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(Tel: 01443 864245 Email: barrerm@caerphilly.gov.uk)

Date: 14th September 2016

Dear Sir/Madam,

A meeting of the **Regeneration and Environment Scrutiny Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Tuesday, 20th September, 2016** at **5.30 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

AGENDA

	Pages
1 To receive apologies for absence.	
2 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: -	
3 Regeneration and Environment Scrutiny Committee held on 28th June 2016.	1 - 6

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



- 4 Consideration of any matter referred to this Committee in accordance with the call-in procedure.
- 5 To receive a verbal report by the Cabinet Member(s).
- 6 Regeneration and Environment Scrutiny Committee Forward Work Programme. 7 - 18
- 7 To receive and consider the following Cabinet reports*: -
1. Wales Audit Office Review of the Development of a Sport and Leisure Strategy - 27th July 2016;
 2. Proposed New Fee Structure for Additional Services - 27th July 2016.

** If a member of the Scrutiny Committee wishes for any of the above Cabinet reports to be brought forward for review at the meeting please contact Rebecca Barrett, 01443 864245, by 10.00 a.m. on Monday, 19th September 2016.*

To receive and consider the following Scrutiny reports:-

- 8 Interment of Cremated Remains. 19 - 22
- 9 Communities First: Current Status and Considerations for Proposals Post 31st March 2017. 23 - 44
- 10 Waste Collection Review and Proposed Minor Changes to Current Collection Arrangements for Food/Garden Waste. 45 - 64

Circulation:

Councillors M.A. Adams, Mrs E.M. Aldworth (Vice Chair), J. Bevan, Mrs A. Blackman, C.J. Cuss, D.T. Davies (Chair), N. Dix, C. Elsbury, R.W. Gough, S. Kent, Ms P. Leonard, Mrs P.A. Marsden, M.J. Prew, Mrs D. Price, A. Rees and Mrs E. Stenner

And Appropriate Officers

Agenda Item 3



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON
TUESDAY, 28TH JUNE 2016 AT 5.30 P.M.

PRESENT:

Councillor D.T. Davies - Chair
Councillor Mrs E.M. Aldworth - Vice-Chair

Councillors:

M. Adams, J. Bevan, Mrs A. Blackman, C.J. Cuss, C. Elsbury, S. Kent, Mrs P. Marsden,
M.J. Prew, A. Rees

Cabinet Members:

N. George (Community and Leisure Services), K. James (Regeneration, Planning and
Sustainable Development), T.J. Williams (Highways, Transportation and Engineering)

Together with:

C. Harray (Corporate Director – Communities), T. Shaw (Head of Engineering Services), M.S.
Williams (Head of Community and Leisure Services), G. Parry (Highway Operations Group
Manager), J. Reynolds (Sports and Leisure Facilities Manager), C. Forbes-Thompson (Interim
Head of Democratic Services), L. Lane (Solicitor) and R. Barrett (Committee Services Officer)

Also present:

Councillor C.J. Gordon

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R.W. Gough, Mrs P. Leonard, Mrs D.
Price and Mrs E. Stenner.

2. DECLARATIONS OF INTEREST

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

3. MINUTES – 17TH MAY 2016

Subject to it being noted that Councillor S. Kent had given his apologies for the meeting but
these had not been recorded, it was

RESOLVED that the minutes of the Regeneration and Environment Scrutiny Committee meeting held on 17th May 2016 (minute nos. 1 – 9) be approved as a correct record and signed by the Chair.

4. CALL-IN PROCEDURE

There had been no matters referred to the Scrutiny Committee in accordance with the call-in procedure.

5. REPORT OF THE CABINET MEMBERS

The Scrutiny Committee received verbal reports from Cabinet Members T.J. Williams, N. George and K. James.

Councillor T.J. Williams (Cabinet Member for Highways, Transportation and Engineering) presented his report and outlined a number of developments across the Engineering Services Division, including details of the current road and footway re-surfacing programmes. The Scrutiny Committee were informed of Winter Service Plan arrangements and the Cabinet Member outlined his intention for a Winter Maintenance Seminar to be held for Members in Autumn 2016. Members were provided with details of the Highway Inspection Manual, and Highway Asset Management Plan, which are due to be presented to the Scrutiny Committee and Cabinet over the coming months, and were updated on the latest developments in respect of the City Deal.

A Member queried the impact of the recent EU Referendum outcome on the current City Deal proposals. Officers confirmed that approximately £160m of EU funding had been allocated to the South Wales Metro scheme (which forms part of these proposals) and that the Council are due to hold discussions with Welsh Government and other authorities in the near future regarding the implications of this funding shortfall.

Councillor N. George (Cabinet Member for Community and Leisure Services) provided a verbal update regarding recent sporting events across the county borough. He explained that he recently attended two football festivals organised by Sports Caerphilly to coincide with the start of the Euro 2016 tournament. Both events were held at the Centre for Sporting Excellence in Ystrad Mynach and over 700 children from schools across the county borough took part. Reference was also made to the recent Caerphilly 10K running event and Members placed on record their thanks to Council staff for the professional way in which the event had been organised.

Councillor K. James (Cabinet Member for Regeneration and Planning) reported that he recently attended the Young Enterprise Wales Final in Cardiff in June 2016, where a team of students from Coleg Gwent's Crosskeys Campus won the prestigious Team of the Year Award. The team created the business "Crumlin Crafters" which produce a variety of homemade ceramic decorative items. Members congratulated the winning team and noted that the students would be invited to a future meeting of Council in recognition of their achievement.

The Cabinet Members were thanked for their reports.

6. REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE FORWARD WORK PROGRAMME

Cath Forbes-Thompson (Interim Head of Democratic Services) presented the report, which outlined details of the Regeneration and Environment Scrutiny Committee Forward Work Programme (FWP). A copy of the report was made available at the meeting.

Members were advised that the draft FWP includes all reports identified at a Scrutiny Committee workshop on 29th March 2016 and the meeting held on 17th May 2016 and outlines the reports planned for the period June 2016 to April 2017.

Members were asked to consider the draft FWP alongside the Cabinet Work Programme as appended to the report and to suggest any changes prior to it being finalised and published on the Council's website. It was explained that Scrutiny Committee will review this FWP at every meeting going forward alongside any changes to the Cabinet Work Programme or report requests. It was agreed that a report relating to Gully Cleaning be placed on the Members' Portal as an information item.

Consideration was then given to a report request for a review of Replacement Bin Charges. Councillor C.J. Gordon addressed the Scrutiny Committee and outlined the reasons for his request. Arising from the course of the ensuing debate, it was agreed that a report be prepared in relation to this matter and scheduled for the Regeneration and Environment Scrutiny Committee meeting on 13th December 2016.

It was agreed that subject to the foregoing amendments, the final version of the Forward Work Programme be published on the Council's website.

7. CABINET REPORTS

None of the Cabinet reports listed on the agenda had been called forward for discussion at the meeting.

REPORTS OF OFFICERS

Consideration was given to the following reports.

8. WALES AUDIT OFFICE REVIEW OF THE DEVELOPMENT OF A SPORT AND LEISURE STRATEGY

The report updated the Scrutiny Committee on the outcome of a recent Wales Audit Office (WAO) review of the development of a Sport and Leisure Strategy and the next steps to be taken by the Council in addressing the recommendations made by the WAO.

Members were reminded of two reports previously considered at Scrutiny Committee: Strategic Review of Leisure Facilities (28th October 2014) and Strategic Review of Outdoor Recreation Facilities (31st March 2015). Both of these reports summarised work that had been completed in undertaking a robust assessment of the facilities across the Authority and setting a strategic vision for the provision of facilities in the future. The latter review also progressed to Cabinet where the review recommendations were agreed.

In the final quarter of 2015/16, the WAO held discussions with Caerphilly County Borough Council and included a review of Sports and Leisure Services in its 2015/16 programme of work with the Council. The scope of the review was limited to "the development of a Sport and Leisure Strategy" and consequently did not examine the wider aspects of Sports and Leisure Services such as regional working, National Exercise Referral, outdoor adventures/education and sports development. A final report was published by the WAO in May 2016, (appended to the Scrutiny Committee report) which sets out the recommendations in the WAO Report and the Authority's next steps.

To build on the substantial review work already undertaken and in response to the WAO findings, the development of the Sport and Leisure Strategy has been designated as one of the 13 Improving Services Programmes which are subject to formal project management arrangements and regular reporting to the new Improving Services Programme (ISP) Board. The Board has agreed to the appointment of a Consultant to review all existing plans, strategies, policies and other documents and to work with key Authority personnel in developing an over-arching Sport and Leisure Strategy for the Council. In addition, the ISP Project Team has developed a brief for the ISP Board, and the timescales were appended to the Scrutiny Committee report in draft form. Developments are at an early stage and future updates will be provided to the ISP Board and Scrutiny Committee upon completion of the consultancy work.

During the course of the ensuing debate, a Member queried varying consultancy costs detailed within the Officer's report and the ISP Project Brief. Officers explained that these costs have now been finalised as being in the region of £4,500 + VAT. It was also confirmed that the ISP Project Team will comprise of senior staff from Community and Leisure Services and Corporate Services, and that Corporate Management Team have involvement with the over-arching Business Improvement Board referenced in the WAO report.

Discussion took place regarding leisure centre usage and it was agreed that a previous report on this matter (Demographic Overview of CCBC Leisure Centre Users) be re-circulated to the Committee. Debate also took place regarding the services available within the Council's leisure centres and the facilities available within the private sector and Officers confirmed that this would be reviewed as part of the Sport and Leisure Strategy.

Following consideration on the report, Members noted the outcome of the Wales Audit Office review and unanimously supported the approach adopted by the Authority, which will include update reports to the Regeneration and Environment Scrutiny Committee.

9. PROPOSED NEW FEE STRUCTURE FOR ADDITIONAL SERVICES

The report sought Members' views on the introduction of a new scale of charges for additional service provision across the Community and Leisure Services division, prior to its presentation to Cabinet for approval.

The report set out new fee structures for additional services provided across the Parks and Bereavement Service and Fleet Management. It proposed that new pre-cast burial vaults for the interment of cremated remains at Bedwellty and Rhymney Cemeteries be offered for sale for a period of 50 years at an initial cost of £1498.00 per unit. The report also proposed that Class 5 (minibus) MOT tests be offered by Fleet Management at a cost of £50.00 per vehicle. These proposed charges for additional services will ensure the division has the adequate resources to deliver services and meet specific priorities in light of the Council's Medium Term Financial Plan.

Members sought clarification on the £505.00 interment fee for the interment of cremated remains in re-opened earthen graves, together with the 50-year period for the Grant of Exclusive Right of Burial. It was agreed that a further report on these matters would be circulated to Scrutiny Committee following the meeting, which would seek the comments of Members prior to the proposals for the new charges being presented to Cabinet.

Following consideration of the report, it was moved and seconded that the fee for Class 5 (minibus) MOT tests (Recommendation 4.9) be endorsed and that the fee for new pre-cast burial vaults (Recommendation 4.5) be endorsed in principle subject to consideration of a further report as outlined above. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet that subject to consideration of a further report relating to interment fees for cremated remains in re-opened earthen graves and the Grant of Exclusive Right of Burial, the proposed new charges for additional services as outlined in the report be endorsed.

10. APPORTIONMENT OF HIGHWAY MAINTENANCE BUDGET 2016/17

Consideration was given to the report, which provided details of the proposed apportionment of the highway maintenance budget for 2016/2017.

The 2016/2017 budget totals £7,630,536 and is split into the following areas: structural maintenance, safety maintenance, severe weather maintenance, street lighting, and other general maintenance. Members were advised that the street lighting budget allocation of £1,678,375, which is inclusive of £1,208,550 energy costs, should see a saving of £350,000 when compared to last year's budget to attain the MTFP (Medium Term Financial Plan) target for 2016-17. This reduction in budget consists of £190,000 of additional energy savings and £160,000 from lighting maintenance. It was explained that further energy savings can be realised if further investment could be found to replace more of the existing ageing lighting stock with LED alternate units.

Officers explained that the 2016/2017 capital budget allocation in relation to highway operations has seen an increase in allocation of £150,000 for both Vehicle Restraint Systems and Footway Reconstruction. This also includes £750,000 and £150,000, directly related to highway resurfacing and footways respectively. Full details of the budget allocations for each area, together with details of maintenance schedules and priorities for 2016/17, were appended to the report.

Members were advised that the ongoing strategy is to maximise the impact of existing funding, based on priorities, innovation and standards, whilst ensuring the safety of highway users. Although the projected MTFP savings have been deferred for this year (2016-17), highway management will be directly challenged in the coming years (2017-21) and will inevitably present challenges for officers to consider future priorities and innovative approaches to these issues. In order to try and maintain the highway to an acceptable standard, that does not compromise user safety, alternate strategies are being more widely utilised. As there will be funding challenges going forward, this will present delays or prevent the much-needed structural maintenance on all highway assets. As such it is imperative that a prioritised risk based approach to highway maintenance continues.

Discussion took place regarding maintenance of drainage systems and a Member raised concerns regarding the level of response arising from issues (such as blocked drains) being reported to the Council. Officers confirmed that they would monitor the reporting system to ensure that all service requests are appropriately actioned. Members also noted that an information report in relation to Gully Cleaning would be produced in the near future.

A Member sought clarification on the details of recent consultation on Traffic Management Priorities in their ward, and it was agreed that the relevant information would be forwarded to them. Discussion took place regarding the budget for Tips Maintenance and the requirement for further significant funding for future remediation activities, and it was confirmed that this matter would be considered by Corporate Management Team in the near future.

A Member also referred to the processes relating to the enforcement of parking restrictions (such as double yellow lines). Officers confirmed that the feasibility of transferring responsibility for civil parking enforcement duties from Gwent Police to the Council is currently being considered, and it was noted that this will be linked to the remit of the Task and Finish Group established to consider the operation and management of Highway-owned Council Car Parks.

Following consideration of the report, Members noted its contents and the proposed interventions detailed in order to maximise service standards from the allocated highway maintenance budget for 2016/17.

11. WINTER SERVICE PLAN ENDORSEMENT

The report outlined the background and content of the Council's Winter Service Plan and explained the process by which it is reviewed on an annual basis. The report sought Members' comments on the Winter Service Plan's process and key areas, prior to its presentation to Cabinet for approval.

It was explained that the Winter Service Plan has existed since the inception of CCBC and sets out the Council's responsibilities for maintaining the highway infrastructure network during the winter maintenance period. The Plan is annually reviewed by Members and Officers, with a four-week period dedicated to this process. Feedback and amendments are incorporated into the final version, which is then circulated to appropriate parties and placed on the Council's website in October.

Members were advised that it was envisaged this process would continue for 2016-2017 winter season after the Cabinet endorsement process had been completed.

