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Date: 1st March 2017

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Dear Sir/Madam,

A meeting of **Council** will be held in the **Council Chamber - Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 7th March, 2017** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

Pages

- 1 To receive apologies for absence.
- 2 Mayor's Announcements.
- 3 Presentation of Awards.

A greener place Man gwyrddach



4 Declarations of Interest.

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

To approve and sign the following minutes: -

5 Council held on 24th January 2017. 1 - 8

6 Special Council held on 31st January 2017. 9 - 16

To receive and consider the following report from the meeting of Cabinet.

7 Well Being Objectives 2017/18 - 1st March 2017. 17 - 46

To receive and consider the following reports: -

8 Social Services and Well Being Act 2014 - Regional Population Needs Assessment. 47 - 136

9 Licensing and Gambling Registration/Permit Fees - 2017/18. 137 - 146

10 General Licensing/Registration/Permit Fees - 2017/18. 147 - 156

11 Publication of Pay Policy Statement - Localism Act 2011. 157 - 178

12 Caerphilly County Borough Council Response to the Reforming Local Government White Paper. 179 - 200

13 Village Green Application - Snowdon Close Fields, Risca. 201 - 222

14 Internal Investigation of Senior Officers - Additional Financial Provision. 223 - 226

To receive and to answer the following questions received under Rule of Procedure 10(2).

15 Electronic Voting - to the Cabinet Member for Human Resources and Governance from Councillor Mrs A. Blackman.

Under the Council's Standing Orders 15.2 Electronic Voting it states,

'For Meetings of the Full Council in the Council Chamber, voting will be by electronic voting. Should the electronic voting system be unavailable or breakdown, voting will be undertaken by a show of hands as outlined in paragraph 15.4 below. The section then goes on to describe how electronic voting will be undertaken.'

Some time ago Councillors did start to use the Electronic Voting system.

Why has it stopped and, when will it be reintroduced?

It is only right and proper that the electorate can look up how their Ward Members, voted on every issue.

Circulation:

All Members And Appropriate Officers

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COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON 24TH JANUARY 2017 AT 5.00PM

PRESENT:

Councillor Mrs D. Price - Mayor
Councillor J. Bevan - Deputy Mayor

Councillors:

Miss L. Ackerman, M. Adams, Mrs E.M. Aldworth, Mrs K.R. Baker, P.J. Bevan, L. Binding, Mrs A. Blackman, D. Bolter, D.G. Carter, Mrs. P. Cook, C.J. Cuss, H.W. David, W. David, H.R. Davies, D.T. Davies, N. Dix, C. Elsbury, M. Evans, Mrs C. Forehead, J.E. Fussell, Mrs J. Gale, N. George, C.J. Gordon, R.W. Gough, Mrs P. Griffiths, D.T. Hardacre, L. Harding, D. Harse, D. Havard, C. Hawker, K. James, M.P. James, Mrs B.A. Jones, Ms J.G. Jones, S. Kent, G. Kirby, Mrs A. Leonard, Ms P. Leonard, A. Lewis, K. Lloyd, C.P. Mann, P. Marsden. Mrs. G. Oliver, D.V. Poole, D.W.R. Preece, M.J. Prew, J. Pritchard, J.A. Pritchard, A. Rees, K.V. Reynolds, J.E. Roberts, Mrs M.E. Sargent, J. Simmonds, S. Skivens, Mrs E. Stenner, J. Taylor, L.G. Whittle, T.J. Williams, R. Woodyatt

Together with:-

C. Burns (Interim Chief Executive), D. Street (Director of Social Services), N. Scammell (Acting Director of Corporate Services), C. Harry (Corporate Director - Communities), G. Williams (Interim Head of Legal Services and Monitoring Officer), S. Harris (Interim Head of Corporate Finance), R. Kyte (Team Leader, Strategic and Development Plans), Lisa James (Senior Planner (Strategic and Development Plans), K. Peters (Corporate Policy Manager), A. Rees (Senior Policy Officer (Equalities and Welsh Language), H. Morgan (Senior Committee Services Officer)

1. **WEB-CASTING FILMING AND VOTING ARRANGEMENTS**

The Interim Chief Executive reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. He advised that decisions would be made by show of hands.

2. **APOLOGIES**

Apologies for absence were received from Councillors A.P. Angel, K. Dawson, Miss E. Forehead, L. Gardiner, A.G. Higgs, G.J. Hughes, G. Johnston, S. Morgan, Mrs L. Phipps, D. Rees, R. Saralis and Mrs J. Summers.

3. MAYOR'S ANNOUNCEMENTS

In opening her announcements, the Mayor and those present offered their congratulations to both Councillors Lisa Phipps and Arianna Leonard on their recent marriages.

The Mayor then referred to the many events and visits that she and the Deputy Mayor have undertaken since the last meeting and made specific reference to the Community Carol Service in Newbridge with Rev Peter Cho, a 100th birthday presentation and a number of events over the Christmas period.

4. PRESENTATION OF AWARDS

National Care Awards 2016

Members were advised that Caroline Davies, Registered Manager of Ty Iscoed Residential Home, Newbridge has won the prestigious 'National Care Manager' award 2016.

The National Care Awards are organised by Caring Times magazine and are well recognised across the United Kingdom. The award is a tribute to Caroline's hard work and dedication in caring for the elderly. Caroline was also nominated for 'Best Dementia Care Manager' at the National Dementia Care Awards.

Caroline Davies came forward in order that Members could recognise the award and they congratulated her on her achievement.

Tidy Wales Awards 2016

It was announced that the Sirhowy Valley Honeybee Hive House Project has won the 'Eco Schools in the Community Award' at the recent Tidy Wales Awards 2016. The project is a partnership between the Sirhowy Valley Honeybee Company, Ynysddu Primary School and the Policy Unit. The pioneering project, which is the first of its kind in the UK, involves an interactive beehive house in the school grounds of Ynysddu Primary School. The scheme also won the Best Community Project and was overall winner in the 'Pride in your Place' Awards.

Schools from across the borough will also have the opportunity to visit the project to learn about bees up close, and their importance for sustainability and wildlife preservation.

Lorne East (Sirhowy Valley Honeybee Company), Tracy Evans (Policy Unit), David Witchell, Liam Haynes, Phoebe Miller and Macie Edwards from Ynysddu Primary School Eco Committee came forward in order that Members could recognise the award and they congratulated all those involved in the project.

Best Performing Authority, Housing Maintenance

It was then announced that the Council's Housing Maintenance Team "Housing Repair Operations" has won the title of 'Best Performing Authority' in the Building Maintenance category of the Association for Public Service Excellence Performance Networks Awards 2016. This award recognises the exceptional commitment to frontline service provision and is a well-deserved recognition for such an outstanding team.

Members were advised that feedback from customer satisfaction surveys also confirm that the service is being provided efficiently and to a good standard, with 95% of those surveyed reporting that they are satisfied or very satisfied with the service they receive.

Jason Fellows, Faye Jones, John Gittins, Jennifer Phibben and Wayne Caswell came forward to receive the award from the Mayor. Members placed on record their congratulations to the staff involved in achieving the award.

5. PETITIONS

The Mayor received a petition presented by Councillor K. Lloyd on behalf of local residents requesting that Crown Street, Crumlin be made a one-way street. She advised that it would be referred to the appropriate directorate for attention.

6. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

7. COUNCIL - 22ND NOVEMBER 2016

RESOLVED that the following minutes be approved as correct records and signed by the Mayor.

(minute nos. 1 - 14 on page nos. 1 - 7)

REPORTS REFERRED FROM CABINET

Consideration was given to the following reports referred from Cabinet.

8. REVIEW OF MINIMUM REVENUE PROVISION POLICY

Consideration was given to the report presented to both the Special Policy and Resources Scrutiny Committee on the 7th December 2016 and Cabinet on the 18th January 2017 which provided Members with options for proposed changes to the Council's Minimum Revenue Provision (MRP) policy. Members were asked to consider 2 options available for charging the MRP on supported and unsupported borrowings i.e. the Straight Line Method and Annuity Method based on a number of assumptions as detailed in paragraph 4.5.3 of the report. It was reported that it has been confirmed via the External Auditors that the Wales Audit Office does not have any particular comments on the proposed changes and recognises that it is an approach similar to that adopted at other Authorities.

Members were advised that the MRP is the method by which Local Authorities charge their revenue accounts over time with the cost of their capital expenditure that was originally funded by debt. From 2007/08 onwards, Local Authorities have been free to set their own policy on calculating MRP, with the sole legislative proviso being that the amount calculated must be one that the Council considers to be "prudent". The review of the MRP policy will generate significant savings to support the Medium-Term Financial Plan.

It was explained that an immediate recurring saving of circa £3.5m is available to support the 2017/18 revenue budget through adopting either of the proposed options. In addition to the revenue budget saving, if the change in the MRP policy is back-dated to the 1st April 2016 the straight-line approach will generate additional one-off sums of circa £3.9m in 2016/17 and £0.232m in 2017/18 to support the Capital Programme. The annuity approach will generate an additional one-off sum of circa £5.5m in 2016/17 and additional annual one-off sums to support the Capital Programme for a number of years as detailed in paragraph 4.6.8 of the report. The total MRP charge required to fully extinguish the Capital Financing Requirement (CFR) is the same under both the straight-line and annuity methods.

Following consideration of the report it was moved and seconded that the recommendations of the Special Policy and Resources Scrutiny Committee and Cabinet (as tabled at the meeting) be endorsed. By show of hands this was unanimously agreed.

RESOLVED that in light of discussions at the Special Policy and Resources Scrutiny Committee on 7th December 2016 and Cabinet on 18th January 2017, the Minimum Revenue Provision Policy, as set out in the approved 2016/17 Treasury Management Strategy, be revised with effect from the 1st April 2016 as follows:-

- (i) MRP on historic debt liability as at the 31st March 2007 and subsequent capital expenditure funded from supported borrowings be charged to revenue over 50 years;
- (ii) the MRP charge for individual assets funded through unsupported borrowing be based on the estimated life of each asset or 25 years where this cannot be determined;
- (iii) the MRP charge for supported borrowing be based on an assumed annuity rate of 2%;
- (iv) the MRP charge for unsupported borrowing be based on the average Public Works Loan Board (PWLB) interest rate for new annuity loans in the year that an asset becomes operational.

9. WELSH LANGUAGE STRATEGY 2017-2022

Cabinet considered this report on 18th January 2017 and in endorsing its content recommended its acceptance by Council.

The report sought the endorsement for the draft 5-year Welsh Language Strategy as required by Standards 145 and 146 of the Welsh Language Standards (No 1) Regulations 2015. The Authority is required to develop a 5-year strategy that sets out how it proposes to promote the Welsh language and facilitate the use of the Welsh language in the area. The strategy must include a target for increasing or maintaining the numbers of Welsh speakers and a statement setting out how the target is intended to be reached. It must be reviewed and revisited on a 5-yearly cycle and is reviewed on an annual basis.

During the course of the debate, reference was made to the key outcomes in the Welsh in Education Strategic Plan (WESP) 2017-2020 and as to whether there will be funding available to achieve the outcome required. The Interim Chief Executive advised that there has been a significant increase in Welsh Medium provision with £54m being spent over the last 4 years. Whilst Band A funding for the 21st Century Schools Programme has come to an end it is intended that a report will be presented in May in relation to Band B funding for projects across Wales and will consider local requirements. Preparatory work is being undertaken by the School Board.

Following consideration of the report it was moved and seconded that the recommendation from Cabinet be endorsed. By show of hands this was unanimously agreed.

RESOLVED that for the reason contained in the report, the Welsh Language Strategy 2017-2022 be approved.

REPORTS OF OFFICERS

Consideration was given to the following reports.

10. REVIEW OF LICENSING COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Consideration was given to the report, which had been presented to and approved by Licensing Committee on 16th January 2017. It detailed proposed changes to the Licensing Committee structure and terms of reference in order to comply with legal requirements and guidance.

It was explained that following a review of the existing arrangements as to how the Council discharges its licensing function, it was proposed to replace the existing Licensing structure by setting up two distinct Licensing Committees (to be titled Licensing and Gambling Committee and Taxi and General Committee. It is also proposed to establish a Sub Committee under each Committee (to be titled the Licensing and Gambling Sub Committee and Taxi and General Sub Committee). The report detailed the proposed terms of reference for each of these.

It was explained that the Chair and Members would remain the same for both Committees (with one special responsibility allowance) and that it is just the title of the Committee that will change depending on the nature of the business to be transacted.

Following consideration of the report it was moved and seconded that the recommendations from the Licensing Committee be endorsed. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Report:-

- (i) the existing Licensing structure be replaced with two Licensing Committees, titled the Licensing and Gambling Committee and the Taxi and General Committee respectively;
- (ii) the Terms of Reference for each Committee and the arrangements for the Sub-Committees as appended to the report be noted and endorsed;
- (iii) the membership of each Committee remain the same as the current membership of the Licensing Committee;
- (iv) the Interim Head of Legal Services and Monitoring Officer be authorised to amend the Council's Constitution to reflect the proposals set out above.

11. REVIEW OF POLITICAL BALANCE

The report advised that following the resignation of two members from the Labour group, and with them joining the Independent Group, the political balance has changed and there is a subsequent impact on the allocation of seats on Planning Committee (there is no change required for those Committees with less than 20 members).

It was noted that legislation requires a council to review the political balance and the Council has always applied the legislation to mean that so far as is practicable the allocation of seats is the same as the overall percentage that a party has of the total seats of the authority.

It was moved and seconded that the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) the changes in relation to the political grouping on the authority be noted;
- (ii) the changes to allocation of seats as set out in the report be approved.

12. CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2021 - SUPPLEMENTARY PLANNING GUIDANCE

Consideration was given to the report which sought to update and formally adopt the following documents as Supplementary Planning Guidance to the Caerphilly County Borough Local Development Plan up to 2021 and proposed affording Officers delegated powers in consultation with the relevant Cabinet Member for future non-material amendments to existing Supplementary Planning Guidance.

1. Supplementary Planning Guidance LDP4 – Trees and Development
2. Supplementary Planning Guidance LDP5 – Car Parking Standards
3. Supplementary Planning Guidance LDP6 – Building Better Places to Live
4. Supplementary Planning Guidance LDP7 – Householder Development

Members were advised that the Guidance is produced to support and strengthen the Caerphilly County Borough Local Development Plan up to 2021 (LDP) and sets out detailed guidance on the way in which the policies of the LDP will be applied in particular circumstances or areas. Due to changes in primary and secondary legislation and national planning policy and guidance, minor modifications are required to be made in order to ensure that the Council's Guidance remains up to date. The report outlined the modifications required for each document.

Specific reference was made to the proposal that any further minor, non-material modifications to Supplementary Planning Guidance would be dealt with under Delegated Powers in consultation with the relevant Cabinet Member and an undertaking was given that all Members would be advised of any subsequent changes.

It was moved and seconded that in order to provide a robust policy framework against which to determine planning applications, the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) Supplementary Planning Guidance LDP4 – Trees and Development be formally updated and adopted;
- (ii) Supplementary Planning Guidance LDP5 – Car Parking Standards be formally updated and adopted;
- (iii) Supplementary Planning Guidance LDP6 – Building Better Places to Live be formally updated and adopted;
- (iv) Supplementary Planning Guidance LDP7 – Householder Development be formally updated and adopted;
- (v) Any future minor, non-material amendments to update Supplementary Planning Guidance be undertaken under delegated powers in consultation with the relevant Cabinet Member and all Members be advised accordingly.

13. COUNCIL TAX REDUCTION SCHEME 2017/18

Consideration was given to the report which sought approval of the Council Tax Reduction Scheme for the 2017/18 financial year on the same basis as the scheme used in 2016/17.

It was explained that the Council is required to formally approve a Council Tax Reduction Scheme on an annual basis. The Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2017 have now been agreed and these apply in relation to a Council Tax Reduction Scheme made for a financial year beginning on or after the 1st April 2017. The regulations uprate certain figures used to calculate an applicant's entitlement to a reduction under a Council Tax Reduction Scheme, and the subsequent level of reduction. It also makes consequential amendments as a result of changes to the wider welfare system.

As the 2017 regulations do not contain any significant changes for claimants, it is proposed that the Council continues its local scheme in line with the regulations as recently amended for the financial year 2017/18, effective from the 1st April 2017, and continues to exercise the previously approved local discretions as provided for within Part 5 of the Prescribed Requirements Regulations.

It was moved and seconded that the recommendation in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report the current Council Tax Reduction Scheme continue for the 2017/18 financial year along with the previously agreed local discretions.

14. LOCAL WELL-BEING ASSESSMENT FOR THE COUNTY BOROUGH AREA

The report advised that the Caerphilly Public Services Board has published its draft Assessment of Local Well-being for final consultation with comments required by 31st January 2017.

It was explained that the draft Assessment of Local Well-being (Well-being Assessment) was approved by the Public Services Board on the 6th December 2016. The Assessment, which was prepared by the Corporate Policy Unit on behalf of the Public Services Board, is part of the requirements set out in the Well-being of Future Generations (Wales) Act 2015 to prepare a local assessment of well-being for the area that looks at its economic, environmental, cultural and social situation.

The draft Assessment has been developed by considering the known data for the area and extensive consultation and highlights a number of emerging trends that will be the focus of objective setting and planning across public services. It has been sent for comment to all stakeholders and any statutory consultees who were involved in its preparation. This consultation closes on 31st December 2016.

The subsequent Well-being Plan will be developed over the 16 month period leading up to May 2018.

It was moved and seconded that the recommendation in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report it be noted that Caerphilly Public Services Board has published its draft Assessment of Local Well-being for final consultation with comments on its content by 31st of January 2017.

15. QUESTIONS UNDER RULE OF PROCEDURE 10(2)

There were no questions submitted under Rule of Procedure 10(2).

16. CHARITY CONCERT - CENTRAL METHODIST CHURCH, BLACKWOOD

In closing the meeting, the Mayor advised Members of the concert arranged by Councillor Simmonds in aid of her charity appeal, Velindre Cancer Centre which will be held on Friday 24th February 2107. Aber Valley Male Voice Choir, Blackwood Musical Theatre Society and Georgia Monaghan (soloist) will be performing.

The meeting closed at 6pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 7th March 2017 they were signed by the Mayor.

MAYOR

Agenda Item 6



SPECIAL COUNCIL

MINUTES OF THE SPECIAL MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 31ST JANUARY 2017 AT 5.00PM

PRESENT:

Councillor Mrs D. Price - Mayor
Councillor J. Bevan - Deputy Mayor

Councillors:

Miss L. Ackerman, M. Adams, Mrs K.R. Baker, P.J. Bevan, L. Binding, Mrs A. Blackman, D. Bolter, D.G. Carter, Mrs. P. Cook, C.J. Cuss, H.W. David, W. David, H.R. Davies, D.T. Davies, K. Dawson, N. Dix, C. Elsbury, M. Evans, Mrs C. Forehead, J.E. Fussell, Mrs J. Gale, L. Gardiner, N. George, C.J. Gordon, R.W. Gough, D.T. Hardacre, L. Harding, D. Harse, D. Havard, C. Hawker, A.G. Higgs, G.J. Hughes, K. James, M.P. James, G. Johnston, Mrs B.A. Jones, Ms J.G. Jones, S. Kent, G. Kirby, Mrs A. Leonard, Ms P. Leonard, A. Lewis, K. Lloyd, C.P. Mann, P. Marsden, S. Morgan, Mrs. G. Oliver, Mrs L. Phipps, D.V. Poole, D.W.R. Preece, M.J. Prew, J. Pritchard, J.A. Pritchard, D. Rees, K.V. Reynolds, J.E. Roberts, Mrs M.E. Sargent, J. Simmonds, S. Skivens, Mrs E. Stenner, Mrs J. Summers, J. Taylor, L.G. Whittle, T.J. Williams, R. Woodyatt

Together with:

C. Burns (Interim Chief Executive), N. Scammell (Acting Director of Corporate Services), C. Harray (Corporate Director - Communities), G. Williams (Interim Head of Legal Services and Monitoring Officer), H. Morgan (Senior Committee Services Officer)

1. WEB-CASTING FILMING AND VOTING ARRANGEMENTS

The Interim Chief Executive reminded those present that the meeting was being filmed and would be made publically available in live and archive form via the Council's website. He advised that decisions would be made by show of hands.

2. APOLOGIES

Apologies for absence were received from Councillors Mrs E.M. Aldworth, A.P. Angel, Miss E. Forehead, Mrs P. Griffiths, A. Rees and R. Saralis.

3. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

REPORT REFERRED FROM CABINET

Consideration was given to the following report referred from Cabinet.

4. CARDIFF CAPITAL REGION CITY DEAL (CRR CITY DEAL)

Cabinet considered this report on 31st January 2017 and, in endorsing its content, recommended its acceptance by Council.

Consideration was given to the report which provided an update on the progress made since the last report to Council and sought approval for the formal establishment of the Cardiff Capital Region City Deal (CCR City Deal) Joint Committee (which will oversee the region's economic growth agenda and delivery of the twenty year CCR City Deal). It also sought approval for the CCR City Deal Joint Working Agreement and the CCR City Deal Assurance Framework and Implementation Plan, which are required to establish the Regional Cabinet and the City Deal Investment Fund.

It was noted that the report is being presented to each of the 10 constituent authorities and to date, 6 have considered and approved its content and subsequent recommendations. The Joint Working Agreement which includes the Assurance Framework and Implementation Plan were appended to the report and details of the legal and governance implications arising from the Agreement were detailed within the report.

The Interim Chief Executive gave an overview of the report and referred to the requirement to consider the formal establishment of the CCR Joint Cabinet and associated documentation, which will enable the commencement of a programme of economic growth across the region through the 20 year CCR City Deal. He advised that the City Deal provides an opportunity to continue tackling the area's barriers to economic growth by improving transport connectivity, increasing skill levels still further, supporting people into work and giving businesses the support they need to innovate and grow.

He advised that one of the key issues within the City Deal is the creation of 25,000 new jobs within the region. On a pro rata basis, and being 12% of the region in terms of population, this could result in the creation of a 2,500 to 3,000 new jobs in this area. Reference was made to the development of the partnership between the UK Government, Welsh Government and the 10 local authorities and to the £1.28bn investment fund or infrastructure fund that will be available as a result of this initiative.

The establishment of a Capital Region Cabinet will be the first step in the development of greater city-region governance across the Cardiff Capital Region. The Cabinet, which will comprise the ten participating local authorities, will provide the basis for initial decision making regarding the Investment Fund.

The report detailed how the funding is made up and for where the funding is intended. £734m of the investment, by far the largest element, is intended for the metro project which is principally but not exclusively about rail infrastructure which will open up prospects for the county borough in terms of increasing frequency, reducing the travel time and even of reopening some branches of the rail network that are currently closed to passenger transport (depending upon the operator and the solution that is chosen). £495m is intended for other activities and the assurance framework and implementation plan (as appended to the report) outlines the types of areas in which this investment is intended to be made (e.g. sites infrastructure, premises for business, investment funds for businesses, investment funds for start-up businesses, skills and training).

In terms of governance, the report detailed the management arrangements and it was explained that the Assurance Framework outlines a set of systems, processes and protocols designed to provide an evidence based and independent assessment of the governance, risk management and control processes of the Investment Fund. It was explained that the establishment of a Joint Cabinet provides the decision making structure without having to seek an individual decision from each of the constituent authorities, which would prolong the decision making process. Details of the proposed terms of reference for the Joint Committee were detailed in the report.

Members noted that in order to create jobs in the private sector, the support of the business community is essential and as such, were advised that provision has been made to establish two bodies who will help with advice in the implementation of the programme. One will be a new Regional Business Forum, which will bring together businesses who may be members of existing bodies (such as the CBI, the federation of small businesses, more local groups such as the Caerphilly Business Forum). There will also be a Regional Economic Growth Partnership that will bring together a whole host of stakeholders, business people, universities, colleges for further education, the voluntary sector, local authorities, and all potential stakeholders so that there is a broad based influence and advice available to the Regional Cabinet in making the decisions that they reach.

The Interim Chief Executive then referred to the financial implications as detailed within the report with specific reference to the query that has been raised as to whether the council's contribution is in terms of capital or debt repayment. It was explained that as part of the funding package, the 10 local authorities have to commit £120m between them over a period of the City Deal. It was explained that funding could come by way of putting in capital or borrowing to fund the share of that contribution. The report presented was based on the assumption that the county borough would borrow so would be incurring debt charges and capital repayment. The other element of our funding contribution would be to meet any debt charges. Any interest charges in relation to the treasury funding (because the funding will come down over a period of 20 years) may be invested, with the capital being repaid with the money from the treasury as it comes through in annual instalments. The table outlined in the report detailed the investment fund indicative modelling and proposed affordability envelope and the forecast of costs that would fall to the county borough (12% of the population of the capital region so responsible for 12% of the cost liabilities). Reserved matters relate to the business plan, the affordability envelope and were detailed in the report.

It was accepted that there will be inter-relationship between the City Deal and other funds and bodies. It was explained that whilst City Deal operates entirely as a separate entity, it may well be that some of the projects in which it invests will have a package of finance which may come from a range of sources (the Metro being an example). In order to help to position Cardiff as the European leader in compound semiconductor application, the UK government will invest £50m to establish a new Catapult Centre for Wales. It was confirmed that in terms of the government funding it is outside the City Deal. In noting that in some cities there has been more than one City Deal, it was confirmed that in the event this is proposed, it would be for each of the 10 local authorities to sign it off.

The Acting Director of Corporate Services advised that the Section 151 Officers of the 10 authorities have been meeting regularly over the last 12 months and have modelled a number of potential scenarios and agreed appropriate assumptions in respect of variables such as the profile of likely spend, interest rates for borrowing, the split of capital and revenue funding and the treatment of inflation. The result of this detailed work is a prudent funding model which estimates that the total costs of the deal at the regional level is projected to be £210.8m, of which £166.8m is the estimated cost of the local authority's capital contribution and £44.0m is the estimated carry costs of financing the UK Government debt as described in paragraph 8.9 of the report. CCBC's share (12%) of the estimated total costs is projected to be in the order of £25.2m over a 25 year period (based on an assumed average asset life).

Reference was made to the two elements that have been modelled into the financial envelope. The first being the share of the £120m LA contribution to the £495m, which at 12% is £14.4m. The model assumes the £14.4m will be prudentially borrowed at an interest rate of 3% (interest rates are currently lower in respect of long term borrowing). The other cost being the cost of carry which is akin to an interest free loan. These elements when added together provide a total collective revenue cost across the 10 authorities of just under £211m with the share for Caerphilly being £25.2m. With regards to capital, of the local authority contributions of £220m, our share would be £14.4m. The £120m is a reserved matter and as such a cap that the Joint Committee will have to work within.

The Acting Director of Corporate Services advised that the costs in relation to the financial envelope will appear in the medium term financial plan and be outlined in the budget report being presented to Council at the end of February. Costs to the local authority will mirror the profile and the model that is being used to determine the figures. She gave an indication of the costs which will be incremental over the course of the City Deal. In addition to the costs of actually funding the whole scheme (the £495m and our contributions) there is also a cost associated with the project management of the scheme. All the associated costs for the accountable body, the costs of supporting the Scrutiny and the Joint Committee etc will be presented in the budget report. The Section 151 Officers have seen the assurance framework and feel that it will mitigate the risk but it is not possible to give any guarantees that the risk can be completely taken away but there will be quite a rigorous, robust screening exercise for the schemes.

Another of the key priorities which the City Deal Investment Fund will support is the delivery of the South East Wales Metro (including the Valley Lines Electrification programme). The £734m scheme has the potential to provide a significantly improved public transport system that will transform the way people travel around the region. Given the importance of the Metro to the UK Government, Welsh Government and Cardiff Capital Region, a proportion of the Investment Fund will be pre-allocated to the delivery of this scheme and as such, is being progressed.

Members were reminded that the CCR City Deal Investment Fund comprises two distinct elements, the Regional Cabinet Fund (the responsibility of the CCR Regional Cabinet) and the Metro scheme (which is the direct responsibility of Welsh Government). With regards to the latter, the running costs will be a matter between Welsh Government and the operator chosen at the end of the tender process and is not a matter or a liability for the local authority.

In that transport has a key role in delivering economic growth and improving outcomes for people by connecting communities, business, jobs, facilities and services, reference was made to the need to ensure the transport infrastructure is adequate and to the fact that there are significant congestion and transport capacity issues that need to be addressed. It was noted that the Cardiff Capital Region will establish a new non-statutory Regional Transport Authority to co-ordinate transport planning and investment on a regional basis, in partnership with the Welsh Government. Cross valley links and integrated bus routes to tie with the rail network will be part of the consideration. Clive Campbell (Transportation Engineering Manager) has been seconded to assist in this role.

The Assurance Framework outlines the process and decisions that are required for the approval of the programme and overall projects, which include the appraisal criteria for submitted projects. It was noted that the City Deal is in its early stages of development and in that it is over a 20 year period, some decisions on the Investment Fund may not be taken for a number of years and projects will be developed in accordance with the prescribed themes. The business plans will be required to be submitted to each authority for consideration. The exception to that, as detailed within the report, is that the first £50m of the treasury money can be invested over the next 12 months in advance of that business plan being agreed. This is a decision that the Regional Cabinet would have to reach.

Following concerns as to whether the fund will be allocated to projects in those areas that require investment, Members had been provided with a link to the recently undertaken Competitiveness Commission Report. This has looked at the strategic overview of how this fund should be used to ensure that every part of the region benefits from this scheme. They were reminded of the report of the Competitiveness Commission and how any proposed projects would be assessed.

Members were reassured that there will be a process of scrutiny which will be established so that decisions of the Regional Cabinet can be subject to proper scrutiny in the way that decisions in each local authority have to be subject to scrutiny and there is also provision that there will be an annual business plan and an annual review that will come back to each local authority to enable Members to track the decisions and the investments that are being made. Reserve matters also require that any external factors or any decisions being made that affect the affordability envelope would require the agreement by each of the 10 authorities. Regional Cabinet will have the responsibility for investing the fund but they cannot commit the local authority to any further funds unless they received approval from all.

During the course of the debate Members stressed the importance of improving accessibility and transportation to help people get to jobs and educational opportunities wherever they arise within the region. Reference was made to the need to ensure there is investment in education, skills and employability to ensure there is an alignment between future employer skills needs and education provision across the region, which in turn will improve productivity and participation in the economy. It was noted that there are plans to strengthen the existing Learning, Skills and Innovation Partnership and the City Deal is supported by the higher education sector which includes Cardiff University, Cardiff Metropolitan University and the University of South Wales.

It was reiterated that the authority is committed to employment in the northern end of the borough and as such, arrangements are in hand to produce approximately 20 small business units on The Lawn Industrial Estate and will continue to liaise with the private sector.

A query was raised in relation to the Joint Working Agreement (paragraph 10.5) in that 'each council shall be entitled from time to time to appoint the deputy for its representative but such deputy (in each case) shall only be entitled to attend meetings of the Joint Committee in the absence of his/her corresponding principal' and as to whether it should be mandatory that there should be deputies for all the proposed committees. The Interim Chief Executive advised that it is intended to convey that if authorities have a deputy (and it would be expected that authorities would be represented at all of these meetings) they can nominate a deputy but cannot send the Leader and a deputy. An assurance was given that to date the authority has been represented at every meeting and this will continue to be the case.

Reference was made to the benefits and virtues of the City Deal and the opportunity to look at new projects and new initiatives, as detailed within the implementation plan. Specific comments were made on housing investment and the opportunity to look at developing sites and attract housing developers further north into the county borough and Members welcomed this opportunity. An assurance was sought that social and affordable housing would form part of any project and Members were advised that it was not possible to give any guarantees. It will be for the authority to decide where the investment should be in the borough and submit proposals for consideration accordingly.

A query was also raised as to whether if the region is given the power to strategically decide where major housing sites are to be built, it would supersede the county borough's Planning Committee. The Interim Chief Executive advised that it was not the intention to circumvent the planning process but to develop a more regional approach to a development plan. Following recent discussions at the Shadow Joint Cabinet, approval has been given to start on a regional land use plan. The Corporate Director for Communities has been asked to lead on this project and will report back to the Board as to how this master plan can be developed and how it might evolve into a more formalised regional development. When the local

development plan is developed, it would be mindful of the regional allocations and there may be an opportunity for collaborative local development plans with other local authorities.

A query was also raised in relation to the proposal of Welsh Government to establish a National Infrastructure Commission for Wales and whether this will impact on the City Deal. The Corporate Director for Communities advised that whilst there have been no discussion to date, Officers have been tasked to provide a regional response to the questions from Welsh Government regarding the National Infrastructure Commission and will feed that into the next meeting of the Joint Cabinet for consideration.

In that different wards in the borough have different requirements, it was requested that there be engagement with residents, voluntary organisations and various groups at the earliest possible opportunity. The Corporate Director Communities advised that at the recent Members Seminar ideas were presented around potential projects which were generated as a result of engagement with ward members (representing their communities) and the Business Forum. Work is still in progress and there is still an opportunity to share any ideas.

A query was also raised as to the difference between the City Deal and other initiatives that have been previously been introduced. Members were advised to view the report of the Competitiveness Commission which seeks to address the economic inactivity and provides an economic indicator, which shows how prosperous a region is (Gross Value Added). This assists in identifying those areas in need of assistance. The City Deal supports the principle of creating jobs, supporting people back into the labour market and into higher value, higher paid and higher productivity jobs in order to change the shape of the regional economy and will use the information provided in order to achieve this.

It was reported that Cabinet had agreed that the Leader of the Council or his/her nominated deputy be granted delegated authority to sign the Joint Working Agreement on behalf of the Council.

It was moved and seconded that the recommendations from Cabinet be approved. The Interim Chief Executive advised that there is also a requirement to authorise the Interim Head of Legal Services and Monitoring Officer to amend the Council's Constitution to reflect the proposals as set out in the report and this was accepted by both the mover and seconder of the motion. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report it be agreed to:-

- (i) approve the Joint Working Agreement as the legal document that formally establishes the Cardiff Capital Region (CCR) Joint Committee (the Regional Cabinet) as a Joint Committee, with delegated functions, with a Commencement Date of the 1st March, 2017. The elected member representative to the Regional Cabinet shall be the Leader of the Council, or his/her nominated Deputy;
- (ii) approve the financial contributions from each constituent Council towards the collective £120m total, (together with such associated costs e.g. carry costs), as detailed in the body of this report;
- (iii) approve the carry forward of any remaining revenue funds from 2016/2017, contributed by each constituent Council into 2017/2018 in order that the support structure for the Regional Cabinet continues;
- (iv) approve the collective revenue contributions of up to £1 million inclusive of recommendation (iii) above, on a proportionate basis as set out in the Joint Working Agreement) to the 2017/2018 budget, in order that the support structure for the Regional Cabinet continues;

- (v) approve the City of Cardiff Council acting as the Accountable Body with the responsibilities as set out in the Joint Working Agreement;
- (vi) approve the Assurance Framework as the open and transparent, robust decision making process for considering all proposals requiring support from the CCR City Deal Wider Investment Fund;
- (vii) approve that the Interim Chief Executive in consultation with the Leader of the Council, the Interim Head of Legal Services and Monitoring Officer and Acting Director of Corporate Services and Section 151 Officer be granted delegated authority to agree such amendments as are necessary to the Joint Working Agreement Assurance Framework and Implementation Plan (as are appropriate) from the date of acceptances of these recommendations to the Commencement Date of the 1st March, 2017;
- (viii) approve that the Interim Chief Executive in consultation with the Leader of the Council, the Interim Head of Legal Services and Monitoring Officer and Acting Director of Corporate Services and Section 151 Officer be granted delegated authority to decide whether the Council should continue to explore the opportunity to participate in the CCR City Deal in the event that one or more of the ten constituent Councils fail to agree any of the recommendations detailed above;
- (ix) authorise the Interim Head of Legal Services and Monitoring Officer to amend the Council's Constitution to reflect the proposals as set out in the report.

The meeting closed at 7.10pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 7th March 2017 they were signed by the Mayor.

MAYOR

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COUNCIL – 7TH MARCH 2017

SUBJECT: WELL BEING OBJECTIVES 2017/18

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

-
- 1.1 The attached report was considered by Cabinet on 1st March 2017. The recommendations of Cabinet will be reported verbally to Council on 7th March 2017.
 - 1.2 Members will be asked to consider the recommendations of Cabinet.

Author: Helen Morgan, Senior Committee Services Officer

Appendix Report to Cabinet - 7th March 2017

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CABINET - 1ST MARCH 2017

SUBJECT: WELL BEING OBJECTIVES 2017/18

REPORT BY: CORPORATE DIRECTOR, SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To present to Cabinet the Council's draft Well being Objectives for 2017/18 and to seek the views and approval of Cabinet prior to its presentation to Council on 7th March 2017.
- 1.2 The Local Government Measure 2009 requires all local authorities in Wales to set and publish a set of priorities called Improvement Objectives as soon as is 'practicably possible' in the new financial year, however the introduction of the Well-being of Future Generations (Wales) Act 2015 (WBFGA) also places a legal requirement for public bodies to set and publish 'Well-being Objectives' and publish by a specific date of no later than 31st March 2017.
- 1.3 As there is a cross over between the two pieces of legislation, authorities are treating the two requirements as one outcome, to publish one set of Well being Objectives by the 31st March and the Wales Audit Office and Welsh Local Government Association (WLGA) have endorsed this approach.

2. SUMMARY

- 2.1 The report provides an update on the requirements of the Well-being of Future Generations (Wales) Act 2015 (WBFGA) in respect of setting and publishing Well-being Objectives 2017/18 and lists the Council's draft Well-being Objectives for 2017/18.

3. LINKS TO STRATEGY

- 3.1 The Council's current Well-being Objectives contribute to the single integrated plan, 'Caerphilly Delivers' and all of the Well-being Goals in the Well-being of Future Generations (Wales) Act 2015:
 - A prosperous Wales
 - A resilient Wales
 - A healthier Wales
 - A more equal Wales
 - A Wales of cohesive communities
 - A Wales of vibrant culture and thriving Welsh language
 - A globally responsible Wales

4. THE REPORT

- 4.1 The WBFGA requires public bodies to set Well-being Objectives by 31st March 2017. There must be a well being statement to accompany the objectives which says why the Council has chosen the objectives that it has chosen, what resources will be allocated, the steps to be taken to meet the objectives, and how the well-being objectives will contribute to the achievement of the well-being goals.
- 4.2 The Local Government Measure 2009 is in part still in force (part two has been revoked, part one has not). It is in part one that an authority is required to set Improvement Objectives. However the Local Government Measure does not give a specific date for publishing stating 'an authority must publish as soon as practicably possible into the new financial planning year'. 'Practicably possible' allows for delaying the setting of objectives in certain circumstances such as an election year, providing an opportunity for a new administration to develop their own objectives after an election. This is common practice for most authorities and accepted by the regulator.
- 4.3 Whilst the Local Government Measure allows for a delay in publication, the WBFGA does not provide for any extenuating circumstances and states that Well-being Objectives must be published by 31st March.
- 4.4 Additionally the 'well being assessment' required by the WBFGA legislation has new and emerging priorities both from consultation and engagement data. The priorities determined by the assessment will form the Well being Plan for the Public Services Board and its subsequent action plan to be issued by May 2018. The Council's own contribution, through its own well-being objectives, should be reviewed in light of this extensive and emerging information.
- 4.5 With conflicting timing requirements and the finalising of the well being assessment the advice now received from the Welsh Local Government Association and Wales Audit Office is to set objectives prior to 31st March 2017 and then review them after local elections and in light of the emerging priorities.
- 4.6 We reviewed our 2016 Well-being Objectives and concluded they still continue to contribute strongly to well-being goals for 2017/18. The five Well being Objectives are:

Well being Objectives	Well being Statement
1.To help people make the best use of their household income and manage their debts	Poverty harms people's prospects and damages their long term future. It also places a burden on public resources and services. Data in Caerphilly shows we have above average levels of unemployment, economic inactivity and deprivation and current welfare reforms are having a large and disproportionate impact upon residents in our borough compared to the UK average. 15/16 data shows that Caerphilly is higher than the Wales average in unemployment and those that are economically inactive. Improving this aspect for people will help maximise a Prosperous Wales and a more Resilient Wales .
2. Improve outcomes for all learners, particularly those vulnerable to underachievement	Data identifies that we have a performance gap between those within these groups and that of the overall population. For example those who achieve level 2 threshold (including a GCSE pass) at level 2 in English or Welsh and Maths is 52.6% in academic year 2015. Those who are in receipt of free school meals for the same measure achieved 26%. We need to continue with intensive work to aim to reduce the gap and ensure all young people are provided with

appropriate opportunities. This contributes to a **Prosperous and More Equal Wales.**

3. Close the gap in life expectancy for residents between the most and least deprived areas in the borough

There is an inequality gap where residents living in areas of high deprivation have statistically higher levels of ill health from those who do not. The gap in healthy life expectancy between our most and least deprived communities was 19.2 years for males and 17.4 years for females. Whilst new data positively shows this is reducing (13.2 years for males) it is still high and the need still exists to improve this area as it is connected to many aspects of quality of life. This objective would contribute towards a **Healthier Wales, a Prosperous, and a More Equal Wales.**

4. Carbon Management: Reduce our carbon footprint

Our climate is undergoing changes as the direct result of greenhouse gas (GHG) emissions from human activity. Carbon dioxide (CO₂) is the most significant and prevalent GHG emitted mostly from the burning of fossil fuels like coal, oil and natural gas. The UK Government has committed to take action and has introduced the Climate Change Act with a target to cut carbon emissions by at least 80% by 2050, with a minimum reduction of 26% by 2020 across the UK. CCBC is the biggest employer in the borough and as such has a large carbon footprint, we have an obligation to minimise and associated negative impact to the environment. The objective is to reduce carbon of 26,035 tonnes and to run financial and carbon savings projects and benefits for example with significant investment in solar PV arrays for Homes for the Elderly and schools. This objective would contribute directly towards a **Prosperous and a Globally Responsible Wales.**

5. Investment in Council homes to transform lives and communities

The long-term affordability of housing, low incomes, fuel poverty and improving the quality of housing in the social sectors, are some of the main challenges facing the Authority. Council homes across our County Borough will receive over £200 million investment over the next few years as part of a Welsh Housing Quality Standard (WHQS) programme. We have outlined major spending plans in the “Your Home Your Choice” document to give our housing stock a massive facelift to meet the requirements of the WHQS. This is a major flagship programme that will be a boost to the local economy. In addition, the Council has set the ambition that money spent improving homes should be a catalyst to wider regeneration, improving lives and communities. We will aim to ensure all council homes meet the Welsh Housing Quality Standard, helping to improve the quality of life for the people who live in those homes. This objective maximises contribution towards a **Resilient Wales** and a **Wales of Cohesive Communities**, described as attractive, viable, safe and well-connected.

- 4.7 Public bodies must publish a statement about their well-being objectives at the same time that they publish their well-being objectives. The statement must explain:
- Why the public body considers that its well-being objectives will contribute to the achievement of the well-being goals;
 - Why the public body considers that its well-being objectives have been set in accordance with the sustainable development principle;
 - The steps to be taken to meet the well-being objectives in accordance with the sustainable development principle;
 - How each public body will govern itself to meet its well-being objectives;
 - How each public body will keep the steps it takes to meet its well-being objectives under review;
 - How each public body will ensure that resources, including financial, are allocated annually for the purpose of taking steps to meet its objectives;
 - When each public body expects to meet its well-being objectives;
 - Any other relevant information about their well-being objectives that they consider relevant.

- 4.8 It is proposed that the above current Well-being Objectives are presented to Council for approval prior to 31st March 2017 for 2017/18. It is also proposed that after the local government election any new administration takes the opportunity to review them. The WBFGA statutory guidance states that “*after that point public bodies may decide they want to change one or more of their well-being objectives. There is no deadline or fixed point in time where this should happen*”. This also allows the objectives to be set with regard to the emerging evidence from the Public Services Board’s well-being assessment.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Delivering on the actions required to support the Well-being Objectives is consistent with the five ways of working as defined within the sustainable development principle in the Act. The proposed Well-being Objectives maximise contribution to the Well-being Goals as set out above. They focus on long term issues with an emphasis on prevention that will impact upon current and also future generations. Our communities are involved in shaping their delivery with many aspects only being achievable in collaboration with our partners.

6. EQUALITIES IMPLICATIONS

- 6.1 This report is for information purposes only, so the Council's full Equalities Impact Assessment process does not need to be applied. The Well-being Objectives however will benefit different groups of citizens if achieved

7. FINANCIAL IMPLICATIONS

- 7.1 There are no direct financial implications at this time, but the Well-being Statement must explain how the Council will ensure that resources, including financial, are allocated annually for the purpose of taking steps to meet its objectives.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications from this report

9. CONSULTATIONS

- 9.1 All responses from consultations have been incorporated in the report and reflects the views of the consultees.

10. RECOMMENDATIONS

- 10.1 That Cabinet endorse the proposal to present the above current Well-being Objectives to Council, together with their well-being statement, for approval on 7th March 2017 and that they are further reviewed by the new administration after the local government elections.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 For the reasons set out in the report, Cabinet consider the approach the authority will need to take in meeting the timelines of the Well-being of Future Generations (Wales) Act 2015 and the Local Government Measure 2009.

12. STATUTORY POWER

- 12.1 Well-being of Future Generations (Wales) Act 2015 & Local Government Measure 2009.

Author: Ros Roberts, Corporate Performance Manager, roberr@caerphilly.gov.uk

Consultees: Chris Burns, Interim Chief Executive
Christina Harray, Corporate Director, Communities
Dave Street, Corporate Director, Social Services
Nicole Scammell, Acting Director of Corporate Services & S151
Stephen Harris, Interim Head of Corporate Finance
Cllr D, Hardacre, Cabinet Member, Property and Performance
Gail Williams, Interim Head of Legal Services and Monitoring officer
Rob Hartshorn, Head of Public Protection
Keri Cole, Chief Education Officer
Shaun Couzens, Chief Housing Officer
Colin Jones, Head of Property
Kathryn Peters, Corporate Policy Manager
Shaun Watkins, Principal Personnel Officer, Social Services
Anwen Rees, Senior Equalities Officer, Equalities
Paul Cooke, Senior Policy Officer

Appendices:

Appendix 1 Well-being Objectives 2017/18

CAERPHILLY COUNCIL WELL-BEING OBJECTIVES MARCH 2017



Councillor Keith Reynolds

Foreword from the Leader

I am delighted to introduce Caerphilly Council's Well-being Objectives for 2017-2018 as these will help shape the way we deliver our services in the best interests of our residents over the next 12 months. It is important to note that having objectives does not stop us carrying out and trying to improve the many things we already do, but they are helpful to prioritise areas that will improve our residents' quality of life in a sustainable way.

Although these objectives are important areas to improve upon, we will review them later in the year to make sure they remain current and are what our communities want. This is because the Public Services Board (PSB), of which the Council is a partnership member, has carried out a thorough assessment called a 'Well-being Assessment' that uses different data sets for analysing a picture of our county borough. But data alone is not enough to provide a rich picture so an extensive consultation was carried out to capture feedback from residents outlining how they feel about where they live now and how they would like to see their community improve and move forward over the longer term. We are bringing together these views, alongside what the assessment data tells us, and on behalf of the PSB consulting with partners and the public to see if they agree with the final conclusions. This is important as it will form the basis of a joint action plan which will be implemented by the PSB to work together to improve quality of life for our residents.

As a local authority we will want to contribute to those improvement areas and build on the strengths. Additionally we have local elections in May and any new administration will have ideas on the kind of improvement they want to deliver, so this is why we will be reviewing our Well-being Objectives later in the year. Our other 8 priorities ran from 2013-2017 and we will publish how we performed against them in our annual report in the autumn.

A handwritten signature in black ink that reads "K. V. Reynolds". The signature is written in a cursive style.

Page 24

Page 1 – Foreword from Leader

Page 2 – Setting the scene with our well being statement, Contribution to National Goals

Page 3 – Reviewing the Objectives

Page 4 –18 The Well-being Objectives

Page 19 – Council Priorities

Page 20
Connection between priorities, objectives and the all Wales National Goals

Page 21 – Description of the National Goals

Page 22 – Contact us

Our Well-being Objectives for 2017 - 2018

WB01 – To help people make best use of their household income and manage their debt.

WB02 – Improve outcomes for all learners particularly those vulnerable to underachievement

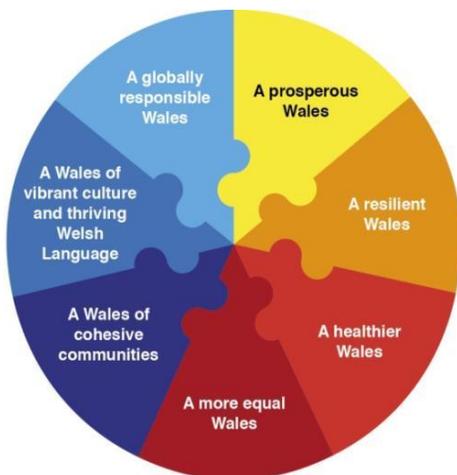
WB03 – Close the gap in life expectancy for residents between the most and least deprived areas in the borough

WB04 – Reduce our Carbon Footprint

WB05 – Investment in Council Homes to transform lives and Communities

What is Well-being?

Well-being means different things to different people, we asked our residents what it meant to them and you can find the answers on <https://your.caerphilly.gov.uk/publicservicesboard/content/what-does-wellbeing-mean>



Setting the Well-being Objectives

Our Well-being Objectives have been carried forward from 2016/17 as we still have more work to do on these.

As mentioned in the Leader's foreword we have undertaken a well being assessment identifying emerging needs and strengths, and carried out considerable public consultation. The areas that people raised in consultation are reflected in this set of Well-being Objectives, for example their concerns about poverty and education. However as the work progresses on this analysis we will want to review our Well-being Objectives in the light of the emerging information around the autumn of 2017.

Well being Statement

Each objective has its own section called 'why we chose this'. This is in effect our 'Well-being Statement' as it explains the rationale for why we chose this particular objective and how we believe these objectives will contribute to the achievement of the Well-being Goals.

More information about Well-being of Future Generations (Wales) Act 2015 is available from: thewaleswewant.co.uk/about/well-being-future-generations-wales-act-2015

How the Councils Objectives contribute to the National Well-being Goals

Under the new Well-being of Future Generations (Wales) Act 2015 public bodies are required to show how their Well-being Objectives have been chosen to maximise their contribution towards meeting the Welsh Government's National Well-being goals. Each of our objectives shows how they contribute towards the seven well-being goals and there is an 'at a glance' table on page 20 to show the connections. There is also a description of what is meant and included for each goal on page 21.

What are the five ways of working?



Legally we need to make sure that when making decisions we take into account the impact they could have on people living their lives in the future. There are **5** things that we need to think about to show we have applied the sustainable development principle

Long Term - The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.

Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

Integration - 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.

Collaboration - 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.

Involvement - 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.

