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WEDNESDAY, 4 JANUARY 2017

TO: THE EXECUTIVE BOARD MEMBER FOR

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING** WHICH WILL BE HELD IN **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY HALL, CARMARTHEN**, AT **9.30 AM**, ON **WEDNESDAY, 11TH JANUARY, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Catherine Gadd
Telephone (direct line):	01269 224088
E-Mail:	cegadd@carmarthenshire.gov.uk
Ref:	AD016-001

A G E N D A

1. DECLARATIONS OF PERSONAL INTEREST
2. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2017/18 3 - 12
3. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 1ST SEPTEMBER, 2016 13 - 14

DATE: 11 JANUARY, 2017

Executive Board Member:	Portfolio:
Cllr. Linda Evans	Housing

SUBJECT:

RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2017/18

Purpose:

The purpose of this report is to confirm the weekly rental increase for the Penybryn Gypsy/ Traveller site during financial year 2017/18.

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

- The rental level for pitches at Penybryn Gypsy/Traveller Site is set at £51.65 (plus service charges and water rates) for 2017/18.

REASONS:

- To increase the rental level at Penybryn Gypsy/Traveller site in line with the increase applied to council housing and comply with the service charge policy

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

Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

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

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

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER DECISION MEETING FOR
HOUSING SERVICES

DATE: 11TH JANUARY, 2017

SUBJECT:

Rent Setting for Penybryn Gypsy/Traveller Site 2017/18

Context

The Gypsy and Travellers' site is a Council Tax funded service. There are currently 15 plots on the Penybryn site.

All Local Authorities and Housing Associations in Wales have aligned themselves to the social housing rents policy in relation to rental levels for social housing. Although Penybryn site does not form part of the Housing Revenue Account, and so rental levels charged are not governed by the Welsh Government's rents policy, it is considered fair and equitable for rents to the site be increased by the same amount applied to council tenants. For the financial year 2017/18 this would be a 2.5% increase (CPI + 1.5%).

As a result, It is recommended that the weekly rental levels for 2017/18 for Penybryn site is set at £51.65 (net of service charges and water rates). This rental level will provide an annual income of £37,188 for 2017/18, if all 15 pitches were occupied throughout the year.

	Weekly Rate
	£
Rent paid to Landlord	£51.65
Service charges	
Communal repairs	£13.67
Communal Lighting / Electricity	£0.36
Grounds maintenance	£0.87
Play area service charge inspection	£1.89
Communal Pest control	£1.50
Communal Refuse Removal/Street Cleansing	£14.51
Furniture & White Goods	
CCTV Maintenance Charge	
Admin Fee 10%	£3.28
Total Services	£36.07
Net Rents & Service Charge	£87.72
Eligible Rent	£87.72
Note: Non Eligible Services	
Welsh Water Charge	£11.53
Total Non Eligible Charge	£11.53
Total Inclusive Rent	£99.25

Table1: Total rent payable for Penybryn Gypsy/Traveller Site for 2017/18

Please note that rent is calculated over 48 week period and takes into account four non-collection weeks, which also apply to council tenants.

Recommendations

1. The rental level for pitches at Penybryn Gypsy/Traveller Site is set at £51.65 for 2017/18.
2. Apply the service charge policy to ensure tenants of the site pay for those additional services.
3. The charge for water usage is set at £11.53
4. Authorise officers to consult with the residents of Penybryn and set the overall charge stated in table 1.

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

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

Signed: **Robin Staines**

Head of Housing & Public Protection

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

2. Legal

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

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

(a) with the agreement of the occupier, or

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

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

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

An Equality Impact Assessment has been carried out which concludes that no adverse impact will occur to this group.

3. Finance

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

CONSULTATIONS

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

Signed: **Robin Staines** Head of Housing and Public Protection

1. Scrutiny Committee - N/A

2. Local Member(s)

Cllr. Derrick Cundy has been consulted and supports the proposal to increase the rental levels for Penybryn Traveller site for 2017/18.