A number of sections were highlighted as requiring review by Scrutiny Members as they cover key issues within the Winter Service Plan, these being 'Gritting Route and Road Hierarchy', 'Salt Stocks and Location', 'Weather Forecasting' and 'Salt Bin Request Process'. A copy of the current Winter Service Plan for 2015-16 was appended to the report as an example of the draft Winter Service Plan for 2016-17 (on which consultation will be based).

During the course of the ensuing debate, Officers responded to general queries in respect of gritting routes and operational locations, and outlined weather forecasting measures that are utilised in making the appropriate decisions for a freezing or weather event. Members were advised of the communication processes between the Council and other agencies (such as funeral directors and farmers) to facilitate the gritting of essential routes during periods of inclement weather. Discussion also took place regarding requests for the supply and refilling of grit bins within the county borough.

Following consideration of the report, it was moved and seconded that the following recommendation be forwarded to Cabinet for approval. By a show of hands, this was unanimously agreed.

RECOMMENDED to Cabinet that the draft Winter Service Plan be endorsed.

The meeting closed at 7.20 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 20th September 2016, they were signed by the Chair.

CHAIR



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 20TH SEPTEMBER 2016

**SUBJECT: REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE
FORWARD WORK PROGRAMME**

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

1. PURPOSE OF REPORT

1.1 To report the Regeneration and Environment Scrutiny Committee Forward Work Programme.

2. SUMMARY

2.1 Forward Work Programmes are essential to ensure that Scrutiny Committee agendas reflect the strategic issues facing the Council and other priorities raised by Members, the public or stakeholders.

3. LINKS TO STRATEGY

3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

4. THE REPORT

4.1 The Regeneration and Environment Scrutiny Committee forward work programme includes all reports that were identified at the Scrutiny Committee meeting on 28th June 2016. The work programme outlines the reports planned for the period September 2016 to April 2017.

4.2 The forward work programme is made up of reports identified by Officers and Members and has been prioritised into three priority areas, priority 1, 2 or 3. Members are asked to consider the work programme alongside the Cabinet work programme and suggest any changes before it is finalised and published on the Council website. Scrutiny Committee will review this work programme at every meeting going forward alongside any changes to the Cabinet work programme or report requests.

4.3 The Regeneration and Environment Scrutiny Committee Forward Work Programme is attached at Appendix 1. The Cabinet work programme is attached at Appendix 2.

5. EQUALITIES IMPLICATIONS

5.1 There are no specific equalities implications arising as a result of this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no specific financial implications arising as a result of this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses that have not been included in this report.

9. RECOMMENDATIONS

9.1 That Members consider any changes and agree the final forward work programme prior to publication.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To improve the operation of scrutiny.

11. STATUTORY POWER

11.1 The Local Government Act 2000.

Author: Catherine Forbes-Thompson, Interim Head of Democratic Services
Consultees: Gail Williams, Interim Head of Legal Services and Monitoring Officer

Appendices:
Appendix 1 Regeneration and Environment Scrutiny Committee Forward Work Programme
Appendix 2 Cabinet Work Programme

Regeneration & Environment Scrutiny Committee Forward Work Programme September 2016 to April 2017			
Meeting Date: 20 September 2016			
Subject	Purpose	Key Issues	Witnesses
Waste Collection review and Proposed Minor Changes to Current Collection Methods for Food/Garden Waste (P1)	To update the Committee on the work of the WG Collaborative Change Programme (CCP) in exploring waste collection change options, the Business Improvement Programme and Welsh Audit Office (WAO) examination of the CCP work and its assumptions.	<ul style="list-style-type: none"> • Outline of history of CCP, collection issues and reasons for considering change. • BIP Project scope & progress to date. • WAO findings. • Next steps. 	Mark S Williams
Communities First: Current Status and Considerations for Proposals post 31 st March 2017. (P2)	To review the Communities First (CF) programme to date and highlight key changes, challenges and uncertainties which have arisen in the past delivery year. To consult on grant bid proposals.	The report will take into account that the Welsh Government funding criteria and programme priorities remain to be published. It will also detail the processes undertaken to identify the proposals for the bid.	Tina McMahon Dave Whetter
Interment of Cremated Remains (P3)	Pre-decision	Clarification on the £505 interment fee for the interment of cremated remains in re-opened graves (which forms part of the burial vault charge) together with the 50-year period for the Grant of Exclusive Right of Burial.	Mark S Williams

Regeneration & Environment Scrutiny Committee Forward Work Programme
APPENDIX 1

Meeting Date: 1 November 2016			
Subject	Purpose	Key Issues	Witnesses
Highway Asset Management Plan (P1)	Pre-decision	To update on the current All Wales approach to Asset Management and seek endorsement for CCBC's development of its Highways Asset Management Plan	Terry Shaw
Highway Maintenance Plan (P2)	Pre-decision	To seek endorsement of the Council's approach to maintaining its highway	Highway Maintenance Plan (P1)
Environment Budget update (P3)	Briefing report in relation to Service Revenue Budget Monitoring for 2016/17.	Service provision and delivery remaining within budget funding for the financial year and highlighting any ongoing budget pressures.	Mike Eedy
Leisure Review Proposals (P4)	To update the Committee on the outcome of the Sport & Leisure Review (s) agreed by the Committee at its June 2016 meeting.	<ul style="list-style-type: none"> • Completion of BIP review and findings/ outcomes. • Next steps in terms of adoption of strategy by the Authority. 	Mark S Williams

Regeneration & Environment Scrutiny Committee Forward Work Programme
APPENDIX 1

Meeting Date: 13 December 2016			
Subject	Purpose	Key Issues	Witnesses
Car Parking Review (P1)	To bring forward report and recommendations of the task and finish group.	To be determined from the task and finish group outcomes.	Terry Shaw Clive Campbell Chair of Task and Finish group
Review of Street Lighting Changes (P2)			
Report to consider the possibility of reintroducing free replacement bins. (P3)	To bring forward a report to consider the current charging policy in respect of replacement bins	To examine the current policy of charging for replacement bins; options to consider discretionary considerations for elderly, etc. Offer suggested alternative methods to raise funds or where savings could be made.	Mark S Williams
City Deal Update (P4)	To provide an update on City Deal developments.	<ul style="list-style-type: none"> • Details to be confirmed nearer the date. 	Christina HARRY

Regeneration & Environment Scrutiny Committee Forward Work Programme
APPENDIX 1

Meeting Date: 14 February 2017			
Subject	Purpose	Key Issues	Witnesses
Environment Budget Update (P1)	Briefing report in relation to Service Revenue Budget Monitoring for 2016/17.	Service provision and delivery remaining within budget funding for the financial year and highlighting any ongoing budget pressures	Mike Eady
Road Speed Review (P2)	To explain the Speed review process to Members and advise of the outcomes and way forward.	Highlight those stretches of the Council's highway network that will be changing speed restrictions.	Terry Shaw Clive Campbell
Vibrant Viable Places Proposal (P3)	To consult on the Viable Vibrant Places (VVP) grant bid proposals.	The report will outline the Welsh Government (WG) VVP funding criteria and submission timetable which currently waits to be published. It will detail the bid being made by CCBC for funding to engage the local community in a range of social, environmental and economic projects.	Awaiting for confirmation from WG. Anticipated the following officers will attend: Tina McMahon Jane Roberts-Waite Dave Whetter

Meeting Date: 28 March 2017			
Subject	Purpose	Key Issues	Witnesses
City Deal Update (P1)	To provide an update on City Deal developments.	<ul style="list-style-type: none"> • Details to be confirmed nearer the date. 	Christina Harry

(Key P1,2,3,4 – Priority 1,2,3 or 4)

Cabinet Forward Programme

APPENDIX 2

21ST SEPTEMBER 2016	Key Issues	Service Area
<p>Fochriw Community Centre – Youth Service Provision</p> <p>Canolfan Gymunedol Fochriw – Darpariaeth Gwasanaeth Ieuenctid</p>	<p>To consider a proposal to undertake adaptations to the community centre to enhance Youth Service provision on site. Report to consider utilising the £126,000 set aside in the 2013/14 Education capital programme to develop the centre by providing a building extension.</p>	<p>Education</p>
<p>Waste Collection and Proposed Minor Changes to Current Collection Arrangements for Food/Garden Waste.</p> <p>Adolygiad o Gasglu Gwastraff a Newidiadau Mân Arfaethedig i Reoliadau Trefniadau Casglu presennol ar gyfer Gwastraff Bwyd / Gardd</p>	<p>To update the Committee on the work of the WG Collaborative Change Programme (CCP) in exploring waste collection change options, the Business Improvement Programme and Welsh Audit Office (WAO) examination of the CCP work and its assumptions.</p>	<p>Community and Leisure Services</p>
<p>Interment of Cremated Remains</p> <p>Claddu Gweddillion Amlogedig</p>	<p>Clarification on the £505 interment fee for the interment of cremated remains in re-opened graves (which forms part of the burial vault charge) together with the 50-year period for the Grant of Exclusive Right of Burial.</p>	<p>Community and Leisure Services</p>

Cabinet Forward Programme

APPENDIX 2

5TH OCTOBER 2016	Key Issues	Service Area
Performance Report Adroddiad Perfformiad	To present to Cabinet the Council's Performance Report for 2015/16 and to seek the views and approval of Cabinet prior to its presentation to Council on 11th October 2016.	Public Protection
Collaboration of Visual Impairment Service, Hearing Impaired Service and Speech and Language Service (ComIT) Cydweithrediad y Gwasanaeth Nam ar y Golwg, y Gwasanaeth Nam ar y Clyw a'r Gwasanaeth Iaith a Lleferydd	Currently Torfaen host the hearing impaired service and speech & language service (ComIT) and Caerphilly host the visual impairment service. Over the past three years all three services have moved to share the same location (Brecon House in Llantarnam) and in 2015 an overall manager of the three services was appointed. SEWC Directors have already agreed in principle to a full amalgamation, with one local authority hosting the three services.	Education
Welsh Government Town Centre Loans Benthyciadau Canol Trefi Llywodraeth Cymru	The purpose of the report will be to seek approval from Cabinet for the expansion of the current WG town centre loan scheme currently targeted at Rhymney into an additional two town centres	Planning and Regeneration
CABINET AS TRUSTEES OF DAFYDD WILLIAMS PARK, CAERPHELLY		
Cabinet as Trustee of Dafydd Williams Park Caerphilly - titled - Neuadd Parc Hall - Dafydd Williams Park Caerphilly Cabinet fel Ymddiriedolwr dros Barc Dafydd Williams, Caerffili – teitl - Neuadd Parc Hall – Parc Dafydd Williams, Caerffili		Legal and Democratic Services

Cabinet Forward Programme

APPENDIX 2

19TH OCTOBER 2016	Key Issues	Service Area
Winter Service Plan Endorsement. Cymeradwyaeth Cynllun Gwasanaeth y Gaeaf	To seek endorsement of the council's annual approach to Winter Maintenance.	Engineering Service
Capital Outturn Report 15/16 Adroddiad Alldro Cyfalaf 15/16	This report will provide details of actual capital expenditure against the approved Capital Programme for the 2015/16 financial year. The report will include details of overspends on a small number of schemes along with proposals to fund these overspends. These proposals will require Cabinet approval.	Corporate Finance
Review of arrangements to address external audit, inspection and regulation recommendations and proposals for improvement	Cabinet will be presented with the Wales Audit Office (WAO) Review of arrangements to address external audit, inspection and regulation recommendations and proposals for improvement report for Caerphilly CBC. The review work on which the report is based follows a WAO audit of the Authority in 2015. The report being presented to Cabinet will include details of the key findings of the review and proposals for improvement made by WAO. There will also be a list of actions that the Authority is looking to undertake to address the proposals for improvement.	Internal Audit
Review of Corporate Governance Arrangements	Narrative Required	Corporate Services
2ND NOVEMBER 2016	Key Issues	Service Area
Write-off of Debts above £20,000 (Possibly Exempt, subject to PIT) Dileu Dyledion dros £20,000	In accordance with the Council's previously approved write-off procedure, Cabinet will be asked to consider a report recommending the write-off of 3 individual outstanding debts each exceeding £20,000.	Corporate Finance

Cabinet Forward Programme

APPENDIX 2

16TH NOVEMBER 2016	Key Issues	Service Area
Highway Asset Management Plan Cynllun Cynnal a Chadw'r Priffyrdd.	To update on the current All Wales approach to Asset Management and seek endorsement for CCBC's development of its Highways Asset Management Plan	Engineering Services
Mid-Year Budget Monitoring (Whole Authority) Monitro Cabol Blwyddyn Cyllideb 2015/16	This report will provide details of projected whole-Authority revenue expenditure for 2016/17 along with details of any significant issues arising. The report will also update Cabinet on progress in delivering approved savings for the 2016/17 financial year.	Corporate Finance
Highway Maintenance Plan. Cynllun Cynnal a Chadw'r Priffyrdd.	To seek endorsement of the Council's approach to maintaining its highway network.	Engineering
14TH DECEMBER 2016	Key Issues	Service Area
Council Tax Base Sylfaen Treth y Cyngor		Corporate Finance
Treasury Management - Review of MRP Policy. Rheolaeth Y Trysorlys – Adolygiad o'r Polisi Isafswm y Ddarpariaeth Refeniw.	This report will set out options for revising the Minimum Revenue Provision (MRP) Policy to identify potential savings to support the Medium Term Financial Plan (MTFP).	Corporate Finance

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REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 20TH SEPTEMBER 2016

SUBJECT: INTERMENT OF CREMATED REMAINS

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To seek the views of the Scrutiny Committee prior to a further report being considered by Cabinet on the fee structure for the interment of cremated human remains.

2. SUMMARY

- 2.1 On the 28th June 2016, members considered a report on the introduction of a new scale of charges for additional service provision across the Community & Leisure Services division.
- 2.2 Members requested further information on two points and an information report was e-mailed to all members of the Committee.
- 2.3 One of the members requested a further report relating to the charges for the interment of cremated remains in grave spaces where there were previous interments.

3. LINKS TO STRATEGY

- 3.1 The Wellbeing of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place seven wellbeing goals and the contents of this report fits into “a more equal Wales”. This will assist us to deliver our services effectively whilst ensuring value for money for residents and service users at probably one of the most difficult times of their lives.

4. THE REPORT

- 4.1 During 2015/16, the Authority dealt with 797 interments within its municipal cemeteries. This is broken down as follows:-

1. Interment of full coffins	=	527
2. Interment of cremated remains	=	270

- 4.2 Of the 270 interments of cremated remains, 152 of these were within existing full grave spaces or cremated remains plots.