The 5 ways of working:

*Involvement
Collaboration
Long Term
Integration
Prevention
(ICLIP)*

Reviewing the Well-being Objectives

As noted in the foreword our Well-being Objectives will be reviewed after the local elections in the summer of 2017. By this time our 'Well-being Assessment' will be finalised and we can use this new emergent intelligence to inform a review of our objectives. Any new administration may want to prioritise and resource different aspects of the Well-being Assessment and this could alter the priorities, so it is important we review this to have the most up to date well-being priorities for our citizens.

The Well-being of Future Generations (Wales) Act 2015 asks us to state when we think our objectives will be met. Unfortunately the nature of tackling poverty or reduction of carbon emissions means a set deadline would be artificial and gives no certainty as we are often contributing to dealing with factors beyond our control.

However, all our current and future Well-being Objectives will have action plans, with targets and dates for completion as they do now so we are in a position to monitor progress and change position if we need to when our consultations or data are not showing the required improvement is working. The action plan will be reviewed informally at a service level and we will govern our work more formally with our Elected Members through the relevant scrutiny committees. The executive branch of the Council called 'Cabinet' will also review our progress and work towards removing barriers to help achieve them. We will publish an Annual Performance Report each year to tell the public of our progress.

1. Tackling Poverty: Maximising Income

Our Well-being Objective is **to help people make the best use of their household Income and manage their debts**

Why we chose this

Poverty harms people's prospects and damages their long term future. It also places a burden on public resources and services. It is in all our interests to tackle poverty. Caerphilly Council is committed to ensuring its residents are able to live fulfilled lives and are not prevented from enjoying an acceptable standard of living due to economic, social or cultural disadvantage. In their publication 'A UK Without Poverty' the Joseph Rowntree Foundation (JRF) defines poverty as:

"When a person's resources are not enough to meet their basic needs. This includes the need to be part of society, by being able to participate in common customs and activities, such as buying a birthday present for your partner or sending your child on a school trip".

JRF go on to state that interventions that either increase the resources available to households or reduce the costs of meeting their needs will help to reduce poverty. Recognising that poverty is dynamic, and differs at different stages of life, JRF propose that thought must be given to policies that have an impact now, those that are investments in the future and those that provide insurance against future events. Additionally the current welfare reforms are having a large and disproportionate impact upon residents in our borough and knock-on consequences for our local economy, compared to the UK as a whole. This means achievement of this objective could have **long term** benefits to quality of life in a range of areas.

Common causes of problem debt are job loss, illness and relationship breakdown. Many are vulnerable to falling into problem debt following such life events, as too few have the financial resilience to cope. We know for example that problem debt can impact on good mental health, relationships, education and general well being. The past few years has seen an unprecedented increase in the use of food banks in Wales, with 35,919 people provided with food in 2012- 2013, increasing to 1,109,309 in 2015/16* and low-income households can spend 16.6% of their income on food. Domestic energy prices have increased 62% since 2008, increasing 21% in the last two years. For those on low incomes, this is a dramatic increase on their energy bill and they are more likely to be on pre-paid meters, and can pay up to £253 more per year than those by direct debit. The Step Change charity reports that Council Tax debt and arrears of water bills are amongst the most rapidly growing debt for their Welsh clients and the average client has just £10 left to put towards their debts after they have covered their household costs. For too

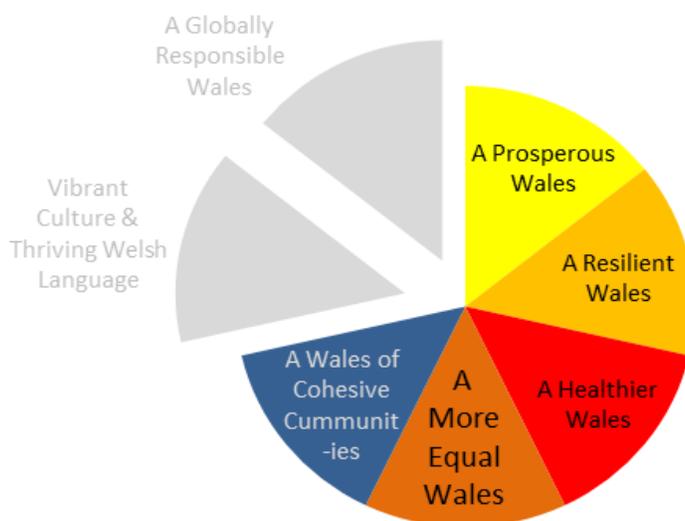
many, debt has become a serious problem with almost three million people said to be in problem debt in Britain. We must integrate our work as the causes of poverty are complex and many, and are driven by external forces beyond our control such as wage levels or central government policy, however this objective aims to mitigate the effects. The effect of poverty hinders public services ability to improve quality of life. This means we have taken an involved and collaborative approach, where we have set up an Anti-Poverty Board. The board monitors our 'Tackling Poverty' strategy and includes members from a range of organisations. Our overall strategy is dependant on our partner such as Citizens Advice, local Food Banks, and Credit Unions in particular. For example between October 2013 and August 2014, CAB debt support clinics funded by Caerphilly Homes and the Supporting People programme referred 262 residents for debt support which led to the identification of £2.53m debt (average of £9,565 per person). In 2015/16 we visited council tenants in their home to provide support and advice and the savings generated as a direct result of face to face support was nearly £500,000. In this way we are working towards **prevention** of poverty, wherever possible.

* Trussel Trust year end figures for 15/16 @ trusseltrust.org.uk

This well being objective supports Welsh Government's own Well-being Objective number **4**: To improve prosperity for all across Wales, helping people into employment and sustaining jobs

Links to the Well-being of Future Generations (Wales) Act 2015 –Well-being Goals

By addressing each of these categories collectively and on their own merit, we are able to show contributions to the following wider National Goals:



To deliver this objective our actions for this year are:

From our Anti-poverty Strategy the work detailed in the section called 'Pockets, of which the key areas of focus are:

-  Providing residents with information and advice on a range of social welfare issues to enable them to increase household income manage debt and develop skills to improve their financial capability.
-  Supporting council tenants to reduce the impacts of rising fuel costs. The impacts of this advice will be captured during follow up visits with a selection of the tenants.
-  Promoting quality, accessible and affordable childcare provision to enable families to improve their income through accessing education, learning and employment.
-  Ensuring all pupils eligible for Free School Meals are in receipt of their entitlement.

How we will review our progress

We will a range of performance measures to monitor progress including:

- The number of people supported to access the benefits they are entitled to along with the number of residents visited and provided with advice regarding energy saving.
- Increase Credit Union membership.
- The amount of savings generated for residents through increased income or reduced savings increases.
- The increases in the number of children accessing childcare places through Flying Start Childcare and the Assisted Places Scheme and an increased in the take up of Free School Meals for eligible pupils.

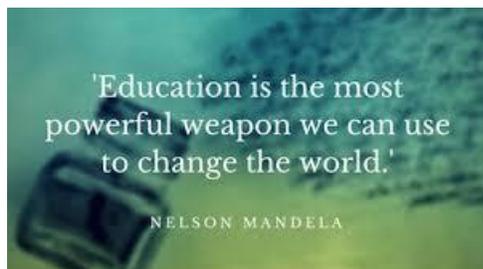
There is an Anti-Poverty Board (with members and partners) that monitor the progress of the strategy. Additionally this objective is monitored by our members at Scrutiny and Cabinet (these documents are publically available) and at the end of the year by our Public Annual Performance Report.

Resources to deliver

We do not have a dedicated budget within our organisation to address poverty so we are working with other areas and organisations to pool our resources to address the issues. For example, we sign post citizens to a range of help and support that maybe provided by other organisations or purchase services from the voluntary sector such as the Citizen's Advice to help citizens manage their finances, particularly help with debt support. We have developed an Anti-Poverty Strategy in partnership with a range of partners based on the 4 pillars of 'Prospects, Pockets, Places and Prevention'. The partnership helps to share the resource of delivering improvements. The strategy identifies areas that will be important to tackle; welfare, work, education, the cost of living, family, community and addressing complex needs emerging as crucial areas of focus.

2. Improve Outcomes for all learners, particularly those vulnerable to underachievement

Our Well-being Objective is to: **Improve outcomes for all learners but we want to particularly focus on those vulnerable to underachievement.**



Why we chose this

This objective aims to address the gap in attainment between vulnerable young people and children and those who are to receive the best education in trying to promote more equal opportunities by removing barriers specific to this group of our citizens.

As a local authority our aim is that “every child should have the best start in life, and the opportunity to achieve success as a young person and as an adult”. In achieving this we recognise that small groups of children and young people can face more challenges than others. We aim to identify groups of learners that are vulnerable to underachievement academically, and work proactively to remove the barriers to learning to raise their aspirations and increase their opportunities to succeed.

Vulnerability in education can be determined by a number of different factors including deprivation. It can also be determined by whether the child or young person has an additional learning need, or is a looked after child. Our data identifies that there is performance gap between those within these groups and that of the overall population.

We have chosen to undertake some intensive work in this area to try and reduce that gap, and ensure that all young people are provided with appropriate opportunities to help them achieve success, both in the classroom and beyond.

We have set this in accordance with the 5 sustainable development principles because we know that **long term** education improvements and its wide range of support initiatives helps young people towards a better quality of life and this starts at an early age. Initiatives can take time to embed, however we are often judged on yearly results and it is important that improved performance is viewed in the understanding of better life chances for young people if this is to be understood in the longer term.

We take an **integrated approach** with schools and governors and the Education Achievement Service (EAS), we also have an extensive Youth Forum with which to **involve** and **collaborate**, who are themselves part of education system as well as systems for

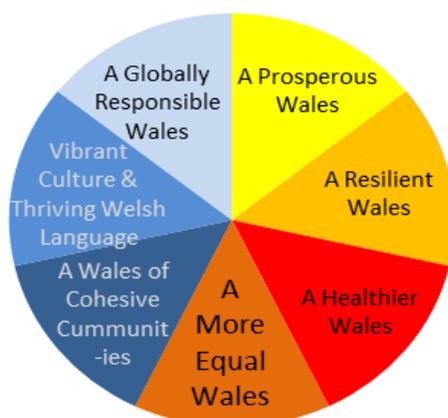
school involvement. The EAS and our schools are key partners in working towards improved outcomes for our pupils. However, when we look at causes of underachievement, we know that aspirations are often linked to family background and that there are links between poverty, deprivation and lower achievement. Therefore in order to **prevent** underachievement we must work with communities and key agencies who work with families such as Flying Start, Families First, Communities First and other key partners.

This objective contributes to the Welsh Governments own current Well-being objectives:

1. Create conditions to give every child the best start in life, **2.** Improve education outcomes for all and reduce the gap in outcomes for different groups.

Links to the Well-being of Future Generations (Wales) Act 2015 – Well-being Goals

This focus on improving outcomes for learners maximises the contribution to all of the wider Well-being Goals noted below:



To deliver this objective our actions for this year are:

-  To work in partnership with the Education Achievement Service (EAS) to ensure that challenging targets are set for all learners, particularly those vulnerable to underachievement.
-  Work with schools to maximise the benefits of the Pupil Deprivation Grant and Implement strategies to work towards closing the gap in performance between those in receipt of Free School Meals, and those who are not.
-  Monitor and evaluate the newly introduced assessment for pupils educated in Trinity Fields and Local authority resource bases (PIVATS).
-  Monitor and evaluate the multi agency strategy to provide improved learning opportunities in the St James area.

The actions identified in this plan and further detail will be highlighted in the strategic annual service plans and operational service delivery plans, and communicated to the regional Educational Achievement Service (EAS).

How we will review our progress

Future ESTYN inspections and reviews will monitor the progress made in improving outcomes for our children and young people through the strategies, services and initiatives that we deliver.

We use considerable attainment data and targets to monitor our overall progress as well as use of the new methods for evaluating at an individual level. There are many factors which increase levels of vulnerability in learners, one of which is deprivation. The measure that is commonly used to measure deprivation is a pupil's eligibility to receive Free School Meals. The data provides an insight into the performance of all pupils in comparison to the pupils in receipt of Free School Meals. This also highlights that the gap in performance increases throughout school life.

We have a service plan, action plan and an online system for monitoring our data. The Objective will be monitored and discussed with our councillors at Scrutiny and at Cabinet and progress will be published to the public in the Councils Annual Performance Report.

Resources to deliver

This objective is initially focused on aligning existing resources to provide targeted support in areas of need. The Welsh Government pilot initiative of Children Zones is being considered as a model for re-focussing the multi agency work in St James and Fochriw areas and evaluating existing partnership working and community engagement.

The aim is to maximise use of existing funding streams and community resources to explore how we can work differently to improve outcomes for the communities, including our most vulnerable children and young people, as well as develop a model which could effectively and efficiently be developed in other areas.

3. Close the gap in life expectancy for residents between the most and least deprived areas in the borough

Our Well-being Objective is focused on: **promoting the benefits of an active and healthy lifestyle.**

Why we chose this

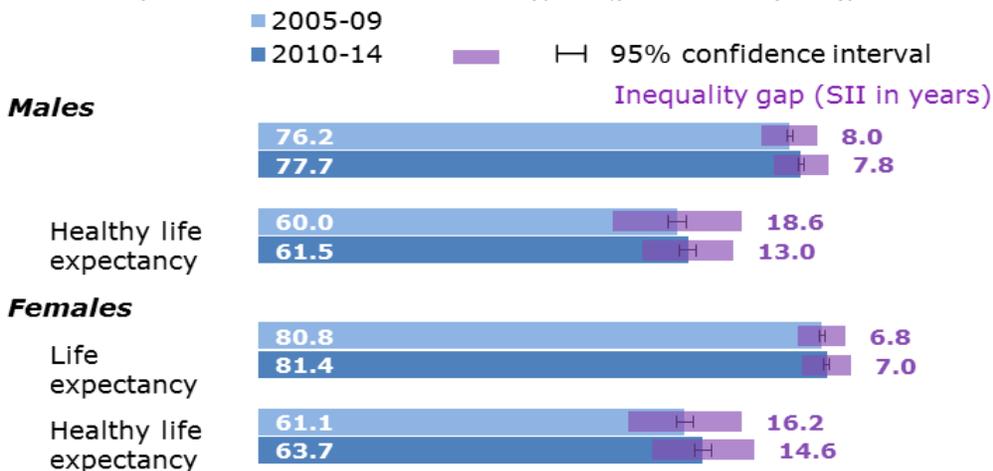
The main intention of this priority is to improve the lifestyles of our local population so that people recognise and take responsibility for their own health and well being. In turn this will reduce the variation in healthy life expectancy so that health and well being of individuals experiencing disadvantage improves to the levels found among the more advantaged.

The CCBC vision is that Caerphilly County Borough is a better place to live, work and visit. This must be for all residents. This is a **long term** aim as residents living in areas of high deprivation have statistically significantly higher levels of ill-health including deaths from chronic obstructive pulmonary disease, deaths from lung cancer, diabetes, mental illness and respiratory disease.

Data released from Public Health Wales (2011) covering the years 2001-2005 and 2005-2009 showed health inequalities across the county borough that were alarming. Recent data released in 2016 (below) shows an improving picture but we still have health inequalities that are harmful to our residents.

Comparison of life expectancy and healthy life expectancy at

Produced by Public Health Wales Observatory, using PHM & MYE (ONS), WHS &



The gap in years in the life expectancy and healthy life expectancy at birth of males between the most and least deprived in the county has reduced. The healthy life expectancy gap in males reduced from 18.6 years to 13 years. For females, the gap in

overall life expectancy has increased by 0.2 years; however the gap in years for healthy life expectancy has reduced by 1.6 years.

Unhealthy lifestyle choices are significantly higher in more deprived areas and this creates risk factors that could impact upon the health of our residents especially smoking, obesity, physical inactivity and unhealthy diet. It is a priority of Welsh Government (Fairer Outcomes for All 2011) that by 2020 we need to improve healthy life expectancy for everyone and close the gap between each level of deprivation by an average of 2.5%. There are 5 levels in total, 1 being the most affluent and 5 being the most deprived.

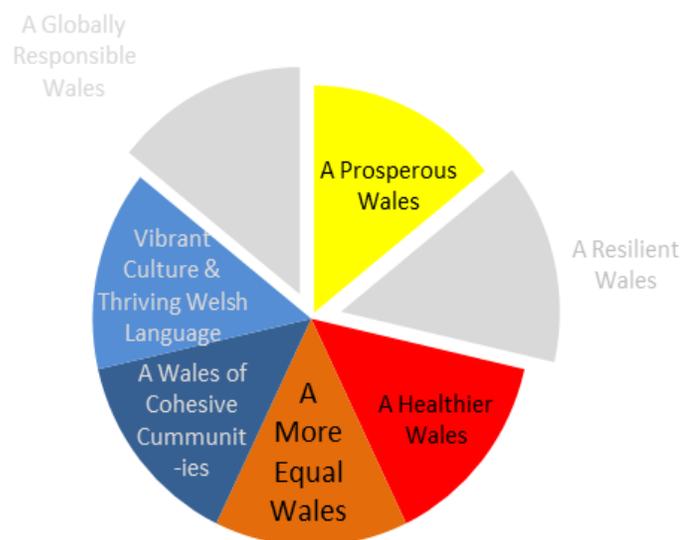
Due to the complexities and the different causes and effects we have to **involve and collaborate** with a range of partners in delivering this objective. We are taking an **integrated** approach to ensure all partners work towards the same outcomes in a joined up process to benefit the individual. Activities are not just seeking to improve life expectancy for residents in the borough but to **prevent** the situation declining as shown from our data.

This contributes to the Welsh Government’s own Well-being Goals of:

1. Create conditions to give every child the best start in life,
3. Help people live healthy and independent lives and support a healthy workforce
12. Manage, use and enhance Wales natural resources to support long term well being and
13. Facilitate high quality responsive and better integrated public services to those that need them most, enabling citizens to be an equal partner.

Links to the Well-being of Future Generations (Wales) Act 2015 –Well-being Goals

This focus on improving maximises the contribution to all of the wider Well-being Goals noted below:



To deliver this objective our actions for this year are:

-  Further reduce smoking prevalence rates.
-  Improve the proportion of adults and children who are a healthy weight.
-  Support Aneurin Bevan University Health Board and Public Health Wales to implement the Living Well Living longer programme (LWLL) across the County Borough.
-  Increase residents knowledge in health literacy.
-  Respond to the key issues identified in the Caerphilly Public Services Board's Well-being Assessment 2017.

How we will review our progress

Data from the Welsh Health Survey (Welsh Government) and Public Health Wales will provide evidence to show if our residents' health is improving. Often health data can be complex and trends can take 2-5 years to show.

This objective will have a range of measures and be monitored at least every 6 months. A report will be provided to the Council's Scrutiny Committees and Cabinet members. We also publish the performance results in our Public Annual Performance Report. We make people aware of the annual report online and through social media and by 'Newline' the Council's paper which is sent to all homes in the borough.

Resources to deliver

Resources within this arena have been significantly reduced over the past few years. This is impacting on the availability of funds and the capacity to deliver. Welsh Government have recently announced a review of the Communities First programme to establish a new approach to meet the challenges of the future. The new approach will focus on three key areas of employment, early years and empowerment. Caerphilly Communities First are significant planning and delivery partners for this Well Being Objective as well as the Healthier Theme of the Caerphilly Single Integrated Plan.

By May 2018, Caerphilly Public Services Board must publish its new Well-being Plan (this will replace the Single Integrated Plan). The Local Assessment of Well-being (noted in the leaders foreword) which is currently out for consultation, identifies a number of key issues that the Public Services Board and partners will need to address, to improve wellbeing across the county borough and develop the 'Caerphilly We Want' over the next 25 years. Consideration needs to be given to the importance of health inequalities within this process and current resources. The Community Health Champions scheme is currently under review to examine relevancy and the capacity/resources to continue to deliver this initiative.

4. Carbon Management: Reduce our carbon footprint

Our Well-being Objective is, **to take steps to reduce the Authority's Carbon Footprint and inform and assist others within the borough to do the same.**



Why we chose this

Our climate is undergoing changes as the direct result of green-house gas (GHG) emissions from human activity. One of the most prevalent GHG's is Carbon dioxide (CO₂) which is emitted mostly, from the burning of fossil fuels like coal, oil and natural gas. The UK Government has committed to take action on reducing carbon emissions and has introduced the Climate Change Act (2008). This is further supported by the Welsh Government Climate Change Strategy 2010 and the Environment (Wales) Act 2016.

Caerphilly County Borough Council (CCBC) has an annual carbon emission in excess of 26,000 tonnes which is a relatively large carbon footprint. We have an obligation to take steps to reduce and minimise our carbon emissions and strongly consider the associated negative impact on our environment. This objective has been set within the sustainable development principles as **long term** and our carbon reduction actions extend to 2050 with some 'invest to save' schemes having a payback under 10 years but a technology lifespan of up to 30 years.

We are taking an **integrated and collaborative** approach by sharing knowledge and good practice and carrying out a wide range of training and awareness so that people know how to best use the technologies and practices available to the best effect.

We rely on and **involve** all employees, pupils and residents to contribute to the goal of carbon reduction as they directly influence the levels of carbon emitted within the borough. We also work Carbon Management Advisory Organisations, Utility Suppliers and Resource Efficient Wales (who replaced the Carbon Trust).

All our proposals for improvement have to be justified and validated and show we understand the causes in order to access funds not just to prevent but to improve carbon emissions levels.

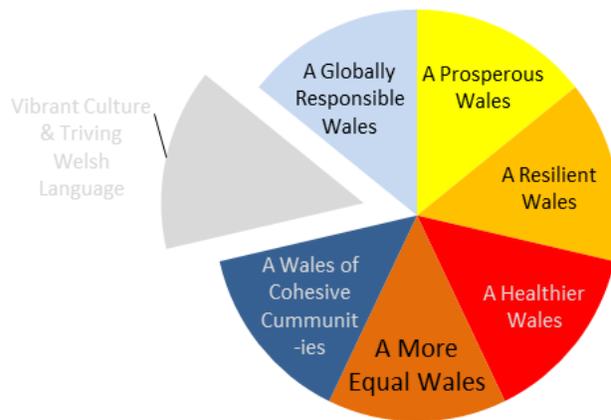
This objective contributes to the Welsh Government own current objective, 6. Support the transition to a low carbon and climate resilient society’.

Links to the Well-being of Future Generations (Wales) Act 2015 –Well-being Goals

CCBC focusses on 4 key categories to drive down energy consumption and reduce carbon emissions. They are:

- Good Housekeeping.
- Invest-to-save.
- Design and Asset Management.
- Renewable Technologies.

By addressing each of these elements collectively and on their own merit, we are able to show contributions to the following wider Well-being Goals:



To deliver this objective our actions for this year are:

- ✚ Raise awareness and understanding of carbon management and improve control through; advisory, education, training, guidance, skills and operational activities.
- ✚ Better controlled use of our facilities through; asset rationalisation (property stock), energy and utility audits, and the feasibility of further technology investments (for maintenance, improvements, controls) to our property portfolio.
- ✚ Feasibility study and piloting of integrating Electric/Hybrid vehicles into parts of our vehicle fleet.

How we will review our progress

The overall governance, monitoring and control will be through our Cabinet, Scrutiny and the Corporate Management Team. Progress will be reported routinely to our

Members in their formal scrutiny capacity which is made publically available, and at the end of the year in our Annual Performance Report.

Resources to deliver

We will select and use specialist staff, contractors, suppliers and areas of financial draw down, in accordance with the needs being addressed and availability at the appropriate times. The authority has used internal finance, justified by business cases for carbon improvement projects.

However, the long standing vehicle for carbon improvement projects has been *SALIX funding, which is an 'Invest to save' scheme. The scheme introduces energy efficient technologies to reduce carbon emissions. We also consider opportunities that could be available from other external funding streams, to identify further opportunities to make carbon management improvements for our organisation, including schools, that benefits our environment, citizens and service providers/users.

*SALIX Finance; is an external organisation, which administers finance on behalf of Central Government. For CCBC, there is a specialised funding pot, established since September 2004, whereby, Salix provide £200k government funding and CCBC have provided £500k. This funding mechanism is used as a loan system across all non-domestic properties to implement energy efficient technologies. Repayment is achieved via savings made from the investments.

5. Investment in Council homes to transform lives and communities

Our Well-being Objective is, **to take steps to ensure the physical standard and condition of our housing stock, be improved and maintained to the Welsh Housing Quality Standard (WHQS), helping to improve the quality of life for the people who live in those homes.**

Why we chose this

The long-term affordability of housing, effects of low incomes, fuel poverty and improving the quality of housing in the social sectors, are some of the main challenges facing the county borough. Council homes across our county borough will require over £200 million investment to meet the Welsh Housing Quality Standard (WHQS) programme by 2020. In 2012 Council tenants took part in a ballot to have their say about the future management of their homes and they voted to remain with the Council as their landlord.

We are taking an **involved, integrated and collaborative approach** by delivering this improvement programme on a community by community basis. Every Council home is surveyed to establish the extent of internal and external work required, type of works to be delivered, products and workforce used, and timeliness of delivery. We have established a 'Caerphilly Homes Task Group' with 7 councillors and 7 tenant representatives, who periodically meet and discuss progress within the WHQS and the improvements to the housing service. The Task Group, is informed by a 'Tenant's Repairs and Improvements Group'.

Due to the scale of this programme, it will be a substantial boost to the local economy. The money spent improving homes, should be a catalyst to wider regeneration, improving lives and communities. The main intention, other than improving homes, is to prevent further deterioration in the housing stock, which can adversely affect the health and quality of life of the tenants.

This objective also contributes to the Welsh Government's own current objectives:

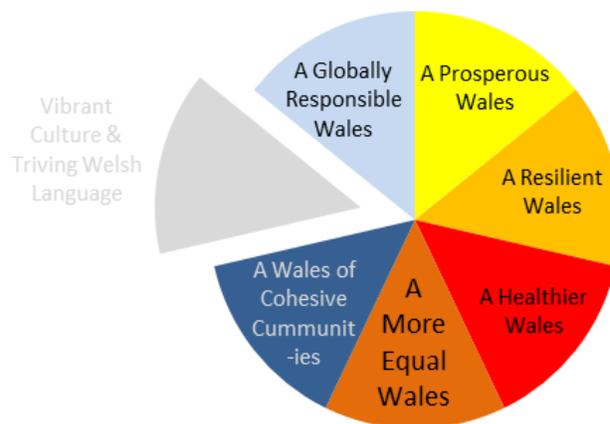
- 7. Connect Communities through sustainable and resilient infrastructure and
- 9. Improve access to secure, safe, efficient and affordable homes.

Links to the Well-being of Future Generations (Wales) Act 2015 –Well-being Goals

Between now and 2020 (the Welsh Government target) we want our communities to know:

- We delivered the best quality home improvements to our tenants.
- We did it with them and not to them.
- Their homes created real jobs in our communities.
- We delivered the whole project on time and in budget.

By addressing each of these items, we are able to show contributions to the following wider Well-being Goals:



To deliver this objective our actions for this year are:

Through continued delivery of a capital investment programme, pursuit of external funding to support energy improvement opportunities, delivery of sensitive adaptations, adhering to standards, working closely with our tenants, working groups, contractors and suppliers, we will strive to make Caerphilly Homes be;

- ✚ In a good state of repair.
- ✚ Safe and secure.
- ✚ Adequately heated, fuel efficient and well insulated.
- ✚ Fitted with up-to-date kitchens and bathrooms.
- ✚ Well managed (for rented housing).
- ✚ Located in attractive and safe environments.
- ✚ Suitable to meet the specific requirements of the household (as far as reasonable and practicably possible). For example, catering for specific disabilities.

How we will review our progress

The overall governance, monitoring and control will be through our Cabinet, Scrutiny and the Corporate Management Team. Progress will be reported routinely to our Members in their formal scrutiny capacity which is made publically available, and at the end of the year in our Annual Performance Report.

Progress is constantly monitored by a dedicated internal workforce, as well as by our contractors, the 'Caerphilly Homes Task Group', and 'Tenant's Repairs and Improvements Group'.

There are three key measures that will be used to review progress are

- How quickly we do internal home improvements
- How quickly we carry out external home improvements
- The tenant satisfaction levels of works done.

Resources to deliver

The Welsh Government and the Council has committed to an investment programme of £200 million to meet the WHQS standards by 2020. We also monitor the wider market place in pursuit of external funding to support energy improvement opportunities (for example through the Utility Suppliers).

The capacity to meet commitment is under constant review in order to respond to ever changing circumstances and the delivery of the necessary changes and improvements are, and will be, subject to certain physical resource constraints and at the mercy of wider market influences, such as the availability of high quality efficient tradesmen and contractors, access to homes, delivery of quality installation and repair products and technologies.

Further information regarding "The Welsh Housing Quality Standard" can be found in the revised guidance for the social landlords on interpretation and achievement of WHQS July 2008, or by access to the Welsh Government website: Welsh Government, Welsh Housing Quality Standard.

<http://wales.gov.uk/topics/housing-and-regeneration/housing-quality/welsh-standard/?lang=en>

Our 2013-17 Corporate Priorities

These were set up in 2013 and are now coming to the end of their monitoring period. We report progress every year against our medium term priorities and will report for the last time in October of this year in our annual report.

- CP1 **Peoples social care needs are identified and met in timely and appropriate way.** This priority focuses on improving the speed by which we make assessments so the client gets a quicker service and that the quality remains high. We want to improve the quality of standards of care.
- CP2 **Children and Adults are safeguarded from abuse.** Our commitment is to prevent abuse to vulnerable children and adults within the community with quick, effective responses and to work with other agencies to train, support and campaign to raise awareness and improve all areas of co-ordinated working
- CP3 **Improve standards across all year groups particularly key stages 2 & 3.** Performance of pupils improve and particularly those of vulnerable groups. We want to raise the literacy levels for all and particularly for year 4 pupils. We want the gap between girls and boys achievements to narrow.
- CP4 **Identify vulnerable groups of learners and develop interventions to ensure needs are met.** This is also one of our well-being objectives for 2017/18, The priority focuses on reducing the number of young people leaving education, training or work based learning without an approved qualification.
- CP5 **Reduce the gap in attainment between pupils in advantage and dis-advantaged communities.** To raise attendance levels and developing an outreach service for those in isolated communities.
- CP6 **Promote the benefits of an active and healthy lifestyle.** Success in this priority is to reduce the harm caused by alcohol, increase physical activity, reduce smoking and promote healthy eating. We also want to support intergeneration schemes.
- CP7 **Invest in our council homes and their communities to transform lives.** Rebuilding and refurbishing Council homes so they meet the Welsh Housing Quality standard by 2020.
- CP8 **Affordability** - To deliver the medium term financial plan, aimed at providing a period of stability that helps the Authority to have arrange of services in the future that are sustainable. We said we want to achieve a balanced budget by implementing savings proposals at the start of the financial year.

Which Well-being Goals do our priorities and objectives make the most contribute to?								
Our Corporate Priorities and Well-being Objectives		1	2	3	4	5	6	7
CP	Peoples social care needs are identified and met in timely and appropriate Way.							
CP	Children and Adults are safeguarded from abuse.							
CP	Improve standards across all year groups particularly key stages 2 & 3							
CP	Identify vulnerable groups of learners and develop interventions to ensure needs are met.							
CP	Reduce the gap in attainment between pupils in advantage and dis-advantaged communities.							
CP	Promote the benefits of an active and healthy lifestyle.							
CP	Invest in our council homes and their communities to transform lives.							
CP	Affordability - To deliver the medium term financial plan, aimed at providing a period of stability that helps the Authority to have arrange of services in the future that are sustainable.							
WO1	To help people make the best use of their household income and manage their debts.							
WO2	Improve outcomes for all learners, particularly those vulnerable to underachievement							
WO3	Close the gap in life expectancy for residents between the most and least deprived areas in the Borough.							
WO4	Carbon Management - Reduce our carbon footprint							
WO5	Investment in Council homes to transform lives and communities.							

Description of what the National Goals mean?

Goal	Description of the goal
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.
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).
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.
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).
A Wales of cohesive communities	Attractive, viable, safe and well-connected communities.
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.
A globally responsible Wales	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.

How to contact us

Your views and opinions on the content of our plans and the priorities that we set each year are important to us. We welcome your input so that we can continue to provide meaningful information that helps inform you of the service focus, ensuring that we are working on the things that are important to making a difference to you, our citizens and our communities.

Please contact us by: Email: PMU@caerphilly.gov.uk OR by Web

link: [Council Performance](#) and follow the instructions on screen:

Alternatively, please contact:

Ros Roberts

Performance Manager
Corporate Performance Management Unit
Caerphilly County Borough Council
Penallta House
Ystrad Mynach
Hengoed CF82 7PG

Tel: 01443 864238

E-mail: roberr@caerphilly.gov.uk

The screenshot shows the 'Performance Management Unit' page on the Caerphilly Council website. The page has a green header with the council logo and navigation menu. The main content area is titled 'Performance Management Unit' and includes a form for providing feedback. The form has fields for Name, E-mail, and Phone number, and a 'Cyflwyno' (Submit) button. A sidebar on the right lists 'Ydych chi'n chwilio am' (What are you looking for?) with links to 'Adroddiad Perfformiad', 'Amcanion Lles 2016-17', and 'Cynllun Corfforaethol'. The footer contains contact information for the Performance Management Unit, including the phone number 01443 864382 and the address Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.

This document is also available in different languages and formats upon request. Further information can also be found on our website: www.caerphilly.gov.

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COUNCIL – 7TH MARCH 2017

**SUBJECT: SOCIAL SERVICES AND WELLBEING ACT 2014 –
REGIONAL POPULATION NEEDS ASSESSMENT**

**REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151
OFFICER**

- 1.1 The attached report was considered by the Health Social Care and Wellbeing Scrutiny Committee on 7th February 2017. The report sets out the Draft Regional Population Needs Assessment (PNA). It was explained that the Social Services and Wellbeing Act 2014 places a statutory duty on Local Authorities and Health Boards to prepare a regional population needs assessment (PNA) in relation to people requiring care and support. A draft PNA has been jointly developed across the region (Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen) by Aneurin Bevan University Health Board (ABUHB) and the Gwent Transformation Team. The PNA comprises of the assessment of need and the range and level of services required and sets out the common priorities across the region with suggested actions. The document is based on the views of citizens.
- 1.2 The PNA must be signed off and agreed by individual Local Authorities and ABUHB by 31st March 2017 and subsequently published on individual websites. The first area plans must be published by 1st April 2018.
- 1.3 Members discussed the challenges that face an 'ageing population' and how the region will need to look at new ways of working. Concerns were expressed with regard to the availability of long term funding to provide good quality care later in life, in the future. The Scrutiny Committee felt that a better and quicker diagnosis in relation to Alzheimers and Dementia was key. A Member suggested that a volunteer service could be arranged to help people who have been diagnosed as a way of giving people confidence and not feeling alone, for instance attending a gym. It was also raised that a social network is needed for carers, a resource that could be utilised by carers when the care is no longer required.
- 1.4 It was noted that the eligibility criteria in relation to Carers has changed and the areas of interest as set out in the report were supported. In terms of mental health, concerns were expressed in relation to the support available to younger people and Members felt that earlier intervention is required and that more money should be invested. Reference was made to violence against women, domestic abuse and sexual violence and a member queried why this does not relate to men. The Committee were advised that some seldom heard groups had been omitted from the assessment however, the document will be amended to include these.
- 1.5 Having considered the content of the Officer's report, the Health, Social Care and Wellbeing Scrutiny Committee recommended that the priorities and suggested actions contained therein be submitted to full Council.
- 1.6 Members are invited to consider the report and the recommendation.

Author: Amy Dredge, Committee Services Officer - Ext 3100.

Appendix 1 Report to Health Social Care and Wellbeing Scrutiny Committee on the 7th February 2017.



HEALTH, SOCIAL CARE AND WELL BEING SCRUTINY COMMITTEE - 7TH FEBRUARY 2017

**SUBJECT: SOCIAL SERVICES AND WELLBEING ACT 2014 –
REGIONAL POPULATION NEEDS ASSESSMENT**

REPORT BY: CORPORATE DIRECTOR – SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To seek Members views on the contents of the report and draft Population Needs Assessment (PNA) regional report prior to referring the report to Council for approval.

2. SUMMARY

- 2.1 The Social Services and Wellbeing Act 2014 places a statutory duty on local authorities and health boards to prepare a regional population needs assessment (PNA) in relation to people requiring care and support. A draft PNA has been jointly developed across the region (Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen) by Aneurin Bevan University Health Board and the Gwent Transformation Team. The PNA sets out the common priorities across the region and suggested actions.

3. LINKS TO STRATEGY

- Wellbeing Assessment in accordance with the Wellbeing of Future Generations (Wales) Act 2015;
- CCBC Corporate Improvement Plan and the Wellbeing Objectives.

4. THE REPORT

- 4.1 The Social Services and Wellbeing Act 2014 (the Act), in Part 2, section 14, requires that local authorities and local health boards must jointly carry out an assessment of the needs for care and support, and the support needs of carers in the local authority areas. Care and support is in relation to people known to Social Services but we also need to recognise that there are a large number of people who are supported through preventative services and initial research has estimated that this could be approximately 1 in 5 people. A population needs assessment (PNA) report will comprise of two sections:

Section 1: the assessment of need.

Local authorities and Local Health Boards must jointly assess:

- the extent to which there are people in the area of assessment who need care and support
- the extent to which there are carers in the area of assessment who need support
- the extent to which there are people whose needs for care and support (or, in the case of carers, support) are not being met.

The PNA report must include specific core themes dealing with:

- children and young people
- older people
- health / physical disabilities
- learning disability/autism
- mental health
- sensory impairment
- carers who need support; and
- violence against women, domestic abuse and sexual violence.

Section 2 - the range and level of services required.

Local authorities and Local Health Boards must jointly assess:

- the range and level of services required to meet the care and support needs of the population and the support needs of carers
- the range and level of services required to prevent needs arising or escalating; and
- the actions required to provide these services through the medium of Welsh.

4.2 Under the Act the five local authorities within the Aneurin Bevan University Health Board (ABUHB) footprint - Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen - must form a partnership arrangement with the ABUHB and produce a single combined population needs assessment report (PNA). In addition the PNA must:

- Be produced once per local government electoral cycle and across the ABUHB footprint
- Contain the population assessment for each of the local authority areas but also combine these assessments to produce a single regional assessment of the needs of the people in the whole of the Local Health Board's area
- Include an assessment of the range and level of services required to meet those needs.
- Demonstrate clearly the extent to which the core themes are concentrated or diffused across the partnership
- Keep population assessment reports under review and revise them if required.

4.3 The first population assessment must be published by April 2017 and a 'Gwent Regional Leadership Group consisting of Directors of Social Services and ABUHB Executive Officers co-ordinate the PNA development via a regional transformation team. A statutory duty under the Act is for each region to form a Regional Partnership Board (RPB) between the Local Authorities and Health Board in the region. The RPB includes elected Member leads for Social Services and ABUHB members, as well as Directors of Social Services and ABUHB Chief Executive Officers. The RPB act as a joint committee to oversee the PNA process. Further reports will be provided in relation to the governance arrangements as the project develops.

4.4 It is recognised that the PNA will need to link to the Wellbeing Assessment required under the Wellbeing of Future Generations Wales Act 2015. Although the definition of wellbeing is slightly different in each Act, there are synergies to gain, and duplication to avoid by linking the assessments. Local officers have been working closely to align the development of respective population assessments to avoid duplication and identify areas of synergy and joint working.

4.5 A draft regional PNA has been developed and is currently out for consultation. The PNA was developed through extensive engagement with regional citizen panel, provider forum and regional executive director leadership group; as well as local groups such as youth forum, older people's forums, carers groups and parenting networks. Further engagement is planned during the consultation period.

- 4.6 Engagement was also supported by CCBC and PSB through the *'The Caerphilly You Want'* (which is an engagement process established to support the development of well being assessments required under the relevant legislation and groups such as the 'Shout Out Group'). A survey was developed and completed by 172 people of which over a third (37%) had a disability, long term illness or health problem. Some key points included:
- Greatest health support needs - Mental health support
 - Greatest social care needs – Integrated care services, information on what is available, support for older people (to remain independent), support in the community – facilities such as day care, support for adults and children with disabilities, support for those with mental health issues – counselling, accessible and affordable
 - Health and social care services required - Ageing population needs to be provided for – homecare, joined up approach to health and social care.
- 4.7 Some of the wider **regional** emerging areas of interest are also set out below and further engagement is planned during the consultation period:
- An ageing population brings many opportunities, however there are also challenges for service provision and increases in the number of people living with long term conditions.
 - Loneliness is a growing concern.
 - Across the region there are high levels of social capital and volunteering. By taking an asset and placed based approach there is an opportunity to improving well-being.
 - Increasing support is required for Looked After Children across the region
 - Adverse childhood experiences have a negative impact on people's long term health and economic prospects and can be perpetuated through the generations.
- 4.8 The PNA will have to be signed off and agreed by individual local authority councils and ABUHB by March 31st 2017 and subsequently published on individual websites. Following the publication of the regional report each local authority and health board are required to prepare and publish a plan setting out the range and level of services they propose to provide, or arrange to be provided, in response to the population needs assessment. Area plans must include the specific services planned in response to each core theme identified in the population assessment. As part of this, area plans must include:
- the actions partners will take in relation to the priority areas of integration for Regional Partnership Boards;
 - the instances and details of pooled funds to be established in response to the population assessment;
 - how services will be procured or arranged to be delivered, including by alternative delivery models;
 - details of the preventative services that will be provided or arranged;
 - actions being taken in relation to the provision of information, advice and assistance services; and
 - actions required to deliver services through the medium of Welsh.
- 4.9 The first area plans must be published by 1 April 2018 and there will be a need to ensure links between the Area Plan and the Public Services Board's Well-being Plans required under the Well-being of Future Generation (Wales) Act 2015 to facilitate collaborative working between the two legislative duties and avoid duplication. Links to CCBC's Corporate Improvement Plan and its Wellbeing Objectives and ABUHB Intermediate Medium Term Plans will also need to be established, as well as alignment to the Neighbourhood Care Network plans in each of the GP cluster areas.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The Social Services and Wellbeing Act 2014 principles of working are similar to the sustainable principles identified under the Wellbeing of Future Generation Act (Wales) Act 2015. The development of the PNA is consistent with the five ways of working as defined within the sustainable development principle in the WFG Act in that it is:

- Long-term – It identifies issues that will affect the county borough and region over the next 3-5 years.
- Preventative – It sets out preventative action and how acting to prevent problems occurring or getting worse will improve local well-being.
- Integrated – It considers how the issues may impact upon partners and how these are interrelated.
- Collaborative – The Assessment was prepared in collaboration with partner organisations with an interest in the well-being of the area. It identifies how acting in collaboration could help improve local well-being.
- Involvement – The Assessment was prepared involving people/organisations, and ensuring that those people reflect the diversity of the area.

6. EQUALITIES IMPLICATIONS

- 6.1 Promoting equalities is a fundamental requirement of the Social Services and Wellbeing Act legislation, with specific resonance for meeting the well-being goals of Wellbeing of Future Generations Act - *A more Equal Wales*, and *A Wales of Cohesive Communities*.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications related to this report.

8. PERSONNEL IMPLICATIONS

- 8.1 Officers from the Gwent Transformation Team have been working closely with Council's Corporate Policy Unit who have played a key part in ensuring the alignment of both population assessments required under the Social Services and Wellbeing Act 2014 and Wellbeing of Future Generations (Wales) Act 2015. This work will ideally continue when developing the corresponding Area Plan and Local Well-being Plan.

9. CONSULTATIONS

- 9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

10. RECOMMENDATIONS

- 10.1 To consider the draft PNA report, priorities and suggested actions and provide comments prior to the report being submitted to full Council.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 For CCBC to fulfil the statutory requirement on Local Authorities and Health Boards to sign off the PNA by the required date.
- 11.2 So that CCBC can provide formal consultation comments in relation to statutory regional PNA report. The benefits expected are more opportunities for regional working, joint commissioning and maximising of resources. There is a legal expectation that CCBC will agree and sign off the PNA by April 2017. Further details on implementation of the priorities and actions will be set out in the corresponding Area Plan and staffing implications will be considered during the process.

12. STATUTORY POWER

12.1 Social Services and Wellbeing Act 2014, Wellbeing of Future Generations Act (Wales) 2015.

Author: Phil Diamond, Gwent Transformation Team phil.diamond@torfaen.gov.uk

Consultees: Cllr Robin Woodyatt, Cabinet Member for Social Services
Dave Street, Corporate Director, Social Services
Rob Hartshorn, Head of Public Protection
Gail Williams, Interim Head of Legal Services and Monitoring Officer
Kathryn Peters, Corporate Policy Manager
Vicki Doyle, Policy Officer

Appendices:

Appendix 1 - Draft Population Needs Assessment

Appendix 2 - Consultation Response Form

Appendix 3 - Population Needs Assessment Summary of Priorities, Actions and Process Steps

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Social Services and Wellbeing Act

Population Needs Assessment

Gwent Region Report

DRAFT Nov 2016



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How to view this Population Needs Assessment (PNA)

'What it is and what it is not!'

1. This PNA is not an exhaustive list of graphical data but includes appendices where further data is included.
2. This PNA will include links to other supporting information such as the local Wellbeing Assessments required under the Wellbeing of Future Generations Act – we do not want to duplicate large sections of information in this PNA which is included in other documents
3. This PNA uses the PNA toolkit developed by Welsh Local Government Association (WLGA) and Social Services Improvement Agency (SSIA) to set out the levels need in the situational analysis and services required in the response analysis
4. This PNA will not include or reference every data source available – as it will simply be too large, but we will use the Social Services and Wellbeing Act data catalogue developed by Data Unit Wales as a starting point.
5. This PNA is based on the views of citizens and providers, and co-production is a core design principle. Citizens and providers helped identify the emerging areas of interest under each core theme.
6. This PNA will use the latest research. This PNA is not adopting a 'blank canvass' approach as there are a number of previously completed, and current, needs assessments and market position statements that include useful intelligence. Also, national reports such as NHS Adverse Childhood Experiences provide invaluable data that this PNA will incorporate, but not replicate.
7. The core theme chapters will read as executive summaries and highlight regional priorities linked to the emerging areas of interest; and also high level partnerships and services that can support the agenda.
8. The core theme chapters will also include a list of suggested actions to be included in the underpinning regional Area Plan required following the publication of this PNA – again this list is not exhaustive but a starting point.
9. This PNA is the first of its kind and will set the direction of travel for health and social care services – it is the 'shop window' in terms of priorities and next steps – and more detailed analysis, mapping of services and actions will be set out in the regional Area Plan required by April 2018.

Foreword

The Gwent Health Social Care and Well-being Partnership is pleased to publish the region's first Social Services and Wellbeing Act Population Needs Assessment which will be central to promoting wellbeing, supporting people at the earliest opportunity to maintain their independence and to help people to better help themselves.

We are living in a time of enduring austerity and the priorities that we identify and work in partnership to deliver, will also need to ensure that services are sustainable now and in the future. This needs assessment presents not only the level of need across the region, but also provides the region's response to the identified need as well as proposing the next steps required to meet those needs. The Gwent Regional Partnership will now translate words into action through good partnership working and shared goals and aspirations.

Finally, to ensure this needs assessment will have the desired impact we need to engage with our citizens and we are pleased that so many people and partners have taken part in our pre-engagement activities to help us identify what matters most. We believe that engagement is not a process but a culture, and we will continue to engage every step along the way through our various panels and existing partner agency groups.

Phil Robson,
Chair of the Gwent Regional partnership Board
Interim Vice Chair of Aneurin Bevan University Health Board

Chair of Citizen Panel

The Gwent Citizen's Panel were very pleased to receive a presentation on the Population Needs Assessment in July 2016. This was welcome confirmation that service needs and priorities were being taken very seriously. It also provided a level of understanding of the assessments that allowed panel members to go back to groups in their localities and broadcast the assessments for completion.

My own linked group, Caerphilly Over 50s Forum, spent some time discussing the PNA at our Steering Group and we were able to submit a comprehensive assessment covering all aspects where we felt the older person's interests and priorities were important. We recognised the size of the task in reaching out to collect the data but were very pleased to take part in the process. A quote from our meeting: "This is hard work – let's hope they are listening".

Chris Hodson
Chair, Citizen's Panel

INTRODUCTION

What is the Population Needs Assessment Report?

The Social Services and Wellbeing Act (Act), in Part 2, section 14, requires that local authorities and local health boards must jointly carry out an assessment of the needs for care and support, and the support needs of carers in the local authority areas. Care and support is in relation to people known to Social Services but we also need to recognise that there are a large number of people who are supported through preventative services and initial research has estimated that this could be approximately 1 in 5 people. A population needs assessment report should comprise two sections:

Section 1: the assessment of need

Local authorities and Local Health Boards **must** jointly assess:

- the extent to which there are people in the area of assessment who need care and support
- the extent to which there are carers in the area of assessment who need support
- the extent to which there are people whose needs for care and support (or, in the case of carers, support) are not being met

The PNA report **must** include specific core themes dealing with:

- children and young people
- older people
- health / physical disabilities
- learning disability/autism
- mental health
- sensory impairment
- carers who need support; and
- violence against women, domestic abuse and sexual violence.

Section 2 - the range and level of services required.

Local authorities and Local Health Boards **must** jointly assess:

- the range and level of services required to meet the care and support needs of the population and the support needs of carers
- the range and level of services required to prevent needs arising or escalating; and
- the actions required to provide these services through the medium of Welsh.

Under the Social Services and Wellbeing Act, the 5 local authorities within the Aneurin Bevan University Health Board (ABUHB) footprint - Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen - **must** form a partnership arrangement with the ABUHB and produce a single combined population needs assessment report (PNA). In addition the PNA must:

- Be produced once per local government electoral cycle and across the ABUHB footprint

- Contain the population assessment for each of the local authority areas but also combine these assessments to produce a single regional assessment of the needs of the people in the whole of the Local Health Board's area
- Include an assessment of the range and level of services required to meet those needs.
- Demonstrate clearly the extent to which the core themes are concentrated or diffused across the partnership
- Keep population assessment reports under review and revise them if required.

The first population assessment will be published by April 2017 and the **Leadership Group (via the regional transformation team)**, which is the executive officer group that reports to the Regional Partnership Board (RPB) will co-ordinate this work and the RPB **will act as a joint committee to oversee the process.**

It is recognised that the PNA will need to link to the Wellbeing Assessment required under the Wellbeing of Future Generations Act. Although the definition of wellbeing is slightly different in each Act, there are synergies to gain, and duplication to avoid by linking the assessments.

Regional Partnership Board

As set out in the Partnership Arrangements (Wales) Regulations 2015 local authorities and local health boards are required to establish Regional Partnership Board (RPB) to manage and develop services to secure strategic planning and partnership working; and to ensure effective services, care and support are in place to best meet the needs of their respective population.

The objectives of the Regional Partnership Boards are to ensure the partnership bodies work effectively together to:

- Respond to the population assessment carried out in accordance with section 14 of the Act, and
- Develop, publish and implement the Area Plans for each region covered as required under section 14A of the Act.
- Ensure the partnership bodies provide sufficient resources for the partnership arrangements, in accordance with their powers under section 167 of the Act.
- Promote the establishment of pooled funds where appropriate.

