

Portfolio Holder for Corporate Governance, Housing and Public Protection



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4 June 2018

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NOTICE OF INTENDED PORTFOLIO HOLDER DELEGATED DECISION

The Portfolio Holder has received the following report for a decision to be taken under delegated authority. The decision will be taken on **8 June 2018** (i.e. 3 clear days after the date of this note). The decision will be published on the Council's website but will not be implemented until 5 clear days after the date of publication of the decision) to comply with the call-in process set out in Rule 7.37 of the Constitution.

1.	GYPSY AND TRAVELLER ALLOCATION POLICY AND PROCEDURE
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CYNGOR SIR POWYS COUNTY COUNCIL**PORTFOLIO HOLDER DELEGATED DECISION**

by

County Councillor James Evans**Portfolio Holder for Corporate Governance, Housing & Public Protection
June 2018****REPORT AUTHOR: Housing Policy and Strategy Officer****SUBJECT: Gypsy and Traveller Allocation Policy and Procedure**

REPORT FOR: Decision

1. Summary

- 1.1. This report sets out the proposed policy and procedure regarding the allocation of gypsy and traveller plots.
- 1.2. Please refer to Appendices 1 and 2 Gypsy and Traveller Allocation Policy and Procedure for further information.

2. Proposal

- 2.1. The Council's Housing Service (the Council) is landlord to two Gypsy and Traveller sites, one in Brecon which has 14 residential pitches and one in Welshpool which has 10 residential pitches. In addition there are plans to develop a permanent authorised site in Machynlleth.
- 2.2. When a pitch becomes vacant, it is the responsibility of the Housing Management and Options Officer to ensure allocations are made according to the needs of applicants and in such a way as to ensure the effective management of sites.
- 2.3. The policy and procedure looks to formalise the current practice with regard to the allocation of gypsy and traveller plots. It aims to ensure applicants and staff are aware of the assessment process, the criteria needed to be accepted onto the scheme, how applicants are prioritised and how an allocation is made
- 2.4. It is worth noting that there is no specific guidance contained in the Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness on which a gypsy and traveller allocation policy is to be framed.

- 2.5. In order to achieve consistency, the policy mirrors the Common Housing Allocations policy which governs how social housing within Powys is allocated.
- 2.6. In order to be accepted onto the register, an applicant must be in housing need and ready to move. The applicant is then placed within one of four bands and within each band priority is given to those on the list the longest.
- 2.7. Family connection is key and due account will be taken of the need to ensure that families on the list will be compatible with other existing family groups in order to create and maintain a stable situation on the sites.
- 2.8. Consultation took place with:
 - Current Gypsy and Traveller tenants
 - Relevant Housing Staff
 - Legal Services
 - Welsh Government
- 2.9. The report is supported by the following appendices:
 - 1: Gypsy and Traveller Allocation Policy
 - 2: Gypsy and Traveller Allocation Procedure
 - 3: Single Integrated Impact Assessment
 - 4: Common Allocation Policy and Procedure

3. Options Considered / Available

- 3.1. Approve the policy and procedure. This will ensure clarity and consistency across the County and bring the Gypsy and Traveller Allocation policy in line with the Common Allocation Scheme policy. Appropriate advice and assistance will be given to applicants to help ensure their needs are met and where allocated help to create and maintain a stable environment on site.
- 3.2. Do not approve the policy and procedure. This will result in the Council having to follow an out of date policy where the assessment process and eligibility criteria are no longer viable given the introduction of a new housing IT system resulting in a failure to allocate sites appropriately.

4. Preferred Choice and Reasons

- 4.1 The preferred choice is to approve the policy and procedure for the reasons provided above.

5. Impact Assessment

5.1 Is an impact assessment required? Yes

5.2 If yes is it attached? Yes

6. Corporate Improvement Plan

6.1 The policy feeds into the Councils priority of “Supporting people in the community to live fulfilled lives” as it will help to ensure that suitable housing for everyone, including gypsy and traveller sites, is provided.

6.2 It also helps to meet the wellbeing goal of “A more Equal Wales” as the policy recognises that everyone’s needs are met in different way and in the same way that an applicant can register their interest for social accommodation, so an applicant can register their interest for a gypsy and traveller site.

6.3 The policy also helps to ensure the wellbeing goal “A Wales of Cohesive Communities” as it allows the Council to maintain a stable situation on sites by ensuring that families on the waiting list will be compatible with other existing family groups so as not to destabilise the harmony of life for existing occupants.

7. Local Member(s)

7.1 At the current moment the policy and procedure may have significance for those local members covering the Welshpool and Brecon areas due to the location of the gypsy and traveller sites however, ultimately the policy applies county wide.

8. Other Front Line Services

8.1 Does the recommendation impact on other services run by the Council or on behalf of the Council? No

9. Communications

9.1 Have Communications seen a copy of this report? Yes

Have they made a comment? If Yes insert here.

