

**DYDD MERCHER, 4 MAWRTH 2020**

**AT: YR AELOD O'R BWRDD GWEITHREDOL DROS TAI**

YR WYF DRWY HYN YN EICH GALW I FYNYSCHU CYFARFOD O'R **CYFARFOD PENDERFYNIADAU AELOD O'R BWRDD GWEITHREDOL DROS TAI** A GYNHELIR YN YSTAFELL GYFARFOD ADFYWIO, NEUADD Y SIR, CAERFYDDIN - NEUADD Y SIRAM 1.00 YP, AR DYDD MAWRTH, 10FED MAWRTH, 2020 ER MWYN CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA ATODEDIG.

*Wendy Walters*

**PRIF WEITHREDWR**



**AILGYLCHWCH OS GWELWCH YN DDA**

<b>Swyddog Democrataidd:</b>	<b>Emma Bryer</b>
<b>Ffôn (llinell uniongyrchol):</b>	<b>01267 224029</b>
<b>E-bost:</b>	<b>ebryer@sirgar.gov.uk</b>

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

# A G E N D A

## 1. DATGANIADAU O FUDDIANNAU PERSONOL

2. LOFNODI BOD COFNOD PENDERFYNIADAU'R CYFARFOD A GYNHALIWDYD AR 29AIN IONAWR, 2019 YN GOFNOD CYWIR 3 - 4

3. CREU POLISI GOSODIADAU LLEOL AR GYFER DYLAN (CAM UN), DATBLYGIAD ADEILADU NEWYDD CYNTAF Y CYNGOR 5 - 28

4. PENNU RHENTI AR GYFER SAFLE SIPSIWN/TEITHWYR PEN-Y-BRYN 2020/21 29 - 34

## 5. ADRODDIADAU NAD YDYNT I'W CYHOEDDI

WEDI YSTYRIED HOLL AMGYLCHIADAU'R ACHOS AC WEDI CYNNAL PRAWF BUDD Y CYHOEDD GALL YR AELOD O'R BWRDD GWEITHREDOL FARNU NAD YW'R EITEM CANLYNOL I'W GYHOEDDI AM EI FOD YN CYNNWYS GWYBODAETH EITHRIEDIG FEL Y'I DIFFINNIR YM MHARAGRAFF 12 O RAN 4 O ATODLEN 12A I DDEDDF LLYWODRAETH LEOL 1972, FEL Y'I NEWIDIWYD GAN ORCHYMYN LLYWODRAETH LEOL (MYNEDIAD AT WYBODAETH) (AMRYWIO) (CYMRU) 2007.

6. MEINI PRAWF AR GYFER GWERTHU TAI FFORDDIADWY ADRAN 106 35 - 46

*Sylwer: - Nid oes hawl gan y wasg a'r cyhoedd fynychu'r cyfarfod. Bydd y cofnod penderfyniad yn cael ei gyhoeddi fel arfer o fewn 3 diwrnod gwaith.*

Eitem Rhif 2

**CYFARFOD PENDERFYNIADAU AELOD O'R BWRDD  
GWEITHREDOL DROS TAI**

**DYDD** Mawrth, 29 Ionawr 2019

**YN BRESENNOL:** Y Cyngorydd: L.D. Evans (Aelod o'r Bwrdd Gweithredol).

**Roedd y swyddogion canlynol yn bresennol:**

J. Morgan, Pennaeth Cartrefi a Chymunedau Mwy Diogel Dros Dro

S.E. Watts, Rheolwr Diogelu'r Amgylchedd

M.S. Davies, Swyddog Gwasanaethau Democritaidd

**Swyddfa ABG Tai, Neuadd y Sir, Caerfyrddin: 9.00 am - 9.15 am**

**1. DATGANIADAU O FUDDIANNAU PERSONOL**

Ni ddatganwyd unrhyw fuddiannau personol.