Regional Partnership Boards (RPB) will also need to prioritise the integration of services in relation to:

- Older people with complex needs and long term conditions, including dementia.
- People with learning disabilities.
- Carers, including young carers.
- Integrated Family Support Services.
- Children with complex needs due to disability or illness.

Governance

The Regional Partnership Board (RPB) is currently considering a governance structure and partnership arrangements with existing groups that are well placed to lead on specific core themes across the PNA e.g. South East Wales Violence against Women, Domestic Abuse and Sexual Violence Board, Dementia Board, Carers Partnership Board, Mental Health and Learning Disability Local Partnership Board. The RPB will also explore partnership arrangements with wider regional groups such as local authority Public Service Boards – especially in relation to links to the Wellbeing of Future Generations Act – Gwent Area Planning Board for Substance Misuse, Gwent Welfare Reform Partnership and In One Place Programme.

Area Plan

Each local authority and health board are required to prepare and publish a plan setting out the range and level of services they propose to provide, or arrange to be provided, in response to the population needs assessment. Area plans must include the specific services planned in response to each core theme identified in the population assessment. As part of this, area plans must include:

- the actions partners will take in relation to the priority areas of integration for Regional Partnership Boards;
- the instances and details of pooled funds to be established in response to the population assessment;
- how services will be procured or arranged to be delivered, including by alternative delivery models;
- details of the preventative services that will be provided or arranged;
- actions being taken in relation to the provision of information, advice and assistance services; and
- actions required to deliver services through the medium of Welsh.

The first area plans must be published by 1 April 2018 and the RPB will ensure links between the Area Plan and the local authority Well-being Plans required under the Well-being of Future Generations Act to facilitate collaborative working between the 2 legislative duties and avoid duplication. Links to local authority Corporate Improvement Plans and ABUHB Intermediate Medium Term Plans will also be established, as well as alignment to the Neighbourhood Care Network plans – under the ‘*Care Closer to Home*’ strategy (see section 2) – in each of the GP cluster areas of which there are 12 in the Gwent region.

Links to strategies

Included in each core theme chapter is a link to key strategies. The list is not exhaustive but is representative of the key strategic drivers, and a comprehensive cross referencing will be completed when developing the Area Plans. However, links to wider legislation such as the Well-being of Future Generations (Wales) Act 2015, Housing (Wales) Act 2014, Violence against Women, Domestic Abuse and Sexual Violence Act 2015, Working Together To Reduce Harm (The Substance Misuse Strategy for Wales 2008 – 2018), Welsh Adverse Childhood Experiences (ACE) Study, Ageing Well in Wales the Strategy for Older People in Wales (2013/23) have been referenced whilst developing the draft PNA.

Links to Wellbeing of Future Generations Act

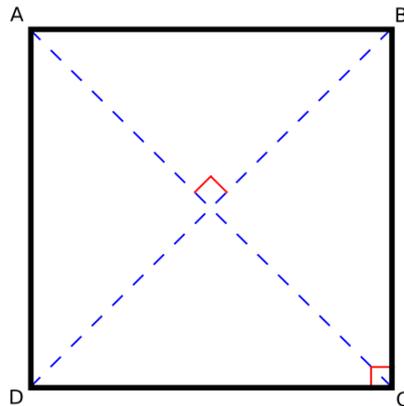
The Social Services and Wellbeing Act (the Act) shares similar principles with a number of national strategies and legislation. However, the Act shares almost identical principles with the Wellbeing of Future Generations Act with the main difference between the acts being the time frame: the PNA under the Act covers a 3-5 year period based on electoral cycle and the Wellbeing Assessment under the WFG Act covering a suggested period of 20-30 years.

Social Services and Wellbeing Act Principles	Sustainable Principles: Wellbeing of Future Generations
Services will promote the prevention of escalating need and the right help is available at the right time	Prevention: How acting to prevent problems occurring or getting worse
Partnership and co-operation drives service delivery	Collaboration: how acting in collaboration with any other person or any other part of an organisation could help meet wellbeing objectives
	Integration: Consider how the proposals will impact on wellbeing objectives, wellbeing goals, other objectives or those of other public bodies
People are at the heart of the new system by giving them an equal say in the support they receive	Involvement: The importance of involving people with an interest in achieving the wellbeing goals, and ensuring that those people reflect the diversity of local communities.
The Act supports people who have care and support needs to achieve well-being	Long term: the importance of balancing short- term needs with the need to safeguard the ability to also meet long – term needs

A task and finish group was established in Newport and led by Director for People to explore synergies across both acts. The group has identified and explored opportunities to align both population assessments, reduce duplication and identify areas of joint working/collaboration. The learning from the task and finish group has been used to design the methodology across the region; and also shared with Welsh Government. The analysis has also laid foundations for aligning the regional Area Plan and local Wellbeing Plans required under subsequent acts.

Social Services and Wellbeing Act Prioritisation Matrix 'Centering the Square'

It is important that priorities are identified through sound reasoning and clear evidence which also delivers the Welsh Government's direction for public services at a local level. However, it is paramount that priorities reflect the local needs of communities and are identified through effective engagement and co-production with local people. To ensure all factors are considered, a '*Prioritisation Matrix*' has been developed based on the above 4 factors and we call this 'centering the square'



- 1. Engagement – what have people told us?**
Needs identified by vulnerable groups, providers and wider population.
- 2. Data trends – What has the data told us?**
Is the data curve moving in an adverse direction and will it exacerbate or reach a critical level without intervention?
- 3. National policy and strategies – What are we expected to deliver?**
Are the emerging priorities representative of national drivers and is funding provided through national funding streams?
- 4. Partnership working and resources – What resources do we have to deliver?**
Are there existing partnerships, funding and resources in place to deliver priorities and do the priorities require multi-agency input or single agency working?

Emerging Priorities: Social Services and Wellbeing Act Population Needs Assessment

A series of workshops were organised to identify emerging ‘areas of interest’ related to the core themes of the PNA. The workshops took place with the regional citizen panel, provider forum and Leadership Group (Directors of Social Services and Chief Executives from ABUHB, third sector umbrella organisations GAVO and TVA). **The emerging areas of interest are focused on the needs of adults and children who access health and social care support**

CORE THEME	Emerging Areas of Interest
Children & Young People	<ul style="list-style-type: none"> • Accommodation and local placements for children with complex needs • Transition arrangements between children and adult services and simpler processes for children with complex needs • Earlier intervention and community based support linked to school hubs • Looked After Children including education achievement • Mental health support for children
Older People Carers	<ul style="list-style-type: none"> • Isolation of older people • Dementia • Simpler coordination of services including Continuing Health Care • Appropriate accommodation for older people • Person centered support where person is listened to, with earlier intervention and community resilience • Young Carers and support for siblings • Flexible, bespoke support including Information, Advice and Assistance • Flexible respite for carers • Training and peer to peer support for carers • New models of support for carers
Mental Health Learning Disabilities	<ul style="list-style-type: none"> • Increased understanding and awareness of mental health • Emotional support for children in care • Less social isolation more community support • Early intervention and community support which is timely including advocacy. • Independent living with access to early intervention services in the community and good public awareness (including Carer’s education – what is acceptable?) • Young people with autism, accommodation, access to day services • Employment and training opportunities for people with learning disabilities • Dementia amongst people with learning disabilities • Appropriate Accommodation

Physical Health & Sensory Impairment	<ul style="list-style-type: none"> • Support people with physical and sensory needs with independent living • All age approach to physical disabilities • Accessible transport, accommodation and community based services • Access to medication where required
Violence against women domestic abuse and sexual violence	<ul style="list-style-type: none"> • Training for all • Healthy relationship awareness especially in schools • Family services • Support for victims • Service analysis and mapping

Demography – What does Gwent look like?

Gwent comprises of the five local authority areas: Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen. Gwent benefits from following the same geographic footprint as the Aneurin Bevan University Health Board. Demographics of Gwent are varied and include rural countryside areas, urban centres and the most easterly of the south Wales valleys.

Blaenau Gwent is situated in the valleys of south east Wales and covers approximately 10,900 hectares with a population of 69,674*. The area has accessible green spaces and close community working but it is an area with high levels of unemployment and a high percentage of people who are dependent on benefits.

Caerphilly has the largest population in Gwent of 179,941*. People are widely dispersed amongst fifty small towns and villages with the main settlements largely reflecting the area's rich coal mining heritage. Caerphilly has an expanding economy and benefits through good transport links to Cardiff but there are significant levels of unemployment and poor health.

Monmouthshire is classed as a 'semi-rural accessible area'. There are four major towns, with a total population of 92,336*. Monmouthshire has the lowest level of unemployment in Gwent: however there are pockets of deprivation as evidenced in north Abergavenny.

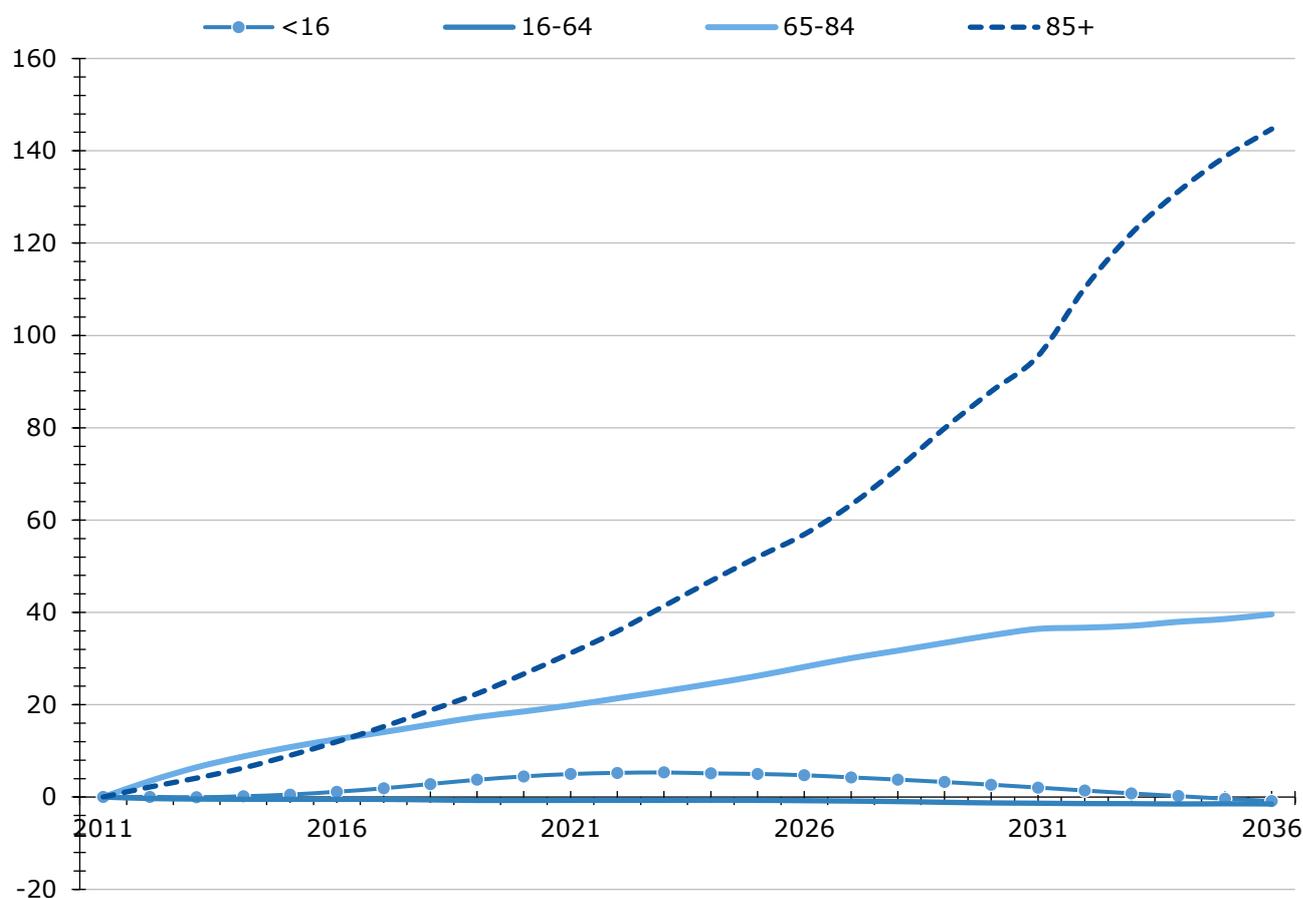
Newport City is the third largest urban centre in Wales with a population of 146,841*. The city has the second largest number of people from minority ethnic communities of all the Welsh counties (after Cardiff) and has continued to increase since 2009 when the figure was estimated at 6.6% of the population.

Torfaen is the most easterly of the south Wales urbanised valleys with a population of 91,609. There are three urban centres: Pontypool, Blaenavon, and Cwmbran. The largest number of traveller caravans was recorded in Torfaen during the January 2016 Bi-annual Gypsy and Traveller count with a total of sixty-one, which was 40.66% of the Gwent total.

Each local authority is required to produce a Wellbeing Assessment (WBA) under the Wellbeing of Future Generations Act and a link to the assessments will be included in the appendix as this PNA does not seek to replicate the more detailed local demography required in each of the individual WBAs.

Population projections by age group, percentage change since 2011, Aneurin Bevan UHB, 2011-2036

Produced by Public Health Wales Observatory, using 2011-based population projections (WG)



Key Points

- The population is projected to increase by 4.1% from around 577,100 in 2011 to 601,000 in 2036. The greatest increase will be seen in Newport with an estimated 17.3% increase (145,800 to 170,900), Caerphilly 2%, Torfaen 1.1%. Blaenau Gwent will have an estimated population decrease of -6.6% and Monmouthshire - 1.3%. The Blaenau Gwent decrease is the largest estimated decrease across the population in Wales
- There are significant increases projected for the over 65 years of age population when an estimated 1 in 4 people (26%) will be aged 65 or older – which is broadly similar to Wales.
- By 2036, it is estimated that the number of people aged 85 and over will increase by 147% (from around 13,000 in 2011 to 32,000 in 2036)

ABUHB population key data

- In 2014, around 1 in 5 residents were aged over 65 years (19%), 6 in every 10 (62%) were of working age (16 to 64 years) and nearly 1 in 5 (19%) were aged under 16
- The population aged under 16 has decreased by 2,700 (1%) between 2005 and 2014, from 114,100 to 108,300

- The population aged under 16 has decreased by 2,700 (1%) between 2005 and 2014, from 114,100 to 108,300.
- There has been a significant decrease in the under 75 mortality rate of 17.1% and 17.4% for males and females respectively (a greater improvement than Wales). This demonstrates the positive impacts and significant improvements that a range of services, activities and targeted programmes have made to reduce mortality rates.
- The general fertility rate is broadly similar to that of Wales – but there are differences in the general fertility rates across ABUHB which will impact on the planning of maternity and child services – particularly for Newport and Monmouthshire.

Welsh Language

The Welsh language strategic framework '*More than just words*' aims to improve frontline health and social services provision for Welsh speakers, their family and carers. In keeping with the principles in the framework, the regional planning systems will include reference to the linguistic profile of local communities and ensure this is reflected in service delivery. A detailed Welsh language community profile has been completed by local Public Service Boards (PSBs) for inclusion in the local Wellbeing Assessment in each area, and this draft PNA does not duplicate the information. This PNA will use the profile to effectively identify the actions required to deliver the range and level of services identified as necessary through the medium of Welsh.

The development of the regional Area Plan will set out the key actions required to ensure people needing care and support services can access support through the medium of Welsh. We have already taken steps by ensuring assessments – proportionate and/or care and support planning – include the 'active offer' to converse through the medium of Welsh and is asked at the first point of contact within local authorities (this extends to social services and IAA *front doors*; and will also include integrated assessment (IA) stages). We will also work with workforce development colleagues to ensure sufficient Welsh language support is available across health and social care.

SECTION 1

Engagement and what people have told us – a culture not a process!

Engagement is central to the development of the PNA and critical to ensuring the identified needs are reflective of local communities. We need to identify the issues important to citizens as well as ensuring people are equipped to promote their own wellbeing.

A considerable emphasis has been placed on engagement and the views of citizens as we want the PNA to be owned by citizens and bring about the change required to promote wellbeing.

Under the Act a regional Citizens' Panel and a regional 'Value-Based' Provider Forum have been established and they have been engaged to ensure citizen and provider views are central to the PNA.

How engagement is central to the PNA - Our Procedure

Regional Partnership Boards must establish and publicise a procedure for obtaining people's views on the PNA. Our procedure is set out below

1. Identify the citizens: 'Who we have engaged with'

I. People Accessing Care and Support Services

We recognise that engagement must take place with **people, including children**, who have experience of **using care and support services**, the parents of children who have care and support needs, and carers. Under the Act there is a requirement for individual local authorities to undertake a qualitative questionnaire with people who are supported by social services and across the region 10,000 questionnaires were posted to citizens between September and November 2016. It is too early to include the analysis of the questionnaire in the draft PNA but information will be included in the final PNA.

II. Focussed work with vulnerable groups

We have also engaged the views of those who would otherwise be hard to reach and marginalised including those of minority groups such as homeless people and travellers. We have used existing mechanisms to engage with vulnerable groups such as those set out below

- Looked After Children and young carers
- People in secure estates and their families
- Homeless people
- Lesbian Gay Bisexual Transgender (LGBT) community
- Black Minority Ethnic groups
- Military veterans
- Asylum seekers and refugees

III. Use of existing networks and groups

We recognise that there are numerous established groups and networks that are best placed to provide views of citizens. As part of the PNA we have also engaged

with youth forums, 50 plus forums, parenting forums, citizen panels, carers groups and learning disability groups.

The **Supporting People programmes** across the region have undertaken a Gwent Needs Mapping Exercise (GNME) which has collected information on individuals presenting to homelessness services, social workers, probation officers and other relevant services in the local area. The GNME form is distributed to agencies working with vulnerable people and during 2015 /2016 a total of **4940 GNME returns** were received from across the five Gwent local authorities; an increase of over a thousand returns compared to the previous reporting period. The Supporting People teams continue to raise the profile of the GNME form to organisations and **almost a quarter of those completing the GNME appear to have a diagnosed mental health condition.**

Local Supporting People teams also used different methods to engage with service users within their locality and some teams held events and others engaged directly by meeting service users at their own project. Service users were able to comment on the support they have received and it is clear to see the positive impact that floating support services and accommodation based services have on their well-being and quality of life. Suggestions to improve services were also received and this will further drive service developments across the region.

Supporting People also organise an annual needs planning event. Stakeholders are invited to attend giving their views and thoughts on services provided locally and regionally and information from these events helps to inform the understanding of unmet needs and at the priorities identified at the latest event were

- People with mental health issues
- People over 55 years
- Young People aged 16 to 24 years

The data continues to reflect that people are presenting to services with the same predominant needs as in previous years; this year mental health appears as either a lead or secondary need in every local authority, with older people aged 55+ being the prevailing lead need in Monmouthshire and Torfaen.

IV. Wider population in partnership with Wellbeing Assessments

We have linked closely with partners developing local wellbeing assessment under the Wellbeing of Future Generations Act and have included questions in relation to care and support needs in wider engagement events.

2. Engage with providers and third sector organisations

We have developed a regional 'Value-Based' Provider Forum to ensure the views of local partners are central to the work of the Regional Partnership Board. We will engage with the third and private sectors to ensure the solutions required to deliver the PNA priorities can be achieved. Third and private sector organisations may be able to help to identify people who are not known to local authorities or Local Health Boards but have unmet care and support need(s). As part of the consultation we have organised 2 regional workshops to engage with the third sector and providers.

3. Be clear on what we ask people

In relation to health and social care needs the 3 questions posed were

- i. What do you feel are your greatest needs?
- ii. How can we help you to improve your wellbeing?
- iii. What services are needed?

4. Summarise

We have undertaken pre engagement with a number of people through citizen panels, provider forums, young people and older people forums. We have also worked in partnership with colleagues undertaking Wellbeing Assessments under the Wellbeing of Future Generations Act. A summary of the compiled feedback will be included in the final PNA as Wellbeing Assessments have not been published to date and a robust analysis is required.

5. Set out how information has been reflected in the assessment – *What people told us and what we will do.*

Throughout the PNA we have highlighted the comments of citizens to ensure their views are central to the development of the core theme situational analysis and response analysis. We will also set out clearly in the PNA: what people told us and what we will do.

What People Told Us and What We Will Do

People told us that

Mental health support for children and supporting children and families in our community earlier to stop them moving into care is important **and we will:**

Through our preventative and early intervention programmes such as Families First and Flying Start we will ensure a regional approach and that all staff work together to maximise resources so that we can act earlier.

Isolation of older people and Dementia is a worry for many **and we will:**

Continue to develop our community connectors across the region and build on our approach to Dementia Friendly Communities to not just support people with dementia but all people in our community

We want to live in our own homes, live independently and feel listened to including people with physical and sensory needs **and we will:**

Ensure the workforce that support people will determine ‘what matters most’ and we will review the way in which we commission services to reflect even further the views of citizens

We want flexible, bespoke support including up-to-date information and advice and Assistance especially for people who are carers and **we will:**

Continue to develop our DEWIS regional website to provide people with current information

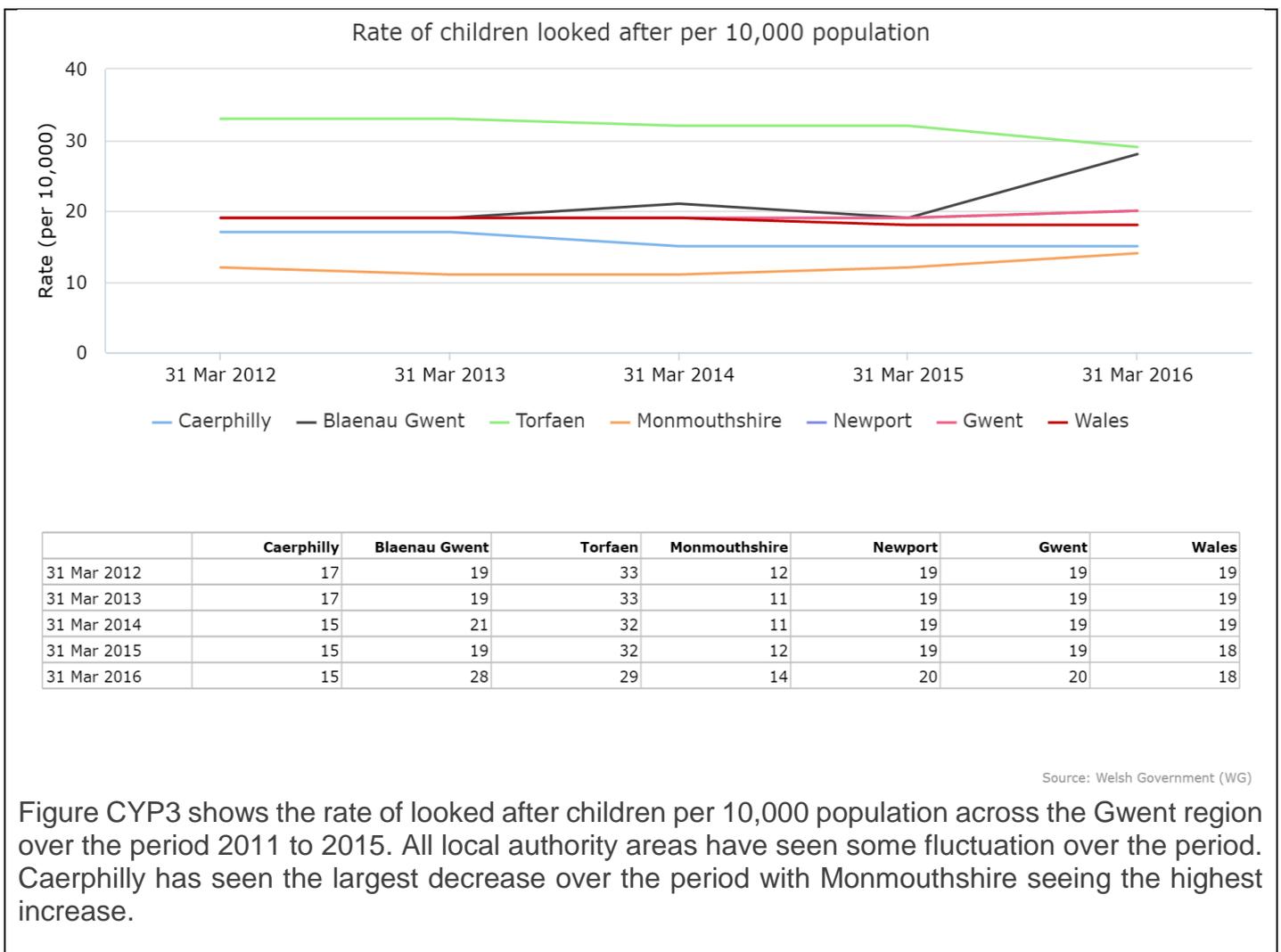
Children and young people

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. For the purpose of this PNA 'Children and Young People' are defined as people aged up to the age of 18 years and who are receiving care and support services. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest:

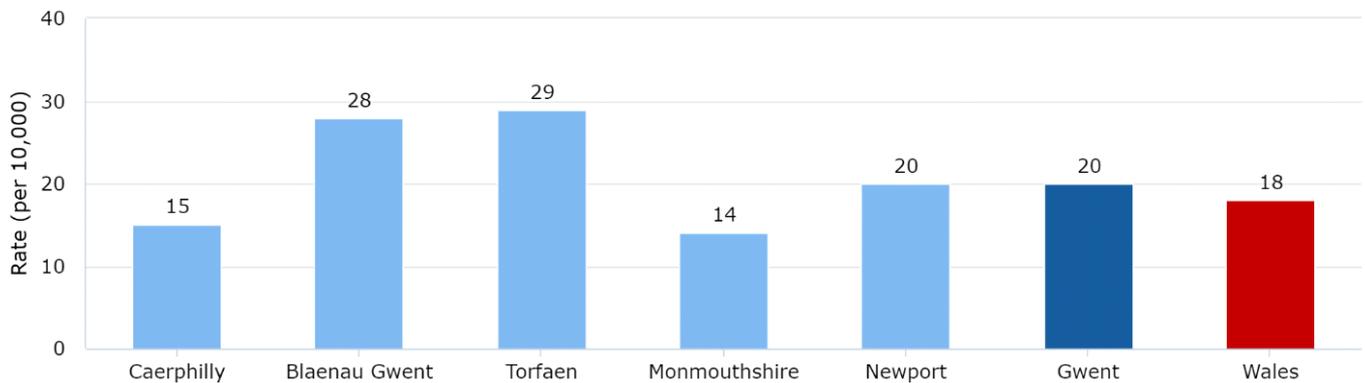
- **Accommodation and local placements for children with complex needs**
- **Transition arrangements between children and adult services and simpler processes for children with complex needs**
- **Earlier intervention and community based support linked to school footprints**
- **Needs of Looked After Children including education achievement**
- **Emotional wellbeing/mental health support for children young people**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.



Rate of children looked after per 10,000 population - 31 Mar 2016



Source: Welsh Government (WG)

Figure shows the rate of children looked after per 10,000 population on 31 March 2016 across the Gwent region. This ranged from 14 per 10,000 population in Monmouthshire to 29 per 10,000 population in Torfaen. This compares with 20 per 10,000 population for the Gwent region and 18 for Wales on 31 March 2016.

What do we know?

The reason(s) why a child becomes looked after varies, but in nearly every case children will have been through a traumatic or difficult life experience which can result in instability, distress, poor emotional and physical health, or lack of social and educational development. Overall, looked after children do not enjoy the same positive advantages, experiences and outcomes as other children. Occasionally children are placed out of the county to ensure their well-being is protected and their outcomes met. For some children with complex health needs, suitable provision of support is sometimes only available out of their county. Out of county placements can be very costly to local authorities and in some cases the single largest expenditure to social care budgets; and in some cases the expected outcomes for children placed away from their homes are not always met as well as was originally intended.

It is therefore recognised that children and families benefit from services being delivered as close to home as possible to maintain essential and important connections with support networks, and other local services. It is also recognised that for some young people, the required support may be located out of their local area, as the specialised provision is not available, but it can mean that they may become isolated from their professional and social networks. This practice is not in line with the Welsh Government priority of keeping young people in Wales and close to home if appropriate.

A small number of children, mainly disabled children, receive NHS Continuing Healthcare funding. These young people present with complex needs and are in receipt of significant packages of care, usually out of county as appropriate provision is not often available within the Gwent region.

What are we doing?

A regional **Children & Families Partnership Board (CFPB)** has been established with representation from across health, social care and education. There is no set definition for children with complex needs at a regional level, but as a starting point the CFPB considers the following client groups to have complex needs: people with Autistic Spectrum Disorder (ASD) and/or a learning disability; children with complex physical disabilities and; children and young people who

have experienced developmental trauma and people who can present challenging behaviour. The CFPB have identified the following priorities:

- Emotional Well-being and Mental Ill-Health across the age range, including children and young people, maternal and infant mental ill-health with the view to identify any gaps in current support provision and to develop new services and/or transform current services;
- Multi-agency assessment and planning for children and young people with complex needs – with the view to improve joint referrals, joint assessment and joint commissioning of services for this group;
- Out of county placements for children and young people with complex needs - with the view to plan and develop local services where appropriate (including possible residential provision)
- Obesity in children and young people (*this will be linked to local Well-being Plans and the work of Public Service Boards*)

The CFPB have overseen progress against the 4 priorities

- A gap analysis in emotional well-being and mental health services project (completed 2015) and through recent funding, as part of the national programme 'Together of Children and Young People' and more recently 'Integrated Autism Service', new services have been developed such as Enhanced Early Intervention in Psychosis (14-25 Age Group), Enhanced Crisis Outreach Team, extended Eating Disorder Service, extended Emergency Liaison Service and Dialectical Behaviour Therapy Service
- Develop a hub and spoke model of service delivery in ABUHB children's centres to support the children and young people with disabilities and their families/carers; and test an innovative integrated model to implement integrated multi-agency and multi-disciplinary assessment and planning in the Caerphilly LAs (ICF funding).

In relation to the CFPB priorities, an external consultancy has been commissioned to undertake research on steps that local authorities, Aneurin Bevan University Health Board and partner agencies should take to help prevent the escalation of complex needs. The research is focused on three main areas:

- ***How best to address the increasing number of looked after children being placed in independent out-of-region residential care.***
- ***Over time help to safely reduce the number of looked after children who experience a combination of placement breakdown, an escalation of need, and placement in independent out-of-region provision.***
- ***Consider how support for children and young people on the edge of care (in danger of becoming looked-after) could operate effectively and safely to prevent such children and young people requiring statutory care.***

Flying Start and **Families First** are preventative programmes who aim to give children the best start in life, reduce the escalation of needs and support families to ensure a child's well-being. A recent health **Adverse Childhood Experience (ACE)** study highlights that children who experience 4 adverse experiences are 3 times more likely to suffer from poor mental health in later life. The RPB are considering how ACEs can be reduced through a collective approach across health and social care and through a place based approach such as '*Care Closer to Home*' (see section 2). There are a number of other support services available through the third sector as well as core public local authority and health services.

Actions and next steps

Prevention and Early Intervention including Information, Advice and Assistance (IAA)

There is a need to develop joint assessment, planning and commissioning for children with varying needs where a multi-agency response would produce better outcomes. This way of working will help deliver:

- A focus on prevention of crises and support at an earlier point in their development.
- Support nearer to their own community
- A focus on meeting children's needs in a more integrated way and jointly commissioned across health and social care

There are 4 key early intervention anti-poverty programmes funded across Wales: Communities First, Families First, Flying Start and Supporting People. Welsh Government are currently exploring a joint outcomes framework across the 4 programmes but there are initial discussions exploring consistent assessment principles, consistent workforce training and joint commissioning opportunities across the region. Information, Advice and Assistance (IAA) will also direct families to appropriate resources and support; and Family Information Services are key partners as the 'front door' in each local authority for general information. In line with ABUHB's 'Care Closer to Home' there is an opportunity to explore place-based approaches and preventative services (*see section 2 for further details*).

Commissioning, Pooled Budgets and Health and Social Care Integration

We will need to ensure that funding is re-directed to provide lower levels of intervention, to support children sooner and to prevent avoidable or unnecessary out of county placements. We will need to make use of the Intermediate Care Funding (ICF) across the region and as highlighted, an external consultancy are researching appropriate models to reduce escalation of need, including a review of out of county placements and the potential to re-design local services to meet future needs. Under part 9 of the Act there is a requirement to set out and agree plans for health and social care integration for children with complex needs due to disability or illness; and it is anticipated that the externally commissioned review will bring forward recommendations to facilitate greater integration. Also, under Part 9 of the Act there is a requirement to ensure joint commissioning of Integrated Family Support Teams, and this will now fall under the governance arrangements of the Regional Partnership Board. Heads of Children Services are currently exploring and developing regional fostering arrangements across the region.

Advocacy and Voice of the child

We will ensure the views of children are considered in all planning arrangements and ensure that advocacy provision is available throughout the region for children and young people. We will work closely with current advocacy providers to determine good practice and identify any gaps in service provision. Through our third sector partners we will also aim to increase informal advocacy and explore the roles of social enterprises and community groups in this area.

Links to key strategies

- **Regional Partnership Board Statement of Intent**
- **NHS Adverse Childhood Experiences (ACE)**

Summary and what we will deliver through the regional Area Plan.

- **Support Children and Family Partnership Board's review of local arrangements for children with complex needs and delivery of work programme.**
- **Consistent models of practice and alignment of Welsh Government's early intervention and preventative programmes**

Older people

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. For the purpose of this PNA Older People are categorized as being over the age of 55 years and receiving care and support services. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest

- **Isolation of older people**
- **Dementia**
- **Simpler coordination of services including Continuing Health Care**
- **Appropriate accommodation for older people**
- **Person centered support, people listened to, with earlier intervention and community resilience**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.

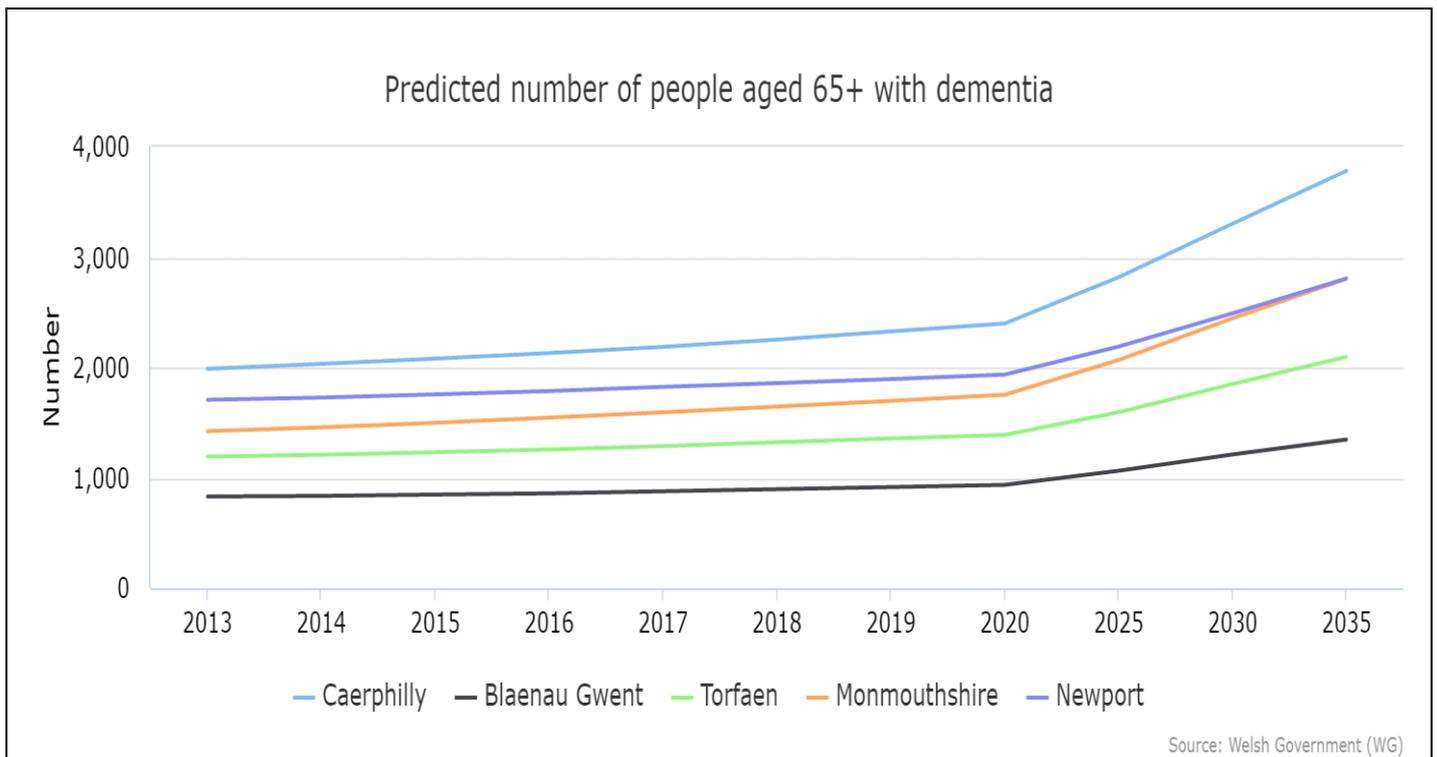
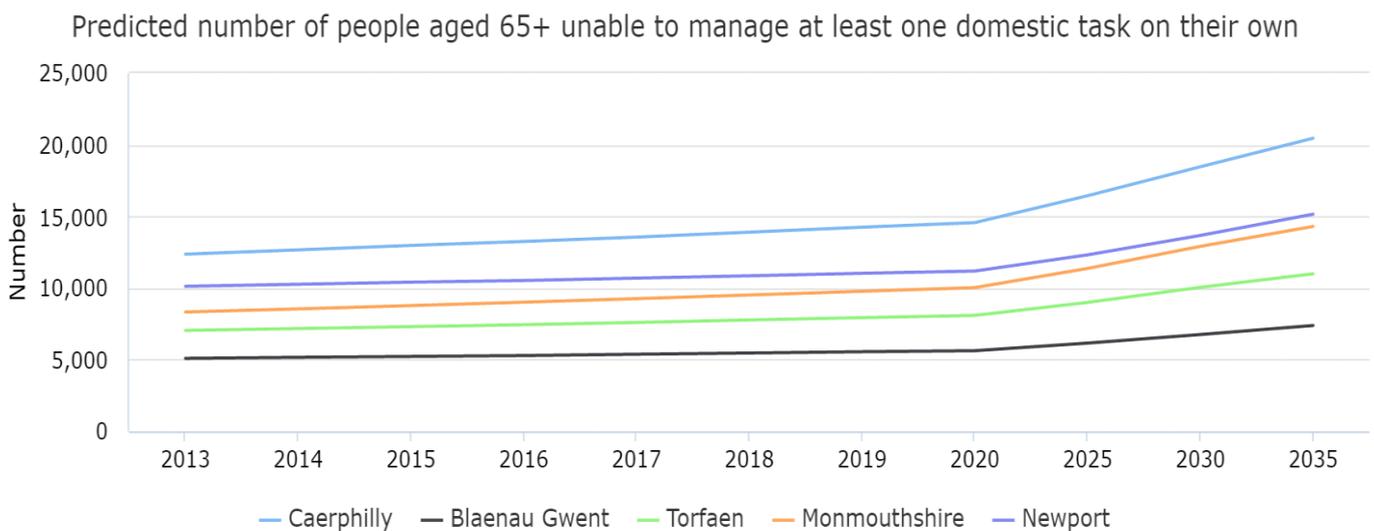


Figure OP2 shows the predicted number of people aged 65 years or older with dementia over the period 2013 to 2035. It shows that across all local authority areas in the Gwent region an increase in the number is predicted. The increases range from 62.1% in Blaenau Gwent to 97.1% in Monmouthshire over the period 2013 to 2035



Source: Welsh Government (WG)

Figure OP1 shows the predicted number of people aged 65 years or older who are unable to manage at least one domestic task on their own over the period 2013 to 2035. It shows that all local authority areas across the Gwent region are predicted to see an increase in the number. The predicted increases range from 44.9% in Blaenau Gwent to 71.6% in Monmouthshire in the percentage of people aged 65 years or older who are unable to manage at least one domestic task on their own over the period 2013 to 2035.

What do we know?

We know from Office National Statistics data that the number of people aged over 85 in UK has doubled in the past three decades and by 2030, one in five people will be over 65. The demographic and financial pressures are well known and form the context of the whole system transformation that is required. Wales already has a higher proportion of people over 85 than other parts of the UK, so the need for change is more significant, as **percentage of 85 year old's increase by 90% by 2030** and a growth of 30-44% of people with dementia.

What are we doing?

The Aneurin Bevan University Health Board (ABUHB) and the five Gwent local authorities have well established arrangements for aligning, planning and delivery across the care pathway including specialist care through to community support. The **Gwent Frailty programme** has taken this forward with the aim of building capacity within community settings to reduce demand on health and social care resources, particularly acute and institutional care. This is a multiagency approach and one that we aim to build on to address the wellbeing needs and aspirations of our older citizens.

There are well established **Community Resource Teams (CRTs)** in each of the five boroughs and are planning to increase capacity and capability, utilising the Intermediate Care Fund for 2015/16 and on to 2016/17. The Frailty programme recognises need for risk stratification to ensure resources are targeted to prevent deterioration and we are working with GP teams to develop suitable tools and systems.

More recently ABUHB have undertaken development workshops – **Care Closer to Home** – in each local authority to identify opportunities to align and integrate services around GP cluster areas

(Neighbourhood Care Networks). As part of the workshops a mapping exercise of support services was undertaken and the findings are to be used as the basis of service development and delivery in the next period.

Actions and next Steps

Preventative and Early Intervention including Information, Advice and Assistance (IAA)

- Working together to reduce social isolation and loneliness through community connectors, social prescribing, volunteer activity and schemes such as ABUHB ChaT scheme.
- Develop further '*Dementia Friendly Communities*'
- Wider integration of a 'team around the person' and place based approach on Neighbourhood Care Network (NCN) footprint, linked to the '*Care Closer to Home Strategy*' and to make use of community hubs to focus on keeping people well in the community and to support independence. [See Section 1]
- Supporting Anticipatory Care Planning, so that people's needs and wishes can be taken forward, even in times of crisis. We anticipate this would reduce unplanned hospital admissions for those who would prefer to remain at home or within a care home setting to receive treatment.
- Develop new ways of engaging with people, especially in partnership with **third sector** to provide information, including the national Dewis Citizen Portal, as well as social media and other forms of communication to promote easy access to support.

Commissioning, Pooled Budgets and Health Social Care Integration

We already have a level of service integration and collaboration through the Gwent Frailty service and integrated Boards for Carers, Dementia, Learning Disability & Mental Health services, but recognise that we need to extend this to cover:

1. Improved partnership processes

- Gwent already has several well established integrated services for older people and we will build on this solid foundation using the new Information Advice and Assistance service and by using the new integrated assessments to ensure that there is a holistic approach to individuals that supports independence a reduces hospital admissionsThe role of case co-ordinator will be established so that older people with complex needs will have a single point of contact, who is able to cross professional and organisational boundaries to find solutions to meet a wider range of individual needs.
- Workforce Development - front line services should be delivered by experienced professionals, who are able to triage and problem solve. Individual local services have been developed in each of the 5 localities that supports this approach, with demand being pro-actively managed, through effective risk management and sign-posting to alternative services.

2. Flexible and responsive services

- We will take forward wider consideration of extended and 24/7 working, with some key services being re-designed to meet this requirement. We already provide most Frailty services 7/7, 365 days per year and we can build on this to create an integrated health and social care service that better meets the expectations of older people with complex needs and take forward good medication support into evenings and weekend, linking to hospitals

3. Commissioning and pooled budgets

- *Domiciliary care* that is planned and developed with providers on a place based approach to be sustainable and outcome focused. This has begun with an in depth review of domiciliary care during 2016/17 the findings of which will considered and implemented during 2017/18.
- Taking forward a 'better life' programme to support *care homes* in giving sustainable, high quality and consistent care to support wellbeing.

- Supporting care homes to better manage older people with complex needs; to reduce unplanned admissions to hospitals. This will also mean developing a much more integrated approach to commissioning care home provision with the establishment of a pooled fund by April 2018.
- We will develop the working relationships with Registered Social Landlords (RSL's) established through the 'In One Place' project to look at generating new socially owned domiciliary care provision on a place based approach.

New models

There are some examples of community groups, social enterprises and cooperatives developing in the region. In Blaenau Gwent a community group has grown out of the dementia friendly community implementation group. The group – Blaenau Gwent friends of dementia – have raised funding to help people living with dementia access community groups and ensure their voices are heard. We need to promote this practice further and will work with our social valued based service providers to begin to articulate and pilot how new models of service might look in future.

Direct payments are used across Wales to deliver social care and this promotes independence. However, their use is varied. Their use is to be encouraged, building on the achievements to date, so that people are more empowered to design their own solutions when they have eligible care needs.

Links to key strategies

- **Regional Partnership Board Statement of Intent**
- **Ageing Well in Wales**
- **Care Council for Wales National Priorities**

Summary and what we will deliver through the regional Area Plan.

- **Develop place based approach '*Care Closer to Home*' including consistent delivery of community connectors across the region**
- **Further develop '*Dementia Friendly Communities*'**
- **Pilot domiciliary care joint commissioning process with National Commissioning Board and linked to Care Standards Social Improvement Wales '*Above and Beyond*' Report and the '*Care and Support at Home*' Strategic Plan currently being developed by Care Council for Wales.**

Health / Physical Disabilities

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest:

- **Support people with physical and sensory needs with independent living (sensory needs covered separately elsewhere)**
- **All age approach to physical disabilities**
- **Accessible transport, accommodation and community based services**
 - **Access to medication where required**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.

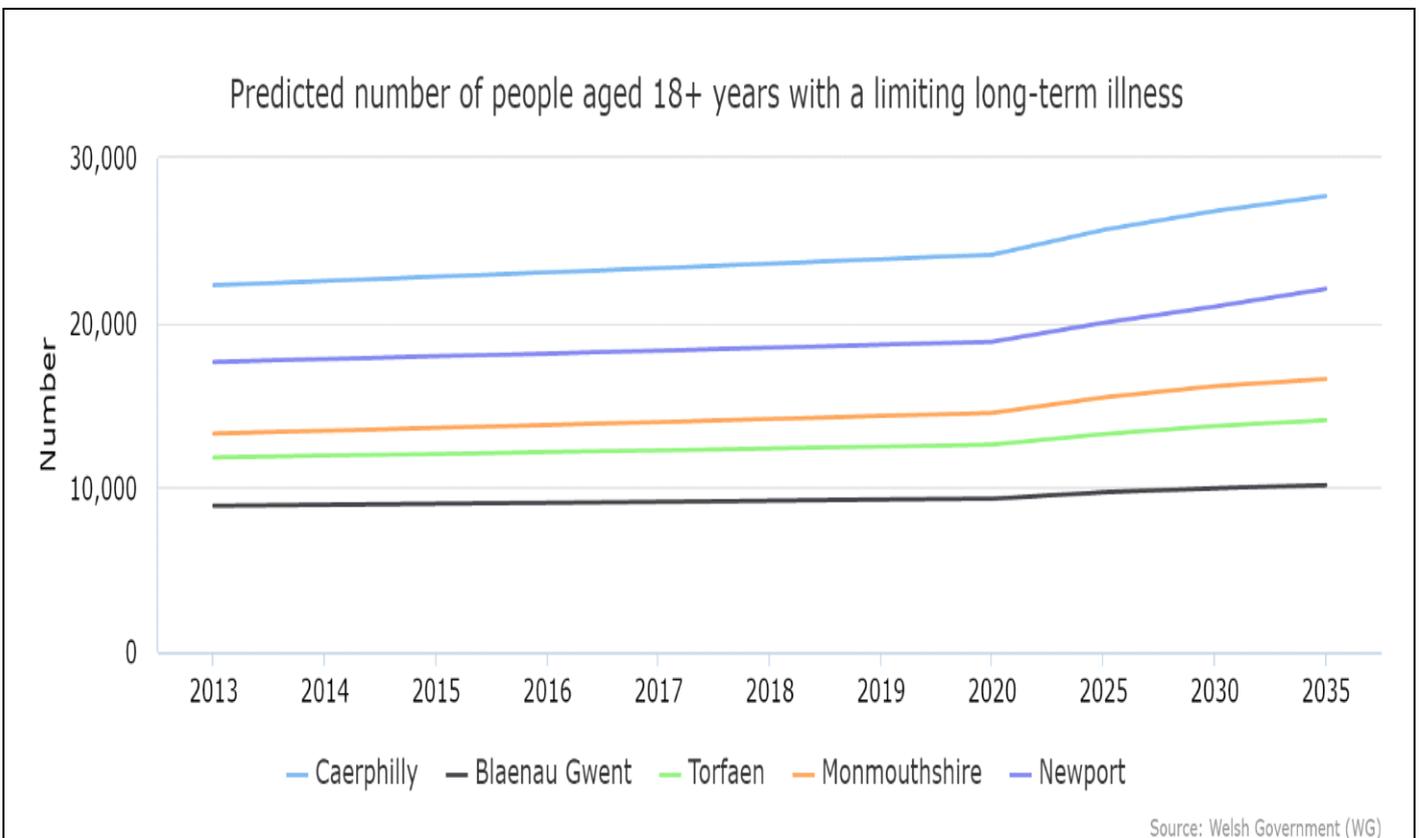
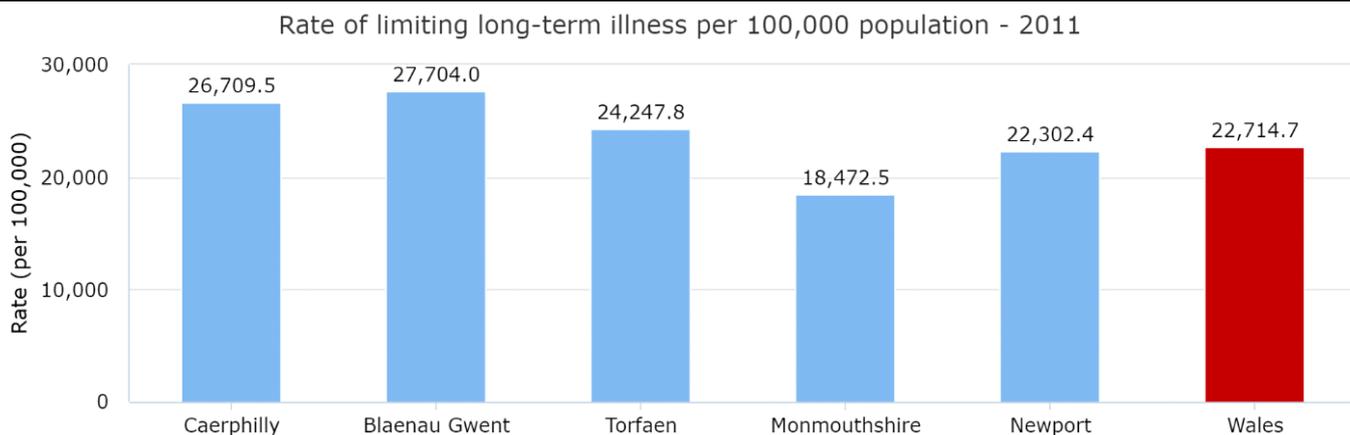


Figure PH1 shows the predicted number of people aged 18 years or older with a limiting long term illness over the period 2013 to 2035. It shows that all local authority areas across the Gwent region are predicted to see an increase in the number. The predicted increases range from 14.1% in Blaenau Gwent to 25.1% in Newport.