“No proactive communication action required for this report”

10. Support Services (Legal, Finance, Corporate Property, HR, ICT,

10.1 Legal – The policy is in line with other LA’s and appropriate to our current Common Housing Register Policy

10.2 Finance – The Finance Manager notes the content of the report.

11. Scrutiny

11.1 Has this report been scrutinised? No

12. Statutory Officers

12.1 The Head of Financial Services (Deputy S151 Officer) notes the content of the report.

12.2 The Solicitor to the Council (Monitoring Officer) commented as follows: “I note the legal comments and have nothing to add to the report.”

13. Members’ Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If the Portfolio Holder has an interest, he/she should declare it, complete the relevant notification for and refer the matter to Cabinet for decision.

Recommendation:	Reason for Recommendation:
To approve the Gypsy and Traveller Allocation Policy and Procedure set out in Appendices 1 and 2 respectively	This will ensure clarity and consistency across the County and bring the Gypsy and Traveller Allocation policy in line with the Common Allocation Scheme policy. Appropriate advice and assistance will be given to applicants to help ensure their needs are met and where allocated help to create and maintain a stable environment on site.

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

Relevant Local Member(s):	All members
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Person(s) To Implement Decision:	Simon Inkson
Date By When Decision To Be Implemented:	

Contact Officer: Kelly Jones
Tel: 07795 238631
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CYNGOR SIR *POWYS* COUNTY COUNCIL

Housing Services

Gypsy and Traveller Allocation Policy

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- 9) Part 9 Reviewing decisions, complaints and compliments
- 10) Part 10 Review of policy

Part 1 Introduction

- 1.1 The aim of the policy is to ensure that allocations are made according to the needs of applicants and in such a way as to ensure the effective management of sites.
- 1.2 The Council will take a balanced and professional view on all factors outlined in the application in order to create and maintain a stable situation on the sites. Consequently due account will be taken of the need to ensure that families on the list will be compatible with other existing family groups so as not to destabilise the harmony of life for existing occupants.

Part 2 Assessment

- 2.1 According to s.108 of the Housing Wales Act 2014, a gypsy/traveller is:

“Persons of a nomadic habit of life, whatever their race or origin, including:

- Persons who, on grounds only of their own or their family’s or dependants’ educational or health needs or old age, have ceased to travel temporarily or permanently, and
- Members of an organised group of travelling show people or circus people (whether or not travelling together as such); and
- All other persons with a cultural tradition of nomadism or of living in a mobile home.”

- 2.2 Enquiries regarding accommodation for gypsies and travellers should be made to the Housing Service where applications will initially be dealt with by First Contact Officers.

Irrespective of eligibility, everybody who makes contact will be interviewed in order to gain an understanding of their circumstances and be in a position to offer the most appropriate advice and assistance.

In order to be accepted onto the Scheme all applicants **MUST** be:

- Ready to move
- In housing need

Applicants should make their choice of site accommodation as wide as possible in order to increase the chances of being allocated a plot. However, the applicant should not indicate sites that they are not interested in, as this would inhibit an offer to another family.

It is a criminal offence which may be punishable by a fine, for anyone to knowingly or recklessly give false information or to knowingly withhold information that is reasonably requested. If an applicant is granted a tenancy based on a false statement, the tenancy may be terminated and prosecution may be considered.

Part 3 Unacceptable behaviour

- 3.1 An applicant will be expected to declare any past or current behavioural issues which may have an impact on any future tenancy from the outset, take responsibility for such behaviour and be willing to engage with partner organisations or a third party to achieve a suitable course of action. Where necessary a “Housing Plan” will be agreed to help ensure the applicant is able to maintain a successful tenancy in the future.

Applicants, or members of their household, who have been guilty of unacceptable behaviour serious enough to render them unsuitable to be a tenant may be deemed “not ready to move” and therefore not accepted onto the waiting list.

Part 4 Criteria

4.1 Housing Need

It is the aim to allocate gypsy and traveller plots to those in need. The housing need criteria on which applicants are considered are a reflection of those used in the Council’s Common Allocation Scheme for social housing as referred to in legislation and Welsh Government guidance.

- 4.2 For an applicant to be accepted onto the Gypsy and Travellers Allocation Scheme they must meet one of the reasonable preference categories, as set out in s.167(2) of the 1996 Housing Act:
- (i) People who are homeless within the meaning of Part 7 of the 1996 Act.;
 - (ii) People who are owed a duty by any local authority under section 190(2), 193(2) or 195(2) of the 1996 Act or who are occupying accommodation secured by any local authority under section 192(3).;

- (iii) People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- (iv) People who need to move on medical or welfare grounds, and
- (v) People who need to move to a particular locality in the area of the local authority, where failure to meet that need would cause hardship (to themselves or to others).