3. Community / Town Council - N/A

4. Relevant Partners - N/A

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

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Initial Equalities Impact Assessment Department: Communities	Completed by (lead): Les James	Date of initial assessment: 27 January 2016 Revision Dates: 23 December 2016
Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)	Rent Increase for Penybryn Gypsy/Traveller Site pitches	
Is this existing or new function/policy, procedure, practice or decision?	No	
What evidence has been used to inform the assessment and policy? (please list only) Gypsy/Traveller Needs Assessment		

1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.	<p>We have based rent increases for Penybryn pitches using the Welsh Governments policy on Social Housing Rents. We believe Council tenants and tenants of Penybryn should be treated the same. This means that there is no discrimination between Council tenants and those who live on the Penybryn site. The WG Policy ensures rents for property type are similar regardless of location or social landlord within the County. Under the Act we have a Statutory duty to first maintain our housing stock to the Welsh Housing Quality Standard. This standard ensures our tenants live in a decent home free from disrepair, damp or poor housing conditions. We have adopted this approach for Penybryn.</p> <p>The rent increase will affect most residence of the site regardless of protected characteristics. 14 out of the 15 residents receive some form of help with their housing costs. We also apply for Discretionary Housing Benefit payments (DHP) to minimise the impact of any Welfare Reform changes. The final decision on increasing the rents is delegated to EBM for Housing.</p>
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<p>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</p> <p>(1) eliminate unlawful discrimination, harassment and victimisation;</p> <p>(2) advance equality of opportunity between different groups; and</p> <p>(3) foster good relations between different groups</p> <p>(see guidance notes)</p>		<p>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</p> <p>Please indicate high (H) medium (M), low (L), no effect (N) for each.</p>	<p>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</p>		<p>4. If there is a disproportionately negative impact what mitigating factors have you considered?</p>
<p>Protected characteristics</p>			<p>Risks</p>	<p>Positive effects</p>	
				<p>Age</p>	
	<p>Disability</p>	<p>There is insufficient data on this particular characteristic group of</p>			

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

<p>5. Has there been any consultation/engagement with the appropriate protected characteristics?</p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
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6. What action(s) will you take to reduce any disproportionately negative impact, if any?
 Officers provide housing related support to the residents of Penybryn with weekly on site surgeries and other activities. Other agencies like Communities First also engage with the local residents of the site.

7. Procurement
 Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal, service.
 Please take the findings of this assessment into your procurement plan. Contact the corporate procurement unit for further advice.

8. Human resources
 Following collation of evidence for this assessment, are there any Human resource implications to the activity, proposal or service?
 No

9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed Impact Assessment? (recommended if one or more H under section 2)	YES <input type="checkbox"/>	NO X
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Approved by: Head of Service		Date:
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Agenda Item 3

**EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR
HOUSING**

THURSDAY, 1ST SEPTEMBER, 2016

PRESENT: Councillor L.D. Evans [Executive Board Member]

The following officers were in attendance:

Mr R. Staines - Head of Housing & Public Protection
Mrs M. Evans Thomas - Principal Democratic Services Officer

Room 65, County Hall, Carmarthen : 10.00 a.m. – 10.20 a.m.

1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

2. DECISION RECORD - 11TH APRIL, 2016

RESOLVED that the decision record of the meeting held on the 11th April, 2016 be signed as a correct record.

3. LEASE AGREEMENT FOR THE FAMILY CENTRES

The Executive Board Member considered a report providing details of proposed lease agreements for Family Centres.

The Authority has five Family Centres which use Housing Revenue Account properties as a base. These Family Centres are located at Betws, Garnant, South Cefncaeau and two in Carmarthen and were initially set up using the Sure Start initiative monies. The aim of the Family Centres is to provide support to families. Parents are offered courses on various subjects including language and play, healthy eating, computer courses and parenting. Families are provided with a range of activities including craft activities family fund days, outdoor play and lunch clubs. The Family Centres offer a safe space where the individual needs of children, parents and carers are respected and supported.

The centres are heavily reliant on funding and without the granting of a lease, they will be unable to draw down on funds awarded to them or apply for future funding. In order to continue to operate as Family Centres, it was essential that they had a formal lease agreement in place.

A model lease had been produced which set out the terms of the agreement. With this in place the Family Centres could apply for external funding or where there were existing arrangements in place, draw down on the money awarded.

RESOLVED that the five Family Centres identified in the report continue to use the properties within the Housing Revenue Account portfolio, on the terms and conditions detailed in the lease agreement.

EXECUTIVE BOARD MEMBER

DATE

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