97.81	151	155	110.47	184	230	136.93
Penygroes	79	81	80.55	120	129	97.81	156	160	110.47	n/a	n/a	136.93
Pontaman			80.55			97.81			110.47			136.93
Pontyberem	90	90	80.55	138	138	97.81	137	138	110.47	217	217	136.93
Quarter Bach	n/a	n/a	80.55	n/a	n/a	97.81	120	131	110.47	n/a	n/a	136.93
Saron	n/a	n/a	80.55	117	118	97.81	145	150	110.47	n/a	n/a	136.93
St Clears	112	114	80.55	114	114	97.81	159	166	110.47	214	218	136.93
St Ishmael	103	103	80.55	107	109	97.81	173	178	110.47	n/a	n/a	136.93
Swiss Valley	n/a	n/a	80.55	161	161	97.81	155	167	110.47	n/a	n/a	136.93
Trelech	n/a	n/a	80.55	129	138	97.81	n/a	n/a	110.47	219	219	136.93
Trimsaran	n/a	n/a	80.55	n/a	n/a	97.81	147	150	110.47	285	322	136.93
Tygroes	92	92	80.55	114	121	97.81	121	121	110.47	n/a	n/a	136.93
Tyisha	88	90	80.55	129	137	97.81	137	141	110.47	n/a	n/a	136.93
Whitland	82	87	80.55	126	126	97.81	131	150	110.47	n/a	n/a	136.93

Table 4 Rental Values by Number of Bedrooms for Carmarthenshire (£ per week)

The table 5 below includes household income figures. The wards highlighted red have high proportions of households on below £20k a year income, £20k being the benefits cap. There are 14 wards where over 40% of the households have an income of less than £20k, therefore meeting the gap between market rent and LHA demonstrated above is unachievable for most households.

### Household income figures, November 2021

Area ID	Area Name	Total households	0-5K	5-10K	10-15K	15-20K	Number of households below £20k	Percentage of households below £20k	Median Income	Lower Quartile	No of HHs below 50% GB median income
W05000457	Abergwili	970	11	58	90	105	264	27%	£32,349	£18,984	187
W05000458	Ammanford	1,315	45	173	199	188	605	46%	£21,857	£12,784	468
W05000459	Betws	1,017	19	80	106	115	321	32%	£29,778	£17,107	237
W05000460	Bigyn	2,870	85	333	398	389	1,205	42%	£23,763	£13,766	921
W05000461	Burry Port	1,975	53	219	270	269	811	41%	£24,108	£14,107	615
W05001002	Bynea	1,867	33	144	192	209	579	31%	£30,275	£17,324	426
W05000463	Carmarthen Town North	2,312	63	240	289	292	884	38%	£25,825	£14,755	671
W05000464	Carmarthen Town South	1,911	54	222	267	259	802	42%	£23,779	£13,776	613
W05000465	Carmarthen Town West	2,219	41	187	251	268	747	34%	£28,336	£16,412	551
W05000466	Cenarth	975	21	96	127	131	374	38%	£25,366	£15,019	279
W05000467	Cilycwm	604	9	44	64	72	189	31%	£29,288	£17,344	137
W05000468	Cynwyl Elfed	1,224	18	90	129	144	382	31%	£29,471	£17,378	276
W05000469	Cynwyl Gaeo	726	13	63	90	97	263	36%	£26,276	£15,807	192
W05000470	Dafen	1,492	43	171	207	205	627	42%	£23,676	£13,823	477
W05000471	Elli	1,507	35	154	195	197	582	39%	£25,497	£14,792	438
W05000472	Felinfoel	844	34	122	134	123	413	49%	£20,471	£12,040	324
W05000473	Garnant	941	22	98	126	128	374	40%	£24,664	£14,560	281
W05000474	Glanamman	1,077	30	123	148	145	446	41%	£24,049	£13,906	341
W05000475	Glanymor	3,050	117	406	440	408	1,370	45%	£22,491	£12,728	1,072
W05000476	Glyn	945	19	84	109	115	327	35%	£27,880	£16,063	243
W05000477	Gorslas	2,058	37	164	216	230	647	31%	£30,149	£17,122	479
W05000478	Hendy	1,517	23	107	148	163	442	29%	£31,817	£18,085	323
W05000479	Hengoed	1,784	28	138	198	219	583	33%	£28,629	£16,878	423
W05000480	Kidwelly	1,610	41	172	213	213	640	40%	£24,834	£14,436	484
W05000481	Laugharne Township	1,187	22	100	136	146	404	34%	£28,002	£16,330	297
W05000482	Llanboidy	872	14	67	95	106	281	32%	£28,810	£17,030	204
W05000483	Llanddarog	917	10	53	83	99	246	27%	£32,376	£19,170	173
W05000484	Llandello	1,438	27	128	171	181	507	35%	£27,279	£15,911	375
W05000485	Llandovery	1,127	30	129	159	158	477	42%	£23,490	£13,852	361
W05000486	Llandybie	1,877	40	165	212	223	639	34%	£28,317	£16,179	477
W05000487	Llanegwad	1,033	11	61	95	113	280	27%	£32,205	£19,022	198
W05000488	Llanfihangel Aberbythych	816	9	51	78	92	230	28%	£31,385	£18,583	163
W05000489	Llanfihangel-ar-Arth	1,248	24	115	156	165	460	37%	£26,127	£15,512	340
W05000490	Llangadog	860	14	66	93	102	275	32%	£29,173	£17,046	201
W05000491	Llangeler	1,490	28	132	179	191	530	36%	£26,966	£15,866	391
W05001003	Llangennech	2,213	39	179	242	261	721	33%	£29,029	£16,791	530
W05000493	Llangunnor	1,204	25	103	131	138	397	33%	£29,048	£16,511	297
W05000494	Llangydeyrn	1,556	30	137	183	194	544	35%	£27,498	£15,991	403
W05000495	Llannon	2,320	46	209	278	291	824	36%	£27,243	£15,816	611
W05000496	Llansteffan	896	9	52	83	100	244	27%	£31,808	£18,986	172
W05000497	Llanybydder	1,217	33	132	160	160	485	40%	£24,790	£14,354	368
W05000498	Llidi	2,418	61	260	326	327	974	40%	£24,497	£14,348	735
W05000499	Llwynhendy	1,947	74	264	295	277	910	47%	£21,520	£12,525	708
W05000500	Manordeilo and Salem	924	9	53	83	100	245	26%	£32,470	£19,321	172
W05000501	Pembrey	1,783	31	145	200	216	592	33%	£28,491	£16,626	434
W05000502	Penygroes	1,246	18	89	130	146	383	31%	£29,744	£17,545	277
W05000503	Pontamman	1,230	27	121	155	158	461	37%	£26,134	£15,135	346
W05000504	Pontyberem	1,218	31	126	156	158	470	39%	£25,470	£14,744	355
W05000505	Quarter Bach	1,232	36	146	176	172	530	43%	£23,203	£13,588	404
W05000506	St. Clears	1,361	22	106	148	162	439	32%	£29,106	£16,963	320
W05000507	St. Ishmael	1,195	14	77	118	136	346	29%	£30,825	£18,267	246
W05000508	Saron	1,773	39	159	203	214	615	35%	£27,842	£15,981	459
W05000509	Swiss Valley	1,115	13	71	107	123	314	28%	£31,774	£18,560	224
W05000510	Trelech	846	16	75	106	114	311	37%	£25,998	£15,656	227
W05000511	Trimsaran	1,068	29	118	145	145	437	41%	£24,238	£14,146	331
W05000512	Tygroes	1,117	18	88	124	137	366	33%	£28,472	£16,808	267
W05000513	Tyisha	2,039	90	316	335	299	1,040	51%	£19,657	£11,549	822
W05000514	Whitland	1,057	26	102	124	127	381	36%	£27,197	£15,437	288

Table 5 Household income data for Carmarthenshire for November 2021



## *Housing Supply*

As of 31 March 2020, Carmarthenshire had 9,223 Council homes and 3,197 housing association homes. The pattern of provision reflects the legacy of Council building from the 1950s to the 1970s, combined with the impact of Right to Buy since 1980. This has resulted not only in a shortfall of affordable rented homes, but also a stock which does not in every area match the need in that community.

When we adopted the Affordable Homes Delivery Plan in 2016, we divided the County into four areas to monitor the delivery of new affordable homes. These are areas which broadly reflect the different needs of our County. The same areas have been used for our housing market assessment from 2019 onwards. The map identifying the affordable housing action areas is shown within the *Carmarthenshire Housing Need Prospectus* at Appendix A

Carmarthenshire's priorities for delivering new affordable homes are as follows:

- Deliver new affordable homes in the areas of greatest housing need, through mixed tenure developments, with housing solutions based on the needs of each area. For example, provide more homes for low-cost home ownership in rural areas.
- Support the wider strategic regeneration priorities across the County, such as in town centres and rural areas.
- Deliver more homes for general needs households as well as specialist housing meeting specific housing need e.g., assisted living schemes for learning disabilities, mental health, and older people's housing
- Provide housing solutions to enable the transition from temporary or supported accommodation to independent living.
- Linking affordable homes development with economic recovery from the effects of Covid 19, including boosting the green economy, the construction industry and local supply chains, with skilled jobs and training for local people

## *Innovation*

Every ward in the county has a housing need for social housing. The level of need varies from ward to ward, however the pattern of households requiring rehousing due to homelessness shows a shortfall of 1-bedroom apartments and 2-bedroom houses. These house types already have a high priority in our developments.

We are also looking at innovative uses of our existing housing stock by commencing a programme of re-configuring several voids that would usually be relet as 3 bed family accommodation into 2 x single persons shared accommodation.

The demands on front line homelessness services and temporary accommodation (TA) have continued since the start of the Pandemic because of the change in policy around the priority status for those presenting. Whilst other services have been able to move quickly to the recovery phase following the pandemic, housing services continue to experience increased pressures on the front end and even though we remain focused on the prevention of homelessness, we continue to place between 5-7 households in TA on a weekly basis.

Over the past two years there has been a notable shift in those presenting and needing TA. Prior to the pandemic the Council had approximately 35 individuals in TA and around 55 families. At its height over 120 individuals were placed in TA and the number of families reduced because of the changes and fewer evictions from the Private Rented Sector. Currently we have almost 100 individuals in TA and almost 30 families. In addition, the numbers of families (and individuals) presenting following a private landlord's decision to regain possession of the property (to sell because of a buoyant housing market, for example) has increased dramatically.

During the pandemic some of our family type TA had also been re-appropriated for shared type accommodation to house individuals (including prison leavers). It has been difficult to rehouse this cohort in other long term appropriate accommodation. The Renting Homes Act will also place pressure on us to move people on from TA more quickly and the Programme above will also fit in with our Rapid Rehousing Plans.

The national response to the Ukraine crisis, which Carmarthenshire is fully committed to, will also place pressures on our front-line homeless service and local housing allocations. There needs to be a balanced and fair approach and through these plans we will be able to free up TA sooner and create capacity within the service to meet these additional demands.

There is a considerable amount of good will amongst many Carmarthenshire residents putting their properties forward for hosting. However, we are already seeing relationship breakdowns with other family members or the hosts themselves. Therefore, providing safe, decent, and relatively secure accommodation in an emergency will be vital.

Our intention is it to develop long term, sustainable options for single people which will mean releasing some of our temporary accommodation stock that can be used for Ukrainian households and others that present. These households can then be considered for permanent housing and prioritised/monitored through the 'Move On Partnership Group', chaired by CCC with members from RSLs operating in the LA. This group considers the direct matching of suitable properties to clients (within the allocation policy) prior to them being advertised to others through Canfod Cartref (the Council housing register).

This is only intended to be short term, whilst we manage the immediate demand. Likewise, moving away from or reducing our use of B&B accommodation (which was procured during the pandemic to meet the demands) will help us manage the service better and redistribute expenditure to accommodation that is appropriate and dispersed proportionally across the County.

On a local level, we need to change the culture and attitude towards sharing. Changing the configuration of properties is part of the solution and the support given prior to and during their occupation will be critical to maintaining these tenancies. This change in culture and the type of accommodation that we can offer individuals will be supported through other services set up as part of the HSG programme and pre-tenancy team.

This will be challenging; however, the properties have been selected purposely and management procedures will be put in place to ensure every chance of success.

Though we do not necessarily have any significant problems in letting three-bedroom properties, the greatest demand is for two-bedroom properties and the greatest demand for single person accommodation is focused in and around the Llanelli area, but likewise there is also a demand in the Carmarthen and Ammanford areas. It is therefore logical that to convert a three-bedroom house, by providing additional (exclusive) bathroom facilities we can increase the capacity quickly without the need for planning permission for change of use i.e., changing family home (1 Unit of accommodation) into a shared house (2 Units of accommodation).

Longer term solutions to meet future demands can be met through the mechanisms developed as part of Phase 2 and the SHG programme to increase the supply of all types of accommodation. We have a successful Social Lettings Agency with over 160 family houses. We have also successfully developed several shared housing projects based on the principles that we have outlined above. As part of this we have also considered working with our private landlords to convert some of their stock into shared housing by carrying out works to protect tenants in the event of a fire, provide additional amenities and apply for change of use from C3 to C4 dwelling and building regulations.

### ***Providing more homes for social rent***

Families and households on income levels of less than £20,000 a year are likely to need a social rented home. The Council housing register (Canfod Cartref) indicates how many households need social housing. This includes all types of need, including families, older people, single people, couples, people with disabilities and people with support needs such as mental ill health, autism or learning disabilities.



The Housing Regeneration and Development - Five Year Delivery Plan April 2022 – March 2027<sup>3</sup> will play a key role in increasing the supply of social rented homes in communities. Table 6 provides an indicative plan of where these homes will be delivered.

- Providing general needs housing for social rent – the greatest demand for social rented homes is from individuals and families without any specialist or complex needs. The supply of general needs social housing for rent throughout the County by providing homes of all sizes will be continued.
- Providing supported specialist housing for social rent - Supported housing projects are commissioned for accommodation and support for individuals or groups of people that have specialist needs. The Council will continue to increase the supply of supported accommodation by bringing the landlord function in-house and commissioning the care and support services separately. This will provide safe, affordable accommodation for the most vulnerable individuals and offer them a real choice of support provider, as the support is not linked to the landlord.
- Providing more social rented accommodation for older people – there is a good supply of social rented homes for older people, but the supply is unevenly distributed throughout the County, and does not necessarily match where people want to live or their expectations. The Council intends to provide more accommodation for older people, which is easily adaptable, in areas of short supply. This will include two-bedroom bungalows and one-bedroom older person apartments, which are easily adaptable should the needs of the household change.
- 

## *Allocations – Canfod Cartref*

### Summary

The Local Authority assesses people’s needs for accommodation using a series of bands, and then allocates available housing via a defined set of prioritising factors.

The number of people awaiting housing indicates demand significantly outstrips supply, particularly those needing one bedroom housing. Supply is particularly low for people under 55 years needing one bedroom accommodation.

Data indicates more one-bedroom properties are required across the whole county, but these are currently clustered in urban areas.

---

<sup>3</sup> The Housing Regeneration and Development - Five Year Delivery Plan April 2022 – March 2027 November 2021



Action Area	Development	Number of Homes	Delivery Vehicle
<b>Ammanford and the Amman Valley</b> 	Land at Gwynfryn, Ammanford	28	Council
	Land at Maes y Bedol, Garnant	8	Council
	Land in Llandybie	24	Council & HA Partner
	Ammanford Town Centre	12	Council
	Dyffryn Road, Ammanford	60	Council & HA Partner
	Land in Bonllwyn, Ammanford	30	Council & HA Partner
	Land Penygroes	140	Council & HA Partner
	Land in Cross Hands	60	Council & HA Partner
<b>Carmarthen and the West</b> 	Land in Maesgriffith, Llansteffan	16	Council
	Land at Wauniago House	4	Council
	Land in Carmarthen West, Carmarthen	100	Council & Private Partner
	Spilman Street, Carmarthen	12	Council
	Carmarthen Town Centre	25	Council
	Land at Llansteffan Road, Carmarthen	48	Council & Private Partner
	Lidl Site, Carmarthen	50	Council & HA Partner
	Land in Is y Llan, Llanddarog	6	Council
	Land in Station Road St Clears	45	Council & HA Partner
	Clos Llwyn Ty Gwyn, Whitland	15	Council & HA Partner
	Land in Llangain	36	Council & HA Partner
	Land in Porthyrhyd	54	Council & HA Partner
Land in Bancyfelin	40	Council & HA Partner	
<b>Carmarthen-shire Rural and Market Towns</b> 	Land in Meidrim, Trelech	11	Council
	Land at Alltwalis, School	17	Council
	Land opposite Llangadog School, Llandovery Playing Fields, Cilycwm Road	12	Council
	Land in Llanllwni	12	Council
	Land in Llanllwni	16	Council
	Pencrug, Llandeilo	60	Council & HA Partner
	Land at Cwmman School, Cwmman	22	Council & HA Partner
	Land in Llandovery	32	Council & HA Partner
	Land in Pontweli	14	Council & HA Partner
Land in Pencader	20	Council & HA Partner	
<b>Llanelli and District</b> 	Land in Dylan, Llanelli	32	Council
	Land in Maes yr Haf, Pwll	8	Council
	Land in Llangennech	11	Council
	Clos y Bacca, Burry Port	32	Council
	Pentre Awel, Llanelli (Assisted Living)	144	Council & Private Partner
	Llanelli Town Centre	18	Council
	Tyisha, Llanelli	120	Council & Private Partner
	Land at Plas Isaf, Llangennech	60	Council & Private Partner
	Land in Burry Port	240	Council & Private Partner
	Cwm y Nant, Llanelli	202	Council & Private Partner
	Land in North Dock, Llanelli	210	Council & Private Partner
	Land in Cross Hands	60	Council & HA Partner
Penygraig, Bynea	20	Council & HA Partner	
		<b>2186</b>	

Table 6 The Housing Regeneration and Development - Five Year Delivery Plan April 2022 – March 2027  
(indicative and subject to change)

Carmarthenshire has a dedicated team of *Housing Hwb Advisors* who will discuss individual housing needs and circumstances and give appropriate information, assistance, and advice. This includes information about buying or renting a home or helping people to stay in the home they currently have. If a housing options assessment is appropriate the eligibility is reviewed to join the Housing Register.

Carmarthenshire has operated a choice-based lettings system since April 2019, known as Canfod Cartref. This covers most social rented lettings in the County (over 99%), as Carmarthenshire County Council and the four main housing associations are part of the system. There are three priority bands: A, B and Registered Only. Over 90% of lettings go to applicants in bands A or B. Homeless or potentially homeless applicants may be in either A or B, depending on their particular circumstances. The *Housing Allocation Policy* Banding and Prioritisation criteria are set out in Appendix B.

With three years of data available to us, we now have a robust view on the supply of social rented homes for letting. The system allows people to bid for homes anywhere in the County, although priority is given in our policy to people with a local connection for any given vacancy.

We analyse urban areas by *community connection area*, which groups together nearby wards. In these areas, wards are small geographically, and so it is impractical to aim to meet housing need within the boundary of an individual ward. In rural areas, our wards tend to be geographically very large. There are more likely to be opportunities to address need within the boundary of the ward, and it is less reasonable to expect applicants to relocate in order to satisfy their need for rehousing. We therefore analyse need in rural areas by ward.

The supply of different types of home does not necessarily match the level of need in different parts of the County, as this reflects historical patterns of development from the 1950s to the 1970s, combined with the effects of the Right to Buy from 1980 until its suspension in Carmarthenshire in 2015.

The types of home in highest demand in most parts of the County are one-bedroom apartments which do not have an age restriction. In the urban areas, the average number of bids from applicants in A and B bands was over 35 per letting for this type of home. Demand for one-bedroom apartments that are restricted to applicants aged 55 or over is far lower, with between 4 and 16 A and B band applicants per letting. Addressing the shortfall in one-bedroom homes for people aged under 55 is a massive challenge, which will require innovative thinking and a sustained effort over many years.

Two-bedroom homes are in the next highest demand across the County. There are between 26 and 42 A and B band applicants per letting for two-bedroom houses in the urban wards. In wards where there have been lettings of two-bedroom houses, the range is generally between 10 and 20 A and B band applicants per letting. In Llannon and

Llanfihangel ar Arth it is higher at 27 and 29 bids per letting, respectively. Two-bedroom bungalows are generally restricted to applicants aged 55 and over, and these are also very much in demand despite the restriction. As can be seen from the table on lettings, the supply of two-bedroom bungalows varies dramatically from place to place, due to historical factors.

The shortfall in social rented homes is lowest for three-bedroom houses, where the number of bids varies between 6 and 12 A and B bids per letting.

We have been developing new four-bedroom houses in new developments in the County over the past few years, as many areas previously had no four-bedroom homes at all. Families needing this type of home were facing being permanently overcrowded with no chance of rehousing. Introducing a small number of four-bedroom homes on new developments will help us to redress this issue within the next few years.

Within all the different size categories above, there is a need for a proportion of the homes to be suitable for people with substantial mobility difficulties.

As of 17/03/2022, the following number of applicants were looking for 1 bedroom accommodation in Carmarthenshire: Include data to reflect this as a % of people on register.

- Band A                      327
- Band B                      640
- Registered Only        1196

The new build programme for both the Council and Housing Association partners includes 1 bedroom accommodation wherever possible in new developments throughout the County. The first 1-bedroom accommodation that has been developed through this policy has been extremely popular, showing that there is demand outside the ‘traditional’ areas where 1 bedroom accommodation has been provided.

	One bedroom apartment 55+	One bedroom apartment no age limit	One bedroom bungalow 55+	Two-bedroom apartment	Two-bedroom bungalow	Two-bedroom house	Three-bedroom house	Four-bedroom house
Ammanford CCA	12	10	3	26	12	18	23	3
Carmarthen CCA	19	38	3	21	11	23	20	1
Llanelli East CCA	9	11	2	3	5	37	31	3
Llanelli North CCA	9	11	2	3	5	37	31	3
Llanelli Town CCA	10	44	9	15	5	16	38	3

Llanelli West CCA	8	5	5	5	6	13	26	1
Cenarth & Llangeler ward	0	1	1	3	8	3	3	0
Cilycwm ward	0	0	0	1	0	0	1	0
Cynwyl Elfed ward	0	0	0	0	3	1	0	0
Cynwyl Gaeo ward	0	0	0	0	1	0	1	0
Garnant ward	0	1	0	2	1	4	3	0
Glanamman ward	0	5	0	5	4	2	3	0
Glyn ward	2	1	1	2	1	0	1	0
Gorslas ward	0	1	1	0	14	2	3	0
Laugharne ward	0	1	0	1	1	4	1	3
Llanboidy ward	0	0	0	0	1	0	0	0
Llanddarog ward	0	0	0	0	4	0	1	0
Llandeilo ward	0	3	0	3	4	1	1	0
Llandovery ward	0	0	1	4	4	1	3	0
Llanegwad ward	0	0	0	1	0	0	1	0
Llanfihangel Aberbythych	0	0	0	1	0	2	2	0
Llanfihangel ar Arth ward	0	1	0	2	2	2	2	0
Llangadog ward	0	0	0	1	0	3	2	0
Llangydeyrn ward	0	0	0	1	8	1	3	0
Llannon ward	1	0	0	0	2	3	6	0
Llanybydder ward	0	0	0	0	4	1	1	0
Manordeilo & Salem ward	0	0	0	0	0	1	1	0
Pontyberem ward	1	2	1	0	3	3	5	0
Quarter Bach ward	0	0	0	5	2	0	8	0
St Clears & Llansteffan	0	0	0	1	6	2	3	0
Trelech ward	0	0	0	0	0	0	0	0
Whitland ward	2	0	0	3	1	0	1	0

Table 7 Lettings by type; average per year over last 3 years

## *Homelessness in Carmarthenshire*

### Summary

There have been issues that have impacted the capacity to prevent homelessness which are linked to:

More and more landlords beginning to sell their homes to make use of the current market conditions or serving notices to tenants for a variety of reasons including non-payment of rent

Relationships at home between parents and young adults. These issues tend to be around behaviour and parents no longer able to cope with the issues alone

Increased relationship breakdowns and households not able to share properties they both have equal rights to

More young people being at risk of homelessness, many with complex needs, who will find it difficult to access and then sustain accommodation

An over reliance on social housing as being the preferred long-term housing solution

A cultural reliance on one-bedroom social housing flats for young people. There is very little use of shared living as a permanent housing solution

A lack of dedicated support services (HSG) at an early stage (Section 60 and 62 and 66?) to prevent homelessness from occurring.

There is a growing proportion of single person households. The number and proportion of single person households has spiked during the pandemic, for Section 73 cases, with outcomes generally worse for each duty when compared with multiple person households.

In 2020/21, compared with preceding years, there is a clear trend of more people progressing through from relief duty to final duty, which is reflected in other local authorities in Wales. In addition, there is a far higher proportion of people being positively discharged compared with the proportion of successful prevention or relief duty outcomes.

The number of households for which assistance has been provided has increased from 1746 in 2017/18 to 2298 households in 2020/21, an increase of 552, nearly a third over four years. Consistently most of these households are single person, who comprised between 61 – 62% of total outcomes prior to the pandemic.

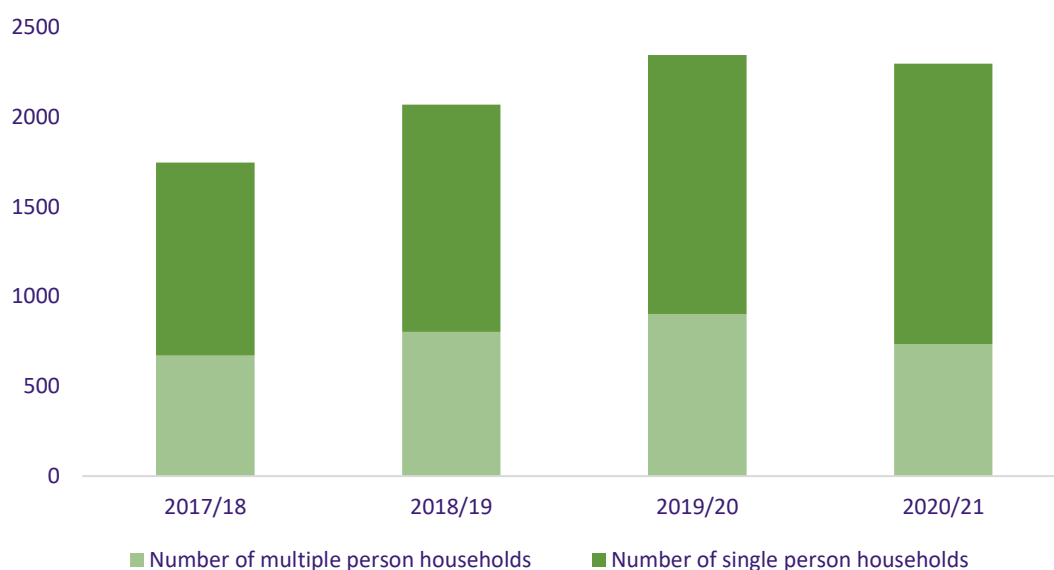


Figure 2 Total number of outcomes by household type

However, in 2020/21, 68% of households were single person households. This has increased by 120 year-on-year whilst the number of multiple person households has reduced by 168 in the same time frame.

