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MONDAY, 27TH FEBRUARY, 2017

TO: THE EXECUTIVE BOARD MEMBER FOR HOUSING

I HEREBY SUMMON YOU TO ATTEND AN **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING** WHICH WILL BE HELD IN **ROOM 72A, COUNTY HALL, CARMARTHEN AT 10.00 A.M. ON MONDAY, 6TH MARCH, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Janine Owen
Telephone (direct line):	01267 224030
E-Mail:	JanineOwen@carmarthenshire.gov.uk
Ref:	AD016-001

A G E N D A

1. DECLARATIONS OF PERSONAL INTEREST
2. LOCAL LETTINGS POLICY FOR OPPORTUNITY STREET,
LLANELLI 3 - 20
3. TO SIGN AS A CORRECT RECORD THE DECISION RECORD
OF THE MEETING HELD ON 11TH JANUARY 2017 21 - 22

6TH MARCH 2017

Executive Board Member:	Portfolio:
Cllr. Linda Davies Evans	Housing

SUBJECT:
**LOCAL LETTINGS POLICY FOR OPPORTUNITY STREET,
LLANELLI**

Purpose

The purpose of this report is to introduce a Local Lettings Policy for *Opportunity Street* to make sure it supports the wider objectives for Llanelli Town Centre.

Recommendations / key decisions required:

1. To approve the local lettings policy for Opportunity Street, Llanelli.

Reasons:

- To make sure it supports the wider vision and objectives for Llanelli town centre.

Directorate Communities	Designation	Tel No. 01267 228960 /
Name of Head of Service: Robin Staines	Head of Housing and Public Protection	01554 899285
Report Author: Jonathan Morgan	Housing Services Manager	E Mail Address: RStaines@sirgar.gov.uk JMorgan@sirgar.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

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
6TH MARCH, 2017

SUBJECT:
LOCAL LETTINGS POLICY FOR OPPORTUNITY STREET,
LLANELLI

The purpose

The purpose of this report is to introduce a Local Lettings Policy for *Opportunity Street* to make sure it supports the wider objectives for Llanelli Town Centre.

The context

The Council is committed to making Llanelli Town Centre a better place to visit, work and live. A number of projects and initiatives are being developed to support this.

This local lettings policy has been developed to support the main objectives of the Opportunity Street project, which will include developing four affordable apartments for rent in the centre of the town.

The Local Lettings Policy

The attached report highlights:

- how the proposed policy will support the wider vision and objectives for the town centre
- the current demand for homes in the area
- the policy itself
- how the policy will be evaluated to ensure it is successful

Recommendation

1. To approve the local lettings policy for Opportunity Street, Llanelli.

DETAILED REPORT ATTACHED?

YES –

- **Local Lettings Policy for Opportunity Street, Llanelli**
 - **Appendix A – Equality Impact Assessment**

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 and Public Protection

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

1. Policy, Crime & Disorder and Equalities

This policy promotes the reduction of crime; a sense of community and a feeling of safety in Llanelli town centre.

2. Legal

The Council has the legal authority to bring in local lettings policies within its housing stock, and has previously done so in line with the Access to Social Housing Policy.

5. Risk Management Issues

This policy reduces risk to the Council's assets and reputation, by ensuring that these homes are occupied by tenants who will make a positive contribution to Llanelli town centre.

6. Physical Assets

These four properties will be managed through the Housing Revenue Account.

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)

The local member for the Elli ward was consulted on 6 February 2017 and is fully supportive of what is being proposed.

3. Community / Town Council

Llanelli Town and Rural Councils have been consulted as members of the Llanelli Town Centre Task Force. Both Councils are fully supportive.

4. Relevant Partners

All relevant partners, including Chamber of Trade representatives, have been consulted as part of the Llanelli Town Centre Task Force. Again, all are fully supportive of the proposals.

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:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Opportunity Street, Llanelli. Local lettings policy.	Lettings Policy Stepney Street 2 nd draft 11 1 2017	\\ntcarmcc\cfp\Housing\CHS+\affordable housing\Opportunity Street
Equalities Impact Assessment	Equalities Impact Assessment – Opportunity Street Local Lettings Policy	\\ntcarmcc\cfp\Housing\CHS+\affordable housing\Opportunity Street

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OPPORTUNITY STREET, LLANELLI

A LOCAL LETTINGS POLICY

The purpose

The purpose of this report is to introduce a Local Lettings Policy for **Opportunity Street** to make sure it supports the wider objectives for Llanelli Town Centre.

