

# Pecyn Dogfennau Cyhoeddus

Penallta House,  
Tredomen Park,  
Ystrad Mynach,  
Hengoed CF82 7PG

Ty Penallta,  
Parc Tredomen,  
Ystrad Mynach,  
Hengoed CF82 7PG



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Amy Dredge  
(Rhif Ffôn: 01443 863100 Ebst: [dredga@caerphilly.gov.uk](mailto:dredga@caerphilly.gov.uk))

**Dyddiad: Dydd Mercher, 9 Mai 2018**

Annwyl Syr/Fadam,

Bydd cyfarfod **Cabinet** yn cael ei gynnal yn **Ystafell Sirhywi, Tŷ Penallta, Tredomen, Ystrad Mynach ar Dydd Mercher, 16eg Mai, 2018 am 2.00 pm.** i ystyried materion a gynhwysir yn yr agenda canlynol. Gall cynghorwyr a'r cyhoedd sy'n dymuno siarad am unrhyw eitem wneud hynny drwy wneud cais i'r Cadeirydd. Mae croeso i chi hefyd ddefnyddio'r Gymraeg yn y cyfarfod. Mae'r ddau gais hyn yn gofyn am gyfnod rhybudd o 3 diwrnod gwaith, a bydd cyfieithu ar y pryd yn cael ei ddarparu os gofynnir amdano.

Mae pob cyfarfod Pwyllgor yn agored i'r Wasg a'r Cyhoedd. Gofynnir i arsylwyr a chyfranogwyr ymddwyn gyda pharch ac ystyriaeth at eraill. Sylwer y bydd methu â gwneud hynny yn golygu y gofynnir i chi adael y cyfarfodydd ac efallai y cewch eich hebrwng o'r safle.

Yr eiddoch yn gywir,

**Christina Harrhy**  
PRIF WEITHREDWR DROS DRO

## AGENDA

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb

A greener place Man gwyrddach

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



2 Datganiadau o Ddiddordeb.

Atgoffi'r Cyngorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cyngorwyr a Swyddogion.

I gymeradwyo a llofnodi'r cofnodion canlynol:-

- |   |  |         |
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| I dderbyn ac ystyried yr adroddiad(au) canlynol y mae angen penderfyniadau gweithredol arnynt |  |         |
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| 5   | Rhaglen Caffael (Strategaeth) 2018 - 2023.   | 43 - 60 |
| 6   | Hysbysiad o Gynnig - Bod Cyngor Bwrdeistref Sirol Caerffili yn Cyflwyno Cefnogaeth Hylendid i Fenywod am Ddim i Bob Person Benywaidd Ifanc o fewn Ein Hysgolion. | 61 - 68 |
| 7   | Polisiâu Hyblygrwydd Gweithlu Ysgolion.  | 69 - 74 |

**Cylchrediad:**

Cyngorwyr

C.J. Cuss, N. George, C.J. Gordon, Mrs B. A. Jones, P.A. Marsden, S. Morgan, L. Phipps, D.V. Poole a Mrs E. Stenner,

A Swyddogion Priodol.



## CABINET

**COFNODION Y CYFARFOD A GYNHALIWDYD YN NHŶ PENALLTA, TREDOMEN  
AR DDYDD MERCHER, 25AIN EBRILL 2018 AM 2.00 P.M.**

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YN BRESENNOL

Y Cyngorydd Mrs B.A. Jones – Cadeirydd

Cynghorwyr:

C. Cuss (Gofal Cymdeithasol a Lles), N. George (Gwasanaethau'r Gymdogaeth), C.J. Gordon (Gwasanaethau Corfforaethol), P. Marsden (Addysg a Chyrhaeddiad), S. Morgan (Economi, Isadeiledd a Chynaliadwyedd), L. Phipps (Cartrefi a Lleoedd) ac E. Stenner (Yr Amgylchedd a Diogelwch y Cyhoedd).

Ar y cyd gyda:

C. Harrhy (Prif Weithredwr Dros Dro), D. Street (Cyfarwyddwr Corfforaethol - Gwasanaethau Cymdeithasol), S. Richards (Pennaeth Gwasanaeth Strategaeth - Addysg, Cynllunio a Strategaeth), M. Lloyd (Pennaeth Isadeiledd), M. Headington (Rheolwr Mannau? Agored a Chludiant), F. Wilkins (Rheolwr Tai'r Sector Cyhoeddus), A. West (Ysgolion 21ain Garrif, Rheolwr Derbyniadau a Gwaharddiadau) ac A. Dredge (Swyddog Gwasanaethau Pwyllgor).

### 1. YMDDIHEURIADAU DROS ABSENOLDEB

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cyngorydd D. Poole (Arweinydd), Mrs N. Scammell (Cyfarwyddwr Corfforaethol Dros Dro a Swyddog Adran 151) a M.S. Williams (Cyfarwyddwr Corfforaethol Dros Dro - Cymunedau).

### 2. DATGANIADAU O DDIDDORDEB

Datganodd y Cynghorwyr N. George a Mrs B. A. Jones ddiddordebau personol a rhagfarnol ar ddechrau'r cyfarfod mewn perthynas ag eitem 4 ar yr agenda – *Adolygiad o'r Panel Ailgodi Tâl am Atgyweiriadau ac Apelio*. Mae manylion ohonynt yn cael eu cofnodi gyda'r eitemau perthnasol.

### 3. COFNODION CABINET - 11EG EBRILL 2018

Cymeradwywyd cofnodion cyfarfod y Cabinet a gynhaliwyd ar 11eg Ebrill 2018.

## MATERION SYDD ANGEN PENDERFYNIADAU GWEITHREDOL

### 4. ADOLYGIAD O'R PANEL APELIO AC AILGODI TÂL AM ATGYWEIRIADAU

Datganodd y Cynghorwyr N. George a Mrs B. A. Jones ddiddordebau personol a rhagfarnol mewn perthynas â'r eitem hon gan eu bod yn ddau Denant Cyngor. Gadawsant yr ystafell pan gyflwynwyd yr adroddiad ac ni chymeron nhw rhan yn y ddadl.

Cynghorwyd y Cabinet bod y Polisi Ailgodi Tâl am Atgyweiriadau yn caniatáu i denantiaid ofyn am adolygiad annibynnol o'u had-daliad os oes ganddynt reswm da i anghytuno â phenderfyniad blaenorol a wnaed gan Swyddogion/Rheolwyr. Mae'r broses adolygu'n cynnwys tri cham; adolygiad anffurfiol gan swyddogion, adolygiad ffurfiol cam cyntaf gan Reolwr, ac adolygiad ffurfiol ail gam gan y Panel Ailgodi Tâl am Atgyweiriadau ac Apelio, sy'n gwneud argymhelliad i'r Prif Swyddog Tai (sydd â'r penderfyniad terfynol) ynghylch a ddylai'r ad-daliad gael ei gadarnhau. Roedd ail adolygiad y cam yn disodli ail gam y Weithdrefn Gwyno Gorfforaethol o ran ad-daliadau'n unig. Awgrymodd y Grŵp Atgyweirio a Gwelliannau y Panel ym mis Awst 2014 a chafodd ei ystyried yn gyfle i gynnwys tenantiaid ac Aelodau mewn adolygiadau.

Cynigiwyd, oherwydd yr adnoddau ychwanegol helaeth sydd eu hangen wrth hwyluso'r panel, goblygiadau cost, oedi canlyniadol wrth wneud penderfyniadau a'r nifer gyfyngedig o achosion a ddygwyd ymlaen, y dylid disodli defnyddio adolygiadau panel ar gyfer ail gam gweithdrefn i adlewyrchu ail gam y Weithdrefn Gwyno Gorfforaethol. Yna byddai'r Prif Swyddog Tai neu Reolwr Tai'r Sector Cyhoeddus yn gwneud y penderfyniad terfynol. Byddai'r dull amgen hwn yn sicrhau bod ansawdd a chysondeb gwneud penderfyniadau mewn perthynas ag adolygiadau yn cael eu cynnal (gan gynnwys cyfarfodydd rheolaidd gydag Uwch Swyddogion) a byddai trefniadau yn cael eu rhoi ar waith i hysbysu tenantiaid ynghylch gwneud penderfyniadau. Nodwyd mai dim ond 9 achos adolygu a gafwyd yn ystod y 18 mis diwethaf.

Gofynnwyd am eglurhad mewn perthynas â'r costau dan sylw a chadarnhaodd y Swyddog fod cost am ymgynnull panel oddeutu £660. Mae'r ffigur hwn yn gysylltiedig ag amser Swyddogion, cynhyrchu a dosbarthu dogfennau, adroddiadau, golygu gwybodaeth a chopïau o'r holl ddogfennau ar gyfer holl aelodau'r panel a threuliau teithio ar gyfer Swyddogion a Thenantiaid ar gyfer pob cyfarfod. Hyd yn hyn, mae'r costau hyn wedi gorbwyso cost wirioneddol yr ad-daliadau sy'n cael eu hadolygu.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd bod, yn amodol ar yr uchod, bod yr argymhellion yn yr adroddiad yn cael eu cymeradwyo. Cytunwyd ar hyn yn unfrydol drwy godi dwylo.

PENDERFYNWYD, am y rhesymau a gynhwyswyd yn adroddiad y Swyddogion ac yn amodol ar argymhelliad ychwanegol i baragraff 10.1., gan gynnwys penderfyniadau a wnaed mewn perthynas ag adolygiadau ail gam mewn ymgynghoriad â'r Aelod Cabinet yn dilyn ymchwiliad gan Reolwr Tai'r Sector Cyhoeddus neu'r Prif Swyddog Tai, bod: -

- (i) y Panel Ailgodi Tâl am Atgyweiriadau ac Apelio yn cael ei ddiddymu;
- (ii) pob adolygiad ail gam o atgyweiriadau y gellir ailgodi tâl amdanynt yn cael ei ymchwilio gan ddefnyddio proses sy'n adlewyrchu ail gam y Weithdrefn Gwyno Gorfforaethol;
- (iii) y monitro o gysondeb wrth weithredu'r Weithdrefn Ailgodi Tâl am Atgyweiriadau mewn perthynas â cheisiadau am adolygiad a disgrisiwn yn cael eu gwneud gan Banel y Rheolwr Tai bob chwarter
- (iv) adroddiad blynyddol yn cael ei ddarparu i'r Grŵp Atgyweirio a Gwella ar y nifer, natur a chanlyniad adolygiad ail gam o ailgodi tâl am atgyweiriadau a

ystyriwyd o dan y weithdrefn ddiwygiedig, ynghyd â'r penderfyniad a wnaed mewn perthynas ag adolygiadau anffurfiol a cham 1 ffurfiol;

- (v) penderfyniadau a wneir mewn perthynas ag adolygiadau ail gam cael eu gwneud mewn ymgynghoriad â'r Aelod Cabinet yn dilyn ymchwiliad gan Reolwr Tai'r Sector Cyhoeddus neu'r Prif Swyddog Tai.

## 5. CAEAU CHWARAE YSGOL BEDWELLTE

Gofynnodd yr adroddiad am gymeradwyaeth y Cabinet ar gynnig i ddatgan dau gae pêl-droed a leolir ar dir yr hen Ysgol Gyfun Bedwellte, Aberbargod a ddangosir mewn coch ar y Cynllun sydd ynghlwm yn Atodiad 1, fel gweddill. Mae hefyd yn bwriadu cynnal ymgynghoriad statudol fel sy'n ofynnol gan Fesur Caeau Chwarae (Ymgysylltiad Cymunedau â Phenderfyniadau Gwaredu) (Cymru) 2010 a'r Rheoliadau Caeau Chwarae (Ymgysylltiad Cymunedau â Phenderfyniadau Gwaredu) (Cymru) 2015 cysylltiedig. Gallai'r canlyniad o hynny ganiatáu gwerthu'r safle ar gyfer datblygiad preswyl. Bydd hyn yn destun adroddiad pellach i'r Cabinet.

Cynghorwyd y Cabinet bod Ysgol Gyfun Bedwellte wedi cau yn 2005 a'i dymchwel wedyn. I ddechrau, ni chafodd y caeau chwarae eu defnyddio ond yn ddiweddar fe'u defnyddiwyd gan Uwch Dîm Clwb Pêl-droed Athletig Trelyn. Mae'r safle cyfagos wedi'i werthu ar gyfer tai a rhaid symud neu adleoli'r pafiliwn sy'n gwasanaethu'r caeau chwarae erbyn 31ain Mai 2018. Yn ogystal, byddai angen gwneud darpariaeth ar gyfer parcio ceir, sy'n arbennig o broblem o fewn y safle a gedwir a gallai hyn gostio £50,000 pellach. Mae tir cartref arall a mwy cyfleus ar gael ar gyfer Clwb Pêl-droed Athletig Trelyn ym Mharc Trelyn. Os caiff safle'r caeau chwarae ei werthu ar gyfer datblygiad preswyl, gellid cyflawni derbyniad cyfalaf o tua £500,000.

Trafododd yr Aelodau y ddarpariaeth chwarae amgen ac eglurwyd bod Uwch Dîm Clwb Pêl-droed Athletig Trelyn a defnyddwyr presennol Parc Trelyn wedi ymgysylltu'n gadarnhaol â'r Awdurdod mewn perthynas â'r cynnig (gyda darpariaeth ystafell newid gwell). Bydd hyn yn sicrhau y caiff y ddarpariaeth bresennol ym Mharc Trelyn ei defnyddio'n llawn a bydd y tîm pêl-droed yn cael ei adleoli yn ôl i ganol y pentref. Ar hyn o bryd, mae gan Barc Trelyn 2 gae rygbi a'r cynnig yw y bydd 1 yn parhau fel cae rygbi a bydd yr ail yn gae defnydd deulol? Bydd y Cyngor yn talu cost fechan mewn perthynas â'r ail gae.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd bod yr argymhellion yn yr adroddiad yn cael eu cymeradwyo. Cytunwyd ar hyn yn unfrydol drwy godi dwylo.