**2. COFNOD PENDERFYNIADAU - 6 MEDI 2018**

**PENDERFYNWYD** llofnodi Cofnod Penderfyniadau'r cyfarfod a gynhaliwyd ar 6 Medi 2018 gan ei fod yn gywir.

**3. PENNU RHENTI AR GYFER SAFLE SIPSIWN/TEITHWYR PEN-Y-BRYN 2019/20**

Bu'r Aelod o'r Bwrdd Gweithredol yn ystyried adroddiad i gadarnhau'r cynnydd yn y rhenti wythnosol ar gyfer safle Sipsiwn/Teithwyr Pen-y-bryn yn ystod blwyddyn ariannol 2019/20. Hysbyswyd yr Aelod o'r Bwrdd Gweithredol fod y safle Sipsiwn a Theithwyr yn wasanaeth a gyllidir gan y Dreth Gyngor a bod 15 llain ar safle Pen-y-bryn ar hyn o bryd. Yr oedd yr holl Awdurdodau Lleol a Chymdeithasau Tai yng Nghymru yn gweithredu yn unol â'r polisi rhenti tai cymdeithasol mewn perthynas â lefelau rhenti tai cymdeithasol. Er nad oedd safle Pen-y-bryn yn rhan o'r Cyfrif Refeniw Tai, ac felly nid oedd y rhenti'n cael eu rheoli gan bolisi rhenti Llywodraeth Cymru, bernid ei bod yn deg ac yn gyfiawn bod y rhenti'n cynyddu'r un faint â thenantiaid y Cyngor. Ym mlwyddyn ariannol 2019/20 byddai hyn yn gynnydd o 2.4% (CPI ym mis Medi 2018). O ganlyniad, argymhellwyd mai £54.74 fyddai'r rhenti wythnosol am 2019/20 ar gyfer safle Pen-y-bryn (taliadau net am wasanaethau a threthi dŵr). Byddai'r rhent hwn yn rhoi incwm blyneddol o £39,412.80 am 2019/20, petai pob un o'r 15 llain yn cael ei defnyddio drwy gydol y flwyddyn.

**PENDERFYNWYD:**

- 3.1 pennu mai £54.74 fyddai'r rhent am leiniau ar Safle Sipsiwn/Teithwyr Pen-y-bryn am 2019/20, wedi'i gasglu dros 48 wythnos;
- 3.2 bod y polisi ynghylch taliadau am wasanaethau yn cael ei weithredu i sicrhau bod tenantiaid y safle yn talu am y gwasanaethau ychwanegol hynny;
- 3.3 pennu mai £16.00 yw'r tâl am ddefnyddio dŵr, wedi'i gasglu dros 48 wythnos;
- 3.4 awdurdodi swyddogion i ymgynghori â phreswylwyr Pen-y-bryn a phennu'r tâl cyffredinol a nodir yn nhabl 1 yn yr adroddiad.

Mae'r dudalen hon yn wag yn fwriadol

10 MAWRTH 2020

Yr Aelod o'r Bwrdd Gweithredol:	Portffolio:
Y Cyngorydd Linda Davies Evans	Tai

**PWNC:****Creu Polisi Gosodiadau Lleol ar gyfer Dylan (Cam Un), Datblygiad Adeiladu Newydd Cyntaf y Cyngor****Pwrrpas:**

Pwrrpas yr adroddiad hwn yw creu Polisi Gosodiadau Lleol ar gyfer Cam Un o ddatblygiad adeiladu newydd cyntaf y Cyngor yn Dylan, Llanelli. Bydd y Polisi Gosodiadau Lleol hwn yn sicrhau ein bod yn creu cymuned gynaliadwy lle bydd pobl yn falch o fyw ynddi.

Bydd y Polisi Gosodiadau Lleol hwn yn berthnasol i gam un o ddatblygiad Dylan yn unig, sy'n cynnwys 12 tŷ:

10 tŷ â dwy ystafell wely ar gyfer teuluoedd bach

2 dŷ â phedair ystafell wely ar gyfer teuluoedd mawr



## Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

1. Cymeradwyo'r Polisi Gosodiadau Lleol arfaethedig ar gyfer y tai newydd ar Gam 1 o ddatblygiad adeiladu newydd Dylan y Cyngor a fydd yn helpu i greu cymuned gynaliadwy lle bydd pobl yn falch o fyw ynddi.

## Rhesymau:

- Mae ward y Bynea yn ardal lle mae angen mawr am dai, a gellir mynd i'r afael â hyn drwy ddarparu cyfuniad o'r canlynol:
  - tai â dwy ystafell wely ar gyfer teuluoedd bach;
  - tai â phedair ystafell wely ar gyfer teuluoedd mawr;
  - byngalos â dwy ystafell wely ar gyfer pobl hŷn;Mae datblygiad Dylan yn ward y Bynea yn cynnwys 32 o dai ac mae wedi'i ddylunio i ddiwallu'r angen lleol am dai yn yr ardal.
- Drwy gyfuno tenantiaid ar draws y bandiau, y nod yw sicrhau bod y gymuned yn cynnwys cyfuniad o aelwydydd nad yw pob un ohonynt yn achos o angen uchel. Y nod yw sefydlu cydlyniant cymunedol a chartrefi cynaliadwy ar gyfer y datblygiad newydd, gan ddod â chymuned newydd sbon at ei gilydd.
- Caniateir y defnydd o Gynlluniau Gosodiadau Lleol o dan adran 167(2E) o Ddeddf Tai 1996