4.3 The current charging structure for cremated remains is as follows:-

- | | | | |
|----|---|---|-----------|
| 1. | New/Reopen cremated remains plot | = | £ 505.00 |
| 2. | Reopen an existing full grave
(where there will be no further coffin burials) | = | £ 505.00 |
| 3. | New/Reopen full grave space, where there are future coffin burials=
(2 depth). The grave has to be excavated to full depth and the
remains placed in a position which will not obviate the excavation
in the future. | = | £1,739.00 |

4.4 The current fee structure was agreed by members at the inception of Caerphilly County Borough Council in 1996. These fees have been incremented annually in line with members' approval.

4.5 Members will be aware of the Cross Party Task & Finish Group, which considered a raft of issues facing the Authority's bereavement service. In relation to fees and charges, members endorsed the recommendation of the Task & Finish Group that fees should be increased annually by 18.5% plus inflation for five years to ultimately make the service self-financing. This approval ended in 2015/16 and fees for this current financial year (2016/17) have not been increased.

4.6 Caerphilly County Borough Council is an active member of the Continuous Improvement Forum for Bereavement Services in South East Wales. The table below sets out a comparison with neighbouring local Authorities fees for the same services:-

	Reopen for Interment Within an Existing Grave	Interment Within a New Cremated Remains Plot
Blaenau Gwent	£234.00	£304.00
Merthyr Tydfil	£421.00	£421.00
Torfaen	£256.00	£256.00
Cardiff	£230.00	£230.00
Caerphilly	£505.00	£505.00

Members should note that these fees only relate to the interment and in the case of new cremated remains plots do not include the purchase of the Exclusive Rights of Burial.

4.7 In light of members' wishes to review this particular aspect of the Authority's burial fee structure, officers have developed a number of options which can possibly be considered by the committee. These are as follows:-

1. The Authority retains its existing fee structure for the interment of cremated remains within full graves, which is currently set at £505.00 (this option will not affect current income levels).
2. The Authority reduces the reopen fee to £250.00 for interments within cremated remains plots and full graves as the Exclusive Rights of Burial (EROB) would have already been purchased previously and contributed towards maintenance costs. This will make Caerphilly comparable with the charges levied by our neighbouring local authorities. However, should a family wish to inter cremated remains in a new full grave where there will be coffin interments in the future, the fee structure set out in 4.3 bullet point 3 should apply. Members should note that the proposed reduction of this particular fee would affect the overall income levels for the Bereavement Service by £38k per annum.

3. In relation to additional interments within the new cremated remains vaults, (a report on which members considered in June 2016), it is suggested that the reopen fee be set at £100.00. This reduced fee reflects the simpler process whereby the plot is reopened and will generate additional revenue as this is a new service. Caerphilly County Borough Council is the first local authority in South East Wales to install such a facility so therefore benchmarking costs against our neighbouring authorities is not possible.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no potential equalities implications within this report for specific groups or individuals. Therefore there is no requirement for an Equalities Impact Assessment to be undertaken.

6. FINANCIAL IMPLICATIONS

- 6.1 Reducing the charges as outlined within paragraph 4.7, bullet point 2 of this report, will lead to a potential loss of income for the service in the sum of £38k. This will require a review of savings needed from the service area as part of the Medium Term Financial Plan (MTFP) process going forward.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications associated with this report.

8. CONSULTATIONS

- 8.1 The report reflects the views of the listed consultees.

9. RECOMMENDATIONS

- 9.1 Members views are sought on the options outlined at 4.7 above.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To seek the views of the Scrutiny Committee prior to a further report being considered by Cabinet.

11. STATUTORY POWER

- 11.1 Local Authorities Cemeteries Order 1977
Local Government Act 2003

Author: Mike Headington, Acting Parks Manager
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Gail Williams, Interim Head of Legal & Democratic Services
Councillor Nigel George, Cabinet Member
Mike Eedy, Finance Manager
Equalities & Welsh Language Team

Background Papers:
Report to Regeneration and Environment Scrutiny Committee – 28th June 2016
Information report e-mailed to all members on 8th July 2016.



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 20TH SEPTEMBER 2016

**SUBJECT: COMMUNITIES FIRST: CURRENT STATUS AND CONSIDERATIONS
FOR PROPOSALS POST 31ST MARCH 2017**

REPORT BY: CORPORATE DIRECTOR COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To review the Communities First (CF) programme to date and highlight key changes which have arisen in the past delivery year (2016-17).
- 1.2 To highlight challenges and uncertainties in developing proposals beyond 31st March 2017 within the current national political context.

2. SUMMARY

- 2.1 The new phase of CF commenced on 1st April 2013. Caerphilly County Borough Council (CCBC) is the Lead Delivery Body (LDB) for the programme and as such the accountable body for all funding relating to the programme. The funding arrangements associated with the new programme are both payment in arrears and payment by results.
- 2.2 Since 2013 there have been a number of changes to the programme, these requiring budget re-allocations and staff re-structures. In April 2015 the programme was subject to 5% cuts in its overall budget allocation. This was a relatively easy process with limited impact on staff and delivery. The salary costs, historically calculated at top of scale, were adjusted to reflect the actual salary costs. This amendment resulted in the required savings for Welsh Government for the financial year 2015-16.
- 2.3 Initial indications from Welsh Government for 2016-17 were that the budget could be reduced between 10% and 30%. They also proposed a more streamlined application process and a more prioritised approach, focused on employability. Whilst final confirmed budget cuts were at the lower end of the potential scale for the current year, it may be reasonably anticipated that further cuts will be required post March 2017. The ongoing potential for further changes to the programme each year presents considerable challenges to staff in terms of planning for future delivery.
- 2.4 This report provides an update on the renewed CF programme; it's overall aim, associated delivery outcomes, performance indicators and monitoring framework set by the Welsh Government.
- 2.5 Additionally the report sets out an overview of the processes for developing the CF proposals post 31st March 2017 and the considerations which will need to be taken into account when developing these proposals, whilst also highlighting the many uncertainties which currently exist.

3. LINKS TO STRATEGY

3.1 Welsh Government

- Building Resilient Communities – Taking Forward the Tackling Poverty Action Plan (2012-16).

3.2 Caerphilly CBC

- Communities First Projects contribute towards the CCBC Corporate Priorities (2013-17), namely:

CP2 - Children and Adults are safeguarded from abuse.

CP3 - Improve Standards across all year groups, particularly Key Stage 2 & 3.

CP4 - Identify vulnerable groups of learners and develop interventions.

CP5 - Reduce the gap in attainment between pupils in advantage and dis-advantaged communities.

CP6 - Promote the benefits of an active and healthy lifestyle.

CP7 - Invest in our council homes and their communities.

- In addition to Improvement Objectives (2015-16)

IO1 - To help people make the best use of their household income and manage their debts.

IO2 - Raise the standards of education attainment identified in vulnerable groups.

IO3 - Close the gap in life expectancy for residents between the most and least deprived areas in the borough.

3.3 In particular the programme contributes to the following Well Being goals within the Well-being of Future Generations Act (Wales) 2015:

- A sustainable Wales
- A prosperous Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities

4 THE REPORT

4.1 From 1st April 2012 CF has been renewed as a Community Focused Tackling Poverty Programme. However, due to Welsh Government delays the programme did not commence delivery until April 2013.

4.2 The programme continues to have a geographical focus, concentrating on the most deprived communities in Wales, but there is now increased focus on ensuring the most vulnerable individuals, families and groups in those communities are supported. There is a clear expectation by Welsh Government that the programme's resources will be devoted primarily to those most in need. In some cases this will include people living outside CF boundaries who can properly benefit from specific projects or activities supported by the programme.

The programme is based on 52 Clusters (groups of Lower Super Output Areas) across Wales, identified through the Welsh Index of Multiple Deprivation. Within Caerphilly there are four Clusters (Map of Cluster Areas is shown in Appendix 1):

- Caerphilly Basin
- Mid Valleys East

- Mid Valleys West
- Upper Rhymney Valley

4.3 Whilst there is some flexibility locally to determine delivery, on the whole the Welsh Government is relatively prescriptive in how and what is delivered, with a number of strategic priorities and projects allocated nationally. Each Cluster must establish and deliver a local Delivery Plan, identified by key priorities in terms of tackling poverty; this delivery is supported by a Delivery Team led by a Cluster Manager. As stipulated by Welsh Government, the role of the Cluster Delivery Team is to:

- Manage the overall programme within the Cluster area and ensure effective implementation of the Delivery Plan.
- Implement and develop the Community Involvement Plan, that demonstrates how the communities will be engaged in the participation and planning of the programme.
- Build links with partners in all sectors and with community organisations and local people, supporting them and adding value to their work.

4.4.1 The overall aim of the programme is to tackle and reduce poverty in the most deprived communities; and Welsh Government considers it essential that each cluster and the programme as a whole is able to demonstrate what is being achieved through the use of CF funding. As such an Outcomes Framework focused on three themes has been developed, creating Prosperous Communities, Learning Communities and Healthier Communities. The Framework is included as Appendix 2.

4.4.2 Within this Framework, the programme supports a wide variety of activity. The Outcomes Framework is based on Results Based Accountability (RBA). RBA uses two sets of indicators, that is, ways of measuring progress towards strategic goals. With the process focussing on three monitoring categories, namely; How much did we do / How well we did it / Is anyone better off?

- **“Population Indicators”** relate to national statistics on health, education and employment and are linked to the Welsh Index of Multiple Deprivation. However, many factors influence these so CF alone cannot take sole responsibility for how they change.
- **“Performance Indicators”** are about the local activity directly supported by CF. These measure and evaluate the activity and outcomes of each cluster. The PI’s have been set by the Welsh Government and are used by all CF Clusters in Wales. It is through the measurement and monitoring of these indicators that Welsh Government can demonstrate how CF is contributing to tackling poverty. The PI’s highlighted in yellow in Appendix 2 are mandatory.

4.4.3 As Population Indicators measure the overall programme it is not possible to demonstrate impact in relation to deprivation in a year. However, the Welsh Government has imposed over 100 Performance Indicators with comprehensive, detailed Performance Scorecards (Ffynnon) to measure the programme’s project delivery locally. With a total of 101 projects in 2015-16, each being measured by over 700 PI’s the approximate size of each PI dashboard is 130 pages. Therefore due to their size the Outcome Dashboards are available on request.

	Number of Projects per Cluster Group (2015-16)			
Theme	Caerphilly Basin	Mid Valleys East	Mid Valleys West	Upper Rhymney Valley
Prosperous	8	7	8	11
Healthier	9	9	7	8
Learning	8	8	10	8

- 4.4.4 Staff funded by the programme are expected to deliver against the key indicators and identified as officers within the Results Based Accountability (RBA) template, enabling us to clearly demonstrate their role within the programme. As such, all staff posts must be aligned to the key themes above and demonstrated in the staff structure. The percentage of the grant to CCBC consumed by salary costs is not divergent from the national trend (it is actually in line with the average for the programme).
- 4.5 Programme performance is closely monitored by Welsh Government via written reports, Quarterly Performance Scorecard Dashboard Reports (Ffynnon) and Cluster monitoring visits. There are a number of robust monitoring methods in place within each Cluster, evaluation of each project being embedded throughout.
- 4.6 Various factors and considerations informed the development of the delivery plans for the current (2016-17) delivery year; and a full list of the projects for 2016-17 has been included in Appendix 3. Despite indications that the budget for 2016-17 could be reduced by up to 30% the overall CF budget for the main programme remained at **£2,902,016**. However Welsh Government decided not to continue the CF Pupil Deprivation Grant (PDG) match fund with an expectation that activity with schools '*be included as an intrinsic part of the core grant*'. Within Caerphilly this amounted to a reduction of **£318,887** (inclusive of the schools contribution) available to support pupils in receipt of free school meals.
- 4.7 In light of this, to ensure Key Performance Indicator's (KPIs) were met the majority of projects remained within the delivery plan for 2016-17. From analysis of performance during 2015-16 and in order to respond to community need and feedback from participants, provision increased in a number of projects and projects that were consistently underperforming were removed from the plans. For example, the Family Banking project was discontinued due to a lack of parental involvement; and the budget for this project was diverted into the Family/Parent Learning Project. To reflect these changes and with full agreement by Welsh Government, eight CCBC CF posts were removed from the structure, with resulting savings to CF of **£261,935**. Welsh Government requested that the 2016-17 plans had a more prioritised approach, focused on employability, with levels of deprivation and population having a greater influence on how the budgets were allocated. CF employment support provision was realigned to complement the new European Social Fund (ESF) funded Communities for Work programme; and the Job Descriptions and job titles of the four remaining CF employment posts were amended to reflect these changes. The staff retained in the structure are essential to ensure delivery against the key performance indicators. The staff removed from the structure as part of this process have been redeployed into the Communities for Work programme, which is also managed by the Regeneration manager.
- 4.8 **£241,328** of staffing costs were subsequently re-allocated to continue the pupil and family support provision that was previously funded by the CF PDG grant, with a particular focus and increased provision given to the Caerphilly Basin for St James Primary and St Martin's Comprehensive, in line with the recommendations of the Lansbury Park Project Board and in full consultation with Education.
- 4.9 Changes were also made in relation to staff employed by partners, resulting in staff savings of **£96,476** (see 4.10 and 4.11 below). Since 1st April 2012, CF has funded 8 delivery staff in GAVO, 4 delivery staff and 65% of a management post in Groundwork, as well as the Manager, revenue costs and 2.5 full-time equivalent youth workers in Senghenydd Youth Drop In Centre (SYDIC), together with a contribution to the manager for the Graig y Rhacca Resource Centre. The proposal for 2016-17 was for all direct delivery posts within partner organisations to continue, therefore the 8 GAVO staff, 4 Groundwork staff and 2 SYDIC staff remained within the structure with their associated project templates, with all non delivery posts being excluded in line with the terms and conditions of the grant.