PENDERFYNWYD, am y rhesymau a gynhwysir yn Adroddiad y Swyddog, bod: -

- (i) y caeau chwarae a ddangosir mewn coch ar y cynllun sydd ynghlwm yn Atodiad 1 yn cael eu diddymu ar ddiwedd y tymor presennol (20ain Mai 2018) a chael eu datgan yn weddill;
- (ii) y broses o gydymffurfio â Mesur Caeau Chwarae (Ymgysylltiad Cymunedau â Phenderfyniadau Gwaredu) (Cymru) 2010 a Rheoliadau Caeau Chwarae (Ymgysylltiad Cymunedau â Phenderfyniadau Gwaredu) (Cymru) 2015 yn cychwyn;
- (iii) adroddiad arall yn cael ei gyflwyno i'r Cabinet gyda chanlyniad yr ymgynghoriad a fydd yn cynnwys argymhellion ar ailddyrrannu'r tir neu ymgymryd â'r broses sy'n ofynnol i waredu'r caeau chwarae.

## 6. GWEITHREDU'R CORFF CYMERADWYO SYSTEMAU DRAENIO CYNALIADWY

Gofynnodd yr adroddiad am gymeradwyaeth y Cabinet i gyflawni'r swyddogaeth statudol

newydd i'r Cyngor sefydlu Corff Cymeradwyo Systemau Draenio Cynaliadwy o dan Atodlen 3 Deddf Rheoli Llifogydd a Dŵr 2010.

Cynghorwyd y Cabinet bod Atodlen 3 o'r Ddeddf Rheoli Llifogydd a Dŵr 2010 yn gofyn am ddraenio dŵr wyneb ar gyfer datblygiadau newydd i gydymffurfio â'r Safonau Cenedlaethol gorfodol ar gyfer Systemau Draenio Cynaliadwy. Mae hefyd yn ei gwneud yn ofynnol i systemau draenio dŵr wyneb gael eu cymeradwyo gan Gorff Cymeradwyo Systemau Draenio Cynaliadwy cyn y gall gwaith adeiladu gyda goblygiadau draenio ddechrau. Y 22 Awdurdod Lleol yng Nghymru sy'n gyfrifol am gyflwyno swyddogaethau'r Systemau Draenio Cynaliadwy ochr yn ochr â'u dyletswyddau fel yr Awdurdod Llifogydd Lleol Arweiniol, a bydd y swyddogaeth hon yn cychwyn ym mis Mai 2018 gyda chyfnod pontio arfaethedig o 6 mis.

Eglurwyd y bydd y Systemau Draenio Cynaliadwy, fel corff annibynnol o fewn yr Awdurdod Lleol, yn delio â phroses gymeradwyo statudol dechnegol ac yn gallu codi tâl am wasanaethau o fewn y broses hon. Manylwyd ar enghreifftiau o agweddau trethadwy yn yr adroddiad. Mae achos busnes yn cael ei baratoi ar hyn o bryd i ystyried yr adnoddau a'r swyddi staff ychwanegol sydd eu hangen i gyflawni'r swyddogaeth statudol, a rhagwelir y bydd cynhyrchu incwm o'r Systemau Draenio Cynaliadwy yn cwmpasu pob costau cyflog a gorbenion sy'n gysylltiedig â chyflenwi'r swyddogaeth hon. Yn ogystal, mae potensial ar gyfer cynhyrchu incwm pellach drwy weithio rhanbarthol a chydweithio gydag awdurdodau cyfagos sydd â llai o adnoddau a gwybodaeth dechnegol i gyflawni'r swyddogaeth statudol hon.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd bod yr argymhellion yn yr adroddiad yn cael eu cymeradwyo. Cytunwyd ar hyn yn unfrydol drwy godi dwylo.

PENDERFYNWYD, am y rhesymau a gynhwysir yn adroddiad y Swyddog, bod:-

- (i) y Corff Cymeradwyo Systemau Draenio Cynaliadwy gofynnol gyda Chyngor Bwrdeistref Sirol Caerffili (CBSC) yn cael eu sefydlu, ynghyd â'r swyddi hunan-ariannu ychwanegol a fydd yn caniatáu i CBSC gyflawni'r swyddogaeth statudol hon a chadw'r wybodaeth ac arbenigedd peirianeg lleol yn CBSC.

## **7. CYNIGION BAND B YSGOLION 21AIN GANRIF AC ADDYSG**

Rhoddodd yr Aelod Cabinet dros Addysg a Chyflawniad gofnod o'i gwerthfawrogiad am y maint o waith a wnaed gan Swyddogion wrth lunio'r adroddiad. Mae'n nodi cynigion Band B uchelgeisiol mewn modd teg a fydd yn fforddio cyfleoedd gwych i bob dysgwr. Adleisiwyd hyn gan y Cabinet a'r Prif Weithredwr Dros Dro.

Gofynnodd yr adroddiad am gymeradwyaeth y Cabinet mewn egwyddor i gyflwyno Rhaglen Band B Ysgolion 21ain Ganrif, yn amodol ar gadarnhau cyllid ar gyfer prosiectau unigol, achosion busnes yn cael eu cymeradwyo gan Lywodraeth Cymru a chanlyniad yr ymgynghoriadau unigol.

Gofynnodd Rhaglen Addysg ac Ysgolion ar gyfer yr 21ain Ganrif Llywodraeth Cymru i bob Awdurdod Lleol gyflwyno Rhaglenni Amlinellol Strategol Band B i'w hystyried erbyn 31/07/17. Oherwydd yr amserlen dynn a nodwyd, nid oedd modd cael cymeradwyaeth Aelodau cyn cyflwyno'r Rhaglenni Amlinellol Strategol. Fodd bynnag, cymeradwywyd y cynigion gan Fwrdd Strategaeth Ysgolion a thrafodwyd yn fanwl gyda'r Aelod Cabinet. Gwnaethpwyd yn glir i Lywodraeth Cymru nad oedd y cyflwyniad wedi derbyn cymeradwyaeth yr Aelodau eto, a gallai fod yn destun newid.

Cynghorwyd y Cabinet am nodau allweddol y Rhaglen sy'n cynnwys lleihau nifer yr ysgolion cyflwr gwael, gan sicrhau bod yr ysgolion maint cywir yn y lleoliad cywir ac yn darparu digon o leoedd i ddarparu addysg cyfrwng Cymraeg a Saesneg. Hefyd, i sicrhau defnydd effeithiol ac effeithlon o'r ystad addysgol i'w defnyddio gan yr Ysgolion a'r Gymuned ehangach. Roedd arolygon cyflwr ysgolion, a gynhaliwyd yn 2014, yn dosbarthu ysgolion yng nghategoriâu A i D (A yw'r cyflwr gorau a D yw'r cyflwr gwaethaf). Nid oedd yr arolygon yn nodi unrhyw ysgolion

categori cyflwr D yng Nghaerffili; Fodd bynnag, mae 53 o ysgolion cyflwr categori C (sy'n categori eang iawn), ac mae 16 ohonynt hefyd yn categori C er mwyn eu haddasu. Mae unrhyw newidiadau arwyddocaol i adeiladau ysgol ers 2014, er enghraifft adeiladau newydd, wedi cael eu hystyried o fewn y categorieiddio hwn.

Nodwyd y bydd y prosiectau arfaethedig yn lleihau'r gwaith cynnal a chadw sydd ar ôl a chostau ynni parhaus yn sylweddol. Mae Llywodraeth Cymru wedi nodi y gallent hefyd ystyried ffactorau eraill megis hyblygrwydd asedau, effeithlonrwydd yr ystâd addysg ac amddifadedd wrth flaenoriaethu prosiectau.

Eglurwyd, yn dilyn cytundeb y Pwyllgor Craffu Addysg am Oes a gynhaliwyd ar 26ain Medi 2017, sefydlwyd Gweithgor Trawsbleidiol o 10 Aelod i drafod y cynigion. Cyfarfu'r grŵp ar 10/11/17 a 26/11/17 ac mae'r adroddiad yn crynhoi trafodaethau ac argymhelliadau'r Gweithgor Trawsbleidiol o ran y prosiectau unigol a amlinellir yng nghyflwyniad Rhaglen Amlinellol Strategol y Cyngor i Lywodraeth Cymru. Mae'r Rhaglen Amlinellol Strategol yn cyfrannu at y Nodau Llesiant o fewn Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015.

Darparwyd trosolwg mewn perthynas â phob un o'r 9 prosiect arfaethedig a nodwyd manylion y manteision a'r trafodaethau grŵp ym mharagraff 4 yn yr Adroddiad. Gwerth y Rhaglen a gyflwynwyd gan Gaerffili oedd £78 miliwn o arian cyfalaf (50% i'w fodloni gan y Cyngor) a £32 miliwn o gyllid referniw trwy'r Model Buddsoddi Trefol (25% i'w fodloni gan y Cyngor). Mae Llywodraeth Cymru wedi cadarnhau cymeradwyaeth mewn egwyddor o amlen y rhaglen ar gyfer y swm hwn, yn amodol ar gymeradwyaeth achosion busnes prosiectau unigol.

Hysbyswyd yr Aelodau y disgwylir i'r Rhaglen Band B gael ei rhedeg o fis Ebrill 2019 hyd at Fawrth 2026. Rhagwelir y bydd costau i'w talu cyn Ebrill 2019 mewn perthynas â dylunio, cwmpasu ac arolygu safleoedd ysgol, ac ati. Mae Llywodraeth Cymru wedi nodi, yn amodol ar gymeradwyaeth achos busnes, y byddai Awdurdodau yn gallu cael gafael ar 50% o arian cyfatebol cyn y dyddiad cychwyn ar gyfer 2019. Mae cynllun manwl sy'n nodi graddfeydd amser arfaethedig ar gyfer pob prosiect dros y cyfnod o 7 mlynedd yn cael ei ddatblygu i gynorthwyo swyddogion i sicrhau y gellir cyflawni'r holl rwymedigaethau ymgynghori statudol ac adeiladu graddfeydd amser. Nodwyd bod holl brosiectau Band A yn dod o fewn y gyllideb.

Trafododd y Cabinet y prosiectau arfaethedig ac yn benodol Prosiect 6 sy'n ymwneud â'r gwaith adnewyddu ac uwchraddio i Ysgolion Cynradd ac Uwchradd. Gofynnwyd am eglurhad ynghylch y safon i'w gyflawni a hysbyswyd yr Aelodau am yr uwchraddiad diweddar i Ysgol Gyfun Coed Duon. Roedd hyn yn cynnwys gwelliannau megis gwresogi, lloriau, 4 Labordy newydd a'r to sydd wedi gwella'r effaith weledol yn sylweddol.

Cyfeiriodd Aelod at Ysgol Idris Davies 3-18 a agorwyd yn ddiweddar a'r manteision o gael y Ddarpariaeth Dechrau'n Deg yn gysylltiedig â'r cyfleuster a gofynnodd a fyddai'r opsiwn hwn ar gael i'r adeiladau ysgolion newydd arfaethedig. Dywedodd swyddogion fod cyllid Dechrau'n Deg yn cael ei ddyrannu o gyllideb wahanol i Ysgolion yr 21ain Ganrif a phe bai arian ar gael, yna gellid ystyried hyn fel rhan o'r cynigion wrth symud ymlaen.

Trafododd yr Aelodau'r Model Buddsoddi Trefol a chadarnhawyd nad yw'r model yn gytundeb Menter Cyllid Preifat, gan mai dim ond y gwasanaethau ysgol a ddarperir o dan contract Model Buddsoddi Trefol fydd cynnal a chadw adeiladau. Bydd contractau ysgol eraill, megis arlwy, glanhau, tiroedd, TGCh, ac ati, yn cael eu darparu gan sefydliadau a bennir gan y Corff Llywodraethol. Cadarnhaodd y swyddogion y byddant yn gofyn i Sara Humber, Cyfarwyddwr Rhaglen Model Buddsoddi Trefol Ysgolion 21ain Ganrif (Partneriaethau Lleol), fynychu Cyfarfod Datblygu Polisi yn y dyfodol i rannu ei phrofiad yn y maes hwn, gyda'r Aelodau.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd bod yr argymhellion yn yr adroddiad yn cael eu cymeradwyo. Cytunwyd ar hyn yn unfrydol drwy godi dwylo.

PENDERFYNWYD, am y rhesymau a gynhwysir yn Adroddiad y Swyddog, bod: -

- (i)      mewn egwyddor, cytunir ar y cynigion i gyflwyno Rhaglen Band B Ysgolion 21ain Garrif, yn amodol ar gadarnhau cyllid ar gyfer prosiectau unigol, gan achosion busnes sy'n cael eu cymeradwyo gan Lywodraeth Cymru a'r canlyniad ymgynghoriadau unigol.

Terfynwyd y cyfarfod am 3.00 p.m.

Cymeradwywyd a llofnodwyd fel cofnod cywir yn amodol ar unrhyw gywiriadau a wneir yn y cyfarfod a gynhelir ar 16eg Mai, 2018.

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CADEIRYDD





## CABINET – 16TH MAY 2018

**SUBJECT: PROPERTY REVIEW REPORT 2018**

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

- 
- 1.1 The attached report was considered by the Policy and Resources Scrutiny Committee on 10th April 2018 and sought endorsement of the Property Review Report 2018, prior to its presentation to Cabinet for approval.
  - 1.2 Members were advised that the Property Review Report 2018 (appended to the Officer's report) attempts to provide a succinct overview and record of what is a very large and diverse non domestic property portfolio. It presents some key metrics, highlights in period trends, summarises disposals and acquisitions and sets out some of the challenges that lay ahead. It makes no recommendations. The report follows on from the State of the Estate Report issued in May 2016 but is based on a more structured format intended to ease updating and comparison with subsequent versions. It is proposed that the Property Review Report is updated and reissued annually.
  - 1.3 Reference was made to the percentage of schools rated as in 'poor' condition (71.24%) as detailed in the report and a Member queried whether this will improve once new methodology for calculating ratings is introduced. Officers explained that this is not expected to create a significant variance, but that by the time the next report is issued, there will be some improvements to this figure arising from the removal of several buildings from the portfolio during 2018/19. Clarification was also provided in respect of the criteria for the condition ratings listed in the report.
  - 1.4 Discussion took place regarding the investment potential available for schools and it was noted that a report on 21st Century Schools and Education Band B Proposals is due to be presented to the Education for Life Scrutiny Committee and Cabinet, which will include proposals for refurbishments across a number of buildings and reduce the number of poor condition schools across the county borough. Officers also responded to queries regarding a report listed on the Cabinet Forward Programme in respect of Bedwellty School Site Playing Fields and provided clarification on the current use of these football fields.
  - 1.5 Following consideration of the report, the Policy and Resources Scrutiny Committee unanimously recommended to Cabinet that for the reasons contained therein, the Property Review Report 2018 as appended to the Officer's report be endorsed.
  - 1.6 Members are asked to consider the recommendation.