<b>Y Gyfarwyddiaeth</b> Cymunedau <b>Enw Pennaeth y Gwasanaeth:</b> Jonathan Morgan  <b>Awduron yr Adroddiad:</b> Rachel Davies  Angie Bowen  Adele Lodwig	<b>Dynodiad</b> Pennaeth Cartrefi a Chymunedau Mwy Diogel    Rheolwr Strategol Darparu Tai Rheolwr Buddsoddi ac Incwm  Rheolwr Cyngor a Chymorth Tenantiaeth	<b>Rhif Ffôn:</b> 01554 899285 <b>Cyfeiriad e-bost:</b> JMorgan@sirgar.gov.uk  <b>Cyfeiriadau E-bost:</b> <a href="mailto:RaMDavies@sirgar.gov.uk">RaMDavies@sirgar.gov.uk</a> 01554 899202 <a href="mailto:AnBowen@sirgar.gov.uk">AnBowen@sirgar.gov.uk</a> 01554 899292 <a href="mailto:ALodwig@sirgar.gov.uk">ALodwig@sirgar.gov.uk</a> 01554 899218
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**Declaration of Personal Interest (if any):**

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

**DECISION MADE:**

**Signed:**

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

EXECUTIVE BOARD MEMBER

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

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD MEMBER DECISION MEETING FOR HOUSING

10<sup>TH</sup> MARCH, 2020

### SUBJECT:

**Creating a Local Lettings Policy for Dylan (Phase one), the Council's First New Build Development**

#### Purpose

The purpose of this report is to create a Local Lettings Policy for Phase one of the first Council new build development in Dylan, Llanelli. This Local Lettings Policy will ensure that we create a sustainable, community where people are proud to live.

This Local Lettings Policy will apply to phase one on the Dylan Development only, consisting of 12 homes.

#### Context

The Dylan development in the ward of Bynea is the Council's first new build development. The development consists of 32 homes and is a mix of two and four bedroom homes and two bedroom bungalows.

The development will be handed over in three phases. Phase one consists of 12 homes and will be ready for occupation in May 2020. Each phase on the development will have a Local Lettings Policy to ensure that we create a sustainable community.

#### Housing Need

The ward of Bynea is an area of high housing need. This need can be best addressed by providing a mix of:

- Two bedroom homes for small families, this includes families currently under occupying larger homes in the area;
- Four bedroom homes for large families, this includes families currently living in unsuitable or overcrowded accommodation in the area;
- Two bedroom bungalows for older people in the community who's current homes are unsuitable for their needs.

The Council's new build development at Dylan has been designed to meet this housing need. The first phase which relates to this Local lettings Policy is a mix of ten two bedroom homes and two four bedroom homes. Phase one will be ready for occupation in May 2020.



### **The Aim of the Local Lettings Policy**

The aim of the Local Lettings Policy is to achieve and maintain a balanced and sustainable community by managing the allocation of homes at Dylan. This will include managing the mix of families, some with high vulnerabilities or complex needs, within the estate to reduce the likelihood of lifestyle clashes.

CCC will work openly and honestly to ensure the success of the lettings plan so that the allocations meet local housing need and ensure it is a good and vibrant place to live for current and future residents.

The new homes will be advertised through Canfod Cartref and the adverts will meet the proposal set out in this Local Lettings Policy. We will seek to identify an appropriate mix of tenants based on their current Housing Need and individual circumstances. The LLP will also provide opportunities to transfer existing Social Housing Tenants, if it offers up a better use of housing stock and subsequent Housing opportunities to others on the Housing Register

### **Carmarthenshire County Council Choice Based Lettings Procedure**

The Local Lettings Policy will be implemented in line with Carmarthenshire County Council's Choice Based Lettings Procedure that states:

*"A local lettings policy must be approved by the Executive Board Member for Housing (Council) or the housing association board 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."*

*An example is, when looking at new housing developments, a local lettings plan is required to ensure a sustainable community cohesion is sought. Preference can be awarded to transfer applicants to allow for a mix of tenants in a new area."*

### **Allocation and Letting proposal- Dylan Phase one, May 2020**

10 x 2 bedroom houses and 2 x 4 Bed Houses

CCC will allocate these properties to the following 'bands' of applicants:

- 3 Band A applicants
- 3 Band B applicants
- 2 'registered only' applicants
- 4 Transfer Applicants

The 4 Transfers will be allocated to Households that are either overcrowding, or under-occupying, their current Social Housing homes.