This suggests that the pandemic has led to an increase in the number of single person households presenting to the local authority and being owed a duty to prevent or relieve homelessness. The growing number and proportion of single person households in 2020/21 compared with previous years is reflected across all duties (prevention, relief, and final duty).

Year	Total number of outcomes	Number of multiple person households	Number of single person households	% single person households
2017/18	1746	672	1074	62%
2018/19	2070	804	1266	61%
2019/20	2346	903	1443	62%
2020/21	2298	735	1563	68%

Table 8 Total outcomes by household type

## *key groups*

### *Children and Young People*

#### Summary

Young people are a significant group presenting to the Local Authority as homeless. Some of these will be 'care experienced' young people.

There are significant numbers of young people in Temporary Accommodation, some with complex needs.

A new service is currently being commissioned to provide 24 Hour Temporary Supported Housing for people aged 16-25 who are homeless, at risk of homelessness and require support in a safe, stable environment.

The Youth Accommodation Panel manages housing and support referrals.

Children and young people group can be classified into three categories as follows:

- Up to the age of 18
- Up to the age of 21 if they have been in care
- Up the age of 25 if they have been in care and are still in education

Between February and August 2020, 251 people presented to the Local Authority as homeless with the highest number of any age being those aged 18, of which there were 39 presentations. 289 young people were referred to the Youth Accommodation Panel. At the time there were around 150 people in temporary accommodation in total, and although young people made up approximately 10% of the total, indications from the above summary are that their needs were significant.

## ***Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV)***

### Summary

VAWDASV strategy and services are coordinated at a regional level.

From April 2020 to 28 January 2022, 373 people presented as homeless due to domestic abuse.

There are a range of VAWDASV services funded by HSG in Carmarthenshire including refuges and floating support.

A new service is being commissioned that integrates prevention, early intervention, support, and protection to ensure a holistic approach for people experiencing domestic abuse

From April 2020 to 28 January 2022, 373 people presented as homeless due to domestic abuse. There are a range of VAWDASV services funded by HSG in Carmarthenshire including refuges and floating support. Refuges are managed by specialist services, with the refuges being owned by Social Housing Landlords. Funding for support in refuges comes from HSG. Rents are covered through housing benefits, providing that the survivor can access the benefits system. Housing is a vital partner in addressing accommodation issues for survivors of domestic abuse.

A new service is being commissioned that integrates prevention, early intervention, support, and protection to ensure a holistic approach for people experiencing domestic abuse<sup>4</sup>.

### ***Ex-offenders***

#### Summary

Since the changes in guidance under Covid 19 Prison Leavers are now effectively Priority Need if they are released from Prison with no accommodation to return to

Prison leavers are a significant group that present as homeless to the Local Authority

There are 31 units of supported accommodation for ex-offenders across Carmarthenshire

---

4 Service Specification For The Provision Of Violence Against Women Domestic Abuse & Sexual Violence (VAWDASV) Start Date: 1st October 2022



Since the changes in guidance and the definition of vulnerability under Covid 19, Prison Leavers are amongst the group now effectively in Priority Need if they are released from Prison with no accommodation to return to. Prisoners will generally only be released back to the area where they have a local connection. At February 2021<sup>5</sup> Carmarthenshire had presentations from 90 prisoners who had been released from custody since the pandemic commenced. Several of these presented on more than one occasion following recalls.

Outcome	Number
Currently in Temporary Accommodation	21
Re-housed Council Accommodation	5
Gone into Supported Housing	15
Re-housed Private Rent	4
Evicted from Temporary Accommodation	12
Voluntarily Left Temporary Accommodation	16
Deceased	1

*Table 9 Presentations by Prisoners released back into the area with a local connection (February 2021)*

Risk assessments are undertaken on all individuals placed into temporary accommodation and for Prison Leavers a higher-level assessment is undertaken in conjunction with Probation. This is to understand the balance of needs and risks of the individual and how they might best be supported and accommodated. The highest risk offenders are managed through the MAPPA (Multi-Agency Public Protection Arrangements) process (a multi-agency meeting between Police, Probation, Social Care, Mental Health, Housing) to ensure there is a robust plan in place before the individual is discharged back into the community.

In July 2020, the Integrated Supported Housing project was launched for ex-offenders. The project has 31 places across 7 properties. One of the units in Carmarthen has 24-hour support on site with the other units being shared accommodation with support during working hours.

Housing is typically seen as a key solution to reduce re-offending. Whilst there has been some success a significant number of this cohort do still re-offend, are re-called to prison, and must start the process around accommodation again. A more detailed review of resettlement of offenders is needed with partners including Police and Probation to help identify what is needed to help this cohort to succeed in tenancies.<sup>6</sup>

---

<sup>5</sup> Homeless Needs Mapping February 2021

<sup>6</sup> Homeless Needs Mapping February 2021

## ***Substance Misuse***

### **Summary**

Substance misuse is a significant issue for Carmarthenshire and the West Wales region. Substance Misuse does not feature highly in the stated needs of people referred but stakeholders state that mental health and substance misuse co-occur so frequently it should be assumed.

People with co-occurring needs still get bounced between mental health and substance misuse services.

The need for a 'wet house' in the County has been identified and by 2040 it is projected that 10 units of supported housing will be needed for people with complex needs/dual diagnosis, with stakeholders suggesting this may be an underestimate.

The effects of alcohol and drug misuse are far reaching, impacting on children, young people, adults, whole families, and communities. Stakeholders engaged with for the HSP needs assessment stated that mental health and substance misuse co-occur so frequently it should be assumed. However, people with co-occurring needs still get bounced between mental health and substance misuse services.

A recent Local Authority Homelessness Needs Mapping found that some providers felt that Carmarthenshire would benefit from a wet house. There were several people in the area who were alcohol dependent and as such are vulnerable to financial exploitation and harm from others. It stated that a wet house would provide safe accommodation to those who wish to reduce harm to themselves, a more settled and less chaotic lifestyle, access to specialist services and health care, and a reduction in crisis driven A&E visits and admissions. It warned that wet houses will be of concern for many communities so any project of this kind would need to be thoughtfully set up and have local community support.<sup>7</sup> The provision of a long-term accommodation setting which allows for residents to reduce substances in a planned way will be explored further in Section 6.

### ***Mental Health***

Due to the complexity of multiple referral systems, it was not possible to get accurate summaries of referrals for mental health across all HSG funded services as part of the HSP Needs Assessment. The Local Authority needs to review data collection and analysis to ensure it is robust and consistent.

---

<sup>7</sup> Homeless Needs Mapping February 2021

The Mental Health Accommodation Panel only requests referrals when a vacancy arises in a supported accommodation project. Therefore, it does not give an indication of demand or waiting list for the service. It was also noted that many tenants stay in the accommodation for longer than intended, possibly indicating that longer term accommodation solutions are needed.

The Housing & Accommodation needs assessment for people with learning disabilities and people with mental health needs in West Wales<sup>8</sup> report suggested several commissioning implications, including the following:

- Develop a wider range of supported housing options, including self-contained forms of housing with support (as well as shared supported housing models), which can support individuals at different stages of recovery.
- Consider developing supported housing with 24/7 support that can offer a ‘step down’ facility from in-patient psychiatric services and/or as an alternative to residential care placements, in partnership with Health Board mental health services.
- Increase the provision of and access to mainstream housing options, including as a ‘pathway’ to move-on from supported housing schemes.

### ***Section 66 – Duty to help to prevent an applicant from becoming homeless***

Section 66 outcomes refer to the number of cases where households received assistance from the local authority to help prevent homelessness. Carmarthenshire has seen a 10% reduction in Section 66 outcomes between 2019/20 and 2020/21. In the same period the absolute number of successful outcomes reduced but as a proportion of total outcomes remained at 46%.

Year	S.66 Total outcomes	S.66 Successful outcomes	% of total	All Wales total
2017/18	414	270	65%	66%
2018/19	435	258	59%	68%
2019/20	423	195	46%	67%
2020/21	381	174	46%	65%
2021/22	316	157	50% (end of 3 <sup>rd</sup> quarter)	67%

*Table 10 Section 66 outcomes*

<sup>8</sup> Housing & accommodation needs assessment for people with learning disabilities and people with mental health needs in West Wales July 2021

The reduction of Section 66 outcomes suggests that fewer people were being threatened with homelessness between March 2020 and 2021, which may in part be linked to the impact of the pandemic. Specifically, factors include the eviction ban (which was in place in Wales until the start of July 2021), the uplift to welfare benefits and potentially fewer cases of family members or close relations being evicted.

For 2021/2022 (end of third quarter) the performance around Section 66 has increased as more prevention cases have started to come through the system and looks set to be more like that of 2019/20. The Local Authority has been focusing on this area of work and the 2021/22 end of year prediction is set to be around 55% successful prevention rate.

Single person households comprised 52% of total Section 66 outcomes but only comprised 45% of successful Section 66 outcomes in 2020/21, a difference of 7%. This is an increase from 2018/19, where the difference was only 2%. We aim to find out what is best practice in terms of preventing single person homelessness.

There has been a clear divergence between the total outcomes and successful outcomes since 2018/19, suggesting that whilst single person households are a growing proportion of Section 66 outcomes, they form a smaller proportion of successful outcomes. This in turn suggests that it is more difficult to prevent homelessness for single people in comparison to multiple person households.

### ***Section 73 – Duty to help to secure accommodation***

Section 73 outcomes increased in Carmarthenshire between 2017/18 and 2019/20 by an average of 144 cases a year: rising to 1,074 outcomes in 2019/20 and remaining at 1,050 outcomes in 2020/21.

Single person households have accounted for an increasing proportion of Section 73 outcomes, with single person households comprising nearly three quarters of the total outcomes in 2020/21. Between 2017/18 and 2020/21 there has been on average an increase of 82 single person households a year in Section 73 outcomes, rising from 534 single person households in 2017/18 to 780 in 2020/21.

Year	Total S.73 outcomes	Single person S.73 outcomes	% Single person
2017/18	786	534	68%
2018/19	942	639	68%
2019/20	1074	708	66%
2020/21	1050	780	74%

*Table 11 Section 73 outcomes by household type*

During this period successful outcomes decreased as a proportion of total outcomes, from 43% to 27%, the national average across Wales being 39% of households successfully helped to secure accommodation, *Homelessness in Wales, Statistical first release December 2021*.

### ***Reasons for people presenting as homeless***

The top seven reasons given as why people present as homeless are:

1. Notice from Landlord
2. Parents will not accommodate
3. Relationship breakdown
4. Domestic abuse
5. Sofa surfing
6. Relatives will not accommodate
7. Prison leaver

Table 12 sets out the reasons given and numbers of people presenting as homeless from April 2020 to 28 January 2022 across all categories.

Reason for Presentation	Total
Parents will not Accommodate	558
Friends will not Accommodate	98
Relatives will not Accommodate	208
Prison Leaver	205
Sofa Surfing	290
Rough Sleeping	48
Relationship Breakdown	514
Domestic Abuse	373
Notice from Landlord	628
Loss of Supported Housing	64
Harassment	129
Other Emergency	14
Hospital Discharge	37
Property Unsuitable	89
Sale of Property	75
Affordability	35
Mortgage Arrears	9
Disrepair	39

Move On	13
Overcrowding	16
Illegal Eviction	12
Loss of Tied Accommodation	3
Harassment to Others	4

*Table 12 reasons given and numbers of people presenting as homeless from April 2020 to 28 January 2022*

Early intervention and prevention are key priorities for the Local Authority to make sure that homelessness is rare, brief, and unrepeatable. Analysis of data up to March 2022 on presentations gives clarity on the reasons people approach the Local Authority for assistance, why, and what solutions are currently provided. Local knowledge also provides insight into causes of homelessness and associated capacity to prevent homelessness which are linked to:

- More landlords beginning to sell their homes to make use of the current market conditions or serving notices to tenants who are not able to pay their rent
- Relationships at home between parents and young adults with parents no longer able to cope with behaviour issues
- More relationship breakdowns and couples not willing to share properties they both have equal rights to
- More young people being at risk of homelessness, many with complex needs, who find it difficult to access and then sustain accommodation
- An over reliance on social housing as being the preferred long-term housing solution
- A cultural reliance on one-bedroom social housing properties for young people. There is very little use of shared living as a permanent housing solution
- A lack of dedicated support services (HSG) at an early stage (Section 60 and 62) to prevent homelessness from occurring

The analysis indicates that offers to landlords, the focus of HSG mediation services and how the Local Authority engage with young people at risk of housing issues need to be reviewed to ensure they deliver what is needed to prevent homelessness. This is currently challenging due to the current approach and volume of cases that homeless caseworkers are handling.

As a result, we have:

- Identified a small team who have started work on developing standard operational practices (SOP's) for Sections 60, 62 and 66
- Reviewed decisions to make sure they are accurately recorded
- Developed a Power Business Intelligence (BI) dashboard with the assistance of the

performance management team as a performance management framework providing detailed information on each part of the Act

- Identified what will help in the short term to make decisions quicker with better outcomes for applicants in consultation with the homelessness caseworkers, i.e., casework assistants
- Established regular allocation meetings with RSL partners to ensure that those people moving on from temporary accommodation and other additional preference groups, to settled accommodation, do so as quickly as possible and in a planned way.

Where we have been unable to prevent households becoming homeless in the first place, the aim is that the “relief stage” is as brief as possible and that appropriate solutions are sourced to meet their needs, prior to a full duty (Section 75) being provided if needed.

One of these solutions is ‘**Housing First**’ which was instigated prior to the pandemic to offer support to around 20 applicants with the most complex needs. Through the Welsh Government’s Phase 2 funding the Local Authority has been able to increase capacity and introduce Housing First type support across all localities. This work is currently delivering support to 99 households all of whom are single people. Sixty-two of these are in a tenancy, the remaining 37 are a mixture of sofa surfing, in temporary accommodation or accommodated by family.

A more detailed analysis of the approach to relieving homelessness also highlights that:

- There are more cases of abusive relationships. Often these people are not fully aware of their rights and that they could remain at home with safety measures put in place
- Where there are instances of domestic abuse staff are under pressure from a range of services to move clients instead of utilising other options
- There is a lack of appropriate options for young adults where it has been established that returning home is not suitable
- We are assisting a higher volume of vulnerable clients with complex needs, and we currently do not have enough longer term appropriate supported accommodation options to meet this need
- There are more cases of private landlords serving notice on tenants and, despite the Local Authority offer of intervention and incentives, tenants are unable to retain the tenancy as the landlord simply wishes to market their property for sale or for a substantially higher market rent

The duty also allows up to a further 56 days to relieve homelessness however for most people that are in Section 73 there is little more that can be done if both the applicant and the caseworker have completed all the agreed reasonable steps on their personal housing plan (PHP).

Most applicants will at this point be actively bidding for social housing. They will be in a Band B on the Housing Choice Register and most of their bids are proving to be unsuccessful as they are competing against people bidding from Band A.

There is now a new approach to review Personal Housing Plans (PHPs) as quickly as possible. If all reasonable steps have been taken by the LA then a quick decision will be made to end the duty, move them to a Section 75 and award a Band A on the Housing Choice Register. This gives applicants a better chance of securing a permanent home.

### ***Section 75 – Duty to secure accommodation for applicants in priority need when the duty in Section 73 ends***

Single person households have typically accounted for half of the total Section 75 outcomes in Carmarthenshire, however in 2020/21 this increased to two thirds of total outcomes whilst the total number of outcomes increased from 354 to 489 year-on-year. The total number of outcomes has increased by an average of 85 a year since 2015, with the increase of 135 cases between 2019/20 and 2020/21 representing the largest year-on-year increase in the past five years.

Year	Total S.75 outcomes	Single person S.75 outcomes	% single person
2017/18	162	78	48%
2018/19	267	132	49%
2019/20	354	180	51%
2020/21	489	324	66%

*Table 13 Section 75 outcomes by household type*

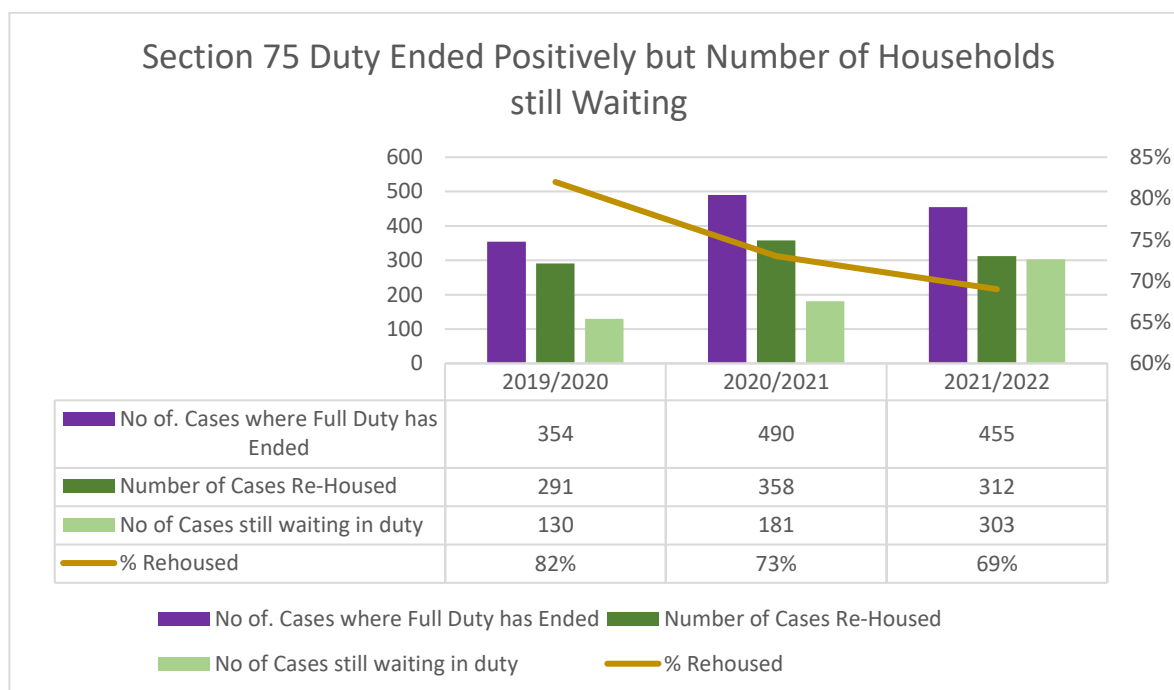
Between 2015 and 2020 the proportion of households positively discharged remained above 80%, with positively discharged outcome comprising, on average, 83% of total outcomes in that time frame. In 2020/21 positive discharges decreased to 73% against a national average of 75%, whilst the number of Section 75 cases reached a new high of 489 (3,795 across Wales), *Homelessness in Wales, Statistical first release December 2021*.

Year	Total S.75 outcomes	Positively discharged	Positively discharged as % of total
2015/16	63	54	86%
2016/17	138	114	83%
2017/18	162	129	80%
2018/19	267	228	85%
2019/20	354	291	82%
2020/21	489	357	73%

*Table 14 Section 75 outcomes 2015-21*



Figure 3 illustrates that the number of people entering this final Section 75 duty rapidly increased due to Covid 19 and the changes in guidance. There are more people with complex needs subject to this duty, making it more difficult to re-house them into suitable accommodation. Due to the increased number of cases, the number of days people are waiting from when they first contact the local authority to when they become permanently housed and the case is successfully discharged has almost doubled.



*Figure 3 Section 75 Duty Ended Positively but Number of Households Waiting 2019-2022*

As of February 2022, of the 303 people waiting for housing, 248 are on the housing register (Band A), the remaining 55 households are excluded from the register for reasons such as previous antisocial behaviour, rent arrears, behaviour etc. The options for these 55 households are therefore limited and need to be proactively addressed.

Table 14 represents the average number of days from the start of their journey until the duty is ended in Section 75.

Financial Year	Maximum No. of days from first point of contact (i.e., presentation) to end of S.75 duty	Average No. of days from first point of contact (i.e., presentation) to end of S.75 duty
2020/2021	608	188
2021/2022	724	207

*Table 15 average number of days from the start of their journey until the duty is ended in Section 75 2020-22*

Further analysis also highlights that:

The issues for s75 cases are the same as those highlighted under the Homeless Relief duty (s73). The cases that end up in the final duty are where there was no resolution at an earlier stage

- The increase in cases is significant due to the effective removal of the priority need status and widening of vulnerability
- Through the Section 73 and 75 stages there were an additional 600 cases that required accommodating. These are mainly single people where there would not have been a duty to accommodate previously
- Due to the complex needs of the applicants, the capacity to provide Housing First type support has had to be increased to ensure applicants are able to maintain tenancies
- There is a lack of specialist supported housing options for people with complex needs or those with a dual diagnosis, many of whom are unable to sustain their tenancies and end up becoming homeless repeatedly
- The introduction of a choice-based letting scheme and the introduction of WG Covid-19 regulations has had an unintended consequence on applicants who are priority need homeless and in Band A
- for applicants who are actively bidding they are currently in competition with 248 other households with the same priority
- RSL partners may be more reluctant to offer housing to applicants bidding with a history of bad debt or behaviour
- Applicants who wish to live in a particular area and even down to a particular street, are able, under the current Social Housing Allocation Policy, to wait for the “right” property to come along rather than being compelled to bid due to being in housing need
- applicants are taking longer to be rehoused, and for those in TA this has implications both for the household as well as resource and financial implications for the council
- the number of applicants in 2021-2 is likely to be double that of the previous year

## *In Summary*

Carmarthenshire is a semi-rural county with 3 main urban areas It has an aging population with a large proportion of Welsh speakers. The Council and Housing Associations are building a significant number of homes for social rent but there continues to be a need for social housing across the county particularly 1-bedroom homes.

The local authority currently operates a choice-based lettings system to allocate social housing with applicants “Banded” according to their need. The number of people awaiting housing indicates demand significantly outstrips supply, particularly those needing 1-bedroom housing. Supply is particularly low for people under 55 years needing 1-bedroom accommodation.

There has been a growing proportion of single person households becoming homeless. The number and proportion of single person homeless households has spiked during the pandemic, for Section 73 cases, with outcomes generally worse for each duty when compared with multiple person households.

In 2020/21, compared with preceding years, there is a clear trend of more people progressing through from relief duty to final duty, which is reflected in other local authorities in Wales. In addition, there is a far higher proportion of people being positively discharged compared with the proportion of successful prevention or relief duty outcomes.

There is an increase in the number of households presenting because of a s21 Notice. Many private landlords state that they are selling their properties and so these tenancies are being lost from the market.

More young people are at risk of homelessness, many with complex needs, who will find it difficult to access and then sustain accommodation. Prison leavers are a significant group that present as homeless to the Local Authority often presenting several times and having multiple duties.

Substance Misuse does not feature highly in the stated needs of people referred but stakeholders state that mental health and substance misuse co-occur so frequently it should be assumed. People with co-occurring needs still get bounced between mental health and substance misuse services. The need for a ‘wet house’ in the County has been identified and by 2040 it is projected that 10 units of supported housing will be needed for people with complex needs/dual diagnosis, with stakeholders suggesting this may be an underestimate.

## 3: Assessing Support Needs



### Summary

More than a third of single homeless people presented with support needs that required intensive support even if for a short period of time

There are some individuals with complex needs who have presented as homeless several times

Substance misuse and mental health are emerging as more significant challenges

The needs of younger people (16-25) are more complex

Current data capturing processes do not allow for in-depth, accurate reporting on support needs or outcomes achieved.

There are a range of services funded by HSG that deliver the Housing First model, provide supported accommodation and floating support

Many HSG services are legacy Supporting People contracts and have not been reviewed for some time

There is uncertainty around how efficacious or strategic the existing commissioning arrangements are

A significant proportion of HSG is used to support people with dementia via a floating support model compared to other local authorities

There are multiple local referral systems making it difficult to gain an overall picture of referrals through data

A review of data collection and analysis is required

A review of referral pathways is required

Significant numbers of young people were referred into the Youth Accommodation Panel, further analysis is needed of the outcomes from this panel

The Mental Health Accommodation Panel only requests referrals when a vacancy arises in a supported accommodation project. Therefore, it does not give an indication of demand or waiting list for the service. It was also noted that many tenants stay in the accommodation for longer than intended, possibly indicating that longer term accommodation solutions are needed

There was insufficient information to understand the outcomes for Learning Disability HSG funded services

## *Context*

The needs assessing exercise was carried out using data from 4<sup>th</sup> April 2022. 122 people were identified as being resident in temporary accommodation on this date. The exercise focussed on those who were in TA and did not include those who were in short-term supported accommodation.

A spreadsheet was compiled listing all the individuals living in temporary accommodation on this date. This list was used to discuss the support needs of each person and identify which support needs category they would best fit.

The discussion took place between the Service Manager and Assistant Service Manager of the Carmarthenshire Early Intervention & Outreach Team, that supports people living in temporary accommodation, the local authority Private Rented Sector Development Officer who currently oversees TA placements, and the Rapid Rehousing Policy Lead.

The exercise was carried out in a series of face-to-face meetings and discussions took place to agree the support needs group of each individual using the definitions outlined in the Rapid Rehousing Transition Plan Tool. The totals were then tallied to complete the table below.

## *Volumes*

The results of the needs assessment exercise show what we initially thought in that the majority of those accommodated in temporary accommodation fit the “Medium” support group category who can be supported into settled accommodation but may need professional services where appropriate.

A higher than anticipated proportion were categorised as having “High” support needs and may require a form of intensive housing-led support such as Housing First. This has implications for our Housing First provision and will help to inform the development of this service. It may also be because of the difficulty in moving people on who have high support needs and other barriers to accessing settled accommodation such as rent arrears. This will be addressed as part of our homelessness prevention measures.

A small proportion were designated as having “Intensive” support needs and require some sort of long-term supported accommodation to live successfully. This will inform our development of such a service.

Support group	Recommended housing	Recommended support	Current case volumes (inc %)
Low/None	Mainstream housing	Individualised support	18 (15%)
Medium	Mainstream housing	Individualised, likely to include multi-agency support	73 (60%)
High	Mainstream housing	Housing First/intensive floating support, including multiagency support	25 (20%)
Intensive needs 24/7	Supported housing	Residential support	6 (5%)

Table 16 Volume of cases by support need

It is difficult to predict what our anticipated trend over the next 5 years will be. We predict a continued rise in those presenting following a s21 (or equivalent) Notice. These households generally require a low level of support. However, we also anticipate that there will be an increase from households with additional needs including language needs. There will be a small number of households requiring a Housing First type response and we will continue to refine this offer locally. We anticipate a smaller proportion (<5%) needing some sort of intensive support including long-term supported accommodation and we intend to carry out further work to model and deliver such a scheme. The development of the new Housing Hwb will enable us to capture this information and will inform the development of our Gateway.