Author: R. Barrett, Committee Services Officer, Ext. 4245

Appendices:

Appendix Report to Policy and Resources Scrutiny Committee on 10th April 2018 - Agenda Item 11

Gadewir y dudalen hon yn wag yn fwriadol



## POLICY AND RESOURCES SCRUTINY COMMITTEE – 10TH APRIL 2018

**SUBJECT:           PROPERTY REVIEW REPORT 2018**

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

### **1.       PURPOSE OF REPORT**

- 1.1     The report seeks Members consideration and endorsement of the Property Review Report 2018, attached at Appendix 1, prior to its presentation to Cabinet.

### **2.       SUMMARY**

- 2.1     The Property Review Report 2018 attempts to provide a succinct overview and record of what is a very large and diverse non domestic property portfolio. It presents some key metrics, highlights in period trends, summarises disposals and acquisitions and sets out some of the challenges that lay ahead. It makes no recommendations.
- 2.2     The report follows on from the State of the Estate Report issued in May 2016 but is based on a more structured format intended to ease updating and comparison with subsequent versions. It is proposed that the Property Review Report is updated and reissued annually.

### **3.       LINKS TO STRATEGY**

- 3.1     The report is for information only but will assist with the future effective management of our built assets and therefore potentially contribute to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A Wales of cohesive communities

### **4.       THE REPORT**

- 4.1     A State of the Estate Report was presented to Cabinet on 13<sup>th</sup> July 2016 and highlighted some key property related issues and presented a number of property related Key Performance Indicators (KPIs).
- 4.2     Whilst the Property Review Report 2018 follows on from the State of the Estate report it is based upon a more structured format and attempts to provide a succinct overview and record of what is a very large and diverse non domestic property portfolio. It presents some key metrics, highlights in period trends, summarises disposals and acquisitions and outlines some of the challenges that lay ahead.

- 4.3 It is intended that the Property Review Report is updated and re-issued annually with progress and trends clearly set out.

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

- 5.1 The Property Review Report presents the current status of the Council's buildings and reflects asset management activity to date. The effective asset management of Council buildings contributes to the Well-Being goals as set out in Links to Strategy above. In particular:

- A sustainable Wales: This includes reducing carbon emissions in our buildings and improvements to energy performance in our buildings by improvement works, renewable technologies and replacement of old inefficient buildings with new BREEAM Excellent buildings.
- A prosperous Wales: The report includes references to land/building disposals. In most cases freehold disposals are of land that has been identified as surplus to operational requirements and is sold for residential/commercial development thus encouraging regeneration. The disposals have also supported the provision of increased affordable housing via the council's relationship with housing associations.
- A more equal Wales: the report references the expenditure on maintenance and this includes works to improve access to our buildings. All public access buildings have now achieved the foundation standard for accessibility.
- A Wales of more cohesive communities: The report references how in the future greater focus in asset management will need to be around increasing community involvement as stakeholders. This will potentially involve Community Hubs and linking into other public organisations via the Public Service Board. Community Asset Transfer is an area where there is likely to be increased focus in the future.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An EqIA screening has been completed in accordance with the council's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact has been identified, therefore a full EqIA has not been carried out. The report is for information purposes only, so the Council's full Equalities Impact Assessment process does not need to be applied.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications arising from this report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications arising from this report.

## **9. CONSULTATIONS**

- 9.1 The Property Review Report reflects the feedback received from consultees.

## **10. RECOMMENDATIONS**

- 10.1 That the content of the Property Review Report 2018, attached as Appendix 1, is considered and endorsed by the Scrutiny Committee prior to its presentation to Cabinet.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To provide Members of the Scrutiny Committee with an opportunity to consider and endorse the content of the Property Review Report 2018.

## **12. STATUTORY POWER**

- 12.1 Local Government Act 1972. This is a Cabinet function.

Author: Mark Williams, Interim Head of Property Services  
Consultees: Cllr Lisa Phipps – Cabinet Member for Homes and Places  
Stephen Harris – Interim Head of Corporate Finance  
Sue Richards – Interim Head of Service – Education, Planning & Strategy  
Dave Whetter – Interim Head of Regeneration  
Marcus Lloyd – Acting Head of Engineering Services  
Mike Headington – Green Spaces and Transport Services Manager  
Mark S Williams – Interim Corporate Director of Communities  
Shaun Couzens – Chief Housing Officer  
Jeff Reynolds – Sports and Leisure Facilities Manager  
Jo Williams – Assistant Director – Adult Services  
Gareth Jenkins – Assistant Director – Children’s Services  
Lisa Lane – Corporate Solicitor

Background Paper:  
Cabinet Report 13th July 2016 - State of the Estate Report 31st March 2016

Appendices:  
Appendix 1 Property Review Report 2018

# Property Review Report

*February 2018*



ISLWYN HIGH SCHOOL – OPENED JULY 2017

# Caerphilly County Borough Council

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## Foreword



I welcome this opportunity to review the Council's estate, highlight progress made and summarise future challenges.

With an increasingly onerous funding environment, the need to rationalise our estate and ensure that retained buildings are efficiently utilised and properly maintained is more important than ever. This property review report provides a succinct overview and record of what is a very large and diverse property portfolio. It also presents some key metrics, summarises recent progress made and sets out some of the challenges that lie ahead.

The delivery of several superb new buildings, all designed by Property Services, and the associated closure of ageing assets has lifted the quality of the estate.

Whilst much has been achieved over recent years, there remains significant scope to further rationalise the estate and dispose of surplus assets. The next phase of the Welsh Government 21<sup>st</sup> Century Schools initiative, Band B, provides further opportunity to improve our school buildings. I look forward to what should be a challenging, but productive, and rewarding period.

**Councillor Lisa Phipps**  
Cabinet Member for Homes and Places

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# 1. Introduction

This is Caerphilly's second property review report. The first report, entitled *State of the Estate*, was issued in May, 2016. This property review report excludes housing but otherwise attempts to provide a succinct overview and record of what is a very large and diverse property portfolio. It also presents some key metrics, summarises recent progress made and set outs some of the challenges that lay ahead.

Since the first report was issued, the Council has adopted a Corporate Asset Management Strategy (CAMS) covering the period 2016-2026 and introduced a set of outcomes that will be applied to the management of all Council assets. Key elements of the CAMS include:

- Establish an Asset Management Group;
- Enhance the role of Property Services to Estate Managers and introduce a staffing structure that is fit for purpose;
- A phased transfer of all property into a central corporate portfolio managed by Property Services together with directorate personnel employed to manage property matters. The transfer commenced with corporate services and social services;
- Establish a Landlord/Tenant arrangement where Property Services acts as a Landlord and all building/land users are tenants;
- Reactive maintenance centralised and a framework of suppliers created;
- Link Facilities Management with Health & Safety, particularly around Legionella and Asbestos Management and Statutory Testing of buildings;
- Update Building Condition surveys;
- Service Area Asset Management Plans to be produced and linked to an overarching Asset Management Plan, to ensure that property provision is planned in a holistic way;
- Develop a 5 and 10 year vision and strategy for property assets via the proposed Asset Management Group, and ensure that the strategy is linked to the council's Medium Term Financial Plan;
- Ensure information systems are maintained and capture a complete and accurate range of essential property data and record a comprehensive Asset Information Plan (data base) for every site.

In addition, the CAMS is supported by, and linked to, a number of corporate and service strategies, developed to ensure resources are aligned to meet the Council's priorities. These include:

- The Medium Term Financial Plan 2016-2021;
- Property Asset Management Strategy;
- Conservation Strategy 2014-2019;
- The Well-being of Future Generations (Wales) Act 2015;
- The Single Integrated Plan 2013-2017;
- Local Housing Strategy;
- Library Service Strategic Action Plan 2014-2017;
- 21<sup>st</sup> Century Schools programme;
- Strategic Equality Plan 2016-2020.

Property is a key resource that has a value, but also a cost. When *not* maintained and used efficiently, it can become a financial burden. The management of land and property assets is also governed by a range of legislative and statutory obligations, including Health and Safety law, the Equalities Act 2010, Legionella, Fire and Asbestos legislation.

The Council has property with a replacement value of £722m, which makes it the second most costly resource, after staff, to manage. These assets are integral to the services delivered to the people of Caerphilly, and the manner in which they are managed impacts on the Council's ability to meet its aims and objectives. Our objective is to have "*The right buildings, in the right place, operating in the right way, facilitating safe and effective delivery of the Council's services*"

However, Caerphilly, like all local authorities, has to respond to unprecedented austerity measures whilst trying to provide sustainable, quality services to its residents and visitors. It is therefore vital that the Authority's buildings are well utilised, operate efficiently and that the portfolio is rationalised where appropriate.

This Property Review Report provides a snapshot of the buildings portfolio. In particular, the appendices include a useful list all current buildings. It is the intention that the report is updated and issued annually with trends, progress and challenges clearly highlighted.

## 2. Definitions

**Core Corporate Offices** – are those offices which are fully maintained and managed by Property Services. Service specific office accommodation, that is managed by the service area, is excluded. A list of corporate sites is included in Appendix 1.

**Schools** – All operational primary, secondary and special schools. A list of operational schools is included in Appendix 2.

Note, two of our secondary schools were provided, and are managed, under a PFI arrangement. Therefore, whilst the GIA and carbon figures within this report include these schools, the condition data does not, as noted in the report.

**Leased Out buildings/Industrial** – These include buildings managed by both Property Services and Economic Development. A schedule is included in Appendix 3.

**Other Operational buildings** – These include all other operational buildings that are not included in the above categories, excluding housing. A breakdown is included in Appendix 4.

**Non-op/Surplus Sites** – These are buildings that are vacant and surplus to service requirements. A schedule is included at Appendix 5.

**In period** – period is May 2016 to February, 2018.

## 3. The Property Review

### 3.1 Size of the Estate

The Council's Corporate Estate extends over 633 sites, many of which contain more than one building. The buildings range hugely in age, construction type and condition. The portfolio ranges from highly efficient, state of the art buildings like the new Islwyn High School, to the delicate and irreplaceable Llancaiach Fawr Manor, which dates back to circa 1500. In between, there are various Victorian, Edwardian and post-war building types. Most of the Council's buildings are low rise, indeed the only building over 18m high is Ty Penallta.

The key changes since the State of the Estate Report was produced in May 2016 include:

- The new Islwyn High School was completed and the aging Pontllanfraith and Oakdale Comprehensive schools were closed.
- The leases were surrendered on Cameron House and Ebenezer Resource Centre, and Newbridge Library was demolished.
- The new Idris Davies School was completed and replaced Pontlottyn and Abertysswg Primary Schools.

The gross internal area of the portfolio stands at around 476,592 sq.m. and, whilst this represents a 6,447 sq.m reduction since May 2016, the portfolio remains one of the largest public sector portfolios in Wales. A more detailed breakdown of the portfolio is tabulated below.

<b>SIZE OF THE ESTATE</b>		
	<b>Number of Sites</b>	<b>GIA (sq.m)</b>
<b>Core Corporate Offices</b>	<b>13</b>	<b>32,725</b>
<b>Schools</b>	<b>88</b>	<b>246,254</b>
<b>Other Operational Sites</b>	<b>247</b>	<b>109,552</b>
<b>Leased Out Sites</b>	<b>41</b>	<b>13,143</b>
<b>Leased Out - Industrial Units</b>	<b>239*</b>	<b>33,075*</b>
<b>Non-op/Surplus Sites</b>	<b>21</b>	<b>41,843</b>
<b>Totals</b>	<b>649</b>	<b>476,592</b>

\*Approx. areas to be confirmed

## 3.2 Condition of the Estate

The condition of the Council's buildings is regularly surveyed. The current data was gathered between 2012 and 2016. A new tranche of building condition surveys commenced in the autumn of 2017, with the rolling programme due to be completed in 2021. This programme includes schools and operational buildings but excludes leased out property.

The condition rating and estimated cost of the backlog maintenance, based upon the current surveys, is tabulated below:

### CONDITION – RATING\*

	A - Good	B - Satisfactory	C - Poor	D - Bad
Corporate Offices*	8.12%	81.99%	7.25%	2.64%
Other Buildings*	7.77%	76.20%	11.05%	4.94%
Schools*	5.29%	22.35%	71.24%	1.12%
<b>Totals</b>	<b>7.06%</b>	<b>60.18%</b>	<b>29.85%</b>	<b>2.91%</b>

\* The methodology for calculating ratings has varied historically and the ratings are therefore misleading. New condition surveys are being undertaken and all will be based on recent WG guidance and in particular the Faithful & Gould method of calculation will be applied in all cases.

### CONDITION - VALUE OF BACKLOG MAINTENANCE

	Priority 1 - Urgent	Priority 2 - Essential	Priority 3 - Desirable
Corporate Offices	£35k (-)	£536k (-)	£1,413k (-)
Other Buildings	£982k (-)	£6,677k (-)	£7,025k (-)
Schools	£1,315k (-)	£12,976k (-)	£22,139k (-)
<b>Totals</b>	<b>£2,332 (-)</b>	<b>£20,189k (-)</b>	<b>£30,577 (-)</b>

(-) Movement will be measured in next report.



Budgets do not allow all backlog maintenance issues to be addressed, but the available Asset Management maintenance funding is fully utilised each year with projects selected broadly on the basis of the following hierarchy:

- Works required to maintain safety;
- Works required to maintain water tightness;
- Works required to maintain heating;
- Other works.