Note: Past housing history, will be taken into account when assessing a person's housing need.

Proof of circumstance and supporting evidence may be required.

4.3 Ready to Move

Only those ready to move will be accepted onto the scheme. Ready to move takes into consideration:

- Affordability
- Budgeting
- Behaviour
- Tenancy Management skills

Please note: Transfer applicants are not given any additional preference - as with other applicants they must be ready to move and in housing need.

Part 5 Banding

Priority will be given to applicants who fall into the following bands. Within each band priority is given to those on the list the longest. In the event of the application date being the same, priority will be given to the application with the lowest application number. If the application is re-banded in a higher band, the date of re-banding will become the new application date.

Proof of circumstance and supporting evidence may be required.

1. Emergency Band

Priority will be given to those who have a housing need and are ready to move, as defined above, and require an urgent move. Family and local connection may be taken into consideration.

Senior staff will need to agree, based on evidence, when emergency / urgent moves are required.

2. Family Connection Band

Priority is next given to those who have a housing need and are ready to move, as defined above, but who also have a family connection to a household on an existing plot on the site they wish to be housed.

3. Local Connection Band

Priority is next given to those who have a housing need and are ready to move, as defined above, but who also have a local connection to the area / town / village of their choice. An applicant may have a connection with more than one community.

4. Housing Need Band

Priority is then given to those who have a housing need and are ready to move, as identified above, but have no family or local connection to the area of their choice.

If the applicant subsequently qualifies for family or local connection, it is the responsibility of the individual to notify Powys County Council of their change in circumstance so that their application can be re-banded.

Part 6 Formal Offers

Applicants may receive two offers of accommodation; however refusal of the second offer will result in the application being reviewed. If no reasonable explanation is given for the refusal, the application will be removed from the Scheme.

Applicants removed from the Scheme can reapply but their housing need will be re-assessed and, if eligible, they will be accepted onto the Scheme as at that date.

Part 7 Reviews

7.1 Reviews of applicants' circumstances will be carried out on a rolling basis at least every 6 months

7.2 Applicants have the right to request a review of a decision regarding their:

- Eligibility
- Any facts on which have been relied upon

7.3 Requests for review should be made in writing, with assistance where required, within 28 days of notification of the decision.

Applicants' circumstances at the time of the review will be considered, particularly if they have changed from when the decision was first made.

A member of Powys County Council's Management Team will consider the review, unless they were involved in the original decision. In this event another Manager will consider the review. Applicants will be informed of the outcome of the review within 14 days of the hearing or receipt of the written statements.

If the applicant remains dissatisfied with the review decision they may apply for a judicial review

Part 8 Equalities

Introduction

- 8.1 The Council is committed to giving an equitable service to all.

Procedures and Practices

- 8.2 The Council's staff and contractors will operate in such a way to ensure that their procedures and practices are sensitive to the needs of individual residents. They will ensure that they do not discriminate in any way.
- 8.3 Enforcement and application of this policy will from time to time need to be tailored to meet the needs of individuals. All cases will be considered on an individual basis.

Information

- 8.4 The Council will in all reasonable circumstances make information available in a variety of information formats, including **for example**:
- braille
 - large print
 - audio tape
- 8.5 Where specialist services are required to ensure that information is accessible to the tenant or member of their family, the Council will provide these specialist services where reasonable.

PART 9 Reviewing Decisions, Complaints and Compliments

Introduction

- 9.1 The Council is committed to improving service delivery and putting right any mistakes.

Review

- 9.2 Anyone that is affected by a decision of the Council's Housing Service is entitled to ask for an independent review from a manager or team leader that was not involved in the making the decision.

Complaints and Compliments

- 9.3 The Council welcomes all feedback from customers because it helps to improve services.
- 9.4 When the Council receives a complaint, the Corporate Complaints Procedures will be followed.
- 9.5 The Council will aim to clarify any issues about which someone is not sure.
- 9.6 Where possible, the Council will put right any mistakes it may have made.
- 9.7 Where the Council gets something wrong, it will apologise and where appropriate try to put things right.
- 9.8 The Council will aim to learn from mistakes and good practice and use the information gained to improve services.

PART 10 Review of Policy

- 10.1 This policy will be reviewed by the Council every three years unless there are circumstances that require a review, for example a change in legislation or regulation.
- 10.2 Where there has been a change in legislation which has an impact on the policy, the policy will be reviewed within 3 months of the legislation or regulation coming into effect.

CYNGOR SIR *POWYS* COUNTY COUNCIL

Housing Services

Gypsy and Traveller Allocation Procedure

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- 1) Part 1 Assessment
- 2) Part 2 Unacceptable Behaviour
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Part 1 Assessment

- 1.1 On contacting the Housing Service, applicants should be advised how to access the Gypsy and Travellers Allocation Policy and given guidance on why it should be considered when making contact with Powys County Council to apply for a plot.
- 1.2 An application form is not completed - all information is gathered at the interview, usually over the telephone, and is recorded onto a Person Record form. This form must be verified and signed by each applicant at point of offer together with the requisite proof of ID as detailed in the ID verification leaflet.