- 4.10 In July 2015, Groundwork Caerphilly merged with Groundwork Wales becoming a single national organisation. As a consequence, the remit of the manager changed with the post holder no longer able to undertake local delivery. Groundwork has since restructured and from 1st April 2016 there was no longer a need to fund a management position from the CF programme, providing a further saving of **£25,261**. In addition an audit of premises costs identified a disparity between rates for office costs. Discussion with Groundwork resulted in a saving of **£10,000** for the Mid Valley's East team accommodation. Additional savings of **£5,000** contribution to the Graig y Rhacca Resource Centre manager were also made.
- 4.11 The SYDIC Centre manager and 1 youth club personnel post that did not contribute to programme delivery were removed from the 2016-17 delivery plans. This provided savings of a further **£41,469** and **£24,746** respectively. Venue costs continued where they directly related to programme delivery, with a budget of **£11,089** remaining available for eligible expenditure. A number of appropriate support options were considered to manage the impact of these changes upon the SYDIC organisation. In light of the reduction in CF funding the Council has agreed to directly fund the shortfall of **£66,215** for one year only until 31st March 2017. Support to SYDIC from a number of CCBC officers to identify potential long term sustainable solutions for the centre's future, including reducing costs and/or increasing income, is on-going.
- 4.12 These examples demonstrate some of the many changes that have been made to CF delivery plans in recent years, as part of an ongoing process of streamlining and prioritisation according to project analysis and evaluation. Nevertheless, despite these changes, outcomes in recent years have been largely positive. **According to Welsh Government, at the annual review visit on 13th November 2015, Caerphilly is consistently performing well, in fact one of the best performing Authorities in Wales.** Cluster staff have worked hard, in terms of planning, implementation and monitoring, to adapt to the constant changes. This has included ensuring that projects are developed with consideration given to improved and appropriate targeting of customers who are most in need, that delivery has been carried out with greater attention to quality, that links have been made with the correct partners and that monitoring has been conducted in a robust way to reflect accurate results and to highlight areas that may have been less successful.
- 4.13 The link with Job Centre Plus (JCP) and other employment services is now excellent, the programme receives a large number of referrals from JCP; and is engaging with residents who had never previously engaged with CF employment or training projects. There are now noticeably higher attendance rates on all CF training projects/courses than under the previous programme. Real achievements have been seen in relation to people gaining employment, gaining digital skills, improving academic performance, increasing physical activity levels and reducing Body Mass Index (BMI), as can be demonstrated by the following key performance outcomes from the 2015-16 delivery year:
- Employment Support 25+: 562 participants supported, of whom 189 (34%) gained employment and 306 (54%) gained an employment related qualification (in addition, the LIFT 25+ project supported a further 24 adults from workless households into employment).
 - NEET Employability Skills: 219 participants supported, of whom 80 (37%) gained employment and 124 (57%) gained an employment related qualification (in addition the LIFT 16-24 project supported a further 5 young people from workless households into employment). This project has seen particular success, having exceeded the target for people gaining employment by almost double in some cluster areas.
 - Digital Fridays: 328 participants supported across the Borough, of whom 259 (79%) gained basic IT skills and 260 (79%) became more confident in using a computer.

Digital Inclusion (Web for Work/First Click): 198 participants on courses, of whom 100% gained basic IT skills, 100% became able to use the internet for online services and 99% became more confident in using a computer.

School Support Project: 185 young people supported, of whom 174 (94%) demonstrated improved academic performance.

- Prevention Project: 125 of the hardest to reach young people supported, of whom 121 (97%) participated in a personal and social development opportunity and 111 (89%) gained an extra-curricular qualification.
- Streetgames: 1027 young people taking part in session around the Borough, of whom 658 (64%) increased their Physical Activity and 773 (75%) are now participating regularly in sport.
- Physical Activity Project: 634 participants, of whom 467 (74%) increased their physical activity and 476 (75%) now have a positive attitude to improving their physical health.
- X-Pod/Healthy Hearts (Health Education Courses): 291 participants supported, of whom 60% increased their physical activity and 38% reduced their BMI.
- Get Cooking/Family Cooking Projects: 261 participants on cooking sessions, of whom 188 (72%) reported that they now eat fresh fruit or veg daily and 164 (63%) are now more confident cooking a fresh meal.
- Self-help Groups/Sessions: 152 participants supported, of whom 111 (73%) report feeling more positive about their mental health and 73 (48%) are better able to manage their well being.
- Toy Library (Upper Rhymney Valley only): 393 individuals benefitted from project, of whom 332 (84%) are now reading regularly with their child and 349 (89%) report having an improved ability to support their child's learning and development needs.
- Food Bank (Upper Rhymney Valley only): 2418 individuals (including children within families) supported to access the food bank.

4.14 Discussion of CF delivery plans post March 2017 should be treated with caution, as it must be emphasised that Welsh Government have not yet given any firm indication of priorities or budget for the following year; and indeed there is currently no guarantee that the CF programme will be refunded in any form. However, should the decision be made to continue funding the programme, then as with the 2016/17 year, the process of developing delivery plans post March 2017 will begin with careful consideration of the impact of projects within the current delivery year, based upon a thorough process of monitoring and evaluation. At this early stage in the delivery year it is not possible to predict specific outcomes, however following several years of development and refinement, the majority of our core employment and health projects have been shown to consistently perform well and are likely to feature in future plans in various forms.

4.15 As noted above, prior to the current delivery year Welsh Government requested a more prioritised approach with a greater focus on employability; and there are strong indications to suggest that this approach will be expected to continue. This is not to say that the programme will move away from the health and education agenda, but rather that projects and staff in these areas will need to demonstrate their impact on an individual's employability as a core factor; as part of a more person-centred approach alongside employment staff from LIFT and CF. In addition, from 1st April 2016 it became a key requirement for the programme to support and complement the recently approved ESF Communities for Work Programme, providing wrap-around support for individuals. The recent decision for the United Kingdom to leave the European Union (EU) following June's referendum casts obvious uncertainty on the future of

the Communities for Work programme, given its ESF funding; and will present challenges to CF to address any gaps in service provision which may result should the programme be discontinued, indicating that the focus on employment for CF would be even more likely. However, given the current lack of information regarding the UK's departure from the EU, it is not possible to comment further on this situation at present.

- 4.16 Initial indications from Welsh Government for 2016-17 were that the budget could be reduced by between 10% and 30%; and whilst final confirmed budget cuts for the year were actually at the lower end of this scale, within the current climate of austerity and ongoing public sector cuts it may be reasonably anticipated that further reductions in budgets will be required post March 2017.
- 4.17 As part of the 2016-17 delivery planning process, Welsh Government also proposed a more streamlined application process, moving away from four separate delivery plans by inviting LDBs to submit one single delivery plan linked to Community Planning, in line with the Well-Being of Future Generations Act. Whilst Caerphilly opted to submit individual Cluster plans for the current delivery year, the process of submitting a single plan, if required post March 2017, would be fairly straightforward given the strong strategic links that have always existed between CF and the local authority within Caerphilly, whereby the CF programme is already well embedded within the various strands of the Local Delivery Plan.
- 4.18 Recently, Welsh Government also announced plans for a shared budget between the anti-poverty programmes of CF, Flying Start, Families First and Supporting People, including the ability for up to 5% of any underspends to be vired/moved between the different programmes. Whilst the full extent of this arrangement has not yet been confirmed, collaboration between the anti-poverty programmes in Caerphilly is already well established, placing them in a strong position to adapt to any further alignment by Welsh Government. In a recent meeting with Welsh Government Regeneration Officers, it is possible that all regeneration revenue grants will also be included as part of these discussions, with a likelihood that the overall revenue budget will be cut.

5. EQUALITIES IMPLICATIONS

- 5.1 No impact assessment has been undertaken on this report, however many individuals and groups who fall under the protected characteristics and wider issues covered by the Council's Strategic Equality Plan are often affected to a greater extent by deprivation/poverty and the related causes; therefore CF and the associated projects will have a positive impact on those individuals and groups.

6. FINANCIAL IMPLICATIONS

- 6.1 CF staff salaries and associated delivery budgets are provided by the Welsh Government. CF grant allocation for 2016-17 is £2,902,016. In real terms this represented a cash decrease from the previous year as pay awards, on cost changes have to be funded (circa £50k) together with the inclusion of the Pupil Deprivation Grant (circa 241K). There is limited cost to CCBC in drawing down the funding, with three staff directly funded within Finance to manage the CF funding programme which also includes LIFT, Streetgames and the Pioneer project and 5% of total salary costs eligible in management costs.
- 6.2 Whilst the CF staff and associated delivery budgets are provided by the Welsh Government, within the current Terms and Conditions of the grant it is not the intention of the WG to provide associated redundancy costs. Redundancy would be in line with CCBC policy with redundancy costs borne by the Directorate. These costs will vary according to grade and length of service and whether the staff are eligible for and can be re-deployed. However, with 53 CCBC employees funded by CF, should the programme end the redundancy costs could be significant (circa £350,000 - £400,000). This is the case for any externally funded post currently on the

establishment. If this situation arose, the Council would consider the overall financial implications and consider redeployment in accordance with the Council's HR policies and where appropriate funding and other mitigation measures would be taken accordingly.

- 6.3 Any award not in line with the funders Terms & Conditions could result in clawback, in the most severe case this could result in the full allocation being reclaimed.
- 6.4 Whilst there has not yet been any indication of budgets from 1st April 2017 onwards, based upon previous Welsh Government requests for budget reduction options, as well as the ongoing climate of public sector cuts, it may reasonably be assumed that further budget reductions will be requested in future delivery years. Ongoing rigorous monitoring and evaluation of projects will therefore be essential to informing budget decisions

7. PERSONNEL IMPLICATIONS

- 7.1 There are no known personnel implications at present for 2016/17 and as yet, there have not been any indications of funding from Welsh Government for 2017 onwards.

8. CONSULTATIONS

- 8.1 The result of all consultations have been incorporated into this report.

9. RECOMMENDATIONS

- 9.1 That Members note the many changes that have shaped the development of the CF programme in recent years, resulting in a more streamlined programme for 2016/17, which is prioritised and targeted to those who are most at need.
- 9.2 That Members also note the many uncertainties which currently exist with regards the future direction and resources of the CF programme; and the numerous challenges that these uncertainties pose to delivery planning processes.
- 9.3 That it be noted that the CF programme has seen many real achievements in recent years, in the form of measurable hard outcomes, which demonstrate the ongoing relevance of the programme and the effectiveness of the current Caerphilly approach in terms of addressing the needs of people within deprived communities, even within the current context of uncertainty and changing priorities.
- 9.4 That once Welsh Government confirms the 2017/18 funding allocation an update report will be presented for Members' consideration.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To ensure Members are kept up to date with regards to the overall performance to date and the future direction of CF post March 2017.

11. STATUTORY POWER

- 11.1 Local Government Measure 2009

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Background Papers:

Tackling Poverty Action Plan 2012–2016

Building Resilient Communities – Taking Forward the Tackling Poverty Action Plan

Communities First Delivery Plans 2015-16

Communities First Delivery Plans 2016-17

Caerphilly Delivers – The Single Integrated Plan 2013-17

Caerphilly Council’s Improvement Objectives 2015-16

Caerphilly County Borough Corporate Plan (Corporate Priorities 2013-17 and Wellbeing Objectives 2016-17)

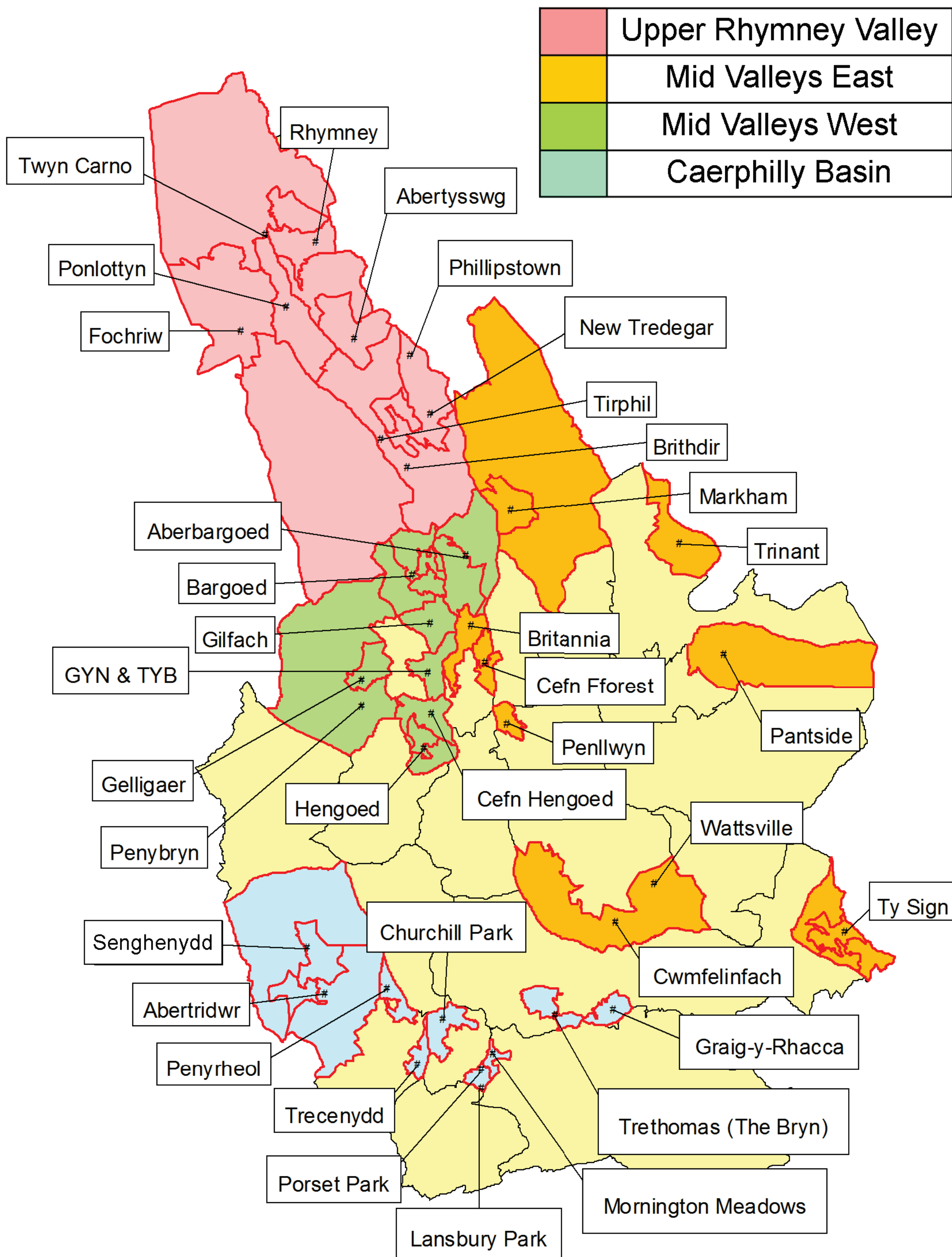
Appendices:

Appendix 1 - Map of CF Cluster Areas

Appendix 2 - Communities First Outcomes Framework

Appendix 3 - Project List 2016-17

Communities First New Phase



Priority	Performance Measure	Draft Definition 2014/15
Helping People to Develop Employment Skills and find Work (ages 25+)	PC-PM.1.1 Completing Employment Related Courses	The client has satisfied the attendance requirements of any training or other activity which is primarily intended to better equip the client to gain or undertake locally available employment.
	PC-PM.1.2 Gaining an Employment related qualification	The client has attained a recognised qualification which is primarily intended to better equip the client to gain or undertake locally available employment. This includes CQFW qualifications and related awards (e.g. Agored Units, NOCN).
	PC-PM.1.3 More Positive and improved confidence about seeking work	The client reports and/or demonstrates increased confidence and enthusiasm for seeking employment.
	PC-PM.1.4 Actively accessing advice and support.	Client accessed structured advice and support on employment issues on at least two occasions. Examples could include contact with the Citizens Advice Bureau, Job Centre advice and careers guidance.
	PC-PM.1.5 Regular Volunteering as route to work	<p>The client undertakes at least one hour of volunteering per week for a period of at least 4 weeks which is primarily intended to better equip the client to gain or undertake locally available employment.</p> <p>Clients may also be counted who undertake at least one hour volunteering per week for less than 4 weeks, where volunteering has ended as a result of them securing employment.</p>
	PC-PM.1.6 Completing a work experience placement	The client completes a work experience placement. This should be for at least 16 hours per week for 2 weeks. It could include Intermediate Labour Market (ILM) programme placements.
	PC-PM.1.7 Actively seeking work	The client undertakes at least 3 activities every week, with the support of CF, to find work or improve their chances of getting work. These activities could include using Universal Jobmatch to search and apply for jobs, contacting employers or looking for jobs in
	PC-PM.1.8 Entering Employment	Client has secured a paid employment position. Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 hours work a week and must be paid employment. It is acceptable for the 16 hours of work to be the cumulative total from multiple jobs for any given individual.
	PC-PM.1.9 Known to be in Employment after six months	Client remains in a paid employment position after 6 months. Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 hours work a week and must be paid employment. It is acceptable for the 16 hours of work to be the cumulative total from multiple jobs for any given individual.
Reducing Youth Unemployment and disengagement (ages 16-24)	PC-PM.2.1 Entering Further Education	Client has enrolled and been accepted to study on an accredited course in further education (full-time and part-time education suitable to the requirements of persons who are over compulsory school age (including vocational, social, physical and recreational training) and organised leisure-time occupation provided in connection with the provision of such education). It does not include secondary education or higher education.