In-period notable capital projects, all of which help raise the quality of the estate and were designed, specified and project-managed by Property Services, include:

- The new £24m Islwyn High School was completed in 2017 and the ageing Pontllanfraith and Oakdale Comprehensive schools were closed;
- A two-year £2m improvement programme at Blackwood Comprehensive School was commenced;
- Construction of the new £8m Abertysswg and Pontllytyn PS (Idris Davies) continued on schedule, and was completed in November 2017. The two current schools, which are old and not fit for purpose, were closed;
- The contract for the construction of a £2m nine classroom extension at Newbridge Comprehensive School was placed and construction commenced;
- A much needed two classroom extension to Trinity Fields School and Resource Centre was completed;
- Construction of an extension to Fochriw Community centre was commenced;
- The demolition of Ty Pontllanfraith was commenced;
- The demolition of Oakdale Comprehensive Schools was commenced.

These significant investments in the estate, and the closure of four ageing schools which were not fit for purpose, significantly improve the condition and quality of the estate.

## 3.3 Statutory Compliance

The majority of the statutory inspection and testing of buildings is managed by Property Services for most of the estate. Notable exclusions include leased-out buildings, where the tenant has this responsibility. The target is to ensure all buildings have in-date certification at all times.

The percentage of buildings with in-date certification, up to 31st January, 2018, is summarised below for the four highest risk disciplines:

### STATUTORY TESTING - COMPLIANCE

	Gas	Periodic Electrical	Annual Legionella	Fire Risk
Corporate Offices	100% (-)	99% (-)	100% (-)	100% (-)
Schools	100% (-)	100% (-)	100% (-)	100% (-)
Other buildings	100% (-)	99% (-)	100% (-)	100% (-)
Totals	100% (-)	99% (-)	100% (-)	100% (-)

(-) Movement will be measured in next report.

Where a testing contractor identifies an issue that presents an immediate danger to building users, appropriate action will immediately be taken to either manage or remove the risk. Other faults which require attention, but not require immediate rectification, are listed and given a priority rating.

For Priority 1 and 2 faults, rectification within 60 days is the target. However, historically for most buildings, the relevant building manager was responsible for instructing rectification of identified faults. This resulted in an inconsistent approach, with many faults not being rectified quickly enough.

To address this issue, from 1<sup>st</sup> September 2017, it has been agreed that Property Services will progress the rectification of P1 and P2 faults relating to electrical, gas and legionella elements, without instruction, and the costs will be charged back to the relevant cost centre. For all corporate buildings, other than schools, this approach will also extend to actions arising from fire related inspections and tests. For schools, this duty will remain with the relevant head-teacher.

Clearly, it will take time to clear backlog tasks, but the streamlined process will lead to significant improvement which will, hopefully, be evidenced by the data presented in the next annual report.

The outstanding remedial tasks, as at January, 2018, are summarised below:

### STATUTORY TESTING - REMEDIAL TASKS OUTSTANDING >60 DAYS

	Gas	Periodic Electrical	Annual Legionella	Fire Risk
Corporate Offices	0 (-)	1 (-)	0 (-)	0 (-)
Schools	78 (-)	2 (-)	145 (-)	306 (-)
Other buildings	9 (-)	0 (-)	15 (-)	124 (-)
<b>Totals</b>	<b>87 (-)</b>	<b>3 (-)</b>	<b>160 (-)</b>	<b>430 (-)</b>

(-) Movement will be measured in next report.

## 3.4 Utilisation

The Council's Asset Management Strategy seeks to rationalise the property portfolio and ensure the retained assets are efficiently utilised.

In terms of corporate offices, Pontllanfraith House was closed and Ty Dyffryn was fully vacated by the end of December, 2017. The remaining corporate offices are now better utilised, but there is still room for improvement and the next phase of rationalisation will involve further consolidation.

The historical demographics and the topography of the borough led to a proliferation of smaller schools. Changes in demographics has resulted in surplus school places and the rationalisation of these was a key objective of the Council and the Welsh Government 21<sup>st</sup> Century School Band A programme. The completion of Islwyn High School allowed the closure of two poorly utilised schools, and completion of the new Abertysswg and Pontlottyn schools, at the end of 2017, has done the same.

The Council leases out a total of 280 sites/units, and occupation has historically been very good and demand remains strong.

Across the whole estate there are 15 surplus and vacant buildings.

Selected utilisation metrics are tabulated below.

### UTILISATION

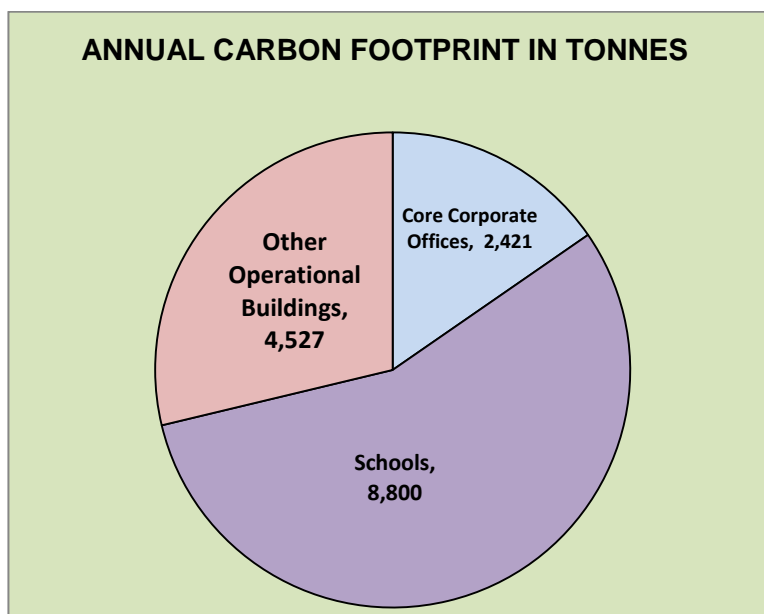
<b>Corporate Offices</b>	<b>Desks assigned</b>	<b>97.5% (-)</b>	<b>Empty Desks (grouped)</b>	<b>53 (-)</b>
<b>Schools</b>	<b>Places allocated Primary</b>	<b>90% (↑6.7%)</b>	<b>Places allocated secondary</b>	<b>83% (↑9.7%)</b>
<b>Leased Out Portfolio</b>	<b>Leases current</b>	<b>98% (-)</b>	<b>Vacant</b>	<b>9 (-)</b>
<b>Surplus and Vacant Buildings</b>		<b>15</b>		

() Movement in period May 2016 - August 2017

(-) Movement will be measured in next report

## 3.5 Carbon Footprint

The annual carbon footprint of the whole built estate, excluding leased-out buildings, is currently 15,778 tonnes, a decrease of 337 tonnes in-period. The breakdown across building type is presented below.



The Council's carbon reduction strategy was launched in 2008/9 and is based on delivering Invest to save and renewable technologies projects, promoting good housekeeping and efficient asset management.

In-period highlights include delivering nine invest-to-save energy reduction projects, totalling £200,000, which have reduced the Council's annual carbon footprint by some 125 tonnes. Furthermore, the new Islwyn High School is highly insulated, passively ventilated, equipped with high efficiency LED lighting throughout and features a large 280 panel photovoltaic (PV) array which will generate 60 megawatt hours (mWh) of electricity per annum.

The Council now has registered PV arrays on sixteen buildings and these annually generate over 220 mWh of electricity, reducing the Council's carbon footprint by 210 tonnes. These arrays also attract an annual generation and export income of £58,000.

## 3.6 Replacements, Acquisitions and Disposals

### Replacements

The Oakdale and Pontllanfraith Comprehensive Schools were replaced with the new Islwyn High School.

The Pontlottyn and Abertysswg Primary Schools were replaced with the new Idris Davies School, Abertysswg.

### Acquisitions

We have entered into an agreement with **Charter Housing Association Ltd** (an association operating within the Pobl Group Ltd) for the management and occupation of **Hillcrest, Hengoed Road, Hengoed** with the aim of ensuring high quality provision of housing services and support for the people who are occupying the property

We have entered into an occupational agreement with **Aneurin Bevan Health Board** in respect of **Trinant Health Centre, Trinant** for Flying Start's operational purposes

We have sanctioned the provision of additional accommodation at the **Family Centre, Penyrheol** for Flying Start's operational purposes

### Disposals

The Bedwellty School site was sold to Llanmoor Development Co Ltd for £721,543;

Land adjoining Islwyn Indoor Bowling Centre was sold for £280,000;

15 Woodbine Road, Blackwood, was sold at auction for £130,000;

Land adjoining Ty Ni Community House Caerphilly was sold for £106,230;

A number of lower value disposals were also completed in-period with a total capital receipt of £250,000.

## 4. A Forward Look

Working our buildings harder, improving the condition of the estate and disposing of unwanted assets are key priorities for Property Services. Looking forward, anticipated activity will include:

### Strategy

Mandated by the Corporate Asset Management Strategy, the process of asset challenge, and production of individual Service Asset Management plans, through regular asset management meetings with directorate management teams, will continue. The objective is to ensure property provision is planned in a holistic way, and linked with service strategies, and hence inform future replacements, acquisitions and disposals. Collaboration will be promoted and co-location in 'Community Hubs' will be proposed where beneficial and efficient. It is proposed that an Asset Management Co-ordinator is recruited to support service areas in the production of the asset management reviews.

### New Buildings

Design of the new £4m Children's Unit at Pontllanfraith has commenced and construction is expected to start in 2018.

Construction of the £2m nine-classroom extension to Newbridge Comprehensive School commenced in autumn 2017.

### Demolitions

The demolition of Ty Pontllanfraith and Oakdale Comprehensive School are in progress. The vacant Pontllanfraith Comprehensive School will be demolished in 2018. Demolition of two or three smaller disused buildings in Risca is also expected in 2018.

### Disposals

Efforts to sell Ty Dyffryn and the Pontllanfraith House site will continue.

Work that will lead to the marketing of the Pontllanfraith and Oakdale Comprehensive Schools has commenced.

Enterprise House is leased in and the lease expires in 2018 and options, including vacating it, are being discussed with the relevant service area

Ty Pontygwindy is leased in and the lease expires in October, 2021. Dialogue on the future of this building will continue.

### Condition Surveys

The next round of building condition surveys commenced in autumn, 2017. This will be a four year programme encompassing all of the corporate estate.

### Statutory Testing and Remedials

With Property Services now progressing key remedial tasks, in addition to managing the statutory testing for the majority of the estate, clearing backlog remedial tasks will be a key priority for 2018. Property services will also assist colleagues in Economic Development to help ensure our leaseholders are fulfilling their obligations in terms of statutory testing.

### Welsh Government 21<sup>st</sup> Century Schools Band B

Property Services will continue to support colleagues in Education to develop the outline Band B proposals. Development of scheme proposals could commence in 2018.



# Appendix 1

## Core Corporate Offices (13 in Total)

Adult Services Duty & Information Team - Foxes Lane, Oakdale  
Bargoed Contact Centre - 1 St. Gwladys Way  
Caerphilly Social Services Mill Road - Adult Services  
Cherry Tree House, Crumlin  
Enterprise House Corporate Offices, Tir-y-berth *Leased in*  
Penmaen House - Occupational Therapy Team  
Tir-y-berth Depot & Offices  
Ty Gilfach Offices, William Street  
Ty Graddfa HART office - first floor  
Ty Pontygwindy, Caerphilly *Leased in*  
Ty Penallta Corporate Offices , Hengoed  
Ty Tredomen Corporate Offices, Hengoed  
Woodfieldside Business Park Corporate Offices - Units 1-3 & 6

# Appendix 2

## Schools (88 in total)

### English Medium Primary

Aberbargoed Primary School  
Abercarn Primary School  
Bargoed Park Primary School  
Bedwas Infants School  
Bedwas Junior School  
Blackwood Primary School  
Bryn Awel Primary School, Rhymney  
Bryn Primary School, Blackwood  
Cefn Fforest Primary School  
Coed-y-brain Primary School, Llanbradach  
Crumlin High Level Primary School  
Cwm Glas Infants School, Llanbradach  
Cwm Ifor Primary School, Caerphilly  
Cwmaber Infants School, Abertridwr  
Cwmaber Junior School, Abertridwr  
Cwmcarn Primary School  
Cwmfelinfach Primary School  
Cwrt Rawlin Primary School, Caerphilly  
Deri Primary School  
Derwendeg Primary School, Hengoed  
Fleur-de-lis Primary School, Pengam  
Fochriw Primary School  
Gilfach Fargoed Primary School  
Glyngaer Primary School, Gelligaer  
Graig-y-rhacca Primary & Community School  
Greenhill Primary School, Gelligaer  
Hendre Infants School, Caerphilly  
Hendre Junior School, Caerphilly  
Hendredenny Park Primary School, Caerphilly  
Hengoed Primary School  
Libanus Primary School, Blackwood  
Llancaeath Junior School, Nelson  
Llanfabon Infants School, Nelson  
Machen Primary School  
Maesycwmmmer Primary School  
Markham Primary School  
Nant-y-Parc Primary School, Senghenydd  
Pantside Primary School, Newbridge  
Pengam Primary School  
Penllwyn Primary School, Pontllanfraith  
Pentwynmawr Primary School, Newbridge  
Phillipstown Primary School  
Plas-y-felin Primary School, Caerphilly  
Pontllanfraith Primary School  
Rhiw-syr-dafydd Primary School, Oakdale  
Rhydri Primary School  
Risca Primary School

*Part leased in*

St. Gwladys Primary School, Bargoed  
St. Helen's Roman Catholic Primary School, Caerphilly  
St. James' Primary School, Caerphilly  
The Twyn Primary School, Caerphilly  
Tir-y-berth Primary School  
Trinant Primary School  
Ty Isaf Infants School, Risca  
Ty Sign Primary School, Risca  
Tynewydd Primary School, Newbridge  
Tyn-y-wern Primary School , Trethomas  
Upper Rhymney Primary School  
Waunfawr Primary School, Crosskeys  
White Rose Primary School , New Tredegar  
Ynysddu Primary School  
Ystrad Mynach Primary School