Transfer Applicants who have a Community Connection will be prioritized. (as laid out in Carmarthenshire's Allocation Policy this will include applicants with connection to the Bynea, Llwynhendy, Llangennech and Hendy Wards)

## Allocation Conditions

When allocating homes at Dylan, the following groups will be excluded:

- Anyone subject to a Multi-Agency Public Protection Arrangement (MAPPA).
- Anyone subject to a Criminal Behaviour Order (CRIMBO) or Anti-Social Behaviour Order (ASBO).
- Anyone who would be deemed to be ineligible under the conditions of Sensitive Letting , as laid out in CCC's Choice Based Lettings Procedures

## Advertisement

The development will be advertised through Canfod Cartref, completing all the mandatory fields so that the adverts are consistent and transparent.

## Shortlisting

The applicants' bids will be assessed based on the Allocations Conditions set out in this Local Lettings Policy and their housing need, as outlined in Carmarthenshire's Allocation Policy.

## Equality and Diversity

When allocating these homes, CCC will not discriminate on the grounds of gender, race, ethnic or national origin, religion, sexual orientation, marital status, age or disability.

## Term and Review

This Local Lettings Policy will remain in place for 6 months following **all homes** (phase one) being let, to ensure the community is appropriately established. The Policy and its impact on the community will be reviewed by Carmarthenshire County Council, in consultation with its RSL partners, after this period to determine whether the term should be extended.

DETAILED REPORT ATTACHED ?

YES –

- Local Lettings Policy
- Equalities 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: Jonathan Morgan

Head of Homes and Safer Communities

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

## 1. Policy, Crime & Disorder and Equalities

The development of the Local Lettings scheme is aligned with the Council's overarching Access to Social Housing Policy.

## 2. Legal

The policy must be signed off by the Executive Board Member for Housing before it can be implemented and approved by the Social Housing Partnership to ensure no adverse impact on other landlords. This is in line with the process identified in the Allocation Policy.

## 5.Risk Management Issues

Failure to implement a Local Lettings Policy for the new development could potentially result in a delay in allocating properties and the lack of cohesion in the new formed communities.

## 7.Physical Assets

The new development at Dylan will result in 32 additional homes being managed by Housing Services as part of the Council stock. Phase one to which this Local Lettings Policy relates consists of the first 12 homes on the development.

# CONSULTATIONS

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

Signed: Jonathan Morgan Head of Homes and Safer Communities

## 1. Scrutiny Committee

N/A

## 2. Local Member(s)

Cllr Deryk Cundy (Bynea) was consulted on 2<sup>nd</sup> March, 2020 and is happy to proceed with this Local Lettings Policy.

## 3. Community / Town Council

N/A

## 4. Relevant Partners

RSL partnership board consulted and no objections raised.

## 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

# Creating a Local Lettings Policy for Dylan (Phase one), the Council's First New Build Development

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## 1.0 Purpose

The purpose of this report is to create a Local Lettings Policy for Phase one of the first Council new build development in Dylan, Llanelli. This Local Lettings Policy will ensure that we create a sustainable, community where people are proud to live.

This Local Lettings Policy will apply to phase one on the Dylan Development only, consisting of 12 homes.

10 No. two bedroom homes for small families

2 No. four bedroom homes for large families

## 2.0 Context

The Dylan development in the ward of Bynea is the Council's first new build development. The development consists of 32 homes and is a mix of two and four bedroom homes and two bedroom bungalows.

The development will be handed over in three phases. Phase one consists of 12 homes and will be ready for occupation in May 2020. The site plan of phase one is shown below and consists of plots 1 to 12.



Each phase on the development will have a Local Lettings Policy to ensure that we create a sustainable community.

### **3.0 Housing Need**

The ward of Bynea is an area of high housing need. This need can be best addressed by providing:

- Two bedroom homes for small families, this includes families currently under occupying larger homes in the area;
- Four bedroom homes for large families, this includes families currently living in unsuitable or overcrowded accommodation in the area;
- Two bedroom bungalows for older people in the community who's current homes are unsuitable for their needs.

The Council's new build development at Dylan has been designed to meet this need. The homes on the development consist of:

- 22 x two bedroom homes
- 6 x four bedroom homes
- 4 x two bedroom bungalows

The first phase which relates to this Local lettings Policy is a mix of ten two bedroom homes and two four bedroom homes.