	PC-PM.2.2 Gaining an Employment related qualification	The client has attained a recognised qualification which is primarily intended to better equip the client to gain or undertake locally available employment. This includes CQFW qualifications and related awards (e.g. Agored Units, NOCN).
	PC-PM.2.3 More Positive and improved confidence about seeking work	The client reports and/or demonstrates increased confidence and enthusiasm for seeking employment.
	PC-PM.2.4 Regular Volunteering as route to work	The client undertakes at least one hour of volunteering per week for a period of at least 4 weeks which is primarily intended to better equip the client to gain or undertake locally available employment. Clients may also be counted who undertake at least one hour volunteering per week for less than 4 weeks, where volunteering has ended as a result of them securing employment.
	PC-PM.2.5 Completing a work experience placement	The client completes a work experience placement. This should be at least 2 weeks at 16 hours per week. It could include Intermediate Labour Market (ILM) programme placements.
	PC-PM.2.6 Actively seeking work	The client undertakes at least 3 activities every week, with the support of CF, to find work or improve their chances of getting work. These activities could include using Universal Jobmatch to search and apply for jobs, contacting employers or looking for jobs in
	PC-PM.2.7 Securing a JGW Employment Opportunity	The client is offered and starts a Jobs Growth Wales opportunity. This is any JGW opportunity not just CF specific.
	PC-PM.2.8 Completing a JGW Employment Opportunity	The client has satisfied the attendance requirements (and any other requirements) to complete a Jobs Growth Wales opportunity. This is any JGW opportunity not just CF specific.
	PC-PM.2.9 Entering Employment	Client has secured a paid employment position. Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 hours work a week and must be paid employment. It is acceptable for the 16 hours of work to be the cumulative total from multiple jobs for any given individual.
	PC-PM.2.10 Known to be in Employment after six months	Client remains in a continuous paid employment position after 6 months. Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 hours work a week and must be paid employment. It is acceptable for the 16 hours of work to be the cumulative total from multiple jobs for any given individual.
Promoting Digital Inclusion	PC-PM.3.1 Gaining Basic IT Skills	The client demonstrates an understanding of and ability to carry out basic IT skills. Skills include using a mouse/keyboard, using menus/icons and ability to open/edit/save/print documents.
	PC-PM.3.2 More confident using a computer	The client reports and/or demonstrates increased confidence in using computers.
	PC-PM.3.3 Able to use the Internet for Online services	The client demonstrates the ability to use the internet to find, select and exchange information. The client has started to use an online service such as internet banking, council tax payment and benefit claims.

	PC-PM.3.4 Are able to access IT services	The client reports that they know where IT services are available and that they are able to access them.
	PC-PM.3.5 Progressing beyond basic IT skills, to a recognised IT qualification.	The client has completed a recognised IT or software course such as ECDL.
Financial Inclusion - Improving Financial Capability, managing debt and raising income	PC-PM 4.1 Improved Financial Literacy/Capability	The client demonstrates improved financial literacy/capability. This could include: - Understanding features of a household budget (list income/expenditure, identify essential/non-essential expenditure). - Understanding how to shop for food on a budget (identify how savings can be made, record food items within budget). - Be able to use ways to manage personal finance (set targets, list organisations that can provide support, provide personal info to organisations in formal situations when necessary).
	PC-PM.4.2 Developed a weekly budget	The client demonstrates the ability to produce an accurate weekly household budget, including accurately listing household income and household expenditure.
	PC-PM.4.3 More confident managing finances	The client reports improved confidence in managing household finances.
	PC-PM.4.4 People saving regularly	The client reports and/or demonstrates that they are putting money into a savings account (an account separate to their current account) at least once a month for a minimum of 6 months.
	PC-PM.4.5 Reducing/Managing debt	The client reports and/or demonstrates that they have reduced and/or are managing their debt levels by making required minimum payments.
	PC-PM.4.6 Supported to Access the Benefits they are entitled to	The client receives an additional benefit, or an increase in existing benefits, as a result of being supported to access the benefits they are entitled to.
	PC-PM.4.7 Opening a credit union account	Client has opened a credit union account.
	PC-PM.4.8 Accessing a credit union loan	Client has taken out a credit union loan (for any amount).
	PC-PM.4.9 Accessing food banks	Client has accessed a food bank.
Supporting Enterprise and Timebanking Building Social Capital	PC-PM.5.1 Better Knowledge for running a SE	The client demonstrates improved understanding of running a social enterprise as defined. This could include: - Knowing about different types of enterprises. - Knowing the services/products that enterprises offer. - Knowing the features of a successful enterprise.
	PC-PM.5.2 Better Knowledge for running a business	The client demonstrates improved understanding of running a business as defined. This could include: - Knowing about different types of business. - Knowing the services/products that businesses offer. - Knowing the features of a successful business.
	PC-PM.5.3 More Involved in Community through regular volunteering	Client is engaged in structured activity either through a timebanking, local community group or Social Enterprise project which is making a contribution to the improvement of/services for their local community. These activities should be for at least one hour per week for 4

	PC-PM.5.4 Timebanking Hours Banked	The client has timebanked at least X hours in the last X months. This measure is distinct in that you should measure the cumulative total of timebanking hours banked by your local community rather than any given individual.
	PC-PM.5.5 Social Enterprises Established	The number of social enterprises (a business with primarily social objectives whose surpluses are principally reinvested for that purpose) established by clients, alone or with others.
	PC-PM.5.6 Social Enterprises still running 1 year later	The number of Social Enterprises (a business with primarily social objectives whose surpluses are principally reinvested for that purpose) established by clients, alone or with others, still trading after the first full year.
	PC-PM.5.7 Number of people commencing self employment	The client has started up a business or self employment.
Reducing the Risk of Youth Offending	PC-PM.6.1 Gaining an extracurricular qualification	The client has attained a recognised qualification which is not part of the National Curriculum.
	PC-PM.6.2 Participating in a personal and social development opportunity	The client has taken part in a personal and social development opportunity lasting at least 10 hours with a recorded outcome.
	PC-PM.6.3 Engaged in regular Positive activity	The client participates at least twice per week in an activity, or activities, which have a beneficial impact on the client's physical, mental or emotional health and well-being.
	PC-PM.6.4 Cease offending	The client has not been convicted, arrested or cautioned in the 6 months since the start of the intervention.

Priority	Performance Measure	Draft Definition 2014/15
Promoting Family Learning in the Early Years	LC-PM.1.1 Parents with better understanding of parenting including the importance of early learning.	The client demonstrates understanding of key aspects of parenting, including healthy diet, regular exercise and reading with their child. The client also demonstrates an understanding of the importance of early learning, including the effect on later attainment, the importance of the home environment, parental interest and good pre-school provision.
	LC-PM.1.2 Parents with improved ability to support their child's learning and development needs.	The client reports using new parenting skills to better support the learning and development needs of their child.
	LC-PM.1.3 Parents reading regularly with child	The client reads with their child three or more times in a typical week.
	LC-PM.1.4 Parents who complete a parenting course	The client successfully completes a recognised parenting or family learning course.
Supporting Young People to Do Well at School	LC-PM.2.1 Children and YP who know where to get help if they have a problem at school	The client reports that they know where to get help if they have a problem at school.
	LC-PM.2.2 Children and YP with a better understanding of the importance of school	The client understands the importance of school and education and demonstrates a more positive attitude towards this.
	LC-PM.2.3 Improved behaviour in School	The client's behaviour in school has demonstrably improved as a result of the Communities First intervention, including reduced disruptive behaviour or increased engagement.
	LC-PM.2.4 Increased school attendance	The client has reduced incidence of unauthorised absence.
	LC-PM.2.5 Improved academic performance	The client demonstrates an improvement in academic performance, for example, submitting homework and paying attention in class.
	LC-PM.2.6 Client is aware of the risk of bullying.	The client is aware of the risks of bullying, including cyber bullying. They demonstrate an understanding of what bullying is, its effects, and what help and advice services are available.
	LC-PM.2.7 Participating in a personal and social development opportunity	The client has taken part in a personal and social development opportunity lasting at least 10 hours with a recorded outcome.
Supporting Families to be Engaged in their Children's Education	LC-PM.3.1 Parents Gaining a Qualification	The client successfully attains an accredited qualification as defined within the CQFW.
	LC-PM.3.2 Parents feel more confident supporting their children	The client reports feeling more confident about supporting their child's learning, including knowledge of the curriculum or improved basic skills. This could include being better able to assist with their child's homework.
	LC-PM.3.3 Parents who feel their child is coping better at school	Definition in development.
	LC-PM.3.4 Parents are more engaged with school	Client is more engaged and involved with their child's school. This could include increased involvement in PTA meetings, attending parents evenings and school events such as plays and sports days.
	LC-PM.3.5 Parents who know where to get help if their child has a problem at school.	The client reports that they know where to get help if their child has a problem at school.
Lifelong Learning in Communities	LC-PM.4.1 People gaining a qualification	The client successfully attains an accredited qualification as defined within the CQFW.

	LC-PM.4.2 People more positive about learning	The client feels more positive about their own learning.
	LC-PM.4.3 Progressing to a higher qualification	Client is undertaking an accredited course that advances on their previous qualifications (a level higher).
	LC-PM.4.4 People who participate in regular volunteering to learn	Client undertakes formal volunteering at least once a month with the aim to learn. Formal volunteering is defined as giving unpaid help through groups, clubs or organisations which support social, environmental, cultural or sporting objectives.
	LC-PM.4.5 Clients who enrol in further or higher education	Client undertakes a part time or full time course in further or higher education. This would include courses in Colleges or Universities
Improving Adult Basic Skills	LC-PM.5.1 Improved Literacy Skills	The client demonstrates improved literacy. This could include the ability to read and understand a range of appropriate texts to obtain information and to use written words and phrases to record and present information.
	LC-PM.5.2 Improved Skills Numeracy Skills	The client demonstrates improved numeracy. This could include improved ability to perform calculations and work with measurements, basic statistics and probability.
	LC-PM.5.3 Gaining a qualification	The client successfully attains an accredited qualification as defined within the CQFW.
	LC-PM.5.4 People are more positive about learning	The client feels more positive about their own learning.
	LC-PM.5.5 Progressing to further learning	Client is undertaking further learning. This can include formal academic or vocational education and less formal skills development training (including soft outcomes).

Priority	Performance Measure	Draft Definition 2014/15
Supporting a Flying Start in the Early Years (Ages 0-7)	HC-PM.1.1 Mothers with better understanding of importance of health during pregnancy and the Early Years.	The client demonstrates understanding of key aspects of health during pregnancy and the Early Years, including diet (and vitamins such as folic acid), alcohol and smoking.
	HC-PM.1.2 Parents who feel better able to cope	The client reports that as a result of the Communities First intervention they feel better able to cope with the demands of parenting.
	HC-PM.1.3 Expectant mothers making a positive health change during pregnancy	Client has made a positive health change such as lowering alcohol intake, smoking cessation or beginning to take folic acid.
	HC-PM.1.4 Expectant mothers who stop smoking	The client has stopped smoking for the period of their pregnancy. Clients can be counted if they have not smoked for at least 4
Promoting Physical Well Being (Ages 7 and above)	HC-PM.2.1 People are aware of the risk of obesity	Clients are more aware of the negative health consequences of obesity, including increased risk of diabetes, cancer and cardiovascular disease.
	HC-PM.2.2 People with a positive attitude to improving their physical health	Clients feel more positive about improving their physical health.
	HC-PM.2.3 Increased Physical Activity	The client undertakes increased physical activity as a result of the Communities First intervention.
	HC-PM.2.4 Regular Participation in sport	The client participates in sport at least once a week. Appropriate sport activities can be found listed in the Sports England Active People Survey Activities Database.
	HC-PM.2.5 Meeting physical activity guidelines	Clients report that they undertake a minimum of 30 minutes of moderate intensity activity at least 5 days a week. Examples of moderate exercise are heavy housework (eg spring cleaning, walking with heavy shopping), fast walking, dancing, gentle swimming or heavy gardening (eg digging). Other examples of moderate exercise, by age groups, can be found in Start active, stay active - UK Chief Medical Officer guidelines for physical activity.
	HC-PM.2.6 Reduced BMI	Client has reduced their BMI to within (or towards) the healthy range. BMI can be calculated using the tool available at http://www.nhs.uk/Tools/Pages/Healthyweightcalculator.aspx .
Promoting Mental Well Being	HC-PM.3.1 Increased knowledge of available support	The client has improved knowledge of the mental health support that is available and how to access it.
	HC-PM.3.2 Feel more positive about their mental well being	The client feels more positive about the outlook for their mental well being.
	HC-PM.3.3 Participating in a positive activity twice a week	The client has participated in an activity(ies) at least twice a week for 4 weeks with the primary purpose of helping them to feel more positive about their mental well being. An example could be activities that contribute to the 'Five ways to wellbeing' (New Economics Foundation).
	HC-PM.3.4 Better able to manage their well being	Clients report having better management strategies for their mental well being.