### Further analysis

The information below analyses the support needs data further by breaking it down into specific categories.

Household information	Low	Medium	High	Intensive	Total
Single male	8	45	16	4	73
Single female	5	12	4	2	23
Couples	0	2	1	0	3
Families	5	14	4	0	23

Table 17 Breakdown of support need by household type

As would be expected, the largest category of people in TA is single males. These account for 60% of all households in TA. All single people (including females) account for 79% of the TA cohort. Although there are only 23 families in TA as of 4<sup>th</sup> April 2022 this accounts for 78 people including 49 children. 18 of these families have been in temporary accommodation for less than 6 months. However 3 have been there for over 1 year. A concerted effort should take place to ensure that families are accommodated in TA for as short a time as possible.

Length of Stay	0-3 months	4-6 months	7-9 months	10-12 months	1-2 years	Over 2 years
Low	13	1	2	2	0	0
Medium	32	22	9	4	6	0
High	12	4	2	4	2	1
Intensive	5	0	0	0	0	1
Total	62	27	13	10	8	2

*Table 18 Breakdown of length of stay in TA by support need*

Table 18 Appears to show no correlation between the length of time spent in TA and the complexity of the needs of the household. Most people are moved on from TA within 6 months. However, there is a significant minority (27%) who had been in TA for over 6 months and some for significantly longer. Work should be done to understand why these households are spending such a long time in TA and concentrate on removing the barriers stopping these households moving on to settled accommodation. A dedicated complex case caseworker focussing on this type of work might be a way of better allocating resources to achieve the best outcomes for these households and those families highlighted above.

Age	Low	Medium	High	Intensive	Total
16&17	2	1	4	0	6
18-21	7	13	1	0	21
22-30	3	10	6	2	21
31-40	3	19	7	1	30
41-50	1	14	3	2	20
51-60	1	7	2	0	10
61-70	0	5	0	1	5
Joint applicants	1	5	3	0	9

*Table 19 Breakdown of support need by age*

Although young people make up a minority of the people accommodated in TA there is a group under 18 years of age which is of concern. The “Southwark Judgement is clear in that

The Housing Hwb should work closely with Children’s Services to ensure that a Children Act 1989 assessment is completed for all applicants under the age of 18 and the right provision put in place to support the child in need.

Most other applicants are between the ages of 22 and 50 but there are some people accommodated in TA who are over the age of 50. Five of these people have been there for over 12 months. The role of a dedicated complex case caseworker mentioned above might be of benefit in understanding the specific needs of this age group, particularly those who have been in TA for lengthy periods and assist in sourcing suitable accommodation and moving these people on.

### ***Support Requirements***

In June 2020, the Council undertook a needs-mapping exercise to understand the housing and support needs of all those who were at risk of rough sleeping. The exercise showed that since the Covid-19 pandemic, an additional 149 households were placed into TA emergency accommodation, the majority of which were single people. This is summarised in table 20.

Household Type	No. Placed
Single People	133
Couples	6
Single Person Pregnant	1
Household + 1 child	3
Household + 2 children	4
Household + 3 children	2
Household + 3 children	2

*Table20 Breakdown of households placed into emergency accommodation June 2020*



Of the 133 single people, 55 needed a service that provided an intense level of support for a short duration which decreases over time. Twenty-one single people required a much less intensive approach aimed at supporting those with low needs into accommodation which follows the principles of Housing First. Common themes emerged from the analysis such as:

- Repeat homelessness – some individuals had anything from 3 to 10 separate contacts with the Council homelessness team.
- On-going Substance Misuse issues including both alcohol and drugs.
- Mental Health issues including those with co-occurring substance misuse.
- Challenging Behaviour in younger people between the ages of 16-25.
- People who had been evicted from settled accommodation due to rent or behaviour issues
- Offending behaviour (but not all were sentenced to/released from prison).<sup>9</sup>

Between January and September 2021, in Carmarthenshire, there were 3,476 service users with a lead client support category, 1,916 with a secondary client support category and 679 with a tertiary client support category. Due to the diversity of data collection methods the accuracy of the data is unclear. However, it has been analysed.

People with mental health issues was the lead client support category for 700 service users, 20% of service users with a lead client support category. This was followed by alarm services (including sheltered/extra care), 498 service users (14%), and tenancy support services which cover a range of user needs, 390 service users (11%).

Refugee Status was not a lead or tertiary support category for any service users and was a secondary support category for a single service user. However, this is likely to feature more prevalently due to the Ukraine resettlement and the breakdown or ending of host arrangements.

Mental health issues were the most common lead, secondary and tertiary need (1,334), reflecting their prevalence among service users and the co-occurring role they play alongside other issues, such as substance misuse. The second most common need across lead, secondary and tertiary needs was tenancy support services (706) which cover a range of user needs, including generic, floating, and peripatetic support, in turn followed by alarm services (527).

---

<sup>9</sup> Carmarthenshire County Council Transitional Homelessness Plan 2020/21 June 2020

Category of support need	Lead need	Secondary need	Tertiary need	Total
People with mental health issues	700	505	129	<b>1,334</b>
Alarm services (including sheltered/extra care)	498	26	3	<b>527</b>
Generic / Floating support / Peripatetic (tenancy support services which cover a range of user needs)	390	224	92	<b>706</b>
Women experiencing domestic abuse	305	121	16	<b>532</b>
Young people with support needs (16-24)	291	59	21	<b>371</b>
Families with support needs	215	34	7	<b>256</b>
People with criminal offending history	178	85	80	<b>343</b>
Single parent families with support needs	144	87	21	<b>252</b>
People with physical and/or sensory disabilities	142	182	58	<b>382</b>
People over 55 years of age with support needs	137	129	43	<b>309</b>
Single people with support needs not covered by another category (25-54)	135	28	13	<b>176</b>
People with substance misuse issues	105	194	92	<b>391</b>
People with learning disabilities	75	29	11	<b>115</b>
People with alcohol issues	63	96	52	<b>211</b>
Young people who are care leavers	60	25	7	<b>92</b>
People with chronic illnesses (including HIV/Aids)	14	52	21	<b>87</b>
Men experiencing domestic abuse	13	9	4	<b>26</b>
People with developmental disorders (i.e. Autism)	11	30	9	<b>50</b>
People with refugee status	0	1	0	<b>1</b>

Table 21 Categories of support need by number of service users

The support outcome which was relevant to the highest number of service users' needs and support aims was managing accommodation (1,450 service users), followed by managing money (1,144 service users) and feeling safe (872 service users). Engaging in work and engaging in education/learning were the least common support outcomes, relevant to only 154 and 158 service users, respectively.

Support outcomes	Number of service users this outcome was relevant for
Managing accommodation	1450
Managing money	1144
Feeling Safe	872
Mentally healthy	753
Contributing to the safety and well-being of themselves and of others	579
Physically healthy	411
Leading a healthy and active lifestyle	258
Managing relationships	254
Feeling part of the community	230
Engaging in education/learning	158
Engaging in employment/voluntary work	154

*Table 22 Support outcomes by number of service users the outcome was relevant for*

The referrals for supported accommodation and floating support, work in eleven localities across Carmarthenshire, this means there is a range of local referral mechanisms. The HSG team has considered developing a central referral point and has carried out a pilot which was unsuccessful.

However, the complexity of multiple referral systems makes it challenging to attain accurate summaries of referrals across all HSG funded services. There is limited data available on the outcomes of support, making it difficult to understand why support ended in a planned or unplanned way and whether the outcome was satisfactory to the client.

The new Single Outcomes Framework needs to be developed and implemented to fully understand what support is achieving. Data collection and analysis needs to be reviewed to ensure it is robust and consistent across the County to inform service planning, commissioning, and delivery.

## *Accommodation Requirements*

Based on the above analysis of need we can evidence that most people accessing homelessness services require general needs settled accommodation with an element of support whilst in TA and as they move on. Many of these households consist of single people and therefore it is imperative that we increase the amount of 1-bedroom accommodation to meet this need.

1 bedroom accommodation is very unevenly distributed throughout the County. Outside of the urban areas of Llanelli, Carmarthen and Ammanford, the only 1-bedroom lettings for under 55s that have taken place since April 2019 have been in: Garnant, Glanamman, Gorslas, Laugharne, Llandeilo, Llanfihangel-ar-Arth, Llangeler, Llanybydder, Pontyberem and Quarter Bach. Therefore, it is important that we focus on these areas when developing new stock.

Affordability is becoming increasingly important with many households in receipt of benefits and on low incomes. It is becoming harder to source accommodation in the private rented sector and many households are approaching homelessness services from the PRS. The only realistic option for many households is the social rented sector. We should work in partnership with our local RSLs to deliver good quality homes for social rent which meet the needs of those who require our help. We must ensure that there is consistency between homelessness data and our ongoing capital build programme.

There may be times when shared accommodation is a good option, particularly for young people. We intend to monitor the success of the shared accommodation scheme we began following the provision of the Transitional Accommodation Capital Programme Grant (TACP). This project is converting 3-bedroom social homes into properties fit for 2 people to share.

As well as appropriate self-contained accommodation for most we have identified a small cohort who require long-term supported accommodation to live well. Further work will need to be done to scope what the best options are for these people. However, it is envisaged that we develop a bespoke scheme of self-contained units with communal areas and on-site, intensive support.

### *Continual Assessment/Mainstreaming*

As previously highlighted, there is a larger cohort of individuals presenting to the authority with complex needs following the changes to guidance and practices since Covid-19. It is becoming increasingly more difficult to access appropriate supported housing which results in many vulnerable people with co-occurring complex needs being accommodated in hotel style accommodation which does not meet their support needs.

Due to the vulnerable nature of some of the clients coming through their needs are no longer a stand-alone housing matter. A partnership approach is required to assist our clients with their needs. Proper assessments are required to determine what additional support needs a person may have to sustain a tenancy or assess what more-suitable accommodation they may require.

Following recent discussions at the Housing Support Grant Board, it has been agreed that Homes and Safer Communities would take the lead in establishing a Housing Support Gateway Service.

## 4: Temporary Accommodation Supply



### Summary

There was growth in the need for temporary accommodation, which peaked towards the end of the summer 2020. Need has since dropped but remains elevated compared with pre-pandemic levels, with close to 120 households in temporary accommodation. This represents an increase of 70% in the total number of households in temporary accommodation compared with prior to the pandemic, suggesting that need remains (and will continue to remain) at an elevated level.

Due to the current housing market, the role of the Private Rented Sector in providing temporary accommodation has decreased and it appears likely that it will continue to play a smaller role in the future.

### Baseline

Temporary Accommodation Type	Baseline Capacity (Units as at 31/03/22)	Groups accepted – any exclusions	Onsite services available	Service charges (Y/N)	Notes
Triage Centres	0	N/A	N/A	N/A	
Temporary Accommodation	212	All groups accepted	Floating support provided	Yes	Some units have CCTV
Refuge accommodation	15	Women only	Intensive support	Yes	
Supported Accommodation	112	Needs led	Housing related support	Yes	
B&B/hotels	31	All groups accepted	Floating support provided	Yes	Provision has on-site security

Table 23 Baseline provision of temporary accommodation in 2022

The above baseline data in Table 23 is taken from the information detailed in the Rapid Rehousing Transition Plan Data Tool. It lists all the current available temporary accommodation in Carmarthenshire and does not include any of the additional accommodation we used during the Covid Pandemic which would not ordinarily be available.

### *Usage*

COVID-19 had a significant impact on the use of temporary accommodation, with the total number of households in temporary accommodation doubling compared with pre-pandemic levels. Prior to the pandemic there were, on average, 75 households in temporary accommodation with 43 single person households accounting for 57% of the total.<sup>10</sup>

Household Type	No. Placed
Single People	43
Couples	2
Single Person Pregnant	0
Household + 1 child	14
Household + 2 children	10
Household + 3 children	4
Household + 4 children	1
Household + 5 children	1
<b>Total</b>	<b>75</b>

*Table 24 number of households in TA as of March 2020*

The total number doubled to a peak of 150 households in temporary accommodation in late July and early August 2020, decreasing to 83 households in March 2021 before increasing to 121 households by the end of November 2021. This trend is set to persevere as people continue to access the service and we persist in adopting the “no one left out” approach.

---

10 Homeless Needs Mapping February 2021

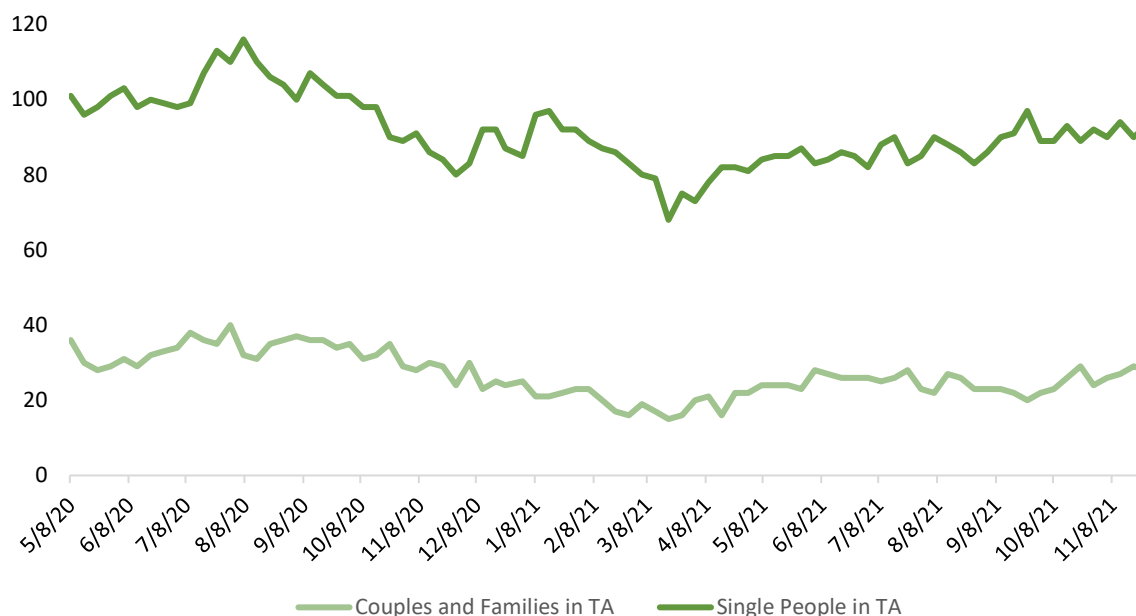


Figure 4 Number of people in TA by household type between May 2020 and November 2021

COVID-19 has had an impact on the type of temporary accommodation available, with a significant amount of PRS accommodation unavailable, in part due to a high number of sales of PRS accommodation. Much of the need for temporary accommodation has been met with B&Bs with PRS playing a decreasing role. This has placed pressure on the system, as reflected in the number of temporary accommodation vacancies dropping to below 15 in August 2020, October, and November 2021.

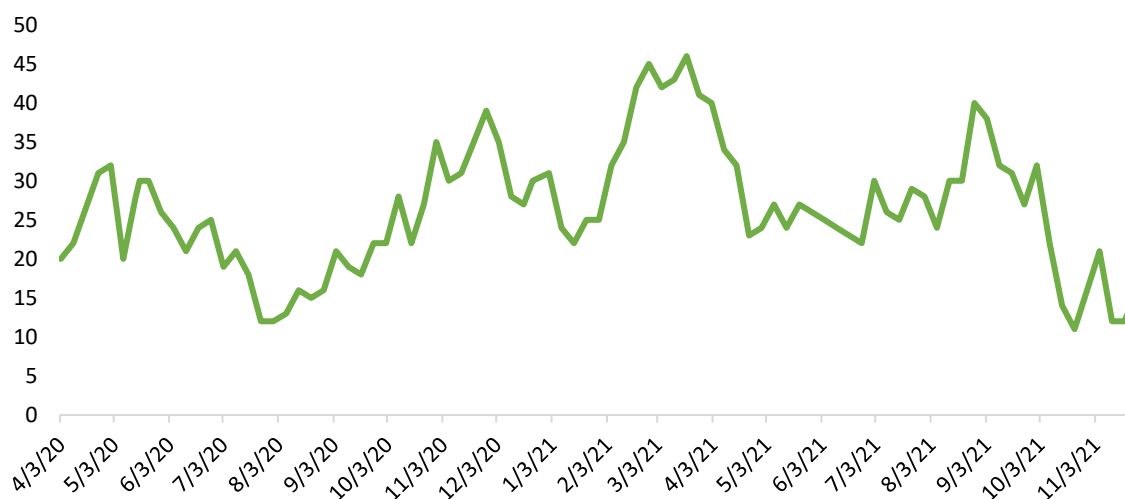


Figure 5 Number of TA Vacancies between April 2020 and November 2021



As of 1<sup>st</sup> February 2022, the units of temporary accommodation were made up of:

**Non-Supported, all in Carmarthen, leased from PRS**

1 bed: 2

2 beds: 5

3 beds: 4

**Single Persons accommodation through PRS landlords**

Llanelli: 30

Carmarthen: 5

Ammanford: 4

**Bed & Breakfast**

Llanelli: 27 (exclusive use of 2 B&B's)

**Additional Units** 14 (Mixed number of rooms, some accessible, mixed locations, own stock)

**Training Flats** (under 25's) through PRS

3x 3 beds

1 x 4 bed

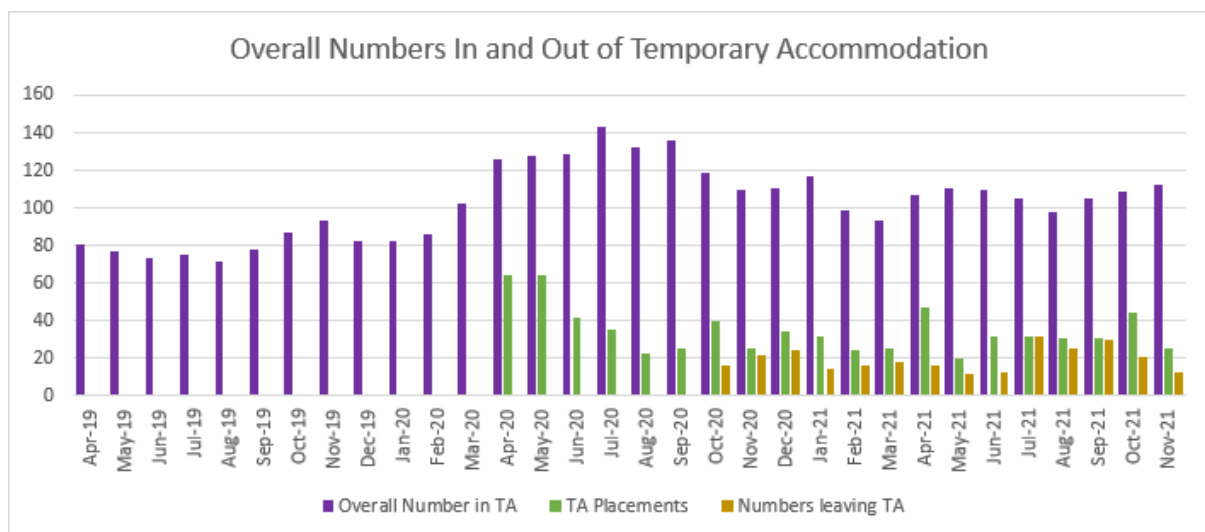


Figure 6 Numbers of people in and out of temporary accommodation 2019-2021

Figure 6 illustrates the overall number of households in temporary accommodation between 2019 and 2021, the number of households placed into temporary accommodation, and the number that have left each month.

Prior to the pandemic the portfolio of temporary accommodation was adequate for the level of demand at that time. As a result of demand increasing rapidly from March 2020, the local authority, funded by WG's Hardship Fund, was able to source two B&Bs that were able to assist at the time. However, these additional places are not financially viable in the long term, as the Hardship Fund is time limited.

To mitigate the issues of capacity there is a move-on panel which includes Housing Association partners. This panel is utilised to move people on from temporary accommodation into sustainable secure accommodation which in turn will free up space in emergency TA. This is in line with the Allocations Policy, with sign off from the Head of Service using the exceptional circumstances discretion.

Some of those accommodated in temporary accommodation are excluded from the Housing Choice Register for reasons such as former/current rent arrears, and anti-social behaviour (ASB) issues. These factors ultimately impact on the length of their stay in temporary accommodation and the ability to discharge the final duty. The options for these households are limited and need to be proactively addressed.

### *Inclusivity*

People are rarely excluded from TA unless there are risk factors which preclude them from occupying specific accommodation. Risk Assessments and safety plans are undertaken, and we work with partners to source suitable alternatives in order that no one is left out.

Our Refuge provision is women only and is available for women experiencing domestic abuse and their children. We have provision across the County so that we can meet the needs of women who need it and their families.

Some of our provision is "dry" and is only accessed by those who commit to abstinence. Other provision is for specific cohorts such as women, young people or people with mental health needs or complex needs.

Service charges are only charged in 2 of our temporary accommodation placements. These are charged for the use of gas and electricity. All our other units use pre-payment meters. The services used within our B&B provision are included in the daily rates.

# 5: Temporary Accommodation Transformation



## Context and vision

In the context of this plan the vision and priorities for temporary accommodation (TA) in Carmarthenshire are:

- The need to move away from the significant use of B&B particularly following the Covid years
- Reducing the length of stay for households in temporary accommodation
- Lessening the impact of hardship, particularly in the interest of our clients; and
- Ensuring financial stability of the service

Our use of B&B:

- should be for emergency placement where no other options are available
- should be for a short period of time, amounting to days not weeks or months; and
- should avoid placing families in such accommodation, favouring more stable/ suitable accommodation in areas that are convenient to them

All as outlined in the '**The Homelessness (Suitability of Accommodation) (Wales) Order 2015**'.

Prior to the Pandemic families and/or individuals spent on average 80-90 days in TA before moving on to more secure/ stable accommodation.

All of Carmarthenshire's TA stock is private leasehold accommodation except for 14 bedsit units that have been sourced from within our own HRA Housing Stock. Historically, the service has been able to operate at about 75- 80% occupancy rate within budget and allowed capacity and flexibility to respond to any homeless presentations at any given time.

Historically our use of B&B was very minimal (one to two placements a fortnight for no longer than 5 nights) and rarely did we place families into B&B and almost certainly, we did not have to make out of County placements.

Whilst our stock levels for TA have not changed dramatically during or since Covid, our use of B&B has dramatically increased. Through WG support, we have procured the exclusive use of two establishments on an ongoing basis.

In 2018 Carmarthenshire transferred all family temporary housing services from Cartrefi Hafod to the Council including the TUPE of two staff members. That stock, which mainly consisted of 2–3-bedroom properties has reduced slightly over the past 12 months because of a change in the housing market and fear of the implication of the Renting Homes (Wales) Act.

	Family	Single Person	B&B
Pre Covid	56	35	Ad hoc
Post Covid	48	49	24

*Table 25 TA stock available to Carmarthenshire County Council (CCC) pre and post Covid-19  
\*Does not include supported housing projects*

Based on the current number of Homeless presentations highlighted in this report the current stock level exclusively available to CCC is insufficient and there is a need to make placements into other B&Bs (inc. out-of-County) on a weekly basis, for prolonged periods of time.

Additionally, over 70% of our single person leasehold stock is in one of the most deprived wards of Llanelli. The area is part of a wider regeneration programme, and we are reviewing the overall stock in this area.

### **Key Challenges**

In transforming the TA provision and developing the flexible short-term service we aspire to we recognise that there will be challenges. Stock needs to be dispersed more evenly across the County, reducing numbers in Llanelli whilst potentially increasing them in others. This rebalancing of stock may initially mean that we double up on provision, bringing new stock online before moth-balling unwanted stock in areas where there is an over provision and there could potentially be cost implications to this.

In reducing the dependence on B&B we risk losing the flexibility that this type of provision offers us. We will need to develop short-term, 1-bedroom, self-contained units to replace this. The longer-term intention is that we develop a triage assessment centre for those who present with potential medium to high level needs. This will afford us the time to properly assess the needs of the person and identify the best settled accommodation and support option to meet those needs.

A significant challenge is moving people on in as short a time as possible. This will be dependent on the availability of settled stock and the ability of homeless applicants to access this. Our emergency plans to employ direct matching of additional preference

applicants should provide us with evidence and learning on which to base the review of our allocations policy and common housing register.

The reduction in the use of short-term supported accommodation is a challenge which will need detailed planning and very careful management. It is crucial that we work closely with landlords and providers of such accommodation to ensure that as we move away from reliance on this type of provision, we do not negatively impact the people living in the accommodation or destabilise these businesses. A strong partnership approach is needed to successfully transform this part of the service.

### ***Transformation Plan***

Prior to Covid we started to develop a plan mainly focused on single person TA stock located in one ward in Llanelli and how this might be dispersed across the wider Llanelli area to establish new services in other parts of the County mainly the other two townships of Carmarthen and Ammanford.

However, the additional pressures and uncertainty around the homeless demand that was brought to the surface following the policy change early in the Pandemic meant that these plans were deliberately delayed.

Considering the current pressures, which have been fairly consistent over the past two years, and the continued use of B&B post September 2022, we understand the urgency to revisit these plans and review the volume and type of TA stock required.

The plan, as it was, was predominantly focused on one geographical area in Llanelli and the over intensification of single person TA stock in that locality. The aim was to reduce the detrimental effect this had on the community because of a transient population and perception of crime.

We have also identified this concentration of TA accommodation has been to the detriment of vulnerable people who we have placed there, and their ability to manage and maintain tenancies. The plan was aimed at delivering a 'like for like' in terms of numbers but across a wider geographical area within a certain radius of the Llanelli Town Centre, close to services.

A considerable amount of work has been done to-date on reconfiguring this TA accommodation. A tender pack has been put together with a service specification and key performance indicators on the provision of new, dispersed TA stock. However, we need to review the actual number of units required, where they need to be located, the services required to support this accommodation provision and over what length of time this plan

will be delivered. This will be dependent on the learning from the emergency allocation process

The need for a triage assessment centre has been identified and it is hoped that this will reduce the reliance on B&B accommodation for single people. The funding and provision of such a facility relies on the reviewing of existing short-term housing related support accommodation and the remodelling or decommissioning and recommissioning of services. Housing and HSG colleagues will work together to develop the justification and specification for this service in conjunction with partners.

The provision of a triage centre will mean that people who present to the local authority as roofless will be able to be accommodated in the short-term whilst we comprehensively assess their needs. This will ensure that the right accommodation is sourced first time, repeat homelessness is reduced, and people have a home that meets their needs.

The review and recommissioning of support provision is an ongoing priority of the local authority. Work will continue to ensure that all our housing related support commissioned services are fit for purpose and meet the needs of current and future cohorts.