Source: Welsh Government (WG)

Figure PH2 shows the rate of limiting long-term illness per 10,000 population in 2011. Across the Gwent region the rate ranged from 18,472.5 per 100,000 population in Monmouthshire to 27,704.0 per 100,000 in Blaenau Gwent.

What do we know?

Physical Disability – Facts and Figures (*Disability in the United Kingdom 2016*)

- There are around 11.9 million disabled people in the UK. Almost 1 in 5 people (19%) in the UK have a disability; this figure has remained relatively constant over time (12.2 million in 2012/13). There are more disabled women than men in the UK.
- People living in Wales (26%) are more likely to have a limiting long-standing illness or disability than other regions of Great Britain.
- It is estimated that the number of older disabled people is likely to increase by around 40% between 2002 and 2022, if age related disability rates remain constant.
- In 2014/15, the most common impairments that disabled people had were: mobility (57%), stamina/breathing/fatigue (38%), dexterity (28%) and mental health (16%). Some people had more than one impairment but were asked
- 19% of households that include a disabled person live in relative income poverty (below 60% of median income), compared to 14% of households without a disabled person. Disabled people pay on average £550 per month on extra costs related to their disability.
- Transport is the largest concern for disabled people in their local area. Pavement/road maintenance, access, and frequency of public transport are the biggest issues.
- The annual cost of bringing up a disabled child is 3 times greater than that of bringing up a non-disabled child and 40% of disabled children in the UK live in poverty. This accounts for around 320,000 disabled children, and almost a third of those are classified as living in 'severe poverty'.
- Overall, 1 in 10 adults in Britain experience depression at any one time. Around 1 in 20 people at any one time experience major or 'clinical' depression. The World Health Organisation has predicted that depression will be the leading cause of disability by 2020. Mental ill health and learning disabilities in particular are anticipated to grow.
- The distribution of disabled people is fairly evenly spread across the UK but Wales (24%) and a few other regions in England have a higher rate of disability compared to the UK as a whole (19%).
- In the UK, people from white ethnic groups are almost twice as likely as those from non-white ethnic groups to have a limiting long-standing illness or disability (20% compared with 11%).

The Gwent areas has a mixture of affluent and deprived areas. This is reflected in the wide range of lifestyle patterns and health outcomes in differing local authorities in the Gwent area.

Disability

The original 1995 Act definition of disability is 'a physical or mental impairment which has substantial and long-term adverse effects on ability to carry out normal day to day activities'. Many people with physical and sensory impairments live completely independently, however disability can sometimes necessitate increased need for informal help and health care and long-term care needs and costs. Although not an inevitable consequence of ageing, increasing age is commonly associated with increasing disability and loss of independence, with functional impairments such as loss of mobility, sight and hearing.

The term physical/sensory disability covers visual, hearing and physical impairments; the Register of Physical/Sensory Disability is compiled from local authority registers of physically or sensory disabled people in Wales aged 18 years or over. These include people registered under Section 29 of the National Assistance Act 1948 who are normally resident in the local authority. Registration is voluntary and not all people with disabilities choose to register. The registers are therefore not a reliable guide to the prevalence of physical and sensory disability in the population. The higher proportions of people registered could be reflective of the demographics of the local area, for example an older resident population. It could also be influenced by differences in local authority procedures and their capacity for registering people as having a physical/sensory disability. The prevalence of disability rises with age in general and with an increasingly older population it is expected that the number of people living with a disability in Gwent will increase in the coming years.

Overall health – Overall the health status of the population across Gwent is slightly worse to Wales in terms of general health status – with 22% of people describing their health status as being fair or poor compared to Wales (19%). 17% of the Gwent population identified that their day-to-day activities were limited because of health problem or disability lasting (or expected to last) at least 12 months – this is compared to a Wales figure of 15%, although there is wide variation across the Gwent area –12% in Monmouthshire and 22% in Blaenau Gwent. This variation can be clearly linked to deprivation. Across Gwent 52% of adults reported currently being treated for an illness (Wales = 50%) with 21% of adults currently being treated for high blood pressure (Wales = 20%), 15% for a respiratory illness (Wales = 14%), 14% for arthritis (Wales = 12%), 14% for a mental illness (Wales = 13%), and 9% for diabetes (Wales = 7%).

Tobacco use (smoking) – Smoking remains a major cause of premature death in Wales. Smoking and passive smoking has been linked to a range of serious illnesses including cancers and heart disease. Across Gwent 21% of adults aged over 16 smoked compared to 19% across Wales. This varies significantly across Gwent with 17% in Monmouthshire and 26% in Blaenau Gwent. Across all Gwent areas – the smoking prevalence for females is lower than males – the lowest smoking prevalence being 13% in females in Monmouthshire.

Alcohol – Alcohol is a major cause of death and illness in Wales with around 1,500 deaths attributable to alcohol each year (1 in 20 of all deaths). Across Wales consumption of alcohol has slightly decreased and adults under 45 now drink less. Whilst this decrease is good news, it masks persistent or increased drinking in over 45 year olds. 40% of adults across Gwent reported drinking above the guidelines on at least one day in the past week, including 25% who reported drinking more than twice the daily guidelines (sometimes termed binge drinking) – this is broadly

comparable with data across Wales. Again there is variation across Gwent with 46% of adults in Monmouthshire drinking above the guidelines and 35% in Torfaen.

Healthy eating, physical activity and weight – A healthy, balanced diet is an essential component of healthy living. A balanced diet combined with physical activity helps to regulate body weight and contributes to good health. Maintaining a healthy body weight also reduces the risk of health problems such as diabetes, coronary heart disease, stroke and some cancers. Regular physical activity is an essential part of healthy living. A lack of physical activity is among the leading causes of avoidable illness and premature death. Across Gwent 29% of adults reported meeting the guidelines of eating five or more portions of fruit and vegetables the previous day – this is lower than the Wales figure of 32%. This figure varied from 26% in Caerphilly and Blaenau Gwent to 35% in Monmouthshire. In Wales 59% of adults were classified as overweight or obese. There is significant variation across the Gwent area with 53% overweight or obese in Monmouthshire and 63% in Caerphilly – with an overall figure across Gwent of 61%. Across Wales 58% of adults reported being physically active (doing at least 150 minutes of moderate intensity physical activity in blocks of 10 minutes or more in the previous week), and 30% reported being inactive (active for less than 30 minutes in the previous week). In Gwent these figures are 55% and 34% - showing that across Gwent people are less active.

What are we doing?

Full economic and social participation of disabled people is essential in creating a smart, sustainable and inclusive economy. Accessing services and support to maintain independent living are essential including the availability of transport services particularly in rural areas. **Community connectors and social prescribers** are in local area providing information, advice and assistance to help people connect with their community, access support and promote wellbeing. Support to enable people to maintain employment when living with an illness or disability (mental or physical) is a key issue, and signposting to support services is developing across the region.

There are a wide range of programmes available for people to live healthy lifestyles including support for: alcohol and substance misuse, stopping smoking and weight management including physical activity and healthy eating. **Gwent Five Ways to Wellbeing Network** aims to support professionals to promote and protect the mental health and well-being of the population. The Five Ways to Wellbeing are a wellbeing equivalent of ‘five fruit and vegetables a day’. **Community Health Champions** are people who can really make a difference to the health of their friends, family, neighbours and work colleagues by passing on information and inspiring them to take steps to look after their health; and in Gwent the third sector are key to the programme in terms of its delivery.

Living in an accessible home is known to improve a person’s independence, reduce adult social care and housing adaptation costs and reduce admissions to residential care facilities. **Care & Repair** provides advice and practical support to vulnerable older and disabled people who wish to undertake repairs, improvements or adaptations to their homes, so as to enable them to remain there in independence and security for as long as they wish.

Intermediate Care Fund is a grant totaling £60m across Wales and is being used to support people to maintain their independence and remain in their own home. The fund helps health boards and partners in local authorities, housing and the voluntary and independent sectors work together to

support: frail and older people, those with a learning disability or complex need and those with autism. ICF helps avoid unnecessary admissions to hospital or residential care and delays when someone is due to be discharged from care.

Actions and next steps

Prevention and Early Intervention including Information, Advice and Assistance (IAA)

- Continue to provide good **public health information, advice and assistance** especially through 5 ways to wellbeing and support people to lead and maintain a healthy lifestyle.
- Support people to 'self-manage' their illness or disability and have more control over their life.
- Ensure consistent delivery of **community connectors and social prescribers** across the region to fully participate in their local community to prevent social isolation/loneliness; and where appropriate maintain employment and access appropriate welfare benefits.

Commissioning, Pooled Budgets and Health and Social Care Integration

- Implement '**Care Closer to Home**' strategy to support families and individuals to enable people to live independently in their own homes and communities – including adaptation of homes, access to services (this includes transport) – to prevent escalation of need and crisis.
- Explore joint commissioning opportunities between **Intermediate Care Fund and Supporting People programme** for people to maximise capacity within the Community
- The region will continue to support and engage in the Integrated Health and Social Care Collaborative Commissioning Programme and the National Framework for Residential Care Home Placement for People with Learning Disabilities and People with Mental Health Problems (under 65).

Links to key strategies

- **Local Wellbeing Assessments in each local authority area**
- **Regional Mental Health & Learning Disability Strategy**

Summary and what we will deliver through the regional Area Plan.

- **Implement 'Care Closer to Home' Strategy**
- **Align with 5 local Wellbeing Assessments required under Wellbeing of Future Generations Act and explore joint action planning for wider detriments to health**

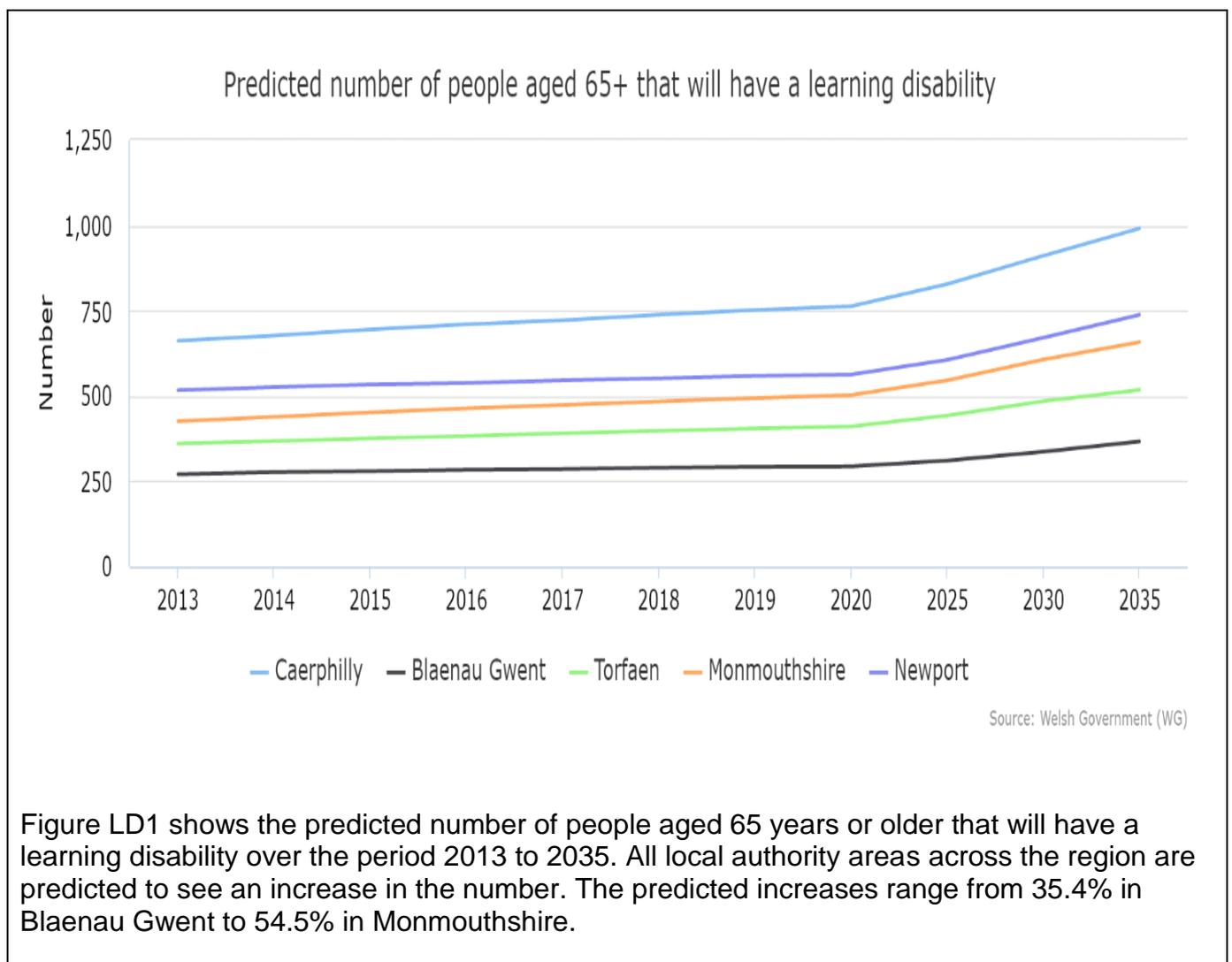
Learning Disability/Autism

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest:

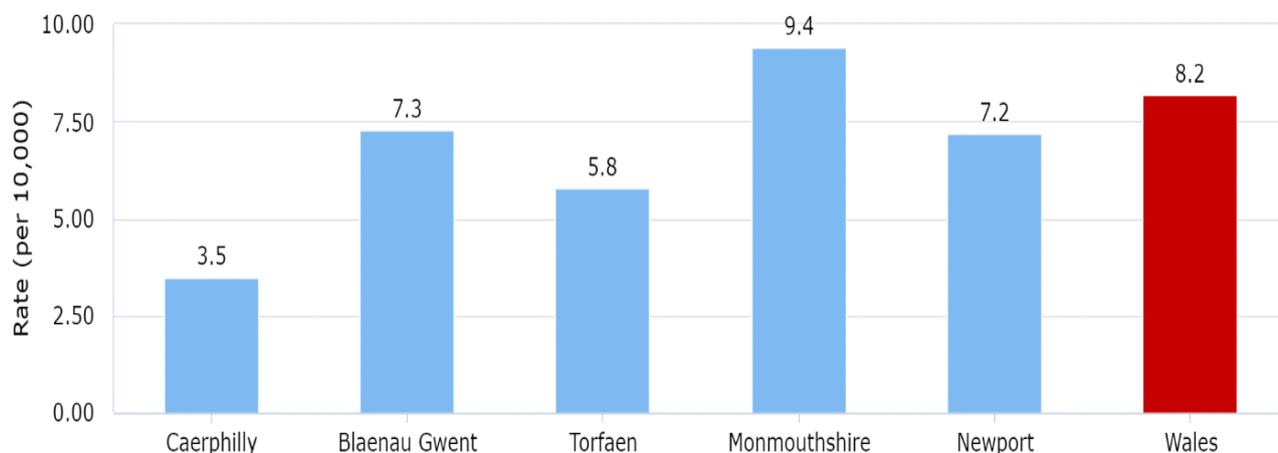
- **Independent living with access to early intervention services in the community and good public awareness (including Carer's education – what is acceptable?)**
- **Young people with autism, accommodation, access to day services**
- **Employment and training opportunities for people with learning disabilities**
- **Dementia amongst people with learning disabilities**
- **Appropriate Accommodation**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.



Rate of all other accommodation for persons aged 16+ with a learning disability per 10,000 population
- 31 Mar 2015



Source: Local Government Data Unit ~ Wales

Figure LD3 shows the rate of all other accommodation for persons aged 16 years or older with a learning disability per 10,000 population at 31 March 2015. The rate ranged from 3.5 per 10,000 population in Caerphilly to 9.4 per 10,000 population in Monmouthshire. This compares with 8.2 per 10,000 population for Wales.

What do we know?

Learning Disability – Facts and Figures (*Disability in the United Kingdom 2016*)

- Approximately 1.5 million people in the UK have a learning disability. Over 1 million adults aged over 20, and over 410,000 children aged up to 19 years old have a learning disability.
- 29,000 adults with a learning disability live with parents aged 70 or over, many of whom are too old or frail to continue in their caring role. In only 25% of these cases have a Local Authority planned alternative housing.
- Less than 20% of people with a learning disability work, but at least 65% of people with a learning disability want to work. Of those people with a learning disability that do work, most work part time and are low paid.
- People with a learning disability are 58 times more likely to die aged under 50 than other people. And 4 times as many people with a learning disability die of preventable causes compared to people in the general population.
- People with a learning disability are 10 times more likely to have serious sight problems and 6 out of 10 people with a learning disability need to wear glasses.

A learning disability can be mild, moderate or severe. Some people with a mild learning disability can communicate easily but take a bit longer than usual to learn new skills. Others may not be able to communicate at all and have more than one disability. A learning disability is not the same as a learning difficulty or mental illness. Some children with learning disabilities grow up to be quite independent, while others need help with everyday tasks, such as washing or getting dressed. A diagnosis of a profound and multiple learning disability (PMLD) is used when a child has more than one disability, with the most significant being a learning disability. Many children diagnosed with PMLD will also have a sensory or physical disability, complex health needs, or

mental health difficulties and need a carer to help them with most areas of everyday life, such as eating, washing etc.

Autistic Spectrum Disorder (ASD) – Facts and Figures

- It is estimated that 1 in every 100 people in the UK have an Autistic Spectrum Disorder (ASD)
- ASD is a lifelong condition and affects people from all backgrounds.
- ASD affects more males than females.
- All individuals with an ASD have impairments in the same three areas (i) social interaction (ii) social imagination (iii) social communication
- Many people with an ASD have not been diagnosed, and therefore may not realise they have the condition. This is especially true for adults.

An early ASD diagnosis will enable parents to understand their child's needs and to seek appropriate support in their caring role. Many people with autism are not identified or diagnosed during childhood but may be helped by having access to assessment services as adults. Children, young people and adults with autism and their carers will have different support needs according to their age and abilities. Adults with autism can experience anxiety and social isolation, have difficulties in education, problems in finding/sustaining employment and difficulties in establishing/maintaining social relationships/friendships.

What are we doing?

A regional **Mental Health and Learning Disability Partnership Board** oversees the delivery of the Gwent Strategy for Adults with a Learning Disability 2012/17 (The strategy is currently being reviewed). The purpose of the strategy is to provide a clear strategic direction regarding the future planning and delivery of services for adults with a learning disability who live within, or have services commissioned across the region. It describes the core principles that are fundamental to service provision and outlines the key issues that need to be addressed to deliver high quality, safe and cost effective services. The objectives of the strategy for people with a learning disability are to

- Have more choice and control over their life.
- Have choice regarding how they spend their time and where they live and who they live with.
- Have better health outcomes and appropriate access to healthcare.
- Have smooth, planned and effective transition from child to adult services
- Receive timely and appropriate support for families/carers of people with a learning disability
- Receive support and proactive interventions that promote social and emotional well-being.
- Access the range of appropriate specialist health and social care services in a timely manner.
- Receive a co-ordinated, safe and timely service and appropriate support to plan for the future.
- Receive clear information regarding generic and specialist learning disability services.

A robust mapping of service of services and community support has been undertaken by **Supporting People (SP) Teams** across the region. Supporting People teams have also prioritised people with learning disability through the regional SP Plan. The **In One Place Programme** is a collaborative programme that was launched in 2014 to improve the provision of accommodation to those with complex health and social care needs within the Gwent region. The In One Place Programme brings together the Aneurin Bevan University Health Board, the five local authorities and eight housing associations.

Autism

Wales was the first country in the UK to take a national approach to autism, originally publishing a Strategic Action Plan in 2008. Welsh Government refreshed the plan in November 2016 and it sets out the Welsh Government's ambitions for both raising awareness of autism and ensuring public services work together to deliver effective care and support services for adults and children with autism. The revised Strategic Action Plan sets out three priority areas for action, based on what was highlighted.

- Timely access to assessment and diagnosis – a standardised assessment pathway with a new 26 week waiting time for referral to first assessment appointment has been established. There will also be improvements to adults diagnostic services through the National Integrated Autism Service.
- Support to overcome everyday barriers in education/training, employment and accessing services.
- Identify gaps in information, advice and training. Across the region Welsh Government and local partners will build on the '*Learning with Autism*' programme for primary schools, develop new resources for education settings. There will also be a focus on training for primary care and mental health professionals, people working in leisure services, and employers in general.

An independent evaluation of the national Autistic Strategic Action Plan undertaken in 2012 reported that the strategy had a positive impact on people and families, as well as professionals. There have been increased rates of identification as well as increased rates of diagnosis. There has also been improved support for children and young people in education, as well as improvement in transition services.

Actions and next steps

Prevention and Early Intervention including Information, Advice and Assistance (IAA)

- Continue to increase the profile and awareness of ASD and promote use of material available through national ASD website www.asdinfo.wales.co.uk. The website includes information and resources for people with autism, families, carers and professionals. The quality of the national resources has been recognised internationally and Welsh Government have been approached by many countries for permission to use the materials.
- Align Supporting People provision with local community connectors to ensure people are aware of support services and signposted to community provision.

Commissioning, Pooled Budgets and Health and Social Care Integration

- Review current strategy for Adults with a Learning Disability with an emphasis on integrated planning to improve outcomes integrated service delivery and reduce inequalities across the Boroughs and; joint commissioning priorities to inform commissioning of services.
- Develop a co-ordinating group and a local ASD lead to oversee development of improved services and link to a national ASD co-ordinator
- Support and implement new National Integrated Autism Service. Since April 2016, Welsh Government have funded the development of new specialist teams in every region, providing adult diagnostic services. The service also support the improvements in children's diagnosis, treatment and support services through the '*Together for Children and Young People*' programme. The service will also provide wider support and advice for children and adults, as well as their families or carers. It will also provide training and support for professionals.

- Explore joint commissioning opportunities between Intermediate Care Fund and Supporting People programme for people with learning disabilities to maximise capacity within the Community including greater awareness of ASD and invest in further resource materials to raise awareness of autism and provide training resources across professional groups.
- The region will continue to support and engage in the Integrated Health and Social Care Collaborative Commissioning Programme and the National Framework for Residential Care Home Placement for People with Learning Disabilities and People with Mental Health Problems (under 65).

Links to key strategies

- **Regional Supporting People Plan**
- **National Autistic Spectrum Disorder (ASD) Strategic Action Plan.**

Summary and what we will deliver through the regional Area Plan.

- **Support Mental Health and Learning Disability Partnership Board review Gwent Strategy for Adults with a Learning Disability 2012/17 and set out key regional commissioning, integration actions**
- **Local implementation of Welsh Strategic Action Plan including development of new Integrated Autism Service.**

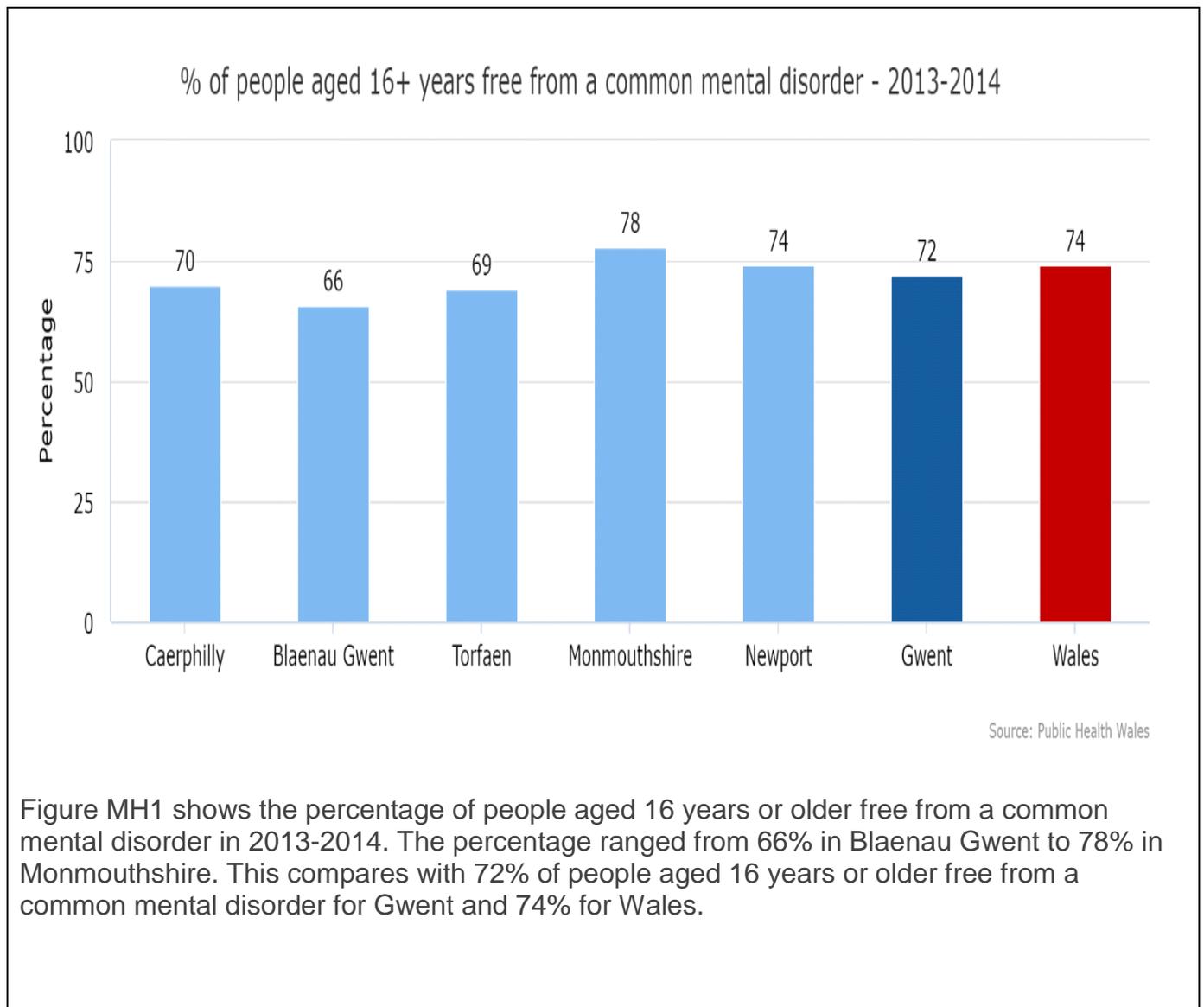
Mental health

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. For the purpose of this PNA Children and Young People are categorized as up to the age of 18 years and receiving care and support services. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest:

- **Increased understanding and awareness of mental health**
- **Emotional support for children in care**
- **Less social isolation more community support**
- **Early intervention and community support which is timely including advocacy.**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.



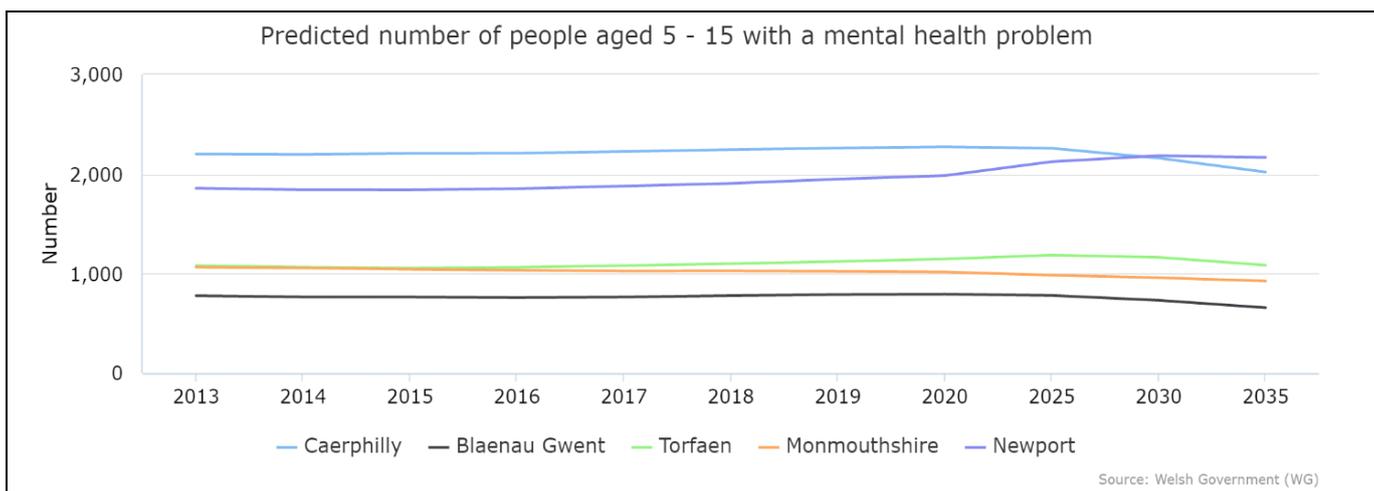


Figure MH3 shows the predicted number of people aged 5 – 15 with a mental health problem over the period 2013 to 2035. Across the local authority areas in the Gwent region both Torfaen and Newport are predicted to see increases of 0.4% and 16.6% in the number of people aged 5 – 15 with a mental health problem. The other local authority areas are all predicted to see decreases over the same period.

Fact and figures for mental health and mental illness across Wales?

- 1 in 4 adults experiences mental health problems or illness at some point during their lifetime.
- 1 in 6 of us will be experiencing symptoms at any one time.
- 2 in 100 people will have a severe mental illness such as schizophrenia or bipolar disorder.
- 1 in 10 children between the ages of 5 and 16 has a mental health problem and many more have behavioural issues.
- Approximately 50% of people who go on to have serious mental health problems will have symptoms by the time they are 14 and many at a much younger age.
- Between 1 in 10 and 1 in 15 new mothers experiences post-natal depression.
- 1 in 14 people over 65 and 1 in 6 over the age of 80 will be affected by dementia.
- 9 in 10 prisoners have a diagnosable mental health and/or substance misuse problem.

What do we know?

Positive mental health is a key factor for good health and relevant to the whole population. In 2007 the World Health Organisation stated that there is no health without mental health, which means that public mental health is integral to all public health work. Statistics show that **one in four of the adult population have a life chance of experiencing mental ill health**. Mental illness is the largest single cause of disability with 22.8% being attributable to mental illness, compared with 16.2% for cardiovascular disease and 15.9% for cancer. This is forecast to increase by 7.8% by 2030 (WHO, 2008). Self-reported surveys show that 13% of adults in Wales report having a mental illness (Welsh Health Survey 2015).

Mental illness can have multiple impacts upon society including poor educational attainment, increased substance misuse as well as increased anti-social behaviour and crime. There are also large economic costs of mental illness, with the estimated overall cost of mental health problems in the UK being over £110 billion in 2006/07, representing 7.7% of GDP. Care and treatment of mental disorders account for over 10% of total NHS expenditure.

Over the last 4 years there has been over 100% increase in referrals to Children and Adolescent Mental Health Service (CAMHS). Many of the children and young people who are then assessed do not need highly specialist interventions, but add to the waiting times for those children who do need such support.

What are we doing?

Responding to mental illness is not the sole responsibility of any one organisation, the challenge is one shared across all partners and there is increasing recognition that the wider issues that affect health and well-being (housing, education, employment) sit with equal importance alongside clinical diagnosis and treatment. Where people live has an impact on their psychological well-being, both positively and negatively. At the local level, health, social care and third sector organisations have already committed to working as one to address the challenge. A regional ***Mental Health and Learning Disability Partnership Board*** has been developed to:

- Oversee the delivery of the Gwent Mental Health and Learning Disability Strategies
- Oversee the delivery of the ***'Together for Mental Health' strategy*** and other relevant Mental Health and Learning Disability strategies such as ***'Together for Children and Young People'***, ***'Talk to Me 2'*** and the ***'ASD Strategic Action Plan'***.
- Map existing services, planning and commissioning arrangements and strategic arrangements across partner organisations
- Develop a strategic vision for improving mental health and learning disability and best use of resources across partner organisations
- Agree the strategic and operational issues of joint working in relation to mental health and learning disability
- Identify key strategic national and local issues requiring a collaborative approach in order that the benefit to service users and carers is maximised.
- Agree multi-agency strategies and the contribution of stakeholder agencies taking into account other partnership arrangements both within the area and nationally

A regional ***'Together for Mental Health' delivery plan*** is being developed and will set out the actions to progress Welsh Government national priorities at a local and regional level. The delivery plan sets out regional actions across 11 priority areas and will build on the delivery of the current regional ***Together for Mental Health in Gwent and South Powys 2012-2017 strategy***.

A ***review of the commissioning of Adult Mental Health Third Sector Services across Gwent*** took place during early part of 2016 and one service model and tender was identified. All Local Authorities in Gwent commission mental health services from the Third Sector, however at the time of the tender exercise only NCC were in a position to commission alongside ABUHB. However, all the other four authorities have been kept updated and it is hoped that they will also align their funding to the new service delivery areas when their contracts end in March 2017. The new service model areas reflect the priorities identified via a public and provider consultation process and are:

- Advocacy
- Counselling
- Skills, Training and Community Well Being (Drop ins/centres/hubs)
- Information and advice

Primary care plays a crucial role in delivering effective mental health care and treatment. A requirement from Welsh Government (The Mental Health (Wales) Measure) aims to strengthen the role and throughout Wales there are local primary care mental health support services organised around GP communities. These services are aimed at individuals of all ages who are experiencing mental health problems and include the development of primary mental health teams. For example a **LEAP team (Listen, Engage Act and Participate)** was established in the north of the Caerphilly borough 2014-16, bringing together staff from health and social care to take all primary care and secondary care referrals from 5 GP practices. The model explored what a team without boundaries can achieve through working with patients in an integrated way, putting the service user at the centre of support and a team around a person approach.

More and more, greater importance is being placed on the need for support services based in the community, which people can access to improve low levels of poor mental health and wellbeing. **Community Connectors** funded through the Intermediate Care Fund and **Torfaen Social Prescribers** based in GP surgeries help link people to local groups in the community to avoid isolation and to keep healthy and active. There are pockets of good examples across the region and Caerphilly County Borough's Communities First structure includes Communities' First mental health officers who work with people of all ages presenting with low mental health issues. This 'self help' service encourages people to establish networks in their own communities. The Gwent *Five Ways to Well-being virtual network* includes over 250 individuals from a range of statutory and third sector organisations trained on '**The Five Ways to Well-being**' an evidence-based set of actions developed by the New Economics Foundation. We are developing support across the region to intervene earlier and for targeted groups such as veterans who have been in the armed forces and who may have experienced the trauma of battle – this will need to be coupled with specialist therapeutic help to recover when they return to their communities. This help should be delivered by a combination of statutory and voluntary sector organisations. Support for individuals with substance misuse problems are planned and commissioned on behalf of the Gwent area by an Area Planning Board where the needs of those with a co-occurring mental health and substance misuse issue are responded to, and it is key not to duplicate efforts.

Previous reviews of specialist Child and Adolescent Mental Health Services (CAMHS) in Wales have identified that the service is under more pressure than ever before, but does not have the capacity to meet demand. '**Together for Children and Young People' (T4CYP)** was launched by the Minister for Health and Social Services on 26th February 2015. Led by the NHS in Wales, this multi-agency service improvement programme is aimed at improving the emotional and mental health services provided for children and young people in Wales. A continued emphasis on emotional, mental health and well-being is essential so that services can identify early on where there may be additional need for support. This is very important to prevent young people requiring the services of specialist CAMHS. The **Skills for Living Service** in Gwent, supported by local authority and health board funding focusses on the mental health needs of looked after children, recognising the significant additional risks faced by this group.

Actions and next steps

Preventative and Early Intervention including Information, Advice and Assistance (IAA) – We will continue to develop the Community Connector and Social Prescriber model across the region and ensure a consistent regional approach through '***Together for Mental Health***

Delivery Plan'. Key to this will be linking through the ABUHB 'Care Closer to Home' model and a place based approach. We will also build on the 'Five Ways to Wellbeing' and ensure accurate information, advice and assistance is provided through our IAA services and DEWIS.

Commissioning, Pooled Budgets and Health Social Care Integration

- Regional requirements for commissioned services will be identified through '**Together for Mental Health Delivery Plan**'. We will also consider a number of reviews across the Gwent area undertaken by Health Inspectorate Wales.
- The Intermediate Care Fund will also be aligned to support the agenda across both adult and children services as well as aligning to other existing funding, such as Supporting People, to maximise resources
- We will also use ABUHB's 'Care Closer to Home' and Integrated Medium Term Plan (IMTP) to coordinate community support services to ensure consistency and avoid duplication.
- The Regional Joint Commissioning Group is currently reviewing the third sector contributions across health and social care; and the review will consider the community support required to support mental health agenda such as befriending.
- The region will continue to support and engage in the Integrated Health and Social Care Collaborative Commissioning Programme and the National Framework for Residential Care Home Placement for People with Learning Disabilities and People with Mental Health Problems (under 65).

Links to key strategies

- **National Together for Mental Health Delivery Action Plan**
- **Together for Mental Health Gwent**
- **ABUHB IMTP**

Summary and what we will deliver through the regional Area Plan.

- **Review of and align regional strategies to Together for Mental Health Delivery plan**
- **Coordination of consistent community based services such as community connectors/social prescribers**
- **Multi agency place based models which include wider partners such as Housing Associations, employment support and community programmes**
- **Accurate Information, Advice and Assistance through DEWIS and Five Ways to Wellbeing**

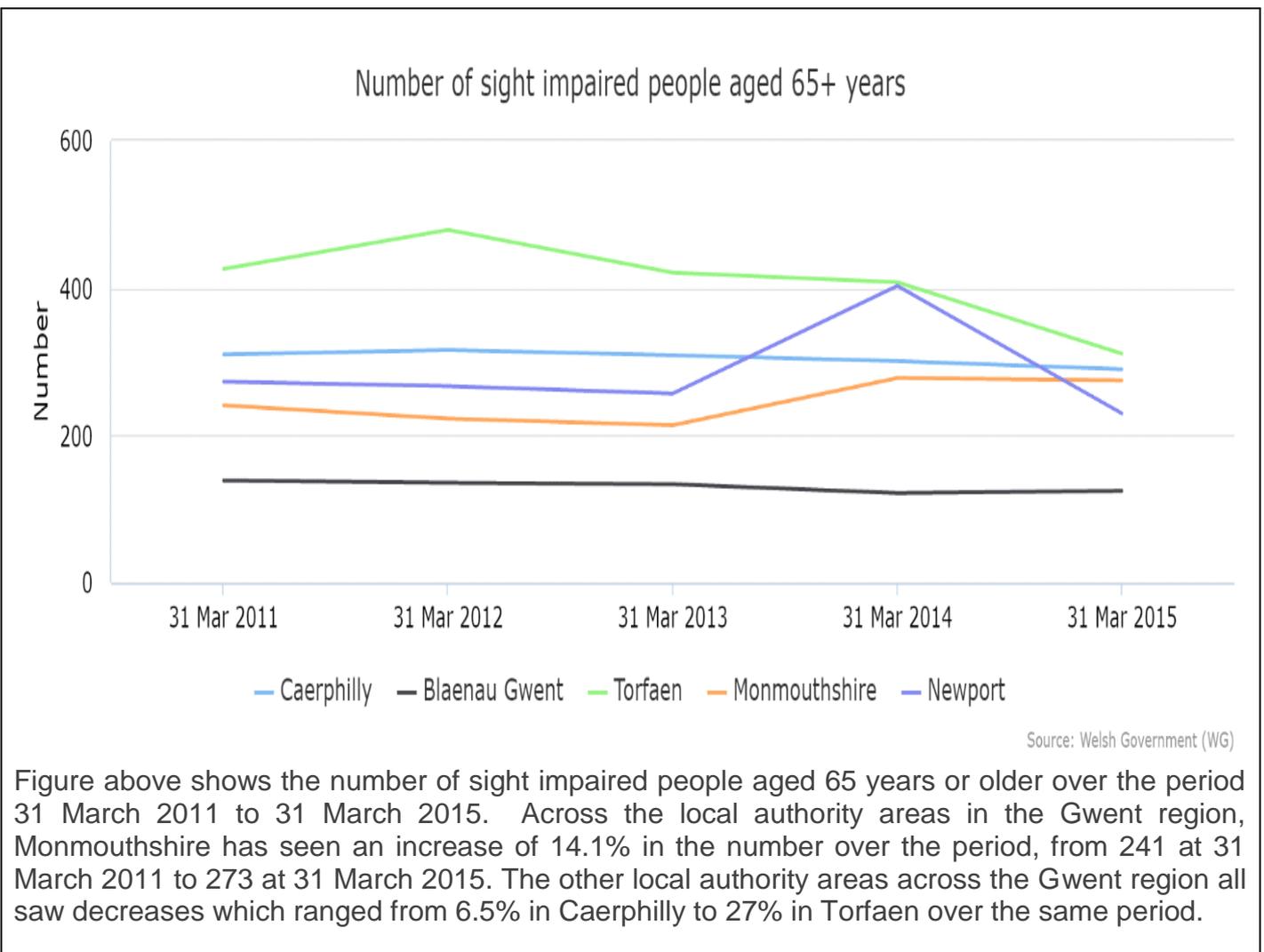
Sensory Impairment

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. For the purpose of this PNA sensory impairment refers to people with either visual or hearing impairments or both - the extent of those impairments will vary from person to person. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest:

- **Access to accurate information and assistance to understand and use that information**
- **Access to low vision tools**
- **Public transport system that is convenient and easy to use**
- **Access to 'rehabilitation' e.g. re-teaching someone how to do things safely again such as crossing a road**
- **Having sufficient financial resource to cope with the additional cost of living**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.



What do we know?

There are an estimated 106,000 people in Wales living with sight loss and broad figures suggest that 1 in 10 people over 65 will have some form of sight loss to different degrees, 1 in 3 over 80 and 1 in 2 over the age of 90. Figures are estimated to double by 2050 because of the aging demographic and 75% of all sight loss occurs in people aged 65 and over. There are currently around 3500 people in Gwent that are registered as sight impaired but most of the data capture of sensory impairment is poor because many people with sight loss do not appear on severely sight impaired (SSI) (previously known as 'blind') or sight impaired (SI) (previously known as 'partially sighted') registers for many reasons such as people who are hard to reach (evidence shows that people from some ethnicities are 6 times more likely to experience sight loss but are less likely to engage; those with learning disability are 10 times more likely to have sight loss but are rarely diagnosed). Some people simply don't wish to confirm a diagnosis and some people choose not to be registered because they are concerned with the stigma in relation to jobs etc (also there may be a significant number of body of people who perhaps fear that they shouldn't be driving, and therefore don't go to the optometrist/GP as they fear licence removal). Sight is the primary conduit through which our brains absorb information but 43% of people who lose their sight will suffer significant and debilitating depression. Health indices demonstrate a reduction in positive outcomes, and well-being is heavily compromised post diagnosis.

It is estimated that the numbers of people registered as SSI or SI will increase as there is a direct relationship to an increasing older population, however new treatments have emerged over recent years for some causes of sight loss which are related to age and so we may see a slower rate of increase or a plateauing of those with sight loss. It is generally accepted within the sight loss community that there are at least 5 times as many people with uncorrected sight loss than are 'registered' on local authority registers. RNIB estimate there are 28,000 people in Gwent with sight loss.

In terms of hearing loss 'Action on Hearing Loss' estimate 1 in 6 people have hearing loss or tinnitus, 530,000 in Wales and 1 in 3 over the age of 80. Both sight and hearing loss are prevalent in the older population and it is likely that up to 70% of those with sight loss have a hearing loss too. Obviously some of those people will have a hearing aid that effectively mitigates the loss, although it is true that a hearing aid doesn't provide the same level of support as, say, spectacles would if someone was simply short-sighted or long-sighted.

What are we doing?

Both Social Services and ABUHB provide services and support to people with sensory loss. There is also support services in the third sector and 'Sight Cymru' work across the region. The Low Vision Service Wales (LVSW) was founded in 2004 with, the aim of providing a more accessible low vision service for the population of Wales, in regards to travel time, waiting time and convenience, whilst delivering a service of a high clinical standard.

- The LVSW is delivered by optometrists, dispensing opticians and ophthalmic medical practitioners who have undergone further training in the speciality of low vision with Cardiff University and funded by Welsh Government as an enhanced primary eye care service.
- Free at point of contact for the service user, any low vision aids are provided on a long term loan basis and recycled when no longer required.

- The establishment of the service resulted in the number of low vision assessments performed in Wales increasing. Waiting times to access a low vision service decreased from 6 months to 2 months for the majority of people and journey time decreased for 80% of people.
- Year on year the numbers of patients accessing the LVSW has increased, with 8049 LVSW assessments being performed between April 2015 and April 2016 (WG, 2016).
- By 2015, the LVSW had completely replaced all secondary care based low vision services in Wales. The LVSW now has 184 practitioners working from 202 practices across Wales to deliver the service. 20% of low vision assessments performed are done so within the patient's own home (WG, 2016).
- The LVSW assessment is a holistic assessment where the practitioner discusses the difficulties caused by the vision impairment and works with the patient to set goals and identify solutions, these may be in an optical or non-optical form.
- Practitioners work very closely with Social Services and the voluntary sector to ensure that patients receive support to remain as independent as possible.
- The LVSW continues to evolve. Current work is being done to identify patients who are at risk of depression, and future work will look more closely at identifying those patients with dual sensory loss.

Action Plan & Next Steps

Prevention and Early Intervention including Information, Advice and Assistance (IAA)

- People can, and do, adjust to loss of sight and continue leading independent and fulfilling lives. The key to such adjustment is sufficient accessible **information** and timely, **effective rehabilitation**. DEWIS is being developed across the region to improve information and will include functions to help people with sensory impairment. Over 50% of sight loss is avoidable.
- Typically, sight-loss conditions deteriorate and people need access to rehabilitation officers to help them adjust to their condition and living safely in their homes, and other preventative services. Research shows positive impacts in functional vision and a correlation on improved mental health and well-being by early intervention rehabilitation for the Vision Impaired. With only 1 in 4 people with sight loss of working age being in employment, there is an economic driver to ensuring high levels of independence too.
- For people with sight loss, access to specialist habilitation/rehabilitation is vital to maximise independence and ensure quality of life. It also has a considerable beneficial impact on those living with or caring for someone with sight loss, people who otherwise are at risk of mental health issues themselves. Ensuring people understand their sight conditions and are able to take up clinical solutions and have access to other services are fundamental to their ongoing capacity to cope. Rehabilitation provides not only a functional enabling resource for the person with sight loss, but also delivers understanding to carers and family members. Rehabilitation for the Vision Impaired is not re-ablement which implies recovery from disability and is often limited to 6 weeks. It should be viewed in the context of preventing falls, burns, injuries and decline in mental or physical health as well as the ability to promote independent living, ongoing education and social development.
- With so many of those losing their sight being elderly, hearing impairment, dementia and frailty are frequently experienced simultaneously, and continuing sight degeneration compounds impacts. As circumstances change, further access to provision should be enabled, and clear accessible services should be a priority. It is therefore essential that people receive timely access to provision although at present, there are no statutory guidelines around the time it takes for each local authority to contact people post referral.

Commissioning, Pooled Budgets and Health and Social Care Integration

It is well recognised that there is a need to reduce the time people are on waiting lists and to provide earlier interventions to prevent people reaching crisis. A principle of the commissioning process should include guidance on ensuring a sufficient number of Rehabilitation Officer for Visual Impairments (ROVIs) per head of the population, and the quality and timeliness of the service. In this respect, the benchmarking good practice guidance around rehabilitation for the vision impaired provides a sustainable standard.

An Adult Sight Loss Pathway has been developed, including the requirement that those people moving through the hospital setting should see an Eye Clinic Liaison Officer, and that all people with sight loss greater than 6/60 should be assessed by a Rehabilitation Officer. The Adult UK Sight Loss pathway sets out a defined pathway across health and social care and provides an important tool for enabling and streamlining the requirements under Act; it encourages more effective partnership working and a smooth transition for the person with sight loss.

The critical role of the eye clinic liaison service is recognised within the pathway as a first point of contact in the hospital setting. The requirement within the Act to offer advice and information is frequently provided by these specialists although funding for these roles is uncertain. Through the joint regional commissioning group guidance and adoption of ASL pathway will be considered across the region.

Links to key strategies

- **Welsh Government/NHS Wales Together for Health – Eye health Care Delivery Plan for 2013-2018**
- **Wales Vision Strategy Implementation Plan 2014 – 2018**

Summary and what we will deliver through the regional Area Plan.