### **4.0 The Aim of the Local Lettings Policy**

The aim of the Local Lettings Policy is to achieve and maintain a balanced and sustainable community by managing the allocation of homes at Dylan. This will include managing the mix of families, some with high vulnerabilities or complex needs, within the estate to reduce the likelihood of lifestyle clashes.

CCC will work openly and honestly with to ensure the success of the lettings plan so that the allocations meet local housing need and ensure it is a good and vibrant place to live for current and future residents.

The new homes will be advertised through Canfod Cartref and the adverts will meet the proposal set out in this Local Lettings Policy. We will seek to identify an appropriate mix of tenants based on their current Housing Need and individual circumstances. The LLP will also provide opportunities to transfer existing Social Housing Tenants, if it offers up a better use of housing stock and subsequent Housing opportunities to others on the Housing Register

### **5.0 Carmarthenshire County Council Choice Based Lettings Procedure**

The Local Lettings Policy will be implemented in line with Carmarthenshire County Council's Choice Based Lettings Procedure that states:

*"A local lettings policy must be approved by the Executive Board Member for Housing (Council) or the housing association board 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.*

*An example is, when looking at new housing developments, a local lettings plan is required to ensure a sustainable community cohesion is sought. Preference can be awarded to transfer applicants to allow for a mix of tenants in a new area."*

## **6.0 Allocation and Letting proposal- Dylan Phase one, May 2020**

10 x 2 bedroom houses and 2 x 4 Bed Houses

CCC will allocate these properties to following 'bands' of applicants:

- 3 Band A applicants
- 3 Band B applicants
- 2 'registered only' applicants
- 4 Transfer Applicants

The 4 Transfers will be allocated to Households that are either overcrowding, or under-occupying, their current Social Housing homes.

Transfer Applicants who have a Community Connection will be prioritized. (as laid out in Carmarthenshire's Allocation Policy this will include applicants with connection to the Bynea, Llwynhendy, Llangennech and Hendy Wards)

## **7.0 Allocation Conditions**

When allocating homes at Dylan, the following groups will be excluded:

- Anyone subject to a Multi-Agency Public Protection Arrangement (MAPPA).
- Anyone subject to a Criminal Behaviour Order (CRIMBO) or Anti-Social Behaviour Order (ASBO).
- Anyone who would be deemed to be ineligible under the conditions of Sensitive Letting , as laid out in CCC's Choice Based Lettings Procedures

## **8.0 Advertisement**

The development will be advertised through Canfod Cartref, completing all the mandatory fields so that the adverts are consistent and transparent.

## **9.0 Shortlisting**

The applicants' bids will be assessed based on the Allocations Conditions set out in this Local Lettings Policy and their housing need, as outlined in Carmarthenshire's Allocation Policy.

## **10.0 Equality and Diversity**

When allocating these homes, CCC will not discriminate on the grounds of gender, race, ethnic or national origin, religion, sexual orientation, marital status, age or disability.

## **11.0 Term and Review**

This Local Lettings Policy will remain in place for 6 months following **all homes** (phase one) being let, to ensure the community is appropriately established. The Policy and its impact on the community will be reviewed by Carmarthenshire County Council, in consultation with its RSL partners, after this period to determine whether the term should be extended.

Signed on behalf of Carmarthenshire County Council:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Mae'r dudalen hon yn wag yn fwriadol



## **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 Equality Impact Assessment. Where this assessment identifies a significant impact then more detail may be required.