We currently fund 3 refuges across the local authority and an intensive, specialist, women only provision. Work needs to take place to evidence that this model of provision is fit for purpose, and we are supporting those with complex needs, and those experiencing domestic abuse in the best way. The new service being commissioned that integrates prevention, early intervention, support, and protection to ensure a holistic approach for people experiencing domestic abuse may go some way to respond to this.

We also have four distinct short term supported accommodation projects for young people and a supported lodgings scheme. This provision has recently been reviewed and recommissioned and we will continue to monitor the projects to ensure that young people are receiving the support they need to help them to move on to independent living when they are ready.

The remainder of our short term supported accommodation provision is for those with mental health or complex needs plus one specialist dry provision. It has been mentioned in consultation both for the HSP strategy and for this plan that we lack a provision for people who are continuing to use substances or following a harm reduction approach. The scoping of such a provision will form part of the work in reviewing commissioned services and should one be needed, we will work to develop such a scheme that meets the needs of those who need it whilst minimising the risks, both perceived and real, to the community in which it is located.

# 6: Rapid Rehousing Transformation Plan



## *Vision*

To fulfil our vision “Working together to end homelessness in Carmarthenshire by providing homes and support at the right time”, our high-level priorities for the next 5–10-year transitional period will be to:

1. Review the allocation of social housing
2. Develop the housing related support offer by streamlining support assessment and referral processes
3. Develop the right temporary accommodation that meets current and future need
4. Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing
5. Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing
6. Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing
7. Develop and commission the right housing related support services to support the Rapid Rehousing vision

These high-level priorities will form the basis of our work to transition to Rapid Rehousing and will be delivered in conjunction with partners through detailed delivery plans which will be agreed and monitored by the Project Board.

The rationale for these priorities is as follows:

### *1. Review the allocation of Social Housing*

The current Social Housing Allocations Policy (SHAP) was approved by Full Council on 14<sup>th</sup> December 2016 in preparation for the launch of the Choice Based Lettings service (CBL). The existing policy gives priority to Band A applicants; however, it does not include a letting target to determine what percentage of empty homes should be allocated to each priority group.

Following the review of data to support the RRTP, we know that in 2021/22, 52% of all allocations of Social Housing (CCC & RSLs combined) were to households to whom we owed a duty under the Housing Wales Act. Even with this level of priority as of March 2022 we still had an overall open homelessness caseload of 783 households requiring housing. There are currently around 120 households in temporary accommodation (TA). This number is set to increase as a direct consequence of the issues, policies, and market conditions we are currently facing.

There is a severe shortage of affordable housing in the County across both Social and PRS. At the end of August 2022 4,334 households were waiting for social housing in the County but only 839 tenancies commenced in 2021/22 (including RSL allocations). During 2021/22 we discharged our duty to the private rented sector for 213 households. This trend has turned, and in August 2022 we had 195 households under Section 21 notice of eviction to leave their PRS tenancies. As a result, the waiting list is growing all the time.

As the requirements of residents have changed, with more applicants in severe need, the current letting policy is not currently fit for purpose, and the Council needs to create an interim fairer, more transparent housing register, better suited to the situation in the County today.

The SHAP requires to be reviewed regularly but due to additional demand placed on the Housing Service because of COVID 19 and Welsh Government's 'no-one left out approach' this has not been progressed as quickly as had been hoped. A full review will commence following the development of the Rapid Rehousing Transition Plan in September and a report will be submitted to Pre-Cabinet later in 2023 setting out the proposals and requesting approval to commence a consultation process.

## ***2. Develop the housing related support offer by streamlining support assessment and referral processes***

It is recognised that there is no universal support-needs assessment in place to ensure a more accurate and consistent assessment is undertaken for those who require support services. As a result, it is difficult to plan effective services to focus advice and assistance for people to help them move on and sustain their accommodation in the longer term.

From our engagement with partners through the focus groups we know that referrals for support can be time-consuming and onerous both for caseworkers and support staff, and for individuals trying to access support.



There are multiple local referral systems making it difficult to gain an overall picture of referrals through data

- A review of data collection and analysis is required
- A review of referral pathways is required

Monitoring of support provision could also be improved and therefore a streamlined approach is required to ensure that we make the best use of all the commissioned floating support services.

We know that timeliness and suitability of support are something that our service users depend upon. We will continue to innovate our offer as more becomes known of user needs. We recognise we need to build a single consistent system of referral, assessment and support that is simple to use both for service users and provider agencies.

To this end we have proposed to establish a Housing Support Gateway. The proposed **Housing Support Gateway** service, will:

- Develop protocols for assessments to be carried out alongside partners who provide specialist support, to ensure a more accurate and consistent assessment is undertaken for those who require those support services for crises and complex needs
- Ensure that assessment of support needs is carried out and that relevant and timely support is available at the first point of contact
- manage all aspects of the Carmarthenshire Housing Support Gateway service under the Housing Support Grant Programme
- be responsible for the development and management of a gateway assessment, referral, and nomination policy
- make effective use of data to ensure that contracted housing support service providers are delivering housing-related support services to meet the Council's required levels of performance, in line with Welsh Government's HSG guidance and grant regulations
- establish and maintain a multi-agency approach by collaborating and working in partnerships with internal Council services, partners, stakeholders, and service users to identify future housing support priorities and achieve the most effective use of HSG funds

### ***3. Develop the right temporary accommodation that meets current and future need***

Fundamental to Rapid Rehousing is helping people live independently in the community. This includes not just access to but assessing and influencing supply and delivery of suitable accommodation. Supply, particularly of 1- bedroom units, is in particularly high demand.

There has been a significant increase in the number of single people being homeless and requiring permanent one bedroom accommodation. There is a marked shortfall between the current demand for one-bedroom properties and the supply of available housing. There is a plan to develop over 2000 more homes of mixed size and tenure across all parts of Carmarthenshire by 2026, however this was prepared prior to the pandemic. Other development plans have ambitious targets to build new housing, especially social housing, but this will be over several years and there will continue to be a shortfall in accommodation to meet the scale of homelessness presentations since the pandemic.

We need to move towards providing more sustainable models of accommodation and support that meet the needs of everyone currently in emergency provision and future demand, making sure people reach settled housing as quickly as possible rather than staying in temporary accommodation for extended periods.

Our focus will be on ensuring people can move to settled accommodation quickly, with the use of temporary accommodation being limited. We will:

- Use the data we capture from Support Needs Assessments to ensure where it is needed, we provide the right, good quality temporary accommodation
- Review our ongoing programmes to review the supply of affordable housing together with those of our RSL Partners to ensure that there is consistency between homelessness data and our Local Housing Market Assessment (LHMA), Social Housing Grant (SHG) Programme, and Local Development Plans (LDP)
- Explore options for shared settled accommodation, particularly for younger people, taking account of the individual's circumstances and preferences
- Engage with private landlords to develop options for temporary and settled accommodation, ensuring the necessary pre-tenancy and ongoing support is available to them and their tenants
- Use our Local Rapid Rehousing Project Board to improve joint planning and commissioning arrangements with key partners e.g., social services, Probation, and the Local Health Board (LHB).

#### ***4. Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing***

To meet this action, we will review our ongoing programmes to review the supply of affordable housing together with those of our RSL Partners. This will be done as part of the annual update of the Five-Year Housing Regeneration and Development Delivery Programme see Appendix C to support the delivery of over 2,000 homes for rent and sale. From this review we will develop a plan based on gaps in accommodation identified between this review and the Rapid Rehousing Transition Plan considering the size and location of property required when assessing need. We will then ensure that our Development Prospectus is aligned with this need and encourages the development of the right stock in the right location.

As well as relying on the development of new homes, we must also maximize existing stock both in the social and private rented sector. A strategic plan to reduce void levels and bring void stock back into use is needed. Significant work has been done to identify empty homes and work with owners to bring these properties back into use. This must be continued. More work needs to be done to identify the reasons more PRS landlords are serving notice and exiting the market. Creative solutions should be sought to work with landlords to remain in the sector. Where this is not possible a mechanism to retain tenancies should be explored. We must also look at Notices served in social housing stock and work to support the Welsh Government commitment of no evictions into homelessness. Good practice in housing management should be shared to support tenants to remain in their homes and prevent homelessness.

#### ***5. Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing***

Following the review of our ongoing programmes to review the supply of affordable housing together with those of our RSL Partners we will use this information along with the data gathered through our casework and the Housing Support Gateway to inform our longer-term plans for providing settled accommodation.

Currently we include a minimum of four 1-bedroom homes on every new development where viable and request the same of our RSL partners. We will include the development of more single person and 1-bedroom homes as well as the continued development of options for shared settled accommodation, particularly for younger people taking account of the individual's circumstances and preferences. It may also include the development of a long-term supported accommodation scheme for those with enduring complex needs. The location of any new homes will also be a consideration in these plans, delivering homes

across the county, especially in rural towns and villages, to help ensure that local people are able to afford quality homes and remain in their communities.

### ***6. Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing***

Our Housing Support Plan Strategy sets out our approach to continuing to support our most vulnerable residents - those who are at risk of, or experience homelessness and those who need support to maintain their tenancies and live as part of their communities. The actions within this Rapid Rehousing Transition Plan are fully aligned with that plan in ensuring that all our Housing Support Grant Commissioned services follow this approach.

Strategic planning is key to ensuring alignment of the HSG and Carmarthenshire's statutory duties to prevent and relieve homelessness and the effective commissioning of HSG services. This will help ensure that homelessness is prevented and that people needing services are supported appropriately. This will also help ensure value for money is achieved in deploying the grant.

We have committed to ensure support enables people to maintain their accommodation and prevents homelessness. We will do this by reviewing the commissioning of low-level support and carrying out a full evaluation of floating support services to ensure support is relevant to changing needs and meets the aims of the Rapid Rehousing Transition Plan. We will ensure we have the right data systems and data sharing agreements to enable us to do this.

We will review the Housing First model of support commissioned within the local authority to ensure that it is fully aligned with the Housing First principles and meets the needs of our most vulnerable clients. We will work with the Housing First Network and with local providers to commission a service that meets these principles and our vision.

### ***7. Develop and commission the right housing related support services to support the Rapid Rehousing vision***

Following the strategic review of housing support commissioned services, we will use the data gathered in this plan, and feedback from partners and service users, to ensure that future services meet the needs of the community and support our vision for Rapid Rehousing to **work together to end homelessness in Carmarthenshire by providing homes and support at the right time.**

Our Homelessness Team have already made a range of changes in how they work to meet increased demand. There are a range of floating support services provided by HSG funding

that work with people in their own accommodation to help develop skills and address issues that could lead to homelessness. Flexible models of support that work with people in temporary accommodation and follows them into settled accommodation should be further developed.

The development of the *Housing Support Gateway* will ensure that assessment of support needs is carried out and that relevant and timely support is available at the first point of contact. Many people currently being supported have multiple needs and support should adapt and flex up and down according to need. Support capacity will shift its focus from managing crises to prevention and multi-agency support, specially tailored to individual's needs is required for complex cases.

Data and work with the focus groups identified the need for a long-term supported accommodation provision for those with intensive needs. This model of supported accommodation needs to be explored further but it is envisaged that it will be a multiple occupancy accommodation setting with on-site support services aimed at those with intensive needs. Such models exist including Thorntree in Edinburgh and Shoreline in Swansea and we will use these examples to help us develop a similar service within Carmarthenshire.

Housing First is a key element of any Rapid Rehousing approach providing for those who have persistent complex needs and/or a history of repeat rough sleeping. We will work with partners to ensure that our Housing First offer is commissioned and delivered in such a way as to have fidelity with the Housing First Principles as set out by the Welsh Government in Housing First Principles Guidance for Local Authorities:

- Housing is a human right
- Service users should have choice and control
- Housing not conditional on support or treatment
- The approach is recovery oriented
- The approach is one of harm reduction
- There is active engagement without coercion
- Planning is person-centred
- Flexible support is available for as long as required

[housing-first-principles-guidance-for-local-authorities.pdf \(gov.wales\)](#)

We are aware that these principles are currently under review, and we will work with Welsh Government and the Housing First Network to ensure that any local provision continues to align itself with these.

## ***Homelessness prevention***

In line with the national mission, we will, identify priorities with our partners, and commission an appropriate range of support services to ensure that in future homelessness is prevented, or where it occurs it is rare, brief, and unrepeatable.

Housing support services exist to help prevent homelessness, social exclusion, isolation, and institutionalisation. Prevention is core business in homelessness services and fundamental to our approach is to return to business as usual with a focus on homeless prevention and a return to, and improvement on pre-pandemic performance levels. Early intervention aims to reduce undue escalation to avoid a crisis situation, with knock-on impact to health, inclusion and independence.

We recognise that prevention activities come in a range of forms to meet a variety of needs and we will develop and deliver services to meet the needs of those at various points along this continuum.

## ***Universal Prevention***

Universal prevention addresses the root causes of homelessness, such as poverty and unaddressed trauma.

Our Cabinet Vision Statement 2022 – 2027 [Cabinet Vision Statement 2022 - 2027 \(gov.wales\)](#) (Appendix D) includes key actions which will help to reduce poverty and provide opportunities for all across Carmarthenshire. We will work in partnership across the local authority to deliver on these values and work towards an environment where all residents can start, live, work and age well. These actions include:

- Work alongside schools to increase school attendance rates and improve access to education for vulnerable pupils
- In line with the vision of Welsh Government, provide high quality nutritious free school meals to all primary school pupils, over the lifetime of the administration
- Increase the level of supported accommodation to specifically facilitate safe discharge from hospital and/or the need for residential care for vulnerable adults
- Further expand the Delta Connect service to provide proactive technology enabled care to vulnerable people within their own homes together with a package of emergency support, monitoring, and wellbeing calls

- Work with the Health Board to provide readily accessible and appropriate levels of support to all with Mental Health issues with an expansion of access and support to Children and Vulnerable Adults
- Continue to provide support to keep children at home with their families and out of the care system wherever possible and lobby WG to provide additional resources for foster carers to support the children in their care
- Develop preventative services to meet the demands of an ageing population
- Increase renewable energy on council houses and other buildings to reduce domestic bills and help meet climate change targets
- Support the devolution of the administration of welfare and the necessary infrastructure required to prepare for it
- Review the Terms of Reference of the Tackling Poverty Advisory Panel to ensure that they have the necessary scope to undertake a review of the work required in relation to Tackling Poverty
- Request that the Tackling Poverty Advisory Panel immediately begins an additional strand of work in relation to the current cost of living crisis
- Appoint a Cabinet Member to lead on the Tackling Poverty Agenda
- Work with external bodies to tackle and understand what can be done to support residents immediately and in the short term to mitigate the negative effect on individual finances as the cost of living continues to spiral

### ***Targeted Prevention***

Targeted prevention supports people more at risk of homelessness and provides a ‘no wrong door’ approach in public services to support people.

During the consultation exercise discussions with partners through the focus groups identified the following potential targeted prevention actions that could be taken to reduce homelessness:

- Evaluate mediation services following the transfer of WG funding to deliver services that support people where relationships are breaking down. Potentially remodelling services to also work with landlords and tenants
- Work with LA Housing Officers on a process to identify arrears early and engage support to prevent homelessness embracing the “No Evictions into Homelessness” Pledge
- Work with the PRS landlord forum to develop confidence and support to retain provision

- Investigate the potential opportunity to purchase PRS properties where the landlord is selling up
- Make best use of the Discretionary Homelessness Prevention Funds to maximise prevention
- Explore the potential for training staff to deliver support via a mediation/motivational interviewing approach
- Explore the use of panel meetings prior to any eviction from social housing
- Work with criminal justice agencies to improve notification and engagement with people coming out of custody
- Develop accommodation and support options for people coming out of custody
- Explore the development of multiple/complex needs officer role to co-ordinate these cases
- Consider service charge costs relief for those employed and in supported housing commissioned provision
- Work with the youth homelessness co-ordinator to support primary prevention work in schools and youth services
- Build on the good practice already existing on the Carmarthenshire Council website in identifying and signposting to sources of goods and services for households in need
- Scope the need for advice services including debt advice to assist households

### ***Crisis Prevention***

Crisis prevention is the 'last line of defence', provided by local authorities and their partners to offer acute provision for people needing emergency help.

We will focus on the following areas to strengthen our approach to crisis prevention. We will:

- Provide a seamless service for people threatened with Homelessness
- Develop an early intervention Housing Hwb offer for people threatened with Homelessness
- Empower people with the skills needed to maintain their accommodation
- Strengthen our corporate parenting approach in relation to the future accommodation needs of care experienced young people
- Ensure support enables people to maintain their accommodation and prevent Homelessness
- Ensure internal data and data from system partners is used effectively to plan services.



## *Rapid Rehousing transformation*

In delivering the high-level actions within this plan we know we will face hurdles and are committed to work in partnership to overcome these.

Reviewing the allocation policy will need support from a range of partners both within and outside of the local authority. We will need to work with local politicians, the public, housing association partners and third sector providers to develop a scheme that is fair and equitable and meets the needs of those who require it most. It will take time and compromise to deliver a scheme which works for all, but we are committed to deliver this to make homelessness brief for those who experience it.

To develop the best housing related support offer, through the development of a Housing Support Gateway and the reviewing and recommissioning of services, will also require the input and will of partners to work towards a solution that is best for the people we support. Good communication will be vital throughout this process to make certain that all partners, especially those who use our services, understand the rationale for this work and are involved through design to delivery. This will ensure that what is developed is fit for purpose and for the future.

It will also be crucial to ensure that we work in partnership with all agencies to establish sound referral routes so that people can access the right help at the right time. We may need to overcome barriers of access and in understanding the terminology and ways of working between ourselves and our partners including those in mental health and substance misuse services, criminal justice, and health to get the best outcomes for people.

In reconfiguring our temporary accommodation offer we risk either decommissioning provision whilst it is still required or holding too much provision which incurs additional unwanted costs. There may be a period where we double up on provision, bringing new stock online before moth-balling unwanted stock in areas where there is an over provision and there could potentially be cost implications to this. This will have to be managed well to mitigate unwanted costs and make best use of resources.

When reviewing our development plans and establishing new ones there will be challenges and barriers which may impact on delivery. These may come from within the local authority, such as issues with planning applications or legal sign off. Others may be outside of the local authority control including issues relating to flooding or phosphate discharge. We will need to work together with partners and Welsh Government to find solutions to these challenges so that we can deliver on our development plans.

There is a need to review and further develop the options available to bring empty homes into occupation and use Simple Lettings and the Private Rented Sector Leasing scheme to increase supply from the private rented sector. Currently we are seeing tenancies in this sector ending on a scale never seen before and we are faced with a huge challenge of how to mitigate this loss and increase the level of supply from the private rented sector. We will continue to work with landlords and other partners to do this.

### ***Accommodation model***

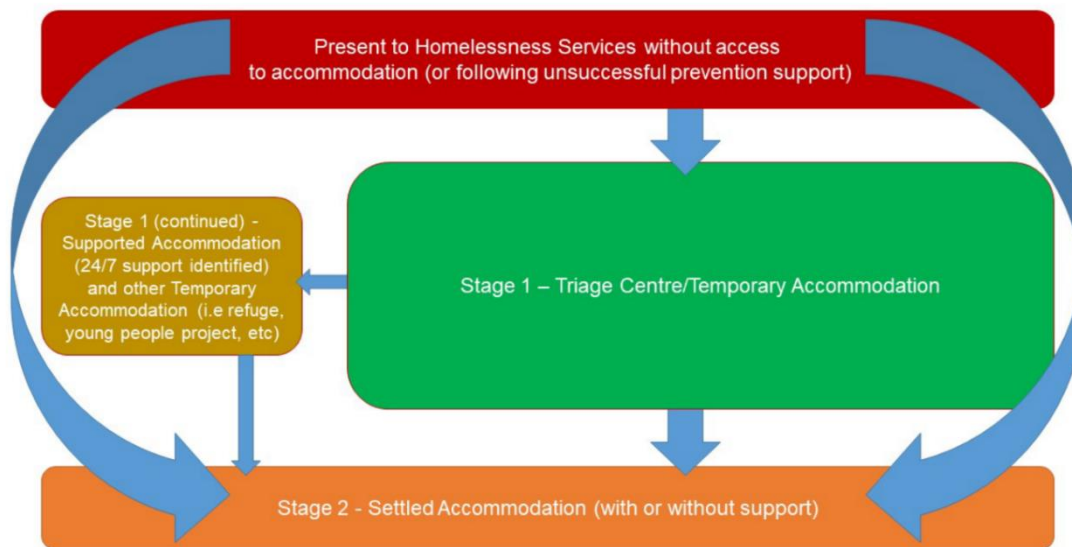
Following our Rapid Rehousing transformation, we envisage a pathway to settled accommodation that moves people in housing need quickly into a home that meets their needs with the support to maintain that home.

A support needs assessment will be completed on presentation to the Housing Hwb service. Appropriate temporary accommodation may be provided if settled accommodation is not available straight away. An emergency triage centre may be appropriate dependant on the level of support need and the requirement to carry out further assessment of need. Refuge provision may be required if the person is experiencing domestic abuse. Any such provision will be accompanied by appropriate support and the aim will always be to move people on into settled accommodation as quickly as possible.

The remodelling of TA is outlined in Section 5. The plan is that current TA is reduced overall but reconfigured to deliver provision across the county. TA will be provided by a range of partners including local authority and RSLs as well as some private sector leased accommodation. Support provision within the TA will be delivered by third sector partners with the LA managing the accommodation.

Settled accommodation will be sourced which meets the needs of the individual and anyone living with them. This could be from within the social or private rented sector. Support may continue to be provided in this new accommodation for as long as required based on the needs of the individual. This support will be commissioned via HSG to be flexible to meet the need of the client and will be outcomes-based to allow for a person-centred approach. Support will be provided both by in-house support officers and external housing support providers. If the support needs of the individual are assessed as high, then Housing First may be the most appropriate option. A specialist provider will follow Housing First Principles to deliver accommodation and support. This provision will be commissioned by the LA and delivered via a third party.

From time-to-time individuals may present whose support needs are deemed intensive. This includes those who are unable to live independently, perhaps due to concerns around risk to self or others or perhaps even choice. Professionals would be engaged from the health and social care sectors to ensure their care and support is fit for purpose. These individuals might thrive best in a long-term supported accommodation setting and such accommodation would be sourced to meet their needs. Independent settled accommodation will always be the aim for those who want it. Our accommodation model



will follow that outlined in the Welsh Government Guidance.

*Figure 5 Rapid Rehousing model of Accommodation*

## ***Pandemic response***

The Covid-19 pandemic brought about changes to the statutory homelessness guidance which resulted in a considerable amount of people being newly eligible to be housed by the Council from March 2020. The situation is currently unchanged, meaning that all who present are effectively in ‘priority need’. This is also referred to as the ‘No one left out’ policy. A clear trend, which is mirrored across Wales, is the growing proportion of single people presenting to us as homeless.

This change in policy increased the number of people requiring temporary and emergency accommodation. In Carmarthenshire we normally hosted 70 households at any one time, but this rapidly increased to 140 households in temporary accommodation with over a hundred of these being single people.

The need for temporary accommodation peaked towards the end of the summer in 2020, and remains high compared with pre-pandemic levels, with close to 120 households in temporary accommodation as of August 2022. This represents an increase of around 70% in the total number of households in temporary accommodation (primarily single people) compared with prior to the pandemic, suggesting that need remains (and will continue to remain) at an elevated level.

The HAG recommendations emphasise the need for prevention of homelessness whenever possible. Our first duty is always to consider how we can help people to prevent them from becoming homeless and avoid the need to be re-housed. With an increase in demand our existing services need to develop to ensure they continue to focus on prevention and avoid people moving into housing crisis.

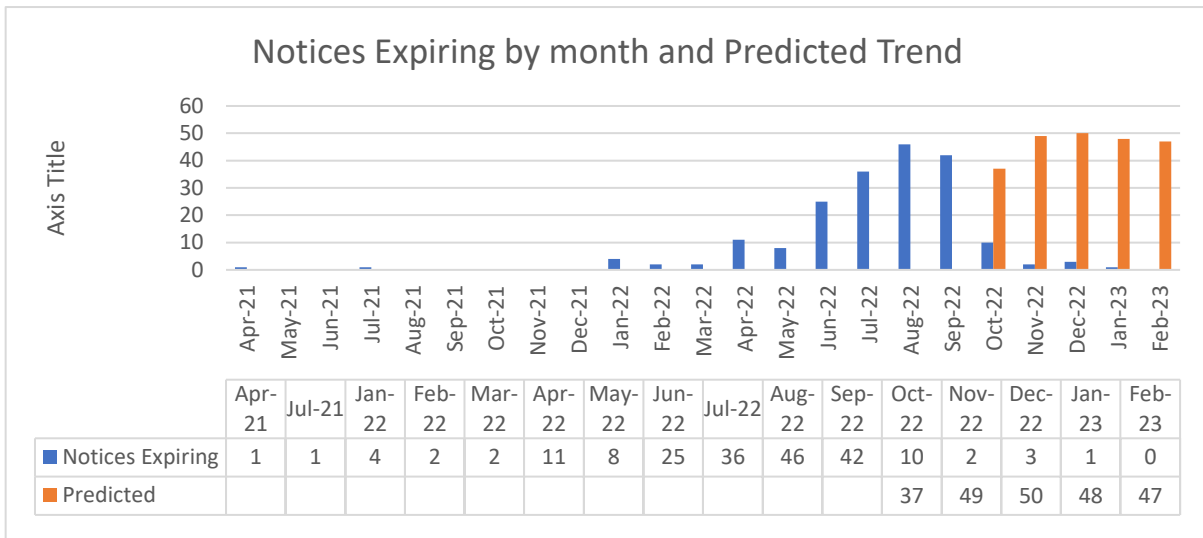
They also recognise that, in some cases homelessness cannot be avoided and there will always be a need for some form of temporary accommodation. Rapid Rehousing should, however, be the default position for all homeless households that have low, or no, support needs.

In the short-term we plan to make emergency changes to our Social Housing Allocation Policy (SHAP) to prefer those who are homeless or have additional preference for social housing. We hope to apply a direct matching process to allocate social housing to those who need it. This will reduce the number of people waiting for long periods in temporary accommodation or “homeless at home” and will increase the flow through TA. It will enable us to begin to rationalise our temporary accommodation provision and reduce the level of resources used for TA.

To service this emergency measure, we will need to re-allocate Housing Options staff to focus on the identification of people for suitable matches and manage the process. In time it is hoped that this will reduce caseloads and free-up caseworker time to better focus on prevention and the effective delivery of reasonable steps.

During the Covid-19 pandemic the Welsh Government introduced legislation to halt the serving of s21 Notices. Since the lifting of this ban, we have seen a large increase in the number of Notices served and the presentation of people to the Local Authority threatened with homelessness.