Where proof of identity is not available from the applicant, the Housing Management and Options Officer should attempt to obtain some form of identity from other family members who will be residing on the site. All attempts should be made to secure some form of identity. This can be in the form of passports, driving licence, birth certificates or utility bills or receipts from previous sites. Where 'photo id' is not available, a letter and a photograph should be signed by a professional associate (for example, a teacher) to verify the identity of the individual (as with Passport applications).

It must be made clear to the applicants at registration stage which ID will be required if they are to be allocated a property to allow them time to obtain the necessary documents.

Failure to provide the required documents may result in the offer being withdrawn.

- 1.3 An initial interview will be conducted and if there is an indication that the applicant may be eligible for the Gypsy and Traveller Allocation Scheme, the case will be referred to a caseworker who will take ownership of the case and pull in the necessary resources to ensure all options are considered.
- 1.4 Further guidance can be found below:

[Managing Gypsy and Traveller Sites in Wales](#)

[Mobile Homes \(Wales\) Act 2013](#)

[The Housing \(Wales\) Act 2014](#)

[The Welsh Government's Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness](#)

Part 2 Unacceptable behaviour

- 2.1 Any past or current behaviour which may have a bearing on an applicant's tenancy, should be disclosed at the interview and will be taken into account when considering their housing options.

Applicants, or members of their household, who have been guilty of unacceptable behaviour serious enough to render them unsuitable to be a tenant will be deemed "not ready to move" and not accepted onto the waiting list.

- 2.2 Each application will be considered on its merits and the applicant's personal circumstances (and those of the applicant's household) will be taken into account, including any health and medical needs, dependents and any other factors relevant to the application. Previous unacceptable behaviour may not justify a decision to treat the applicant as not ready to move where the applicant can show that the behaviour has improved. As a guideline only, where the unacceptable behaviour relates to rent arrears, for single persons a possession order would be granted if there were arrears of approx. £1000 and for families £2000.

Applicants deemed ineligible for housing will be provided with advice and guidance regarding their housing options when they contact the service.

- 2.3 Applicants deemed ineligible for housing will be notified of the decision and grounds of this in writing. They will also be informed of their right to request a review.

Part 3 Criteria

3.1 Housing Need

The Managing Gypsy and Traveller Sites in Wales Guidance (at paragraph 4.19) refers to additional assessment criteria which you may wish to consider when assessing housing need:

- Those currently occupying overcrowded or unsanitary conditions on existing sites.
- Those with a recognised cultural aversion to conventional housing.
- Those seeking to move to support elderly and disabled relatives living on site.

Proof of circumstance and supporting evidence may be required.

This might include:

- Medical Circumstances
 - Proof of pregnancy (letter from GP or Anti-natal file) stating EDD (Expected date of Delivery)
 - Letter from GP or Specialist concerning any serious health problems and details of any treatment received
 - Disabled Badge
- Proof of Homelessness
 - Possession order
 - Bailiff's warrant
 - Notice requiring / Seeking Possession i.e. Section 21 and Section 8
 - Letter from employer terminating employment (if accommodation is provided with job) accompanied by employment contract
 - Letter from relative/friend, asking applicant to leave (this letter should be signed, addressed and dated, providing a phone number and, ordinarily, giving at least 28 days' notice to vacate the premises)
 - Letter from solicitor/police/other organization referring to the Housing Needs Section
 - Divorce papers (including property settlement and/custody matters)

3.2 Ready to Move

Only those ready to move will be accepted onto the scheme. Ready to move takes into consideration aspects such as:

- Affordability
- Budgeting
- Ability to pay bills
- Behaviour
- Tenancy management skills

Affordability will be discussed as it will be very important to establish an applicant's ability to cover all costs; eligibility for welfare benefits will also be considered.

Aspects to be considered include the following:

- Being able to afford moving expenses
 - Moving/Removal expenses if necessary
 - Essential furniture required for the new home
 - One weeks site charges paid in full plus site charges paid in advance (may be necessary, even if in receipt of housing benefit)
 - Any rental overlaps

- Being able to manage a tenancy
 - Budgeting
 - Applying for benefits/grants
 - Paying bills
 - Ability to compare prices for utilities, mobiles etc

- Being packed and boxed up within a week or two

3.3 We will endeavour to carry out an affordability check with each applicant, prior to the offer of a plot. One week's site charge at the commencement of a tenancy will be expected for each letting and the importance of this must be stressed to the applicant at registration stage to enable them to budget accordingly. Where the affordability check has revealed it would not be appropriate to charge the tenant a site charge in advance, an alternative agreement may be made.