**Reporting on assessments**

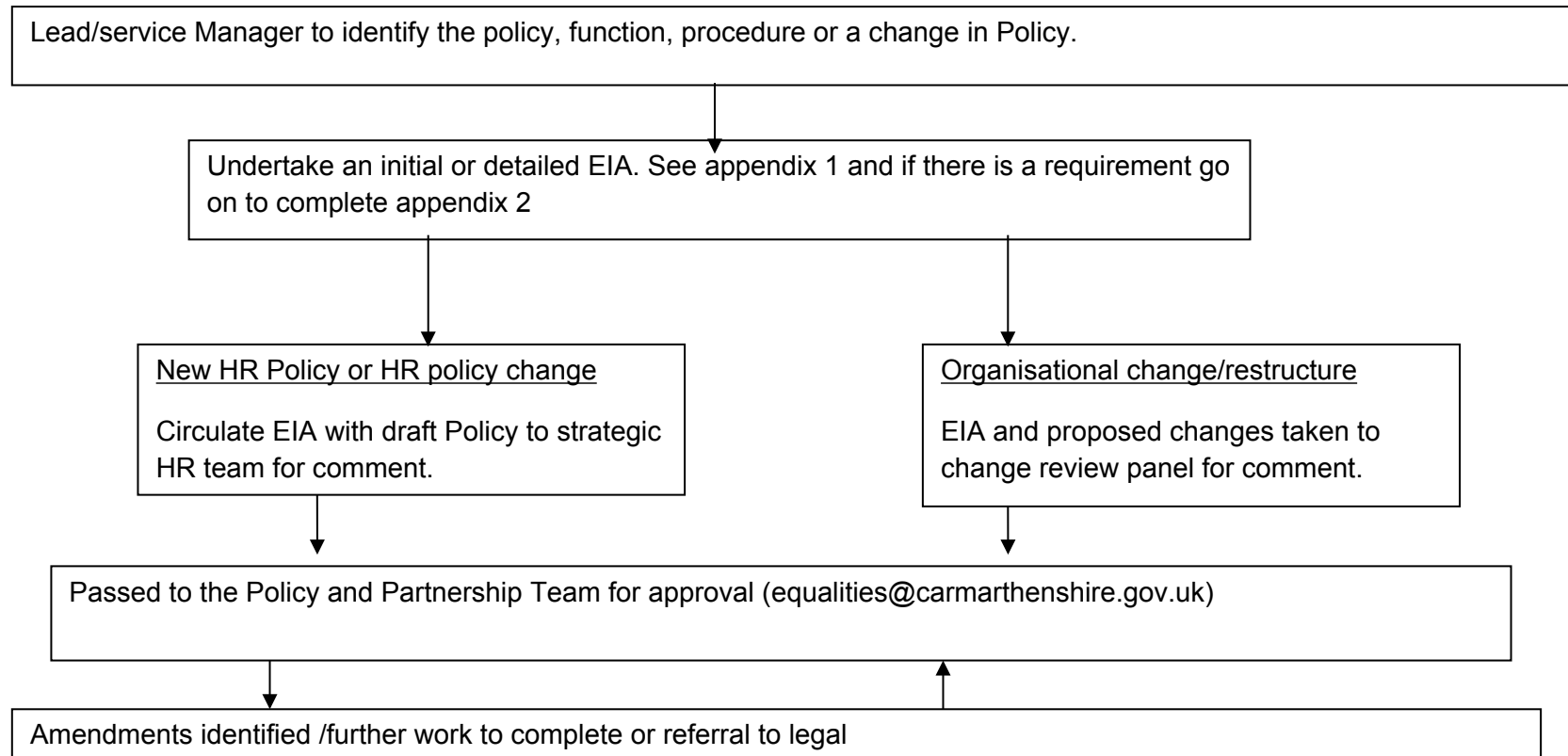
Where it is clear from the assessment that the likely impact on the authority's ability to meet the general duty is substantial, then it must publish a report.

**Initial and Detailed Equality Impact Assessments**

The initial EIA (appendix 1) is a simple and quick method of assessing the effect of a policy, function, procedure, decision including financial cuts on one or more of the protected characteristics.

The Service Manager responsible for the relevant new or revised policies, functions, procedures and financial decisions must undertake, at least, an initial EIA and where relevant a detailed Equality Impact Assessment (appendix 2); EIA must be attached as background paper with reports to Executive and Scrutiny .

### Equality impact assessment – Process to follow where HR implications have been identified



## Initial Equalities Impact Assessment Template

## Appendix 1

<b>Department:</b>  Communities	<b>Completed by (lead):</b>  Adele Lodwig ,Advice & Tenancy Support Manager	<b>Date of initial assessment:</b>  <b>February 2020</b>  <b>Revision Dates: (N/A)</b>
<b>Area to be assessed: (i.e. name of policy, function, procedure, practice or a financial decision)</b>	Dylan Local Lettings Plan	
<b>Is this existing or new function/policy, procedure, practice or decision?</b>		It is an existing under Carmarthenshire' Access to Social Housing policy, however, this is to assess a Local Lettings Plan as part of a new build development at Dylan Llanelli
<b>What evidence has been used to inform the assessment and policy? (please list only)</b>		
<p>There is a legal requirement to review allocations policies as per Housing Act. There is no legal duty to review Local Lettings plans, however, given we are deviating from the 'normal' allocation policy, we believe it to be best practice to consider any equality's impact and consultation has been completed with -</p> <ul style="list-style-type: none"> <li>• Partner RSLs</li> <li>• Local Members</li> <li>• Staff</li> </ul>		