## English Medium Secondary

Bedwas High School  
Blackwood Comprehensive  
Cwmcarn High School  
Islwyn High School, Oakdale  
Lewis Boys Comprehensive School, Pengam  
Lewis Girls Comprehensive School, Ystrad Mynach  
Newbridge Comprehensive School  
Risca Community Comprehensive School  
St. Cenydd Comprehensive School, Caerphilly  
St. Martin's Comprehensive School, Caerphilly

*PFI*

## Welsh Medium Primary

Ysgol Bro Sannan, Aberbargoed  
Ysgol Gymraeg Bro Allta, Ystrad Mynach  
Ysgol Gymraeg Cwm Derwen, Oakdale  
Ysgol Gymraeg Cwm Gwyddon, Abercarn  
Ysgol Gymraeg Gilfach Fargoed, Gilfach  
Ysgol Gymraeg Trelyn, Pengam  
Ysgol Gynradd Gymraeg Caerffili  
Ysgol Gynradd Gymraeg Y Castell, Caerphilly  
Ysgol Ifor Bach, Abertridwr  
Ysgol-y-Lawnt Primary School, Rhymney

## 3-18 School

Idris Davies School 3-18

## Welsh Medium Secondary

Ysgol Gyfun Cwm Rhymni, Fleur-de-lis  
Y Gwindy, Caerphilly

*PFI*

## Special Resource Base

Trinity Fields School & Resource Centre, Ystrad Mynach

## Appendix 3

### Leased Out Sites (280 in total)

#### Via Economic Development (239 units)

Caerphilly Business Park	34 units
Dyffryn Business Park, Ystrad Mynach	40 units
Lawn Industrial Estate, Rhymney	18 units
New Tredegar Business Park	19 units
Oakdale Business Park, Oakdale	13 units
Park Road Industrial Estate, Risca	7 units
Penmaen Industrial Estate, Pontllanfraith	15 units
Penmaen Small Business Centre, Pontllanfraith	40 units
St. David's Industrial Estate, Pengam	16 units
Tram Road Industrial Estate, Pontllanfraith	5 units
Waunfawr Business Park, Crosskeys	3 units
Woodfieldside Business Park, Pontllanfraith	21 units
Lowry Plaza shops, Bargoed	8 units

## Via Property Services (41 in total)

Abercarn Welfare Ground Cricket Pavilion  
Abercarn Welfare New Bowls pavilion  
Bargoed Park – Rugby Club Store  
Bargoed Park Lodge  
Blackwood Showfield Band Hall  
Caerphilly Day Centre  
Caerphilly Variety Club Family Centre  
Cefn-y-brithdir Farm, Brithdir  
Crosskeys RFC & Silver band  
Crumlin OAP Hall  
Fleur-de-lis Boxing Club, Pengam  
Former Caerphilly Library  
Former Risca Cash Office  
Former Risca UDC Office – Risca Choir  
Gelligroes Mill, Pontllanfraith  
Gilfach OAP Hall, Gilfach  
Gilfach Welfare ground – tennis pavilion  
Kendon & Woodview Community Centre  
Islwyn Indoor Bowling Centre, Pontllanfraith  
Llanfach Cemetery Lodge, Abercarn  
Maesycwmmmer OAP Hall  
Nelson Miner's Welfare Institute  
Newbridge Welfare Ground Cricket pavilion  
Oxford House - Newport & South Wales Railway Museum Ltd.  
Penallta Rugby Club - ground floor Ty Graddfa  
Penmaen House, Phoenix Transport  
Penyrheol Cemetery Chapel, Caerphilly  
Risca Family Centre  
Risca Old Cemetery Chapel  
Risca Old Cemetery – former Sexton's house, 65 Cromwell Rd.  
Tanybryn Playing Fields Pavilion, Risca  
The Bryn Park Bowls pavilion, Bedwas  
Treowen Stars Sports & Social Club  
Ty Clyd Bungalow, Bargoed  
Ty Isaf Recreation Ground pavilion  
Virginia Park Changing Rooms, Caerphilly – former boys brigade  
Virginia Park Tennis pavilion, Caerphilly  
White Rose Resource Centre, New Tredegar

# Appendix 4

## Other Operational Sites (239 in total)

### **Depots/Storage (12)**

Aberbargoed ROW Store – 22-24 Bowen  
Abercarn Grounds Maintenance Depot  
Bargoed Park Grounds Maintenance Depot  
Bedwas Highways Sub-Depot  
Blackwood Showfield Grounds Maintenance Depot  
Islwyn Park Grounds Maintenance & Staff Room  
New Tredegar Business Park – Winding House Storage  
Newbridge Welfare Ground Grounds Maintenance Storage  
North Rhymney Housing Depot – DLO  
Penallta Grounds Maintenance Depot  
Penmaen NCS Highways Depot  
Waunfawr Park Grounds Maintenance Depot

### **Business Units, Tredomen Plateau (3)**

Tredomen Business & Technology Centre  
Tredomen Gateway Building  
Tredomen Innovation & Technology Centre

### **Miscellaneous Sites (2)**

Coed Top Hill Reed Bed Facility, Gelligaer  
Former Hengoed Fire Station, Ysbyty Ystrad Fawr

### **Bus Station Buildings (1)**

Blackwood Bus Station (inc. cafe & toilets)

### **Customer First Offices (1)**

Pontlottyn Customer First Centre

### **Cemetery Buildings (7)**

Bedwas Cemetery  
Bedwellty Cemetery  
Dan-y-Graig Cemetery, Risca  
Gwaelod-y-Brithdir Cemetery, Brithdir  
Llanfach Cemetery, Abercarn  
Rhymney Cemetery  
Risca Old Cemetery

### **Community Centres (Not Council Owned) (2)**

### **Civic Amenity Sites (6)**

Aberbargoed Civic Amenity *Leased in*  
Full Moon Civic Amenity, Crosskeys  
Penallta Civic Amenity  
Penmaen Civic Amenity, Pontllanfraith  
Rhymney Civic Amenity  
Trehir Landfill & Civic Amenity, Caerphilly

### **Community Centres (37)**

Abertridwr Community Centre  
Abertysswg Community Centre  
Ael-y-Bryn Community Centre  
Argoed Community Centre  
Bargoed Community Centre  
Cascade Community Centre  
Cefn Fforest Community Centre  
Cefn Hengoed Community Centre  
Channel View Community Centre  
Cwmfelinfach Community Centre  
Deri Community Centre  
Deri Institute  
Fleur-de-Lis Community Centre  
Fochriw Community Centre  
Gelligaer Community Centre  
Graig-y-Rhacca Community Centre  
Hengoed Community Centre  
Llanbradach Community Centre  
Lower Rhymney Community Centre  
Machen Village Hall & Library  
Maesycwmmwr Village Hall  
Markham Community Leisure Centre  
Nelson Community Centre  
Oakdale Community Centre  
Pentwynmawr Community Centre  
Penybryn Community Centre  
Penyrheol Community Centre  
Phillipstown Community Centre  
Plasmawr Community Centre, Blackwood  
Rhymney Community Centre  
Rhymney Day Centre  
Senghenydd Community Centre  
The Twyn Community Centre  
Tirphil Community Centre  
Tir-y-Berth Village Hall  
Trecenydd Community Centre, Caerphilly  
Van Community Centre, Caerphilly

### **Libraries (16)**

Glan-y-Nant Memorial Hall, Pengam  
Rudry Village Hall

### **Community Education (3)**

Crumlin Institute – bridges into Work  
Former Risca Library  
Oxford House Adult Education Unit

*Leased in*

### **Learning Centres (2)**

Glan-y-Nant Learning Unit, Pengam  
The Hive Tuition Centre, Caerphilly

*Leased in*

### **Countryside Services (8)**

Parc Cwm Darran Camping Site  
Penallta Country Park  
Pen-y-Fan Pond Country Park  
Sirhowy Farm, Cwmfelinfach  
Babell Chapel, Sirhowy  
Full Moon Cottage, Sirhowy  
Ty Fry Farm, Aberbargoed  
Ty Fry Grasslands Educational  
Centre, Aberbargoed

*Leased in*

*Leased in*

*Leased in*

### **Leisure Centres (12)**

Bedwas Leisure Centre & Pool  
Caerphilly Leisure Centre  
CCBC Centre for Sporting Excellence  
Cefn Fforest Leisure Centre  
Cwmcarn Leisure Centre  
Heolddu Leisure Centre  
New Tredegar Leisure Centre  
Newbridge Leisure Centre  
Pontllanfraith Leisure Centre  
Risca Leisure Centre  
St. Cenydd Leisure Centre  
Sue Noake Leisure Centre

### **Flying Start Offices (14)**

Aberbargoed Flying Start store  
Abertysswg Flying Start  
Blackwood Flying Start  
Bryn Flying Start, Pontllanfraith  
Graig-y-Rhacca Flying Start  
Hengoed Flying Start  
Nant-y-Parc Flying Start  
Pantside Flying Start  
Parc-y-Felin Flying Start  
Penllwyn Millenium Flying Start  
Phillipstown Flying Start

Aberbargoed Library  
Abercarn Library  
Abertridwr Library  
Bargoed Library & Customer First  
Bedwas Library  
Blackwood Library & Customer First  
Caerphilly Library & Customer First  
Deri Library  
Llanbradach Library  
Nelson Library  
Newbridge Library  
Oakdale Library  
Pengam Library  
Rhymney Library  
Risca Library & Customer First  
Ystrad Mynach Library

*Leased in*

### **Museums & Tourism (5)**

Blackwood Miner's Institute  
Caerphilly Visitor Centre  
Cwmcarn Forest Drive  
Elliot Colliery Winding House Museum  
Llancaiach Fawr Manor House

*Part Leased out*

*Part Leased out*

### **Offices/Administration (15)**

5-6 De Clare Court Housing Office, Caerphilly  
Blaenau Gwent & Caerphilly Youth Offending Service  
Brodawel House – Community Support Team  
Community Regeneration Office – 43 Atlee Court  
Eastern Valleys Area Housing Office, Blackwood  
Graig-y-Rhacca Area Housing Office  
Gwent Speech & Language Unit, Cwmbran  
Hafod Deg Resource Centre, Rhymney  
Lansbury Park Area Housing Office  
Llanhilleth Youth Offending Team  
Pontypool Adult Social Services  
Risca Adult Reablement Team, Brooklands Bungalow  
Risca Basic Skills Office  
Telecare Service Office, Parc Penrhos, Caerphilly  
Graig-y-rhacca Resource Centre

*Leased in*

*Leased in*

*Leased in*

*Part Leased out*

*JV / Leased in*

*JV/Leased in*

*Leased in*



Rhymney Flying Start  
Trinant Flying Start  
St. James' ICC Flying Start

*Leased in*

### **Public Conveniences (5)**

Abercarn Welfare Ground Toilets  
Bargoed Bus Interchange Toilets  
Cardiff Road Toilets, Caerphilly  
Tredegar Grounds Toilets, Risca  
Ystrad Mynach Toilets  
(PCs also at Blackwood Bus Station)  
(PCs also at Caerphilly Visitor Centre)

### **Social Services (24)**

#### **Day Centres (12)**

Blackwood Resource Centre, 29-31 Lilian Road  
Brondeg Day Centre for Older People  
Brooklands Adult Day Centre, Risca  
Coed-y-Cwm Adult Day Centre, Wylie  
Markham Resource Centre  
Rhymney Integrated Health & Social Care  
Springfield Resource Centre  
Windy Ridge Gardening Project, Pontllanfraith  
Woodfieldside Unit 12 – Blackberry Catering  
Woodfieldside Unit 13-15 – Pont Woodcraft  
Woodfieldside Unit 9-11 – Sirhowy Crafts  
Ystrad Mynach Day Centre for Adults

*Leased in*

*Leased in*

#### **Residential (12)**

Beatrice Webb Home for the Elderly  
Brodawel Home for the Elderly  
Castle View Home for the Elderly  
Hengoed Group Home – 14 Graig Road  
Min-y-Mynydd Home for the Elderly  
Montclair Residential Home for the Elderly  
Newbridge Group Home – 14 Coed Duon View  
Penyrheol Community House – Ty Ni  
Ty Clyd Home for the Elderly  
Ty Gwilym Residential Home  
Ty Iscoed Home for the Elderly  
Hillcrest, Hengoed Road, Hengoed