Providing the context

The Council is committed to making Llanelli Town Centre a better place to visit, work and live. A number of projects and initiatives are being developed to support this.

This local lettings policy has been developed to support the main objectives of the Opportunity Street project, which will include developing four affordable apartments for rent in the centre of the town.

The business case submitted to Welsh Government for financial support for the project also included the following objectives:

- *Providing quality affordable homes resulting in improved health.*
- *Providing training and direct employment for construction projects.*
- *Bringing a sense of community and safe environment through quality design.*

This local lettings policy is being proposed in order to support the above through:

- Helping local people to find quality affordable accommodation who work in the town centre.
- Making Llanelli a more attractive and exciting place to live, work and have fun.
- Increasing the spend in town centre shops and other businesses.
- Reducing the fear of crime in the town centre, particularly after dark.

The offer- **“Four two bedroom affordable apartments”**

The four apartments all have two bedrooms, and are served by a lift and a private staircase at the rear of the building.

The apartments are being created through the refurbishment of an existing building which is over 100 years old, with the retention of a traditional external appearance on to the street at first and second floor levels. They will have a high specification and excellent space standards.

The policy will apply initially only to the four apartments in 10-12 Stepney Street, Llanelli. If successful, however, it is intended to extend to other new developments in the town centre as they are completed.

What is the current demand?

The following figures confirm the single person and couple demand for the Elli ward as at December 2016:

Age band	Applications
Under 35	402
35-59	216
60+	145

It is clear that there is plenty of general demand from people who are already known to the Council. A promotional campaign for these homes would undoubtedly reveal many more applicants.

Who have we consulted?

The following have been consulted about the policy:

- Local members – for Elli and Lliedi wards
- Llanelli Town Centre Task Force, which includes representatives from the Chamber of Trade, Dyfed Powys Police and Llanelli Town and Community Councils.
- Affordable Homes Delivery Working Group- a council cross departmental group.

All have been very supportive of what is being proposed in order to support the wider vision for Llanelli Town Centre.

OPPORTUNITY STREET LOCAL LETTINGS POLICY

Who will be considered?

A) You will be considered if you meet one or more of the following criteria:

- Households where at least one member in full time work or on a retirement income.
- Households who can afford the rent without the need to claim Housing Benefit.
- People who are working in the town centre
- People who are setting up a business in Llanelli.

B) You must be 18 years of age or over to apply.

C) Your household can be:

- a couple
- two people sharing
- a couple and one single person sharing
- two couples sharing
- a single person who needs an additional bedroom for a child of the family, who may or may not live with you permanently.

If you meet the above criteria we will allocate in the following order:

1. Local connection (in line with the criteria set out in general allocations policy)
2. Time registered
3. All others based on time registered

Evaluating the impact of the Policy

It is proposed that the evaluation should be based on a combination of:

- Information based on face-to-face interviews with the residents of the apartments before occupation, after 3 months, and then on the anniversary of first occupation.
- Interviews with area housing management staff who are directly responsible for the apartments and the New Homes Team, Carmarthenshire County Council.
- All relevant monitoring data that is already being collected by the Town Centre Task Force

The evaluation of the policy will be scrutinised by the Affordable Homes Delivery Group, CCC and the Llanelli Task Force on an annual basis to ensure it is meeting its aims and continues to be sustainable.

Equalities Impact Assessment:

Appendix A outlines the Equalities Impact Assessment for this proposal.

Recommendation

- 1. To approve the local lettings policy for Opportunity Street, Llanelli.**

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APPENDIX A: Carmarthenshire County Council - Assessing Impact

The Equality Act 2010

The Equality Act 2010 (the Act) brings together and replaces the previous anti-discrimination laws with a single Act. It simplifies and strengthens the law, removes inconsistencies and makes it easier for people to understand and comply with it. The majority of the Act came into force on 1 October 2010.

The Act includes a new public sector equality duty (the 'general duty'), replacing the separate duties on race, disability and gender equality. This came into force on 5 April 2011.