<b>1. Describe the aims, objectives or purpose of the proposed function/policy, practice, procedure or decision and who is intended to benefit.</b>	<p>The purpose of a local lettings plan (LLP), which is allowed within our Allocations Policy and the Housing Act, is to enable a mix of household types into a new development to ensure community cohesion and give a newly formed community balance. This is only for the first round of allocation. All future allocations will be let in accordance thereafter with the Allocation Policy.</p> <p>The LLP also allows us the opportunity to give existing tenants the ability to move where they are under or over crowded in Council accommodation but have not wanted to move on as they wish to remain in secure social housing or in their local area.</p>
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		Local Members have been actively consulted in developing the LLP. We have developed it to ensure it means both legal requirements and local needs.			
<b>The Public Sector Equality Duty requires the Council to have “due regard” to the need to:-</b>  (1) eliminate unlawful discrimination, harassment and victimisation;  (2) advance equality of opportunity between different groups; and  (3) foster good relations between different groups  (see guidance notes)		<b>2. What is the level of impact on each group/ protected characteristics in terms of the three aims of the duty?</b>  <b>Please indicate high (H) medium (M), low (L), no effect (N) for each.</b>	<b>3. Identify the risk or positive effect that could result for each of the group/protected characteristics?</b>		<b>4. If there is a disproportionately negative impact what mitigating factors have you considered?</b>
			Risks	Positive effects	
Protected Characteristics	Age	Low			Open to anyone over 16 years therefore no negative impact.
	Disability	Low		Later phases of the development will have bungalows, therefore positive consideration can be given to disabled applicants for these	



	<b>Welsh language</b>	Low	The LLP and advertising the homes on Canfod Cartref descriptions are provided in both English & Welsh		
	<b>Any other area</b>				

<p><b>5. Has there been any consultation/engagement with the appropriate protected characteristics?</b></p>	<p><b>No</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/></p> <p>As no identified issues to address.</p>	
<p><b>6. What action(s) will you take to reduce any disproportionately negative impact, if any?</b></p> <p>The Council is committed to securing genuine equality of opportunity, whether required in law or not, in all aspects of our activities as service providers. In practice, this means that every effort is made to ensure that all sectors of the community have equal access to services offered by the Council and its partners. No person will receive less favourable treatment than others because of gender, disability, age, ethnic or national origin, marital status, religious creed, sexuality or responsibility for dependants.</p>		
<p><b>7. Procurement</b></p> <p>There are no procurement issues</p>		
<p><b>8. Human resources</b></p> <p>There are no human resource issues.</p>		
<p><b>9. Based on the information in sections 2 and 6, should this function/policy/procedure/practice or a decision proceed to Detailed</b></p>		

Tuesday  
24  
Feb  
2020

Impact Assessment? (recommended if one or more H under section 2)			NO <input type="checkbox"/>
Approved by: Head of Service	Jonathan Morgan Head of Service	Date: 20 Feb 2020	



## Detailed Equalities Impact Assessment Template

### Appendix 2

<b>Department:</b>	<p>Not applicable Initial impact assessment is sufficient</p> <p>Please see initial impact assessment</p>
<b>Completed by (lead):</b>	
<b>Date of Detailed assessment:</b>	
<b>Area to be assessed: (<i>Policy, function, procedure, practice or a financial decision</i>)</b>	Please see initial impact assessment
<b>Is this existing or new function/policy/Procedure/ practice</b>	Please see initial impact assessment

<b>1. Describe the aims, objectives or purpose of the function/policy, practice or procedure and who is intended to benefit.</b>	Please see initial impact assessment
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<b>2. Please list any existing documents, evidence, research which have been used to inform the Detailed equality impact assessment.</b> (This must include relevant data used in this assessment)				
<b>3. Has any consultation, involvement been undertaken with the protected characteristics to inform this assessment?</b> (please provide details, who and how consulted)				
<b>4. What is the actual/likely impact?</b>				
<b>5. What actions are proposed to address the impact? (<i>The actions needs to be specific, measurable and outcome based</i>)</b>	<b>What are we going to do</b>	<b>Who will be responsible</b>	<b>When will it be completed</b>	<b>How will we know we have achieved our objective</b>

<b>6. How will actions be monitored?</b>				
<b>Approved by:</b> Head of Service		Date:		

Thank you for completing this assessment.