- **Use good practice and effective pathways to develop regional commissioning principles**
- **Ensure accurate, accessible and timely Information, Advice and Assistance through DEWIS and other means**
- **Work in partnership with third sector to identify new models to support rehabilitation process and supply of low vision tools.**

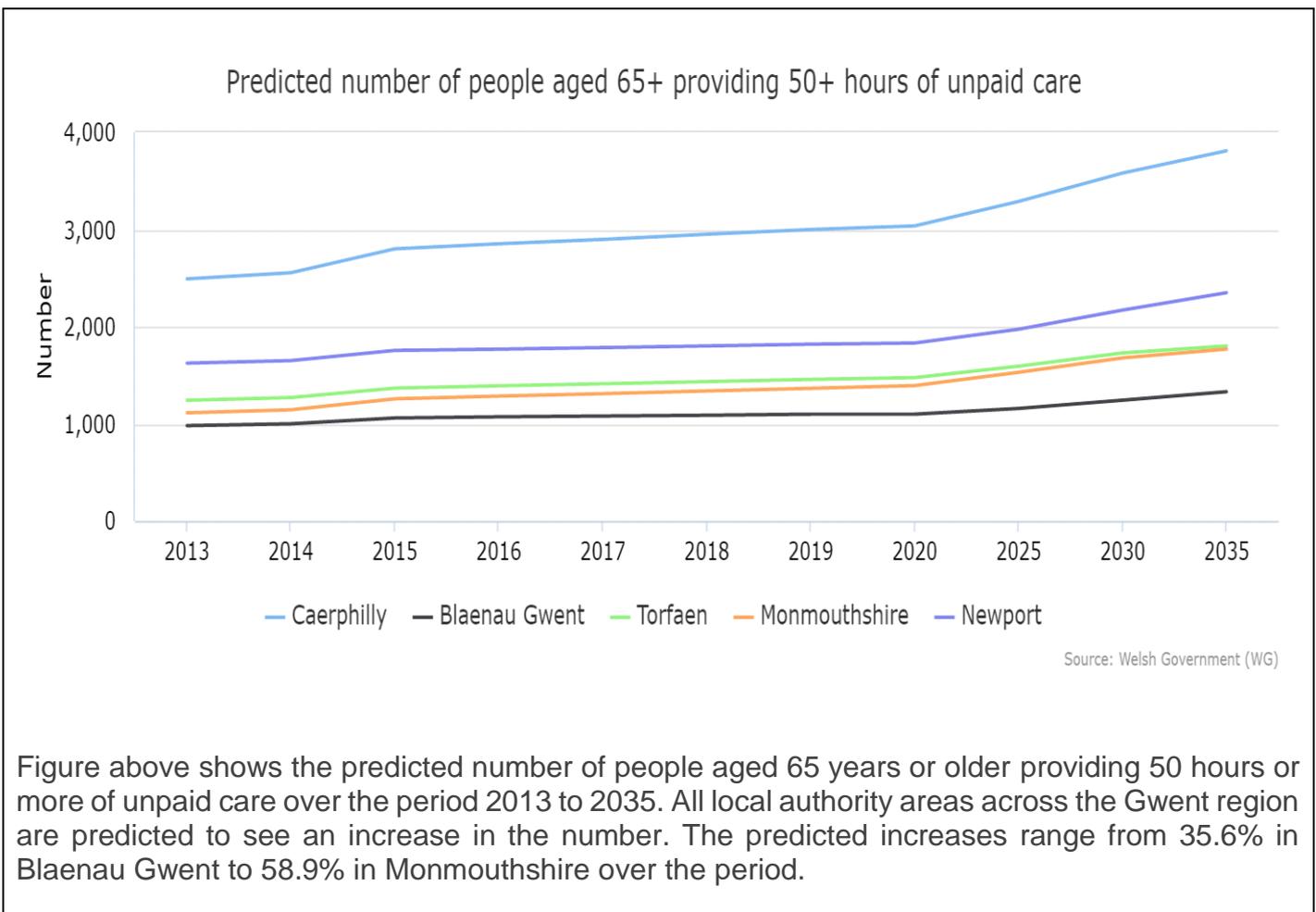
Carers who need support

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. For the purpose of this PNA a Young Carer is defined as a person under 18 who provides or intends to provide care for another person and a carer is defined as a person who provides or intends to provide care for an adult or a disabled child (but paid carers are excluded). This is a major change to the previous definition – in that carers no longer have to establish that they are also ‘providing or intending to provide ‘a substantial amount of care on a regular basis’. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest.

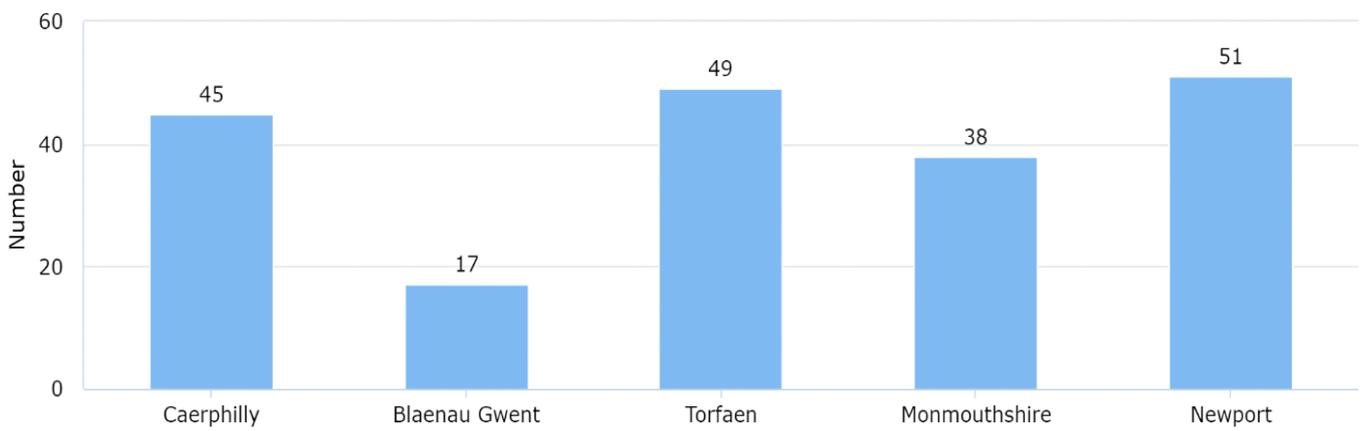
- **Young Carers and support for siblings**
- **Flexible, bespoke support including Information, Advice and Assistance**
- **Flexible service models of respite support for carers**
- **Training and peer to peer support for carers**
- **New models of support for carers including support for carers base on ‘life after care’**

What does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.



Number of young carers known to Social Services during the year - FY 2015-16



Source: Welsh Government (WG)

Figure shows the number of young carers known to Social Services during the year 2015-16. It shows that the number ranged from 17 in Blaenau Gwent to 57 in Newport.

What do we know?

There is likely to be an increase in the number of carers as a result of predicted increase in population. There are an estimated 356,000 adult carers in Wales today and 90,000 carers spend over 50 hours a week on their caring responsibilities and currently provide over 70% of community care. It is estimated that carers and families provide 96% of the care in Wales, supported by communities, volunteers and care and support services; and save the social economy of Wales £3.5 billion each year. Yet the decision to care can mean a commitment to future poverty, and, for young carers, temporary or permanent delay in pursuing further education and training opportunities. Many give up an income, future employment prospects and pension rights to become a carer. The Social Services and Well Being (Wales) Act recognises the key role played by carers, giving them the rights to support which are equivalent to the rights of those they care for. Section 14 of the Act places a joint requirement on local authorities and Health Boards to work together to assess carers. Too often people do not recognise themselves as carers and do not wish to receive support from statutory services. There is a need to increase awareness of the SSWB Act and eligibility or entitlement to support in order to enhance opportunities for the early identification of carers and to provide the necessary information and advice to carers to enable them to make informed choices.

What are we doing?

Following the implementation of the Carers Strategy (Wales) Measure in 2012 a multiagency regional **Carers Programme Board** was set up to steer, implement and monitor actions and progress. Following the repeal of the Measure and provision of transitional funding to action the SSWB Act requirements, as they apply to carers, the multiagency Greater Gwent Carers Programme Board ('Carers Board') has been established. The Carers Board is Chaired by the Aneurin Bevan University Health Board (ABUHB) Independent Member. The Board objectives are: strengthening of the partnership approach at a local level; creation of opportunities to enable the third sector to fully participate in delivery; plan and deliver the increased responsibilities for ABUHB

and local authorities; embed the practice of mainstreaming the carers' needs so that it is common practice.

In the next period, the Carers Board, through the Board Chair, will report directly to the Regional Partnership Board. The Carers Board has developed and is implementing a work programme based on identified carer support and service gaps. The work programme for 2016/17 and 2017/18 is targeting the following areas:

- Advocacy support,
- Support to young adult carers and transition,
- Mental health and well-being support for carers,
- Continued and effective information/advice/signposting and
- Ongoing staff training.

The Carers Board has established ongoing links with various carer forums across the region in order to ensure effective involvement of carers in the work of the Board. Work to map current service provision has enabled the identification of service gaps, for example advocacy for carers. It should be noted that the Dementia Board has also completed a mapping of respite services for carers. Also, through the Care Closer to Home strategy we have mapped out existing partners and services. A new community support group has been established in Blaenau Gwent to support people living with dementia and their carers. The group aim to raise and spend local funds to ensure people can attend support groups such as dementia cafes and is one of the first groups to be established under the new service models agenda

Action Plan & Next Steps

Preventative and Early Intervention including Information, Advice and Assistance (IAA)

- The Welsh Government has stressed the importance of information and advice at every stage of the care and support process and section 17 of the Act outlines the duty to make available a service to provide adults in need and carers with information about care and support. A national information portal (*Dewis*) is under development and will provide a database of service information for citizens (including carers). This will be a useful tool in facilitating easy to access links to local information.
- A targeted approach will continue within health services to: raise awareness through acute medical wards and at hospital discharge stage, information provision and support links with GP surgeries – ensuring systems to identify and support carers more effectively, including staff who are carers.
- Engaging with informal community networks, via the 'community connector' roles in order to identify carers at the earliest opportunity and sign post to support services and peer to peer groups.

Commissioning, Pooled Budgets and Health Social Care Integration

Through consistent commissioning across ABUHB and local authorities we will establish consistent practices through the following key elements.

- Future delivery of staff training needs to be sustainable and work is required by each partner organisation to ensure that carer awareness training is sustainably absorbed into core functions, making use of an all Wales awareness raising e-learning tool accessible to all partner organisations.

- Section 24 of the Act requires that carers must be fully involved in their assessments and makes clear that the duty to assess applies regardless of the authority's view of the level of the carer's needs for support, or their financial situation.
- 'What Matters' conversations will be undertaken with carers to ascertain what is important
- In relation to dementia we will deliver Social Care Wales 'Good Matters' framework
- We will also explore how medicines prompting can be better delivered through region wide, community based service models that ensure equity of support
- Respite services are consistently highlighted by carers as a pivotal support need but there are some instances where currently commissioned support is underused. This can be because the service provision is based on a 'one size fits all' approach and thus does not reflect the type of respite service required as well as a lack of carer feedback to inform necessary changes to commissioned services. We will seek to expand more befriending volunteering opportunities with a view to providing flexible respite and link this to the review of third sector commissioned services currently being undertaken by the Joint Regional Commissioning Group.
- It is anticipated that the implementation of the Care Closer to Home Strategy will also increase the networks of support for carers at a community level.
- Continue to support new models such as the Friends of Dementia group in Blaenau Gwent.

Advocacy – arrangements are being discussed at Carers Programme Board meeting in late 2016.

Links to key strategies

- **Regional Partnership Board Statement of Intent**
- **Regional Dementia Strategy**
- **Social Care Wales 'Good Works'**

Summary and what we will deliver through the regional Area Plan.

- **Coordination of consistent community based services such as community connectors/social prescribers to identify and support carers**
- **Review of medical prompting to better support carers**
- **Accurate Information, Advice and Assistance through DEWIS and Five Ways to Wellbeing**
- **Review of and align third sector commissioning principles to support befriending for carers requiring support**
- **Ensure that the implementation of the care closer to home strategy increases the community level support for carers**
- **Consistent commissioning across health and social care to ensure equitable, region wide and effective models of carer support**

Violence against women, domestic abuse and sexual violence

A demography and population profile for individual local authorities is included in the 5 local Wellbeing Assessments. An abbreviated demography is included in section 1 of this PNA which also includes the population projection for the region. For the purpose of this PNA we subscribe to the definitions of domestic abuse as set out in the *Violence against Women, Domestic Abuse & Sexual Violence (Wales) 2015 Act*. Pre-engagement workshops with the regional citizen panel, provider forum and leadership group identified the following emerging areas of interest:

- **Training for all and healthy relationship awareness especially in schools**
- **Family services**
- **Support for victims**
- **Service analysis and mapping**

So what does the data show us?

A comprehensive situational analysis is included in the appendix, but a representative sample of regional emerging areas are set out in the chart(s) below.

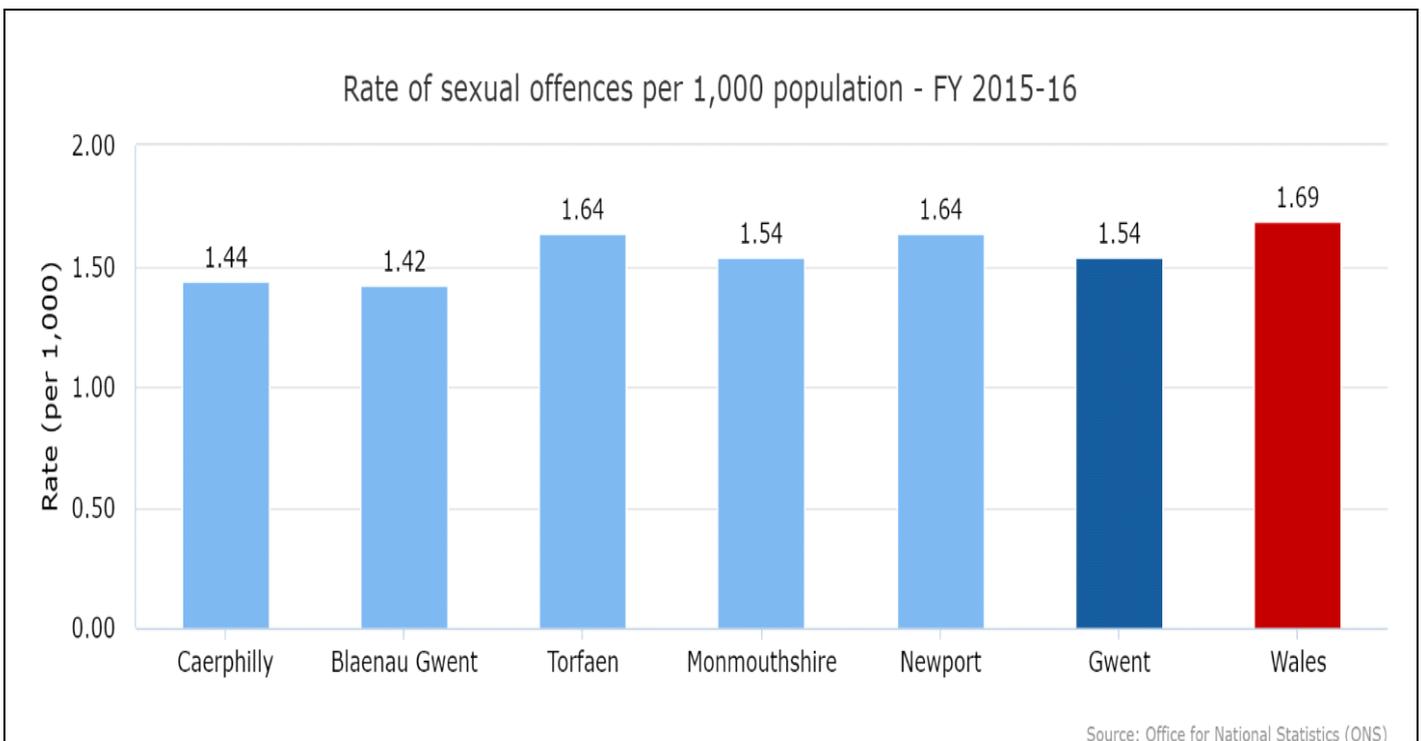
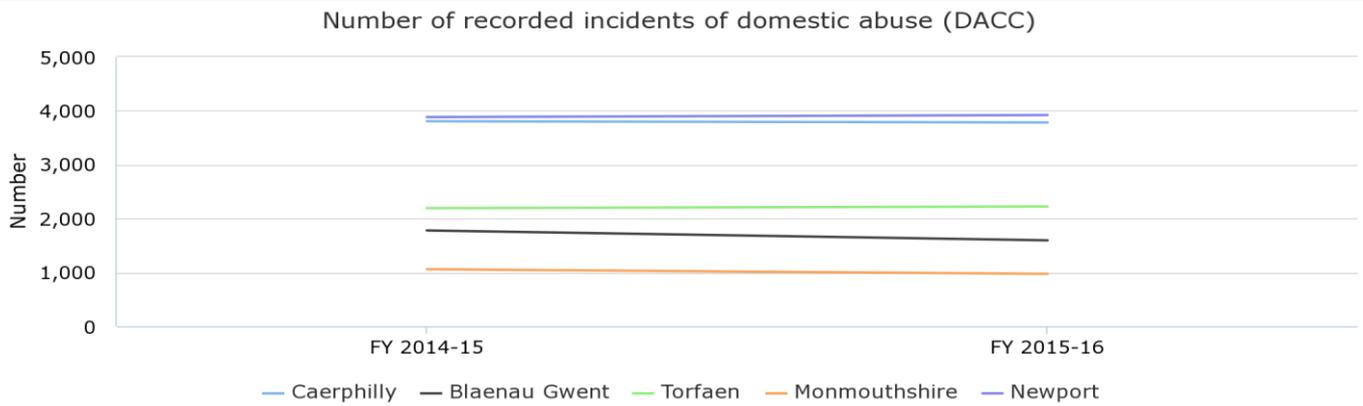


Figure V1 shows the rate of sexual offences per 1,000 population in 2015-16 across the Gwent region. The rate ranged from 1.42 per 1,000 population in Blaenau Gwent to 1.64 per 1,000 population in both Torfaen and Newport. This compares with 1.54 per 1,000 population for Gwent and 1.69 per 1,000 population for Wales.



Source: Gwent police

Figure V2 shows the number of recorded incidents of domestic abuse and discussions between Gwent Police, ABUHB and local authorities [(Domestic Abuse Conference Call (DACC))] over the period 2014-15 to 2015-16. Blaenau Gwent, Caerphilly and Monmouthshire have seen a decrease with Blaenau Gwent and Monmouthshire showing the largest decreases of 10.3% and 9.2% respectively; and Caerphilly 0.6% reduction. Newport and Torfaen have seen a small increase over the period of 0.1% and 1.4% respectively.

What do we know?

The Violence against Women, Domestic Abuse & Sexual Violence (Wales) 2015 Act was passed in April 2015 and aims to improve the Public Sector response by providing the strategic focus to improve the arrangements for the prevention, protection and support for individuals affected by such violence and abuse. This new Act is set within the wider legislative context of The Well Being of Future Generations (Wales) Act 2015 and the Social Services and Wellbeing (Wales) Act 2014; and provides a unique opportunity to embed VAWDASV as a priority in determining the well-being of Wales.

We know that the reporting of domestic abuse is considerably lower than actual incidents – reported incidents vary between 23% (Walby and Allen 2004) and 35% (Home Office 2002; Office for National Statistics 2013) of actual – and this will need to be considered in planning going forward. There are two established processes used to manage and support the VAWDASV agenda:

- **Domestic Abuse Conference call (DACC)** – Gwent Police hold a daily conference call in all five local authority areas. DACC was established following an evaluation of a pilot in Newport and found the benefits to be: early intervention and opportunities to make victims safer; fast and effective information sharing; shared responsibility and accountability; early identification of risk. An overview of DACC highlights considerable numbers with over **12000 incidents in both 2014/15 and 2015/16**; but early analysis has shown a **28% drop in repeat victims** and good evidence to show improved safety and well-being of victims and their families, and at the

same time, effectively manage offenders. The DACC process is currently being reviewed in order to ensure a consistent approach across the region.

- A **multi-agency risk assessment conference (MARAC)** is a meeting where information is shared on the highest risk domestic abuse cases between representatives of local police, probation, health, child protection, housing practitioners, Independent Domestic Violence Advisors (IDVAs) and other specialists from the statutory and voluntary sectors. After sharing all relevant information about a victim, representatives discuss options for increasing safety for the victim, and turn these options into a co-ordinated action plan. The primary focus of the MARAC is to safeguard the adult victim. An overview of MARAC in Gwent again presents considerable numbers with **978 MARAC completed 2014/15, 726 completed 2015/16** (This reduction is more around process issues than a reduction in high risk victims). The MARAC will also make links with other fora to safeguard children and manage the behaviour of the perpetrator. At the heart of a MARAC is the working assumption that no single agency or individual can see the complete picture of the life of a victim, but all may have insights that are crucial to their safety. The victim does not attend the meeting but is represented by an IDVA who speaks on their behalf.

What are we doing?

Building on the Pan Gwent Domestic Abuse Forum a **South East Wales Violence against Women, Domestic Abuse and Sexual Violence (VAWDASV) Partnership Board** has been established to provide the governance vehicle for the regional partnership for related services. The Board parallels the South East Wales Safeguarding Children's Board and Gwent Adults Safeguarding Board. All three Boards will link together to provide a framework of safeguarding governance and will ensure that communication links exist with strategic multi-agency partnerships working across the region including the Regional Partnership Board (RPB). The VAWDASV Board will provide senior leadership bringing together agencies to work together in a joined up way and to ensure the best possible services are provided to protect and support victims and prevent crime. Where there are gaps in service or shortcomings in performance the Board will bring together the key agencies to prioritise and address issues. The term 'Violence against Women' incorporates all forms of violence against women; honour based violence, forced marriage, female genital mutilation (FGM), trafficking, sexual violence and exploitation and domestic abuse. The term 'Violence against Women' refers to the disproportionate experience of women to such forms of abuse. Whilst it is important that this is acknowledged and communicated, it does not mean that the violence and abuse directed towards men or perpetrated by women is neglected. The work of the VAWDASV Board is concerned with all forms of violence against women, domestic abuse and sexual violence as it affects all citizens.

The VAWDASV Wales Act (2015) introduces requirements for Welsh Ministers to prepare and publish a National Strategy for VAWDASV and for relevant authorities to publish joint local/regional strategies. The South East Wales region was chosen as a pilot site across Wales and are currently undertaking a comprehensive needs assessment that will provide the required information to inform the development of a strategic plan and a set of priorities that will ensure consistency and efficacy across the region with a common shared model of service delivery. The regional strategic plan will be drafted by April 2017 and will enable alignment to Welsh Government National Strategy which was published in November 2016. The Regional VAWDASV Partnership Board will provide the governance vehicle and will develop, approve and monitor the regional strategy as required under the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Act (Wales) 2015.

Actions and next steps

Prevention and Early Intervention including Information, Advice and Assistance (IAA)

- ***‘Ask & Act’ is the Welsh Government policy of targeted enquiry*** to be practised across the public service for VAWDASV. The ***South East Wales local authorities have been selected as one of two early adopter sites in Wales for “Ask and Act”*** to develop and implement processes ahead of national roll out next year. Identifying abuse and/or violence at an early stage can be an effective measure in preventing an escalation in severity and frequency, and can assist to ensure appropriate and timely support is provided. The aims ‘Ask and Act’ are:
- to begin to create a culture across the public service where addressing VAWDASV is an accepted area of business and where disclosure is expected, supported, accepted and facilitated;
- to increase identification of those experiencing VAWDASV;
- to pro-actively engage with those who are vulnerable and hidden, at the earliest opportunity, rather than only reactively engaging with those who are in crisis or at imminent risk of serious harm;
- to offer referrals and interventions for those identified which provide specialist support based on the risk and need of the service user; and
- to improve the response to those who experience

Commissioning, Pooled Budgets and Health and Social Care Integration

The VAWDASV Board have commissioned Welsh Women’s Aid to undertake a regional needs assessment which is due to be completed by April 2017. The needs assessment and corresponding regional strategy that follows will set the direction of strategic services in terms of; partnership working; potential joint working models and processes. The Area Plan which will follow this PNA will use the VAWDASV needs assessment and regional strategy as the basis for forward planning.

Links to key strategies

- **South East Wales Regional Violence against Women, Domestic Abuse and Sexual Violence Strategy 2017 - 21**

Summary and what we will deliver through the regional Area Plan.

- **Implementation of ‘Ask and Act’ as part of Welsh Government pilot.**
- **Strategic alignment with VAWDASV Board, needs assessment and strategic plan.**

SECTION 2

Service mapping

Under each core theme set out in section 1 there is a high level assessment of the range and level of services required to meet the care and support needs of citizens; and the support needs of carers i.e. the 'What are we doing section'. The list of current and planned activity is not exhaustive, but it is relevant to the emerging priority area under each core theme. We recognise that the DEWIS website www.dewis.wales may be better placed to provide an up to date directory that is self-managed in terms of content and therefore will remain current. The DEWIS website is continually being updated across the region and across Wales and the regional team supports this activity and partners to upload their information. The RPB will provide overall oversight to ensure that DEWIS is populated and publicised to all partners.

As highlighted in Part 2, Section 14 of Social Services and Wellbeing Act codes of practice, citizens and social care workforce must be engaged in the process of identifying the range and level of services necessary. In developing the PNA engagement with citizens and providers to identify the range of services took place at the same time as identifying the level of needs for care and support and support needs of carers. Service mapping data has been included in appendices and some services have uploaded their data to DEWIS. It would not be prudent to include a comprehensive list of services and compilation of directories within the appendix of this PNA. However, where the service mapping relates to the emerging areas of interest identified on page 8, we have included specific service mapping work – for example Monmouthshire mapped the IAA entry points across the borough.

In parallel to the development of the PNA the ABUHB are developing an overarching '**Care Closer to Home**' strategy for the effective and sustainable model of integration of care, centred on the GP cluster model also known as Neighbourhood Care Networks (NCNs) and integrated community wellbeing hubs. As a key part of the strategy development process, five individual workshops were organised across individual local authorities and partners were asked to map and identify existing community based services and resources. This information will form the basis of the region's community well-being response in addition to close work with service providers and for a.

The Region's **Supporting People** teams have undertaken further scrutiny and mapping of the services provided across various client groups and this continues to be undertaken as part of the Gwent Regional Collaborative Committee (RCC) work plan. This mapping and reviewing of services will enable further opportunities for regional service remodelling and development. The RCC has prioritised '*People with Mental Health Issues*' and '*Young People with Support Needs (16-24)/Young People who are Care Leavers*' through 2016/17 work plan. Specific gaps in services for these client categories will be highlighted through the continued review process and will provide an opportunity to develop services that continue to meet future needs of these client groups and to commission services if gaps are identified.

The following two client categories are still prioritised as part of the RCC work plan:

- People with Learning Disabilities - during 2015 a task and finish group identified a set of principles with regard to delivery of services to this client group which were

agreed with all five Social Services Departments across all Gwent Local Authorities. Regular reports are provided to the RCC to provide updates of local progress against the principles.

- Older Persons Services – Services provided to older people were prioritised for scrutiny by the Gwent RCC and this prioritisation has helped to ensure that work has continued to be undertaken locally to advance the recommendations made in the Aylward Review 2010.

A more focussed and detailed mapping of services and partners organisations will be undertaken when developing the Regional Area Plan. This will enable the RPB to directly map services and link them to the identified regional priorities. For the wider mapping of services we will work closely with the Public Service Boards (PSBs) as they develop their Wellbeing Plans. DEWIS will also be further enhanced and developed to include the wider community based services and partner organisations. Where possible the DEWIS database will be a resource for service provision and support down to individual ward level.

What we will deliver through the regional Area Plan:

- 1. Continue to build on existing service mapping through the ‘Care Closer to Home’ strategy, Supporting People agenda and link specifically to priorities identified therein**
- 2. Further develop and enhance the DEWIS website so it becomes the primary directory of resources for the region**
- 3. Work with PSBs to ensure wider service mapping is integrated with that of Health and social care as an important step towards the creation of a public service response at community level**

Health and Social Care Integration

The PNA is a key driver for change and is required to set out the extent to which the needs identified in relation to the core themes should be met by providing services in partnership between the Local Health Board and the Local Authorities within the Region. Under each core theme a high level description is provided which highlights those key areas for integration. Under Part 9 of the Act which covers Partnership Arrangements, the Regional Partnership Board (RPB) has prioritised the integration of services in relation to:

- Older people with complex needs and long term conditions, including dementia.
- People with learning disabilities.
- Carers, including young carers.
- Integrated Family Support Services.
- Children with complex needs due to disability or illness.

There are already well established and developed areas of integration which are supported by current strategic partnerships across the identified groups, and further details of existing arrangements and areas for development are included in the RPB’s joint statements of strategic intent for older people, children with complex needs and carers. Integration of services for people with learning disabilities is well established in key areas such as accommodation via the ‘In One Place’ partnership which is a partnership between all 9 Registered Social Landlords in the region, the

local authorities and the Health Board. Also the 'Supporting People' priorities outlined above will also be aligned to support the regional imperatives under Part 9 where appropriate.

The RPB will determine the most appropriate structures for ensuring the provision of these integrated services. This could include the establishment of management or operational groups, or a redefining of existing partnership groups, as well as integrated teams for specific service areas. Partnership agreements will be developed for new partnership arrangements which may or may not require a delegation of functions, as set out in Part 9 of the Act.

The RPB has determined that a '**place based approach**' to care and support is the key to operational service delivery that will enable health and social care resources to be better aligned to meet different local and individual needs. We are aware that many localities have significant but often very different social and economic challenges which mean that a 'one size fits all' approach is neither appropriate nor sustainable. As highlighted in ABUHB's '**Care Closer to Home**' strategy and as described above a place based approach has been adopted by the region which is based on GP clusters (Neighbourhood Care Networks) with the aim of aligning resources more effectively.

What we will deliver through regional Area Plan

- 1. Integration of care and support provision to key client groups as set out in Part 9 of the Act and emphasised through RPBs statements of strategic intent for older people, children with complex needs and carers**
- 2. Adopt a place based approach through 'Care Closer to Home' strategy as foundation stone that underpins health and social care service integration**

Joint Commissioning & Pooled Budgets

In taking forward the implementation of the Act, it is recognised that commissioning has a vital part to play in planning, shaping and putting into place the services needed for citizens to improve wellbeing. A Regional Joint Commissioning Group (RJCG) was established in late 2015 and co-ordinated by the regional team to identify regional commissioning priorities. The RJCG identified the following priorities:

- A common regional domiciliary care strategy – a domiciliary care regional plan is being developed and this will result in a position paper and options for the future design and delivery of care and support at home. This will include some immediate activity and identify longer term goals. This work is closely linked to the National Commissioning board's domiciliary care work stream detailed below
- A regional review of commissioning resources as part of the PNA and market sufficiency analysis with a view to adopting an integrated approach.
- Take forward options for integrated commissioning and pooled budgets for older peoples' care homes. This work is also closely linked to the NCB as the Gwent region is the designated pilot region for developing a Model Partnership Agreement for joint commissioning and pooled budgets for care home placements.
- Prevention and Wellbeing, role of the 3rd Sector and place based approaches linked to the development of the Care Closer to Home strategy.

- Commissioning priorities for Children with Complex needs will be taken forward by the Children and Families Partnership Board
- Commissioning priorities for Carers including young carers will be taken forward by the Carers Partnership Board

The RJCG links closely with the National Commissioning Board (NCB) that has been established for health and social care in Wales. The national group has a high level project plan and a number of work streams covering:

- A national Market analysis of care homes (for over 65's)
- A model agreement for pooled budgets for care homes in Wales
- Domiciliary care,
- Learning disability services
- Services for children with complex needs
- A commissioning capacity and capability review
- Options for securing services (flexible and innovative approaches to the procurement of health and social care services)

Pooled Funds

The 2015 partnership regulations require partnership bodies within each Regional Partnership Board to establish and maintain pooled funds in relation to:

- the exercise of their care home accommodation functions (*As noted, the Gwent region is a pilot to start this work, which requires joint commission of placements and pooled budgets by April 2018*);
- the exercise of their family support functions; (*Integrated Family Support Services is a Welsh Government funded programme and managed by Newport City Council; and is included within the governance arrangements of the RPB*)
- the specified functions they will exercise jointly as a result of the combined population assessment report and area plan

The Gwent region already has well established formal pooled budgets in place for:

- **GWICES – Gwent Wide Integrated Community Equipment Service.** This is a Section 33 agreement under the National Health Service (Wales) Act 2006, with an identified lead commissioner and single contract monitoring process. There is a PIN hierarchy in place so that those operational staff needing to prescribe and order equipment are registered and able to access those equipment types that they need, with this being tracked to the relevant partner declared budget contribution and out turn. It has brought a consistent process of equipment specification, procurement, delivery, collection and cleaning/disposals across the region.
- **Gwent Frailty Programme.** This is also a Section 33 Agreement under the NHS (Wales) Act 2006 to deliver intermediate care services with consistent overarching aims and objectives to ensure best value and evidenced based service models for the residents of all five Gwent localities. It also includes appropriate funding contributions to support a repayment timeline for Welsh Government 'Invest to Save' funding.

Close engagement with Welsh Government has confirmed that Section 33 process is still applicable under the Act for Part 9 partnership Arrangements, but governance arrangements need to make clear that it is RPB's who take oversight.

What we will deliver through regional Area Plan

1. Deliver RJCG action plan to deliver joint commissioning arrangements for identified priorities above
2. Continue to link with NCB to progress national proposals across the region

Preventative Services

Prevention is at the heart of the Welsh Government's programme of change for health and social care. There is a need to focus on prevention and early intervention in order to make health and social care services sustainable for the future. It is vital that care and support services do not wait to respond until people reach crisis point. This preventative approach applies to both adults, children and young people; however, the regional response may differ in focus for each group. For example GP clusters makes sense for adult services, but school based clusters may make better sense for children and young people. Therefore, the geographical organisation of prevention and support services for children and adults may look different; but the strategic intent based on prevention and well-being will be consistent.

The Act is seeking to maximise the wellbeing of people and to rebalance the focus of care and support to prevention and earlier intervention. This will lead to increased preventative services in the community to minimise the escalation of individual needs to critical levels. This means that existing services will need to be reviewed and some may need to be decommissioned if no longer considered effective.

Local authorities have a duty to ensure an appropriate range and level of preventative services that:

- Help prevent, delay and reduce the need for care and support
- Promote the upbringing of children by their family
- Minimise the effect of people's disabilities
- Help prevent abuse or neglect
- Enable people to live as independently as possible
- Reduce the need for care or supervision orders, criminal proceedings against children, or taking children into local authority care or secure accommodation

There is a need to strengthen the preventative approach that is already available across programmes and services, building and extending the activity base in order to make sure that services are available when people need them. We must ensure that people and communities have the information and support they need in a timely way to identify '**what matters to them**'. The Region will give further detailed consideration to how it can best put in place arrangements to deliver an approach that meets that local need and individual need. The implementation of the '*Care Closer to Home*' strategy will play a major role in this.

The nature and level of preventative services provided or arranged **must** be designed to meet the needs for care and support of carers identified in this population need assessment report. Included in each core theme section are proposals for early intervention and prevention programmes. Also included is a high level indication of services that can support the preventative agenda. The RPB will expand on the mapping of services through development of the regional Area Plan and '*Care Closer*

to *Home*' strategy, to ensure that there is a clear understanding of the resources available within communities.

In terms of resource management, there is a need for a focus on earlier intervention rather than concentrating resources and effort further down the care pathway or on crisis management. There are a number of examples of good practice, but these are often only available in one area, yet they often need to be available across Gwent, as equity and consistency of provision is an important focus for the RPB.

As part of '*Care Closer to Home*' strategy ABUHB will set out how a preventative approach can be delivered in partnership with local authorities across the region. There are a number of preventative programmes funded through Welsh Government such as **Communities First, Families First, Flying Start and Supporting People**. Approximately £55 million is funded through the 4 'anti-poverty' programmes across the region each year. In addition **Intermediate Care Funding (ICF)** makes a significant contribution to prevention and a reduction in hospital admissions. There are also a number of initiatives across the region that aim to reduce social isolation. There is a need to align resources to ensure synergy between the various funding streams and to avoid duplication. The RJCG have already linked with the third sector in the region to start the process of identifying where support is most needed.

The Torfaen Pathfinder is a Welsh Government pilot focussing on understanding the early years' system and enabling system change to improve outcomes in early years (Torfaen is one of two pilots chosen across Wales). The pilot aligns with the First 1000 days Collaborative Programme outcomes:

- The best possible outcome for every pregnancy
- Children in Wales achieve their developmental milestones at two years of age
- Children are not exposed to or harmed by multiple adverse childhood experiences (ACEs) in the first 1000 days

A First 1000 days strategic group has been established which includes Torfaen leads for Early Years, Family First, Flying Start, anti-poverty programmes and the Aneurin Bevan Gwent Public Health Team. An in-depth mapping of the early years' system has been completed including mapping of all relevant anti-poverty programmes and financial allocations to programmes. Detailed mapping was completed for Flying Start and non-Flying Start areas. The Pathfinder pilot is primarily an early intervention model and will focus on

- exploring the possibility of screening for ACEs during the antenatal and/or during birth visit to enable earlier intervention to occur where required
- exploring the feasibility of developing and implementing a common assessment tool across the early years' provision
- evaluating the role of the healthy babies advisor, and gain an understanding of the future potential
- alignment and integration of the Torfaen First 1000 days programme outcomes with the planning and commissioning of local services, including the anti-poverty programmes, to inform future commissioning arrangements.

A statutory requirement of the Act is for local authorities and health boards to discharge their responsibilities to provide or secure services that help prevent need. Also, as a requirement of the **Wellbeing of Future Generations Act, a preventative**

sustainable principle is clearly set out. There is an opportunity to align both of these important and connected pieces of legislation to focus on preventative services in the future and there is an opportunity for the RPB and local Public Service Boards (PSBs) to adopt one overarching strategic preventative approach across the region.

What we will deliver through regional Area Plan:

- 1. Explore a single prevention agenda across the region with PSBs and linked to Wellbeing of Future Generations and SSWB Acts**
- 2. Align anti-poverty programmes across the region to set out a single preventative model based on consistent assessment principles, joint workforce and joint commissioning**
- 3. Through the implementation of the 'Care Closer to Home' strategy ensure that prevention and early intervention is supported and enabled in a consistent manners across the region**
- 4. Through RJCG work with third sector to maximise and align activity to prevent escalation of need and build on existing models of good practice such as befriending, social prescribing etc. and to promulgate the development of social enterprises and co-operatives where possible.**
- 5. Support Early Years Pathfinder pilot and use key messages to shape early intervention models**

Information Advice and Assistance (IAA)

Promoting well-being involves not only the provision of services to prevent the need for care and support but also the provision of information, advice and assistance that people may need to take control of their day to day lives. There is a duty on local authorities, with support from their local health boards, to ensure the provision of an Information Advice and Assistance (IAA) service for all people in their area, not just people who have an immediate need for care or support.

Local authorities are required to provide an IAA service and **must** include, as a minimum, the publication of information and advice on:

- how the care and support system operates in the local authority area
- the types of care and support available
- how to access the care and support that is available; and
- how to raise concerns about the well-being of a person who appears to have needs for care and support.

The information, advice and assistance service is an opportunity to change the perception of social care and support services in Wales. It must promote early intervention and prevention to ensure that people of all ages can be better supported to achieve their personal outcomes and should be considered to be a preventative service in its own right through the provision of high quality and timely information, advice and assistance. Local Health Boards must provide local authorities with information about the care and support it provides. Other partner organisations, including third and independent sector organisations should also be included.

The regional team facilitate an adult services and children services **practice development group** to support front line practitioners deliver and implement the Act.

The groups have also developed a regional IAA framework and policy to help ensure consistency across the local authorities and ABUHB. Each local authority must take its lead from the RPB on how to design, plan and develop the model for the information, advice and assistance service that will ensure people find information easy to access. Local authorities should produce a communications strategy to promote their information, advice and assistance service and the regional team facilitate a regional **communications group**, where the 5 communication managers meet to develop regional newsletters and consistent messages in relation to the Act. The regional communications group has also developed and published a regional communication and engagement strategy.

Local authorities must use information gathered through the population needs assessment to design, develop and continually improve the IAA service. The IAA performance data for 2016/17 is limited as it is a transition year and an opportunity for local authorities to develop the IAA service. However, interim data has been collected and will be included in the final PNA.

As well as helping to prepare access points to IAA services and/or assessment to implement consistent IAA processes across the region, the regional team have also facilitated the development of the **DEWIS** website which will be a key resource to ensure accurate and timely IAA. **NHS 111 service** is the NHS non-emergency contact number to speak to a highly trained adviser, supported by healthcare professionals who will ask a series of questions to assess symptoms and immediately direct people to the best medical care. Working links between DEWIS and the 111 service are being considered.

What we will deliver through the regional Area Plan

- 1. Further support and develop DEWIS website so it becomes the ‘go to’ place for information on support, advice and assistance.**
- 2. Continue to support consistent information dissemination and stakeholder engagement through regional communications group**
- 3. Use IAA performance management data to inform design of services**

Social enterprises, Cooperatives, User Led Services and the Third Sector

The Act Part 2, section 16 introduces a duty on local authorities to promote the development, in their area, of not for private profit organisations to provide care and support and support for carers, and preventative services. These models include social enterprises, co-operative organisations, co-operative arrangements, user led services and the third sector. The local authority must promote the involvement of people for whom these care and support or preventative services are to be provided, in the design and operation of that provision. The duty to promote means that local authorities must take a proactive approach to planning and delivering models that will meet the well-being needs of all people – children, young people and adults - in promoting models which are based on social values.

Care to Co-operate is a three year project funded by the Welsh Government under the Sustainable Social Services Third Sector Grant Scheme. It has been developed in partnership with the Social Co-operation Forum and will be delivered by the Wales Co-

operative Centre. Care to Co-operate will support the development of social co-operatives, social enterprises and consortia that exist to provide opportunities and services, which make a real difference to people's lives. There are examples of user led services developing across the region – recently a Dementia Friendly Community group in Blaenau Gwent – and the Transformation Team will work closely with the Wales Co-operative Centre and the third sector to ensure the regional Area Plan will set in place clear actions and targets to support community assets at an individual, community and population level can help create support in local communities.

Workforce Development

The region has a Workforce Development Board and delivery plan which is monitored by the Board. Focus has been on supporting staff to ensure they are trained and skilled to implement and deliver the Act. Workforce Development managers and the regional Transformation Team meet regularly, prior to the board to ensure consistent developments across the workforce, joint training and continuous development of the regional training plan.

The regional has developed an Organisational Development management programme this year which focused on the delivery of the Act and the requirement to change the culture within organisations and measure performance. A programme was developed which included middle managers from both social care and health. This has resulted in us focusing on the wider integration agenda and we are developing a further management programme to deliver on the 'Care Closer to Home' strategy. This is in the early stages and we are working with Workforce Development leads in ABUHB to present an outline proposal to the regional Leadership Group. At an operational level we ensure that those local authorities that were not part of the 'Outcome/Collaborative Conversations' pilot training are supported in the interim, and will continue to support the training in the future.

Local Workforce Development Managers and the regional Transformation team form part of a National Social Services and Wellbeing Act Workforce Development Group. The group ensures coordinated development across Welsh Government, Care Council for Wales and regional and Workforce Development teams. It is not clear as yet if this group will continue to meet as the DTG will form part of the RSG.

What we will deliver through the regional Area Plan

- 1. Continue to support delivery of regional WFD Board work programme and facilitate national links through national group**

Links to National Groups

The regional Transformation Team has supported a number of Welsh Government national task and finish groups to help prepare for the implementation of the Act. Health and social care principles still require further development as the regions implement the Act and specific work streams have been formalised through the Association of Directors Social Services (ADSS)

- *Business Intelligence* – The objective is to influence and support national consistency in the implementation of the performance measurement framework and associated business intelligence processes and also influence the introduction of underpinning systems such as WCCIS and DEWIS (a regional Business Intelligence group with membership from the 5 local authority social services business managers feeds into this group)
- *New Approaches to Practice* – the objective is to support the development of new approaches to processes and practice in areas such as advocacy, assessment, eligibility, care planning and the information, advice and assistance service (Regional Practice Development groups for Adult and Children Services feeds into this group)
- *New Ways of Working* – The objective is to support the development of new models of service including preventative services, commissioning and social enterprises responding to population assessments.

The Transformation Team represent regional views on each of the ADSS groups. The Welsh Local Government Association (WLGA) and Social Services Improvement Agency (SSIA) coordinate a Population Needs Assessment development group and the Transformation Team are also represented.

Advocacy

Under Section 145 of the Social Services and Well-being Act, Welsh Government issued and consulted upon a draft code of practice in relation to advocacy. It is a principle of the Act that a local authority respond in a person-centred, co-productive way to each individual's particular circumstances. Individuals and their families must be able to participate fully in the process of determining and meeting their well-being outcomes through a process that is accessible to them. The code also sets out the requirements for local authorities to:

- Ensure that access to advocacy services and support is available to enable individuals to engage and participate when local authorities are exercising statutory duties in relation to them and;
- To arrange an independent professional advocate to facilitate the involvement of individuals in certain circumstances.

Local authorities must arrange for the provision of an independent professional advocate when a person can only overcome the barrier(s) to *participate fully in the assessment, care and support planning, review and safeguarding processes* with assistance from an appropriate individual, but there is no appropriate individual available.

Advocacy can be a preventative service in itself and will be considered as part of the range and level of services required to meet identified need. The Transformation Team have already started to map advocacy provision across the region and consider potential options going forward.

The regional provider forum includes members from the third sector including Age Cymru who have developed the '**Golden Thread Advocacy Programme**' which has been funded by Welsh Government for 3 years to run alongside and support the

implementation of Part 10 of the Social Services and Well-being (Wales) Act 2014. The programme's key aims are

- To support the commissioning of independent professional advocacy through a sustainable, strategic approach.
- To improve the availability of advocacy services to adults across Wales
- To improve the well-being of individuals through advocacy and to give them a stronger voice

Through the regional Area Plan we will bring third sector partners and commissioning teams to fully map advocacy services and identify good practice and gaps in provision. We will also promote independent advocacy provision and work closely with the third sector umbrella organisations to identify solutions.

Care Council for Wales have developed a specific Advocacy training module, and this is set to be taken forward in 2017.

What we will deliver through the regional Area Plan

- 1. Alignment of advocacy provision to identified priorities across partner agencies**
- 2. Support Golden Thread Advocacy Programme across the region through regional provider forum**
- 3. Joint approach to advocacy provision with third sector partners especially in promotion of independent advocacy**

Transitions

The transition process between a service/support can be an anxious and sometimes vulnerable time for any person but especially for young people and their families. During this period young people may stop receiving health services that they may have had since a very young age and move on to equivalent adult services which can be structured and funded differently. The Social Services and Well-being (Wales) Act is an all-age Act so addresses issues relating to transition. The Regional Partnership Board has responsibility for ensuring there are services, care and support to meet the needs of all people in the region and hence will ensure there is an effective partnership working between ABUHB and local authorities.

There is a statutory requirement on schools to organise transition planning for their pupils with special educational needs. Adults may move from one organisational support service in health to other support services in social care. Also, adults, children and families are transient and will move across local authority boundaries. The key groups for effective transition across the 8 PNA core themes are

- **Autism Spectrum Disorder** – Welsh Government have developed an ASD Strategic Action Plan and priorities will be implemented locally
- **Disabled Children** – effective planning between health and social care
- **Looked After Children** especially in relation to 'When I am ready'
- **Preventions** – national preventative programmes such as Families First and Supporting People operate in each area and effective transition between

programmes and local authorities when people move is required to ensure seamless portability

National Outcomes Framework (NOF)

In identifying the range and level of services necessary to meet need, local authorities and Local Health Boards **must** be informed by the National Outcomes Framework (NOF). The NOF is made up of the well-being statement, which articulates what the Welsh Government expects for people who need care and support, and outcome indicators to measure whether well-being is being achieved. When the data is available and published the PNA and corresponding regional Area Plan will seek to ensure that we will use the NOF in identifying the level of services necessary to meet need.

Equality Impact Assessment

Local authorities and Local Health Boards must undertake an Equality Impact Assessment as part of the process of undertaking a population assessment, which must include impact assessments on; Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Beliefs, Sex and Sexual Orientation. We will expand on EIA in the final PNA but it is likely that the regional Area Plan will set out detailed actions required to implement key findings from the PNA and an EIA will be more effective at the plan level.

Links to Wellbeing of Future Generations Act

The Social Services and Wellbeing Act shares similar principles with a number of key national/regional strategies, and in particular the Wellbeing of Future Generations (WFG) Act. There are a number of key areas where the Acts compliment and reinforce the need for a collaborative approach

- **Principles** – under the WFG Act specific sustainable principles are set out which are similar to the principles under the Social Services and Wellbeing Act (early intervention, prevention, partnership working, co-production) and there is an opportunity to align work streams.
- **Population Assessments** – a statutory requirement of the WFG Act is to undertake a Wellbeing Assessment of the whole population in a local authority area. This PNA has been produced alongside Wellbeing Assessment in each local authority to avoid duplication. A regional Gwent Strategic Wellbeing Assessment Group (GSWAG) has overseen the coordination of the alignment of both assessments and the Transformation Team are members of the group.
- **Partnership Governance** – there are statutory duties under each Act to establish a partnership to oversee the implementation of each Act. Under the SSWB Act Regional Partnership Boards (PPB) are established across regions and under the WFG Act Public Service Boards (PSB) are included on a statutory footing in each local authority area. The work of both boards to promote wellbeing is clear and alignment of work streams will be beneficial to avoid duplication and create synergy between partners.

- **Service Mapping** – there will be a need to understand the levels of service available across the region and in local communities to maximise resources. The close working between the RPB and local PSBs will facilitate a joint mapping of services and identify where there are gaps in provision.
- **Action Planning** – both Acts set out arrangements for action plans following population assessments – regional Area Plan under the SSWB Act and Wellbeing Plans under the WFG Act. An alignment of the corresponding action plans will avoid duplication of priorities and focussed activity for specific priorities. A ‘common language’ and template will also ensure good ‘read across’ the plans.

Secure Estate

Population assessments must take account of the care and support needs of populations from the secure estate in order to fulfil the requirements of section 11 of the Act. The code of practice in relation to part 11 contains full details in relation to local authority’s responsibility for the care and support for those in the secure estate. Monmouthshire is the only local authority in the region where secure estates are located. The Transformation Team have supported training to staff and management to ensure elements of the Act are being planned and implemented. The regional Area Plan will include details on actions required to implement the statutory duties in the Act.

Next steps and Regional Area Plan

The 2015 partnership arrangement regulations require local authorities and LHBs to form partnerships in order to carry out the population assessments required by section 14(1) of the 2014 Act. The area plans required to be prepared by local authorities and Local Health Boards under section 14A should also be prepared on a joint basis. Developing an area plan jointly will create consistency with the combined population assessment process and contribute significantly to the objective of integrated and sustainable care and support services. It will also enable partners to discharge the section 14A(2)(f) duty in the 2014 Act to set out the details of anything they propose to do jointly in response to the population assessment. The area plan should set out the specific care and support services proposed to be provided or arranged in relation to each core theme and in how actions will be delivered

- jointly by partners;
- by each individual local authority; and
- by the Local Health Board.

This PNA has highlighted high level priorities under each core theme and necessary process developments required to implement the priorities. The basis of the Area Plan will be the priorities under each core theme and process developments. There are two types of suggestions actions

1. Actions required to improve **outcomes** for people and promote wellbeing
2. Actions to improve regional **processes**

The high level actions to progress through the Regional Area Plan are below and we will develop a more robust analysis of actions required to deliver outcomes through the development of the Area Plan. We will also set out in detail the process actions required to develop a regional approach.