The graph over shows us the number of notices expiring by month. Some months have already passed but through negotiation these tenants are still in situ until accommodation can be sourced for them.



The orange columns are predicted numbers of notices which could end in future months based on the current numbers coming through. This may potentially drop off once the new Renting Homes Act is introduced as the notice periods for new contracts will differ giving tenants a longer notice period and more security.

*Figure6 Number of S21 Notices expiring each month and predicted trend*

To tackle this increase in presentations due to s21 notices we are using a range of measures including liaising with landlords to understand the reasons for Notices and to negotiate extensions of stay and using discretionary homelessness funding to assist with arrears, extensions, and potential court costs. We will continue to deploy these and other measures to prevent and relieve homelessness as a potential impact of the pandemic.

### ***Initial socio-economic/equalities impact assessment***

As each major policy change is taken forward, we will carry out detailed Equality Impact Assessments and publish any impacts and mitigations identified.

## 7: Resource Planning



The resources detailed in this chapter have been identified to deliver this Action Plan. However, should any future grant funding not be available we may need to revisit our current priorities.

### *Existing resource*

During the last 3 years we have used a range of resources to support the work of homelessness prevention, alleviation, and housing related support within Carmarthenshire. The Revenue Support Grant and Housing Revenue Account have funded core staffing of the services and we have also drawn on the Covid Phase 1 Funding and latterly the No One Left Out funding to support this function and add to our capacity. These additional funding sources have also enabled us to boost our temporary accommodation provision and ensure that everyone who needs temporary accommodation is accommodated safely and supported where necessary.

Our HRA and Social Housing Grant allocation supports the plans identified in the Housing Regeneration and Development - Five Year Delivery Plan and the HRA Business Plan. Continued investment in affordable housing and homes for social rent is essential to deliver the supply needed to deliver the actions within this plan. As we review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing and develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing this funding will flex to fulfil those plans.

We have also been able to draw on the Phase 2 funding and Transitional Accommodation Capital Programme to boost our stock of temporary and settled accommodation. The capital funding element of Phase 2 funding was targeted at increasing the housing stock available to us from the private sector through:

- Our in-house Social Lettings Agency and incentivising landlords
- the provision of training flats for younger people based on a successful model we had developed previously
- Brining empty properties back into use in areas of significantly high demand by looking at Empty Dwelling Management Orders and possibly Compulsory Purchase
- The expansion of leasehold temporary accommodation units so that we could slowly move away from reliance on B&B accommodation

A key element in the use of this funding was to deliver good quality support to homeless households that focused on developing a more direct and sustainable path to permanent housing. Revenue support from the grant allowed us to:

- Commission additional wrap around support (Housing First type) to meet the demands evident for single people who are repeatedly homeless
- Expand the amount of specialist support particularly in relation to mental health and substance misuse creating capacity to support
- Expand the remodeled CTAP project to provide intensive housing support for a short period to those in temporary accommodation
- Undertake outreach work linking with community led organisations such as food banks in localities where we have identified high levels of homelessness
- Expanding our inhouse Pre-Tenancy Advice by offering this service to tenants entering the Private Rented Sector or Housing Associations and complement the work currently being done to prepare prospective Council tenants to maintain their new home
- Support a handful of individuals/ families that were not eligible for public funds that would otherwise have no way to support themselves or have anywhere to live

These were put in place to complement the Housing Support Grant and fill the gaps that had become obvious at the start, and as we continued through the pandemic. The impact of these interventions however, whether it be through revenue or capital grant support, was not substantial enough to lessen the continued demand on homelessness services and pressures that were/ are being exerted on the housing market.

The revenue funding element of the Phase 2 funding complemented our homelessness prevention fund which is allocated through our RSG and is a flexible fund which can be used to prevent or relieve homelessness when households present to the Council for help. This financial year we have been allocated grant funding specifically for this purpose. We are on track to spend this allocation to enable us to deliver on the actions within this plan and move households on to settled accommodation in a timely way.

We commission a range of short-term accommodation projects. These are funded through the Housing Support Grant. The Housing Support Grant (HSG) also funds floating support services to support people whilst in temporary accommodation and as they move on, and longer term supported accommodation projects. The provision of a Debt Advice Worker was also previously funded through the HSG and whilst this provision is no longer in place it is felt that this was a vital resource and should be something that the Grant funds again. Each of these services is commissioned by the local authority through an outside agency.

The Housing Support Grant is also used to commission and fund a range of housing related support projects not directly linked to homelessness duties. A review of all HSG commissioned services is needed, as identified in the actions in this plan, to ensure they are fit for purpose and fully aligned to the new Housing Support Grant Outcomes Framework. This will also ensure that they meet the priorities of the Rapid Rehousing Transition plan and help us to fulfil our vision working together to end homelessness in Carmarthenshire by providing homes and support at the right time.

## *Staffing*

There are several teams directly involved in the provision of services that prevent or relieve homelessness.

***The Housing Hwb Service*** is a relatively new service formed during a restructure of the Housing and Safer Communities Division. It comprises a front-end triage and assessment team offering advice and assistance, a prevention team, a Housing Options team dealing with homeless applicants, a support worker team and a pre-accommodation team supporting people to settle into new tenancies. The service is funded from a variety of sources including the Council Fund (RSG), the Housing Revenue Account and the Housing Support Grant. All posts meet the funding and monitoring requirements of their funding source. This team will be further developed to meet the actions within this plan, specifically, **reviewing the allocation of social housing and developing the housing related support offer by streamlining support assessment and referral processes**, to enable a rapid rehousing approach to homelessness prevention and relief.

Within the Housing Services team there are several staff who are dedicated to maintain the PRS and temporary accommodation portfolios. ***The Temporary Accommodation Team*** procures and allocates temporary accommodation and manages the stock, turning over vacant properties swiftly to reallocate. As we fulfil the Action to **develop the right temporary accommodation that meets current and future need** this staff resource may change, however current demand requires that this level of staffing is needed to run this service well.

***The Private Sector Development Team*** is focused on engagement with PRS landlords ensuring the sustainability of our PRS Leasing Scheme as well as the quality of PRS accommodation in the County. The success of this team will impact on the supply of properties available to let and the extent to which we can accommodate households in the private rented sector.



Within *the Investment and Development Service* there is a team of staff dedicated to the development and delivery of affordable homes. This element of the team will be crucial in delivering on the Actions to **Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing** and to **develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing**.

*The HSG commissioning team* was previously made up of a Lead Officer and 2 Commissioning and Contracts Officers. The commissioning services within the local authority have recently been restructured to absorb the HSG commissioning work into the wider commissioning team of the local authority. This means that the discrete posts are not identifiable anymore, but roles are shared across grant streams. There are pros and cons with this structure. The Action to **Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing** may have some bearing on how the commissioning, monitoring, and reviewing of HSG services is taken forward in the future. The commissioning team will need to work closely with the Housing Hwb team to review the current services and to **develop and commission the right housing related support services to support the Rapid Rehousing vision**.

## *Priorities*

Our priorities will be based on our high-level actions outlined in this plan.

- Review the allocation of social housing
- Develop the housing related support offer by streamlining support assessment and referral processes
- Develop the right temporary accommodation that meets current and future need
- Review our existing plans to develop settled accommodation to ensure that they support the vision for Rapid Rehousing
- Develop longer term plans to provide settled accommodation to support the vision for Rapid Rehousing
- Review Housing Support commissioned services so that they are fit for purpose and support the vision for Rapid Rehousing
- Develop and commission the right housing related support services to support the Rapid Rehousing vision

Following the publication of this Rapid Rehousing Transition Plan detailed delivery plans will be created to outline the work that will be carried out to achieve each of these high-level actions. These delivery plans will be working documents, subject to change as the priorities, policy drivers, and demands on the services change and develop.

## *Resource plan*

Once the detailed delivery plans have been developed a detailed table which illustrates how the financial resources will change during the five-year transition period and link to activities and themes will be produced and will be monitored by the Rapid Rehousing Project Board over the next 5 years.

## Appendix 1- HSP Strategy Stakeholder Engagement.

Taken from Carmarthenshire's Draft HSP Strategy

### Stakeholder Engagement

A range of local stakeholders were involved in developing this needs assessment. Stakeholders included council departments, statutory partners such as the NHS and Probation, along with representatives from Registered Social Landlords and HSG providers. Stakeholders were engaged via online workshops, one to one interviews and via questionnaire. A list of stakeholders who participated is set out below:

o. Strategic Housing, CCC	v. Nacro
p. Regional Coordinator Homelessness, CCC	w. Consensus Support
q. Housing Solutions CCC	x. Threshold
r. Carmarthenshire Homelessness Forum members	y. Caredig (previously Family Housing)
s. Llanelli Mind	z. 16-25 youth support service
t. The Wallich	aa. Llamau
u. Youth service homelessness service	bb. Members of Co-occurring mental health and substance misuse health board

**The key themes arising from stakeholder engagement are summarised below:**

#### Maintaining accommodation and homelessness prevention

- People need the skills and understanding to maintain their tenancies, for young people this should commence in schools and colleges.
- Many people do not have basic skills due to the way they've been brought up, foster care, parents with substance abuse, learning difficulties, even busy working parents etc.
- It was felt the boundaries of the HSG should be pushed to provide more 'skilling-up' options.
- Having more, accessible information about what current services exist is important.
- The Council could develop a one stop shop, café, information sharing centre and provide workshops.
- Early intervention prevention work with 16–25-year-olds and NEETs have services in schools – there needs to be better corporate approach to how these use contribute to homelessness prevention.
- Identification, support and tracking of people at risk of potential homelessness could be improved, services know where pockets of people are, the Council need to join up intelligence better internally.

### The right accommodation

- Young people can at times be placed in temporary accommodation and be exposed to substance misuse and mental health issues.
- It is hard to access accommodation, particularly for people who are well known to the system and return a number of times. However, stakeholders highlighted that because they have had to work with people intensively, they have had success with some cases that initially it seemed they wouldn't.
- The right accommodation is key, putting a lot of chaotic people in the same accommodation is problematic. One service user stated he felt his opportunity to improve his wellbeing was being sabotaged by others, especially through peer pressure.
- Housing First does not work as effectively in Carmarthenshire as it does in neighbouring counties. This was partly because it was felt the Carmarthenshire approach doesn't follow the model as closely, and that there is also a lack of accommodation for Housing First.
- A key challenge is the lack of accommodation for Housing First and move on from temporary accommodation.
- It is very difficult to access the Private Rented Sector especially in Carmarthen as there is a £200 shortfall between rents and the Local Housing Allowance.

### The right support

- Support should adapt and flex up and down according to need
- Most people have multiple needs
- People with multiple needs have multiple agencies supporting them. Some even stop when they know another agency is involved as their roles overlap.
- Good assessments are needed from the beginning, the current referral processes into HSG services was described as 'clunky' and that it comprised of ticking boxes of needs.
- There needs to be a streamlined assessment hub or Gateway for all requests for HSG and homelessness referrals/presentations.
- When people are conducting assessments, they need to consider real life living
  1. Life skills
  2. Good role models
  3. Basic cooking skills
  4. Budgeting and paying utilities
  5. The benefits of what you eat, fresh versus frozen
  6. Basic hygiene
  7. How to make a bed

8. How to use a washing machine
  9. Support to claim universal credit and financial hardships funds
- There is an overly bureaucratic expectation that everyone has an assessment, risk assessment and support plan, but sometimes people just need signposting.
  - Joint working between the Housing Department and Probation needs to improve.
  - Joint working with the NHS mental health or substance misuse services is required and an improvement in information sharing from them to HSG funded support services.

#### Mental health

- The mental health crisis which had already existed was further compounded by the pandemic. The scale and complexity of mental health challenges have increased and are more entrenched
- Most stakeholders agreed mental wellbeing is a significant issue, and that better joint responses from statutory and third sector partners are required.

#### Complex needs

- Access to short term accommodation for complex issues needs to be improved and better planning for longer term accommodation options is required.
- As mental health and substance misuse co-occur so frequently it should be assumed in the commissioning of services and wider partnership arrangements.
- NHS stakeholders highlighted a desire for better training in this area.
- Having a multi-agency planned approach for individuals who regularly 'fall through the gaps' in services is required.

#### Young people

- Accessing the right support for young people transitioning to adulthood can be challenging.
- Care experienced young people need an improved corporate parenting approach to planning for their future accommodation needs.
- Overall levels of need amongst young people have increased and become more complex.

#### Violence Against Women, Domestic Abuse and Sexual Violence

- Refuge services for complex needs need to be developed.
- Some current Refuges are not suitable in design. For example, there is some shared accommodation which wouldn't be appropriate for women with older male children. None are 24/7 support, have on call but not on site.
- More move on options are required.
- There is a need for gender specific services due to family trauma and for those who are survivors, also need services for men who have experienced trauma

**Carmarthenshire  
Rapid Rehousing Transition Plan  
Project Group**

Terms of Reference  
Version 2

## 1. Background

Welsh Government has maintained a consistent focus on tackling homelessness in the context of broader UK Government policy such as austerity and welfare reform. The Housing (Wales) Act 2014 prescribed new duties for local authorities in relation to homelessness. Prior to its implementation, the legal duties for local authorities focussed on those priority households who became homeless and then only if they passed a number of 'tests' that would determine if they were legally entitled to assistance. Since the Act, local authorities have the duty to assist all households who face homelessness, regardless of the need to 'fit' into the priority need categories.

Under Part 2 of the Housing (Wales) Act 2014, Local authorities also have a strengthened duty to prevent and relieve homelessness which has led to a strengthening of local partnership arrangements. The guiding principle remains one of preventing homelessness and for the period 2015 to March 2020 (pre COVID) Welsh Government (WG) had started to look at further changes to the 2014 Act.

The Homelessness Action Group (HAG) was set up by the Welsh Government Minister for Housing and Local Government in June 2019 to answer 4 key questions related to the prevention and alleviation of homelessness in Wales.

- *What framework of policies, approaches and plans is needed to end homelessness in Wales? (What does ending homelessness actually look like?)*
- *What immediate actions can we take to reduce rough sleeping between now and the winter of 2019/20, and to end rough sleeping altogether?*
- *How do we put the delivery of rapid and permanent rehousing at the heart of preventing, tackling, and ending homelessness?*
- *How can we ensure joined-up local partnerships and plans are put in place to prevent, tackle and end homelessness throughout Wales?*

[Terms of reference: Homelessness Action Group | GOV.WALES](#)

The group provided a series of reports to the Welsh Government outlining how homelessness should become rare, brief, and unrepeatable. One of the key themes was making homelessness brief and unrepeatable through rapid rehousing. One of the recommendations for Welsh Government and local authorities to achieve this was to "*lead a transition in the support system over time to prioritise sustaining tenancies and rapid rehousing (including Housing First where appropriate) as the default approach for people who are at immediate risk of homelessness or are already experiencing it.*" (Homelessness Action Group, 2020).

This recommendation was incorporated into the Welsh Government Action Plan [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](#) which requires all local authorities in Wales to develop and submit a Rapid Rehousing Transition Plan (RRTP) by September 2022 and deliver on this plan as part of its Housing Support Programme Strategies. Rapid Rehousing is an internationally recognised approach designed to provide people experiencing homelessness with secure, settled, and self-contained housing as quickly as possible. Rapid rehousing includes the following characteristics:

- A focus on helping people into permanent accommodation at the same time as, rather than after, addressing any other support needs.
- No requirement to be assessed for 'housing readiness' to access accommodation.

- Offering a package of assistance and multi-agency support, specially tailored to individual needs where this is required.
- Helping people experiencing homelessness or at risk of homelessness with lower or no support needs, and in doing so preventing complex needs or chronic problems from occurring or escalating.

Rapid rehousing recognises that most people who have experienced homelessness, even those who have been severely marginalised and homeless for a long time, are able to maintain their tenancies in self-contained housing, with the right level of support. Providing a home as quickly as possible will help avoid the destabilising and marginalising effects of prolonged homelessness or prolonged stays in emergency or temporary settings while remaining homeless.

If rapid rehousing can be widely adopted then the need for many forms of temporary accommodation should diminish, although the Welsh Government recognises that there will continue to be a need for temporary housing solutions at times. [Ending homelessness in Wales: a high level action plan 2021 to 2026 \(gov.wales\)](https://gov.wales/ending-homelessness-in-wales-a-high-level-action-plan-2021-to-2026)

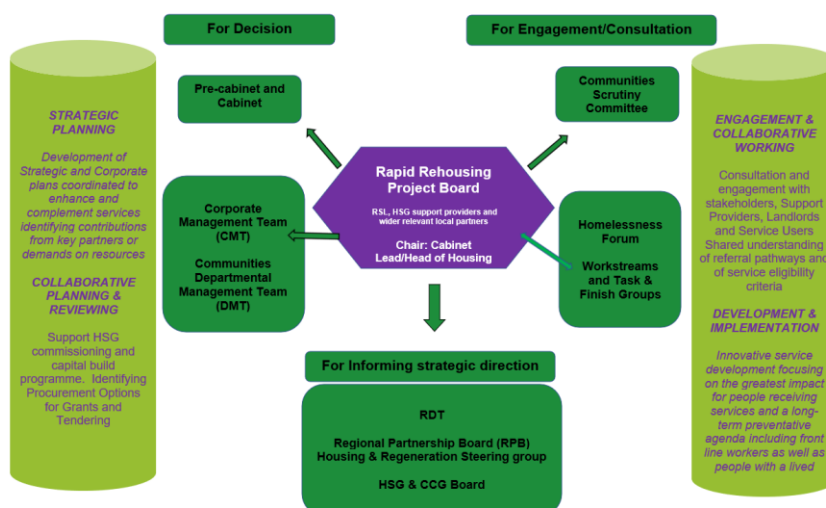
The development of Rapid Rehousing clearly places an emphasis on the provision of housing as a fundamental element of recovery from homelessness, homelessness cannot be resolved with just housing alone. For Rapid Rehousing to work, we must work in partnership with key services such as health and criminal justice. We must also harness both the third sector and volunteer organisations who provide services that support and help tenants build confidence and a connection within a community.

## 2. Purpose

The purpose of the Rapid Rehousing Transition Plan Steering Group is to oversee the development and delivery of the Rapid Rehousing Transition Plan in Carmarthenshire in line with the Homelessness Action Group recommendations and the Ending Homelessness High Level Action Plan.

More specifically it will involve supporting the Rapid Rehousing Policy Lead to develop, with partners, the key actions which will form the plan and to aid the delivery of these by influencing culture, removing barriers, releasing funding, enabling action and facilitating change both within the local authority and across partnerships.

A feature of the plan is the development of a project board which will oversee the development of the plan and the transformation. This group will provide that governance for the work and ensure that the actions are delivered to a high standard and in a timely manner. This board will interact with established groups in the following way:





### **3. Role of the group**

The expectation is that the group will focus on an agreed workplan to oversee the development of the plan through engagement with key stakeholders including statutory and third sector partners, registered social landlords, private sector landlords, citizens and people who deliver and use services.

Once the plan has been agreed the group will oversee the delivery of the transformation and the move to Rapid Rehousing in Carmarthenshire.

### **4. Governance arrangements**

- Members are appointed as a representative of their organisation as outlined in Annex 1.
- Members are required to notify the Chair when there is a potential conflict of interest relating to a specific item on the agenda.
- Deputies will be allowed to attend meetings, and members are asked prior to the meeting to notify the Chair of the deputy attending on their behalf.
- The group will require 50 percent of members to be in attendance to be quorate. If members are not present at a time when recommendations are being agreed, the chair will ensure their views are sought and fully considered.
- Membership is unremunerated.
- The group does not have any statutory powers or functions.
- When commercial sensitive information is discussed, members are asked to commit to maintaining confidentiality of that content.

### **5. Meeting frequency**

During the development stage the group will meet every 3 weeks from the first week in July until the end of September.

Once the plan has been agreed the frequency of the meetings will decrease and the group will meet every 6 weeks until the work is complete.

Additional meetings will be held as and when required and the group may, from time to time, call task and finish groups to carry out specific pieces of work on its behalf.

### **6. Secretariat arrangements**

The Rapid Rehousing Policy Lead and the Rapid Rehousing Policy Support Officer will provide administrative and secretarial support to the group and will act as a central co-ordination point for the cascade and distribution of meeting materials and other documents. The chair, with the support of the Policy Lead, will determine the agenda, including the papers required for each meeting considering any suggestions or requests from group members.

## Annex 1: Membership of the Group

Job Title	Organisation	Name of member
Chair, Cabinet member and Deputy Leader	Carmarthenshire County Council	Linda Davies Evans Cabinet member
Co-chair, Head of Housing	Carmarthenshire County Council	Jonathan Morgan
Head of Strategic Joint Commissioning	Carmarthenshire County Council	Chris Harrison
Head of Adult Social Care	Carmarthenshire County Council	Avril Bracey
Head of Integrated Services	Integrated Health Service	Alex Williams
Housing Hub Manager	Carmarthenshire County Council	Angie Bowen
Investment and Development manager	Carmarthenshire County Council	Rachel Davies
Interim Housing Services Manager	Carmarthenshire County Council	Gareth Williams
Community Mental Health/Psychiatric Services	Hwyel Dda Health Board	
Service Manager, Substance Misuse	Hwyel Dda Health Board	Cerys Humphreys
Strategic Partnership and Inclusion Manager	Hwyel Dda Health Board	Bev Davies
CEO	Bro Myrddin Housing Association	Hilary Jones
CEO	Caredig Housing Association	Marcia Sinfield
Executive Director – Customer & Communities	Pobl Housing Association	Andrew Vye
Deputy CEO	Wales and West Housing Association	Shayne Hembrow
	Coastal Housing Association	Serena Jones
Projects Manager	The Wallich	Paul Sheridan
Senior Probation Officer, Homeless Prevention Taskforce	HMPPS	Natasha Pattemore

Local Authority officers	
Joy Williams	Rapid Rehousing Policy Lead
	Rapid rehousing Policy Support Officer

# Agenda Item 8

## Community, Housing and Regeneration Scrutiny Committee

Date: 26<sup>th</sup> January

**Subject: UPDATE ON UK SHARED PROSPERITY FUND (UKSPF)**

### THE SCRUTINY COMMITTEE IS ASKED TO:

To scrutinise the contents of the report and to review the information in the report and provide any comments and / or recommendations to inform the delivery of the Shared Prosperity Fund.

### Purpose:

To provide Communities, Housing and Regeneration Scrutiny with an update regarding the progress of UK Government's Shared Prosperity Fund in Carmarthenshire.

### Reason(s)

To support the progress of the Shared Prosperity Fund.

### CABINET MEMBER PORTFOLIO HOLDER:- Councillor Gareth John, Cabinet Member for Regeneration, Leisure, Culture & Tourism

Directorate: Chief Executives

Name of Head of Service:  
Jason Jones

Report Author:  
Helen Morgan

Designations:

Head of Regeneration

Economic Development  
Manager

[JaJones@carmarthenshire.gov.uk](mailto:JaJones@carmarthenshire.gov.uk)

01267 242336

[HLMorgan@carmarthenshire.gov.uk](mailto:HLMorgan@carmarthenshire.gov.uk)

01267 224902

# EXECUTIVE SUMMARY

## Progress to date

Since the report to Cabinet on 31<sup>st</sup> October 2022 where the proposed Anchor projects and the steps taken to date were approved, work has continued at pace to put the processes and procedures required to deliver the funding in place.

The approval for the Regional Investment Plan was originally due at the end of October but was delayed until after the Autumn Statement on November 17<sup>th</sup>. In December, Swansea Council, as the lead Authority for the South West region, received formal agreement from UK Government which was accepted on the 23<sup>rd</sup> December. This means that the funding is now formally secured for the region.

Officers across the region are doing as much preparatory work as possible on legal agreements etc, so that delivery can commence as soon as practicable.

## Anchor Projects and Standalone Projects

Following approval by Cabinet on the delivery model for implementation of the funds, much progress has been made in the development of the Anchor projects.

Once the detail of the Anchor projects has been fully approved, the teams will be in a position to open calls for the third party grants. Competitive bidding rounds will then be opened where organisations will be invited to fill these gaps in delivery by submitting applications for standalone projects. Flexibility will be needed so that budget virements within and amongst themes can be made in order to deliver the requirements of the Local Investment Plan.

## Application and Approval Process

An application form and assessment criteria for the Anchor and Standalone projects can be seen in Annex 1 & 2. A guidance document to assist applicants is also being prepared by the Lead Local Authority and will be available shortly. The Regeneration Partnership and sub groups have been consulted during the development of these documents.

We have consulted with our colleagues in internal audit and developed a flow chart that documents the proposed stages in the approval of the Anchor and Standalone projects in Carmarthenshire. The flow chart can be seen in Annex 3.

## Multiply

As part of its UK SPF allocation, Carmarthenshire has £6.68m budget for Multiply. This is the new adult numeracy programme. We are working our colleagues in the Education department, Coleg Sir Gar and wider stakeholders on options to best deliver this programme through a partnership approach.

# 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: **Jason Jones** Head of Regeneration

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>

## 1. Policy

The Shared Prosperity Fund provides an opportunity to draw down additional investment which will help deliver against some of the County's key strategic objectives.

In order to draw down the funding, a Regional Investment Plan was submitted to UK Government setting out how the Region intends to utilise the funding based on local needs and opportunities. A Carmarthenshire Investment Plan was developed which fed into the Regional Plan.

The Investment Plan for Carmarthenshire is based on our existing strategies and plans including the Economic Recovery Plan, Local Innovation Strategy, Wellbeing Assessment, and the South West Wales Regional Economic Delivery Plan. The Carmarthenshire Plan is aligned to the 7 Well-being goals of the Well-being of Future Generations Act.

## Legal

The Shared Prosperity Fund provides an opportunity to draw down additional investment which will help deliver against some of the County's key strategic objectives.

In order to draw down the funding, a Regional Investment Plan was submitted to UK Government setting out how the Region intends to utilise the funding based on local needs and opportunities. A Carmarthenshire Investment Plan was developed which fed into the Regional Plan.

The Investment Plan for Carmarthenshire is based on our existing strategies and plans including the Economic Recovery Plan, Local Innovation Strategy, Wellbeing Assessment, and the South West Wales Regional Economic Delivery Plan. The Carmarthenshire Plan is aligned to the 7 Well-being goals of the Well-being of Future Generations Act.

## Finance

Whilst Swansea Council will act as the accountable body for the region and receive the Region's allocation via UK Government, delivery and management of Carmarthenshire's allocation will remain the responsibility of the Authority with Chris Moore as Senior Responsible Officer.

A dedicated Programme Management Team will be established at a County level to undertake the necessary fund administration. Grant management processes and procedures will be established to ensure that the funding is managed in accordance with the fund requirements. This will involve the establishment of funding agreements with third parties as well as the establishment of procedures for processing payments, monitoring of financial spend, audit requirements etc. These will be developed in conjunction with Corporate services.