*Leased in*

#### **Other (1)**

Caerphilly Children's Centre

*Action for Children building. Some office space leased in*

### **Sports Pavilions (68)**

Abercarn Welfare Ground Football Pavilion  
 Abercarn Welfare Ground Old Bowls Pavilion  
 Abertridwr Welfare Park Changing Rooms  
 Abertysswg Playing Fields Changing Rooms  
 Aneurin Park Pavilion, Caerphilly  
 Bargoed Park Athletic Club Store  
 Bargoed Park Grandstand  
 Bargoed Park Rugby Changing Rooms  
 Bargoed Welfare Bowls Pavilion  
 Bedwellty Pavilion  
 Blackwood Showfield Changing Rooms  
 Britannia Sports Pavilion  
 Brithdir Welfare Ground Pavilion  
 Castell Maen Pavilion, Caerphilly  
 Cefn Fforest Miner's Welfare Pavilion  
 Croespenmaen Football Field Pavilion  
 Cwmcarn Pavilion, Feeder Row  
 Deri Playing Fields Pavilion  
 Fields Park Recreation Pavilion, Newbridge  
 Fochriw Welfare Park Pavilions  
 Gelligaer Recreation Ground Bowls Pavilion  
 Gelliwen Recreation Ground Pavilion, Cwmsyfiog  
 Gilfach Welfare Ground Bowls Pavilion  
 Graig-y-Rhacca Leisure Area Changing Rooms  
 Hollybush Recreation Ground Pavilion  
 Islwyn Park Bowls Pavilion  
 Islwyn Park Rugby Changing Rooms  
 Islwyn Park Sports Pavilion  
 Kay Field Pavilion, Crumlin  
 Libanus Playing Fields Pavilion, Blackwood  
 Llanbradach Welfare Football Pavilion  
 Llanfabon Pavilion, Trethomas  
 Longbridge Field Sports Pavilion, Risca  
 Machen Playing Fields Changing Room  
 Maesycwmmmer Playing Fields Changing Rooms  
 Markham Pavilion, King Georges Field  
 Morgan Jones Park Bowls Pavilion  
 Morgan Jones Park Changing Rooms & Toilets  
 New Tredegar Bowls Pavilion  
 Newbridge Welfare Ground Bowls Pavilion  
 Nine Mile Pont Recreation Ground Pavilion,  
 Cwmfelinfach  
 Oakdale Miner's Welfare Recreation Pavilion  
 Owain Glyndwr Playing Field Pavilion  
 Pantside Playing Field Pavilion, Newbridge  
 Pentwynmawr Changing Rooms, Newbridge  
 Pontlottyn Recreation Ground Pavilions  
 Pontlottyn Welfare Ground Pavilion  
 Pontymister Athletic Ground Pavilion  
 Rhymney Eisteddfod Field Sports Pavilion  
 Rhymney War Memorial Park Bowls Pavilion  
 Rhymney War Memorial Park Rugby Pavilion  
 Risca Fernlea Pavilion  
 Senghenydd Welfare Ground Bowls Pavilion  
 St. David's Recreation Ground Pavilion, Fleur-de-Lis  
 The Bryn Playing Fields Pavilion, Pontllanfraith  
 Tir-y-Berth Playing Fields Pavilion  
 Trelyn Park Pavilion, Fleur-de-Lis  
 Trinant Recreation Ground Pavilion, Newbridge  
 Ty Isaf Recreation Ground Bowls Pavilion, Risca  
 Wattsville Recreation Ground Pavilion  
 Waunfawr Park Main Pavilion, Crosskeys  
 Waunfawr Park Bandstand, Crosskeys  
 Waunfawr Park Cricket Pavilion, Crosskeys  
 Waunfawr Park Cycle Hire, Crosskeys  
 Waunfawr Park Rugby Changing Rooms, Crosskeys  
 Wern Park Recreation Ground Pavilion, Nelson  
 Ynys Field Recreation Ground Pavilion, Pengam  
 Ystrad Mynach Park Bowls Pavilion

#### **Youth Centres (6)**

Crosskeys Youth Centre  
 Oakdale 'The Zone' Youth Club  
 Rhymney Youth Centre  
 Risca Youth Centre  
 The Hangar Youth & Community, Aberbargoed  
 Ynysddu Youth Club

## Appendix 5

### Non-Operational and Surplus Sites (15 in total)

#### **Surplus buildings/sites for disposal (7)**

Abertysswg Primary School	<i>Expressions of interest invited</i>
Pontlottyn Primary School	<i>Expressions of interest invited</i>
Former Ty Darran Home, Risca	<i>Advertised for sale</i>
Oakdale Comprehensive School	<i>Demolition underway surveys &amp; marketing to follow</i>
Pontllanfraith Comprehensive School	<i>Demolition on hold pending decision on LC</i>
Ty Dyffryn, Ystrad Mynach	<i>Agent appointed and marketed for sale</i>
Ty Pontllanfraith Offices	<i>Demolition underway, survey and sale will follow</i>

#### **Surplus buildings/sites currently under review (8)**

Bargoed Park – disused toilets	<i>Park has charitable status which will complicate sale</i>
Former Risca Gym/Library, (Brooklands)	<i>Vacant - under review. Possible sale /demolition</i>
Fleur-de-lis High Street toilets	<i>Vacant and future being reviewed. Possible sale</i>
Former Rhymney Function Centre	<i>Vacant held pending wider review</i>
Nelson Bus Station public toilets;	<i>Vacant and future being reviewed. Possible sale</i>
Neuadd-y-parc OAP Hall, Caerphilly	<i>Probable let to charitable trust</i>
Tir-y-berth Meals on Wheels	<i>Vacant future being reviewed. Options include possible car park for Tir-y-Berth.</i>
Tir Trosnant Animal Pound	<i>Expressions of interest invited</i>

Gadewir y dudalen hon yn wag yn fwriadol



## CABINET – 16TH MAY 2018

**SUBJECT: PROGRAMME FOR PROCUREMENT (STRATEGY) 2018 - 2023**

**REPORT BY: HEAD OF PROCUREMENT**

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### 1. PURPOSE OF REPORT

- 1.1 To advise Cabinet on the proposed Programme for Procurement (Strategy) 2018 – 2023, **Appendix A.**
- 1.2 To recommend endorsement and implementation of the Programme for Procurement (Strategy) 2018-2023.

### 2. SUMMARY

- 2.1 The Authority is committed to ensuring it achieves value for money from its third party procurement expenditure currently circa £170,000.00 per annum. It also recognises the value of using Procurement to support its wider cultural, social, economic and environmental objectives in a way that offers real long term benefits to the Community we serve and the people of Wales whilst balancing the issues of Value for Money.
- 2.2 Our Programme for Procurement will be a living strategy which evolves over time in order to adapt to our ever changing environment and the developing Procurement landscape as a result of Brexit and the Welsh Government review of the National Procurement Service.

### 3. LINKS TO STRATEGY

- 3.1 Procurement is a discipline which impacts many corporate strategies due to the diverse association with each Directorate within the Authority.
- 3.2 The Procurement function supports the delivery of the Authority's well-being objectives and Welsh Government's proposed Programme for Procurement and Procurement Policy.

### 4. THE REPORT

- 4.1 The Authority's last Procurement Strategy was in 2015. There has been a delay in setting out a vision for Procurement due to the development of the National Procurement Services and the uncertainty around Local Government Reform, Collaboration and Welsh Governments own Programme for Procurement.
- 4.2 The Wales Audit Office Report "Public Procurement in Wales – October 2017" was critical of Local Authorities failure to maintain an active Procurement Strategy.
- 4.3 The report also concluded that there was clear scope for improvements in public bodies' procurement arrangements.

- 4.4 The proposed Programme for Procurement (Strategy) – Appendix A defines what is meant by Procurement and our current capability status following the latest Welsh Government Fitness Check in 2014.
- 4.5 It details a clear structure for Leadership and Governance and highlights the tools which will facilitate the process with the Authority.
- 4.6 The Programme has four (4) strategic themes which supports the Authority’s Well Being Objectives and the Wellbeing and Future Generations (Wales) Act 2015:
- Culture
  - Economics
  - Environment
  - Social
- 4.7 A five (5) year timescales has been set for the delivery of the Programme; however the key strategic goals are far reaching and may well take us beyond 2023.
- 4.8 The Authority signed up to the Code of Practice: Ethical Employment in Supply Chains in November 2017 (‘CoP’). The Programme support the principles set out within the CoP.

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

- 5.1 The Wellbeing of Future Generations (Wales) Act 2015 places a number of legal duties on public bodies in Wales in order to meet the legally binding “Common Purpose” for seven strategic well-being goals. Procurement is seen as one of the activities that can assist public bodies to achieve these goals.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 An **EqIA screening** has been completed in accordance with the Authority's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EqIA has not been carried out.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications associated with this report or the adoption of the Programme for Procurement (Strategy) 2018 - 2023.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications associated with this report or in the delivery of the Programme for Procurement (Strategy) at this time.

## **9. CONSULTATIONS**

- 9.1 Officers have been consulted on the content of the report and the Programme for Procurement (Strategy) and views have been reflected within the report.
- 9.2 A covering report complete with the proposed Programme for Procurement (Strategy) was submitted as an information item to Policy and Resource committee on 10<sup>th</sup> April 2018.

## 10. RECOMMENDATIONS

- 10.1 It is recommended that Cabinet endorse the attached Programme for Procurement (Strategy) 2018 – 2023 - **Appendix A**.
- 10.2 That Cabinet receives an annual update on progress in relation to the Programme for Procurement (Strategy) and the Code of Practice, Ethical employment in Supply chains.

## 11. REASONS FOR RECOMMENDATIONS

- 11.1 To ensure the Authority has a current direction of travel for Procurement which supports the Authority's Wellbeing Objectives and Corporate plan whilst maintaining flexibility to address the developing Procurement landscape following Brexit and the outcome of the Welsh Governments National Procurement review.

## 12. STATUTORY POWER

- 12.1 Local Government Act 1972 and 2000.

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Policy and Resource Committee – Information Report 10<sup>th</sup> April 2018

Background Papers:  
Welsh Government Code of Practice  
Well Being of Future Generations (Wales) Act 2015

Appendices:  
Appendix A - Programme for Procurement (Strategy) 2018-2023 (Including KPI Documentation)

Caerphilly County Borough Council

# Programme for Procurement 2018 - 2023

■ Culture ■ Economic ■ Environment ■ Social



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# 1. Introduction

The Council has set out its vision for developing and managing the living environment that it aspires to create for the residents and businesses of Caerphilly County Borough Council in its Well-being Objectives.

The procurement function will support the Authority's Well-being Objectives and Welsh Government's programme for Governance with its Programme for Procurement.

The Council is committed to ensuring it achieves value for money from its third party procurement expenditure – circa, £170,000,000 per annum. It also recognises the value of using procurement to support its wider Cultural, Social, Economic and Environmental objectives, in ways that offer real long-term benefits to the community it serves and the people of Wales, whilst balancing the issues of value for money

Our Programme for Procurement needs to be a living strategy, flexible, adaptable and alive to the changing environment; modular in nature so that it is easy to review and update annually in line with developments in the procurement landscape. Our approach will be continuous improvement to bring about real change and to improve the lives of those who live and work within our borough.

The Programme for Procurement will build on the Authority's success to meet the overarching Well-being objective.

Page

## 2.1 Definition of Procurement

Procurement is defined as the process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment. (1)

The Procurement function within Caerphilly County Borough Council is a centralized team of procurement professionals. Welsh Government's fitness check concluded that the function was ***"Mature with an overall maturity rating of developing towards advanced"***.

(1) Procuring the Future, 2006

### 3. Procurement Leadership and Governance Structure

The leadership and governance structure for procurement within Caerphilly County Borough Council is: -

Leadership through Cabinet Members and the Cabinet Member for Corporate Services.

- A Corporate Procurement Unit, which sits within the Corporate Services directorate.
- A professionally qualified Head of Procurement who oversees all procurement activities over £75,000, reporting to the Director for Corporate Services
- Clearly defined processes and procedures along with formal delegation of authority in respect of procurement activities embodied in Standing Orders for Contracts, the Procurement Code of Practice and Financial Regulations.
- All procurement over £10,000 to be managed via the Proactis Procurement electronic system. A fully transparent electronic procurement system which is in place for all procurement over £10,000 with built in procedures and controls which are aligned to predetermined authorization criteria. All procurements under £10,000 are devolved for efficiency of process: with common and repetitive spend being managed by pre-established arrangements which have been set up for such purposes.

## Strategic Theme – Culture

Strategy – the Council will manage all third party influenceable spend (including Commissioning) via open, fair and transparent procurement, applying the principles of the UK Procurement regulations. The Wellbeing and Future Generations Act (Wales) 2015, Social Services Act and WG Public Procurement Policy where applicable. Officers will work within the established governance structures of the Council with a clear understanding of the rules and regulations and the standards expected. Our approach will be one of continuous improvement with the goal of influencing the real change that the Council aspires to bring to the lives of those living and working in the county borough. The Authority will apply a category approach based on directorate plans. The Authority’s Supply Positioning Model, Appendix A will be used to plot financial value of the requirement against market risk to assist in the decision making process whilst determining away forward.

Strategic Goals (what we want to achieve)	Steps already taken towards strategic goal	What success looks like/will be measured by?	How to be achieved	When
Officers will work within the principles of the Authority’s Customer Service Standard for all customers	This is a new Standard to be adopted across the service area.	A uniform approach to servicing customer needs evidenced by annual customer survey scores. <b>Measurement:</b> by corporate score card.	Officer training and development. Standards to be embedded into the procurement processes Results monitored, measured and reported to SMT. Annual reviews	Implement December 2017. Yearly reviews.
3rd Party spend will be procured via National, Regional and local arrangements. Collaboration will be embraced where appropriate. Alternative delivery models considered when appropriate.	5 year procurement plan in place.. Use of collaboration where applicable and benefits are deliverable to the Authority.  Limited outsourcing and partnering approaches in place.	An agreed Gwent programme for procurement which supports National, Regional and Local procurement. <b>Measurement</b> by corporate score card Authority wide spend analysis tools which reports spend activity. With annual reviews.  Develop collaborative working models with external (third party providers) where appropriate. To develop areas such as Information transparency – data sharing with providers. A understanding of collaborative models options to create financial	All Wales programme for procurement. WLGA Sourcing strategy. Collaboration – Developing new models for integrating and partnering with external contractors and service providers.  Fit for purpose contracting models  The right model for the right environment	Start 2017 with Annual reviews       2025 Phased approach required resource risk and knowledge risk to the type of contracting required,