For applicants who are current tenants of social landlords a report may be requested from their current landlord in respect of the conduct of the tenancy to assess whether they are ready to move.

For those who are not ready to move yet but who may be anxious about the future, the necessary advice and options will be provided to ensure peace of mind.

Part 4 Banding

4.1 Priority will be given to applicants who fall into the following bands. Within each band priority is given to those on the list the longest. In the event of the application date being the same, priority will be given to the application with the lowest application number. If the application is re-banded in a higher band, the date of re-banding will become the new application date.

Proof of circumstance and supporting evidence may be required.

1. Emergency Band

With emergency cases, each will be considered individually and on its own merit. . Examples of situations that may constitute an emergency are:

- Management moves
- Where the applicant, or member of the applicants' family, may suffer harm if they are not re-housed.
- Witness protection

2. Family Connection Band

Priority is next given to those who have a housing need and are ready to move, as defined above, but who also have a family connection to a household on an existing plot on the site they wish to be housed.

As per s.113 of the Housing Act 1985, a family member is defined as the applicant's parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece.

In addition, the Council may consider other types of family relations where appropriate.

A relationship by marriage is treated as a relationship by blood. A relationship of the half blood is treated as a relationship of the whole blood. The stepchild of a person is treated as his or her child. An illegitimate child is treated as the legitimate child of his mother and reputed father.

Evidence of family connection may include

- Birth/Marriage/Death Certificates
- School records
- Sworn statements/affidavits from other relatives or friends etc. detailing how long they have known the people in question and where they know them from

3. Local Connection Band

Priority is next given to those who have a housing need and are ready to move, as defined above, but who also have a local connection to the area / town / village of their choice. An applicant may have a connection with more than one community.

Local Connection is when a person or persons:

- have lived in, been principally employed in, volunteered in or studied in the Community (defined as the Community Council area) for a period of at least 12 months at the time of application OR
- have previously lived in the Community for a period of at least 3 years and wish to live there; OR
- have a firm offer of employment in the Community, and who would otherwise be unable to take the offer because of the lack of affordable housing; OR
- have a firm offer of employment in the local Community or be currently employed in the local Community; OR

- wish to provide full time care to a resident/or need to receive full time care from a resident in the local Community who would otherwise be unable to because the lack of affordable housing; OR
- have close relatives who have lived in the area for the last 5 years continuously, from the date of application and both the person and the locally residing relative indicate a wish for them to be near them. Close relatives are usually defined as parents or children, however, consideration may also be given to other family members in certain circumstances; OR
- satisfy any of the above criteria, in relation to an adjoining rural community if the supply of affordable housing is insufficient.

The definitions of terms e.g. “local” correspond to those contained in the current planning policies of the Council.

Note the time constraints referenced above will not apply to current or previous Armed Forces personnel. This is in line with the Powys Armed Forces Covenant.

4. Housing Need Band

Priority is then given to those who have a housing need and are ready to move, as identified above, but have no family or local connection to the area of their choice.

If the applicant subsequently qualifies for family or local connection, it is the responsibility of the individual to notify Powys County Council of their change in circumstance so that their application can be re-banded.

Part 5 Formal Offers

- 5.1 Applicants may receive two offers of accommodation; however refusal of the second offer will result in the application being reviewed. If no reasonable explanation is given for the refusal, the application will be removed from the Scheme.

Applicants removed from the Scheme can reapply but their housing need will be re-assessed and, if eligible, they will be accepted onto the Scheme as at that date.

- 5.2 Formal offers will usually be made by telephone, (if no response, followed up by a text message) or email and applicants will be given 48 hours to respond. If no response is received to this offer within 48 hours it will count as an

unreasonable refusal. A review letter (or preferred contact) will be sent to the applicant giving them 7 days to make contact. If there is still no response the applicant will be removed from the Scheme.

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Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



This **Impact Assessment (IA)** toolkit incorporating Welsh Language, Equalities, Well-being of Future Generations Act, Sustainable Development Principles, Communication and Engagement, Safeguarding, Corporate Parenting, Community Cohesion and Risk Management supporting effective decision making and ensuring compliance with respective legislation. **Please read the accompanying guidance before completing the form.**

Service Area	Housing	Head of Service	Simon Inkson	Strategic Director	Paul Griffiths	Portfolio Holder	James Evans
Policy / Change Objective / Budget Saving	Gypsy and Traveller Allocations Policy						
Outline Summary							
This policy looks to formalise the current practice with regard to the allocation of gypsy and traveller plots. It aims to ensure applicants and staff are aware of the assessment process, the criteria needed to be accepted onto the scheme, how applicants are prioritised and how an allocation is made.							