The working budgets for the SPF Themes in Carmarthenshire are detailed in the full report, these however, may change as the programme commences and flexibility will be needed so that virements made within and amongst themes can be made in order to deliver the requirements of the Local Investment Plan. These adjustments will be decided with input from the Senior Responsible Officer and the Regeneration Partnership with Cabinet being kept fully informed.

## Risk

A Programme level Risk Register will be developed to identify and monitor all associated risks. Individual risk registers will be maintained at project level together with appropriate mitigation measures.

## Staffing Implications

To manage the UKSPF at a local level, a dedicated Programme Management will need to be established to ensure that the necessary processes and procedures are put in place to administer the UKSPF. This team will sit within Economic Development.

The UKSPF provides for circa 4% of resources to be used to fund administrative support for the programme.

Work has been progressing in drafting the staffing structure and associated job descriptions. It is proposed that the recruitment starts at risk, whilst the formal Service Level Agreement between Swansea Council and this Authority is finalised. The risk will be minimal as the allocation for Carmarthenshire has been approved by UK Government.

**CABINET MEMBER PORTFOLIO  
HOLDER(S) AWARE/CONSULTED  
YES**

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

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection

## UK Shared Prosperity Fund South-West Wales Application Form

This form is for project applicants, applying for funding from the UK Shared Prosperity Fund in South-West Wales.

**When completing this form please refer to the General Guidance document. Please also complete Annex A – Outputs, Funding and Planning Workbook.**

PART 1 – APPLICANT INFORMATION	
1a) Project Name:	
1b) Provide start and end dates for the project	
1c) Applicant Organisation:	
1d) Please confirm the total value of the project:	£
1e) Bid Manager Name and position:	
<i>(Name and position of person with day-to-day responsibility for delivering the project)</i>	
1f) Contact telephone number:	
1g) Email address:	
1h) Postal address:	
1i) Website:	
1j) Company Registration Number	
1k) Charity Registration Number	
1l) Vat Registration Number	
1m) Senior Responsible Officer contact details:	
1n) Please confirm the type of organisation:	

Local authority Private sector Voluntary sector University FE College Other (please specify)	Other -
1o) Branding & Publicity - Guidance on the branding and publicity requirements for the UK Shared Prosperity Fund is set out in the Fund Technical Note for Project Deliverers.	
Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.	Yes/No
1p) Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes/ No

**PART 2 – PROJECT SUMMARY**

[2a] Brief summary of activities or services you propose to deliver? (100 words max)

[2b] Is the application being submitted in response to an open call grant funding opportunity or to apply for an anchor project?  Open Call  Anchor Project

[2c] Please confirm below which investment priority is being covered by this project. Please select all that apply.

- Communities and Place
- Supporting Local Business
- People and Skills
- Multiply



<p><b>[2d] Please confirm which UK Shared Prosperity Fund interventions you will deliver.</b></p> <p><i>Refer to Annex A Workbook (T1 – Outputs, T2 – Outcomes) for a list of interventions under each of the three investment priorities.</i></p>
<p>2e) Please provide a list of your delivery partners and their role in the project</p>
<p>[2f] Please provide a detailed description of the proposed activities and services.</p> <p>Your answer should explain <b>what</b> you propose to deliver, <b>how</b> activities will be delivered to meet the interventions listed in 1f, <b>who</b> the beneficiaries will be and <b>where</b> delivery will take place. If your application is being submitted in response to a need identified in an open call grant funding window, please specify how your proposed activities will address this need.</p> <p>(1500 words max)</p>
<p>[2g] Please explain how your proposed activities aligns to the Regional Investment Plan for South-West Wales and how it delivers the objectives and interventions outlined by the UK Government.</p> <p>(750 words max)</p>
<p>[2h] How does the proposal align with local needs and long-term strategic plans for local growth?</p>
<p>[2i] Please indicate how your project activities fit with and adds value to existing UK Government, Welsh Government, Local Authority and other third-party provision.</p>
<p>[2j] Please demonstrate how you have engaged with and secured support from appropriate local, regional and national stakeholders in the development of this project. (250 words)</p>
<p>[2k] What are the implications if this project does not receive funding? (100 words)</p>

[2l] Which places will benefit from the activity?
[2m] What are the key milestones for the implementation of the project? Please complete Annex A – T5 Delivery Milestones

**PART 3 – PROJECT IMPACT**

For questions 3a-3f, please describe in 500 words or less. Please be as concise as possible.

[3a] Which groups will your project target?
---

--

[3b] What will be the short- and long-term benefits of the project on its beneficiaries and the wider community?
--

--

[3c] What UK Shared Prosperity Fund Outputs and Outcomes will the project deliver? In your response please also explain how these outcomes have been estimated and how they will be evidenced.  Please describe below and complete Annex A Workbook (T1 – Outputs, T2 – Outcomes) for a list of interventions under each of the three investment priorities.
--

--

[3d] How does the project support the Government’s Net Zero ambitions or wider environmental considerations? (This is not a requirement for proposals under the People and Skills theme)
--

--

[3e] How does the project demonstrate innovation in service delivery?
---

--

[3f] Please describe how you have considered the equalities impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.

**PART 4 – FINANCIAL**

4a) How much UK Shared Prosperity Fund investment is sought?

*Please also complete Annex A – T3 Funding Profile and T4 Expenditure Profile*

4b) Does the funding package include any match funding? If so, how much?  
When will any funding that is not in place be secured?

4c) What will the funding package be spent on? Briefly summarise your planned expenditure here and complete Annex A with full breakdown.

Source of funding	Amount £

4d) How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed?

4e] Please indicate how value for money will be achieved through the delivery of this project.

## **PART 5 – PROCUREMENT**

Please limit your responses to each question to 750 words or less. Please be as concise as possible.

5a] Please outline any elements of the project that you are likely to procure?

As part of your response please note also:

- Indicate the procurement strategy and route that you will follow.
- Note guidance on SPF Procurement Route & Thresholds for private sector.
- Confirm that the procurement route undertaken will meet Public Contract Regulations 2015 and 2020 amendments.
- Outline how you will successfully manage contracts to achieve agreed Key Performance Indicators.

## **PART 6 – PROJECT MANAGEMENT & APPLICANT EXPERIENCE**

Please limit your responses to each question to 750 words or less. Please be as concise as possible.

6a] How will you manage the project? If this is a multi-agency project, how will this be managed effectively?

6b] Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes.

6c] What experience does the organisation have of delivering this type of activity?

As part of your response please also:

- Describe the resources and relevant expertise that the organisation has available now to deliver the project
- If the organisation will need to recruit staff or appoint contractors what plans are in place to manage the risk of delay.

**PART 7 – PROJECT RISK MANAGEMENT**  
Please limit your responses to each question to 500 words or less. Please be as concise as possible.

[7a] Summarise the key risks to the project below and describe the process and that will be used to monitor risk. Please also complete Annex A – T6 Risk Register

**PART 8 – EVALUATION**  
Please limit your responses to each question to 500 words or less. Please be as concise as possible.

[8a] It is important that projects are robustly evaluated, and that learning is shared with others. Please outline your approach to project evaluation, including:

- How the project will be evaluated, in terms of how it was delivered and its impact on clients
- How the findings of the evaluation will be disseminated
- The amount spent on the Evaluation should be proportionate to the size of the project.

**PART 9 – EXIT STRATEGY**  
Please limit your responses to each question to 500 words or less. Please be as concise as possible.

**Currently the UK Shared Prosperity Fund is operating to 31<sup>st</sup> December 2024**

[9a] Please outline your exit strategy. Consider what, if any, activities will continue and how these will be funded.

--

**PART 10 – SUBSIDY CONTROL**

All bids must also consider how they will deliver in line with subsidy control (or State Aid for aid in scope of the in Northern Ireland Protocol) as per UK Government guidance:  
<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

[10a] Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes/No
---	--------

[10b] If yes, briefly explain how the subsidies or state aid are compliant with the UK's subsidy control regime as set out in the guidance.

--

**PART 11 – DATA PROTECTION**

Please note that the Ministry for Housing Communities and Local Government (the Department) will be a Data Controller for all UK Shared Prosperity Fund-related Personal Data collected with this form and submitted to the Department, and the control and processing of Personal Data.

Each Lead Authority has been invited to run a local bidding process and will be a Data Controller for all UK Shared Prosperity Fund related Personal Data collected with the relevant forms as part of this process, and the control and processing of Personal Data, where such applications are not submitted to the Department for consideration.

The Lead Authority (in Great Britain) and the Department will processes all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).

As a Processor of UK Shared Prosperity Fund-related Personal Data your organisation and the Lead Authority (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).

By proceeding to complete and submit this form, you consent that the Lead Authority (in Great Britain) and its contractors where relevant, and the Department, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided

as part of the application to the Department for funding from the UK Shared Prosperity Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Department may need to share your Personal Data with other Government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations and by submitting this form you are agreeing to your Personal Data being used in this way.

Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).

You can find more information about how the Department deals with your data here:

<https://www.gov.uk/government/publications/uk-community-renewal-fund-prospectus>

## **PART 12 – PROJECT APPLICANT STATEMENT**

I declare that I have the authority to represent the project applicant in making this application.

I understand that acceptance of this application form by the Lead Authority (in Great Britain) or the Ministry for Housing Communities and Local Government (the Department) does not in any way signify that the project is eligible for funding under the UK Shared Prosperity Fund or that any such funding has been approved towards it.

On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority (in Great Britain) and the Department that:

- the project applicant has the legal authority to carry out the project; and
- the information provided in this application is accurate.

I also confirm to the Lead Authority (in Great Britain) and the Department that:

I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes;

I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority's Privacy Policies (in Great Britain) and the Department's Privacy Policies;

I shall inform the Lead Authority (for Great Britain projects) if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Lead Authority or the Department in deciding whether to fund the proposal;

For Northern Ireland projects, I shall inform the Department if, prior to any UK Shared Prosperity Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the Department in deciding whether to fund the proposal;

Any match funding that has been set out in part 3 will be in place prior to any award of UK Shared Prosperity Funding; and

I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority (where relevant) or Department may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation's own risk and may render the project ineligible for support.

For and on behalf of the project applicant Name:			
Position		Date	



**UK Shared Prosperity Fund South West Wales - Assessment & Scoring Tool V1.2**

**PART 1 - APPLICANT INFORMATION - ELIGIBILITY CHECK**

This section is to determine that the applicant information provided meets the criteria to become eligible to apply for the funding

<b>Project Name:</b>	
<b>Applicant Organisation</b>	
<b>Project Value:</b>	

Part 1	Applicant Information and Eligibility Check <i>Please complete the assessment against the application selecting the appropriate answer from the drop down box available</i>	Assessment (drop down list)	Assessors Comments
1	Is the application from an organisation eligible to receive UK Shared Prosperity Fund support?		
2	Will the project be complete by 31st December 2024? <b>See Q1b</b>		
3	Is the application being submitted in response to an open call grant funding opportunity or to apply for an anchor project? <b>See Q2b</b>		
4	Confirm below which investment priority is being covered? <b>See Q1c</b>		
5	Does the project confirm which UK SPF interventions will be delivered? <b>See Q1d</b>		
6	Does the project respond to a need identified in a local open call to submit bids? <b>See Q1e</b>		
7	Does the project address a need identified in the Regional Investment Plan? <b>See Q1f</b>		
8	Would the project duplicate or conflict with other local or national provision or policies? See Q1h		
9	Is the proposed activity permissible within UK Subsidy Controls where relevant?		
10	Will the project be delivered in accordance with branding requirements?		

**PASS /FAIL**

**Assessment Result**

<b>Note</b>	If the answer to 3-8 is partial, if ineligible activity is removed is there still a viable project? <ul style="list-style-type: none"> <li><input type="checkbox"/> no, project does not meet the eligibility criteria. go straight to Part 4.</li> <li><input type="checkbox"/> yes, proceed with the assessment and clarify the elements that should be removed from the project.</li> </ul>		
<b>Final Result</b>	<b>Finally, does the project meet the SPF criteria?</b>	<b>Yes</b>	Move to Part 2 to continue

**DO NOT DELETE BELOW THIS LINE**

**ASSESSOR GO TO PART 2 TO CONTINUE SCORING THE APPLICATION**

- Yes
- No
- Partial
- PASS
- FAIL
- Anchor
- Open Call

This page is intentionally left blank

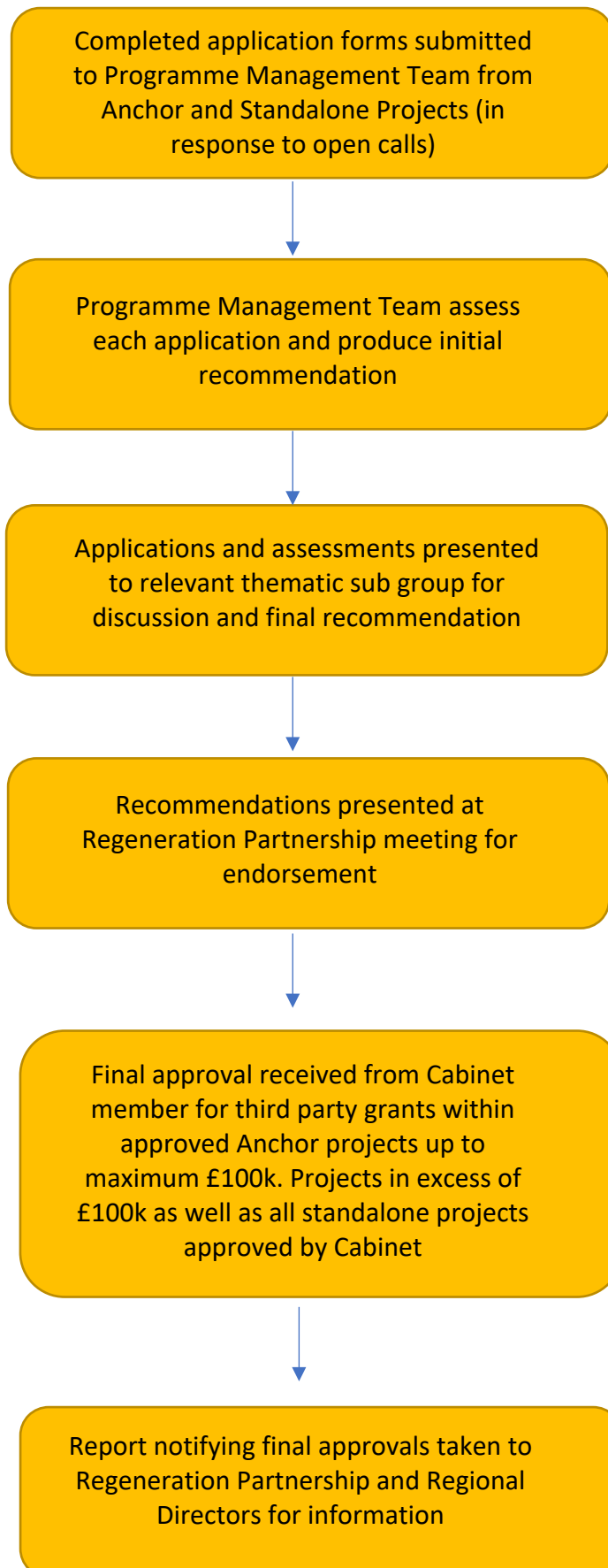
SHARED PROSPERITY FUND ASSESSMENT AND SCORING TOOL			
Part 1 - Applicant Information to Part 13 - Due Diligence			
Question No.	PART 1	Assessment	Details & Comments
1e	Bid Manager Name & Position	Complete	
1f	Contact telephone no.	Complete	
1g	Email Address	Complete	
1h	Postal Address	Complete	The assessor completed an incomplete c applicant's r
1i	Website	Complete	
1j	Company Registration No (where relevant)	Complete	
1k	Charity Registration Number (where relevant)	Complete	
1l	VAT Registration Number	Complete	
1m	Senior Responsible Officer contact details	Complete	
1n	Type of Organisation	Complete	
1o	Private & Voluntary Sector Applicants - confirm you have attached a copy of the Fund branding and publicity requirements confirmation	Complete	
1p	Does any aspect of the project involve the provision of subsidies (or State Aid)?	Complete	
Question No.	PART 2 - PROJECT SUMMARY	Assessor Checks /Scoring	% Details & Comments
2a	Brief summary of activities of services you propose to deliver (100 words)	Complete	The %age is automatically calculated
2b	Is this an Anchor project?	Complete	
2c	Please confirm which investment priority is being covered by this project.	Complete	
2d	Please confirm which UK Shared Prosperity Fund interventions you will deliver. Refer to Annex A for a list of interventions under each of the three investment priorities - list below:		
	Communities & Place - W1 - W15	Yes	Please list interventions (W) to be delivered.
	Supporting Local Business - W16 - W33	Yes	
	People & Skills - W34 - W43	Yes	
	Multiply - W44 - W53	Yes	
2e	Detailed description of the proposed activities and services (1500 words max) Your answer should explain what you propose to deliver, how activities will be delivered to meet the interventions listed in 1f, who the beneficiaries will be and where delivery will take place.	5	Please note Value of project in details & comments box
2f	Please explain how your proposed activities link to the objectives and interventions outlined by the UK Government and how it aligns to the Regional Investment Plan for South West Wales.	5	
2g	How does the proposal align with local needs and long-term strategic plans for local growth? (NB. Local plans to be referred to here)	5	
2h	Please indicate how your project activities fit with and adds value to existing UK Government, Welsh Government, Local Authority and other third-party provision.	5	
2i	Please demonstrate how you have engaged with and secured support from appropriate local, regional and national stakeholders in the development of this project. (250 words)	5	
2j	What are the implications if this project does not receive funding? (100 words)	5	
2k	When will the project start?	Complete	
2l	When will the project end?	Complete	
2m	Which places will benefit from the activity?	Complete	
2n	What are the key milestones for the implementation of the project?	5	
	<b>SUB TOTAL =</b>	<b>35</b>	
PART 3 - PROJECT IMPACT		Score	%
3a	Which groups will your project target?	Complete	
3b	What will be the short and long term benefits of the project on its beneficiaries and the wider community?	5	
3c	What UK Shared Prosperity Fund Outcomes will the project deliver?	5	
3d	How does the project support the Government's Net Zero ambitions or wider environmental considerations?	5	
3e	How does the project demonstrate innovation in service delivery?	5	
3f	Please describe how you have considered the equality impacts of your proposal, the relevant affected groups based on protected characteristics, and any measures you propose in response to these impacts.	5	
	<b>SUB TOTAL =</b>	<b>25</b>	
PART 4 - FINANCIAL			
4a	How much UK Shared Prosperity Fund investment is sought? Please also complete Annex B	5	
4b	Does the funding package include any match funding? If so, how much?	5	
4c	When will any funding that is not to please be secured?	5	
4d	What will the funding package be spent on?	5	
4e	How has the overall budget been estimated, what has been done to test that it is accurate, how would any unexpected costs be managed?	5	
4f	Please indicate how value for money will be achieved through the delivery of this project.	5	
	<b>SUB TOTAL =</b>	<b>25</b>	
PART 5 - PROCUREMENT			
5a	Please outline any elements of the project that you are likely to procure? As part of your response please also: • Indicate the procurement strategy and route that you will follow. • Confirm that the procurement route undertaken will meet Public Contract Regulations 2015 and 2020 amendments. • Outline how you will successfully manage contracts to achieve agreed Key Performance Indicators.	5	
	<b>SUB TOTAL =</b>	<b>5</b>	
PART 6 - PROJECT MANAGEMENT & APPLICANT EXPERIENCE			
6a	How will you manage the project?	5	
6b	If this is a multi-agency project, how will this be managed effectively? Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes.	5	
6c	What experience does the organisation have of delivering this type of activity? As part of your response please also: • Describe the resources and relevant expertise that the organisation has available now to deliver the project. • If the organisation will need to recruit staff or appoint contractors what plans are in place to manage the risk of delay. • Lessons learned from delivery of CSR activity	5	
	<b>SUB TOTAL =</b>	<b>15</b>	
PART 7 - PROJECT RISK MANAGEMENT			
7a	Summarise the key risks to the project below and describe the process and that will be used to monitor risk. Please also complete Annex A (T6)	5	
	<b>SUB TOTAL =</b>	<b>5</b>	
PART 8 - EVALUATION			
8a	It is important that projects are robustly evaluated, and that learning is shared with others. Please outline your approach to project evaluation, including: • How the project will be evaluated, in terms of how it was delivered and its impact on clients • How the findings of the evaluation will be disseminated	5	
	<b>SUB TOTAL =</b>	<b>5</b>	
PART 9 - EXIT STRATEGY			
9a	If you plan to continue delivery of activities beyond 31st December 2024 please tell us how this will be funded, and what activities are likely to continue.	5	
9b	Do you plan to cease activities prior to 31st December 2024, if so what exit strategy will you put in place?	5	
	<b>SUB TOTAL =</b>	<b>5</b>	
PART 10 - SUBSIDY CONTROL			
10a	Does any aspect of the project involve the provision of subsidies (or State Aid)?	Yes	
10b	If yes, briefly explain how the subsidies or state aid are compliant with the UK's subsidy control regime as set out in the guidance.	Complete	
PART 11 - BRANDING & PUBLICITY			
11a	Please confirm that you have read and will comply with all aspects of the Fund branding and publicity requirements.	Yes	
11b	Data Protection consent?	Yes	
PART 12 - PROJECT APPLICANT STATEMENT			
12a	Signed on behalf of the project applicant i.e. name, position and date.	Complete	
12b	Other (please describe)	Complete	
PART 13 - DUE DILIGENCE (INTERNAL USE ONLY)			
13a	Has the project passed due diligence checks?	Yes	
	<b>Overall Quality Score =</b>	<b>100</b>	<b>100%</b>
	<b>Overall Ranking =</b>	<b>TBC</b>	
do not delete below this line			
	YES		
	NO		
	COMPLETE		
	N/A		

This page is intentionally left blank

Rating	Criteria	Score
<b>Very Good</b>	<ul style="list-style-type: none"> <li>• Demonstrates a very strong alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Project offers very good value for money, unit costs per output/outcome are very good, with an exit strategy that demonstrates sustainability post-grant funding</li> <li>• Complete confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Very good prospects for project success</li> </ul>	<b>5</b>
<b>Good</b>	<ul style="list-style-type: none"> <li>• Demonstrates a good alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Project offers good value for money, unit costs per output/outcome are good, with an exit strategy that outlines the potential to sustain the project post-grant funding</li> <li>• High level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Good prospects for project success</li> </ul>	<b>4</b>
<b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Demonstrates an acceptable alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Project offers reasonable value for money, unit costs per output/outcome are acceptable, with an exit strategy that outlines some potential options for sustaining delivery post-grant funding.</li> <li>• Some acceptable weaknesses or deficiencies in deliverability</li> <li>• Reasonable level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Reasonable probability of project success</li> </ul>	<b>3</b>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>• Demonstrates a basic but limited alignment to local and national priorities, evidence of need and local engagement.</li> <li>• Possibly capable of delivering and achieving proposed outputs and outcomes.</li> <li>• Project unlikely to offer value for money, unit costs per output/outcome are high, with an exit strategy that fails to provide confidence in continuity post-grant funding</li> <li>• Some weaknesses or deficiencies</li> <li>• Limited level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Possibility of project success</li> </ul>	<b>2</b>
<b>Poor</b>	<ul style="list-style-type: none"> <li>• Demonstrates a very limited understanding of local need, engagement, or very limited ability to meet alignment to local and national priorities</li> <li>• Major weaknesses or deficiencies</li> <li>• Project fails to offer value for money, unit costs per output/outcome are very high. Exit strategy is poor.</li> <li>• Very limited level of confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• Low probability of project success</li> </ul>	<b>1</b>
<b>Unacceptable</b>	<ul style="list-style-type: none"> <li>• Fails to meet the criterion in all respects</li> <li>• Indicates a complete misunderstanding of, or non-compliance with, stated requirements</li> <li>• No Confidence in deliverability and the achievement of proposed outputs and outcomes.</li> <li>• No prospect of project success</li> </ul>	<b>0</b>

This page is intentionally left blank

## Approval Process for Carmarthenshire Anchor and Standalone projects



This page is intentionally left blank



## COMMUNITIES HOMES AND REGENERATION SCRUTINY COMMITTEE

26<sup>TH</sup> JANUARY, 2023

### NON-SUBMISSION OF SCRUTINY REPORT

**To consider and comment on the following:**

Explanation provided for the non-submission of a scrutiny report.

**Reason:**

The Council's Constitution requires Scrutiny Committees to develop and publish, and keep under review, an annual Forward Work Plan which identifies the issues and reports to be considered at meetings during the course of the year. If a report is not presented as scheduled, officers are expected to prepare a non-submission report explaining the reason(s) why.

**Cabinet Member Portfolio Holder:)** N/A

**Report Author:**

Kevin Thomas

**Designation:**

Democratic Services Officer

**Tel No. / E-Mail Address:**

01267 – 224027  
Kjthomas@carmarthenshire.gov.uk

## EXECUTIVE SUMMARY

### COMMUNITIES, HOMES AND REGENERATION SCRUTINY COMMITTEE

26<sup>TH</sup> JANUARY 2023

#### NON-SUBMISSION OF SCRUTINY REPORT

The Council's Constitution requires Scrutiny Committees to develop, keep under review and publish an annual Forward Work Plan which identifies the issues and reports to be considered at meetings during the course of the year.

If a report is not presented as scheduled in the Forward Work Plan, the responsible officer(s) are expected to prepare a non-submission report explaining the reason(s) why.

DETAILED REPORT ATTACHED?

YES

## 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: Linda Rees-Jones

Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

## CONSULTATIONS

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

Signed: Linda Rees-Jones

Head of Administration & Law

1. Local Member(s) – N/A

2. Community / Town Council – N/A

3. Relevant Partners – N/A

4. Staff Side Representatives and other Organisations – N/A

CABINET MEMBER PORTFOLIO HOLDER AWARE / CONSULTED

YES

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

There are none.

Title of Document

Locations that the papers are available for public inspection

This page is intentionally left blank

**Communities, Homes and Regeneration  
SCRUTINY COMMITTEE**

**26th January 2023**

<b>EXPLANATION FOR NON-SUBMISSION OF SCRUTINY REPORTS</b>			
<b>ITEM</b>	<b>RESPONSIBLE OFFICER</b>	<b>EXPLANATION:</b>	<b>REVISED SUBMISSION DATE</b>
<b>Business Plan</b>	Noelwyn Daniels	The Council's new Corporate Strategy 2022-27 will take a new approach from previous versions which will also impact on business planning arrangements. The aim is to ensure greater alignment across the Council and to further strengthen performance management. In order to fully outline and seek feedback on this new approach a members' development session is being held on 27 January 2023 (invitation has been sent to all councillors). Feedback from this session will be considered in the development of the final version of the Corporate Strategy and business plans will be made available to scrutiny committees from end of February 2023.	23 <sup>rd</sup> of February 2023

This page is intentionally left blank

# COMMUNITIES, HOMES AND REGENERATION SCRUTINY COMMITTEE 26<sup>TH</sup> JANUARY 2023

## FORTHCOMING ITEMS

**THE SCRUTINY COMMITTEE IS ASKED TO:-**

- To note the forthcoming items to be considered at the next meeting of the Community and Regeneration Scrutiny Committee to be held on the 23<sup>rd</sup> February, 2023.