Encouraging Healthy Eating	HC-PM.4.1 Ability to budget for a healthy diet for a week	Clients demonstrates the ability to create a healthy meal plan for a week within their household budget.
	HC-PM.4.2 More confident cooking a fresh meal	Clients are more confident and have the necessary skills to prepare a fresh, healthy meal using fresh produce (such as eggs, milk, meat, vegetables etc).
	HC-PM.4.3 Eat fruit or veg daily	The client eats fruit/vegetables every day (on a normal day).
	HC-PM.4.4 Cooking a fresh meal at least once a week	Clients prepare a fresh, healthy meal using fresh produce (such as eggs, milk, meat, vegetables etc) at least once a week. This could be a meal that uses the healthy food group proportions as specified by the 'eatwell' plate (http://www.nhs.uk/Livewell/Goodfood/Pages/eatwell-plate.aspx).
	HC-PM.4.5 Accessing fruit and veg via a food co-op.	The client acquires fruit and vegetables from a food co-op on a weekly basis for at least 6 consecutive weeks.
Reducing Risks - please indicate clearly which of the following risks you are addressing - you are strongly advised to use the specific measures rather than the general measure: Smoking, Alcohol, Drugs, Sexual Health, General.	HC-PM.5.1 Better knowledge of risks (Note: The risk categories will be reported on separately. These are smoking, alcohol, drugs, sexual health and general (general to be used for projects which cover more than one category of risk)).	The client demonstrates knowledge and understanding of what constitutes risky behaviour and the possible consequences of key risks. The categories of risky behaviour are smoking, alcohol, drugs, sexual health and general.
	HC-PM.5.2 Increased knowledge of available support	The client has improved knowledge of the support that is available and how to access it.
	HC-PM.5.3 Reducing risky behaviour (Note: The risk categories will be reported on separately. These are smoking, alcohol, drugs, sexual health and general (general to be used for projects which cover more than one category of risk)).	The client has reduced at least one defined risky behaviour. The categories of risky behaviour are smoking, alcohol, drugs, sexual health and general.
	HC-PM.5.4 Ceasing a risky behaviour (Note: The risk categories will be reported on separately. These are smoking, alcohol, drugs, sexual health and general (general to be used for projects which cover more than one category of risk)).	The client has stopped engaging in at least one risky behaviour. The categories of risky behaviour are smoking, alcohol, drugs, sexual health and general.
	HC-PM.5.5 Client referred onto, and commenced, a smoking cessation service.	The client has been referred onto and subsequently taken part in a smoking cessation service.
Supporting People (with additional needs) to Live in the Community	HC-PM.6.1 Know how to access help and support	The client reports that they know what support is available to them and how to access it.
	HC-PM.6.2 Feel safer	The client feels less vulnerable to accidental harm or crime.
	HC-PM.6.3 Engaged in more community activity	The client has increased their engagement in community activities. These could include organised social activities such as lunch clubs, volunteering programmes and support groups. An activity should be attended at least once a week for 4 weeks.

	HC-PM.6.4 Supported to manage at home	The client is supported to manage at home through direct home interventions such as volunteer home visits, assistance with their shopping and assistance around the home.
	HC-PM.6.5 Reduced social isolation	The client reports reduced social isolation and have a sense of belonging.
	HC-PM. 6.6 People supported to manage their chronic health condition(s)	The client receives support to help them manage their chronic health conditions.
	HC-PM. 6.7 People supported to access community based health services	Client is accessing help and support, including community based health services provided by the third sector, NHS or local authority, to live a healthy life at home.

Communities First Project List 2016-17

Prosperous Communities

- Employment Support 25+
- LIFT 25+ (*Caerphilly Basin and Upper Rhymney Valley only*)
- LIFT 16-24 (*Caerphilly Basin and Upper Rhymney Valley only*)
- Streetgames – Employability Support (*Mid Valleys West only*)
- Digital Inclusion (Web for Work Essentials/First Click)
- Digital Fridays
- Citizens Advice Engagement & Outreach (Shared Outcomes – CAB Project)
- Prevention Project
- Furniture Revival Project (*Upper Rhymney Valley only*)
- Food Bank (*Upper Rhymney Valley only*)

*Please note, significant changes to employment support projects this year as a result of the introduction of the Communities for Work programme, which sits within the Communities First structure and works alongside CF Employment Support and LIFT to deliver a holistic employment programme for all participants

Learning Communities

- School Support
- Personal and Social Development for Children and Young People
- Pupil Inclusion Project
- Parent Engagement Project
- Extra Curricular Qualifications for Young People
- Parent/Family Learning Project (*Caerphilly Basin and Mid Valleys West only*)
- Adult Community Learning (*Mid Valleys East only*)
- Accredited IT/Digital Courses (*Mid Valleys East, Mid Valleys West and Upper Rhymney Valley only*)
- Heolddu Achievement Project (*Mid Valleys West only*)
- CATWG Project (*Mid Valleys West only*)
- Tiny Tots Toy Library (*Upper Rhymney Valley only*)

Healthier Communities

- Healthy Lives
- Physical Activity Project
- Streetgames
- Mental Health Self Help Support Groups/Sessions (*Caerphilly Basin, Mid Valleys East and Mid Valleys West only*)
- Mental Health Classes (*Caerphilly Basin, Mid Valleys East and Mid Valleys West only*)
- Get Cooking/Community Cooking Sessions
- Environmental Action (*Upper Rhymney Valley only*)
- Mental Wellbeing (*Upper Rhymney Valley only*)
- Broadening Horizons (*Upper Rhymney Valley only*)

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REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 20TH SEPTEMBER 2016

**SUBJECT: WASTE COLLECTION REVIEW AND PROPOSED MINOR CHANGES TO
CURRENT COLLECTION ARRANGEMENTS FOR FOOD/GARDEN
WASTE**

REPORT BY: CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To update the Scrutiny Committee on progress made with the Collaborative Change Programme (CCP).
- 1.2 To advise members of the outcome of the recent Wales Audit Office Review of Waste Management.
- 1.3 To seek the views of members on proposed minor changes to the current collection arrangements for the food and garden waste prior to consideration by Cabinet.

2. SUMMARY

- 2.1 The CCP has been established by Welsh Government to facilitate the delivery of more sustainable waste management services across Wales by offering strategic and tailored support to help local authorities achieve the outcomes of the Towards Zero Waste Strategy. Caerphilly has been engaged in the CCP since early 2015 and is currently reviewing its waste collection/disposal options. The CCP is not yet complete and there are no firm recommendations to consider at this present time, although considerable progress has been made.
- 2.2 In May 2016 the Welsh Audit Office (WAO) undertook a high level review of the Councils progress in considering changes to the waste and recycling service to meet future statutory targets. Based on the review WAO are *“reassured that the Council is taking a measured and mature approach in considering options for its waste and recycling service and recognised areas that require strengthening”*. The letter also addressed some areas for consideration.
- 2.3 The co-collected weekly food/garden waste collection service was introduced in October 2009, to co-incide with the transition to fortnightly residual waste collection. The service currently collects approximately 11,000 tonnes per annum (estimated split of circa 8,000 tonnes food waste and 3,000 tonnes of garden waste). This is currently processed via in vessel composting (IVC) at Bryn Compost Gelligaer. It is recognised that in the longer term food waste needs to be collected and treated separately via Anaerobic Digestion (AD) in accordance with WG policy. In January 2016, Cabinet agreed that the Authority would commence a food/garden waste treatment procurement. In the meantime, however, under our existing contractual agreement with Bryn Compost we have the opportunity to utilise their AD plant which has been operational since 2016, but to do so would involve a change to our current collection methods.

- 2.4 The current food waste participation rate is 38.1% and a recent study has shown that 28-30% of the residual waste collected is still food waste. In order to increase food waste participation a dedicated communication campaign is required.

3. LINKS TO STRATEGY

- 3.1 The Well-being of Future Generations Act (Wales) 2015 sets out a number of goals/principles which public bodies must apply in the strategies and services they deliver. These include:-

- 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.

Sustainable Waste Management Services undoubtedly contribute to 7 of these 8 principles and there are particular economic and environmental benefits associated with the treatment of food waste by anaerobic digestion.

- 3.2 The Community & Leisure Services Divisional Service Improvement Plan contains specific objectives to meet a range of statutory and non statutory targets. A number of these objectives contribute to the “Greener” theme within “Caerphilly delivers” the Local Service Board Single Integrated Plan.
- 3.3 Towards Zero Waste One Wales: One Planet, 2010, is the overarching Waste Strategy for Wales which sets out Welsh Government’s long term framework for resource efficiency and waste management including high level targets and outcomes. In 2011, this was supplemented by the publication of The Municipal Sector Plan Part 1 which outlines the Welsh Government’s recommended service profile for the collection of waste from households (Collection blueprint).

4. THE REPORT

4.1 Collaborative Change Programme (CCP)

- 4.1.1 The Welsh Government CCP offers strategic and tailored support to help local authorities achieve the outcomes of the Towards Zero Waste Strategy. The support covers four key phases:-

- Business Planning Toolkit
- Identification of gaps and changes needed to achieve targets.
- Detailed Planning with forward cost forecast
- Implementation of the plan.

- 4.1.2 The Authority has been fully engaged in the process since mid 2015 and has been allocated support from Welsh Government via the Waste Resources Action Programme (WRAP) and their appointed consultants to undertake service reviews. A number of service areas across waste management are currently being reviewed and options being explored. These include:-

- i). Kerbside Collection – Recycling, Organics and Residual Waste
- ii). Commercial Waste Collections
- iii). Transfer Station/ Depot Infrastructure
- iv). Household Waste Recycling Centres.
- i). **Kerbside Collection – Recycling, Organics and Residual - In June 2015**

WRAP produced the first kerbside Analysis Tool (KAT) report which provided a starting point for a transparent and informed debate between WRAP and Council Officers on future service collection options. KAT is a publically available model which allows users to make projections of kerbside collection infrastructure and associated standardised costs using default and user defined values to key parameters. The purpose of the KAT modelling is to consider several collection options for recycling, residual and organics services including the current service configurations to ascertain the most cost effective, efficient and performance driven options for future service delivery to take forward to a more robust business planning stage.

A further KAT modelling report with reduced options was produced in December 2015. Officers have provided constructive challenge to the KAT modelling exercises throughout the process to ensure the Caerphilly local context is at the forefront of any consideration to service change recognising the high satisfaction levels with our current service configuration.

Officers still have a number of key concerns relating to the outcome of the KAT modelling and assumptions that have been made in areas such as material income, participation rates, round size and vehicle numbers. These along with further options will be presented to Members at a later date for consideration. Senior officers and cabinet have agreed that full Council will take the decision whether to make significant changes to the current service provision.

ii). **Commercial Waste Collections** - Amec Foster Wheeler was commissioned by WRAP to complete a review of the Authority's trade waste collection service. An initial report received in February 2016, outlined the Authority's potential to increase recycling from trade waste premises. Based on Amec Foster Wheeler's estimate the service currently has a recycling rate of 6.2% which could be increased. However, cost and income projections will need to be carefully considered. In addition, the service needs to be considered alongside any changes to the domestic service as both streams are currently co-collected. Officers have also asked for further clarification and provided supplementary information which will inform Phase 2 of the review which is yet to be completed.

iii). **Transfer Station/ Depot Infrastructure** - If there is a change from the current co-mingled recycling service to a twin stream/source segregated service the current depot/waste transfer provisions will not be sufficient. As part of the CCP process and to inform the KAT modelling and business planning stages WRAP have commissioned Resource Futures to undertake a review of current depot/waste transfer station infrastructure and future requirements if service changes are implemented. As part of this process several sites have been considered including Trehir, Full Moon, the former Severnside Site at Bedwas and the Parks depot at Penallta.

iv). **Household Waste Recycling Centres (HWRC's)** - WRAP have commissioned Resource Futures to undertake a review of HWRC provision across the County Borough. This will include a spatial assessment and high level performance review. An inception meeting was held on 24th May 2016 and officers are currently awaiting a project plan which will include timescales followed by a draft report.

4.1.3 Following the final reports from the above work streams a business plan will be prepared which will include a cost benefit analysis and identification of gaps/changes required to achieve future targets.

4.1.4 In recognition of the profile, cost and high satisfaction levels with the Authority's waste services the review has also been included as one of the Authority's Business Improvement Projects which will report to the Business Improvement Programme Board.

4.2 Wales Audit Office Review

- 4.2.1 In May 2016, as part of their 2015-16 Audit Plan, Wales Audit Office undertook a high level review of the Council's progress in considering changes to the waste and recycling services to meet future statutory targets.
- 4.2.2 A letter issued by WAO (Appendix 1) recognises that the Council is taking “a *measured and mature approach*” in considering options for its waste and recycling service by proactively engaging with WRAP as part of the CCP. It states that there is a clear understanding by officers and senior Cabinet members for the rationale for considering different options and recognises the clear governance arrangements in place. As acknowledged in the letter and mentioned in 4.1.2 Senior Officers and Cabinet have agreed that full Council will take the decision whether to make significant changes to the current service collection arrangements.
- 4.2.3 The review also recognises areas that require strengthening. These include the production of a detailed project plan to facilitate ongoing monitoring and implementation of key actions, timescales and decisions. It is recommended that the project plan includes a communication and engagement plan which will be vital if the Council considers changes to its collection arrangements in the future.
- 4.2.4 The recommendations outlined in the review are for consideration only but will be implemented as our engagement with the CCP develops. A draft project plan has been produced but this needs to be updated and expanded as information and timescales become apparent.
- 4.2.5 The review is complementary in recognising that the Council has not waited for the outcome of the CCP review to address any performance issues. It makes reference to the 7 sin recycling bin campaign which had a positive impact on the Council's recycling performance and refers to other areas where there are opportunities to make changes that could positively affect recycling performance. These include increasing participation in food waste recycling, improving trade waste, continuing with the 7 sin bin campaign and separate food and garden waste collections.

4.3 Food and Garden Waste

4.3.1 Current Service Provision and performance

- 4.3.1.1 The weekly food/garden waste collection service was introduced in October 2009, to co-incide with the transition to fortnightly residual waste collections. The service currently collects approximately 11,000 tonnes per annum (estimated split of 4,000 - 5,000 tonnes food waste and 6,000 – 7,000 tonnes garden waste) which is processed via an in-vessel composting (IVC) at Bryn Compost, Gelligaer. In its current co-collected format the service does not comply with WG policy and strategic direction referred to in 3.3 which favours separate food waste collections treated through anaerobic digestion (AD).
- 4.3.1.2 In May 2016, a monitoring exercise was undertaken to ascertain levels of public participation in the food waste service. The study, which was based on a sample of 7,000 properties, indicated an average participation rate (over a 3-week cycle) of 38.1%.
- 4.3.1.3 Data obtained from other 4 Welsh Local Authorities (Table 1. below) indicates that the participation rate experienced in Caerphilly is low.