High level Actions to be progressed through Area Plan

CORE THEME	Actions to be progressed through regional Area Plan
Children & Young People	<ul style="list-style-type: none"> ▪ Support Children and Family Partnership Board's review of local arrangements for children with complex needs and delivery of work programme. ▪ Consistent models of practice and alignment of Welsh Government's early intervention and preventative programmes
Older People	<ul style="list-style-type: none"> ▪ Develop place based approach '<i>Care Closer to Home</i>' including consistent delivery of community connectors across the region ▪ Further develop '<i>Dementia Friendly Communities</i>' ▪ Pilot domiciliary care joint commissioning process with National Commissioning Board and linked to Care Standards Social Improvement Wales 'Above and Beyond' Report and the 'Care and Support at Home' Strategic Plan currently being developed by Care Council for Wales.
Health/ Physical Disabilities	<ul style="list-style-type: none"> ▪ Implement 'Care Closer to Home' Strategy ▪ Align with 5 local Wellbeing Assessments required under Wellbeing of Future Generations Act and explore joint action planning for wider detriments to health
Learning Disabilities/ Autism	<ul style="list-style-type: none"> ▪ Support Mental Health and Learning Disability Partnership Board review Gwent Strategy for Adults with a Learning Disability 2012/17 and set out key regional commissioning, integration actions ▪ Local implementation of Welsh Strategic Action Plan including development of new Integrated Autism Service.
Mental Health	<ul style="list-style-type: none"> ▪ Review of and align regional strategies to Together for Mental Health Delivery plan ▪ Coordination of consistent community based services such as community connectors/social prescribers ▪ Multi-agency place based models which include wider partners such as Housing Associations, employment support and community programmes ▪ Accurate Information, Advice and Assistance through DEWIS and Five Ways to Wellbeing
Sensory Impairment	<ul style="list-style-type: none"> ▪ Use good practice and effective pathways to develop regional commissioning principles ▪ Ensure accurate, accessible and timely Information, Advice and Assistance through DEWIS and other means ▪ Work in partnership with third sector to identify new models to support rehabilitation process and supply of low vision tools.

<p>Carers</p>	<ul style="list-style-type: none"> ▪ Coordination of consistent community based services such as community connectors/social prescribers to identify and support carers ▪ Review of medical prompting to better support carers ▪ Accurate Information, Advice and Assistance through DEWIS and Five Ways to Wellbeing ▪ Review of and align third sector commissioning principles to support befriending for carers requiring support ▪ Ensure that the implementation of the care closer to home strategy increases the community level support for carers ▪ Consistent commissioning across health and social care to ensure equitable, region wide and effective models of carer support
<p>Violence against women domestic abuse and sexual violence</p>	<ul style="list-style-type: none"> ▪ Implementation of 'Ask and Act' as part of Welsh Government pilot. ▪ Strategic alignment with VAWDASV Board, needs assessment and strategic plan.

High Level Process Development Actions to be delivered through Regional Area Plan

Service Mapping	<ul style="list-style-type: none"> ▪ Continue to build on existing service mapping through the 'Care Closer to Home' strategy, Regional Joint Commissioning work stream and Supporting People programme and link specifically to priorities identified therein
Health & Social Care Integration	<ul style="list-style-type: none"> ▪ Further develop and enhance the DEWIS website so it becomes the primary directory of resources for the region ▪ Work with PSBs to ensure wider service mapping is integrated with that of Health and social care as an important step towards the creation of a public service response at community level
Health & Social Care Integration	<ul style="list-style-type: none"> ▪ Integration of care and support provision to key client groups as set out in Part 9 of the Act and emphasised through RPBs Statements of Strategic Intent for older people, children with complex needs and carers, as well as strategy statements for Mental Health and Learning Disability (including Autism) ▪ Adopt a place based approach through 'Care Closer to Home' strategy as foundation stone that underpins health and social care service integration
Joint Commissioning and Pooled Budgets	<ul style="list-style-type: none"> ▪ Implement RJCG action plan to deliver joint commissioning arrangements for identified priorities for Act Part 9 requirements.
Joint Commissioning and Pooled Budgets	<ul style="list-style-type: none"> ▪ Continue to link with National Commissioning Board to progress national work priorities and proposals across the region
Preventative Services	<ul style="list-style-type: none"> ▪ Explore a single prevention agenda across the region with PSBs and linked to Wellbeing of Future Generations and SSWB Acts ▪ Align anti-poverty programmes across the region to set out a single preventative model based on consistent assessment principles, joint workforce and joint commissioning ▪ Through the implementation of the 'Care Closer to Home' strategy ensure that prevention and early intervention is supported and enabled in a consistent manner across the region ▪ Through RJCG work with third sector to maximise and align activity to prevent escalation of need and build on existing models of good practice such as befriending, social prescribing etc. and to promulgate the development of social enterprises and co-operatives where possible. ▪ Support Early Years Pathfinder pilot and use key messages to shape early intervention models
Information, Advice and Assistance	<ul style="list-style-type: none"> ▪ Further support and develop DEWIS website so it becomes the 'go to' place for information on support, advice and assistance.

	<ul style="list-style-type: none"> ▪ Continue to support consistent information dissemination and stakeholder engagement through regional communications group
	<ul style="list-style-type: none"> ▪ Use IAA performance management data to inform design of services
	<ul style="list-style-type: none"> ▪ To support further initiatives across the region that supports consistency of approach to IAA e.g. self-assessment exercises, peer reviews
	<ul style="list-style-type: none"> ▪ To work with regional workforce managers and Social Care Wales to ensure that cultural change programmes are embedded and on-going
Advocacy	<ul style="list-style-type: none"> ▪ Alignment of advocacy provision to identified priorities across partner agencies
	<ul style="list-style-type: none"> ▪ Support Golden Thread Advocacy Programme across the region through regional provider forum
	<ul style="list-style-type: none"> ▪ Joint approach to advocacy provision with third sector partners especially in promotion of independent advocacy

Appendix

- A number of the appendices referred to throughout this PNA are still being developed and some plans such as local authority Wellbeing Plans required under the Wellbeing of Future Generation Act are currently going through a consultation phase.
- This PNA would be too large a document if the appendices were 'embedded'
- The final PNA will include a comprehensive list of appendices and hyperlinks but for the consultation phase a list has been highlighted below
- The appendices will be used throughout the consultation phase, however if you wish to view the documents separately, please contact phil.diamond@torgaen.gov.uk

Appendices source list

1. Social Services and Wellbeing Act Data Catalogue report
 2. Regional Wellbeing of Future Generations Act data report
 - a. Blaenau Gwent Wellbeing Assessment
 - b. Caerphilly Wellbeing Assessment
 - c. Monmouthshire Wellbeing Assessment
 - d. Newport Wellbeing Assessment
 - e. Torfaen Wellbeing Assessment
 3. Care Closer to Home report
 4. Supporting People Regional Plan
 5. Regional Partnership Board Statements of Intent
 - a. Children with complex needs
 - b. Older People
 - c. Carers
 6. Terms of Reference Citizen Panel
 7. Terms of Reference Citizen Panel
 8. Regional IAA policy
 9. Transformation Team Advocacy Report
 10. Transformation IAA Report
-

Social Services and Wellbeing Act Population Needs Assessment (PNA) Consultation Response

Name:

Organisation:

Contact details:

Considering the Core Theme Chapters

1. Do you agree with the emerging areas of interest in each of the core theme chapters? (Yes/No)

2. Which of the emerging areas should we priorities in the short, medium and long term considering the PNA will cover a 3-5 year period?

3. Are there any other priorities for action that we should include?

4. Do you agree with the actions to be progressed through the regional Area Plan? (Yes/No)

5. Are there any actions that we need to include?

Considering Section 2

6. Do you agree with the actions set out under each of the process sections?
(Yes/No)

7. Are there any other actions that we need to include?

Considering the PNA document as a whole

8. Do you have any comments in relation to the style of the PNA document?

9. Final comments?

Please can you return responses to Claire.Selmer@torfaen.gov.uk

Torfaen County Borough Council
Civic Centre
Pontypool
Torfaen
NP4 6YB

By Friday 20th January 2017



Social Services and Wellbeing Act: Population Needs Assessment Summary of priorities, actions and process steps

The Social Services and Well-being (Wales) Act is the new law for improving the well-being of people who need care and support, and carers who need support.

What does it mean?

The Act changes the way people's needs are assessed and the way services are delivered and people will have more of a say in the care and support they receive. It also promotes a range of help available within the community to reduce the need for formal, planned support.

- Services will be available to provide the right support at the right time
- More information and advice will be available
- Assessment will be simpler and proportionate
- Carers will have an equal right to be assessed for support
- There will be stronger powers to keep people safe from abuse and neglect

The Act places a duty on local authorities and Local Health Boards to assess the population's care and support needs, including the support needs of carers. This assessment is known as the **Population Needs Assessment**. The population assessment will allow for budgets and resources to be effectively allocated to invest in tackling issues preventatively and is the starting point for partnership working to improve the efficiency and effectiveness of service delivery.

'What the Population Needs Assessment is and what it is not!'

1. This PNA is not an exhaustive list of graphical data but includes appendices where further data is included and will include links to other supporting information such as the local Wellbeing Assessments required under the Wellbeing of Future Generations Act – we do not want to duplicate large sections of information in this PNA which is included in other documents
2. This PNA is based on the views of citizens and providers, and co-production is a core design principle. **Citizens and providers helped identify the emerging areas of interest under each core theme.**
3. This PNA is not adopting a 'blank canvass' approach as there are a number of previously completed, and current, needs assessments and market position statements that include useful intelligence. Also, national reports such as NHS Adverse Childhood Experiences provide invaluable data that this PNA will incorporate, but not replicate.
4. The core theme chapters will also include a list of suggested actions to be included in the underpinning regional Area Plan required following the publication of this PNA – **again this list is not exhaustive but a starting point for consultation!**
5. This PNA is the first of its kind and will set the direction of travel for health and social care services – **it is the 'shop window' in terms of priorities and next steps** – and more detailed analysis, mapping of services and actions will be set out in the regional Area Plan required by April 2018.



CORE THEME	Emerging Areas of Interest
<p>Children & Young People</p> <p>Older People</p>	<ul style="list-style-type: none"> • Accommodation and local placements for children with complex needs • Transition arrangements between children and adult services and simpler processes for children with complex needs • Earlier intervention and community based support linked to school hubs • Looked After Children including education achievement • Mental health support for children • Isolation of older people • Dementia • Simpler coordination of services including Continuing Health Care • Appropriate accommodation for older people • Person centered support where person is listened to, with earlier intervention and community resilience
<p>Carers</p> <p>Mental Health</p> <p>Learning Disabilities</p> <p>Physical Health & Sensory Impairment</p>	<ul style="list-style-type: none"> • Young Carers and support for siblings • Flexible, bespoke support including Information, Advice and Assistance • Flexible respite for carers • Training and peer to peer support for carers • New models of support for carers • Increased understanding and awareness of mental health • Emotional support for children in care • Less social isolation more community support • Early intervention and community support which is timely including advocacy. • Independent living with access to early intervention services in the community and good public awareness (including Carer's education – what is acceptable?) • Young people with autism, accommodation, access to day services • Employment and training opportunities for people with learning disabilities • Dementia amongst people with learning disabilities • Appropriate Accommodation • Support people with physical and sensory needs with independent living • All age approach to physical disabilities • Accessible transport, accommodation and community based services • Access to medication where required
<p>Violence against women domestic abuse and sexual violence</p>	<ul style="list-style-type: none"> • Training for all • Healthy relationship awareness especially in schools • Family services • Support for victims



- Service analysis and mapping

CORE THEME	Actions to be progressed through regional Area Plan
Children & Young People	<ul style="list-style-type: none"> ▪ Support Children and Family Partnership Board's review of local arrangements for children with complex needs and delivery of work programme. ▪ Consistent models of practice and alignment of Welsh Government's early intervention and preventative programmes
Older People	<ul style="list-style-type: none"> ▪ Develop place based approach '<i>Care Closer to Home</i>' including consistent delivery of community connectors across the region ▪ Further develop '<i>Dementia Friendly Communities</i>' ▪ Pilot domiciliary care joint commissioning process with National Commissioning Board and linked to Care Standards Social Improvement Wales 'Above and Beyond' Report and the 'Care and Support at Home' Strategic Plan currently being developed by Care Council for Wales.
Health/ Physical Disabilities	<ul style="list-style-type: none"> ▪ Implement '<i>Care Closer to Home</i>' Strategy ▪ Align with 5 local Wellbeing Assessments required under Wellbeing of Future Generations Act and explore joint action planning for wider detriments to health
Learning Disabilities/ Autism	<ul style="list-style-type: none"> ▪ Support Mental Health and Learning Disability Partnership Board review Gwent Strategy for Adults with a Learning Disability 2012/17 and set out key regional commissioning, integration actions ▪ Local implementation of Welsh Strategic Action Plan including development of new Integrated Autism Service.
Mental Health	<ul style="list-style-type: none"> ▪ Review/align regional strategies to Together for Mental Health Delivery plan ▪ Coordination of consistent community based services such as community connectors/social prescribers ▪ Multi-agency place based models which include wider partners such as Housing Associations, employment support and community programmes ▪ Accurate Information, Advice and Assistance through DEWIS and Five Ways to Wellbeing
Sensory Impairment	<ul style="list-style-type: none"> ▪ Use good practice & effective pathways to develop regional commissioning ▪ Ensure accurate, accessible and timely Information, Advice and Assistance through DEWIS and other means ▪ Work in partnership with third sector to identify new models to support rehabilitation process and supply of low vision tools.
Carers	<ul style="list-style-type: none"> ▪ Coordination of consistent community based services such as community connectors/social prescribers to identify and support carers ▪ Review of medical prompting to better support carers ▪ Accurate Information and Assistance through DEWIS and 5 Ways to Wellbeing ▪ Review of and align third sector commissioning principles to support befriending for carers requiring support ▪ Ensure that the implementation of the care closer to home strategy increases the community level support for carers ▪ Consistent commissioning across health and social care to ensure equitable, region wide and effective models of carer support
VAWDASV	<ul style="list-style-type: none"> ▪ Implementation of 'Ask and Act' as part of Welsh Government pilot. ▪ Strategic alignment with VAWDASV Board, needs assessment and strategic plan.

High Level Process Development Actions to be delivered through Regional Area Plan

Service Mapping	<ul style="list-style-type: none"> Continue to build on existing service mapping through the 'Care Closer to Home' strategy, Regional Joint Commissioning work stream and Supporting People programme and link specifically to priorities identified therein
	<ul style="list-style-type: none"> Further develop and enhance the DEWIS website so it becomes the primary directory of resources for the region
	<ul style="list-style-type: none"> Work with PSBs to ensure wider service mapping is integrated with that of Health and social care as an important step towards the creation of a public service response at community level
Health & Social Care Integration	<ul style="list-style-type: none"> Integration of care and support provision to key client groups as set out in Part 9 of the Act and emphasised through RPBs Statements of Strategic Intent for older people, children with complex needs and carers, as well as strategy statements for Mental Health and Learning Disability (including Autism)
	<ul style="list-style-type: none"> Adopt a place based approach through 'Care Closer to Home' strategy as foundation stone that underpins health and social care service integration
Joint Commissioning and Pooled Budgets	<ul style="list-style-type: none"> Implement RJCG action plan to deliver joint commissioning arrangements for identified priorities for Act Part 9 requirements.
	<ul style="list-style-type: none"> Continue to link with National Commissioning Board to progress national work priorities and proposals across the region
Preventative Services	<ul style="list-style-type: none"> Explore a single prevention agenda across the region with PSBs and linked to Wellbeing of Future Generations and SSWB Acts
	<ul style="list-style-type: none"> Align anti-poverty programmes across the region to set out a single preventative model based on consistent assessment principles, joint workforce and joint commissioning
	<ul style="list-style-type: none"> Through the implementation of the 'Care Closer to Home' strategy ensure that prevention and early intervention is supported and enabled in a consistent manner across the region
	<ul style="list-style-type: none"> Through RJCG work with third sector to maximise and align activity to prevent escalation of need and build on existing models of good practice such as befriending, social prescribing etc. and to promulgate the development of social enterprises and co-operatives where possible.
	<ul style="list-style-type: none"> Support Early Years Pathfinder pilot and use key messages to shape early intervention models
Information, Advice and Assistance	<ul style="list-style-type: none"> Further support and develop DEWIS website so it becomes the 'go to' place for information on support, advice and assistance.
	<ul style="list-style-type: none"> Continue to support consistent information dissemination and stakeholder engagement through regional communications group
	<ul style="list-style-type: none"> Use IAA performance management data to inform design of services
	<ul style="list-style-type: none"> To support further initiatives across the region that supports consistency of approach to IAA e.g. self-assessment exercises, peer reviews
	<ul style="list-style-type: none"> To work with regional workforce managers and Social Care Wales to ensure that cultural change programmes are embedded and on-going
Advocacy	<ul style="list-style-type: none"> Alignment of advocacy provision to identified priorities across partner agencies
	<ul style="list-style-type: none"> Support Golden Thread Advocacy Programme across the region through regional provider forum
	<ul style="list-style-type: none"> Joint approach to advocacy provision with third sector partners especially in

	promotion of independent advocacy
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COUNCIL - 7TH MARCH 2017

SUBJECT: LICENSING AND GAMBLING REGISTRATION/PERMIT FEES 2017/18

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

- 1.1 The attached report was considered by Licensing and Gambling Committee on 2nd March 2017. The recommendations of Licensing and Gambling Committee will be reported verbally to Council on 7th March 2017.
- 1.2 Members will be asked to consider the recommendations of the Licensing and Gambling Committee.

Author: Helen Morgan, Senior Committee Services Officer

Appendix Report to Licensing and Gambling Committee - 2nd March 2017

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LICENSING AND GAMBLING COMMITTEE – 2ND MARCH 2017

SUBJECT: LICENSING AND GAMBLING /REGISTRATION/PERMIT FEES – 2017/18

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To recommend Licensing/Registration/Permit Fees under the Gambling Act 2005 for the next financial year, inform of fees set centrally under the Licensing Act 2003 and to seek the views of Members prior to its presentation to Council.

2. SUMMARY

- 2.1 All locally set Licensing fees are reviewed annually to recover reasonable costs of providing the service. This report recommends amendments to Gambling fees where appropriate and advises Members of the fee structure established by the Government under the Licensing Act 2003.

3. LINKS TO STRATEGY

- 3.1 The annual review of Licensing fees contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
 - A resilient Wales
 - A more equal Wales

4. THE REPORT

- 4.1 The authority has a statutory duty to administer certain licences, registrations and permits. The review of fees charged, involves consideration of the cost to the Authority in providing the service. Some fees are set centrally by government e.g. alcohol licences, some permits such as street collections for charities etc are free of charge and the remaining we can determine locally in order to recover the cost of providing that particular service e.g. the majority of Gambling fees.
- 4.2 There have been a number of important cases before the High Court regarding the setting of licensing fees and the Local Government Association (LGA) have issued guidance to local authorities, the latest in November 2015. The underlying principle in setting fees is that Councils must not use fees to make a profit or act as an economic deterrent to deter certain business types from operating in an area. Charges must be reasonable and proportionate to the cost of the processes associated with the licensing regime.

4.3 The all Wales Licensing Expert Panel devised a fee calculator toolkit that has been approved by the Directors of Public Protection in Wales. In principle the toolkit calculates two elements, which cover the costs to the authority for the provision of the service and the cost of processing and producing a licence. The cost of provision of the service increases proportionally dependant on the period of the licence, whereas the licence processing cost is not affected by the period of the licence. A separate toolkit has been developed for the majority of licences issued and these have been used to establish the fees for 2017/18.

The process indicated that some current gambling fee levels require amending due to streamlining of processes and apportionment of some costs across a specific period, for example policy review and amendment.

The toolkit spreadsheet comprises a number of worksheets covering several factors relevant to the calculation of fees as follows:

- Cost summary – calculates the hourly rate chargeable for each officer based on the Council's agreed annual productive hours.
- Other charges –
 - (i) Total charges for time based on functions associated with the service provision;
 - (ii) Total specific costs including surplus or deficits in provision of service, costs of changes/amendments to licences;
 - (iii) Relevant applications, based on the number of renewal and new licences issued at the time of calculation.

4.4 Appendix 1 to this report details the existing fees and those proposed for Gambling premises. For the ease of calculation and collection, all these fees have been rounded to the nearest pound. The majority of Permit fees and associated charges are set centrally and are detailed for information in Appendix 2. The only exception is the fee for Temporary Use Notices (TUNs). The report recommends that this fee remains at the existing level. The fees charged in connection with the Licensing Act 2003 are attached for information as Appendix 3.

4.5 **Licensing Act 2003** fees are set by the Government and have remained static since 2005. The Government has indicated that potentially centrally-set fees may be moved to locally-set fees and is currently working with the LGA to assess an appropriate fee structure. A CIPFA survey in 2016 estimated a shortfall in income for the Authority of 8K based on 2014/15 data. Until such changes are implemented, applications and annual fees must continue to be charged at the current fee level.

4.7 **Gambling Act 2005** – Whilst the Government sets maximum fee levels relating to premises licences such as bingo halls, betting shops, etc., the Authority has the discretion to set fees at a level considered appropriate to cover costs. Members will note from Appendix 1 a recommended reduction to the cost of most premises licences when compared to previous years. The recommended reduction is as a result of the following:

- Improved and streamlined administrative systems
- Increased functionality of the software available to support the licensing unit (such as time recording system, adaptations to current database, development of the toolkit for the calculation of fees)
- Greater support from the Gambling Commission in the provision of guidance and assistance in respect of the Gambling Act 2015
- Changes to the way that costs associated with the Gambling Policy review and amendment process are apportioned.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 The Authority has a duty to improve the social, economic, environmental and cultural well-being of Wales. The proposals in this report contribute to the Well-being Goals as set out in Links to Strategy above. They are consistent with the five ways of working as defined within the sustainable development principle in the Act. The authority must balance the cost of providing the service with the impact any increases may have on businesses and the local economy. The Authority has a duty to rate payers to recover true costs and to manage its services efficiently. Any delay in implementing increases in the short term would increase the current gap between the cost of providing the service and income generated from Licensing Fees and result in even larger increases in future years.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the category identified in Section 6 of the Council's Strategic Equality Plan. There is no requirement for an Equalities Impact Assessment Questionnaire to be completed for this report. The Council ensures that it treats all individuals who are renewing or making new applications for licenses, with equal respect in line with the Council's Strategic Equality Plan 2016 to 2020.

7. FINANCIAL IMPLICATIONS

- 7.1 As set out at 4.2 above recent rulings on fees and Local Government Association guidance clearly sets out that income from one licence type cannot support or fund other licence types, Councils cannot over-recover and fees must reflect the true cost of administration and the provision of the service.

Following review of all locally set fees, the predicted income for the period 2017 to 2018 will be dependent on the aggregation of fees for different licence types. The main impact in respect of this report will arise from a reduction in income of about £2,300 due to decreases in the fees payable for the majority of gambling premises licences. Use of the toolkit referred at point 4.3 above has seen a rationalisation of fees across the types of gambling premises, with Adult Gaming Centres, Betting on Tracks and Bingo being reduced and a slight increase in respect of Betting Shops.

The total licensing income for 2017/18 also takes into consideration proposals considered by the Taxi and General Committee and Cabinet for Scrap Metal and Dog Breeding Fees. Depending on the outcome of these meetings the overall income in 17/18 is likely to increase by either £2,500 or £6,500.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications.

9. CONSULTATIONS

- 9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

10. RECOMMENDATIONS

10.1 That the Committee:-

- (a) note the level of fees charged in connection with the Licensing Act 2003 as set out in Appendix 3 and for the majority of Gambling Permits and associated charges in Appendix 2.
- (b) Consider and offer any comment on the level of fees proposed under the Gambling Act 2005 for 2017/18 as outlined in Appendix 1 and for Temporary Use Notices in Appendix 2.

10.2 To refer the above recommendations to Council on 7th March 2017.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To recover a reasonable level of costs incurred by the Council in administering the licensing service.

12. STATUTORY POWER

12.1 Local Government Act 1972; Licensing Act 2003 and the Gambling Act 2005 etc and Regulations made under these Acts. This is a Council function.

Author: Myra McSherry, Licensing Manager

Consultees:

Clr, Denver Preece Chair, Licensing Committee
Clr C Gordon, Vice Chair, Licensing Committee
Clr Nigel George, Cabinet Member for Community and Leisure Services,
Dave Street, Corporate Director, Social Services
Robert Hartshorn, Head of Public Protection
Jacqui Morgan, Trading Standards, Licensing and Registrars Manager
Mike Eedy, Finance Manager
Gail Williams, Interim Head of Legal services and Monitoring Officer
Sue Ead, Solicitor, Legal Services
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)
Shaun Watkins, HR Manager

Background Open for business LGA guidance on Licensing fees Nov 2015

Appendices:

Appendix 1 – Gambling Act 2005 – Proposed premises licence fees for 2017/18

Appendix 2 – Gambling Act 2005 – Permits and associated charges

Appendix 3 – Licensing Act 2003 – Main fees

GAMBLING ACT 2005 – PROPOSED PREMISES LICENCE FEES FOR 2017/18

Premises Type	New Application	Annual Fee	Application to Vary	Application to Transfer	Application for Re-Instatement	Application for Provisional Statement	Licence Application (Provisional Statement Holders)	Copy Licence Statutory Maximum	Notification of Change Statutory Maximum
	£	£	£	£	£	£	£	£	£
Bingo Club	3016	663	1393	955	955	2785	955	25*	50*
Proposed	£680	£405.00	£680	£680	£680	£680	£405.00	25	50
Betting Premises (excluding Tracks)	2586	398	1194	955	955	2785	955	25*	50*
Proposed	£680	£405.00	£680	£680	£680	£680	£405.00	25	50
Tracks	2155	663	994	757	757	1988	757	25*	50*
Proposed	£900	£564	£900	£564	£564	£900	£564	25	50
Family Entertainment Centres	1724	499	796	757	757	1591	757	25*	50*
Proposed	£680	£405.00	£680	£680	£680	£680	£405.00	25	50
Adult Gaming Centre	1724	663	796	955	955	1591	955	25*	25*
Proposed	£680	£405.00	£680	£680	£680	£680	£405.00	25	50

PERMITS AND ASSOCIATED CHARGES

APPENDIX 2

Permit Fees

	New Application	Renewal Fee	Change of Name £	Copy of Permit £	Variation £	Transfer £	Annual Fee £
Temporary Use Notice (set locally)	398	N/A	N/A	25	N/A	N/A	N/A
Centrally Set Fees							
FEC Gaming Machine Permits*	300	300	25	15	N/A	N/A	N/A
Prize Gaming Permits*	300	300	25	15	N/A	N/A	N/A
(Alcohol) Licensed Premises Gaming Machine Permit*	150#	N/A	25	15	100	25	50
(Alcohol) Licensed Premises Notification Fee – (maximum 2 machines)*	50	N/A	N/A	N/A	N/A	N/A	N/A
Club Gaming Permit*	200##	200##	N/A	15	100	N/A	50
Club Machine Permit*	200##	200##	N/A	15	100	N/A	50

* **Statutory Fee set centrally**

Where applicant is an existing operator fee is £100.00

Where applicant is an existing Part 2 or Part 3 operator under the Gaming Act 1968 or the holder of a club premises certificate issued under the Licensing Act 2003, the fee is £100.00

LICENSING ACT 2003

**MAIN FEES –
PREMISES LICENCE AND CLUB PREMISES CERTIFICATE**

BAND	A	B	C	D	E
NON DOMESTIC RATEABLE VALUE	None-£4,300	£4,301-£33,000	£33,001-£87,000	£87,001-£125,000	£125,001+
Premises Licence*					
NEW APPLICATION AND VARIATION	£100	£190	£315	£450	£635
MULTIPLIER APPLIED TO PREMISES USED EXCLUSIVELY OR PRIMARILY FOR THE SUPPLY OF ALCOHOL FOR CONSUMPTION ON THE PREMISES (BANDS D & E ONLY)	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
ANNUAL CHARGE*	£70	£180	£295	£320	£350
ANNUAL CHARGE MULTIPLIER APPLIED TO PREMISES USED EXCLUSIVELY OR PRIMARILY FOR THE SUPPLY OF ALCOHOL FOR CONSUMPTION ON THE PREMISES (BANDS D & E ONLY)	N/A	N/A	N/A	X2 (£640)	X3 (£1050)
Club Premises Certificate					
NEW APPLICATION AND VARIATION	£100	£190	£315	£450	£635
ANNUAL CHARGE	£70	£180	£295	£320	£350

To locate the non-domestic rateable value of your premises, log into the Valuation Office's website, www.voa.gov.uk where there is a facility to enter the post code.

*There are additional fees for premises licence applications and annual fee, for exceptionally large-scale events (5,000 people+), unless certain conditions apply. Please read regulation 4(4) & 4(5) of The Licensing Act 2003 (Fees) Regulations 2005

Exemptions exist for certain premises such as church halls, community halls, schools and colleges and where the application relates to the provision of regulated entertainment only.

Additional Fees Applied to Premises Licence Application and the Annual Fee for Exceptionally Large Scale Events

Number in attendance at any one time	Additional fee payable	Annual fee payable if applicable
5,000 - 9,999	£1,000	£500
10,000 - 14,999	£2,000	£1,000
15,000 - 19,999	£4,000	£2,000
20,000 - 29,999	£8,000	£4,000
30,000 - 39,999	£16,000	£8,000
40,000 - 49,999	£24,000	£12,000
50,000 - 59,999	£32,000	£16,000
60,000 - 69,999	£40,000	£20,000
70,000 - 79,999	£48,000	£24,000
80,000 - 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

Personal Licence, Temporary Event Notice and Other Fees

Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft loss, etc. of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc.	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death, etc. of licence holder	£23.00
Theft, loss, etc. of certificate or summary	£10.50
Notification of change of name or alteration of rules club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21.00
Application for a minor variation	£89.00
Application for the mandatory condition requiring a DPS to be dis-applied	£23.00



COUNCIL - 7TH MARCH 2017

SUBJECT: GENERAL LICENSING/REGISTRATION/PERMIT FEES 2017/18

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

-
- 1.1 The attached report was considered by the Taxi and General Committee on 2nd March 2017. The recommendations of Licensing and Gambling Committee will be reported verbally to Council on 7th March 2017.
 - 1.2 Members will be asked to consider the recommendations of the Taxi and General Committee.

Author: Helen Morgan, Senior Committee Services Officer

Appendix Report to Taxi and General Committee - 2nd March 2017

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TAXI AND GENERAL COMMITTEE – 2ND MARCH 2017

SUBJECT: GENERAL LICENSING/REGISTRATION/PERMIT FEES – 2017/18

REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES

1. PURPOSE OF REPORT

- 1.1 To recommend general Licensing/Registration/Permit Fees for the next financial year and to seek the views of Members prior to its presentation to Council.

2. SUMMARY

- 2.1 All locally set Licensing fees are reviewed annually to recover reasonable costs of providing the service and this report recommends changes in fees where appropriate for a number of general fees such as Street Trading, Animal Premises and Hackney Carriage and Private Hire Drivers licences.

3. LINKS TO STRATEGY

- 3.1 The annual review of Licensing fees contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:

- A prosperous Wales
- A resilient Wales
- A more equal Wales

4. THE REPORT

- 4.1 The authority has a statutory duty to administer certain licences, registrations and permits. The review of fees charged, involves consideration of the cost to the Authority in providing the service. Some fees are set centrally by government, some permits such as street collections for charities etc are free of charge and the remaining we can determine locally in order to recover the cost of providing that particular service.
- 4.2 There have been a number of important cases before the High Court regarding the setting of licensing fees and the Local Government Association (LGA) have issued guidance to local authorities, the latest in November 2015. The underlying principle in setting fees is that Councils must not use fees to make a profit or act as an economic deterrent to deter certain business types from operating in an area. Charges must be reasonable and proportionate to the cost of the processes associated with the licensing regime.

- 4.3 The all Wales Licensing Expert Panel devised a fee calculator toolkit that has been approved by the Directors of Public Protection in Wales. In principle the toolkit calculates two elements, which cover the costs to the authority for the provision of the service and the cost of processing and producing a licence. The cost of provision of the service increases proportionally dependant on the period of the licence, whereas the licence processing cost is not affected by the period of the licence. A separate toolkit has been developed for the majority of licences issued and these have been used to establish the fees for 2017/18.
- 4.4 The process indicated that some current fee levels are not meeting the cost of providing the service, for example Animal boarding licences, and taxi drivers licences. These have been increased accordingly in an effort to cover costs. In other areas improved cost information, time monitoring data, streamlining of processes etc. has resulted in a reduction of actual costs.

The toolkit spreadsheet comprises a number of worksheets covering several factors relevant to the calculation of fees as follows:

- Cost summary – calculates the hourly rate chargeable for each officer based on the Council’s agreed annual productive hours.
 - Other charges –
 - (i) Total charges for time based on functions associated with the service provision.
 - (ii) Total specific costs including surplus or deficits in provision of service, costs of changes/amendments to licences.
 - (iii) Relevant applications, based on the number of renewal and new licences issued at the time of calculation.
- 4.5 Appendix 1 to this report sets out the existing general fees and those proposed for 17/18. For the ease of calculation and collection, all these fees have been rounded to the nearest pound.
- 4.6 Whilst the Authority acknowledges the difficulties faced by local businesses in the current economic climate, it has a duty to recover fees that are proportionate to the level of cost incurred in administering the licensing service.

4.7 **Taxi Vehicle Licences**

The Council is entitled to set fees that cover the reasonable costs of providing these services. It is proposed that the fees for Vehicles and Operators remain at current levels with minor changes to Hackney Carriage / Private Hire Drivers as indicated in the table in Appendix 1. The latter are not subject to statutory consultation under the Local Government Miscellaneous Provisions Act 1976. There are also some minor changes proposed for consumables such as rear vehicle plates, badges etc. due to a change in supplier.

4.8 **Street Trading**

A number of changes are recommended to the fee structure in respect of street trading.

- 4.8.1 A reduction in the application fee for a new street trading consent from £783 to £674 due to improvements in administrative recording and a streamlined application process. These changes influence the estimated cost of providing the function when fed into the fees toolkit.
- 4.8.2 Conversely an increase is recommended in the renewal fees as all processing and consultation steps are now standardised for grant and renewal and so the cost is the same. The renewal fee would need to increase from £503 to £674 to recover full costs. However if members consider that such an increase is excessive an alternative proposal would be a phased approach working towards full cost recovery over a three year period. The alternative proposal is therefore to

increase the renewal fee from £503 to £560.00 in 2017/18. Members will appreciate that a phasing in of the increase will impact on the licensing budget.

- 4.8.3 It is recommended that the current variation fee be removed, as material changes to any street trading consent would be subject to the same consultation and processing requirements as an initial grant. Examples of such material changes would include extending operating hours late into the night, not replacing trading units with like for like, changing the types of goods being traded.
- 4.8.4 It is recommended that a new fee be introduced in respect of changes to details of the consent which would cover such changes as a new trading name, approval of new plans for replacement like for like units, changes to consent holders details, etc.

4.9 **Civil Marriages/Partnerships- Approval of Premises**

The Marriages and Civil Partnerships (Approved Premises) Regulation 2005 set out the obligations on the Council in respect of approving premises for the celebration of marriages and requires that approvals shall not be granted for less than a period of three years. There is no maximum period set for such approvals; however the Registrar General has formally encouraged Councils to grant approvals for a period of 5 years. Officers have assessed the impact of such a change on the licence fee and recommend that it remains at its current rate. Increasing the time period for approvals would result in a reduction in administration costs but this would be offset by an increase in inspection costs over the five year period. In practice the cost of providing the service would remain the same. It is therefore proposed that any new applications or renewals be granted for a five year period.

5. **WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The Authority has a duty to improve the social, economic, environmental and cultural well-being of Wales. The proposals in this report contribute to the Well-being Goals as set out in Links to Strategy above. They are consistent with the five ways of working as defined within the sustainable development principle in the Act. The authority must balance the cost of providing the service with the impact any increases may have on businesses and the local economy. The Authority has a duty to rate payers to recover true costs and to manage its services efficiently. Any delay in implementing increases in the short term would increase the current gap between the cost of providing the service and income generated from Licensing Fees and result in even larger increases in future years.

6. **EQUALITIES IMPLICATIONS**

- 6.1 There are no potential equalities implications of this report and its recommendations on groups or individuals who fall under the category identified in Section 6 of the Council's Strategic Equality Plan. There is no requirement for an Equalities Impact Assessment Questionnaire to be completed for this report. The Council ensures that it treats all individuals who are renewing or making new applications for licenses, with equal respect in line with the Council's Strategic Equality Plan 2016 to 2020.

7. **FINANCIAL IMPLICATIONS**

- 7.1 As set out at 4.2 above recent rulings on fees and Local Government Association guidance clearly sets out that income from one licence type cannot support or fund other licence types, Councils cannot over-recover and fees must reflect the true cost of administration and the provision of the service.

Following review of all locally set fees, the predicted income for the period 2017 to 2018 will be dependent on the aggregation of fees for different licence types. The main impact in respect of this report will arise from the level of fees adopted in respect of the renewal fees for street trading. Options are set out at point 4.9 above, full cost recovery would result in an increase of approximately £6,000.00 whereas a phased increase would result in an increase of approximately £2,000.00 in the first year.

The total licensing income for 2017/18 also takes into consideration proposals considered by the Licensing and Gambling Committee and Cabinet for Scrap Metal and Dog Breeding Fees. Depending on the outcome of these meetings the options chosen above the predicted overall income in 17/18 is likely to increase by either £6,500 or £2,500

8. PERSONNEL IMPLICATIONS

8.1 There are no personnel implications.

9 CONSULTATIONS

9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

10. RECOMMENDATIONS

10.1 That the Committee consider the level of fees proposed for 2017/18 as outlined in Appendix 1 and offer any comments for consideration by Council on the 7th of March. In particular any comments on the appropriate fee for Street Trading Consent Renewals.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To recover a reasonable level of costs incurred by the Council in administering the licensing service.

12. STATUTORY POWER

12.1 Local Government Act 1972; Local Government (Miscellaneous Provisions) Act 1976; Local Government (Miscellaneous Provisions) Act 1982; This is a Council function.

Author: Myra McSherry, Licensing Manager
Consultees: Cllr Denver Preece Chair, Licensing Committee
Cllr C Gordon, Vice Chair, Licensing Committee
Cllr Nigel George, Cabinet Member for Community and Leisure Services,
Dave Street, Corporate Director, Social Services
Robert Hartshorn, Head of Public Protection
Jacqui Morgan, Trading Standards, Licensing and Registrars Manager
Mike Eedy, Finance Manager
Gail Williams, Interim Head of Legal services and Monitoring Officer
Sue Ead, Solicitor, Legal Services
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)
Shaun Watkins, HR Manager
Della Mahony, Superintendent Registrar
Mary E Powell, Fleet Manager

Background Open for business LGA guidance on Licensing fees Nov 2015

Appendices:

Appendix 1 General Licensing/Registration/Permit Fees for 2017/18 - Existing and Proposed Fees

APPENDIX 1

GENERAL LICENSING/REGISTRATION/PERMIT FEES FOR 2017/18 – EXISTING AND PROPOSED FEES

LICENCE TYPE	EXISTING FEE	PROPOSED FEE
<u>Miscellaneous</u>	£	£
Zoo	1172.00*	1172.00*
Commercial Animal Boarding Establishments	219.00*	219.00*
Home Animal Boarding Establishments	123.00*	130.00*
Pet Shops	198.00*	198.00*
Riding Establishments	330.00*	330.00*
Dangerous Wild Animals	423.00*	332.00*
Performing Animals	166.00*	166.00*
	* Fees for vet to be added, where appropriate	
Acupuncture, Tattooing, Special procedures, Ear Piercing and Electrolysis -		
Premises	178.00	178.00
Person	140.00	140.00
Variation	40.00	40.00
Explosives, Fireworks and Petroleum (Petroleum licences can be charged at a pro rata rate of 50 % for yr 2 & 33% for yr 3)	Fixed rates linked to statutory & advisory documents	Fixed rates linked to statutory & advisory documents
Pleasure Boats	200.00	200.00
Pro rata per month	17.00	17.00
Boatmen	84.00	84.00
Pro rata per month	7.00	7.00
<u>Sex Establishments</u>		
Shop/ Cinema		
Grant	1161.00	1161.00
Renewal (annual licence)	600.00	600.00
Transfer	600.00	600.00
Sexual Entertainment Venue		
Grant	1161.00	1161.00
Renewal (annual licence)	600.00	600.00
Transfer	600.00	600.00

LICENCE TYPE	EXISTING FEE	PROPOSED FEE
Street Trading Permanent static consent and mobile traders (new applications)	783.00	674.00
Option 1 - Permanent static consent and mobile traders (renewal applications)	503.00	674.00
Option 2 -permanent static consent and mobile traders (renewal applications). Increases to be implemented over a three year period.	503.00	560.00
Variation	107.00	-----
Change of detail	-	10.50
Temporary consent –		
One off day rate	26.00	30.00
Up to 7 days	53.00	58.00
8 – 28 days	107.00	115.00
Quarterly / Seasonal		
Up to 3 months	195.75	168.00
Up to 6 months	391.50	337.00
Up to 9 months	587.25	505.00
<u>Marriage Act (Increasing from a 3 Year to a 5 Year Premises Approval)</u> New applications	1080.00	1080.00
Renewal	769.00	769:00
<u>Hackney Carriage: Private Hire Vehicles, Operators and Drivers</u>		
Hackney Carriage/Private Hire Vehicles**	190.00 plus compliance check fee	190.00 plus compliance check fee
Hackney Carriage/Private Hire Vehicle Driver 3yr	£224.00	£231.00
2yr	£191.00	£191.00
1yr	£158.00	£151.00
Private Hire Vehicle Operator 5yr	£763.50	£763.50
4yr	£632.50	£632.50
3yr	£501.00	£501.00
2yr	£369.50	£369.50
1yr	£238.00	£238.00
Replacement Fees		
Rear plate	£11.00	£11.00
Rear plate and bracket	£22.00	£17.00
Badge	£6.00	£6.00
Internal front disc	£6.00	£6.00
Internal back disc	£7.00	£6.00
Replacement external plate bracket.		£6.00
Replacement pouches		£1.00 each

LICENCE TYPE	EXISTING FEE	PROPOSED FEE
DVLA mandate Fee (3 yearly)	£5.00	£5.00
Missed appointment fee	£10.00	15.00
Compliance Check Fees** Fees payable from 1 April 2016 directly to the Fleet Service Garage and set by them. The fee is subject to review so cannot be quoted at time of writing report.		

* Excludes Vet Fees which are payable separately



COUNCIL – 7TH MARCH 2017

SUBJECT: PUBLICATION OF PAY POLICY STATEMENT - LOCALISM ACT 2011

REPORT BY: ACTING HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

1. PURPOSE OF REPORT

1.1 To seek approval from full Council for the publication of the Authority's Pay Policy.

2. SUMMARY

2.1 The Localism Act 2011 requires Local Authorities to develop and make public their Pay Policy. This includes all aspects of Chief Officer Remuneration (including on ceasing to hold office), and also in relation to the "lowest paid" in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.

2.2 The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school head teachers/Governing Bodies are, therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the local authority, but decisions about the appointment and management of such employees are mostly discharged by head teachers/governing bodies, as appropriate.

2.3 The Public Services Staff Commission in Wales have recently (December 2016) produced observations and advice to Welsh Government in respect of the Transparency of Senior Pay in the Devolved Public Sector. The Welsh Government response to this work is awaited and hence the attached Pay Policy follows existing guidance.

3. LINKS TO STRATEGY

3.1 The report links to the efficient and effective management of the Council's activities. The remuneration of employees is an integral feature of our People Strategy and frameworks, and is a fundamental feature of the employment relationship.

4. THE REPORT

The Pay Policy Statement

4.1 The Pay Policy Statement attached contains the full details of the remuneration position for the Council that it is required to publish under legislation.

4.2 The Pay Policy will be published on the Council's Website, and will be available for access by members of the public, press and interested pressure groups.

- 4.3 It should be noted that the Pay Policy is required to be published on an annual basis, once accepted by Council. There is a requirement under the Localism Act for this to be undertaken before the 31st March each year.
- 4.4 This year's Pay Policy is able to include the salary details that will be in place with effect from April 2017, due to national pay awards already agreed.
- 4.5 The Hutton Review - "Review of Fair Pay in the Public Sector" (2010) – highlighted issues around Senior Pay, and the relativities with others in the organisation. The policy statement publishes these relativities, and CCBC is well within the advisory guidelines provided. The salary utilised for the Chief Executive calculations is the salary of the Interim Chief Executive, and not that of the substantive post holder.
- 4.6 Members will be aware that the Council is currently a Living Wage Employer. The previous Living Wage rate was £8.25 per hour as covered in last year's Pay Policy. With effect from the 1 November 2016 this rate was increased to £8.45 per hour. As part of the budget setting process for 2017/18, Council, at the meeting held on 22 February 2017, approved the adoption of the new rate as our lowest paid salary point. This has been backdated to take effect from the 1 November 2016. The figures contained in the pay multiples reflect this decision.

Changes to Regulations

- 4.7 With effect from 1 April 2017, all Youth and Youth Support Workers employed by Local Authorities, schools, colleges schools and the voluntary sector will need to be registered with the Education Workforce Council (EWC). School and FE Teachers and Learning Support staff already register with the EWC. Following a consultation, the Welsh Government has set a fee of £45 for the Youth Worker category (those who hold a level 6 qualification) and £15 for Youth Support Workers (those who hold lower level qualifications). The Council currently pays the cost of registration with a specific registration body if there is a requirement to be registered in order to practice. Youth and Youth Support Workers will now fall into this category, resulting in a cost to the Authority of approximately £4k per annum, which is being paid for within the budget for the Youth Service.
- 4.8 The UK Government is in the process of introducing a number of changes which impact on public sector exit payments. The UK Government introduced legislation (Enterprise Act 2016) which included provisions to cap the total value of public sector exit payments, (including payment of compensation and pension strain) at £95,000. The cap is not yet in place as HM Treasury are yet to finalise the Regulations. It is expected that this will be completed by the Autumn of 2017 at the latest.
- 4.9 Until these Regulations are finalised, Welsh Government cannot decide how they may wish to exercise some of their powers. A further report will be brought to Council when more information is known about these changes.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Having considered the five ways of working, payment of the Living Wage illustrates the Council's commitment to the prevention of poverty.
- 5.2 Long term, this should also support the Council's ability to retain employees.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no direct potential equalities implications of this report, as it is a statement of current arrangements; therefore no specific Equalities Impact Assessment has been undertaken. Any previous changes to terms and conditions have been assessed for equalities issues, as have other reports relating to CCBC employee pay issues such as the Living Wage report.

- 6.2 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation, including:
- The Equality Act 2010, including the requirements specifically in relation to Equal Pay
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - The Agency Workers Regulations 2010
 - The Transfer of Undertakings (Protection of Employment) Regulations 2006, where relevant;
 - The National Minimum Wage Act 1998.

7. FINANCIAL IMPLICATIONS

- 7.1 The £4k cost of the Youth and Youth Support Workers staff registration with the Education Welfare Council as detailed in 4.8 is being paid for within the budget for the Youth Service.

8. PERSONNEL IMPLICATIONS

- 8.1 The personnel implications arising from the Pay Policy statement and the measures proposed are outlined in the body of the report.

9. CONSULTATIONS

- 9.1 All consultation responses have been reflected in this report.

10. RECOMMENDATIONS

- 10.1 Council is asked to agree the attached Pay Policy Statement (Version 6) for publication on the Council's website.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To comply with the legislative requirements of the Localism Act 2011.

12. STATUTORY POWER

- 12.1 Local Government Act 1972
Localism Act 2011
Local Government (Wales) Measure 2011
Local Government (Wales) Act 2015
The Council's Constitution

Author: Lynne Donovan, Acting Head of Human Resources and Organisational Development
Consultees: Corporate Management Team
Gail Williams, Interim Head of Legal Services and Monitoring Officer
Stephen Harris, Interim Head of Corporate Finance
Cllr Christine Forehead, Cabinet Member for HR and Governance
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Corporate Services

Appendices:
Appendix 1 Pay Policy Statement – Version 6

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Pay Policy Statement

Version:	Version 6
Policy Ratified by:	Full Council
Date:	7 March 2017
Area Applicable:	All Caerphilly employees (including Agency Workers) except School contracted employees.
Review Year	Financial Year 2017 - 18
Impact Assessed	Yes



A greener place Man gwyrddach



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1. Introduction & Purpose

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power “to appoint officers on such reasonable terms and conditions as the Authority thinks fit”. This Pay Policy statement sets out Caerphilly CBC’s approach to Pay Policy in accordance with the requirements of Section 38 to 43 of the Localism Act 2011. This requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for 2012/2013 and for each financial year after that, detailing:
- a) The Council’s policies towards all aspects and elements of the remuneration of Chief Officers (Chief Officers are as defined in para 5.1 of this policy);
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council’s policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Guidance regarding these matters has been issued in Wales by the Minister for Local Government and Communities and, in accordance with section 40 (2) of the Act, Local Authorities in Wales must have regard to this Guidance when performing their functions in preparing and approving Pay Policy statements.
- 1.3 The Public Services Staff Commission in Wales have recently (December 2016) produced observations and advice to Welsh Government in respect of the Transparency of Senior Pay in the Devolved Public Sector. The Welsh Government response to this work is awaited and hence this Pay policy follows existing guidance.
- 1.4 This is an update to the previous Pay Policy statement first issued in June 2012, and last updated with Council approval on 8 March 2016. This statement will come into immediate effect once fully endorsed by Council at its meeting on the 7 March 2017.
- 1.5 This pay policy statement needs to be placed in context. Caerphilly County Borough Council is a large complex organisation with a multi-million pound budget. CCBC for 2016/17 financial year has a workforce of almost 9,000 employees and a combined revenue and capital budget for 2016/2017 of nearly £600 million. We are in addition the largest single employer based in the County Borough.
- 1.6 As an employer we have a very wide range of functions and are responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 With regard to the Equal Pay requirements contained within the Equality Act 2010, the Council aims to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Scope of the Pay Policy

- 3.1 The Localism Act 2011 requires local authorities to develop and make public their Pay Policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the “lowest paid” in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.
- 3.2 The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school head teachers/Governing Bodies are, therefore, not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the local authority but decisions about the appointment and management of such employees are mostly discharged by head teachers/governing bodies, as appropriate.

4. Pay Structure and Arrangements

- 4.1 Caerphilly utilizes the Greater London Provincial Job Evaluation process, and uses the nationally negotiated pay spine referred to as the National Joint Council (NJC) for Local Government Services, as the basis for its local grading structure. Our localised Pay & Grading structure was achieved through a collective agreement with the Trade Unions, and implemented with effect from the 1st of April 2009. In terms of Chief Officers, the council uses the Hay Job Evaluation process which allows the posts to be effectively benchmarked against the internal and external markets, as approved by Cabinet in 2004. This determines the salaries of the large majority of the non teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.2 The Council employs Chief Officers under Joint Negotiating Committee (JNC) terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.
- 4.3 The terms and conditions for Chief Executives are agreed by a separate body i.e. the Joint Negotiating Committee (JNC) for Chief Executives, which also negotiates on a national basis.
- 4.4 In addition to the NJC and JNC arrangements referred to above, the Council recognises other Nationally negotiated arrangements including National Pay Grades under the Soulbury Agreement and the National Pay Grades under the JNC for Youth & Community Workers. The details of these scales are contained in Appendices A – D.
- 4.5 The Council also has in place local agreements achieved via collective agreements with the Trade Unions for these staff groups.
- 4.6 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary, subject to the approval of Head of Service. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector and is incorporated in the Market Supplements Policy.