**Reason(s)**

- The Council’s Constitution requires Scrutiny Committees, at the commencement of each municipal year, to develop and publish a Forward Work Plan which identifies the issues and reports which will be considered at meetings during the course of the year.

**CABINET MEMBER PORTFOLIO HOLDER: Cllr. L. Evans (Homes and Deputy Leader)  
Cllr G. John (Regeneration, Leisure, Culture and Tourism), Cllr A. Lenny (Resources)  
Cllr A. Davies (Rural Affairs and Planning Policy)**

<p><b>Directorate</b></p> <p><b>Name of Head of Service:</b> Linda Rees Jones</p> <p><b>Report Author:</b> Kevin Thomas</p>	<p><b>Designations:</b> Head of Administration and Law</p> <p><b>Democratic Services Officer</b></p>	<p><b>Tel Nos.</b> 01267 224012</p> <p><a href="mailto:LRJones@carmarthenshire.gov.uk">LRJones@carmarthenshire.gov.uk</a></p> <p>01267 224027</p> <p><a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a></p>
--	---	---

# EXECUTIVE SUMMARY

## COMMUNITIES, HOMES AND REGENERATION SCRUTINY COMMITTEE 26<sup>TH</sup> JANUARY, 2023

### FORTHCOMING ITEMS

The Council's Constitution requires Scrutiny Committees, at the commencement of each municipal year, to develop and publish a Forward Work Programme which identifies the issues and reports to be considered at meetings during the course of the year. When formulating the Forward Work Plan the Scrutiny Committee will take into consideration those items included on the Cabinet's Forward Work Programme.

The list of forthcoming items attached includes those items which are scheduled in the Community and Regeneration Scrutiny Committee's Forward Work Plan to be considered at the next meeting, to be held on 23<sup>rd</sup> February, 2023.

Also attached for information are the 2022/23 Forward Work Plans in respect of the Communities, Homes and Regeneration Scrutiny Committee and the Cabinet.

<b>DETAILED REPORT ATTACHED ?</b>	<b>YES:</b> (1) List of Forthcoming Items (2) C & R Scrutiny Committee Forward Work Plan (3) Cabinet Forward Work Plan
-----------------------------------	---



# 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: Linda Rees-Jones

Head of Administration and Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

**CABINET MEMBER PORTFOLIO HOLDER(S) AWARE/CONSULTED**

N/A

NO

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

**There are none.**

This page is intentionally left blank

## FORTHCOMING ITEMS – TO BE CONSIDERED AT THE NEXT MEETING OF THE COMMUNITY, HOMES AND REGENERATION SCRUTINY COMMITTEE TO BE HELD ON 23<sup>RD</sup> FEBRUARY, 2023

Agenda Item	Background	Reason for report
		<p>What is Scrutiny being asked to do? e.g. undertake a full review of the subject? Investigate different policy options? Be consulted on final proposals before decision making? Monitor outcomes /implementation?</p> <p><i>If the item is for information or for noting, can the information be provided in an alternative format i.e. via email?</i></p>
Tenant Compensation Policy	The report details the Council’s approach to when it may be appropriate to compensate a tenant who has suffered loss or inconvenience due to service failure. This policy will provide guidance to officers when dealing with council tenants, ensuring a consistent approach	The report will provide members of the Committee with the opportunity of commenting on the Policy prior to its consideration by the Cabinet
Tenant Recharge Policy	The Council, on occasions, may find it necessary to recharge a tenant for work it had carried out to the property which was the tenant’s responsibility under the tenancy agreement. This policy will provide guidance to officers when dealing with tenant recharges, ensuring a consistent approach	The report will provide members of the Committee with the opportunity of commenting on the Policy prior to its consideration by the Cabinet
Empty Property Policy	To introduce the Empty Property Policy that will set the vision and the work programme for the council in tackling empty residential homes within the County for the next 4 years. The Policy also sets out the local context and the importance of bringing empty homes back into use to help meet the housing need in the County particularly for local people	The report will provide members of the Committee with the opportunity of commenting on the Policy prior to its consideration by the Cabinet

Business Plans x3 Chief Executives Communities Place and Infrastructure	As part of the Business Plan Development process the Committee is invited to consider and comment on an annual basis on the Business Plans for the Communities, Chief Executive and Place and Infrastructure Departmental Business Plans 2023-2024 relevant to its remit.	To afford the Committee the opportunity of commenting on and making any recommendations on the Communities, Chief Executive and Place and Infrastructure Departmental Business Plans relevant to its remit.
Scrutiny Actions Update	The Committee considers a wide range of reports and requires that updates be provided on the outcome of its decisions	This report is produced biannually detailing the progress made in relation to actions, requests or referrals recorded during previous meetings of the Committee.

**Items circulated to the Committee under separate cover since the last meeting**

N.B. Copies of these reports can be obtained by emailing [Scrutiny@carmarthenshire.gov.uk](mailto:Scrutiny@carmarthenshire.gov.uk)

**Items attached for information**

1. The latest version of the Community and Regeneration Scrutiny Committee Forward Work Programme 2022/23
2. The latest version of the Cabinet's Forward Work Programme 2022/23

## Communities, Homes and Regeneration Scrutiny Committee – Forward Work Programme 2022/23

29 <sup>th</sup> Sept 22	16 <sup>th</sup> Nov 22 -	14 <sup>th</sup> Dec 22 Moved to 19 <sup>th</sup> Dec	26 Jan 23	23 <sup>rd</sup> Feb 23	5 <sup>th</sup> April 23
Annual Performance Report 2021/22 (Planning Services) – Moved to November	Revenue and Capital Budget Monitoring 2022/23 <i>(Apr-Aug Monitor)</i>	Quarter 1 Performance Management Replaced with the Q2 Report scheduled for January 2023	HRA Budget Service Charges and Rent Setting 2023/24 (moved to 19 <sup>th</sup> December)	Scrutiny Actions update	Revenue and Capital Budget Monitoring Report 2022/23 (April to December)
Adopted Carmarthenshire Local Development Plan – Annual Monitoring Report 2021/22 – moved to November <b>TO BE COMBINED INTO ONE REPORT</b>	Scrutiny Actions Update	County Council Annual Report (deferred from 29 <sup>th</sup> Sept)	Housing Revenue Account Business Plan 2023-26 Carmarthenshire Investment Programme (moved to 19 <sup>th</sup> December)	Tenant Compensation Policy	Quarter 3 Performance Management
Quarter 1 Performance Management – defer to December 14 <sup>th</sup>	Corporate Strategy – defer to 2023	Pendine Outdoor Education Centre Replaced with the Outdoor Education provision report initially scheduled for the 26 <sup>th</sup> January 2023	Revenue and Capital Budget Monitoring Report 2022/23 (April to October) (to be e-mailed)	Tenant Recharge Policy	New Social Allocation Policy – Homelessness Duty (tbc)
Council Annual Report – defer to Dec 14 <sup>th</sup>	Community Asset Transfer Policy	HRA Budget Service Charges and Rent Setting 2023/24 (moved from 26 <sup>th</sup> January)	Revenue Budget Consultation 2023/24 - 2025/26	Empty Property Policy	

Community Scrutiny FWP 2022/23	Consolidated Deposit Revised LDP	Housing Revenue Account Business Plan 2023-26 Carmarthenshire Investment Programme (moved from 26 <sup>th</sup> January)	<del>Business Plans) x3 – C/ex, Community, Env</del> (Moved to 23 <sup>rd</sup> February)	Business Plans (moved from 26 <sup>th</sup> January)	
Community Scrutiny Annual Report 2021/22	Leisure Strategy	Ten Towns Update	<del>Quarter 2 Performance Management</del> Moved to 19 <sup>th</sup> December		
Innovation Strategy (moved to 16 <sup>th</sup> November)	Annual Performance Report 2021/22 (Planning Services) -(Moved from September)	Section 106 (Planning Obligations) – Update report	<del>Alternative Outdoor Education Provision</del> Moved to 19 <sup>th</sup> December to replace the Pendine outdoor education report		
	Adopted Carmarthenshire Local Development Plan – Annual Monitoring Report 2021/22 – moved from September		Shared Prosperity Fund		
	Innovation Strategy (moved form 29 <sup>th</sup> Sept)		Task and Finish Report – Emergency Social Housing Allocations Policy		
	Task and Finish Report		Housing Support Programme (HSP) Strategy 2022-26		

**OTHER REPORTS TO BE INCLUDED:**

**Site Visits**

- Y Stordy / Museums / Libraries – Dates to be confirmed following the relaxation of Covid 19 rules

**TASK AND FINISH REVIEW**

**Emergency Social Housing Allocations Policy**

**REPORTS TO BE E-MAILED**

**Revenue and Capital Budget Monitoring Report (Jan 26<sup>th</sup> Meeting)**

**OTHER REPORTS TO BE INCLUDED:**

Section 106 – Date to be confirmed (Planning)

This page is intentionally left blank



## **CABINET/COUNCIL – FORWARD PLAN**

FOR THE PERIOD 23 DECEMBER 2022 TO 22 DECEMBER 2023

<b>Subject</b>	<b>Report Summary</b>	<b>Decision Making Body and Dates</b>	<b>Is Exempt?</b>	<b>Cabinet Member Portfolio Holder (if applicable)</b>	<b>Responsible Director  Report Author</b>
CAPITAL PROGRAMME 2022/23 UPDATE	To provide an update of the latest budgetary position for the 2022/23 capital programme, as at the 31st October 2022.	Cabinet 9 Jan 2023	No	Cabinet Member for Resources	Director of Corporate Services Randal Hemingway, Head of Financial Services RHemingway@car-marthenshire.gov.uk
CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2021/22	Under the Local Government (Wales) Measure 2009 we must publish an Annual Report on past performance by the end of October each year. Under the Well-being of Future Generations (Wales) Act 2015 we are required to publish an Annual Report on our Well-being Objectives. This report meets both these requirements in one document.	Cabinet 9 Jan 2023	No	Leader of the Council	Chief Executive Nicola Evans, Business Support Manager njevans@car-marthenshire.gov.uk

Page 389

<b>Subject</b>	<b>Report Summary</b>	<b>Decision Making Body and Dates</b>	<b>Is Exempt?</b>	<b>Cabinet Member Portfolio Holder (if applicable)</b>	<b>Responsible Director / Report Author</b>
COUNCIL TAX REDUCTION SCHEME	The report seeks formal adoption of the Council Tax Reduction Scheme for 2023/24	Cabinet 9 Jan 2023	No	Cabinet Member for Resources	Director of Corporate Services Ann Thomas, Revenue Services Manager
COUNCIL'S REVENUE BUDGET MONITORING REPORT	To provide the Cabinet with an update on the latest budgetary position as at 31st October 2022, in respect of 2022/23.	Cabinet 9 Jan 2023	No	Cabinet Member for Resources	Director of Corporate Services Randal Hemingway, Head of Financial Services RHemingway@car marthenshire.gov.uk
FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) – 2023/24 TO 2027/28	To enable the authority to agree a five-year capital programme 2023/24 to 2027/28	Cabinet 9 Jan 2023	No	Cllr. Alun Lenny, Cabinet Member	Director of Corporate Services Chris Moore, Director of Corporate Services cmoore@carmarthe nshire.gov.uk
HOUSING REVENUE ACCOUNT BUSINESS PLAN 2023-2026	The HRA Business plan sets out our priorities and activities for new and existing council homes for the next three years. It also sets our capital and revenue budgets and confirms rental levels for tenants.	Cabinet 9 Jan 2023	No	Deputy Leader and Cabinet Member for Homes	Director of Communities Rachel Davies, Strategic Housing Delivery Manager RaMDavies@carm arthenshire.gov.uk

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
PERFORMANCE MANAGEMENT QUARTER 2 2022/23(1 JULY TO 30 SEPTEMBER 2022)	Authorities are under a general duty to make arrangements to monitor performance. We need to demonstrate to citizens, members and regulators how performance is managed, and appropriate interventions implemented	Cabinet 9 Jan 2023	No	Cabinet Member for Organisation & Workforce	Chief Executive Noelwyn Daniel, Head of ICT and Corporate Policy ndaniel@carmarthenshire.gov.uk
REVENUE BUDGET STRATEGY 2023/24 TO 2025/26	To provide the Cabinet with an overview of the budget issues and outlook for the forthcoming years	Cabinet 9 Jan 2023	No	Cllr. Alun Lenny, Cabinet Member	Director of Corporate Services Randal Hemingway, Head of Financial Services RHemingway@car-marthenshire.gov.uk
WASTE STRATEGY	This report covers detailed policies implement within the strategic and operational functions of service in line with the interim (2022/2023) kerbside waste changes. Placing into context the impending changes following the 2021-2025 waste strategy showing the planed path to improve recycling rates and adopt Welsh Government kerbside sort in Carmarthenshire.	Cabinet 30 Jan 2023	No	Cabinet Member for Transport, Waste and Infrastructure Services	Director of Place & Infrastructure Daniel John, Environmental Services Manager DWJohn@carmarthenshire.gov.uk

<b>Subject</b>	<b>Report Summary</b>	<b>Decision Making Body and Dates</b>	<b>Is Exempt?</b>	<b>Cabinet Member Portfolio Holder (if applicable)</b>	<b>Responsible Director / Report Author</b>
CWM BUSINESS PLAN & PROGRESS REPORT	This report presents the annual business plan of CWM Environmental, setting the annual actions and objectives and the progress the company has made	Cabinet 30 Jan 2023	No	Cabinet Member for Transport, Waste and Infrastructure Services	Director of Place & Infrastructure Daniel John, Environmental Services Manager DWJohn@car-marth-enshire.gov.uk
UK SHARED PROSPERITY FUND GOVERNANCE PROPOSAL (UKSPF)	To provide an update on the continued preparatory work for the Shared Prosperity Fund and to endorse steps taken to date, and proposed, to ensure that the County benefits from this new investment Programme.	Cabinet 30 Jan 2023	No	Cabinet Member for Regeneration, Leisure, Culture & Tourism	Chief Executive Jason Jones (Head of Regeneration), Head of Regeneration JaJones@car-marth-enshire.gov.uk
ARFOR 2 APPROVAL	To consider and approve delivery of the Arfor II programme in Carmarthenshire. Arfor is a Welsh Government funding Programme with the aim to stimulate and grow both the Welsh Language and the economy. It will run to March 2025 and £11m is available for the 4 counties of Camarthenshire, Ceredigion, Gwynedd and Ynys Mon.	Cabinet 30 Jan 2023	No	Cabinet Member for Regeneration, Leisure, Culture & Tourism	Chief Executive Jason Jones (Head of Regeneration), Head of Regeneration JaJones@car-marth-enshire.gov.uk
SELF-EVALUATION	Self-evaluation is integral to the business planning process. ECS has modified its	Cabinet 13 Feb 2023	No	Cabinet Member for Education and Welsh	Director of Education &

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
AND SCHOOL DATA	approach by triangulating judgements from a wider range of perspectives			Language	Children Aeron Rees, Head of Strategy and Learner Support jarees@carmarthenshire.gov.uk
SUPPORT FOR CURRICULUM DEVELOPMENT ACROSS THE SCHOOLS IN CARMARTHENSHIRE – PARTNERIAETH AND THE EDUCATION AND CHILDREN'S SERVICES DEPARTMENT.	This report provides an overview of the support offered to our schools in relation to the implementation of the Curriculum for Wales, from Partneriaeth and the Education and Children's services department. In addition, the report outlines the impact of this support and the effective practice that is developing within the authority.	Cabinet 13 Feb 2023	No	Cabinet Member for Education and Welsh Language	Director of Education & Children Elin Forsyth, Principal Challenge Advisor EMForsyth@carmarthenshire.gov.uk
ALTERNATIVE OUTDOOR EDUCATION OFFER	The purpose of this report is to review Carmarthenshire County Council's current Outdoor Education offer and to explore options for a re-modelled service within existing resources.	Cabinet 13 Feb 2023	No	Cabinet Member for Regeneration, Leisure, Culture & Tourism	Director of Communities Ian Jones, Head of Leisure IJones@carmarthenshire.gov.uk
CONSERVATION AREA	This report sets out the work being undertaken to review ten designated	Cabinet 13 Feb 2023	No	Cabinet Member for Rural Affairs and	Director of Place & Infrastructure

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
APPRAISALS	<p>Conservation Areas across the County. It identifies the outcome of the review and the subsequent consultation exercise including on the:</p> <ul style="list-style-type: none"> <li>•A character appraisal;</li> <li>•A boundary review and</li> <li>•A management plan.</li> </ul> <p>The report in setting out the above identifies the outcome of the public consultation exercise and the next steps including the processes required to amend any of the Conservation Area designations.</p>			Planning Policy	Rhodri Griffiths, Head of Place and Sustainability RDGriffiths@carma rthenshire.gov.uk
CORPORATE STRATEGY	To update our Corporate Strategy and Well-being Objectives	Cabinet 13 Feb 2023	No	Leader of the Council	Chief Executive Nicola Evans, Business Support Manager njevans@carmarth enshire.gov.uk
HIGHWAYS ASSET MANAGEMENT PLAN Maintenance Manual	<p>The Maintenance Manual is being developed as a portfolio of individual highway maintenance and management policies adopting a risk-based approach and according with a national code of practice.</p> <p>The topic being brought forward covers the management of highway drainage.</p>	Cabinet 13 Feb 2023	No	Cabinet Member for Transport, Waste and Infrastructure Services	Director of Place & Infrastructure Richard Waters, Highways and Transportation Services Manager RWaters@carmarth enshire.gov.uk

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
HOUSING SUPPORT PROGRAMME (HSP) STRATEGY 2022-26	This strategy sets out our priorities and those of our partner agencies for homelessness prevention, homelessness relief and housing related support services over the coming four years (2022-26) to support our most vulnerable citizens to live as part of their communities.	Cabinet 13 Feb 2023	No	Deputy Leader and Cabinet Member for Homes	Director of Communities Christine Harrison, Head of Strategic Joint Commissioning Chris.harrison@pembroke.gov.uk
RURAL ESTATES	In January 2021, the Welsh Government announced regulatory measures to address agricultural pollution. These regulations are known as The Water Resources (Control of Agricultural Pollution) (Wales) Regulations 2021. The regulations will have a huge impact on the majority of the Council's farms, especially the dairy farms, which will involve having to upgrade slurry storage facilities to accommodate at least five months' worth of slurry. The average capacity of slurry stores on Council farms currently stands at 2-3 months of storage. This report provides an update on the current situation regarding the impact of the regulations on the Farm Estate and the implications following the outcome of recent condition surveys carried out on all 24 farms.	Cabinet 13 Feb 2023	No	Cabinet Member for Resources	Chief Executive Jason Jones (Head of Regeneration), Head of Regeneration JaJones@car-marthenshire.gov.uk
PROPOSAL FOR	On 4 July 2022, Cabinet established a	Cabinet	No	Cabinet Member for	Director of Place &

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
CABINET TO CONSIDER THE FORMALLY SIGNING OF THE EDINBURGH DECLARATION ON POST-2020 GLOBAL BIODIVERSITY FRAMEWORK	Cross Party Advisory Panel to support the authority's approach to addressing the climate and nature emergencies and the adoption of the Edinburgh Declaration. At the inaugural meeting of the Advisory panel, Members provided unanimous support for the Cabinet formally signing the declaration.	13 Feb 2023		Climate Change, Decarbonisation and Sustainability	Infrastructure Rosie Carmichael, Rural Conservation Manager racarmichael@car marthenshire.gov.u k
TREASURY MANAGEMENT POLICY AND STRATEGY 2023-2024	That Council formally approves the Treasury Management Policy and Strategy for 2021-22 and recommendations therein. That Council formally approves the Treasury Management Indicators, Prudential Indicators, the MRP Statement, the Investment Strategy and recommendations therein.	Cabinet 13 Feb 2023	No	Cabinet Member for Resources	Director of Corporate Services Anthony Parnell, Treasury & Pension Investments Manager aparnell@carmar thenshire.gov.uk
FIVE YEAR CAPITAL PROGRAMME (COUNCIL FUND) – 2023/24 TO	To enable the authority to agree a five-year capital programme 2023/24 to 2027/28	Cabinet 20 Feb 2023	No	Cllr. Alun Lenny, Cabinet Member	Director of Corporate Services Randal Hemingway, Head of Financial



Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
2027/28					Services RHemingway@car marthenshire.gov.uk
REVENUE BUDGET STRATEGY 2023/24 TO 2025/26	To enable the Authority to set its Revenue Budget for the Council Fund and resultant Council Tax for 2023/24.	Cabinet 20 Feb 2023	No	Cllr. Alun Lenny, Cabinet Member	Director of Corporate Services Randal Hemingway, Head of Financial Services RHemingway@car marthenshire.gov.uk
COUNCIL'S REVENUE BUDGET MONITORING REPORT	To provide the Cabinet with an update on the latest budgetary position as at 31st December 2022, in respect of 2022/23.	Cabinet 27 Feb 2023	No	Cabinet Member for Resources	Director of Corporate Services Randal Hemingway, Head of Financial Services RHemingway@car marthenshire.gov.uk
TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 1ST	To provide members with an update on the treasury management activities from 1st April 2022 to 31st December 2022	Cabinet 27 Feb 2023	No	Cabinet Member for Resources	Director of Corporate Services Anthony Parnell, Treasury & Pension Investments Manager

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
APRIL 2022 TO 31ST DECEMBER 2022					aparnell@carmarthenshire.gov.uk
EMPTY PROPERTY POLICY	TO INTRODUCE THE EMPTY PROPERTY POLICY THAT WILL SET THE VISION AND THE WORK PROGRAMME FOR THE COUNCIL IN TACKLING EMPTY RESIDENTIAL HOMES WITHIN THE COUNTY FOR THE NEXT 4 YEARS. THE POLICY ALSO SETS OUT THE LOCAL CONTEXT AND THE IMPORTANCE OF BRINGING EMPTY HOMES BACK INTO USE TO HELP MEET THE HOUSING NEED IN THE COUNTY PARTICULARLY FOR LOCAL PEOPLE.	Cabinet 27 Feb 2023	No	Deputy Leader and Cabinet Member for Homes	Director of Communities Gareth Williams, Team Leader GajWilliams@carmarthenshire.gov.uk
COMMUNITIES, HOMES AND REGENERATION SCRUTINY COMMITTEE TASK AND FINISH GROUP REPORT EMERGENCY SOCIAL HOUSING ALLOCATIONS POLICY	To consider the Task and Finish Group's recommendations on the adoption of an Emergency Social Housing Allocations Policy	Cabinet 27 Feb 2023	No	Deputy Leader and Cabinet Member for Homes	Chief Executive Kevin J Thomas, Democratic Services Officer kjthomas@carmarthenshire.gov.uk

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
BUSINESS RATES – RETAIL, LEISURE AND HOSPITALITY RATES RELIEF SCHEME 2023/24	To consider the adoption of a rate relief scheme being made available to billing authorities by Welsh Government for 2023/24	Cabinet 13 Mar 2023	No	Cabinet Member for Resources	Director of Corporate Services Ann Thomas, Revenue Services Manager
EQUESTRIAN STRATEGY	<p>The Carmarthenshire Rights of Way Improvement Plan (ROWIP) 2019-2029 has been produced and published in accordance with section 60 of the Countryside and Rights of Way (CROW) Act (2000).</p> <p>The ROWIP details Carmarthenshire’s plan for the strategic management, development, and improvement of the County’s Public Rights of Way network up until 2029.</p> <p>During consultation with the Local Access Forum, The Forum identified a need for the local authority to commit to producing a Carmarthenshire Equestrian Strategy to recognise the access opportunities and challenges for horse riding and carriage driving across the County.</p> <p>An Equestrian Strategy to ‘promote and develop an accessible network for equestrian use’ has therefore been published in the Carmarthenshire Rights</p>	Cabinet 13 Mar 2023	No	Cabinet Member for Transport, Waste and Infrastructure Services	Director of Place & Infrastructure Steve Pilliner, Head of Transportation & Highways SGPilliner@carmarthenshire.gov.uk

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
	of Way Improvement Plan 2019-2029. The report sets out the proposal to adopt an Equestrian Strategy for Carmarthenshire.				
WEST WALES ADULT ADVOCACY STRATEGY 2023 - 2027	THE ADULT ADVOCACY STRATEGY SEEKS TO SHAPE THE COMMISSIONING ARRANGEMENTS OF HDUHB, CARMARTHENSHIRE CC, CEREDIGION CC AND PEMBROKESHIRE CC IN ORDER TO MEET THEIR STATUTORY DUTIES. IT SEEKS TO ENSURE THAT GOOD QUALITY ADVOCACY IS READILY AND EQUITABLY AVAILABLE, IN THE WEST WALES REGION.	Cabinet 13 Mar 2023	No	Cabinet Member for Health & Social Services	Director of Communities Christine Harrison, Head of Strategic Joint Commissioning Chris.harrison@pembroekeshire.gov.uk
CAPITAL PROGRAMME 2022/23 UPDATE	To provide an update of the latest budgetary position for the 2022/23 capital programme, as at the 31st December 2022.	Cabinet 27 Mar 2023	No	Cabinet Member for Resources	Director of Corporate Services Randal Hemingway, Head of Financial Services RHemingway@car-marthenshire.gov.uk
CARMARTHENSHIRE'S SUSTAINABLE	To provide Cabinet with an updated CSCfL (formerly known as Modernising Education Programme (MEP)) as the long-	Cabinet 27 Mar 2023	No	Cabinet Member for Education and Welsh Language	Director of Education & Children

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
COMMUNITIES FOR LEARNING (CSCfL)	term strategy and investment plan for schools. The plan will be brought forward following extensive consultation with stakeholders.				Simon Davies, Head of Access to Education sidavies@car-marthenshire.gov.uk
ELECTRIC VEHICLE CHARGING INFRASTRUCTURE STRATEGY, TWELVE MONTH REVIEW	The report provides an update on progress with the Electric Vehicle Charging Infrastructure Strategy.	Cabinet 27 Mar 2023	No	Cabinet Member for Transport, Waste and Infrastructure Services	Director of Place & Infrastructure Steve Pilliner, Head of Transportation & Highways SGPilliner@car-marthenshire.gov.uk
THE EDUCATION AND CHILDREN'S SERVICES STRATEGY FOR SUPPORTING OUR SCHOOLS AND SPECIALIST SETTINGS, INCLUDING THOSE THAT ARE MOST CHALLENGED.	This report outlines the range of differentiated support provided to our schools, PRUs and specialist settings ensuring that leaders, teachers and teaching assistants access the necessary support to ensure that all pupils progress and thrive.	Cabinet 27 Mar 2023	No	Cabinet Member for Education and Welsh Language	Director of Education & Children Elin Forsyth, Principal Challenge Advisor EMForsyth@car-marthenshire.gov.uk
TENANT RECHARGE	Occasionally it may be necessary to recharge a tenant for work that we have	Cabinet 11 Apr 2023	No	Deputy Leader and Cabinet Member for	Director of Communities