What is the general duty?

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The duty ensures that equality considerations are built into the design of policies and the delivery of services and that they are kept under review. This will achieve better outcomes for all.

The duties are legal obligations. Failure to meet the duties may result in authorities being exposed to legal challenge.

Under equality legislation, public authorities have legal duties to pay 'due regard' to the need to eliminate discrimination and promote equality with regard to race, disability and gender, including gender reassignment, as well as to promote good race relations. The Equality Act 2010 introduces a new public sector duty which extends this coverage to age, sexual orientation, pregnancy and maternity, and religion or belief. The law requires that this duty to pay 'due regard' be demonstrated in the decision making process. It is also important to note that public authorities subject to the equality duties are also likely to be subject to the obligations under the Human Rights Act and it is therefore wise also to consider the potential impact that decisions could have on human rights as part of the same process.

Carmarthenshire's approach to Equality Impact

In order to ensure that the council is considering the potential equality impact of its proposed policies and practices, and in order to evidence that we have done so, every proposal will be required to be supported by the attached Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

Reporting on assessments

Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

Carmarthenshire County Council

Assessing Impact

Contact Name	Jonathan Morgan	Title		Housing Services Manager
Service area	Housing & Public Protection	Department		Communities
Name of the activity / proposal				
Local lettings policy for new homes for rent at Opportunity Street project, Llanelli town centre				
Description of proposal	Policy ✓	Procedure	Decision	Function
Please detail the proposal and its main objectives	<p>The purpose of this report is introduce a Local Lettings Policy for <i>Opportunity Street, Llanelli</i></p> <p>The Council is committed to making Llanelli Town Centre a better place to visit, work and live. A number of projects and initiatives are being developed to support this.</p> <p>This local lettings policy has been developed to support the main objectives of the Opportunity Street project, which will include developing four affordable apartments for rent in the centre of the town.</p> <p>The business case submitted to Welsh Government for financial support for the project also included the following objectives:</p> <ul style="list-style-type: none"> • <i>Providing quality affordable homes resulting in improved health</i> • <i>Providing training and direct employment for construction projects</i> • <i>Bringing a sense of community and safe environment through quality design.</i> <p>This local lettings policy is being proposed in order to support the above through:</p> <ul style="list-style-type: none"> • Helping local people to find quality affordable accommodation who work in the town centre. • Making Llanelli a more attractive and exciting place to live, work and have fun. • Increasing the spend in town centre shops and other businesses. • Reducing the fear of crime in the town centre, particularly after dark. 			

	Age	Disability	Gender reassignment	Sex	Sexual Orientation	Race – including ethnic or	Religion or belief – including	Welsh language
Is the activity/proposal relevant to the public specific duties relating to each equality strand? (Tick as appropriate)	✓	✓	✓	✓	✓	✓	✓	✓
Should the activity / proposal eliminate discrimination and eliminate harassment in relation to:	x	x	x	x	x	x	x	x
Should the activity / proposal promote equality of opportunity in relation to:	✓	✓	x	x	x	x	x	x

Potential impact

What do we know about the potential POSITIVE IMPACT of the activity / proposal on the following protected characteristics? (Also, please consider the potential impact on the Welsh language)
Briefly describe the nature of the impact.

Age	The policy proposes not to use age as a criterion for allocating these homes. The properties themselves are being refurbished to the Lifetime Homes Standard, with an 8-person lift, and so will be accessible to people of any age.
Disability	These homes will be accessible for people with disabilities – see above
Gender reassignment	No known impact
Sex	No known impact
Sexual Orientation	No known impact
Race	No known impact
Religion or belief	No known impact
Welsh language	No known impact