1. Version Control (services should consider the impact assessment early in the development process and continually evaluate)

Version	Author	Job Title	Date
1	Kelly Jones	Housing Policy and Strategy Officer	28/2/17
2	Kelly Jones	Housing Policy and Strategy Officer	1/3/18

2. How does your policy / change objective / budget saving impact on the council's strategic vision?

Council Priority	How does the policy / change objective impact on this priority?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
Services delivered for less	No impact	Choose an item.		Choose an item.	

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



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Council Priority	How does the policy / change objective impact on this priority?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
Supporting people in the community	It is recognised that cultural differences may have led to the social exclusion of Gypsies and Travellers and it is important that their voices are heard in service delivery. The aim of the policy is to ensure applicants are allocated appropriate accommodation according to their lifestyle and is done in such a way as to promote good relations between Gypsies and Travellers and the surrounding community. The policy aims to allocate to those who are in housing need, ready to move and shows preference to those with a family connection thereby ensuring those who are most in need are allocated the appropriate accommodation with family support. As a consequence, the policy will increase the chances of developing sustainable communities and ensuring a better quality of life.	Good	Further work needs to be carried out on the waiting list to ensure applicants can register for all areas of choice rather than where we currently have G&T sites so need can be assessed and met across the County.	Good	Guidance on Managing Gypsy and Traveller Sites in Wales G&T waiting list
Developing the economy	By formalising the policy and having the ability to record and respond to housing need, this may have the outcome of encouraging young people to stay within the County which has a positive impact on services such as schools and local workforces and businesses	Good	Once need is identified further work will be needed to identify appropriate sites for plots to be built upon.	Good	Gypsy and Traveller Accommodation Assessment G&T waiting list
Learning	No impact	Choose an item.		Choose an item.	

Cyngor Sir Powys County Council

Impact Assessment (IA)

The integrated approach to support effective decision making



3. How does your policy / change objective / budget saving impact on the Welsh Assembly's well-being goals?

Well-being Goal	How does the policy / change objective contribute this goal?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
A prosperous Wales: An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.	By formalising the policy and having the ability to record and respond to housing need, this may have the outcome of encouraging young people to stay within the County which has a positive impact on services such as schools and local workforces and businesses allowing them to grow and prosper.	Good	Once need is identified further work will be needed to identify appropriate sites for plots to be built upon.	Good	G&T waiting list
A resilient Wales: A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).	No impact	Choose an item.		Choose an item.	

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A healthier Wales:

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

<p>A healthier Wales: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.</p>	<p>It is recognised that cultural differences may have led to the social exclusion of Gypsies and Travellers and it is important that their voices are heard in service delivery. The aim of the policy is to ensure applicants are allocated appropriate accommodation according to their lifestyle and is done in such a way as to promote good relations between Gypsies and Travellers and the surrounding community. The policy aims to allocate to those who are in housing need, ready to move and shows preference to those with a family connection thereby ensuring those who are most in need are allocated the appropriate accommodation with family support. By addressing their housing need this often has the knock on effect of maximising both a person's physical and mental well-being.</p>	<p>Good</p>	<p>Further work needs to be carried out on the waiting list to ensure applicants can register for all areas of choice rather than where we currently have G&T sites so need can be assessed and met across the County. Once need is identified further work will be needed to identify appropriate sites for plots to be built upon</p>	<p>Good</p>	<p>Gypsy and Traveller Accommodation Assessment G&T Waiting list</p>
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<p>A Wales of cohesive communities: Attractive, viable, safe and well-connected Communities.</p>	<p>It is recognised that cultural differences may have led to the social exclusion of Gypsies and Travellers and it is important that their voices are heard in service delivery. The aim of the policy is to ensure applicants are allocated appropriate accommodation according to their lifestyle and is done in such a way as to promote good relations between Gypsies and Travellers and the surrounding community. As a consequence the policy increase the chances of developing sustainable communities and ensuring a better quality of life.</p>	<p>Good</p>	<p>Further work needs to be carried out on the waiting list to ensure applicants can register for all areas of choice rather than where we currently have G&T sites so need can be assessed and met across the County. Once need is identified further work will be needed to identify appropriate sites for plots to be built upon</p>	<p>Good</p>	<p>Gypsy and Traveller Accommodation Assessment Guidance on Managing Gypsy and Traveller Sites in Wales G&T waiting list</p>
<p>A globally responsible Wales: A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.</p>	<p>No impact</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	
<p>A Wales of vibrant culture and thriving Welsh language: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.</p>					
<p><i>Opportunities for persons to use the Welsh language</i></p>	<p>No impact</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	
<p><i>Treating the Welsh language no less favourable than the English language</i></p>	<p>No impact</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	
<p><i>Opportunities to promote the Welsh language</i></p>	<p>No impact</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	
<p><i>Welsh Language impact on staff</i></p>	<p>No impact</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	
<p><i>People are encouraged to do sport, art and recreation.</i></p>	<p>No impact</p>	<p>Choose an item.</p>		<p>Choose an item.</p>	