Table 1 – Participation data from other Local Authorities

Local Authority	Number of Properties	Participants	% Total Participation
Cardiff	10355	5628	54.35%
Pembrokeshire	11832	5774	48.80%
Carmarthenshire	5520	2903	52.59%
Blaenau Gwent Pre- Communication Campaign			38.60%
Blaenau Gwent Post Communication Campaign			49.80%

4.3.1.4 In June 2016, WRAP Cymru released a report entitled “National Municipal Waste Compositional Analysis in Wales”. A compositional analysis of all municipal waste streams was carried out in all 22 local authorities and took place over two seasons – summer and winter 2015. The analysis looked at all waste streams including waste collections and household waste recycling centres.

4.3.1.5 The compositional analysis undertaken in Caerphilly demonstrated that the fortnightly residual waste stream contains 28-30% food waste despite a weekly food/garden waste service being in operation. This is slightly higher than the National average of 24.8% and indicates the potential for the Authority to increase its capture rate of food waste to contribute to the achievement of statutory targets.

4.3.2 Future Service Configuration

4.3.2.1 As stated previously, the food/garden waste (although presented separately by the householder) is currently co-collected using refuse collection vehicles (RCV’s) and treated via in-vessel composting at Bryn Compost, Gelligaer. It is recognised that food waste over the longer term needs to be collected and treated separately via anaerobic digestion (AD) in accordance with WG policy. In January 2016, Cabinet made the decision to withdraw from the HoV Organics collaboration and commence its own AD food/garden waste treatment procurement, which may also include food waste transfer infrastructure. This procurement will commence in the Autumn of 2016.

4.3.2.2 The current contractual arrangement with Bryn Compost expires in November 2016 with an option to extend for a further 2 years. Bryn has recently constructed an AD plant on its site which has been operational since early 2016. Under the existing contractual arrangements the Authority has the opportunity to utilise this facility but this would involve a change to our current collection methods to enable food waste to be collected separately.

4.3.2.3 Residents currently present their food and garden waste separately using 23 litre caddies and reusable garden waste sacks. It would not be necessary to change this container provision to facilitate a change of treatment methods. However, it would be necessary to review the current collection arrangements in relation to the vehicles used and round configurations to ensure that the two waste fractions are treated separately (Garden waste cannot be treated by AD). However, given the potential savings that could be realised, making this change at the earliest possible date is recommended.

Table 2. outlines food/garden waste tonnages collected in 2014/15 and 2015/16.

Table 2 - Kerbside Food and Garden Waste Tonnage

Tonnage	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2015/16 (Total organic)	3,371	3,316	2,316	1,954	10,957
Food (estimate)	2,023	1,990	2,200	1,856	8,069
Green (estimate)	1,348	1,326	116	98	2,888
<hr/>					
2014/15 (Total organic)	3,663	3,482	2,302	1,958	11,405
Food (estimate)	2,198	2,089	2,187	1,860	8,334
Green (estimate)	1,465	1,393	115	98	3,071

Whilst it is anticipated that food waste remains fairly constant throughout the year, it can be seen from the table above that the quantity of garden waste in the winter period is negligible (circa 200 tonnes).

4.3.2.4 Currently, there are 7 RCV's which collect food/garden waste weekly. In order to collect food waste only, there are a number of options for future collection methods that need to be considered. These are outlined below for the committee to consider and recommend a preferred method to Cabinet.

Option 1 – Winter suspension of Green Waste, Weekly Green Waste (Spring/Summer only) & All Year Round Weekly Food Waste Collection.

The current 7 refuse collection vehicles used for collecting the mixed food and garden waste could be reduced to 5 during 2017/18 (this then allows collection rounds to be reconfigured over the 2016 winter)

However, each vehicle would be covering an increased amount of properties totalling approximately 3,000 per day. This may need to be reviewed over the longer-term if food waste participation increases significantly. The round configuration will lead to changes in collection days for some residents. However, the disruption will be minimised, and any changes communicated to residents in February 2017 in advance of implementation in March.

This option would involve the suspension of garden waste collection during the winter months i.e. November to February inclusive. However, in order to continue to collect garden waste weekly a further 5 vehicles would be required during the spring and summer, (commencing in the spring of 2017). The vehicle configuration moving forward would therefore be as follows:-

- Winter 2016 – Existing fleet of 7 vehicles collecting food only
- Spring/Summer 2017 – 5 food waste vehicles and 5 Garden Waste vehicles (the overall increase in vehicles from 7 to 10 for 8 months of the year is required to undertake two weekly collections for all properties within the Borough. Currently only one weekly collection is made).
- Winter 2017 – 5 Food waste vehicles

The suspension of the garden waste service would be implemented for 4 months with the last collection taking place on the last Friday in October then resuming on the first Monday in March. As this is a minor change to existing service provision, residents would be notified via Newline and other communication channels in advance. Residents would be able to dispose of garden waste at household waste recycling centres or through the Authority's chargeable bulky garden waste service.

This option would incur additional collection costs but would realise savings in treatment costs.

Option 2 – Use of Twin Pack Collection Vehicles to collect Food and Garden Waste Weekly All Year Round.

If the Authority was minded to purchase a fleet of twin pack collection vehicles (total capital cost circa £1.6m) then it could continue to provide a year round food and garden waste collection service while also achieving separation of the 2 waste fractions to enable the food to be treated via the WG preferred method of AD and garden waste to be windrow composted.

This system would operate with 7 front line twin pack collection vehicles (supported by 2 back-up vehicles to allow for downtime resulting from routine maintenance, inspection, etc.) with the result that there would be no increase in collection costs and additional savings being realised in treatment costs.

As a result of the geography of the County Borough it would be necessary to acquire narrow chassis twin pack collection vehicles. These are a relatively new development by collection vehicle manufacturers but unfortunately there is a 20-24 week build and delivery time from the date of order. Consequently, the earliest delivery date would be Spring 2017 and consideration of an interim option for the winter of 2016/17 is therefore required. There are 3 options relating to this interim 4 month period and these are outlined below as Options A, B and C.

Option A - Continued, weekly collection of food waste + Interim suspension of garden waste for the winter of 2016/17 followed by new twin pack collection to commence April 2017. This option does not involve any additional collection costs but there is a change required for residents.

Option B - Continued weekly collection of food waste + Implementation of an interim weekly collection of garden waste for winter of 2016/17 using 7 caged tippers + 14 staff followed by new twin pack collection to commence April 2017. This option involves additional collection costs although they are partially offset by treatment cost savings.

Option C - Continued weekly collection of food waste + Implementation of a “request only” collection service for garden waste for winter of 2016/17 using two refuse collection vehicles + 4 staff followed by new twin pack collection to commence April 2017. This option involves some additional costs but these are more than offset by treatment cost savings.

4.3.2.5 A summary of these options is included as Appendix 2 to this report. The detailed financial implications are included in section 6 below.

4.3.2.6 As part of the CCP, officers have further explored reducing the frequency of garden waste collections from weekly to fortnightly. However, this could lead to a reduction in our overall recycling/composting performance which could affect the Authority’s ability to achieve the WG statutory targets so is not recommended.

4.3.2.7 The Bryn Power anaerobic digester currently powers the plant itself, as well as the Bryn Compost Recycling Site and 3400 homes. This would be increased to an additional 1150 homes with the inclusion of food waste from the Authority. Bryn Compost has advised that this will also lead to the down-scaling and eventual closure of the IVC. Garden waste will be treated via windrow.

4.3.3 Education & Increasing Participation

- 4.3.3.1 In order to encourage participation in the food waste service a communication plan including a borough wide doorstepping campaign has been implemented from August 2016. A team of recycling advisors have been recruited on a temporary basis to undertake door to door visits. They are offering advice, guidance and encouragement as well as distributing information leaflets and food waste containers. The advisors are also placing “No Food Waste” stickers on the residual and recycling containers as a lasting reminder of the correct disposal option.
- 4.3.3.2 In order to assess the effectiveness of the campaign a follow up monitoring exercise will be undertaken. Whilst an increase in participation/tonnage cannot be guaranteed it is anticipated (based on previous doorstepping campaigns) that this form of communication has a positive effect on behaviour. From the experience in Blaenau Gwent (Table 1. above) a dedicated communication campaign increased participation from 38.6 – 49.8%.
- 4.3.3.3 Early signs from this campaign are encouraging with an increase in requests for food waste collection caddies. The tonnage of food waste captured will need to be kept under review as the round structure and proposed changes have been based on current participation levels and current tonnages captured.
- 4.3.3.4 Officers have contacted WRAP who have financially supported communication activity relating to food waste in other local authorities across Wales. As Caerphilly is not part of a collaborative AD Hub funding was declined.
- 4.3.3.5 In order to encourage participation further, officers are currently considering the implementation of a food waste incentive scheme. This could be on an individual, school or community basis. Further consideration will be given following the completion of the door stepping campaign and evaluation of the results.

5. EQUALITIES IMPLICATIONS

- 5.1 There are no potential equalities implications associated within this report for specific groups or individuals. Therefore there is no requirement for an Equality Impact Assessment to be undertaken.

6. FINANCIAL IMPLICATIONS

- 6.1 The financial implications associated with the CCP review will be presented in a future report.
- 6.2 The full year financial implications associated with food/garden waste proposed service changes are as follows:

Table 3 - Proposed Full Year Service Costs by Option

	Existing Service (£)	Option 1	Option 2
Labour	549,360	680,610	549,360
Vehicles			
Hire	n/a	97,125	n/a
Fuel	100,875	125,875	100,875
Repair/Fleet Overhead/Licences etc.	200,119	200,119	200,119
Treatment	616,000	269,024	269,024
Total	1,466,354	1,372,753	1,119,378
		Saving = £93,601	** Saving = £346,976

**** There is a potential further £50,000 per annum saving relating to Option 2 as purchase of a twin pack fleet will facilitate the off hire of an existing refuse collection vehicle within the CCBC fleet.**

- 6.3 Table 3 (above) illustrates the full year savings associated with the 2 main options and as can be seen there are significant savings associated with Option 2 (use of narrow chassis twin pack collection vehicles). This option will result in savings of circa £400,000 per annum as it facilitates the off-hire of a refuse collection vehicle in addition to the savings associated with the separate treatment of food and garden waste.
- 6.4 However, there is a capital expenditure requirement of £1.62m associated with the purchase of 9 No. narrow chassis twin pack collection vehicles. Members will recall that the 2016/17 budget report approved by Council on the 24th February 2016 included details of the Capital Programme for the period 2016/17 to 2018/19. The approved capital budget for 2016/17 included a capital earmarked reserve of £7.9m which was available through the release of General Fund balances; capital underspends in previous years and capital receipts. None of the £7.9m funding is currently committed so in the event of option 2 being the preferred option of Members, the Scrutiny Committee is asked to support a recommendation to Cabinet to utilise £1.62m of the £7.9m funding to purchase the 9 narrow twin pack collection vehicles.
- 6.5 As stated in 4.3.2.4 above the implementation of the twin pack collection method will require an interim solution during the winter of 2016/17 (November – March). The interim costs of these options are as follows:-

Table 4 – Interim costs/savings (winter 2016/17)

	Option A – Interim Suspension of Garden Waste Collection	Option B – Maintenance of weekly service using 7 No. caged vehicles.	Option C – Request only Collection Service using 2 RCV's
Labour	0	£120,693	£40,000
Vehicle Costs (Hire, fuel, o/heads. licences, etc.)	0	£37,247	£54,000
Treatment Saving	£95,000	£95,000	£95,000
Net Cost or Saving	£95,000 Saving	£62,940 Additional Cost	£1,000 Saving

- 6.6 The primary aim of making this change is to enable the Authority to process its food waste via the Welsh Government preferred method of Anaerobic Digestion. An additional cost saving benefit will result but the level of savings outlined above are based on a set of assumptions relating to the food/green split currently estimated and existing participation levels. Changes to any of these could affect the savings levels in a positive or negative way. For example, increases in food waste participation may incur additional collection costs but this may be offset by residual waste disposals costs. Officers will continue to review this position.
- 6.7 It is also worth noting that the above calculations are based on indicative tonnages of food waste as the exact quantities are not known. Additionally, the calculation does not include any increases in public participation/capture that may be achieved as a result of the communication activity.

7. PERSONNEL IMPLICATIONS

- 7.1 Personnel implications are dependent on the option selected. For example, Option 1 which involves the winter suspension of green waste would involve changes to round sizes and

potential changes in staff duties. In this case service managers would work with colleagues in HR and the relevant Trade Unions to manage these changes with staff in accordance with the Authority's HR policies. Option 2 would not involve any significant personnel implication as the twin-pack collection system would still utilise 7 collection vehicles and collection crews.

8. CONCLUSION

- 8.1 As can be seen from the text above, there are significant benefits relating to the separate collection and treatment of food and garden waste. These include:
- Significant full year revenue savings
 - Treatment of food waste via the WG preferred technology (AD) at a local site with current capacity for the Authority's food waste.
- 8.2 Given the potential scale of financial savings involved it is the view of officers that decisions on changes are taken in a timely manner so that the changes can be made at the earliest opportunity after taking account of vehicle acquisition/supply timescales.
- 8.3 It is the recommendation of officers that the existing collection system for food and garden waste is replaced by Option 2 (use of twin pack collection vehicles) and that interim Option C (a request only service for garden waste collection) is implemented for the interim period of November 2016 – March 2017 with weekly food waste collection being maintained for the same period.
- 8.4 In order to implement Option 2 at the earliest possible opportunity (April 2017) the twin pack collection vehicles will need to be procured urgently.

9. CONSULTATION

- 9.1 The report reflects the views of the listed consultees.

10. RECOMMENDATIONS

- 10.1 The Scrutiny Committee is asked to note the content of the update on the CCP review and the WAO letter received.
- 10.2 The views of the Scrutiny Committee are sought on the future options for food and garden waste collection and the recommendation of officers outlined in Section 8 of this report.
- 10.3 The Scrutiny Committee is asked to recommend a future collection option for consideration by Cabinet.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To provide the Scrutiny Committee with an update on the progress made with the Authority's involvement with the CCP and recent WAO review.
- 11.2 To seek the views of the Scrutiny Committee on the proposed changes to the kerbside food/garden waste service prior to consideration by Cabinet.

12. STATUTORY POWER

- 12.1 Local Government Acts.
Environmental Protection Act 1990.