Could the activity or proposal have an ADVERSE / NEGATIVE impact on the

following groups? (Please provide further information)	
Age	No
Disability	No
Gender reassignment	No
Sex	No
Sexual Orientation	No
Race	No
Religion or belief	No
Welsh language	No
What improvements could be made to ensure that these impacts are addressed?	
Not applicable	
<u>Consultation</u>	
Description of consultation	The following were consulted: <ul style="list-style-type: none"> Llanelli Town Centre Task Group, which includes representatives of the Chamber of Commerce, Regeneration, Dyfed Powys Police and Town and Community Councils County Councillor for Elli ward
Outcome of consultation	All parties were fully supportive of the proposed policy.
<u>Information and Monitoring</u>	
What other information (e.g. reports, surveys, user monitoring or information from other sources) do you have to inform your decision?	
The decision to provide a lift and to renovate these homes to the Lifetime Homes Standard was taken both to improve accessibility to people with disabilities, but also to maximise the appeal of these homes to applicants generally, both now and in the future.	
<u>Procurement</u>	
Following collation of evidence for this assessment, are there any procurement implications to the activity, proposal or service?	
None	
Please take the findings of this assessment into your procurement plan. Contact the Corporate Procurement Unit for further advice.	
<u>Mitigation</u>	
If adverse impact has been identified, what can be done to mitigate that impact?	
Please detail steps to be	Not applicable

taken to mitigate any adverse impact	
Describe any actions taken to maximise the opportunity to maximise equality, i.e. changes to the activity / proposal, regulation, guidance, communication, monitoring or review	We will publicise the new homes to encourage applications from all sections of the community
Have there been any changes to the activity / proposal as a result of conducting this EqIA?	No
The duty specifically requires the Authority to have due regard to the results of the Equality Impact Assessments. Having considered the potential or actual impact on protected groups what is the next step for this activity / proposal?	
No major change (your assessment demonstrates that the policy is robust. The evidence shows no potential for discrimination)	Y – The Welsh Government have conducted their own EIA
Adjust the policy (you will take steps to remove barriers, to better advance equality or foster good relations)	
Continue the policy (you will adopt or continue, despite potential for adverse impact. You must note justification in this case)	Continue with the policy unless otherwise directed by WG or Elected Members
Stop and remove the policy (if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the policy altogether)	
<u>Context</u>	
Is this proposal part of a wider plan which would place it in context?	
Details of context of the proposal	The policy is part of the regeneration of Llanelli town centre.

Monitoring

Please outline your plans to monitor the ongoing impact on the affected group(s)?

We will review the effect of the policy both in terms of the characteristics of the new tenants; their satisfaction with their homes and the effect they have on the vitality of the town centre. This will begin at point of allocation, and will be reviewed at 3 months and thereafter on the anniversary of first occupation.

Other information

Is there anything else which ought to be recorded?	
Any relevant information collected already by the Llanelli Town Centre Task Group will be included in any review.	
Date of completion	January 2017
Review date	Initial review 3 months after occupation and then annually on the anniversary of first occupation.

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact:

Corporate Policy Team

Chief Executive's Department

01267 22(4914) / (4676)

equalities@carmarthenshire.gov.uk

Please send a copy of the assessment to the above e-mail address upon completion.

EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING

Wednesday, 11 January 2017

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

The following Officers were in attendance:

L. James - Housing Services Manager

C. Gadd - Democratic Services Officer

Democratic Services Committee Room, County Hall, Carmarthen - 9.30 - 9.45 am

1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

2. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2017/18

The Executive Board Member considered a report to confirm the weekly rent increase for the Penybryn Gypsy/Traveller site during financial year 2017/18.

The Executive Board Member was informed that the Gypsy and Travellers' site was a Council Tax funded service and there were currently 15 plots on the Penybryn site. It was explained that 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 the Penybryn site did not form part of the Housing Revenue Account, and so rental levels charged were not governed by the Welsh Government's rents policy, it was considered fair and equitable for rents to the site to 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 be set at £51.65 (net of service charges and water rates). This rental level would provide an annual income of £37,188 for 2017/18, if all 15 pitches were occupied throughout the year.

RESOLVED:

- 2.1 that the rent level for pitches at Penybryn Gypsy/Traveller Site be set at £51.65 for 2017/18;
- 2.2 that the service charge policy be applied to ensure tenants of the site pay for those additional services;
- 2.3 that the charge for water usage be set at £11.53;
- 2.4 that officers be authorised to consult with the residents of Penybryn and set the overall charge stated in table 1.

3. **DECISION RECORD - 1ST SEPTEMBER, 2016**

RESOLVED that the decision record of the meeting held on 1st September, 2016 be signed as a correct record.

CHAIR

DATE