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
POLICY	<p>carried out to the property which was the tenant responsibility under the tenancy agreement.</p> <p>The policy will guide officers when dealing with council tenant recharges, ensuring a consistent approach.</p>			Homes	Jonathan Morgan, Head of Homes & Safer Communities JMorgan@carmarthenshire.gov.uk
TENANT COMPENSATION POLICY	<p>The report sets out our approach to when it may be appropriate to compensate a tenant who has suffered loss or inconvenience due to service failure. The policy will guide officers when dealing with council tenants ensuring a consistent approach.</p>	Cabinet 11 Apr 2023	No	Deputy Leader and Cabinet Member for Homes	Director of Communities Jonathan Morgan, Head of Homes & Safer Communities JMorgan@carmarthenshire.gov.uk
AN EVALUATION OF ESTYN INSPECTIONS ACROSS CARMARTHENSHERE SCHOOLS, PUPIL REFERRAL UNITS AND SPECIALIST SETTINGS.	<p>This report provides an evaluation of Estyn inspections over the last five years, outlining the strengths of our schools, PRUs and specialist settings, as well as providing an overview of recommendations for improvement. In addition, the report outlines how the ECS department supports schools both pre and post Estyn inspections to ensure that all of our learners' progress and thrive.</p>	Cabinet 11 Apr 2023	No	Cabinet Member for Education and Welsh Language	Director of Education & Children Elin Forsyth, Principal Challenge Advisor EMForsyth@carmarthenshire.gov.uk
CARMARTHENSHERE PUBLIC	The Well-being of Future Generations (Wales) Act 2015 places a duty on each	Cabinet 11 Apr 2023	No	Leader of the Council	Chief Executive Noelwyn Daniel,

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
SERVICES BOARD (PSB) WELL-BEING PLAN 2023-28	<p>PSB to develop and publish a county Well-being Plan. As part of the preparation of this Plan, Carmarthenshire PSB has undertaken a detailed Well-being Assessment.</p> <p>The objectives and actions identified as part of this plan will focus on areas of collective action that the PSB can influence by working together and does not therefore replicate what is considered to be the core business of the individual member bodies of the PSB, unless there is added value to be gained by the PSB working together.</p>				Head of ICT and Corporate Policy ndaniel@carmarthenshire.gov.uk
CLEANSING SERVICE STRATEGIC MANAGEMENT PLAN	To present the outcomes of the review into the Council's street cleaning service and make recommendations for future service delivery.	Cabinet 11 Apr 2023	No	Cabinet Member for Transport, Waste and Infrastructure Services	Director of Place & Infrastructure Daniel John, Environmental Services Manager DWJohn@carmarthenshire.gov.uk
GRANTS AWARDS POLICY	In line with the requirement of the Welsh Language Standards the Council must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to consider positive or negative effects the awarding and implementing of the grant could have on:	Cabinet 24 Apr 2023	No	Cabinet Member for Education and Welsh Language	Chief Executive Noelwyn Daniel, Head of ICT and Corporate Policy ndaniel@carmarthenshire.gov.uk

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
	(i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language.				
TACKLING POVERTY ACTION PLAN	The Council has prepared a tackling poverty action plan which incorporates its response to the cost of living crisis. The plan outlines actions to be taken by a range of Council services and steps to further our involvement with a range of external stakeholders.	Cabinet 24 Apr 2023	No	Deputy Leader and Cabinet Member for Homes	Chief Executive Noelwyn Daniel, Head of ICT and Corporate Policy ndaniel@carmarthenshire.gov.uk
DEFENCE EMPLOYEE RECOGNITION SCHEME	To approve progression within the Defence Employee Recognition Scheme (DERS) to Silver Award and to strengthen our ongoing commitment to the Armed Forces Covenant. In October 2021, Cabinet approved the re-signing of the Armed Forces Covenant, which pledged a commitment to apply for the DERS. The DERS encourages employers to support those serving (reservists) or who have served in the armed forces (veterans) and their dependants. It aligns with the Armed Forces Covenant which is a pledge to the Armed Forces Community and their families that they will be given respect and fairness in the United Kingdom that they serve. The DERS encompasses Bronze, Silver, and Gold Awards for employers	Cabinet 24 Apr 2023	No	Cabinet Member for Organisation & Workforce	Chief Executive Noelwyn Daniel, Head of ICT and Corporate Policy ndaniel@carmarthenshire.gov.uk



Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
	that pledge, demonstrate or advocate support to the Armed Forces Community.				
WELSH LANGUAGE PROMOTION STRATEGY 2023-28	To approve the Welsh Language Promotion Strategy for 2023-28, as a part of our statutory responsibilities under the Welsh Language Measure (Wales) 2011. Carmarthenshire County Council leads on the preparation of the Promotion Strategy; however, we work closely with partners across the county to co-design our work to support the Language in our communities. This is the second promotion strategy and there will be an opportunity to reflect on the results of the 2021 Census as part of our work.	Cabinet 24 Apr 2023	No	Cabinet Member for Education and Welsh Language	Chief Executive Noelwyn Daniel, Head of ICT and Corporate Policy ndaniel@carmarthe nshire.gov.uk
LEISURE, CULTURE AND OUTDOOR RECREATION STRATEGY – POST CONSULTATION	The document provides a framework for the service to work with key stakeholders to deliver a strategically aligned Leisure, Culture and Outdoor Recreation Strategy for the next 10 years.	Cabinet 22 May 2023	No	Cabinet Member for Regeneration, Leisure, Culture & Tourism	Director of Communities Ian Jones, Head of Leisure IJones@carmarthe nshire.gov.uk
ANNUAL REPORT FOR THE WELSH LOCAL EDUCATION STRATEGIC PLAN (WESP)	The Carmarthenshire 2022-32 WESP became operative on 1.9.22. The Local Authority is required to submit an annual progress report to Welsh Government. It's deemed pertinent to present this report to	Cabinet 17 Jul 2023	No	Cabinet Member for Education and Welsh Language	Director of Education & Children Aeron Rees, Head of Strategy and

Subject	Report Summary	Decision Making Body and Dates	Is Exempt?	Cabinet Member Portfolio Holder (if applicable)	Responsible Director / Report Author
	the Scrutiny process prior to WG submission.				Learner Support jarees@carmarthen shire.gov.uk
ANNUAL TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR REPORT 2022-2023	To provide members with an update on the treasury management activities for 2022-2023	Cabinet 4 Sep 2023	No	Cabinet Member for Resources	Director of Corporate Services Anthony Parnell, Treasury & Pension Investments Manager aparnell@carmarthenshire.gov.uk
CAPITAL PROGRAMME 2022/23 UPDATE	To provide an update of the latest budgetary position for the 2022/23 capital programme	Cabinet 27 Nov 2023	No		

## COMMUNITIES, HOMES & REGENERATION SCRUTINY COMMITTEE

**MONDAY, 19 DECEMBER 2022**

**PRESENT:** Councillor D.M. Cundy (Chair)(In Person)

**Councillors (In Person):**

B. Davies                      B.W. Jones                      M. Palfreman

**Councillors (Virtually):**

W.R.A. Davies                      T. Davies                      N. Evans                      R.E. Evans  
J.K. Howell                      H.B. Shepardson                      R. Sparks

**Also in attendance (In Person):**

Councillor L. Evans Cabinet Member for Homes and Deputy Leader  
Councillor A. Davies – Cabinet Member for Rural Affairs and Planning Policy  
Councillor A. Lenny – Cabinet Member for Resources  
Councillor G. John – Cabinet Member for Regeneration, Leisure, Culture and Tourism  
Councillor P. Hughes – Cabinet Member for Organisation and Workforce

**Also Present (In Person):**

C. Moore, Director of Corporate Services  
J. Morgan, Director of Community Services  
J. Jones, Head of Regeneration  
R. Griffiths, Head of Place and Sustainability  
J. Fearn, Head of Housing Property and Strategic Projects  
J. Morgan, Head of Homes & Safer Communities  
R.M. Davies, Strategic Housing Delivery Manager  
R. Phillips, Economic Development Area Manager  
S. Williams, Senior Accountant  
S. Rees, Simultaneous Translator  
K. Thomas, Democratic Services Officer

**Also Present (Virtually):**

I. Jones, Head of Leisure  
I.R. Llewelyn, Forward Planning Manager  
J. Owen, Democratic Services Officer

**Chamber - County Hall, Carmarthen. SA31 1JP and remotely - 10.00 am - 1.15 pm**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors H. Davies and D. Owen.

**2. DECLARATIONS OF PERSONAL INTERESTS INCLUDING ANY PARTY  
WHIPS ISSUED IN RELATION TO ANY AGENDA ITEM**

-

<b>Councillor</b>	<b>Minute No (s)</b>	<b>Nature of Interest</b>
R. Sparks	6 – An alternative Outdoor Education Offer For Carmarthenshire.  7 - Carmarthenshire County Council's Annual Report  8 - 2022/23 Quarter 2 – Performance Report (01/07/22 t- 30/09/22 – Relevant to this scrutiny  9 - Update on the Ten Towns Initiative	Has a swimming business and has dispensation from the Standards Committee to speak and make written representations but not vote relating to the provision of leisure services in the county but not in relation to Carmarthen Leisure Centre swimming pool or the provisions of swimming lessons at that pool

There were no declarations of prohibited party whips.

### **3. PUBLIC QUESTIONS (NONE RECEIVED)**

The Chair advised that no public questions had been received.

### **4. HOUSING REVENUE ACCOUNT BUDGET AND HOUSING RENT SETTING FOR 2023/24**

The Committee considered a report on the Housing Revenue Account (HRA) Budget and Housing Rent Setting for 2023/24, being presented as part of the budget consultation process, that brought together the latest proposals for the Revenue and Capital budgets for the Housing Revenue Account to be presented to the Cabinet and Council for determination.

The Committee was advised that the report had been prepared reflecting the latest proposals contained within the Housing Revenue Account (HRA) Business Plan, being the primary financial planning tool for delivering and maintaining the Carmarthenshire Homes Standard *Plus* (CHS+) for the future. The proposed investment within the current business plan delivered the CHS by 2015 (to those homes where the tenants agreed to have work undertaken) provided investment to maintain CHS+ and continued investment for the Housing and Regeneration Delivery Plan.

The report also detailed how rents would increase for 2023/24 with the HRA budget being set to reflect:-

- Social Housing Rent Policy (set by Welsh Government)
- Proposals contained in the Carmarthenshire Housing Revenue Account Business Plan
- Housing Regeneration and Development Delivery Plan

The Committee was reminded that with regard to the setting of the Housing Rents, the Authority on the 24<sup>th</sup> February 2015 had adopted the Welsh Government's Social Housing Rent Policy for the four year period ending in 2018/19 providing consistency over that period. For 2019/20, the Welsh Government had provided an interim policy while it awaited the results of the Affordable Housing Supply Review. Following that review, the Welsh Government had decided to retain the policy for a further 5year period from 2020/21 – 2024/25 with some additional/amended requirements, as detailed within the report.

This policy allowed local authorities to uplift the total rent envelope by CPI + 1% for each of the 5 years running to 2024/25. It also allowed for the level of rent for individual tenants to rise by up to an additional £2 over and above CPI+1% for the rent harmonisation, on condition that the total rental income collected by the social landlord increased by no more than CPI+1%.

However, should CPI fall outside the range of 0% to 3%, the policy provides for the Minister with responsibility for Housing to determine the appropriate change to rent levels to be applied for that year only. As CPI was 10.1% in September 2022, that clause had been activated this year and the Welsh Government Minister for Climate Change had instructed the maximum increase in the rent envelope for any local authority should not exceed 6.5%

Having regard to the above, the report recommended an average housing rent increase of 5.5% (£5.18) per dwelling. If the Committee endorsed that increase, it would result in a £4.6m deficit on the Housing Revenue Account. However, that had been accommodated for within the long-term plan leaving £13.9m in balances at the end of 2023/24. It was also noted that, as Detailed in Appendix A, balances were required to support the current strategy of funding capital expenditure and continuing to make the business plan affordable over a 30year period

The following issues / questions were raised on the report

- Reference was made to the role of individual stakeholders in relation to Target Rent Bands. It was confirmed the Council was undertaking an affordability survey as part of its tenant engagement on the proposals and the responses received to date would be reported back as part of the consultation process
- With regard to the levying of services charges for tenants, it related to communal charges within sheltered accommodation for example energy costs, with the cost being based on the usage within each home. Presently, the charge was £3 per week, however, due to the recent increase in fuel charges, the authority was incurring a £600k loss on that provision.
- Appendix B to the report indicated a doubling of external borrowing to fund capital expenditure and clarification was sought on whether any associated risks had been mitigated. The Director of Corporate Resources confirmed that as the Council's borrowing was over the long term e.g. 40 - 50 years, any rate rises should not prove to be a risk over that period. As the Housing Business Plan was over a 30year period, short term

variances could be managed within the plan. However, it was important rents were set at the right level to maintain its integrity.

- In relation to the proposal that garage rents be maintained at the current levels, it was confirmed that was due to a review being undertaken and there were no investments plans for the service.

**UNANIMOUSLY RESOLVED THAT IT BE RECOMMENDED TO THE CABINET/COUNCIL:-**

- 5.1 to increase the average housing rent by 5.5% (£5.18) per dwelling as per the Welsh Government's Social Housing Rents Policy thereby producing a sustainable Business Plan, maintain CHS+ and resource the Housing Regeneration and Development Delivery Plan, as supported by the Housing and Regeneration Strategic Team;**
- 5.2 To maintain garage rents at £9.00 per week and garage bases at £2.25 per week;**
- 5.3 To apply the service charge policy to ensure tenants who received the benefit from specific services paid for those services;**
- 5.4 To increase charges for using the Council's sewerage treatment works in line with the rent increase;**
- 5.5 To approve the Housing Revenue Account Budget for 2023/26 (2024/25 t& 2025/26 being soft budgets) as detailed in Appendix A;**
- 5.6 To approve the proposed Capital Programme and applicable funding for 2023/24 and the indicative spends for 2024/25 to 2025/26, as set out in Appendix B to the report.**

**5. HOUSING REVENUE ACCOUNT BUSINESS PLAN 2023-26  
CARMARTHENSHIRE'S HOUSING INVESTMENT PROGRAMME**

The Committee received a report on the Housing Revenue Account Business Plan 2023-26 Carmarthenshire Housing Investment Programme which:

- explained the vision and detail of the housing investment programme over the next three years, including housing stock improvement plans, the new build programme, net zero carbon plans and what they meant for tenants.
- recognised the effect of the cost of living crisis on the Councils' tenants.
- confirmed the income that would be received from tenants' rents and other funding sources over the next three years and how that enabled the development of a capital programme exceeding £103m,
- confirmed the financial profile, based on current assumptions for the delivery of the housing investment and council new build programme over the next three years
- produced a business plan for the annual application to the Welsh Government for Major Repairs Allowance (MRA) Grant for 2023/24 equating to £6.2m.

The report highlighted the importance of the Council supporting its tenants and residents in everything it did, with the following five key themes having been identified as driving the business for the next three years:-

- Theme 1 – Supporting Tenants and Residents;
- Theme 2 – Investing in Homes and our Estates;
- Theme 3 - Providing more Homes;
- Theme 4 – Providing Affordable Warmth and Decarbonising the Housing Stock;
- Theme 5 – The Local Economy, Community Benefits and Procurement

The Following questions/issues were raised on the report:

- Reference was made to the condition of several properties at Dan y Banc, Felinfoel, Llanelli. It was confirmed investigations were being undertaken in relation to drainage issues within the area and investment was planned to bring the properties back into use.
- In relation to voids, it was confirmed issues within the construction industry, post covid, such as contractor availability and material price rises were adversely impacting on the time scales facilitating the return of voids to the housing stock. The Council had undertaken several measures to reduce the levels over recent months that had resulted in a 25% reduction in void levels and, while there were currently approximately 300 voids, the aim was to reduce that to around 200. However, it should be accepted there would always be an element of voids as properties would need upgrading/ maintenance prior to re-letting. Other measures to be introduced to achieve the reduction would include developing a new minor works framework to include small local contractors and the development of an in-house team to undertake void work.
- With regard to Theme 1 and supporting tenants, the council had introduced smaller areas for housing officers to manage to provide advice and assistance to tenants in need of help. The Rapid Rehousing Service would also provide wrap around care for those in need and the proposals for its development were currently with the Welsh Government for approval
- Reference was made to Theme 4 and the proposals to provide an additional 2,000 homes over the next five years and to how that increase would be managed. The Head of Homes and Safer Communities advised the department was investing in its front line provision and, in the new year, it would be examining future resource and investment requirements

**RESOLVED THAT IT BE RECOMMENDED TO THE CABINET/COUNCIL TO:-**

- 6.1 Confirm the vision of the Housing Investment Programme over the next three years;**
- 6.2 Agree the 2023/24 Business Plan be submitted to the Welsh Government**
- 6.3 Note the contribution the Plan made to the Housing Regeneration and Development Delivery Plan in supporting the delivery of over 2,000 new homes**
- 6.4 Note the importance of the investment included in the Plan and its role in stimulating the local economy and creating local jobs and training opportunities.**

## 6. AN ALTERNATIVE OUTDOOR EDUCATION OFFER FOR CARMARTHENSHIRE

(NOTE: Councillor R Sparks, having earlier declared an interest in this item re-declared that interest)

The Committee was asked to feed into a forthcoming Cabinet report reviewing the Council's current Outdoor Education Offer and to explore options for an alternative delivery model to be delivered from within existing resources. It was noted that as the existing outdoor education facility at Pendine had reached the end of its life, and the Council had no capital funding available for its replacement, an alternative delivery model was being explored with a new purpose being proposed and re-defined following consultation with schools and other key stakeholders, as follows:

- To deliver high quality, challenging, outdoor education opportunities, primarily to Carmarthenshire pupils, aligned to the new curriculum.
- To provide a range of residential opportunities for children to develop their social and emotional intelligence skills whilst experiencing being away from home.
- To deliver high quality outdoor education opportunities at a range of outdoor recreation sites and settings, including at schools.
- To consider wider, possibly commercial opportunities that will help grow and sustain the Outdoor Education offer across the County of Carmarthenshire.

The review report would examine a menu / range of alternative options, that included making best use of existing alternative resources/facilities/ providers, an online offer, a mobile offer, a fixed base offer combining an education offer with a commercial offer to maximise usage year-round and to reduce net costs and /or a combination of these types of offer. An alternative, least favoured option, would be the cessation of the service and the loss of the residential outdoor activity for young people across Carmarthenshire.

The following issues/ questions were raised by members:-

- The Committee unanimously agreed on the value of the existing outdoor education offer to the whole of the County and, in particular, the residential experience it provided for school children. It wholeheartedly supported the need for the continued operation of outdoor education provision
- References and suggestions were made including exploring opportunities for the possibility of grant aid, considering a camping/glamping experience, utilising the new hostel facility at Pendine and retaining part of the offer locally, sale of the existing site and using the receipts to fund a possible relocation to a new facility and commercial partnering
- It was confirmed that as part of the review, a range of options would be presented to the Cabinet for its consideration with a view to implementation in September 2024.



## **RESOLVED that the report be received**

### **7. CARMARTHENSHIRE COUNTY COUNCIL'S ANNUAL REPORT FOR 2021/22**

(NOTE: Councillor R Sparks, having earlier declared an interest in this item re-declared that interest)

The Committee received a report on the Council's Annual Report for 2021/22, produced in accordance with the requirements of both the Well-being of Future Generations (Wales) Act 2015 and the Local Government and Elections Act (Wales) 2021 which required the Council to produce an Annual report on its Well Being objectives and to report on performance, based on a self-assessment approach

The report referenced, in turn, each of the Council's 13 Well Being Objectives and assessed the progress and adaptations made during the year. The Committee focussed on the following sections within the document relevant to its remit:

- **WBO 2** - Help children live healthy lifestyles
- **WBO 4** – Tackling poverty
- **WBO 5** - Creating more jobs and growth throughout the county
- **WBO 6** - Increase the availability of rented and affordable homes
- **WBO 7** - Help people live healthy lives (tackling risky behaviour and obesity)
- **WBO 10** – Looking after the Environment (Re: Planning Policy)
- **WBO 12** - Promoting Welsh language and Culture
- Appendices

The following questions/issues were raised on the report:-

- Reference was made to the recorded 4% increase in childhood obesity with 30.4% of children aged 3-4 being obese within Carmarthenshire, representing the 5<sup>th</sup> worst level in Wales. The Head of Leisure advised that whilst the increase was disappointing, there was no clear definable explanation for the increase, and leisure services was working with the Education Department and other partners, like Sports Wales and the Welsh Government in an endeavour to reduce those rates.
- With regard to Objective 4 and tackling poverty, the importance was stressed of providing advice and assistance to those facing poverty including sign posting them to other agencies to assist them apply for the benefits to which they were entitled.
- With regard to assistance for food banks, it was confirmed that since the start of the Covid pandemic the council had provided assistance to 13 banks and it continued to provide to 8 of those through the Household Poverty Fund.
- The Head of Regeneration confirmed the Economic Recovery Plan outcomes detailed in the report were on target representing the first 9 months of the 2year plan.

**UNANIMOUSLY RESOLVED that Carmarthenshire County Council's Draft Annual Report for 2021/22 be received.**

**8. 2022/23 QUARTER 2 - PERFORMANCE REPORT (01/07/22-30/09/22)  
RELEVANT TO THIS SCRUTINY**

(NOTE: Councillor R Sparks, having earlier declared an interest in this item re-declared that interest)

The Committee received the 2022/23 Quarter 2 Performance Report for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2022 in respect of the areas falling within its remit.

The report detailed the progress made against the actions and measures within the Corporate Strategy and on the delivery of the 13 Well-Being Objectives. The Committee noted the Council would continue reporting on the objectives throughout 2022/23 until they were superseded by the new Corporate Strategy.

The following issues were raised on the report:-

- Reference was made to performance Indicator PAM/013 - the percentage of empty private properties brought back into use. The Committee was advised that whilst there would always be empty properties, work was being undertaken on the development of an Empty Property Policy that would shortly be submitted for consideration through the Council's Democratic Process
- With regard to Action 15532- the renewable energy grants of a maximum £10,000, the Head of Regeneration advised that was a council initiative established as part of the covid recovery plan to help small business. It was hoped a higher grant threshold of funding could be made available, through the Shared Prosperity Fund, subject to council approval

**9. UPDATE ON THE TEN TOWNS INITIATIVE**

(NOTE: Councillor R Sparks, having earlier declared an interest in this item re-declared that interest)

The Committee received an update report on the work of the Council's Ten Towns Initiative outlining the support which had been secured to progress initiatives at a local level.

The Committee was reminded that the Ten Towns initiative had been established as a direct response to the County's Moving Rural Carmarthenshire Forward Plan, which had identified a need to increase the resilience and future growth of Carmarthenshire's rural market towns and their surrounding areas. The scheme was officially launched in October 2019 and a key part of the programme was the development of Economic growth plans to drive forward an agenda for change for Ten rural towns across the County. Funding for the initiative had been secured via the Rural Development Plan to commission external consultants to

develop plans for each of the respective towns i.e. Cwmaman, Cross Hands, Kidwelly, Llandeilo, Llandovery, Llanybydder, St Clears, Whitland, Laugharne and Newcastle Emlyn.

The following questions / issues were raised on the report:

- In response to a question to support provided to rural areas not part of the Ten Towns Initiative, the committee was advised that if any local community wished to undertake a project within their area, they should contact the Council's Community Bureau which could provide advice and guidance on accessing funds and external grants to support those projects.
- With regard to community involvement with the Ten Towns Initiative, it was confirmed local teams had been established to progress the initiative and invitations were sent to the local Town and Community Councils, and other organisations to participate in, and contribute to their delivery.
- It was confirmed the Whitland Town Hall – Digital grant to improve the building's connectivity, and IT equipment to support community activity, was similar to the actif leisure programme to improve digital connectivity in village halls etc to live stream activities to communities.
- The Head of Regeneration confirmed the purpose of the initiative was to increased vibrancy within the Towns with the assistance of £1m investment by the Council acting as a catalyst to further investment. It was hoped more funding could be made available in the future via the Shared Prosperity Fund

**UNANIMOUSLY RESOLVED that the report be received.**

## **10. PLANNING OBLIGATION (SECTION 106) - UPDATE**

(NOTE: At 12.45 p.m. the Committee's attention was drawn to Council Procedure Rule (CPR) 9 – Duration of Meeting and, as the meeting had been underway for nearly three hours, it was resolved to suspend standing orders, in accordance with CPR 23.1, to enable the Committee to complete the remaining business on the agenda.)

The Committee received an update report providing an overview of the developer contributions received through planning obligations (also known as Section 106 Agreements) during the 2021/22 financial year.

The Committee noted the report outlined background information relating to planning obligations, the process of applying for developer contributions together with a overview of the income and expenditure during 2021/22 as well as providing an update on the position for the 2022/23 financial year.

The following questions / issues were raised on the report:

- In response to concerns on Local Member involvement in the development of Section 106 Agreements, the Head of Place and Sustainability expressed the importance of members making representations as early as possible after receiving notification of a planning application in their wards. The planning department was also working with Town and Community Councils on how they could contribute to the process. He advised that, if

necessary, he could provide additional training for elected members on s106 Agreements. He could also examine how the process could be made clearer and to how members could contribute earlier.

The importance of early local member / community involvement was stressed as once a Section 106 Agreement had been agreed and signed, it was very difficult to change and divert funding to other areas not identified within the Agreement.

- With regard to drawing down funding, it was confirmed responsibility for the allocation and award of funding lay with the Council's Community Bureau and members should contact the bureau if they had identified a project within their wards which could benefit from Section 106 funding
- It was confirmed it was a requirement of the Welsh Government for a portion of S106 funding to be allocated for the provision of affordable housing.

**UNANIMOUSLY RESOLVED that the report be received.**

#### **11. FORTHCOMING ITEMS**

The Committee received a list of forthcoming items to be considered at its next meeting to be held on the 26<sup>th</sup> January, 2023.

**RESOLVED that the list of forthcoming items to be considered at the next scheduled meeting on the 26<sup>th</sup> January, 2023 be noted.**

#### **12. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON THE 16TH NOVEMBER, 2022**

**UNANIMOUSLY RESOLVED that the minutes of the meeting of the Committee held on the 16<sup>th</sup> November, 2022 be signed as a correct record.**

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

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