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Consultees: Christina Harray, Corporate Director - Communities
Tony White – Waste Strategy & Operations Manager
Hayley Jones, Principal Waste Management Officer
Councillor Nigel George – Cabinet Member for Community & Leisure Services
Mike Eedy – Finance Manager
Lynne Donovan, Acting Head of Human Resources and Organisational Development
Equalities & Welsh Language Team
Gail Williams, Interim Head of Legal Services & Monitoring Officer
Steve Harris, Interim Head of Corporate Finance
Nicole Scammell, Acting Director of Corporate Services & S151

Background Papers:

Towards Zero Waste – One Wales: One Planet

The Overarching Waste Strategy Document for Wales June 2010

<http://gov.wales/docs/desh/publications/100621wastetowardszeroen.pdf>

Municipal Sector Plan Part 1: Collections Blueprint March 2011

<http://gov.wales/docs/desh/publications/110310municipalwastebblueprinten.pdf>

Report to Cabinet - Collection of Food and Garden Waste – November 2008

Report to the Living Environment Scrutiny Committee – 23rd June 2009 -Towards Zero Waste One Wales: One Planet -Consultation on A New Waste Strategy For Wales

Report to the Living Environment Scrutiny Committee – 23rd June 2009 - Food Waste Collections – Practical Service Delivery and Communication Issues

Report to Regeneration and Environment Scrutiny Committee – 29th March 2016 - Update On Performance against Welsh Government Statutory Recycling Targets

Appendices:

Appendix 1 - WAO Letter, dated 27th July 2016

Appendix 2 - Summary of Options for the future collection of food and garden waste.



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Reference ARM1603

Date 27 July 2016

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Dear Chris

As part of our 2015-16 audit plan, we undertook a high-level review of the Council's progress in considering changes to the waste and recycling service to meet future statutory targets. We undertook this review in May 2016.

Based on our review, we are reassured that the Council is taking a measured and mature approach in considering options for its waste and recycling service and has recognised areas that require strengthening.

In particular, we noted the following positive aspects to the Council's approach:

1. There is a clear corporate ownership amongst members and officers of the approach to date;
2. Officers and senior cabinet members clearly understand the rationale for considering different options. The rationale for considering changes to the services are as follows:
 - In 2014-15, the Council's recycling performance declined to 54.6 per cent. Whilst this was above the statutory target of 52 per cent, this was a decrease of 3 percentage points from the previous year and a drop in the Council's ranking from 5th to 15th, when compared to other Welsh councils. There were concerns that the Council would not meet the 58 per cent statutory target in 2015-16 and could face financial penalties from the Welsh Government as a result.
 - The poor quality and saleability of recycling material due to high levels of contamination.

- The Council did not attract a contractor when seeking to procure a Materials Recovery Facilities¹ contract in 2015. Therefore, the Council entered into a contract with the City of Cardiff Council, but this was expensive and not sustainable.
 - Resident's participation levels in food waste recycling is at approximately 40 per cent. The Council considers that more residents should be recycling food waste.
3. The Council has knowledgeable and experienced officers within the waste and recycling service.
 4. There has been early engagement of key senior officers, for example from finance and procurement, in consideration of different options and there is clear corporate ownership of the activities to date.
 5. The Council is actively considering the impact of any staffing changes and options to retain current officer expertise during any possible period of change to service delivery.
 6. Senior members demonstrate sound knowledge of the issues facing the waste and recycling service.
 7. The Council is pro-actively engaging with the Waste and Resources Action Programme (WRAP)². In June 2015, WRAP produced the first Kerbside Analysis Tool modelling report, which provided a starting point for a transparent and informed debate between WRAP and Council officers on future service collection options. In December 2015, WRAP produced a second Kerbside Analysis Tool modelling report with reduced options.
 8. Officers have provided constructive challenge to the Kerbside Analysis Tool modelling exercises. This challenge is underpinned by the desire to ensure the Caerphilly local context is at the forefront of any consideration to service change recognising that satisfaction levels of residents and members with the existing service is good.

¹ Materials Recovery Facility (or MRF) is a specialised plant that receives, separates and prepares recyclable materials for sale to end-user manufacturers. It is important that the materials which come out of the MRF are clean and properly sorted

² WRAP is a not-for-profit company established in 2000. It works with businesses and individuals to help them reap the benefits of reducing waste, develop sustainable products and use resources in an efficient way. WRAP is backed by government funding from England, Northern Ireland, Scotland and Wales.

9. Projected improvement in the performance of the statutory target of the percentage of municipal waste recycled, reused or composted has also been a key consideration for the Council. The Council has been challenging WRAP on the impact service changes may have on performance.
10. The Council's recycling performance was in the top quartile when compared to other Welsh councils in 2012-13 and 2013-14. The Council was ranked joint 2nd in 2012-14 and ranked 5th in 2013-14. However, there was a dip in recycling performance in 2014-15 when the Council's national ranking dropped to 15th.
11. The Council has not simply waited for the outcome of the work it is doing with WRAP to address its declining recycling performance. It has been proactive in addressing the problems associated with high levels of recyclate contamination, which contributed to its declining recycling performance in 2014-15. The Council implemented a 'seven sin bin' campaign in autumn 2015. The campaign sought to generate awareness, understanding and compliance across the Borough to what recycling materials can and cannot be recycled. It is evident that the campaign has had a positive impact on the Council's recycling performance. The 2015-16 provisional quarter three performance published by the Welsh Government in May 2016 shows a quarterly performance of 64 per cent, a 13 percentage point increase from the same quarter the previous year and a national ranking of joint 3rd for the quarter. The Council is on course to exceed the 58 per cent recycling target for 2015-16.
12. The Council has clear governance arrangements in place to oversee its waste and recycling activity including:
 - monthly Cabinet Member briefings by the Head of Service;
 - quarterly updates by the Head of Service to informal Cabinet meetings;
 - the establishment of a project team which includes a representative from WRAP and the Council's finance team;
 - waste and recycling has been included on the Regeneration and Environment Scrutiny committee work programme; and
 - waste management has been identified as one of the key strategic projects of the Council's Business Improvement Board (BIB)³, which will provide strategic overview and direction to the project.

³ The Council has established a Business Improvement Board to provide strategic overview and direction to its key projects. Membership of the BIB includes senior officers and the Cabinet Member for Governance.

13. The Council held an elected member seminar in March 2015, which provided members with options to decrease the contamination rate of the recyclate thereby improving the saleability of the materials and improving performance. Members actively engaged in this process by participating in facilitated discussions to suggest ideas for improving performance.
14. Whilst there has been limited engagement with the Regeneration and Environment Scrutiny committee to date, this scrutiny committee considered an update on performance in March 2016 and officers took the opportunity to provide a high-level update on progress and current issues. An update on the Kerbside Analysis Tool modelling exercise is on the scrutiny committee's forward work programme for September 2016 as the Council recognises the need to engage scrutiny prior to it taking any key decisions on its waste service.
15. Senior officers and Cabinet have agreed that full Council will take the decision whether to change the current service collection arrangements. This demonstrates a recognition and ownership that this is a whole Council rather than just a Cabinet issue.
16. Whilst there has yet to be any formal consultation with staff, the Council has made staff aware of the ongoing work with WRAP and the Council is trialling different vehicles in order to assess future options.
17. The Council is engaging with the Trades Unions and an action change workshop with WRAP, Trades Union and staff is planned for the summer.
18. Members and officers have been proactively learning from the experience of other councils that have undergone a change to their waste and recycling collection arrangements, developed a Waste Transfer Station and/or developed or expanded a Household Waste Recycling Centre.
19. The Council is part of the Prosiect Gwyrdd⁴ collaboration and was part of the Heads of the Valleys⁵ (HoV) Organics Procurement hub for the joint procurement of food waste and green waste contractors. However, the HoV procurement hub failed to move the procurement process beyond the detailed solutions stage as the only private sector bidder withdrew from the procurement process. The Council

⁴ Prosiect Gwyrdd is a partnership between Caerphilly Borough County Council, The County Council of the City and County of Cardiff, Monmouthshire County Council, Newport Council and Vale of Glamorgan Council. The combined municipal waste of the five authorities makes up 40 per cent of the total municipal waste of Wales. Prosiect Gwyrdd is committed to looking for the best environmental, cost effective and practical solution for waste after recycling and composting has been maximised in each area.

⁵ Heads of the Valleys procurement hub: Blaenau Gwent County Borough Council, Torfaen County Borough Council and Monmouthshire County Council.

therefore sensibly reviewed its involvement in the hub and considered three options for the future treatment of organic waste. The three options considered were to remain in the HoV hub as it commenced on a second procurement process, to join Tomorrows Valley Hub⁶ to transfer food waste to Bryn Pica anaerobic digestion plant, or to commence its own anaerobic digestion food and green waste treatment and procurement contract. In January 2016, Cabinet considered the advantages and disadvantages of each option and resolved that the Council commenced its own anaerobic digestion food and green waste treatment procurement. The Council is now initiating its own procurement but remains open-minded to any future joint procurement opportunities and for other councils to join its arrangements.

20. As the Council did not receive any tenders for processing its dry recyclables, the Council explored its options and in July 2015, entered into a Materials Recovery Facilities contract with the City of Cardiff Council for one year. This contract expires on 12 July 2016 and the Council has made provision within its Medium Term Financial Plan to renew a Materials Recovery Facility contract for two years in order to allow time to consider alternative arrangements.
21. The Council is currently identifying market interest for the Materials Recovery Facility contract. The Corporate Director Communities will make a decision on this future contract, following a report to the Corporate Management Team and informal Cabinet for information.

Our review identified the following areas, which we feel the Council would benefit from strengthening or developing further:

22. Although the Council has not had a detailed project plan to shape its activities to date, this has not hindered the Council's progress. However, a formal project plan would be beneficial as the Council approaches key decisions about its waste services to facilitate ongoing monitoring and implementation of key actions, timescales and decisions.
23. The Council has a draft project plan and this needs to be updated and expanded as information and timings becomes more certain. Public engagement and consultation will be vital if the Council is considering any changes to its collection arrangements. The Council recognises that it needs a communication and engagement plan to do this and we would urge the Council to develop this as part of its project plan.

⁶ Tomorrows Valley Hub: Rhondda Cynon Taf County Borough Council, Newport City Council and Merthyr Tydfil County Borough Council.

24. The Council recognised the need to ensure there is timely engagement with Members to prepare them for any decisions, particularly as local elections are scheduled for May 2017.
25. The Council should ensure there is a robust and detailed assessment of options, which evaluates the impact, risk, sustainability, projected performance and cost of each option. In November 2015, officers took the decision, in accordance with their delegated authority, to reduce the number of options identified in the June 2015 Kerbside Analysis Tool modelling exercise from 11 to four. WRAP was engaged in this consideration but the minutes of the meeting in November 2015 lack detail and do not articulate a robust assessment of the options. It is important that officers provide members with a full and robust options appraisal to enable them to make informed decisions on the future waste and recycling service requirements. Any options presented to members need to consider the requirements of the Well-being and Future Generations Act 2015.
26. In order to develop an alternative solution to the current MRF contract with the City of Cardiff Council, we understand the Council is currently considering taking a decision on whether to invest in a new Waste Transfer Station in autumn 2016. The draft project plan states that the Council will make a decision on whether to change the service collection arrangements in the autumn 2017. Ideally, the Council should consider taking these two key decisions on its waste and recycling activities at the same time. Future decisions on the Council's collection arrangements may influence the design of the waste transfer station. The Council needs to assure itself that it has considered all possibilities and implications of making these key decisions at different times. The Kerbside Analysis Tool modelling report only provides high-level costs for the development of a new waste transfer station and the Council recognises that it needs a more detailed business case.
27. WRAP and the Council have different views as to whether there is any outstanding information required from WRAP to complete the modelling exercise for the waste transfer station and service collection options. The Council should clarify the position with WRAP as the Council is delaying activity until it has received the full information from WRAP.

The Council's provisional 2015-16 quarter three performance is 64 per cent and the Council projects that its end of year performance will be between 61 and 62 per cent. The Council is therefore likely to exceed the statutory target of 58 per cent. We recognise that this latest performance may have an impact on the timing of the Council's decisions. The next statutory recycling target is 64 per cent in 2019-20 so the Council is already making significant progress towards meeting this target.

The Council recognises that there are other areas where there are opportunities to make changes that may positively affect its recycling performance without the need for significant service change. For example, increasing participation in food waste recycling, improving trade waste, continuing with its 'seven sin bin' campaign, and separating food and green waste collection. The Council needs to consider all the options and the impact each has on meeting future statutory performance targets and on sustaining performance.

At this time, our review has not taken into account the views of the Regeneration and Environment Scrutiny Committee.

The matters identified above are for your consideration. They are not intended to be formal recommendations or proposals for improvement requiring any specific actions to be reported to us. However, we assume that you will want to reflect on these and consider these matters as the Council continues to consider different options for the waste and recycling service.

Yours sincerely



Alan Morris

Director, Performance Audit

APPENDIX 2 – SUMMARY OF FOOD /GARDEN WASTE COLLECTION OPTIONS

COLLECTION METHOD	COLLECTION COSTS (FULL YEAR £)	TREATMENT METHOD/COSTS (FULL YEAR £)	TOTAL ANNUAL REVENUE COST (£)	NOTES
Current Collection – Weekly Food/Green mixed on RCV all year round on 7 Rounds.	850,354	616,000 (In Vessel Composting – IVC)	1,466,354	<ul style="list-style-type: none"> Residents present Food & Garden Waste separately but we then mix in RCV. Mixed waste can only be treated by IVC
Option 1 – Winter (Nov-March) Suspension of Green, Weekly Food (all year round) + Weekly Garden (Spring/Summer) 10 RCV Rounds Spring/Summer 5 RCV Rounds Winter	1,103,729	269,024 (Anaerobic Digestion – AD)	1,372,753	<ul style="list-style-type: none"> Slight change for residents as No winter Garden Waste Collection. Enables early use of AD Plant at Bryn Compost. (Advantages – WG preferred treatment method). Savings of circa £94k per annum. Allows Bryn to proceed with closing IVC
Option 2 – Use of Twin Pack collection vehicles to collect Food & Garden Waste all year round.	850,354	269,024 (AD)	1,119,378	<ul style="list-style-type: none"> This would require circa £1.62m Capital Investment to purchase Twin Packs. Saving of circa £340,000 in collection and treatment costs. Potential further saving of circa £50,000 for off hire of one RCV currently in CCBC fleet. Twin Packs could not be delivered until April 2017. <p>Consequently 3 Options require consideration for Winter 2016/17 collection of garden waste.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>←</p> <p>Option A - Suspend Garden Waste Collection</p> <ul style="list-style-type: none"> Slight Change for residents Saving of £95,000 from treatment </div> <div style="text-align: center;"> <p>↓</p> <p>Option B - Implement Interim System for Winter of 16/17 using 7 x 3.5 tonne caged tippers + 14 staff.</p> <ul style="list-style-type: none"> Net additional cost £65,000 No change for residents </div> <div style="text-align: center;"> <p>↘</p> <p>Option C - Implement request only service using 2 RCV's + 4 staff.</p> <ul style="list-style-type: none"> Collection service still available for residents on request. Small saving of circa £1,000 </div> </div>

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