A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).					
<i>Age</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	The Housing service needs to capture better quantitative data regarding the 9 protected characteristics to reduce the number of unknowns and improve on the reporting aspect of these characteristics. In turn the right measures need to be put in place so we can better evidence the impact of the policy.	Good	As of 2/3/17 the age bands of the main G&T applicants are as follows: 0-17: 1 17 – 34: 4 35 – 64: 4 65+: 1
<i>Disability</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good	As of 2/3/17, out of the 10 G&T applications, one application states that a member of the household has a learning disability and one states a physical disability. The other 8 applications are unknown
<i>Gender reassignment</i>	The policy includes an equalities section, which aims to ensure all applicants are treated equitably	Neutral	As above	Good	The Housing Service does not record gender reassignment of its applicants.

<p><i>Marriage or civil partnership</i></p>	<p>The policy includes an equalities section, which aims to ensure all applicants are treated equitably</p>	<p>Neutral</p>	<p>As above</p>	<p>Good</p>	<p>The Housing Service has the ability to record whether someone is a partner. It does not specify whether they are married or in a civil partnership. As of 2/3/17 the family type breakdown is: Singles: 5 Singles with dep children: 2 Couples/Other: 1 Couples with dep children: 2</p>
<p><i>Race</i></p>	<p>The policy includes an equalities section, which aims to ensure all applicants are treated equitably</p>	<p>Neutral</p>	<p>As above</p>	<p>Good</p>	<p>As of 2/3/17 the breakdown of ethnicity of the main G&T applicant is: White British: 2 White Irish: 1 Gypsy Irish Traveller: 5 Unknown: 2</p>
<p><i>Religion or belief</i></p>	<p>The policy includes an equalities section, which aims to ensure all applicants are treated equitably.</p>	<p>Neutral</p>	<p>As above</p>	<p>Good</p>	<p>As of 2/3/17, the breakdown of religion/belief for G&T applicants is: Catholic: 2 Christian: 1 Withheld: 2 Unknown: 5</p>

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<p><i>Sex</i></p>	<p>The policy includes an equalities section, which aims to ensure all applicants are treated equitably</p>	<p>Neutral</p>	<p>As above</p>	<p>Good</p>	<p>As of 2/3/17, the breakdown of gender for the main G&T applicants is: Male: 5 Female: 5</p>
<p><i>Sexual Orientation</i></p>	<p>The policy includes an equalities section, which aims to ensure all applicants are treated equitably</p>	<p>Neutral</p>	<p>As above</p>	<p>Good</p>	<p>As of 2/3/17, the breakdown of sexual orientation for the main G&T applicant is: Heterosexual: 2 Unknown: 8</p> <p>The Office for National Statistics states that 1.6% of the population in Wales identifies themselves as gay or lesbian and bisexual in 2015.</p>
<p><i>Pregnancy and Maternity</i></p>	<p>The policy includes an equalities section, which aims to ensure all applicants are treated equitably</p>	<p>Neutral</p>	<p>As above</p>	<p>Good</p>	<p>The Housing Service does not record pregnancy and maternity of its applicants. There is no data available on pregnancy and maternity in Council Housing in Powys.</p>

4. How does your policy / change objective / budget saving impact on the council's other key guiding principles?

Principle	How does the policy / change objective impact on this principle?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
Sustainable Development Principle (5 ways of working)					
<p>Long Term: <i>The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</i></p>	<p>The policy aims to allocate to those who are in housing need, ready to move and shows preference to those with a family connection thereby ensuring those who are most in need are allocated the appropriate accommodation with family members. By addressing their housing need this often has the knock on effect of maximising both a person's physical and mental well-being thus ensuring their long term needs are met as well.</p>	Good	<p>Further work needs to be carried out on the waiting list to ensure applicants can register for all areas of choice rather than where we currently have G&T sites so need can be assessed and met across the County. Once need is identified further work will be needed to identify appropriate sites for plots to be built upon thus ensuring long term needs are met.</p>	Good	<p>Gypsy and Traveller Accommodation Assessment G&T waiting list</p>
<p>Collaboration: <i>Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.</i></p>	No impact	Choose an item.		Choose an item.	
<p>Involvement (including Communication and Engagement): <i>The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.</i></p>	<p>This policy has been discussed with residents at both PCC's authorised socially rented sites and a staff working group. A copy has also be sent to the appropriate representatives in Welsh Government.</p>	Very Good	<p>We will learn from experience and use the feedback to improve future consultations.</p>	Very Good	<p>Consultation questionnaires.</p>