For further information regarding Assessing Impact, please contact the -

Policy & Partnership Team

Chief Executive's Department

01267 22(4914) / (4676)

[equalities@carmarthenshire.gov.uk](mailto:equalities@carmarthenshire.gov.uk)

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

Equality Impact Assessment Template November 2013

Mae'r dudalen hon yn wag yn fwiadol

10 MAWRTH, 2020

<b>Yr Aelod o'r Bwrdd Gweithredol:</b>	<b>Y Portffolio:</b>
<b>Y Cyng. Linda Evans</b>	<b>Tai</b>

**Y PWNC:****PENNU RHENTI AR GYFER SAFLE SIPSIWN/TEITHWYR PEN-Y-BRYN  
2020/21****Y Pwrrpas:**

Pwrrpas yr adroddiad hwn yw cadarnhau'r cynnydd yn y rhenti wythnosol ar gyfer safle Sipsiwn/Teithwyr Pen-y-bryn yn ystod y blwyddyn ariannol 2020/21.

**Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:**

- Cynyddir lefelau rhenti ar gyfer lleoedd ar safle sipsiwn/teithwyr Penybryn gan 2.7% ac felly eu gosod yn £56.22 (yn ogystal â thaliadau am wasanaethau a threthi dŵr) ar gyfer 2020/21.

**Y Rhesymau:**

- Cynyddu'r rhenti ar safle Sipsiwn/Teithwyr Pen-y-bryn, trwy ddilyn polisi gosod rhent Llywodraeth Cymru ac i gydymffurfio ag polisi tâl gwasanaeth.

<b>Y Gyfarwyddiaeth Cymunedau Enw Pennaeth y Gwasanaeth: Jonathan Morgan Awdur yr Adroddiad: Sue Watts</b>	<b>Swydd: Pennaeth Cartrefi a Chymunedau Mwy Diogel  Rheolwr Diogelu'r Amgylchedd</b>	<b>Rhif ffôn/ Cyfeiriad E-bost:</b>  JMorgan@sirgar.gov.uk 01267 228960  <a href="mailto:sewatts@sirgar.gov.uk">sewatts@sirgar.gov.uk</a> 01267 228929
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**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 <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD MEMBER DECISION MEETING FOR HOUSING SERVICES

10<sup>TH</sup> MARCH, 2020

### SUBJECT:

**Rent Setting for Penybryn Gypsy/Traveller Site 2020/21**

#### Context

The Gypsy and Travellers' site at Penybryn 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 follow this policy. It is therefore proposed that rents for Penybryn site be increased by the same formula applied to council tenants using the Welsh Government rent setting policy. For the financial year 2020/21 this would be a 2.7% increase (CPI rate as of September 2019).

As a result, it is recommended that the weekly rental levels for 2020/21 (financial year) for Penybryn site is set at £56.22 (net of service charges and water rates). This rental level will provide an annual income of £40,478.40 for 2020/21, if all 15 pitches were occupied throughout the year.

	<u>Weekly Rate</u>
	£
<b>Rent paid to Landlord</b>	<b><u>£56.22</u></b>
<b>Service charges</b>	
Communal repairs	£18.74
Communal Lighting / Electricity	£1.18
Grounds maintenance	£0.00
Play area service charge inspection	£1.89
Communal Pest control	£0.00
Communal Refuse Removal/Street Cleansing	£10.89
Furniture & White Goods	£0.00
Admin Fee 10%	£3.27
<b><u>Total Services</u></b>	<b><u>£35.97</u></b>
<b>Net Rents &amp; Service Charge</b>	<b><u>£92.19</u></b>
<b><u>Eligible Rent</u></b>	<b><u>£92.19</u></b>
<b>Note: Non Eligible Services</b>	
Welsh Water Charge	£17.00
<b><u>Total Non Eligible Charge</u></b>	<b><u>£17.00</u></b>
<b><u>Total Inclusive Rent</u></b>	<b><u>£109.19</u></b>

**Table1: Total rent payable for Penybryn Gypsy/Traveller Site for 2020/21**

*Please note that rent is calculated over a 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 £56.22 collected over 48 weeks.
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 £17.00 collected over 48 weeks
4. Authorise officers to consult with the residents of Penybryn and set the overall charges 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: Jonathan Morgan

Interim Head of Homes and Safer Communities

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.**

- (1) *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 particular characteristic group.**

## 3. Finance

Increasing the weekly rental levels at Penybryn will provide an annual income which covers expenditure incurred by the Council Fund in the running and upkeep of the caravan site.

## CONSULTATIONS

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

Signed:           Jonathan Morgan   Interim Head of Homes & Safer Communities

**1. Scrutiny Committee - N/A**

**2. Local Member(s)**

Cllr. Derrick Cundy has been consulted and confirmed that he would like to follow with precedent and raise the rent in line with other Council tenants.

**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**

Document is Restricted

Mae'r dudalen hon yn wag yn fwriadol

Document is Restricted

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