		<p>benefits</p> <p>Explore alternative collaboration models such as Virtual joint venturing, labour and process fluidity, operating/collaboration model fluidity</p> <p><b>Measurement:</b> within service improvement plan</p>		
Project risk profiling and mitigation through the development and use of Supplier Positioning models, Dunn and Bradstreet searches and other risk mitigation strategies	Discrete qualitative approaches such as supplier audits, risk registers, heat maps etc.	<p>A developed set of quantitative risk metrics such as Total Cost of Risk at the supply chain, category and supplier level.</p> <p>Total risk mitigation investment across the supply chain.</p> <p>The right price of risk transfer to suppliers, customers and third-parties such as insurance companies.</p> <p><b>Measurement:</b> as part of service improvement plan and Key performance indicators</p>	Manage procurement risk in a comprehensive, continuous manner with regular monitoring and assessment of high risk factors. Risk mitigation and support via engagement with financial services companies	2025 – Need to understand this is a large change and will require a phased and control approach
Page 50 We will be in touch with and promote the management of Procurement in the age of social transparency	Traditional procurement process, electronic and paper based. Limited exposure to social media reactions	<p>A robust process and appropriate contracts documentation that mitigates against inappropriate social media and customer interactions</p> <p><b>Measurement:</b> within service improvement plan</p>	Effective communications and transparent processes. Policy/wording in the tendering process documentation prohibiting disclosure of information via social media or by other means	phased approach to 2020
A modern, flexible and innovative procurement function staffed by procurement professionals with the knowledge, skills and expertise needed to challenge the status quo and support the business operations of the future across all disciplines	Limited and reducing resource with limitations in knowledge of legal and finance so heavily reliant on others in these disciplines. Buying consortium dysfunctional and not value for money. Utilisation of the EU Directives Light Touch Regime (LTR), wider increased	<p>A more rounded procurement capability with commercially skilled Procurement officers able to take balanced risk decisions that are supportive of change.</p> <p>Procurement specialists with broader financial toolset so that they are able to assess wider</p>	Targeted development and support aligned to the business need. Training to include Self funding, direct borrowing, third party financing etc. Risk management and	Phased approach to 2023

	use of Dynamic Purchasing Systems (DPS), Soft market engagement, market engagement activities	organisational issues. Procurement and finance to understand the different ways of financing each aspect of the supply chain for large complex project. Longer term stability in contracts that are flexible in nature. Service user, community and market place consultation / research to redefine needs and create opportunities for delivering social value <b>Measurement:</b> through the service improvement plan and customer feed back	profiling. Full engagement with market and stakeholders prior to tendering to establish appropriate and proportionate contracts. Wider use of innovative procurement tools, such as LTR and DPS processes	
Where appropriate include Social Benefit Clauses in the Contract Terms and Conditions  Page 51	Applied Community Benefits Clauses in relevant contracts (Core and Non Core).	The establishment of a recording and monitoring system that ensures that where social benefits have been included in contracts, they are being delivered. More locally focused procedures for below threshold contracting. <b>Measurement:</b> through the service improvement plan.	Establish and define appropriate clauses, KPIs and recording and monitoring system – Wider use of CMM to Contract Manage. Adapt procedures to allow for a minimum number of quotations to be requested from local businesses alongside others.  Ensure application of Future Generations Act (Wales) is considered where appropriate.  Review TOM's Methodology is embedded where appropriate.	2017 with Annual reviews to ensure social benefits remains fit for purpose and in line with Wellbeing and Future Generations Act (Wales) 2015.

## Strategic Theme – Economic

Strategy – The Council will leverage the value of its third party spend to bring greater social and economic regeneration to the communities we serve. We will work to identify opportunities for local businesses to work with us; we will explore every opportunity to bring innovation into our procurement processes and practices in order to achieve better outcomes and greater social value for all our customers.

Constant drive for best value, taking a whole life approach which will explore opportunities for circular and foundation economies.

A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life. The Foundational Economy is a grand name for those business activities that we use every day and see all around us. It includes businesses like retail, care and food industries. We need to consider the wider application of such activities as mitigating effects of Brexit by establishing a secure basis of supply through our local economy.

Strategic Goals (what we want to achieve)	Steps already taken towards strategic goal	What success looks like/will be measured by?	How to be achieved	When
Build on our electronic systems to further streamline and improve processes and procedures to make the experience of doing business with the Council as efficient, easy and uncomplicated as possible. Our electronic procurement systems will be developed as dynamic information highways with information flowing into and out of the organisation, providing all parties with timely information that helps make our business interactions easier and more efficient. Development of the Council's Passport to Trade solution will form part of this process	Our eTendering system is already used for 60% of the Authority's tenders. A single corporate end to end eProcurement system has been in place for many years. All orders are sent to suppliers electronically and an increasing number of invoices are being received electronically. A fully integrated comprehensive Contracts Management system is in use. Use of Dynamic Purchasing Systems (DPS) and other methodologies such as Passport to Trade to reduce the burden on bidders through the use of technology.	Procurement requirements are proportionate and do not create unnecessary barriers to small or medium enterprises, social enterprises, and voluntary groups. Annual KPI's showing that the percentage of expenditure with local suppliers continues to reflect positively (subject to procurement activity in a given year aligning with the strengths of the local supply base). Robust system to manage and support full supply chain information flow. Innovative use and development of new technologies. Ease of use for suppliers. <b>Measurement:</b> through service improvement plan and key performance indicators reported to SMT via corporate scorecard	Through investment of time and resource and Closer working with our technology supply partners to embrace more agile and mobile solutions. Potential extension of the principles introduced through the DPS process to develop a Passport to Trade solution that minimises the need for suppliers to submit Pre Qualifying information in successive tender bids.	phased approach to 2025
Alongside the more traditional emphasis on cost	Implementation of the CCBC	% of spend with the local supply chains	Robust social and	By 2020

<p>and compliance in commercial decision making, we will more actively embrace wider factors such as economic development and social benefits.</p>	<p>Community Benefits Model. Provision of supplier relationship support to help local suppliers prepare for doing business with us. The Authority's commitment to developing and supporting the local economy. Other supportive tools such as Pre Qualification Questionnaires and evaluation methodologies. Forward Works Plans already in place. .</p>	<p>monitored and benchmarked on an annual basis. Suitable and simplified KPI's developed and tested to ensure that measures taken are cost effective for both suppliers and for the Council. All contracts will be future mapped to identify where social value and well-being goals lie giving a better understanding of our contracts on the Forward Work Plans to ear mark suitable contracts. Closer working links with commissioning. <b>Measurement</b> though the service improvement plan and corporate scorecard KPI's</p>	<p>economic methodologies that can evidence results. Commitment to the supply chain. Community Benefits Tool kit supporting the Community Benefits Model (WG Community Benefits Calculator where relevant). Contract Management. Future Mapping of Forward Work Plans.  Evaluate and apply if appropriate. TOM's Methodology to ensure robust performance measure.</p>	
<p>Develop methodologies that demonstrate that the work undertaken by procurement creates and delivers greater value to the organisation when weighed against the financial cost of the function. Create a meaning of value which incorporates but is not dominated by savings.</p>	<p>Limited appreciation and reporting of value. Established directorate work programmes and annual feedback. Entrenched view of the value that the procurement discipline delivers</p>	<p>Organisational acceptance that 'value' is more than savings. A more balanced understanding of supply chain value.  Development of outcome based on commissioning.</p>	<p>Through closer working with Finance and other senior stakeholders and providing evidence to support a redefined understanding of value outcome based contracting.</p>	<p>2018</p>
<p>Increased use of analytical expertise and data management to help achieve a target of 90% of spend with suppliers that we have contracts with.</p>	<p>Detailed knowledge of spend profile from Spike Cavell spend analysis. Currently developing more interactive spend analysis with Proactis tools. Access to current and historic spends analysis used to drive directorate plans which are in development  Use of D&amp;B financial assessment tool</p>	<p>Spend analysis and forward work programmes used to help identify significant areas of spend that needs to be better managed e.g. total value of "off contract" uncontrolled spend.  Increased value of spend in the local economy - Categories of spend identified that could be bought locally. Promote this to the local supply chain and helped develop to be able to bid.  Take a no purchase order, no payment approach.</p>	<p>Proactis spend analysis, Robotic technologies Understanding and Training.  Proactis spend analysis reporting tools.  Introduce clear process and procedures for raising</p>	<p>2025 Progressive approach required. Work to start 2018</p>

		Automatic payment process.  <b>Measured</b> though service improvement plan and corporate score card KPI's	orders. Utilize systems to bring about automatic/lean payment systems.	
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## Strategic Theme – Environment

Strategy - The Council will recognise environmental issues and address them through the procurement process and procedures. We will strive to develop the procurement function in a way that balances economic and social values in equal measure, embracing sustainable development and putting The Well-being and Future Generations (Wales) Act 2015 at the heart of all procurement decisions. The Well-being and Future Generations Act defines Sustainable Development in Wales as: "The process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals". We will do all we can to help the Council in its efforts to balance the five ways of working needed for Public Bodies to achieve the seven well-being goals set out in the Act.

Strategic Goals (what we want to achieve)	Steps already taken towards strategic goal	What success looks like/will be measured by?	How to be achieved	When
Responsible business through procurement activity that works to help and not hinder the duty of care incumbent on us to be fair and considerate in all aspects of our business activities.	Adoption of the Ethical Employment in Supply Chains Code of Practice and commitment to The Future Generations Act.	Full implementation of the CCBC Ethical Employment in Supply Chains Code of Practice Action Plan. Tangible evidence that procurement activity is supportive of The Well-being and Future Generations (Wales) Act. Development of a circular economy as an alternative to the traditional linear economy of make, use and dispose. <b>Measurement</b> through service improvement plan	Include a copy of our Policy on Ethical Employment in all procurements along with appropriate supporting requirements in the tender documentation. Developing Pre-Qualification Questionnaires, Tender Quality criteria and Evaluation Methodologies that take account of the needs of Future Generations and the need to keep resources in use for as long as possible, extracting the maximum value from them whilst in use, then recovering and regenerating them at the end of each service life so that they go on to be of value in a different form.	2020
Develop an understanding and strengthen procurement capacity to realise the value of utilising sustainability strategies in the way we do	A standard pre tender Sustainable Risk Assessment process adopted and applied to all appropriate	A more robust Sustainability Risk Assessment incorporated into the pre-sourcing phase of procurements with a	Review of the standardised approach already adopted and the development of	2018

business	procurements.	greater emphasis on the need for sustainable alternatives to be specified within a broader definition of product requirements. <b>Measured</b> though service improvement plan	more bespoke Sustainable Risk Assessments that addresses the need to promote sustainable alternatives in procurements prior to being issued to the market.	
Understand and manage the impact of globalisation and the consequences for our supply chains	Adoption of Ethical Employment in Supply Chains CoP Action Plan.	Developed buyers that are supply chain/market specialists who understand their area of expertise and are capable of maximising or minimising the impacts that trading in globalised markets can have on our supply chains, Contract Managers capable to ensuring that throughout the life of a contract it delivers the outcomes intended. <b>Measured</b> though service improvement plan	Education and training in respect of implementation of the EESC CoP Action Plan and integration of the Code objectives into procurement standard documentation. Recognition of the need to actively review and manage contracts.	2020

## Strategic Theme – Social

Strategy – The Council will use its procurement processes to foster positive social change where appropriate. The Council has adopted the Ethical Supply Chain Code of Practice and we will apply this to foster fair working conditions for all. In addition to this we will embrace all current and future legislation or political change brought about by the Brexit process that will assist in delivering more social value to our communities. The Well-being of Future Generations Act requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change. As required by the Act, we will work as far as we are able in the arena of public procurement to achieve all of the goals that we are able to influence, not just one or two.

Strategic Goals (what we want to achieve)	Steps already taken towards strategic goal	What success looks like/will be measured by?	How to be achieved	When
Adopt all elements of the Ethical Supply Chains Code of Practice, ensuring that in all our procurement activity that we meet the commitments documented in the Caerphilly Code of Practice Commitments 'Action Plan'.	Code of Practice adopted and Commitments Action Plan produced.	Full acceptance and implemented Ethical Supply Chains Action Plan - Possible new KPI - % of contracts that have social value outcomes included?  Awarding of contracts taking into consideration Modern Slavery, Blacklisting, False Self Employment and Unfair use of zero hour contracts. Acknowledgement of the importance of the many outcomes required, not just best price. <b>Measured</b> through the service improvement plan	WG Ethical Supply Chains Policy, CCBC Action Plan.  Development of tender documentation.	December 2018
Develop robust measures of social benefits to be able to track the success of outcomes achieved through procurement activities	We have been proactive in many areas including requirements for apprentices, local recruitment and training; packaging of contracts to make more attractive to local SMEs and VCSE's and pre-tender market engagement/ consultation. WG community Benefits tracker used. Limited or no measurement in place generally.	Recognition within the Council that social benefits have a positive impact on communities and are to be valued. Customer satisfaction evidenced through surveys and case studies. Reported and <b>Measured</b> through the service improvement plan	Robust policy, terms and conditions and effective monitoring to ensure delivery.  Review TOM's Methodology and apply where applicable.	2018
Where appropriate, ask bidders to detail and	Some use of weighting to date	Bid evaluation model in use capable of	Development of	2018

demonstrate the social value outcomes and measures that they can deliver when providing the goods, services and works specified. Where appropriate, include weightings in the tender evaluation model to assess the social value offers submitted by bidders	where core benefits are concerned. Lack of enthusiasm in the organisation for this type of approach	quantifying and valuing that element of social value that is inherent in a suppliers tender bid. Greater acceptance of the value that more locally based trading arrangements can have on sustainability in our communities <b>Measured</b> through our service improvement plan	appropriate weighting models for use in the tender process and evaluations	
Business support to form an integral part of the procurement process	Steps taken towards the use of pre tender technical dialogue meetings with the supply chain and client departments to understand market trends and strategies.	Standardised collaborative approach from clients and the supply chain to evidence social value. <b>Measured</b> through service improvement plan and corporate score card KPI's	More intelligent and dynamic engagement with market participants	2018 with annual review

# Appendix A

## Strategic Critical

### Strategic Security

High supply risk

Strategic Security might be goods obtained from a monopoly supplier or items with a very tight or 'bespoke' specification. These items are critical to the operation, but are low in cost. For most councils this will include materials and parts used in property maintenance governed by old specifications and also some contract services such as specialist teachers and carers where there is a very high specification but a low demand.

Strategic Critical are categories that are high cost and either have a specialist nature or are sourced from a difficult market in which there are relatively few supplies or suppliers. These are critical to the overall profitability, competitiveness or capability of an organisation to deliver services. In most councils this will include a significant amount of spend on waste and outsourcing and social care, where specifications are tight and there is a supply shortage. From that base data, Caerphilly selected the categories that they felt were Strategic Critical to them. These are the categories that are of strategic importance to Caerphilly and have a high potential cost of replacement should they no longer be available. Caerphilly added a number of categories that did not appear in this quartile in the exercise carried out in the 10 LA's in the South East. These were included on that bases that they were of strategic importance due to the potential risk to health and reputation (e.g. food & drink) in the event of a supply chain problem.