Principle	How does the policy / change objective impact on this principle?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
<p>Prevention: <i>How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.</i></p>	<p>Although the purpose of the policy is to allocate plots according to the criteria set out, the G&T allocation policy aims to reflect that of the Common Housing Allocation policy where those who may be in need are able to approach the Housing Service to discuss their need and options open to them. It may be that other areas of support are identified at that stage and preventative measures can be put in place before reactive measures have to be taken.</p>	Good	No impact	Good	
<p>Integration: <i>Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</i></p>	<p>When carrying out the interview with the applicant, the policy encourages the housing service to identify whether the applicant has additional support needs and if so the appropriate agency should be pulled in to address those issues. Key to partnership working succeeding is communication, trust and openness.</p>	Neutral	No impact	Good	
<p>Preventing Poverty: Prevention, including helping people into work and mitigating the impact of poverty.</p>	<p>By addressing a person's housing need, this has the consequence of providing a stable environment for a person to address poverty in respect of their health, education and well-being. The policy also states that an affordability assessment should be carried out wherever possible to identify what the appropriate housing solution is and highlight and address any support needs re budgeting and tenancy management etc.</p>	Good		Choose an item.	Rent arrears reports

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Principle	How does the policy / change objective impact on this principle?	<u>Inherent Judgement</u> Please select from drop down box below	What will be done to better contribute to positive or mitigate any negative impacts?	<u>Residual Judgement (after mitigation)</u> Please select from drop down box below	Source of Outline Evidence to support judgement
Safeguarding: Preventing and responding to abuse and neglect of children, young people and adults with health and social care needs who can't protect themselves.	The initial interview gives the opportunity for applicants to report domestic abuse, child neglect, violence or the threat of violence etc. as this may be part of their housing need but it is also important for housing staff to be aware of these issues which may be underlying when carrying out the interview and identifying support needs.	Neutral	A separate Domestic Abuse and Hate Crime policy are to be developed and all housing staff are to undertake the Level 1 training course on awareness raising on Violence against women, Domestic Abuse and Sexual Violence (VAWDASV). We also need to evaluate the referring process to Social Services and the follow up within SS. Raise staff awareness "Ask – Act". Further training is also needed re Awareness of the Mental Capacity Act.	Good	In 2015 the Powys Community Safety Partnership recorded 829 incidents of domestic abuse reported to police. We don't know how many of these incidents took place on G&T sites. In 2015/2016 there were 35 households homeless or threatened with homelessness that involved domestic abuse.
Corporate Parenting: Enabling our looked after children to fulfil their potential.	No impact	Choose an item.		Choose an item.	
Impact on PCC Workforce	Clarification of the policy will have a positive impact on the PCC workforce in particular that of housing staff as it provides clear, concise guidance.	Good		Choose an item.	

5. Achievability of Policy / Change Objective / Budget Saving?

Impact on Service / Council	Risk to delivery of Policy / Change Objective / Budget Saving	Inherent Risk
Low	Low	Low

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6. What are the risks to service delivery or the council following implementation of this Policy / Change Objective / Budget Saving?

Description of risks			
N/A			
Judgement (to be included in service risk register)			
Very High Risk	High Risk	Medium Risk	Low Risk
			X
Mitigating Actions			Residual Risk (after mitigation)
			Choose an item.
			Choose an item.
			Choose an item.
Does the Policy / Change Objective / Budget Saving have potential to impact on another service area?			
N/A			

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Overall Summary and Judgement of this Impact Assessment?

Outline Assessment (to be inserted in cabinet report)	Cabinet Report Reference:
The impact of this policy is low with it being a formalisation of current practice. The aim of the policy is to ensure applicants are allocated appropriate accommodation according to their lifestyle and is done in such a way as to promote good relations between Gypsies and Travellers and the surrounding community. The policy aims to allocate to those who are in housing need, ready to move and shows preference to those with a family connection thereby ensuring those who are most in need are allocated the appropriate accommodation with a support network in place. As a consequence the policy will increase the chances of developing sustainable communities and ensuring a better quality of life.	

8. Is there additional evidence to support the Impact Assessment (IA)?

What additional evidence and data has informed the development of your proposal?
The policy was written to reflect the Common Housing Allocation to ensure consistency throughout Powys but consideration has also been given to Welsh Government guidance re gypsies and travellers.

9. On-going monitoring arrangements?

What arrangements will be put in place to monitor the impact over time?
This policy will be reviewed by the Council every three years unless there are circumstances that require a review, for example a change in guidance, legislation or regulation. Where there has been a change in legislation which has an impact on the policy, the policy will be reviewed within 3 months of the legislation or regulation coming into effect. The mitigating actions will need to be put in place including the procedures and measures to ensure monitoring can take place.

Please state when this Impact Assessment will be reviewed.

The IA will be reviewed in line with the policy i.e. every 3 years unless there are circumstances that require a review, for example a change in legislation or regulation.

10. Sign Off

Position	Name	Signature	Date
Service Manager:	TBC		
Head of Service:	Simon Inkson		
Strategic Director:	Paul Griffiths		
Portfolio Holder:	James Evans		

FORM ENDS

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