Pay Supplements

- 4.7 All other pay related allowances are subject to either nationally or locally negotiated rates, that are determined in accordance with collective bargaining machinery and/or Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes

account of the need to ensure value for money against the ability to recruit and retain appropriately skilled and experienced employees that can deliver high quality services to the public.

- 4.8 The Council has committed itself to being a Living Wage Employer. The previous Living Wage rate was £8.25 per hour as covered in last year's Pay Policy. With effect from the 1 November 2016 this rate was increased to £8.45 per hour. The 2017/18 budget approved by Council at its meeting held on 22 February 2017 included provision to fund the Living Wage at the rate of £8.45 per hour, effective from 1 November 2016. The Council will therefore continue to pay the difference between the relevant Spinal Column Point (SCP's 6 – 12 are affected) as a supplement. This supplement is included in the hourly rate as pensionable pay. This is demonstrated in the Council's NJC Payscale as provided in Appendix A.

Honoraria / Acting Up arrangements

- 4.9 Periodically individuals may be assigned temporary duties or responsibilities over and above their normal role. The Council operates its Acting Up and Honoraria Schemes to ensure that individuals are appropriately remunerated in accordance with the evaluation policy that applies to their terms and conditions.

Early Retirement, Voluntary Severance & Redundancy

- 4.10 The Council has agreed policies in relation to Early Retirement by Mutual Consent, Redundancy and Voluntary Severance. Any cost to the Council for employees to leave its employment with unreduced access to pension (except for compulsory redundancy) must be agreed by the Pensions Compensation Committee i.e. the group of Elected Members with delegated powers to approve such payments. The schemes are in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. All these Policies (except compulsory redundancy) are underpinned by the requirement for a robust business case which balances service delivery with cost and with Head of Service, Director, Section 151 Officer and Head of Human Resources and Organisational Development approval. The Policies are all available on the HR Portal via the following links:

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Early-Retirement-By-Mutual-Consent-On-The-Grounds.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Redundancy-Scheme.aspx>

<http://sc-aptken1/KENTICO/Departments/HR/Policies-Procedures/Voluntary-Severance-Scheme.aspx>

- 4.11 The Council is the major employer in the area. Indeed, a majority of the employees who work for the Council live within Caerphilly County Borough. As such, the Council must have regard to its role in improving the economic well-being of the people of the County Borough.
- 4.12 The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark on pay and conditions for other employers in the area for the same reasons.
- 4.13 The Council is committed to working in partnership with its recognised Trade Unions in relation to all pay and conditions of service matters. The 2009 Collective Agreement to achieve our New Pay & Grading Structure was achieved with the support of our Trade Union partners. We continue to review the impacts of the Medium Term Financial Plan on our workforce.

Mileage

- 4.14 The mileage rate is currently 45p per mile in accordance with the HMRC approved exempt amount.

5. Chief Officer Remuneration

5.1 Definitions of Chief Officer / Pay Levels

- 5.1.1 For the purposes of this Pay Policy statement, "Chief Officers" are as defined within Section 43 of the Localism Act. The table below details the substantive and current structures of Chief Officers:

Post Title	Number of Posts	
	Substantive Structure	Current Structure
Chief Executive	1	3
Deputy Chief Executive	1	0
Director	2	3
Head of Service	16 (13 x Grade A 3 x Grade B)	17 (12 x Grade A 5 x Grade B)

- 5.1.2 There are currently interim and acting arrangements in place relating to the posts of Chief Executive, Director of Corporate Services, Head of Legal Services and Head of Corporate Finance, which are funded from the core revenue budgets for these posts. There are also other Chief Officers in interim and acting arrangements and these are also funded from existing revenue budgets.

- 5.1.3 Following the Council meeting on the 17 January 2013, the pay structure for Chief Officers is as follows:-

- The substantive Chief Executive Officer's salary is set at a one off spot salary of £137,000, to remain frozen for the period of the current administration (May 2017). It should be noted that this payment is not in line with the official pay range for the role (see Appendix D), but it is in accordance with the decision made by full Council on 17 January 2013.
- It should be noted that the current Interim Chief Executive was appointed on the first increment point of the approved Chief Executive salary range as per Appendix D;
- Deputy Chief Executive – The salary of the post falls within a range of four incremental points between £121,647 rising to a maximum of £135,163 per annum;
- Corporate Directors - The salary of the posts falls within a range of four incremental points between £109,555 rising to a maximum of £121,727 per annum;
- Heads of Service (Band A) - The salary of the posts fall within a range of four incremental points between £83,621 rising to a maximum of £92,912 per annum
- Heads of Service (Band B) - The salary of the posts fall within a range of four incremental points between £64,612 rising to a maximum of £71,792 per annum
- No bonus or performance-related pay mechanism is applicable to any Chief Officers' pay.
- The higher band A+ will not be used for the period of the current administration. The issue of Chief Officer pay will not be revisited in the lifetime of the current administration

unless required by law or Local Government regulations. Any future proposal at any time would require a final decision by Full Council.

5.2 Recruitment of Chief Officers

- 5.2.1 The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution.
- 5.2.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment.
- 5.2.3 Where the Council is unable to recruit a Chief Officer under a contract of service, or there is a need for support for a specific project or to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under "contracts for service". These will be sourced through a relevant procurement process (in accordance with standing orders and financial regulations), ensuring the Council is able to demonstrate value for money from competition in securing the relevant service. There are however no current examples of this arrangement.
- 5.2.4 Welsh Government recommends in addition to agreeing the parameters for setting the pay of chief officers, full Council should be offered the opportunity to vote on large salary packages that are to be offered in respect of new appointments in accordance with their agreed pay policy statements. The Welsh Ministers consider £100,000 is the right level for that threshold.
- 5.2.5 For this purpose, salary packages should be consistent with the categories defined for remuneration in the Accounts and Audit (Wales) Regulations 2014. This will include salary, bonuses, fees, allowances routinely payable, any expenses allowance chargeable to UK income tax, the relevant authorities' contribution to the officer's pension and any other benefits in kind to which the officer is entitled as a result of their employment.
- 5.2.6 There is a requirement to specifically consult the Independent Remuneration Panel on any future changes to the salary of the Head Of Paid Service (in our case Chief Executive) that is 'not commensurate with a change to the salaries of the authorities other staff'. The Council is then required to give due regard to their recommendations on the salary of the Head of Paid Service prior to considering any changes.

5.3 Additions to Salary of Chief Officers

- 5.3.1 In addition to basic salary, set out below are details of other elements of Chief Officer remuneration:
- The Council pays a standard mileage rate of 45p pence per mile to Chief Officers (consistent with all other employees) with effect from the 1 July 2015, where the Chief Officer uses his or her private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions
 - The cost of registration with a regulatory body if there is a requirement to be registered in order to practice and undertake their specific job role. This currently only applies to the post of Head of Legal Services.
- 5.3.2 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda. The post of Chief Executive holds responsibility to be the Returning Officer for the Council for all Elections held within the County Borough. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda

and is paid for discharging these functions in accordance with prescribed fees. The prescribed fees for Caerphilly County Borough Elections are attached in Appendix H. Fees for other organisation's elections are not determined by or paid for by the Council. e.g. the Welsh Government set the fees for their election etc. All the Returning Officer's payments in any election are publicised as part of the council accounts on an annual basis.

5.4 Payments on Termination

- 5.4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. For clarity the Authority does not provide any augmentation ("added years") of pension, in its payments on termination.
- 5.4.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the Scheme of Delegation as contained within the Council's Constitution.
- 5.4.3 Full Council will be required to approve any severance package in excess of the current threshold determined by Welsh Ministers at £100,000. Members will be advised of any contractual or statutory elements of the severance package, along with the consequences of withholding these from an employment law context.

6. Publication

- 6.1 This is an update of the Pay Policy Statement. This statement will come into effect, once fully endorsed by Council in March 2017.
- 6.2 In addition, the Accounts and Audit (Wales) Regulations 2014 require the Authority to disclose the following information in respect of remuneration in its annual Statement of Accounts:
- The number of employees whose remuneration, excluding pension contributions, was greater than £60,000
 - The remuneration and the components of remuneration for statutory chief officers and designated head of paid service who have responsibility for the management of the Authority
 - The total number and cost of exit packages
 - The remuneration ratio between the Chief Executive and the median remuneration of all employees.

7. Pay Relativities within the Council

- 7.1 The "lowest paid" persons employed under a contract of employment with the Council are employed at the new Living Wage (Foundation) rate of £8.45 per hour. All roles within our grading structure previously paid in accordance with the spinal column point 6 (SCP 6) to spinal column point 12 (SCP 12) of the NJC pay spine for Local Government Services employees, receive a supplement to make the rate £8.45 per hour. As at 1 November 2016, this is £16,303 (Full Time Equivalent Earnings) per annum for a 37 hour standard working week.
- 7.2 The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.

- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton “Review of Fair Pay in the Public Sector” (2010).
- 7.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government’s Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council’s workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).
- 7.5 The salary utilised for the Chief Executive calculations of all the pay multiple data is £143,949 i.e. the salary of the Interim Chief Executive.

Pay Multiple Data

The data for the Authority is contained in the table below:

Salary Multiple	Ratio
the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1 : 8.8
the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1: 7.1
the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1 : 5.7
the multiple between median earning of Council employees and the average Chief Officer (fulltime equivalent basis) as a ratio	1 : 4.6

- 7.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available salary benchmarking information as appropriate.

8. Accountability and Decision Making

- 8.1 In accordance with the Constitution of the Council, the Chief Executive is responsible for decision-making in relation to the recruitment, pay (apart from those detailed in 8.2), conditions of service and severance arrangements for all employees of the Council, except Teachers, as their main pay and conditions of service are determined on a legislative basis by the UK Government.
- 8.2 The Council will set remuneration for the Chief Executive and Chief Officers (as defined in paragraph 5.1.1).
- 8.3 The Council has established a delegated Sub Committee i.e. the Pensions Compensation Committee, to consider any requests by employees to leave the employment of the Council with unreduced access to pension with a cost to the Council (except compulsory redundancy), that are supported by the agreed business case process.

9. Re-Employment

- 9.1 It has been the Council’s custom that no Chief Officer, or any other employee, who leaves the employment of the Council on the grounds of early retirement, severance or voluntary redundancy will be later re-employed as an employee of the Council or contracted under a “contract of service” (as per 5.2.3), without the express permission of the Chief Executive in consultation with the Cabinet Member for HR and Governance. Where the re-employment is

regarding the post of the Chief Executive or a Chief Officer (as defined in paragraph 5.1.1), this decision will require full council approval.

- 9.2 An exception to this occurs where an employee leaves under an agreed Flexible Retirement arrangement, where their ongoing employment is approved as part of the business case for release of accrued pension benefits.

10. Reviewing the Policy

- 10.1 This Pay Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed at least annually, and reported to the full Council, to ensure that it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

Appendix A

CCBC NJC Pay Structure – with effect from 1 April 2017

GRADE STRUCTURE		SCP	1 st April 2017	Hrly Rate	Living Wage	Living Wage Hourly Rate
	Grade 1	6	£15014	£7.78	£16303	£8.45
Grade 2		7	£15115	£7.83	£16303	£8.45
		8	£15246	£7.90	£16303	£8.45
		9	£15375	£7.97	£16303	£8.45
Grade 3		10	£15613	£8.09	£16303	£8.45
		11	£15807	£8.19	£16303	£8.45
		12	£16123	£8.36	£16303	£8.45
Grade 4		13	£16491	£8.55		
		14	£16781	£8.70		
		15	£17072	£8.85		
		16	£17419	£9.03		
Grade 5		17	£17772	£9.21		
		18	£18070	£9.37		
		19	£18746	£9.72		
Grade 6		20	£19430	£10.07		
		21	£20138	£10.44		
		22	£20661	£10.71		
		23	£21268	£11.02		
Grade 7		24	£21962	£11.38		
		25	£22658	£11.74		
		26	£23398	£12.13		
Grade 8		27	£24174	£12.53		
		28	£24964	£12.94		
		29	£25951	£13.45		
		30	£26822	£13.90		
Grade 9		31	£27668	£14.34		
		32	£28485	£14.76		
		33	£29323	£15.20		
Grade 10		34	£30153	£15.63		
		35	£30785	£15.96		
		36	£31601	£16.38		
		37	£32486	£16.84		
Grade 11		38	£33437	£17.33		
		39	£34538	£17.90		
		40	£35444	£18.37		
Grade 12		41	£36379	£18.86		
		42	£37306	£19.34		
		43	£38238	£19.82		
		44	£39177	£20.31		
		45	£40057	£20.76		
		46	£41025	£21.26		
		47	£41967	£21.75		
		48	£42899	£22.24		
		49	£43821	£22.71		

Notes:

1. The annual pay award with effect from 1 April 2017 was agreed as part of a 2 year pay award in 2016.
2. SCP 5 was removed from the grading structure with effect from 1 October 2015, in accordance with the National Agreement.
3. The Living Wage rate applies from the 1 November 2016.

4. Appendix B **Soulbury Pay Structure**

EDUCATIONAL PSYCHOLOGISTS – SCALE A		
SPINE POINT	01/09/2016	01/09/2017
1	35,377	35,731
2	37,173	37,545
3	38,969	39,359
4	40,764	41,171
5	42,558	42,984
6	44,353	44,797
7	46,044	46,504
8	47,734	48,211
9	49,317*	49,810*
10	50,902*	51,411*
11	52,380*	52,903*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B		
SPINE POINT	01/09/2016	01/09/2017
1	44,353	44,797
2	46,044	46,504
3	47,734*	48,211*
4	19,317	49,810
5	50,902	51,411
6	52,380	52,903
7	52,987	53,516
8	54,120	54,661
9	55,243	55,795
10	56,386	56,950
11	57,506	58,081
12	58,649	59,235
13	59,811	60,409
14	60,933**	61,543**
15	62,110**	62,731**
16	63,275**	63,908**
17	64,448**	65,093**
18	65,620**	66,276**

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS		
SPINE POINT	01/09/2016	01/09/2017
1	22,728	22,955
2	24,393	24,636
3	26,054	26,314
4	27,718	27,996
5	29,381	29,675
6	31,044	31,355

ASSISTANT EDUCATIONAL PSYCHOLOGISTS		
SPINE POINT	01/09/2016	01/09/2017
1	27,939	28,218
2	29,080	29,371
3	30,221	30,523
4	31,355	31,669

Appendix C

JNC Youth and Community Workers Pay Structure

YOUTH AND COMMUNITY SUPPORT WORKER		
SPINE POINT	01/09/2016	01/09/2017
2	15,507	15,807
3	16,117	16,417
4	16,681	16,931
5	17,241	17,491
6	17,828	18,006
7	18,540	18,634
8	19,069	19,260
9	19,856	20,055
10	20,472	20,677
11	21,467	21,682
12	22,441	22,665
13	23,445	23,679
14	24,485	24,730
15	25,194	25,446
16	25,935	26,194
17	26,662	26,929

YOUTH AND COMMUNITY SUPPORT WORKER		
SPINE POINT	01/09/2016	01/09/2017
13	23,445	23,679
14	24,485	24,730
15	25,194	25,446
16	25,935	26,194
17	26,662	26,929
18	27,396	27,670
19	28,123	28,404
20	28,852	29,141
21	29,672	29,969
22	30,601	30,907
23	31,505	31,820
24	32,413	32,737
25	33,329	33,662
26	34,243	34,585
27	35,159	35,511
28	36,085	36,446
29	37,005	37,375
30	37,924	38,304
31	38,545	38,930
32	39,565	39,961

**Appendix D CCBC Senior Management Pay Structure – JNC Staff –
with effect from 1 April 2017**

All of the levels in the grading structure are linked to their evaluation under the Job Evaluation deployed for Senior roles i.e. Hay. This currently comprises of the Chief Executive, Deputy Chief Executive & Directors posts, and 6 further bands from A+ to E. Band A & B are Heads of Service and band C - E covers all other senior posts in the JNC arrangements.

	Increment 1	Increment 2	Increment 3	Increment 4
Chief Executive	143,949	149,275	154,602	159,944
Deputy Chief Executive	121,647	126,148	130,650	135,163
Director	109,555	113,609	117,661	121,727
Band A+ Heads Of Service	93,324	96,777	100,230	103,694
Band A - Heads Of Service	83,621	86,715	89,808	92,912
Band B	64,612	67,003	69,394	71,792
Band C	50,636	52,325	54,011	55,702
Band D	44,912	46,410	47,909	49,403
Band E	40,020	40,937	41,848	42,746

In accordance with the decision of full Council on 17 January 2013:

- there are no Officers employed currently in the Band A+
- the substantive Chief Executive will be employed on a spot salary of £137,000 for the duration of the current administration (May 2017).

Appendix E

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE	
<ul style="list-style-type: none"> • Chief Executive & Directors (JNC) 	33 days pa (No access to flexi leave)
<ul style="list-style-type: none"> • Chief Officers (JNC) • NJC • Soulbury 	<p>28 days pa *</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>24 days pa rising to 28 days after 5 years' service.</p> <p>Where relevant individual employees are members of the flexible working hours scheme, they are entitled to 6 days flexi leave per 12 week period.</p> <p>*There are four officers who have protected leave at 33 days pa</p>
<ul style="list-style-type: none"> • Youth & Community Workers 	24 days pa rising to 28 days after 5 years' service.
HOURS OF WORK	
<ul style="list-style-type: none"> • Chief Executive (JNC) • Chief Officers (JNC) • NJC • Soulbury • Youth & Community Workers 	Standard working week is 37 hours, unless contractually employed on set hours.
OVERTIME PAYMENTS	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) 	None
<ul style="list-style-type: none"> • NJC • Soulbury • Youth and Community Workers 	<p>All employees who are required to work additional hours beyond the 37 hour working week (or beyond their contracted working pattern that averages a 37 hour working week (e.g. rota/annualized hours) are entitled to receive enhancements at the rate of basic pay at time and a half except for Public and Extra Statutory holidays where basic pay at double time will be paid.</p> <p>Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees would qualify. Otherwise a part-time employee shall work a full working week (i.e. 37 hours) before these enhancements apply.</p> <p>With the exception of Christmas Day and New Year's Day, employees required to work on a Public or Extra Statutory Holiday as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked.</p> <p>Employees who are required to work on Christmas Day and New</p>

	<p>Year's Day as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p> <p>With the exception of Christmas Day and New Year's Day, employees required to work on a Public or Extra Statutory Holiday on their rest day shall be paid at double time for all hours worked.</p> <p>Employees who are required to work on Christmas Day and New Year's Day on their rest day will be paid at double time rate for all hours worked and will, in addition, receive a day's leave in lieu on each day.</p>
SICK PAY SCHEME	
<ul style="list-style-type: none"> • Chief Executive (JNC / Hay) • Chief Officers (JNC / Hay) • NJC • Soulbury • Youth & Community Workers 	<p>During 1st year of service – 1 month's full pay and (after completing 4 months service), 2 months half pay.</p> <p>During 2nd year of service – 2 months full pay and 2 months half pay.</p> <p>During 3rd year of service – 4 months full pay and 4 months half pay.</p> <p>During 4th and 5th year of service – 5 months full pay and 5 months half pay.</p> <p>After 5 years' service – 6 months full pay and 6 months half pay.</p>

Appendix F

CAERPHILLY COUNTY BOROUGH COUNCIL - LOCAL ELECTION FEES

A) RETURNING OFFICERS FEE

For conducting the Election(s) giving the prescribed Notices, preparing and supplying Nomination papers, deciding on validity, appointing and remunerating staff, arranging and / or conducting the Poll, conducting the Count, declaring the result(s), making all necessary returns and generally performing all the duties which a Returning Officer is required to do under the Representation of the People Acts and Regulations – including all payments, disbursements and expenses as may be necessary.

1) <u>CONTESTED ELECTIONS</u>	1/4/2017
For each Electoral Division / Community Ward	£
For each 1000 Electors (or part)	81.55
For next 1000 Electors (or part)	46.39
For every subsequent 250 Electors (or part)	15.67
2) <u>UNCONTESTED ELECTIONS</u>	
For each uncontested Division / Ward	73.92
3) <u>POSTAL VOTES – (Supervision)*</u> to be paid to DRO and or Asst. DRO's	
*NB – in this event no fee should be claimed by the DRO or Asst. DRO's from the clerical fund for these duties.	
Issue (for each paper)	0.32p
<i>(minimum per Division / Ward)</i>	<i>(24.72)</i>
<i>(minimum per casual vacancy)</i>	<i>(71.41)</i>
Receipt (for each paper)	0.32p
<i>(minimum per Division / Ward)</i>	<i>(24.48)</i>
<i>(minimum per casual vacancy)</i>	<i>(72.12)</i>
4) <u>POLL CARDS (Supervision)*</u> to be paid to DRO and or Asst. DRO as above	
Per 1000 or part issued	29.87
<i>(minimum per casual vacancy)</i>	<i>42.24</i>



COUNCIL – 7TH MARCH 2017

SUBJECT: CAERPHILLY COUNTY BOROUGH COUNCIL RESPONSE TO THE REFORMING LOCAL GOVERNMENT WHITE PAPER

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To seek Council approval for the proposed Caerphilly County Borough Council response to the consultation on the Welsh Government White Paper: 'Reforming Local Government: Resilient and Renewed'.

2. SUMMARY

- 2.1 This report sets out a proposed Caerphilly County Borough Council response to the Welsh Government White Paper: 'Reforming Local Government Resilient and Renewed'. The proposals in the White Paper propose arrangements for regional working; describe a strengthened role for councils and councillors; provide a framework for any future voluntary mergers; and sets out the role of community councils.

3. LINKS TO STRATEGY

- 3.1 The White Paper sets out the Cabinet Secretary for Finance and Local Government's vision for Local Government in Wales highlighting links to the Well-being of Future Generations Act (Wales) 2015, its ways of working and the Well-being Goals.

4. THE REPORT

- 4.1 Welsh Government published a White Paper: 'Reforming Local Government: Resilient and Renewed' on 31st January 2017 which builds upon previous proposals for local government reform contained within the 'Draft Local Government (Wales) Bill' issued in November 2015. Many of the proposals within that draft Bill were supported however proposals for wide ranging mergers were not supported and are no longer being pursued. Welsh Government are currently working to a timetable which would see a Local Government Bill introduced in summer 2018, to commence in 2019, with mandated regional working arrangements in place in 2020.
- 4.2 Within the White Paper Welsh Government identify a need for reform, supported by greater regional working, building on the majority of the proposals previously consulted upon and state that they wish to develop a more equal partnership with citizens. As well as setting out arrangements for regional working the White Paper describes a strengthened role for Councils and Councillors; provides a framework for any future voluntary mergers; and sets out the role of Community Councils. It also outlines initial steps for financial reform. An overview of the proposals within the White Paper is provided below.

4.3 Regional Working

The White Paper outlines a number of options for regional working and favours an approach whereby some services would be prescribed onto a footprint, and others would be listed as having to be regionalised, but the footprint would be at the discretion of councils. The White Paper proposes the following in relation to regional working:

- Economic Development, transport planning and strategic land use planning on the 3 existing WLGA regions which are broadly coterminous with the economic development regions (Cardiff Capital Region, Swansea Bay City Region and North Wales Economic Ambition Board). The separate Growing Mid Wales and Swansea Bay City Region would be governed by the Central and South West regional board.
- Education Improvement, additional learning needs, social services, public protection, promotion of the Welsh language, and some back-office services; but the footprint would be subject to local discretion
- views are sought on whether other services might be regionalised, including housing, waste, community safety, and youth justice.

A series of 'tests' have been developed intended to help inform considerations of the appropriateness for regional working. These are reproduced at Appendix 2.

4.3.1 Welsh Government proposes new, enhanced 'Joint Governance Committees' to oversee regional services, based on the current joint committee model but with clearer powers and delegations. There would be separate Joint Governance Committees depending on the footprint and/or services being delivered and would typically be made up of the lead cabinet members for the relevant service areas. Welsh Government intends to clarify powers and delegations, including:

- Membership - typically be made up of the lead cabinet members for the relevant service areas;
- Delegation of functions – prescribed set of functions that must be exercised regionally by local authorities;
- Voting arrangements – each local authority would have equal representation and voting powers;
- Funding flows – Welsh Government to provide a mandatory framework on how the money would flow from local authorities to Joint Governance Committees (see below);
- Scrutiny arrangements – Welsh Government will provide a range of options for scrutiny, including local scrutiny, regional scrutiny, regional task and finish scrutiny groups or a mixture. The White Paper proposes that there should be a duty on scrutiny 'to consider the regional interest as well as the interests of their particular Local Authority'.

4.4 Regional Funding and Workforce

Welsh Government proposes a mandatory financial framework is developed to ensure expenditure of regional 'Joint Governance Committees' is met through pooled contributions from the constituent local authorities. The amounts to be pooled would be determined by local agreement, but the framework also 'provides for a default arrangement which would be invoked where local agreement is not reached.' The detail of this is not specified in the White Paper. Welsh Government proposes that each 'Joint Governance Committee' produce a Medium Term Financial Plan and should be required broadly to balance income and expenditure in-year. Consideration will be given as to whether a limited reserves facility would be permitted.

4.4.1 The White Paper states that the role of the Chief Financial Officer (S151) and other statutory officers needs to be further explored given potential tensions between local and regional demands. The White Paper notes that the workforce is the most valuable asset of the public sector and that 'no single workforce model has been adopted' by local authorities. The Paper notes that the Public Services Staff Commission will no longer be a statutory body and will

close in March 2018, but that workforce matters relating to regionalisation will be brought to the Workforce Partnership Council.

4.5 Public Services Boards

The White Paper highlights that Public Services Boards, will also need to consider whether it would be appropriate to organise themselves to reflect new regional arrangements. Existing legislation already allows for Public Services Boards to merge, based on the Local Health Board footprint. Welsh Government suggest that it may be appropriate to amend this legislation allowing for greater flexibility in the merger (and where necessary de-merger) of Boards to allow them to accommodate different regional footprints.

4.6 Voluntary Mergers

Welsh Government propose to either seek new powers in order to give effect to voluntary mergers or to amend existing legislation allowing for voluntary mergers where Local Authorities choose to come together in to a single larger Authority.

4.7 A Framework for Local Leadership

The White Paper reiterates the Cabinet Secretary's call for mutual respect and trust between local government and commits Welsh Government to refreshing the statutory Partnership Scheme with local government. It sets out that Welsh Government is committed to reduced burdens and bureaucracy and increasing financial flexibility, how the Welsh Government should set the overarching strategy and outcomes that are expected, but that local government will have flexibility to 'operate in ways that best meet local needs'. However, the White Paper states that sometimes this will mean delivering outcomes in a consistent way, for example setting minimum standards and on other occasions this could mean creating consistency in governance arrangements to ensure there is transparency in decision making.

4.7.1 The White Paper includes a proposed general power of competence which was welcomed by local government in the last draft Bill. The power should allow councils to be more innovative and lend or invest money; or setup a company or co-operative society to trade and engage in commercial activity. Use of the power is not restricted to the geographical area of the authority or for the benefit of its residents.

4.7.2 The White Paper includes a number of proposals regarding local democracy and Councillors much of which were previously included in the draft Local Government Bill. These include:

- Leaders would have to set and report on objectives of their cabinet members (twice per term rather than annually as originally proposed in the draft Bill);
- Group leaders would have a duty to promote good standards of conduct;
- Standards Committees would consider alleged breaches of 'prescribed performance duties';
- Duty on Local Authorities to produce a public engagement strategy (with specific reference to engagement in local democratic process);
- Broadcasting of council meetings to be made statutory and allow members to attend meetings remotely;
- Councillor correspondence, surgeries and annual reports – still form part of the proposals, but the proposed duty to hold surgeries has been revisited although councillors must make clear how constituents can access and communicate with them;
- Area Committees – Welsh Government intends reviewing the flexibilities and powers available to area committees (which councils already have the power to establish).

4.8 Performance and Governance

Welsh Government intends to repeal the Local Government Measure 2009 and the associated improvement and planning duties; much of the local government planning and performance framework is now aligned under the Well-being of Future Generations (Wales)

Act 2015. Councils will be expected to ensure good governance arrangements (as per CIPFA guidelines), this should be underpinned by new Corporate Governance and Audit Committees and self and peer assessment. Welsh Government also intends to revoke Section 13 of the Local Government Act 2000 which specifies the allocation of executive and non-executive functions, allowing councils more discretion to allocate council functions. Views are also sought on allowing councils the option to return to the committee system instead of the Leader and Cabinet model of decision-making in local government.

4.9 Community Councils

Welsh Government plans to commission a comprehensive review of the Community Council sector before it announces any fundamental structural reforms. However, in the meantime, Welsh Government intends to undertake action to support the sector, including:

- Producing a toolkit to support Community Councils in working through what is required in taking on new services and assets;
- Re-energising ties between Community Councils and Local Authorities;
- Facilitating the creation of clusters of smaller Community Councils;
- Commissioning the Local Democracy and Boundary Commission for Wales to draw up guidelines for Local Authorities to secure consistency in the manner in which community reviews are conducted;
- Supporting Community Councils to raise awareness of and encourage participation in Community Council elections, and to increase diversity;
- Making the General Power of Competence available to community councils which meet certain requirements;
- Placing a duty on Community Councils to consider and plan for their training needs;
- Ensuring citizens are kept informed and have the right to make representations on any business conducted at a Council meeting.

4.10 Elections and Voting

Under the Wales Bill, the National Assembly would gain competence over local and National Assembly electoral arrangements. The White Paper suggests that proposals the Welsh Government would consider are;

- a review of postal voting procedures and the use of all-postal elections, electronic voting;
- electronic counting of vote;
- voting at places other than polling stations, and proposals to hold elections on different days;
- Proposals will be brought forward to remove entitlement to personal fees for returning officers;
- How a single electronic register for Wales might be developed. This would include looking at issues such as data sharing, automatic voter registration, and greater access to register information by Local Authority staff.

The White Paper reiterates the Cabinet Secretary's previous commitment to move local elections to a five-year term.

4.10.1 Other proposals include:

- Requiring candidates to make clear whether they were or are members of a registered political party, whether they were formally selected to stand for that party or not;
- All candidates would also be required to publish election statements to a central website to allow voters easily to access information on the manifestos of all candidates;
- preventing Assembly Members from also serving as Councillors concurrently;
- consideration will be given to reducing the voting age to 16 for local government elections;

- Proposals to allow local authorities to choose their own voting system (first past the post or Single Transferable Vote (STV)). Any council that decided to introduce a new voting system would have to keep it for the next two ordinary elections.

4.10.2 Welsh Government are seeking initial views on the proposals for elections and voting summarised above and Members are asked to consider and provide any initial views for inclusion in the consultation response in relation to the proposals set out in Chapter 7 of the White Paper on elections and voting (consultation question 28).

4.11 A round table discussion was held with the political leaders on drafting the Caerphilly County Borough Council response to the consultation. Political Groups and individual Members are able to respond separately to the consultation which closes on 11th April 2017. The proposed Caerphilly county borough council response to the White Paper consultation questions is attached at Appendix 1.

5. WELL-BEING OF FUTURE GENERATIONS

5.1 The White Paper identifies the Well-being of Future Generations (Wales) Act 2015 as setting the scene for the Wales we want and clearly setting out the longer term goals public services in Wales are working towards, and the ways of working that public services should adopt to achieve them. Within this vision for Wales' long term future, Welsh Government states that it will work with others to set out the key priorities for public services.

6. EQUALITIES IMPLICATIONS

6.1 A thorough consideration to equality and Welsh language issues are contained within the White Paper. There is an accompanying Equality Impact Assessment to the consultation document, and a Welsh Language Impact Assessment.

7. FINANCIAL IMPLICATIONS

7.1 If the White Paper is implemented there will be significant financial implications.

8. PERSONNEL IMPLICATIONS

8.1 If the White Paper is implemented there will be significant personnel implications.

9. CONSULTATIONS

9.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

10. RECOMMENDATIONS

10.1 That Council considers whether it wishes to submit any initial views for inclusion in the consultation response in relation to the proposals set out in Chapter 7 on elections and voting and if this is agreed members are asked to provide an agreed response for inclusion in the Council response.

10.2 That, subject to 10.1 above, Council endorse the proposed response to the consultation on the Welsh Government White Paper: 'Reforming Local Government: Resilient and Renewed'.

11. REASONS FOR THE RECOMMENDATIONS

11.1 To enable officers to submit a response to the Welsh Government's consultation

Author: Rob Hartshorn, Head of Public Protection
Consultees: Chris Burns, Interim Chief Executive
Cllr Keith Reynolds, Leader
Cllr Colin Mann
Cllr Dave Rees
Nicole Scammell, Acting Director, Corporate Services
Christina HARRY, Corporate Director, Communities
Dave Street, Corporate Director, Social Services
Kath Peters, Corporate Policy Manager
Gail Williams, Interim Head of Legal & Democratic Services
Anwen Rees, Senior Policy Officer (Equalities and Welsh Language)

Background Papers: Welsh Government White Paper: 'Reforming Local Government: Resilient and Renewed'.
Report to Full Council on the 26th January 2016 'Caerphilly County Borough Council Response to the Draft Local Government (Wales) Bill'

Appendices:
Appendix 1 White Paper Consultation Questions Caerphilly Council Response
Appendix 2 Welsh Government 'Tests' for Regional Working

1. APPENDIX ONE: Consultation Questions

Your Name	Chris Burns, Interim Chief Executive
Organisation (if applicable)	Caerphilly County Borough Council
Email/ telephone	01443 864410
Your address	Penallta House Tredomen Park Ystrad Mynach Hengoed, CF82 7PG

SECTION 2

Consultation Question 1. (Para 2.2.1):

The Welsh Government believes that it appropriate to consider 'tests' to frame thinking around regional working.

a) Do you think the 'tests' set out are helpful in guiding thinking?

A fundamental additional consideration is that each regional working arrangement is subject to a sound business case setting out demonstrable benefits to the residents of Caerphilly.

The first test whilst framed around the word 'resilience' is arguably about 'saving money' or a low cost solution. The first question could be 'what problem is this trying to solve?' which may provide a different test.

The questions around linkages with other service areas could be improved to ask whether there is linkage with other regional delivery. A consideration of best fit might avoid the potential for a situation where a local service were regionalised, but many delivery partners remained local.

Whilst the tests are useful, the following consultation question then moves into suggested areas of work to regionalise. It is assumed that this mean tests have been completed on these areas and it would be helpful to see the results of the assessment against the 'tests' to understand better how these areas were arrived at.

b) Are there other tests or considerations that might also be used?

A key test will be whether there will be demonstrable benefits to our communities. It may be useful to look at the function, service area, or activity from the perspective of the citizen; i.e. does it make sense to them to receive the service regionally. Caerphilly Council supports regional working, but only where there is a sound business case providing the assurance that it is in the interests of the residents of Caerphilly county borough council.

The test mentions economies of scale. Economies of scale rarely provide that in reality, economy of flow is a more effective approach. An analysis of economy of flow through a system identifies where waste has become 'hidden' could assist an evidenced based decision on what services would effectively be regionalised. A further consideration would be any learning from previous approaches where regional arrangements have been tried before.

Consultation Question 2. (Para 2.3.35):

In this White Paper the Welsh Government has set out a number of areas which it believes should be required to be delivered on a regional basis.

a) Do you agree that these areas should be delivered regionally?

Caerphilly Council has a long history of partnership working having nearly 70 formal partnerships and collaborations identified within our Partnerships and Collaborations Protocol. However, we only support delivery on a regional basis where there is a sound business case setting out demonstrable benefits to the residents of Caerphilly.

Where the business case for regional working has been made then strategic regional delivery of Economic Development, Transport, and Land Use should follow the Cardiff Capital Region footprint. However, while some listed services would suit the Regional Joint Governance footprint, others which relate closely to other public sector delivery i.e. in health, social or community issues may be better suited to the health board/police (Greater Gwent) footprint, i.e. Public Protection and Social Services,

Inevitably, there will be an overlap between the national and regional economic development functions and the interface with Welsh Government is pivotal in these areas. It is important that these respective roles and functions are clearly understood and that frequent dialogue is maintained throughout. As currently, we have situations where Welsh Government are financially supporting new business into local authority areas and the authority has no knowledge of it until it appears in the local press. We need to ensure that collectively we maximise the inward investment opportunities between us, working as team Wales. A strategic regional approach to tourism could also be included within the Economic development portfolio.

The City Deal footprint is familiar in South East Wales in relation to regional transport planning through the previous SEWTA collaboration. There are further opportunities for collaboration across the highways and transportation sector, which would lend themselves to either a SE Wales regional footprint or a sub-regional Gwent footprint. Areas such as Road safety, engineering design, structures, etc. could offer resilience and efficiencies through a collaborative approach, but regional working should be enabled to evolve naturally.

Subject to the appropriate business case land use planning should be aligned to the City Deal footprint. However, the form that it takes must be determined by the regional planning framework that is adopted. Dialogue is currently taking place between the City Region and Welsh Government officials regarding how a regional planning framework can be developed within the timeframe of the CCR City Deal, whilst ensuring local plan coverage during this transition. In terms of governance, it is acknowledged that the requirements of the Planning (Wales) Act and the White Paper proposals will need to be aligned. The proposal to provide consistent governance across regional working including Planning is welcomed and we would welcome continued detailed discussion as to how this can be undertaken. However, consideration will need to be given to the requirement to provide a gender balance on Joint Planning Boards and how this can be provided within the wider City Deal joint committee framework.

It is accepted that a regional approach is required in order to provide resilience to

the Local Authority Building Control service. However, local knowledge is a key requirement and consideration would need to be given to ensure this is retained. Again, the form taken (regional/or sub-regional (i.e. Greater Gwent) footprint) would need to be considered as part of a regional planning framework as there are obvious synergies to be considered and maximised.

Regional delivery of Public Protection services must be supported by the appropriate business case. Subject to this there should be flexibility for the inclusion of a broad scope of functions to promote service resilience and linkages with services that support Public Protection work; Community Safety and Emergency Planning, for example, which we have integrated well within our other public protection services. Welsh Government might also consider how national coordination of the regional delivery and existing and future all Wales elements of the service (such as illegal money lending, scams, feed law enforcement; and Public Health Bill proposals for a Tobacco Retailers Register, and Special Procedures Licensing) might be achieved.

b) What practical considerations should we consider in taking these proposals forward?

Should Welsh Government proceed with proposals to mandate regional working it should consider the implications of doing so for local communities where this would clearly be to their detriment.

Welsh Government should consider how it might support leadership capacity amongst local authorities at a time when leaders are also managing significant resource reductions coupled with increasing demand in some services. Welsh Government should also be mindful of the social and economic impacts of any changes to the Local Authority workforce in terms of where they may be based within a region.

The role of the local planning committee taking responsibility for planning decisions is of principle importance in terms of local democratic accountability. It is therefore encouraged that this role is retained, but with a regional/sub-regional service unit delivery model servicing the respective committees. The form upon which any “pooling” of resources takes place will need to be determined following agreement of the regional planning framework. For example, if joint LDPs are taken forward, the pooling of resources may be aligned to the joint LDPs rather than a wider City Deal footprint. It is therefore recommended that the basis for “pooling” resources is determined locally once the regional planning framework is determined and agreed, as it is likely to combine both an element of a regional and sub-regional framework.

c) What other ‘ancillary’ powers would be required to ensure the effective exercise of the functions exercised regionally?

The ability to review whether the arrangement is working or not and a power to alter the arrangement should it be found to be not working. It is essential that provisions are put in place so that constituent Local Authorities can take steps to protect themselves and their communities should regional working be shown to be failing. The more layers put in around joint and individual governance the harder it is for the citizen to be heard and involved.

Welsh Government should review the need for any ancillary powers relating to

Information sharing and any implications following the commencement of the General Data Protection Regulations in May 2018.

Consultation Question 3. (Para 2.3.43):

In this White Paper the Welsh Government has set out a number of areas which it believes could also be delivered on a regional basis.

a) Do you think that Local Authorities should also be required to work regionally to deliver these functions?

No, but Local Authorities should be given the flexibility to work regionally to deliver these functions if they consider that there is a demonstrable need. The Well-being of Future Generations (Wales) Act 2015 requires public bodies to demonstrate collaboration in their ways of working. This, together with the other measures proposed, will serve to promote further regional delivery where it is beneficial.

The strategic and operational aspects of the Housing service are acknowledged. However, it is difficult to see how a regional approach to Housing could be developed given the different operating models currently in place – i.e. retained by the Council or via Register Social Landlords (RSLs). Caerphilly is the only landlord within the Gwent region that has retained its council housing stock. Collaboration is however ongoing with other RSLs within the Caerphilly borough area and this has improved recently with the launch of the Common Housing Register. If a City Deal footprint was considered then Cardiff and the Vale councils also have retained their housing stock.

It is also noted that Authorities are at different stages of the delivery of the Welsh Housing Quality Standard, with contractual arrangements well established and operational. To refocus attention to a regional/sub-regional model at this time could threaten the delivery of the WG standard.

Regional working opportunities already established across other areas of housing include, works of adaptation (DFG's), homelessness strategy, Rent Smart Wales and the delivery of affordable housing. Having recently moved to a common housing register for Caerphilly, the option for a regional housing register could be considered. It is agreed that there is scope to explore the regionalisation of a number of key strategic documents such as the housing strategy, homelessness strategy, local housing market assessment, private sector housing renewal strategy, empty property strategy and the Gypsy & Traveller accommodation assessment. This could be achieved using a regional or local action plan approach as the issues addressed through these documents often transcend local authority boundaries.

However, pursuing a regional approach must be supported by the appropriate business case and it would be essential to retain a focus upon local issues and to ensure that they retain the level of priority currently afforded to them. As such further consideration must be given to the governance of such arrangements to ensure an appropriate balance is achieved between maximising the benefits of regionalisation and ensuring our communities still receive the support they need.

The impacts upon housing include social and economic factors such as deprivation, low employment levels, infrastructure demand and the availability of existing housing stock. Therefore, the inter-relationship with the City Deal regional, planning and economic development proposals will be crucial. Indeed, these links

are already established and the development of a high level City Deal visioning document will reinforce this synergy. The inter-connections between the social, economic and environmental impacts upon housing could also be triangulated through a Statutory Development Plan (SDP). The appropriate delivery model to deliver this would be developed following the completion of the regional Plan. It is anticipated the delivery tools are likely to consist of both private and public sector interventions and the role of collaboration in the wider sense would need to be considered.

A considerable amount of regional working is already in place in relation to Waste which has essentially been driven through targeted grant funding support. These collaborations are underpinned by long term and complex contractual arrangements, so to align these with other collaborative frameworks would be difficult in the medium term. There is much debate about waste collection systems and unless one collection model for the region is agreed, opportunities to collaborate are limited. However, there are some areas which can be explored either on a regional or sub-regional framework; including Civic Amenity site management and waste education. Opportunities such as these are already being considered actively through the CSS Wales Waste group. This area demands not only a regional/sub-regional approach but a wider all- Wales approach which has already been successfully undertaken in a number of all-wales contracts. Again consideration needs to be given to the interface with Welsh Government on a number of these matters, as for example, Welsh Government offer education through WRAP.

Agree that, subject to local determination, Community Safety Partnerships could move to footprint that matches the services which support their work. In the Greater Gwent area this would match the Police, Police & Crime Commissioner, and Health Board footprint, and potentially the Public Protection footprint. It would also match the footprints of the Gwent Substance Misuse Area Planning Board, the Gwent Local Resilience Forum, the Gwent Contest Board, the Gwent-wide Adult Safeguarding Board, the South East Wales Safeguarding Children Board, and the South East Wales Violence against Women, Domestic Abuse and Sexual Violence Partnership Board.

b) Are there any other practical considerations we should be aware of?

The proposed governance arrangements risk being complex and adding a layer of bureaucracy; it is important to be mindful of the difficulty of this aspect in regional or any joint working.

It will be necessary to consider the non-devolved issue as highlighted and ensure that the legal duty in the Crime & Disorder Act 1998, for example, to have a Community Safety Partnership for each Local Authority area can be discharged through regional arrangements.

Legislative provision exists in England to allow merged CSPs that has not been replicated in Wales. Welsh government has mandated regional arrangements for Youth Crime Prevention, Substance Misuse and Domestic Abuse through funding stipulations, without adequate accountability measures. The Bill provides an opportunity to reintroduce community and democratic accountability.

Consultation Question 4. (Para 2.3.43):
Are there any other functions that would benefit from a systematic approach to regional working?

Emergency planning, subject to local determination.

Consultation Question 5. (Para 2.3.43):
Welsh Government believes that, subject to engagement with local government and other partners, there should be flexibility to enable Welsh Ministers to mandate additional functions to be undertaken regionally.

Do you agree or disagree? Why?

We expect that any proposals would be subject to a sound business case setting out demonstrable benefits for the residents of Caerphilly.

Consultation Question 6. (Para 2.3.44):
The Welsh Government believes that the new arrangements should not prevent Local Authorities using their existing powers to undertake additional functions regionally.

Do you agree or disagree? Why?

Agree that Local Authorities should retain this flexibility.

Consultation Question 7. (Para 2.4.16):
The Welsh Government believes that some back office and transactional services ought to be organised and delivered regionally or nationally.

Which services do you believe could best be organised and delivered these ways?

It is important that there is clarity regarding what is meant by 'back office and transactional services'. It should be noted that the KPMG report June 2015, page 6, states 'it is erroneous to assume that there is a firm distinction between administrative (or 'back office') and front line activities. In reality, all activities within a local authority should be geared towards the achievement of the organisation's objectives". Where new interfaces, handovers of work, and extra processes are created there is a risk of duplication and bureaucracy.

However, subject to the appropriate business case, there may be benefits in organising the following additional activities on a regional i.e. for CCBC Greater Gwent footprint:

- Welsh language
- IT provision
- Legal Services
- Payroll
- HR transactional services
- Procurement
- Information Governance
- Performance
- Internal Audit
- Administration of Housing Benefits and the Council Tax Reduction Scheme
- Contact centre arrangements potentially with public sector partners

- Order processing and Creditor Payments

The above list is not exhaustive as there could be other services that may be best organised on a regional (Greater Gwent) basis, but at this stage the obvious 'strong candidates' have been listed.

Consultation Question 8. (Para 2.4.16):

The Welsh Government believes that overcoming data sharing issues is key to taking forward greater regional working of back office functions.

a) What legislative obstacles have made progress on sharing services difficult?

None identified. Privacy Impact Assessments at the very start of any new collaboration are essential, as are establishing the relationships between each partner organisation in contracts at the beginning, and making sure records management responsibilities are clear.

b) How have they been or could they be overcome?

Agreed Information Sharing Protocols and appropriate fair use notices.

c) What challenges does data sharing pose?

Ensuring appropriate Information Governance arrangements are in place at the outset will ease the way for regional working.

Cultural barriers can be significant in terms of sharing information. Staff may be fearful of breaching data protection law, so whilst we have our information sharing agreements which help with routine sharing of information, training/knowledge-building will support staff to confidently make the daily decisions that they are faced with. Welsh Government may wish to consider developing further the e-learning course targeted at staff in public and third sectors available via the All Wales Academy. Outputs from the recent Public Services Leadership Group on information sharing may also assist.

Welsh Government may consider the potential for technological barriers and what support it can provide for common/shared systems.

Consultation Question 9. (Para 2.4.16):

The Welsh Government believes sharing more back office functions would be helpful. There are a number of options:

- Enable the NHS Wales Shared Service Partnership for providing services to local government (and others)
- Establish a similar model to provide back office services to local government (and others).
- Establish an alternative model to provide back office services to local government (and others).

a) Which do you believe would be most appropriate to best support regional working? Why?

Establish an alternative model based on a local government regional footprint to ensure that arrangements best support Local Authorities to meet the needs of their communities.

b) What other alternative models could work effectively and what steps could the Welsh Ministers take to enable or encourage local government-led alternative models to be implemented?

Our preference would be to build upon the long history of partnership working in Greater Gwent.

Consultation Question 10. (Para 2.4.21):

The Welsh Government believes that joint understanding and planning of public sector assets is essential to maximize their impact and that this requires regional mapping of estates assets and future intentions.

a) How can this joint governance and decision making best be achieved?

We would wish to build upon the existing well developed partnership arrangements to best meet the needs of our communities. Given that the public sector delivery footprint in the Greater Gwent area is common for the local health board and police force this footprint may offer an opportunity to leverage the best use of public assets for local communities. A wider footprint risks distance from local 'place'.

There is an example in Cornwall where public assets (Police, Health, local authority, Fire) are jointly managed in a citizen centred way which may provide Welsh Government with some insight.

b) Is the larger economic footprint the right one?

This footprint may be appropriate for some assets, but not others.

Consultation Question 11. (Para 2.5.16):

The Welsh Government believes a strengthened joint committee (a 'Joint Governance Committee') offers an appropriate governance model for regionally delivered services and intends to set out a framework for local government to use to deliver this.

a) What should the democratic accountability and scrutiny arrangements be for such a model?

The framework should allow the flexibility to develop the appropriate structures according to local (regional) need. There is a danger of adding structures and governance arrangements that require resourcing, that are confusing to all stakeholders, and which do not add value.

b) Should each participating Local Authority have equal voting rights or should they be weighted in some way?

This should be left to local determination, but there should be a recognition that population level and political balance varies across regions. The model adopted by Police and Crime Panels for citizen and political accountability could be used.

Consultation Question 12. (Para 2.6.5):
The Welsh Government believes that in order to put in place arrangements which reduce complexity for Authorities and their partners the position for Bridgend needs to be considered. Although Bridgend is fundamentally concerned in this, other partners including other Local Authorities and the Local Health Boards also have valid interests. We are therefore seeking views on how best to address the issues set out here.

This should be for local determination by Bridgend.

Consultation Question 13. (Para 2.7.9):
The Welsh Government believes that 'Option3: A framework and a Footprint' is the most appropriate model for future regional working.

a) What are your thoughts on the proposed mandatory economic development footprint for 'Joint Governance Committees'?

Yes, we agree that this footprint is correct, subject to the governance structures below being kept as simple as possible, and with the benefits of regional working to the residents of Caerphilly being made out in a robust business case..

b) How could a framework approach for sub-regional working in other services areas operate in practice?

We anticipate the Greater Gwent area as being the appropriate footprint for other services and should also be considered for those services that work closely with other public sector partners i.e. health and the police.

c) Is it appropriate for there to be flexibility for regional working to cross economic development boundaries in exceptional circumstances? Which circumstances would they be?

Yes.

d) How should the governance arrangements at the mandatory economic development 'Joint Governance Committees' have oversight of sub regional working?

This should be kept as simple as possible as there is a risk of over complicating the governance landscape.

Consultation Question 14. (Para 2.7.9):
The Welsh Government are seeking views on the appropriateness of seeking powers to create a Combined Authority, in particular, comments on what minimum expectations there should be in considering the appropriateness of creating a Combined Authority would be welcomed.

Yes, this flexibility would be supported. The initiative must come from the local authorities involved not Welsh Government.

Consultation Question 15. (Para 2.8.7):
The Welsh Government believes that a mandatory financial framework should be developed to ensure the expenditure of each 'Joint Governance Committee' is met through pooled contributions from the constituent Local Authorities.

a) Should the expenditure of 'Joint Governance Committees' be met by constituent Local Authorities, in proportions to be agreed locally, to ensure the most flexible approach?

Yes.

b) Should the framework provide for a default position if local agreement cannot be reached, and how such a process might be triggered?

This is not supported as it is considered that this should be determined locally.

c) What further considerations might relate to, or need to be included in, a financial framework?

Consideration needs to be given to what the arrangements will be to cover risk and liability. Our insurers, and the insurer of the authority we are seeking to collaborate with, need to see the proposals and be comfortable that liability has been considered so that they can give agreement to provide continuing insurance cover to the collaborations.

Consultation Question 16. (Para 2.10.7):

The Welsh Government believes that to support organisations to move to a more consistent and regional approach to delivering services it will be necessary to issue statutory guidance where there is an identified need.

Do you agree or disagree? If you agree, what types of advice, guidance and support on leadership and workforce matters might lead to greater local, regional and national consistency?

Guidance, learning and support is always welcome, statutory requirement is not. It is noted, however, that whilst regional delivery of specified services is proposed to be mandated, combined services are not. There is the potential for inconsistencies in workforce matters to remain.

Purposeful and distributed leadership will be the key driver to the successful transformation of local government. However, there appears to be little reference as to how this capacity and capability is going to be enabled and enhanced across local government. A strategic workforce development plan is needed and the capability and capacity to undertake this has reduced significantly across local government. This in itself is an area of potential collaboration as very few Councils have this capability and capacity.

The role of Academi Wales is pivotal in taking this agenda forward and urgent engagement with local authorities on a joint approach to both workforce development and leadership is needed. A sub-regional accredited leadership programme has been developed and successfully implemented across the PSB area for senior leaders and politicians alike (Leadership in Public Services (LiPS) programme). The introduction of such a programme across the regional footprints would ensure a consistent approach and a minimum standard of value based leadership, providing the necessary skill set to lead a regional collaborative change programme.

Successful collaborations need time to develop and purposeful leadership to take them forward. Local authorities over recent years have reduced the capacity of its workforce in order to balance reducing budgets. In order to drive this change forward, leadership capacity will need to be considered and addressed. The

Collaborative Change fund was previously made available to fund such capacity. Will a similar budget be offered to contribute towards this transformational reform agenda?

Consultation Question 17. (Para 2.11.4):
The Welsh Government believes it would be helpful if Public Services Boards could collaborate or merge across Local Health Board Boundaries.

Do you agree or disagree? Why?

Yes, we agree that this flexibility would be beneficial.

Consultation Question 18. (Para 2.11.4):
The Welsh Government believes Public Services Boards should be allowed to de-merge as well as merge. Do you agree or disagree? Why?

Yes, to allow Public Services Boards to arrange themselves to best promote the well-being of the communities that they serve.

SECTION 3

Consultation Question 19. (Para 3.1.7):
The Welsh Government would welcome comments on what minimum expectations there should be in considering the appropriateness of voluntary merger.

As we do not wish to engage in a voluntary merger we do not feel able to comment.

SECTION 4

Consultation Question 20. (Para 4.2.3):
The Welsh Government would welcome comments on any of the proposals set out previously in the draft Local Government Bill and associated consultation paper, Annex One refers.

Objective setting between Cabinet members and Leaders is not evidenced as creating improvement although it may create greater accountability. This is already part of WLGA good 'member charter' so this could be promoted as opposed a mandate.

4.3.9: Whilst we very much welcome WG commitment to change the performance framework and support good governance, we do not agree with the method by which para 4.3.9 suggests it is done, particularly around the CIPFA framework which is prescriptive.

The WLGA welcomed the previous proposals regarding the reduction of regulation and promoting self-assessment and peer assessment but warned against turning successful voluntary and sector-developed models into a prescriptive statutory assessment and regulatory regime. SA should be an ongoing cultural thing, not a once a year big bang process.

In many cases Peer Review does not aid improvement in relation to the energy expended to implement one.

Transferring grants to the Revenue Support Grant should be achieved as soon as reasonably practicable allowing local discretion on how funding should be best utilised to meet the needs of local populations. Local government as a funding

recipient is closest to the ground, more in touch with communities, and best able to make decisions that benefit current and future generations.

Consultation Question 21. (Para 4.3.8):

The Welsh Government believes that Part 1 of the Local Government (Wales) Measure 2009 should be repealed for all 'Improvement Authorities'.

Do you agree? Why?

Yes, this is becoming an increasing issue of duplication and frustration for local government as our planning and performance framework is being aligned under the Well-being of Future Generations (Wales) Act 2015. If the Measure is no longer appropriate for local authorities it makes sense to remove for Fire and Rescue Authorities and National Park authorities.

SECTION 5

Consultation Question 22. (Para 5.2.8):

The Welsh Government believes there should be minimum expectations on Councillors for interacting with their local constituents.

Do you agree or disagree? If so, what should these minimum expectations be?

We generally agree that councillors will want to be accessible but it is unclear how you will know if the minimum expectations are being met. Someone can be available but not helpful or helpful when not available often.

The minimum expectations can be guidelines but would avoid being prescriptive as all circumstances are different. It may be beneficial to ask citizens what they would like or expect from their councillors before committing to a minimum expectation.

Consultation Question 23. (Para 5.3.2):

The Welsh Government believes it could be helpful to make some minor changes to existing area committee legislation to increase their flexibility.

What do you believe these changes should be?

No comment.

Consultation Question 24. (Para 5.4.3):

The requirement for Local Authorities to work on a regional basis will require Councillors, the Local Authority and employees to balance the responsibilities they have to their local area, with those for the larger region.

How best could this be achieved?

Support such as training and guidance will help to clarify and define roles and responsibilities. Case studies of benefits, showing how this translates from theoretical to real action will help. Good leadership is critical during this time of change. The issue of different pay grades for same jobs cannot be ignored as this will be problematic to standardising regional working. We believe that appropriate Guidance would be necessary to support this.

Consultation Question 25. (Para 5.5.4):
The Welsh Government intends to make a return to a form of the committee system available to Local Authorities where it best meets local circumstances.

How would this option best work within the context of the proposals for new regional arrangements?

Agree this should be an option for local determination.

Consultation Question 26. (Para 5.6.4):
The Welsh Government believes it may be appropriate to limit future designation of relevant statutory Senior Officer posts to a regional level where the functions are being delivered regionally.

Do you believe this is appropriate? Why? If so, how might this best be delivered?

We are concerned that this would create a potential conflict of interest that could not be resolved, or may result in a confusing situation where there are Statutory Officers both locally and regionally.

SECTION 6

Consultation Question 27. (Para 6.1.7):
The Welsh Government believes there are things that can be done now to help build resilience and renewal in the sector in the short to medium term and would welcome comments on the list of actions at paragraph 6.1.6. Views on any other actions which could be taken are also welcomed

SECTION 7 & General Questions

Consultation Question 28. (Para 7.1.14):
The Welsh Government is seeking initial views on all of the proposals set out in Chapter 7 on elections and voting.

Consultation Question 29. (Para 7.1.14):
The Welsh Government would welcome any views on the potential financial and non-financial benefits and costs associated with the proposals in the White Paper.
There is the potential for duplication and unnecessary additional bureaucracy; any changes must result in demonstrable benefits.

Consultation Question 30. (Para 7.1.14):
The Welsh Language Impact Assessment published alongside the White Paper outlines the Welsh Government's view of the effect of the proposals contained in the White Paper on the opportunities for people to use the Welsh language and treating the Welsh language no less favourably than the English language. The Welsh Government seeks views on that assessment.

a) Are there any other positive or adverse effects not identified in the assessment?

There are positive effects in terms of the possible regionalisation of some Welsh

language services and the recognition that a public sector workforce will need to be developed with sufficient Welsh language skills to meet the needs of a growing number of Welsh speakers in Wales. This will involve the tertiary education sector along with local authority education services.

b) Could the proposals be re-formulated so as to increase the positive effects or reduce any possible adverse effects?

None identified.

Consultation Question 31. (Para 7.1.14):
The Children's Rights Impact Assessment published alongside the White Paper outlines the Welsh Government's view of the effect of the proposals contained in the White Paper on children and young people. The Welsh Government seeks views on that assessment.

a) Are there any other positive or adverse effects not identified in the assessment?

None identified. Although children and young people will need to be consulted in any local decision-making to reconfigure services.

b) Could the proposals be re-formulated so as to increase the positive effects or reduce any possible adverse effects?

Consultation Question 32. (Para 7.1.14):
The Equalities Impact Assessment published alongside the White Paper outlines the Welsh Government's view of the effect of the proposals contained in the White Paper on protected groups under the Equality Act 2010. The Welsh Government seeks views on that assessment.

a) Are there any other positive or adverse effects not identified in the assessment?

None identified.

b) Could the proposals be re-formulated so as to increase the positive effects or reduce any possible adverse effects?

Consultation Question 33. (Para 7.1.14):
Please provide any other comments you wish to make on the content of this White Paper.

'TESTS'

Underpinning tests

- Will regional working help to improve or maintain outcomes?
- Is this an area which should be done locally?
- Are there linkages with other service areas?
- Are benefits likely?

Tests for regional working

- *Will it improve the resilience of the service?*

For example, a service area with known sustainability challenges such as a significant reduction in budgets / staffing? Or perhaps an area with episodic but critical and unavoidable activities?

- *Will it improve the capacity and capability in the service, particularly at senior levels?*

For example, would regional working resolve issues in an area where it has been difficult to recruit (at either specialist or senior level)?

Or would regional working allow more strategic use of resources to plan, commission or deliver the service on a larger footprint?

- *Will it make a service or activity viable?*

For example, is this an area which is not viable at a smaller scale?

- *Will it offer economies of scale or greater efficiencies?*

For example, it is more efficient to deliver regionally and has scope to deliver savings?

- *Will this help increase public value?*

For example, would regional working offer the opportunity to make it easier to do the right thing or to increase ambition for what can be achieved?

- *Is this an area where Local Authority boundaries get in the way of the service a citizen might want?*

- *Is this a new service or expanded area of responsibility?*

For example, where there are no local arrangements in place yet.

- *Is there good practice that can be expanded on?*

Is there effective regional working already in place in one (or more) areas which make the case for undertaking the service on a regional basis across Wales?

- *Is this an area where joint working with partners is important and where partners operate on a different (and larger) regional footprint?*

For example, is this an area with significant interaction with other partners and regional arrangements would make joining up easier and enable more effective integration of services?

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COUNCIL – 7TH MARCH 2017

**SUBJECT: VILLAGE GREEN APPLICATION – SNOWDON CLOSE FIELDS
RISCA**

REPORT BY: INTERIM HEAD OF LEGAL SERVICES AND MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To report to Council the outcome of a formal process undertaken by a Barrister acting as an Independent specialist appointed to consider the merits of an Application to register land (the Land) as a village green referred to as Snowdon Close Fields Risca shown edged black on the plan attached at Appendix 1.

2. SUMMARY

- 2.1 Following consideration of a Village Green application in relation to land at Snowdon Close Fields Risca and representations made by both the Applicant and Landowner, the Barrister has issued his final report which is attached at Appendix 3 (and which refers to the earlier advice provided attached at Appendix 2). Members will note the Report recommends that the Application is rejected however the final decision rests with the Council as the Registration Authority.

3. LINKS TO STRATEGY

- 3.1 The Council in its capacity as Registration Authority has a duty to dispose of village green applications in accordance with the relevant legislation.

4. THE REPORT

- 4.1 The Council received an initial application to register land at Snowdon Close Fields Risca as a Village Green. Following contact with the applicant, the application was revised and formally submitted on 15th September 2015. The Land the subject of the application is shown edged black on the plan in Appendix 1. Save for two small strips of Land (one of which is unregistered land, the other of which is in private ownership) the Land is owned by the Council in its Housing capacity.
- 4.2 The Council in its capacity as Registration Authority has an obligation to consider and determine village green applications.
- 4.3 Following due process as required under the Commons (Registration of Town or Village Greens) (Interim Arrangements) (Wales) Regulations 2007, (the Regulations) the Council as Landowner objected to the Application. No representations were made by any interested party in relation to those other parts of the Land referred to in paragraph 4.1 above.

- 4.4 As the Council in its capacity as land owner raised a positive objection to the Application this gave rise to a direct conflict with its role as Registration Authority. It is well established that where there is such a conflict, a Registration Authority ought to appoint an independent expert to consider the application for registration. As such the Interim Head of Legal Services by virtue of delegated powers authorised the appointment of an independent specialist, in this case a Barrister, Mr James Marwick to consider the Village Green application and objections and to advise whether the Application could be rejected, whether a non-statutory public inquiry was justified on the evidence together with any other pertinent issues.
- 4.5 Mr Marwick's initial Advice included at Appendix 2 concluded that there was a prima facie basis that the application would fall to be dismissed on summary determination on the basis that the Land appeared to have been laid out by Risca Urban District Council and held by the Council as its successors under the prevailing Housing legislation. Notwithstanding the extent of user of the Land by local residents, such user would have been "by right" and not "as of right" at material times during the relevant 20-year period (whether preceding October 2013 or September 2015).
- 4.6 The dates referred to in paragraph 4.5 are of note as the Applicant had initially sought registration of the Land pursuant to an application received on 2nd October 2013. There was a delay in considering this application until 2015 where the Applicant was advised that the application was not duly made in certain respects. This led to the receipt of the Application on 15th September 2015 which was a perfected version of the original application. The Applicant criticised the delay from October 2013 onwards in her amended Application and reserved her right to argue that the material test for registration ought to be applied on the basis of the facts as they were in late 2013/early 2014 rather than September 2015 with particular regard to any subsequent planning events which might prejudice her application. The Barrister was of the opinion that the material issue to be considered was whether the land had been held by the Council pursuant to Housing legislation and therefore on the face of it was not an issue which was impacted by the delay.
- 4.7 The initial Advice recommended that the matter could be considered on the basis of written representations with the provision of material evidence and a final report to be prepared thereafter for consideration by the Council as Registration Authority.
- 4.8 In accordance with the Directions set out in the initial Advice at Appendix 2, the Council as landowner provided additional information in the form of a Conveyance dated 24th June, 1964 a copy of which was provided to the Applicant and Mr Marwick. The Applicant did not make any further comments at this stage.
- 4.9 Mr Marwick issued his final Report (attached at Appendix 3) which concluded as follows.
- 4.9.1 *User of the Land has been "by right" and not "as of right" at material times in circumstances where qualifying user must be shown in the 20-year period prior to the date of the Application.*
- 4.9.2 *I recommend that the Application be rejected for the reasons I have given and for the reasons for rejection to be recorded as those stated in this report read in conjunction with my advice dated 2nd August 2016.*
- 4.9.3 *This report should be circulated to the interested parties with an opportunity to make comments. I understand that the report will be then be considered by committee.*
- 4.10. With regard to the reasons referred to in paragraph 4.9.2 members will note the detail contained in the final Report which are outlined as follows.
- 4.10.1 In his initial Advice Mr Marwick identified that question of whether the Land had been laid out and held as open space under powers prescribed by the Housing Act 1957 (and subsequent housing legislation) was potentially determinative of the Application.

- 4.10.2 Following compliance with directions on the part of the Council as Landowner and the Applicant the Council as Landowner disclosed a copy of the material conveyance dated 24th June 1964 (the Conveyance) which was provided to the Applicant to make representations. No representations were received.
- 4.10.3 Mr Marwick was satisfied that the Applicant had been afforded a reasonable opportunity to make further representations as required by the Regulations and therefore issued his final Report. The issue was whether user of the Land had been “as of right” at material times. The final Report sets out the factors he considered in reaching his decision.
- 4.11 The final Report confirms that:-
- 4.11.1 The Land was laid out by Risca Urban District Council and subsequently held by the Council as its successor(s) in title under the statutory housing legislation. At all material times, a local authority was entitled to lay out open space in connection with the laying out of the housing estate: section 107 of the Housing Act 1957 and later provided for by sections 12 and 13 of the Housing Act 1985 which was the relevant statute in force during the 20-year period.
- 4.11.2 He was satisfied that the Land was laid out as open space in connection with the laying out of the housing estate generally. It has at all material times been an area of open space used by the public on the Applicant’s own case.
- 4.11.3 It has been established in Case Law that any member of the public using land laid out and held as open space under section 12 of the Housing Act 1985 does so by right.
- 4.11.4 The relevant 20-year period in the present case is that immediately preceding the date of the Application. Whichever date is taken (whether under the original application in 2013 or the later perfected application in 2015), he is satisfied that user of the Land has been “by right” rather than “as of right” at material times, and the Application must therefore fail as qualifying user cannot be shown during the relevant 20-year period.
- 4.12 The Final report was duly circulated with both parties given the opportunity to comment. The attached observations at Appendix 4 were received from the Applicant. Members will note that the Applicant accepts the conclusions set out in the report of Mr Marwick but has also raised other issues, including a request for the Council to voluntarily register the Land as a village green together with reference to a public footpath crossing the Land.
- 4.13 Views were sought from the Chief Housing Officer regarding the comments of the Applicant, who advised that he was not inclined to agree to the voluntary registration of the Land and that any issues regarding rights of way would be considered separately.
- 4.14 Members will note that in light of the objection raised to the Application by the Chief Housing Officer it is implicit that there is no intention to voluntarily register the Land as a Village Green. In addition any public footpaths would be dealt with accordingly as and when necessary should the Land be developed.
- 4.15 In view of the formal process undertaken by Mr Marwick, Council is asked to endorse the recommendation that the Application be rejected for the reasons set out in his Final Report.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Not applicable, as the Council in its capacity as Registration Authority has a duty to dispose of village green applications in accordance with the relevant legislation.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications. The Council has a duty to dispose of village green applications in accordance with the relevant legislation.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no financial implications. The cost of the advice provided by the Barrister will be met out of existing funds.

8. PERSONNEL IMPLICATIONS

- 8.1 There are no personnel implications arising out of the report.

9. CONSULTATIONS

- 9.1 Members are asked to consider the Report in its capacity as Registration Authority.

10. RECOMMENDATIONS

- 10.1 For the reasons set out in Mr Marwick's final report Council is asked to endorse the recommendation that the Application be rejected for the reasons given in this report read in conjunction with his advice dated 2nd August 2016.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 As set out in the Barristers Final report in Appendix 3.

12. STATUTORY POWER

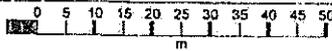
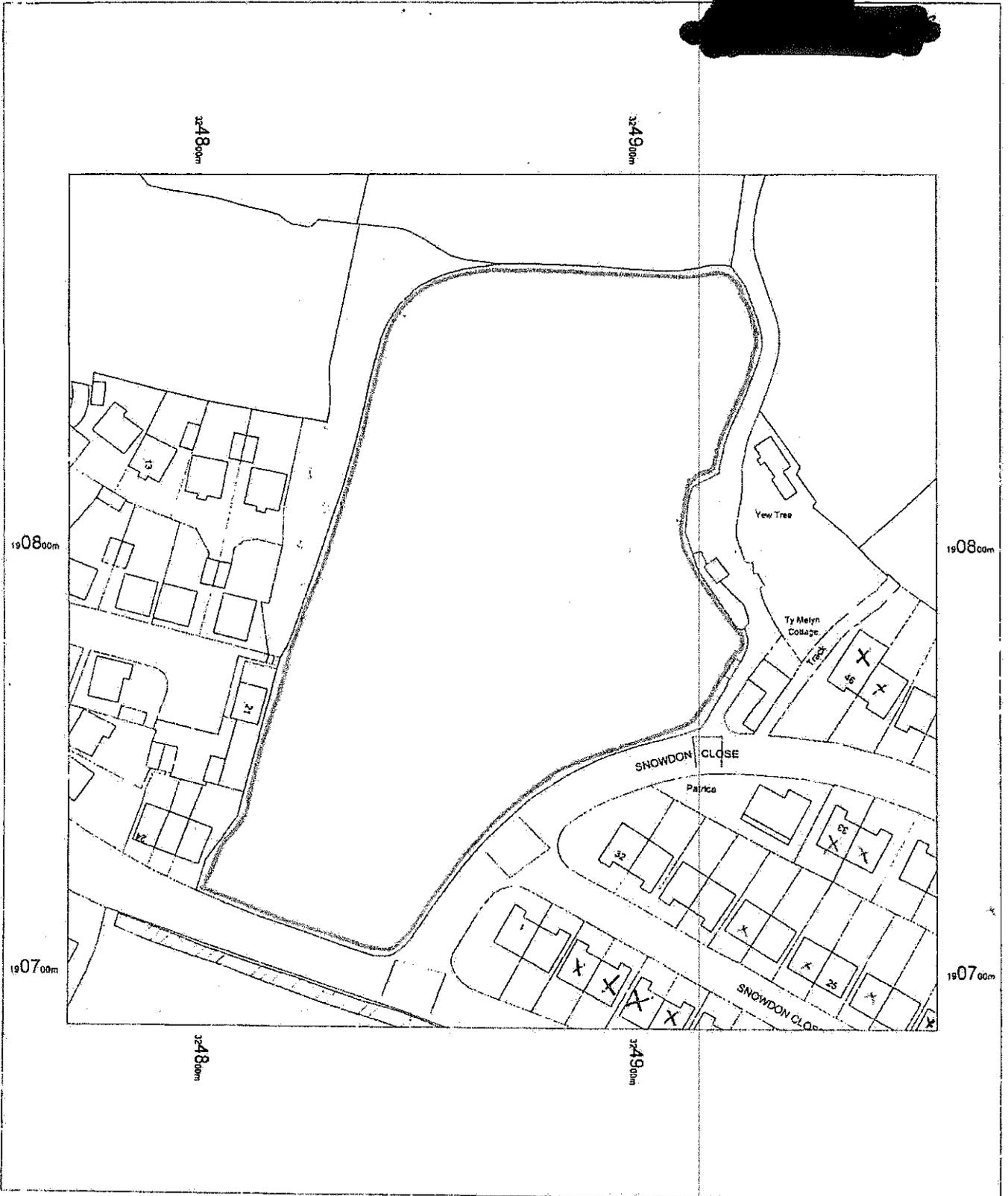
- 12.1 Commons Act 2006
Registration of Town or Village Greens (Interim Arrangements) (Wales) Regulations 2007.
This is a Council function.

Author: Lisa Lane Corporate Solicitor
Consultees: Chris Burns, Interim Chief Executive
Nicole Scammel Acting Director Corporate Services and Section 151 Officer
Christina Harry Director Corporate Director - Communities
Gail Williams Interim Head of Legal Services and Monitoring Officer
Cllr Christine Forehead, Cabinet Member HR & Governance/Business Manager
Cllr N George, Local ward member
Cllr P Leonard, Local ward member
Cllr A Leonard, Local ward member
Cllr P Griffiths, Local ward member
Cllr D Rees, Local ward member

Appendices:

Appendix 1 Plan identifying the area of land the subject of the village green application
Appendix 2 Initial Advice of Mr Marwick, dated 2nd August, 2016
Appendix 3 Final Report of Mr Marwick, dated 31st October, 2016
Appendix 4 Correspondence from the Applicant

Map A



OS Mastermap
 18 July 2011, ID: BW1-00083402
 maps.blackwell.co.uk
 1:1250 scale print at A4, Centre: 324871 E, 190788 N
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**IN THE MATTER OF AN APPLICATION TO REGISTER LAND AT SNOWDON
CLOSE AS A TOWN OR VILLAGE GREEN**

AND IN THE MATTER OF THE COMMONS ACT 2006 (AS AMENDED)

ADVICE

1. I am instructed by Caerphilly County Borough Council (in its capacity as the relevant registration authority under the Commons Act 2006) to advise in relation to an application dated 15th September 2015 for registration of land situate at and known as Snowdon Close Field, Risca in Caerphilly (the **Land**) as a town or village green.

2. My advice in summary is as follows:-
 - 2.1 It is well established that a registration authority which has an interest in the outcome of an application ought to appoint an independent expert to consider the application for registration: per R. (Whitney) v Commons Commissioners [2005] QB 282. There is such a conflict in this case as the application is opposed by Caerphilly County Borough Council in its capacity as the owner of the Land under its statutory powers. I have duly considered the application as such an independent expert. References herein to the **Registration Authority** and to the **Council** are to the respective capacities of registration authority and land-owner.
 - 2.2 There is no obligation upon a registration authority to conduct a non-statutory public inquiry if it is satisfied that as a matter of law the application can be summarily determined without the resolution of any conflicts of fact at such an inquiry. There is now Supreme Court authority that where land has been held as open space by a local authority pursuant to its powers under the Housing Act 1985 (or the earlier housing statutes) that any user of that land is “by right” and not “as of right” (the latter being one of the constituent requirements for registration under section 15(2) of the Commons Act 2006): per R. (Barkas) v North Yorkshire County Council [2014] UKSC 31. If the Land was laid out and held by the Council under the prevailing Housing legislation as it contends, therefore any user would have been “by right”. If this was the case, the application would be bound to fail as the statutory test could not be satisfied (with the two strips of the Land not owned by the Council so minor in nature that they could not be registered otherwise).

2.3 Accordingly, the application is *prima facie* capable of summary determination. However, the Applicant should be afforded a reasonable opportunity of making further representations directed in particular at the question of whether the Land has been held under the prevailing Housing legislation at material times and the consequences of the same, in accordance with the Commons (Registration of Town or Village Greens) (Interim Arrangements) (Wales) Regulations 2007 (the **Regulations**).

2.4 Subject to those further representations, I will then provide a final recommendation as to whether the matter can be determined on a summary basis and, if so, my recommendation of how the matter should be determined.

Instructions

3. I have been provided with a copy of all relevant material and correspondence filed both in support of and against the application as particularised in my instructions dated 16th June 2016. This includes an original application dated 2nd October 2013 and the application dated 1st July 2015 which I am now asked to consider (the **Application**) together with a copy of the objections of the Council dated 29th April 2016. My instructions ask me to advise on whether the matter is capable of summary determination with regard to the issues raised by the Council or whether the Registration Authority should hold a non-statutory public inquiry. I am also asked to advise on pertinent matters otherwise.

Overview

4. The Application is for registration of the Land as a town or village green pursuant to section 15(2) of the Commons Act 2006. It is made by Ms. Margaret Thomas, correspondent for the Open Spaces Society. The Land is green open space adjacent to residential housing, in particular Snowdon Close. The Application is supported by a number of questionnaires of residents and former residents of the housing which neighbours the Land. The Application sets out that there has been user of the Land for a significant number of years by local residents for numerous leisure activities, which is supported by the questionnaire evidence. The Application is not clear as to the relevant neighbourhood or locality relied upon, but this is something which would be capable of clarification in due course if so required; Risca and Risca East ward are both cited in the Application.

5. Save for two small strips of Land (one of which is unregistered land, the other of which is in private ownership), the Land is owned by the Council. No representations have been made by any interested party in relation to those other parts of the Land. The Council's objections take a number of points including whether the Application has identified a relevant neighbourhood within the established legal meaning of that term and that the evidence adduced in support of the Application is not indicative of sufficient user by a significant number of inhabitants for lawful sports and pastimes. The principal argument relied upon by the Council is, however, that the land was acquired by Risca Urban District Council (a statutory predecessor in title to the Council) by a conveyance dated 24th June 1964 pursuant to its statutory powers under the Housing Act 1957 and that therefore any user has been "by right" rather than "as of right" at all material times.

Procedure

6. The chronology of the Application is not entirely straightforward as Ms. Thomas had initially sought registration of the Land as a town or village green pursuant to an application received on 2nd October 2013. For reasons I am unaware of, there was a delay in dealing with that application until 2015 at which point Ms. Thomas was advised that the application was not duly made in certain respects. This ultimately led to receipt of the Application which was a perfected version of the original application. Since receipt of the Application, the Registration Authority has followed the procedural steps prescribed by the Regulations, including a consultation exercise, which has led to objections being received on behalf of the Council dated 29th April 2016 and which I have summarised above.
7. Ms. Thomas criticises the delay from October 2013 onwards in her Application and reserves her right to argue that the material test for registration ought to be applied on the basis of the relevant facts as they presented in late 2013/early 2014 rather than September 2015 with particular regard to any subsequent planning events which might prejudice her application. For the reasons I set out in this advice, I am satisfied that the material issue for present purposes is whether the Land has been held by the Council pursuant to the Housing legislation and *prima facie* this is not an issue which is impacted by the period of delay because it is the Council's case that the Land at all times since its acquisition has been held pursuant to the Council's statutory powers under the Housing legislation (and therefore over the course of any 20 year period immediately preceding either October 2013 or September 2015). It follows that I am satisfied that my consideration of matters at this stage does not prejudice the position of Ms. Thomas.

8. Caerphilly County Borough Council as land-owner has an interest in the outcome of the Application and has raised positive objections to the Application. This gives rise to a direct conflict with its role as registration authority in relation to the Application. It is well established that a registration authority with such a conflict ought to appoint an independent expert to consider the application for registration. Such an approach was endorsed by the Court of Appeal in R. (Whitney) v Commons Commissioners [2005] QB 282. There are transitional provisions in England & Wales, which do not apply to the Registration Authority, which require a conflicted registration authority to refer a matter to the planning inspectorate but the Whitney approach remains the endorsed approach in relation to applications governed by the Regulations. As I have indicated at the outset, I have therefore considered these instructions in my capacity as an independent expert.
9. There is no statutory duty or obligation placed upon a registration authority to determine a town or village green application by way of a public inquiry. A non statutory public inquiry will typically take place if there are material questions of fact which need to be determined in order for the town or village green application to itself be determined. An obvious case would be where there is a substantial dispute as the extent and nature of the use of the material land over the course of the relevant 20-year period upon which the determination of the application will itself turn. In such cases, it would generally be sensible to hold an inquiry as the ultimate decision to register or not register is susceptible to challenge by judicial review on all the usual grounds. If, however, there are narrow or no factual issues, or alternatively questions of law which may determine the application (notwithstanding any factual issues), a registration authority may choose to instruct a planning inspector or independent specialist to provide written advice and recommendations as to the merits of the application.
10. I am duly instructed to consider whether the matter is capable of summary determination or whether it is appropriate for a non statutory public inquiry to take place.

Statutory Framework: The Commons Act 2006

11. The Application is made under section 15(2) of the Commons Act 2006. That section provides the following test for registration of land as a town or village green:-
“(a) a significant number of the inhabitants of any locality, or of any neighbourhood within a locality, have indulged as of right in lawful sports and pastimes on the land for a period of at least 20 years; and(b) they continue to do so at the time of the application.”

12. The burden of proving that the Land has become a town or village green lies with the applicant. The standard of proof is the balance of probabilities. All the elements required to establish that land has become a town or village green must be properly and strictly proved by an applicant on the balance of probabilities, per the guidance given by Lord Bingham in R v. Sunderland City Council ex parte Beresford [2004] 1 AC 889.

13. The Growth and Infrastructure Act 2013 in England (partly in force as from 25th April 2013) and the Planning (Wales) Act 2015 (in force as from 6th July 2015) introduced a number of further significant measures to the law on registering new town and village greens in England & Wales under the Commons Act 2006. Section 15C of the Commons Act 2006 took effect on 25th April 2013 and excluded the right to apply for the registration of land in England as a town or village green where a trigger event has occurred in relation to the land. The right to apply for registration of the land as a green remains excluded unless and until a terminating event occurs in relation to the land. Trigger and terminating events are set out in Schedule 1A to the Commons Act 2006, and are in essence where certain defined planning steps have been taken in relation to the land (the purpose being to avoid the bringing of applications to frustrate planned development). Although not initially extended to Wales, the trigger events regime was extended to Wales by the above legislation although the trigger event regime is more limited in Wales. I do not presently have relevant information to allow me to consider whether there has been any trigger or terminating event in relation to the Land. Ms. Thomas would undoubtedly contend that the trigger event regime was not in place at the time of her original application and therefore she would be unfairly prejudiced if the delay in considering the application allowed her application to be defeated by the subsequent introduction of the trigger event regime prior to the filing of her perfected application. Accordingly, for the purposes of this advice, I do not consider the position any further, particularly as the question of whether user of the Land has been “by right” may prove determinative of the Application.

14. Thus, the relevant constituent elements of section 15(2) fall for consideration. Whilst the Council has taken a number of points in terms of the evidence of user (as is commonly the case in any contested application for registration under section 15(2)), I consider that the only objection which allows for summary determination of the Application is the question of whether user has been “by right” rather than “as of right”. Issues as to the extent of user of the Land at material times would properly be matters for findings after the hearing of evidence at a public inquiry.

“By Right” or “As of right”

15. It was established in Barkas that any member of the public using land laid out and held as open space under section 12 of the Housing Act 1985 does so “by right” (i.e. with permission) rather than “as of right”. The Supreme Court in that case was considering whether user of land purchased and allocated as open recreation space pursuant to statutory powers under the Housing legislation (at the relevant time held under the Housing Act 1985) by a local authority was user “by right” or “as of right”. Lord Neuberger held as follows (at para 21):- *“In my judgment, this argument is as compelling as it is simple. So long as land is held under a provision such as section 12(1) of the 1985 Act, it appears to me that members of the public have a statutory right to use the land for recreational purposes, and therefore they use the land “by right” and not as trespassers so that no question of user “as of right” can arise.”*
16. This is the contention relied upon by the Council. Its case is that the Land was acquired by a deed of conveyance dated 24th June 1964 by Risca Urban District Council under powers contained in the Housing Act 1957 and continued to be laid out as recreational space by the relevant statutory successor in accordance with the provisions subsequently embodied under section 12(1) of the Housing Act 1985.
17. I have not seen a copy of the conveyance or any documentation which expressly refers to allocation of the Land pursuant to any Housing legislation. However, the Council is a creature of statute and even in the absence of any direct evidence of allocation, applying the presumption of regularity, the inference can be drawn that the Land was lawfully allocated pursuant to the prevailing provisions of the relevant Housing legislation: see Naylor v Essex CC [2014] EWHC 2560 (Admin). This was the case in Barkas where there was no such contemporaneous documentation.
18. *Prima facie*, the Land appears to have been laid out by Risca Urban District Council and held by its successors under the prevailing Housing legislation (the Cabinet minute dated 1st July 2015 is consistent with this suggestion). In accordance with Barkas, this would be fatal to the Application. Notwithstanding the extent of user of the Land by local residents, such user would have been “by right” and not “as of right” at material times during the relevant 20-year period (whether preceding October 2013 or September 2015). The Application would accordingly fall to be dismissed on a summary determination.

19. The Regulations provide that an applicant ought to be provided with a reasonable opportunity to address any points raised in objections or by the registration authority. Therefore, before any summary determination, Ms. Thomas must be afforded the opportunity to address this issue. My recommendation is that the matter can proceed by consideration of the Application on the basis of written representations and material evidence with a final report to be prepared thereafter for consideration by the Registration Authority.
20. I would propose the following directions:-
- 20.1 The Council do serve and file any further evidence it seeks to rely on, in particular any documentation relating to the purchase and/or allocation of the Land related to the issues set out in this advice, by no later than Friday, 2nd September 2016.
- 20.2 Ms. Thomas do serve and file any further written representations or evidence relating to the purchase and/or allocation of the Land related to the issues set out in this advice, by no later than Friday, 23rd September 2016.
- 20.3 Any request for an extension to any of the above deadlines should be made in writing with reasons why an extension is sought as soon as it reasonably becomes clear that the deadline cannot be met.
21. Upon receipt of any further evidence and/or written representations, I will consider whether the matter is capable of summary determination. The outcome of my subsequent advice might be that I recommend that the Application is dismissed.
22. Please do not hesitate to contact me with any queries. This advice can be disclosed to the interested parties.

James Marwick
St John's Chambers
James.marwick@stjohnschambers.co.uk
2nd August 2016

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**IN THE MATTER OF AN APPLICATION TO REGISTER LAND AT
SNOWDON CLOSE AS A TOWN OR VILLAGE GREEN**

AND IN THE MATTER OF THE COMMONS ACT 2006 (AS AMENDED)

FINAL REPORT

1. I am instructed by Caerphilly County Borough Council as an independent inspector for the purpose of considering and making recommendations in respect of an application dated 15th September 2015 for the registration of land situate at Snowdon Close Field, Risca in Caerphilly as a town or village green under the Commons Act 2006.
2. This final report and recommendation(s) is to be read in conjunction with my advice dated 2nd August 2016. I adopt the same definitions and references used in that advice.
3. I identified in that advice that the question of whether the Land had been laid out and held as open space under powers prescribed by the Housing Act 1957 (and subsequent housing legislation) was potentially determinative of the Application and accordingly provided for directions dealing with the service of further representations and evidence in respect of that issue by the interested parties. In accordance with those directions, the Council disclosed a copy of the material conveyance dated 24th June 1964 under cover of correspondence dated 2nd September 2016. A copy of that conveyance was forwarded to the Applicant by email dated 16th September 2016 with the Applicant to make any further representations and/or to disclose any evidence relied upon by 10th October 2016. I am instructed that no further representations or evidence have been relied upon by the Applicant.

4. I am satisfied that the Applicant has been afforded a reasonable opportunity to make further representations in accordance with the material provisions of the Regulations and that I am now in a position to provide a final report and recommendation(s) to the Council. I have had continued regard to all of the material forwarded in my original instructions (as summarised in my advice) in compiling my report and recommendations.
5. This report and its recommendation(s) are concerned with the issue of whether user of the Land has been “as of right” at material times. As I advised previously, I consider that the balance of the constituent parts of the test laid down by section 15(2) of the 2006 Act would properly be matters for determination at an inquiry.
6. The burden of proving that land has become a town or village green lies with the Applicant. The standard of proof is the balance of probabilities and I apply this standard in the findings I make in this report. All the elements required to establish that land has become a town or village green must be properly and strictly proved by an applicant on the balance of probabilities.
7. The conveyance dated 24th June 1964 expressly references that Risca Urban District Council (a predecessor in title to the Council) was acting in its capacity as a housing authority under the Housing Act 1957 and that the purpose of the purchase of the land under the conveyance was in pursuance of its function as a housing authority: the second recital on page one of the conveyance. This is in accordance with the fourth submission of the Council in its letter of objections dated 29th April 2016 and the references in the Council’s agenda document dated 1st July 2015. That agenda summarises that the acquired land was laid out as part of the Ty Sign Housing Estate development. There were subsequent private sector developments but at all times the Land remained undeveloped and was laid out as open space. This is consistent with the evidence in support of the Application which speaks, in general terms, to the Land being laid out as open space for in the region of fifty years: for example, reference to nearly a half century of use on a daily basis in the Application at question seven.

8. I have not been provided with any contemporaneous local authority resolutions which confirm the purpose of the acquisition in 1964. This is no doubt because of the considerable passage of time since the acquisition. No other statutory purpose for the acquisition of the land has been suggested. In the circumstances, with regard to the direct evidence in the conveyance that the acquired land was purchased with express reference to powers under the Housing Act 1957 and with regard to the fact that the acquired land, in significant part, was subsequently developed for the provision of housing, I am satisfied that I can safely reach the conclusion that the land (including the Land) was acquired by the Council's predecessor in title under statutory housing legislation. I infer that there were resolutions in existence authorising the acquisition of the land for the contemporaneously evidenced purpose in the conveyance, applying the statutory presumption of regularity: per Naylor v Essex CC [2014] EWHC 2560 (Admin) which is authority for the proposition that an inference can be drawn in the absence of any direct evidence as to the basis upon local authority land has been laid out.

9. This proposition is supported by the Supreme Court's decision in Barkas, where it was held that the case of R. v Sunderland City Council ex parte Beresford [2004] 1 AC 889, in which there was no direct evidence of the basis upon which the open space in question was laid out, was wrongly decided with Lord Neuberger concluding at paragraph 49 that it was clear on the facts that that land must have been lawfully allocated. I am therefore satisfied that I may draw such inference as I consider reasonable in the absence of any direct evidence, an approach which was affirmed in Naylor.

10. Therefore, I find that the Land was laid out by Risca Urban District Council and subsequently held by its successor(s) in title under the statutory housing legislation. At all material times, a local authority was entitled to lay out open space in connection with the laying out of the housing estate: section 107 of the Housing Act 1957 and later provided for by sections 12 and 13 of the Housing Act 1985 which was the relevant statute in force during the 20-year period.

11. I am satisfied that the Land was laid out as open space in connection with the laying out of the housing estate generally. It has at all material times been an area of open space used by the public on the Applicant's own case.
12. It is established from Barkas that any member of the public using land laid out and held as open space under section 12 of the Housing Act 1985 does so by right. In Barkas the Supreme Court was considering whether user of land allocated for public recreation under the Housing Act 1985 by a local authority was user "by right" or "as of right". In finding that such user was "by right", Lord Neuberger held as follows (at para 21):-

*"In my judgment, this argument is as compelling as it is simple. So long as land is held under a provision such as section 12(1) of the 1985 Act, it appears to me that members of the public have a statutory right to use the land for recreational purposes, and therefore they use the land "by right" and not as trespassers, so that no question of user "as of right" can arise."*¹

13. The relevant 20-year period in the present case is that immediately preceding the date of the Application. Whichever date is taken (whether under the original application in 2013 or the later perfected application in 2015), I am satisfied that user of the Land has been "by right" rather than "as of right" at material times, and the Application must therefore fail as qualifying user cannot be shown during the relevant 20-year period.
14. I therefore reach the conclusion which was foreshadowed in my advice. The Application is, in my view, capable of summary determination for the reasons I have stated above.

¹ As to the distinction between "by right" and "as of right", Lord Neuberger in Barkas (at para 14):-

"...it is, I think, helpful to explain that the legal meaning of the expression "as of right" is, somewhat counterintuitively, almost the converse of "of right" or "by right". Thus, if a person uses privately owned land "of right" or "by right", the use will have been permitted by the landowner – hence the use is rightful. However, if the use of such land is "as of right", it is without the permission of the landowner, and therefore is not "of right" or "by right", but is actually carried on as if it were by right – hence "as of right". The significance of the little word "as" is therefore crucial, and renders the expression "as of right" effectively the antithesis of "of right" or "by right"."

Conclusion

15. I have concluded as follows:-
- (a) User of the Land has been “by right” and not “as of right” at material times in circumstances where qualifying user must be shown in the 20-year period prior to the date of the Application
 - (b) I recommend that the Application be rejected for the reasons I have given and for the reasons for rejection to be recorded as those stated in this report read in conjunction with my advice dated 2nd August 2016.
 - (c) This report should be circulated to the interested parties with an opportunity to make comments. I understand that the report will be then be considered by committee.
16. If there are any queries with this report, please do not hesitate to contact me in Chambers.

James Marwick
St John’s Chambers
James.marwick@stjohnschambers.co.uk
31st October 2016

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[REDACTED]

From: [REDACTED]
Sent: 05 December 2016 16:54
To: Lane, Lisa
Subject: RE: Application to register land as a Village Green - Snowdon CloseRisca

Dear Ms Lane,

Please accept my apologies for not responding sooner. This Autumn has been very busy, with family matters and fighting to protect public rights of way from those who wish to curtail them.

I have no legal training and must accept the words of the Independent barrister employed by Caerphilly County Borough Council. However, the council does have a duty to its residents and to follow its own guidelines re: physical and mental health strategies. CCBC suggests that its policies encourage people to get out and walk - exercise on a regular basis. The data suggests that policies actually discourage people from walking. For instance, allowing residents to convert their garages to living spaces, which results in many people parking on pavements.

There is a public footpath crossing Snowdon Close field. It has only recently been diverted along this line at public expense for the benefit of a few local people. If this field were to be sold for housing, the right of way would have to be protected if the authority were to have any credibility that it wishes to promote everyday walking. The keep this gateway to Twmbarlwm open as a **grassy** path, the authority would have to resist developer's aspirations to maximise profit.

The authority should do the decent thing and voluntarily gift this field to local people as a Village Green. The land is a safe place to start a walk from an already built up area to open countryside, the very popular Twmbarlwm Tump. This is the authority's chance to show that it supports local residents.

As Newport City Council has shown it is perfectly possible to build houses on the flat on riverside land. It has to show the will to do the decent thing. I trust that you will include this correspondence to the council before they make any decision about Village Green status.

Regards

Maggie Thomas

Sent from [Mail](#) for Windows 10

From: [Lane, Lisa](#)
Sent: 05 December 2016 11:58
To: [REDACTED]
Subject: RE: Application to register land as a Village Green - Snowdon CloseRisca

Dear Miss Thomas

I write in relation to the above matter and note that I have not received any comments from you regarding my email of 15th November which enclosed the final report from the Barrister at Law, engaged as Independent Inspector to consider the matter.

Please could you acknowledge safe receipt of this email for my records.

Kind regards

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COUNCIL – 7TH MARCH 2017

SUBJECT: INTERNAL INVESTIGATION OF SENIOR OFFICERS – ADDITIONAL FINANCIAL PROVISION

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek Council approval of additional financial provisions in relation to the ongoing internal investigation of three Senior Officers.

2. SUMMARY

- 2.1 The report sets out the need for further financial provisions to ensure that sufficient funding is set aside to meet costs associated with the ongoing internal investigation of three Senior Officers.

3. LINKS TO STRATEGY

- 3.1 As a part of prudent financial management the Council is required to set aside funding to meet its liabilities.

4. THE REPORT

- 4.1 Members will be aware of the current interim arrangements in place within the Authority arising from the ongoing internal investigation of three Senior Officers.
- 4.2 There are revenue budgets established for the posts of Chief Executive, Director of Corporate Services and Head of Legal Services/Monitoring Officer and the postholders currently fulfilling these duties on an interim basis are funded from these revenue budgets.
- 4.3 Members will recall that the additional costs associated with the three Senior Officers have been funded from a provision established using General Fund reserves as approved by Council. At its meeting on the 19th July 2016, Council approved a further financial provision of £282k to be funded from General Fund balances to cover the potential salary costs of the three Senior Officers for the period 1st September 2016 to the 31st March 2017.
- 4.4 Members will also recall that an Investigating & Disciplinary Committee was established in 2013 and an independent investigator was engaged from Blake Morgan LLP. However, this independent investigation was put on hold at the request of the police due to the ongoing Criminal Proceedings.
- 4.5 Members will be aware that the Criminal Proceedings against the three Senior Officers were dismissed in October 2015 and the Authority is now progressing internal investigations in accordance with the Council's approved procedures and statutory requirements.

- 4.6 These procedures must be conducted fairly and thoroughly in accordance with the statutory process over which we have no discretion. It is therefore now necessary to review the current financial provision to ensure that sufficient additional funding is set aside to meet the salary costs of the three Senior Officers during the ongoing investigation process.
- 4.7 It is recommended that a further provision of £123k should be established from General Fund balances to cover the period 1st April 2017 to the 30th June 2017. This will ensure that sufficient funding is available to meet the salary costs of the three Senior Officers if the investigation process is not concluded during the first quarter of the 2017/18 financial year.
- 4.8 In addition to the salary costs of the three Senior Officers, legal costs are also being incurred as part of the ongoing investigation process. Due to the specialist nature of the investigation process, and as one of the three Senior Officers is the Head of Legal Services & Monitoring Officer, it is clearly not possible for anyone from the Council's own Legal Team to provide the advice and support that would normally be provided. Consequently, the services of external legal advisors have been required.
- 4.9 At its meeting on the 19th July 2016, Council also agreed a financial provision of £220k to meet the estimated 2016/17 legal costs of the ongoing internal investigation. However, based on actual legal costs incurred between the 1st April 2016 and the 31st October 2016, a further financial provision of £150k was approved by Council on the 22nd November 2016 to ensure that sufficient funding was set aside to meet the updated estimate of legal costs for the 2016/17 financial year.
- 4.10 Legal costs of £327k have already been incurred in the 2016/17 financial year to the end of February 2017. Based on the average actual monthly cost for the last six months it is proposed that a further provision of £140k should be established from General Fund balances to ensure that sufficient funds are available to meet potential legal costs that may be incurred in the event that the internal investigation is not concluded by the 30th June 2017.
- 4.11 The financial provision for the salaries of the three Senior Officers and for legal costs will need to be reviewed again in June 2017 if the investigation process has not been concluded at that time. If matters are concluded prior to the end of June 2017 then any balance on the financial provision will be returned to General Fund balances.

5. EQUALITIES IMPLICATIONS

- 5.1 No equality impact assessment has been undertaken on this report as it essentially seeks approval for an extension of financial arrangements previously agreed.

6. FINANCIAL IMPLICATIONS

- 6.1 It is proposed that the additional financial provisions in this report totalling £263k should be funded from General Fund balances.
- 6.2 Members will recall that the Section 151 Officer recommends that the minimum balance on the General Fund reserve should be £10m i.e. circa 3% of the Council's net revenue budget.
- 6.3 The current projected balance on the General Fund as at the 31st March 2017 is £13.910m. This will reduce to £13.647m if the proposals in this report are agreed.

7. PERSONNEL IMPLICATIONS

- 7.1 The personnel implications are included in the report.

8. CONSULTATIONS

8.1 All consultation responses are included in the report.

9. RECOMMENDATIONS

9.1 It is recommended that Council:-

9.1.1 Approves a further financial provision of £123k to be funded from General Fund balances to cover the potential salary costs of the three Senior Officers for the period 1st April 2017 to the 30th June 2017.

9.1.2 Approves an additional financial provision from General Fund balances of £140k to meet potential legal costs to the 30th June 2017.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that sufficient funding is set aside to meet the potential costs of the ongoing investigation process should matters not be concluded by the 30th June 2017.

11. STATUTORY POWER

11.1 Local Government Acts 1972 and 2000.
Local Authorities (Standing Orders) (Wales) Regulations 2006.
Local Government and Housing Act 1989.

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Consultees: Chris Burns, Interim Chief Executive
Dave Street, Corporate Director, Social Services
Nicole Scammel, Acting Director of Corporate Services & S151 Officer
Lynne Donovan, Acting Head of Human Resources and Organisational Development
Lisa Lane, Corporate Solicitor
Cllr Keith Reynolds, Leader of the Council
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Corporate Services

Background Papers: -

Cabinet 23/07/13 - Provisional Outturn for 2012/13.

Council 26/02/14 - Budget Proposals 2014/15 and Medium-Term Financial Strategy 2014/2017.

Cabinet 02/04/14 – Interim Arrangements – Head of Legal Services.

Council 25/02/15 – Budget Proposals 2015/16 and Medium-Term Financial Strategy 2015/2018.

Council 09/06/15 – Contract Arrangements of Interim Chief Executive.

Council 19/07/16 – Internal Investigation of Senior Officers – Additional Financial Provision.

Council 22/11/16 – Internal Investigation of Senior Officers – Additional Financial Provision for Legal Costs.

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