### Supply Positioning Model (Kraljic)

Low cost

High cost

Tactical Acquisition categories will be of low value and with a low business exposure because they have no special quality, safety, reliability or environmental implications and there are probably many suppliers in the market able to meet the demand. For the most authorities, this would include stationery items, IT consumables and some catering supplies.

Tactical Profit categories are of relatively high cost but where there are no quality, safety, reliability or environmental issues and where there are likely to be plenty of suppliers. Purchases here are unlikely to contribute directly to the provision of services and often include items such as vehicles, contract services, IT equipment and utilities.

### Tactical Acquisition

### Tactical Profit

Low supply risk

## **Appendix B - Procurement Strategy Key Performance Indicators (KPI's)**

*The Key Performance Indicators (KPIs) listed below will be used to demonstrate how effectively the Council is achieving against the Strategic Goals. The KPIs will be subject to refinement by the Head of Procurement during the term of the Strategy.*

1. Demonstrate that the Principals of the Customer Service Standards are being met via Annual Customer Surveys
2. % of Annual Corporate Spend with Suppliers based:
  - Locally, Caerphilly Borough;
  - Regionally, Cardiff Capital Region City Deal;
  - within Wales.
3. % Corporate Spend Channelled through Collaborative Arrangements
4. % Contracts Tendered Electronically across the Council
5. Spend via Purchase Card
6. e-Invoicing – No. of Suppliers participating
7. e-Invoicing – Value of Transactions
8. No. Contracts that include Community Benefits and/or Social Value Clauses
  - Core Clauses in Contracts, Measured via National Themes, Outcomes and Measurers (TOMs) Framework (or equivalent);
  - Non-Core Clauses.
9. No. Suppliers signed up to the Welsh Government Code of Practice, Ethical Employment in Supply Chains
10. % of PDR's undertaken in Procurement



## CABINET – 16TH MAY 2018

**SUBJECT: NOTICE OF MOTION – THAT CAERPHILLY COUNTY BOROUGH COUNCIL INTRODUCE FREE FEMALE HYGIENE SUPPORT FOR ALL YOUNG FEMALES WITHIN OUR SCHOOL SETTING**

**REPORT BY: CORPORATE DIRECTOR – SOCIAL SERVICES AND HOUSING**

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- 1.1 The report, which asked the Committee to consider the Notice of Motion that Caerphilly County Borough Council adds its support to introducing free female hygiene support for all young females within school settings, and make a recommendation to Cabinet.
- 1.2 A Notice of Motion was received from Councillor E. Forehead, with the support of Councillor J. Pritchard, which meets the criteria set out in the Council's Constitution and, in accordance with the Council's Rules of Procedure, was referred for consideration.
- 1.3 The Committee noted that it is widely accepted that women and girls in Wales cannot afford to buy essential feminine hygiene products when they need them. In March 2018, the Authority accepted a one off discretionary grant payment from Welsh Government of £41,657 to be spent in relation to the investment in the improvement of toilet facilities and feminine hygiene hardware in schools. In addition, Welsh Government has made available revenue grant funding of £13,206 for the 2018/19 and 2019/20 financial years. This funding must be used to provide feminine hygiene products to those women and girls most in need in the Authority.
- 1.4 Members were asked to note that on the most recent pupil data, there are currently 4,774 girls in Secondary Schools (Years 7 to 11). On this data alone it is estimated that the cost to provide feminine hygiene products for all would be in the region of £100k. This is based on a monthly cost of £2 per pupil.
- 1.5 The Scrutiny Committee were asked to consider a recommendations to create a Task and Finish Working Group, which it is proposed will give consideration to the allocation of spend in relation to the Welsh Government Grant, along with options going forward.
- 1.6 Members considered the report in detail and sought clarification from Officers whether charities or support from Local Businesses had been considered to reduce the financial burden on the Authority. Officers explained that, since the writing of the report, it has been noted that there are Charitable Organisations providing similar support and there are some schemes operating within schools, however, it is unclear as to the sustainability of this provision and it is imperative that, whatever outcome is agreed, it must be both sustainable and consistent across the Authority. Members were reminded that a recommendation to establish a working group had been suggested within the report, the remit of which would be to consider all current services and financial options.

1.7 Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report the Notice of Motion be supported in principle and it be recommended to Cabinet that a Task and Finish Working Group be established.

Author: C. Evans, Committee Services Officer  
Ext. 4210

Appendices:  
Appendix 1 Education for Life Scrutiny Committee Report – 24th April 2018.





## EDUCATION FOR LIFE SCRUTINY COMMITTEE 24<sup>TH</sup> APRIL, 2018

**SUBJECT:** NOTICE OF MOTION – THAT CAERPHILLY COUNTY BOROUGH COUNCIL INTRODUCE FREE FEMALE HYGIENE SUPPORT FOR ALL YOUNG FEMALES WITHIN OUR SCHOOL SETTING

**REPORT BY:** CHIEF EDUCATION OFFICER

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### 1. PURPOSE OF REPORT

- 1.1 The Scrutiny Committee is asked to consider the Notice of Motion as set out in paragraph 4.1 of this report and make a recommendation to Cabinet.
- 1.2 The report is seeking the views of Members prior to its presentation to Cabinet.

### 2. SUMMARY

- 2.1 A Notice of Motion has been received from Councillor Elaine Forehead and is supported by Councillor James Pritchard.
- 2.2 The Notice of Motion meets the criteria set out in the Council's Constitution and, in accordance with the Council's Rules of Procedure, is now referred for consideration.

### 3. LINKS TO STRATEGY

- 3.1 The Notice of Motion meets the criteria set out in the Council's Constitution.
- 3.2 Supporting the introduction of free female hygiene support for all young females within our school setting, contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2015:
  - *A prosperous Wales – the development of the PSE Curriculum will ensure a well-educated population able to meet their own needs.*
  - *A healthier Wales, a more equal Wales and a globally responsible Wales – the PSE curriculum is developed to ensure that young people, both male and female, understand the impact of 'period poverty' on young people's health and wellbeing*

### 4. THE REPORT

- 4.1 *Councillor E Forehead requests in her Notice of Motion that "CCBC adds its support to introducing free female hygiene support for all young females within our school setting. Female sanitary products are a necessity of life and period poverty is an unfair pressure on all women".*

## Background Information

- 4.2 It is widely accepted that some women and girls in Wales cannot afford to buy essential feminine hygiene products when they need them.
- 4.3 It is crucial that all pupils have appropriate equal access to a high quality Personal Social Education (PSE) curriculum that is delivered well consistently across schools and other educational settings. This provision will increase understanding of the issues and will support girls to identify their own needs and to be able to access advice and support where necessary. When delivered effectively, this curriculum will contribute towards establishing a culture of openness which is without stigma.
- 4.4 Girls should have a clear understanding of how to access support and sanitary products within their settings and poverty should not be a barrier to this.
- 4.5 In the latest research on 'Period Poverty', it is acknowledged that this inequality impacts upon attendance rates of up to 2%, as there is evidence that girls have been unable to stay in school when they cannot access products or adequately dispose of products. There is also strong evidence to suggest that where this issue is not managed well, girls suffer from increased levels of anxiety which may impact upon their mental health.
- 4.6 Schools and other settings need to be adequately equipped and resourced to manage the distribution and disposal of sanitary products efficiently, in such a way as to respect the discretion of those who need to use the facilities.
- 4.7 Since the receipt of the Notice of Motion, the Local Authority (LA) has received a letter from Julie James AC/AM, (dated 21st March, 2018), attached as Appendix 1, which outlines the commitment of Welsh Government (WG) to supporting the essence of this motion and identifies a capital funding allocation for 2017/18 and revenue grant allocation for 2018/19 and 2019/20 financial years.
- 4.8 At present, it is acknowledged that the delivery of the PSE curriculum is variable across topics and across schools. Whilst no complaints or concerns have been raised directly with the LA, attitudes towards the management of female hygiene are unknown and, therefore, also unknown is the level of impact upon girls. In the absence of a comprehensive audit of how equipped schools and education settings are to distribute and dispose of sanitary products, it is difficult to assess the need for additional resources. In order to agree appropriate actions to respond to the motion, it is important to
- conduct a bespoke survey of all stakeholders to gauge attitudes and needs, particularly those of young girls
  - audit the PSE provision of this aspect in the curriculum and reveal areas for development
  - following the PSE audit, work with schools and educational settings to develop appropriate up to date resources
  - audit Sexual Relationships Education (SRE) policies and implementation
  - survey schools and educational settings to identify how the supply of free sanitary products is managed currently, thus also identifying good practice
  - audit schools and settings to establish equipment for disposal of sanitary products
  - produce a comprehensive financial breakdown of the likely costs of any agreed actions so that, should they be taken, they are sustainable.

- 4.9 If Scrutiny Committee were minded to support the Notice of Motion, Members may wish to consider recommending to Cabinet that a Task and Finish working group is set up to co-ordinate and manage the actions outlined in paragraph 4.8 and to produce a comprehensive report, so that clear recommendations can be brought back to the Education for Life Scrutiny Committee for consideration. The working party should include the Cabinet Member for Education, representative Elected Members, representative stakeholders (including pupils, LA officers and other relevant professionals).

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

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that, prior to any development of PSE curriculum, or female resources, we will ensure that we will involve young people and collaborate with partners to ensure an effective long term and sustainable solution to the 'period poverty' can be reached.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 A quality impact assessment will be undertaken as part of the remit of the Task and Finish Group.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 In March 2018, the Authority accepted a one off discretionary grant payment from Welsh Government of £41,657 to be spent in relation to the investment in the improvement of toilet facilities and feminine hygiene hardware in schools. If Members are minded to recommend the creation of a Task and Finish Working Group, it is proposed that the group will give consideration to the allocation of spend in relation to this amount.
- 7.2 In addition, Welsh Government has made available revenue grant funding of £13,206 for the 2018/19 and 2019/20 financial years. This funding must be used to provide feminine hygiene products to those women and girls most in need in the Authority.
- 7.3 Any financial implications will need to be considered in detail should Members recommend the creation of a Task & Finish Working Group. However, to advise on the most recent pupil data, there are currently 4,774 girls in our Secondary Schools (Years 7 to 11). On this data alone it is estimated that the cost to provide feminine hygiene products for all would be in the region of £100k. This is based on a monthly cost of £2 per pupil per month.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 At this stage, we do anticipate there will be any personnel implications associated with this report.

## **9. CONSULTATIONS**

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

## **10. RECOMMENDATIONS**

10.1 Members are asked to consider the Notice of Motion and make a recommendation to Cabinet.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To be in accordance with the Council's Constitution.

## **12. STATUTORY POWER**

12.1 Education Act 1996.

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Consultees: Christina Harrhy, Interim Chief Executive  
Dave Street, Corporate Director, Social Services  
Mark Williams, Interim Head of Property Services.  
Councillor Philippa Marsden, Cabinet Member, Education and Achievement  
Councillor Wynne David, Chair of Education Scrutiny Committee  
Councillor Gaynor Oliver, Vice Chair of Education Scrutiny Committee  
Councillor Elaine Forehead  
Councillor James Pritchard  
Directorate Senior Management Team  
Steve Harris, Interim Head of Corporate Finance  
Lynne Donovan, Acting Head of Human Resources and Organisational  
Development  
Anwen Cullinane, Senior Policy Officer (Equalities and Welsh Language)  
Lisa Lane, Corporate Solicitor  
Headteacher, Lewis Girls School  
Youth Forum  
Childrens' Commissioner

Background Papers:

Appendix 1 Letter from Julie James, AC/AM dated 21<sup>st</sup> March, 2018

Julie James AC/AM  
Arweinydd y Tŷ a'r Prif Chwip  
Leader of the House and Chief Whip



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: MA-P/JJ/1003/18

Cllr David Poole  
Leader  
Caerphilly County Borough Council  
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21 March 2018

Dear David

**Period poverty: capital funding allocation for 2017/18 and revenue grant allocation for 2018/19**

It is unacceptable that some women and girls in Wales cannot afford to buy essential feminine hygiene products when they need them. I am committed to doing everything I can to tackle this inequality.

I am writing to offer your local authority a package of funding to help deliver the change in approach that is needed.

Firstly I am pleased to be able to make available capital funding allocation of £41,657 for the 2017/18 financial year. This will be distributed using the schools element of the 2017/18 general capital funding formula.

I would like all local authorities to spend this money on investing in sanitary equipment and necessary changes to toilet facilities in schools where it is needed. This could mean disposal bins for feminine hygiene products, new vending machines or adjustments to cubicles.

I recognise that the allocation is coming very late in the year for you to make the necessary arrangements to spend within this financial year. Therefore, I would encourage you to use the allocation in the best way you can now and commit to using a matching sum in the 2018/19 financial year to address any equipment and facilities issues in relation to addressing period poverty faced by schools in your local authority.

Secondly to complement the capital funding, I am also pleased to be able to make available revenue grant funding of £13,206 for the 2018/19 and 2019/20 financial years. This will be distributed using the latest standard local government spending assessment formula.

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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

This revenue funding must be used to provide feminine hygiene products to those women and girls most in need in your authority. You are in the best position to determine the most appropriate mechanisms to reach your vulnerable communities which may include distributing through partnerships with local food banks, community hubs or other local groups. My officials will be writing to your officials about both allocations separately.

Yours sincerely



**Julie James AC/AM**

Arweinydd y Tŷ a'r Prif Chwip  
Leader of the House and Chief Whip

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## CABINET – 16TH MAY 2018

**SUBJECT: SCHOOL'S WORKFORCE FLEXIBILITIES POLICIES**

**REPORT BY: ACTING HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek Cabinet approval for the Education HR Team to consult Schools on the following workforce flexibility strategies:
- The Council's Voluntary Severance Scheme
  - A School Specific Strategy that supports the redirection of funds earmarked for redundancy payments back into Caerphilly Schools.
- 1.2 School closure, amalgamation, and internal reorganisation of a school's staffing structure relating to budget, including reductions in grant funding, and falling rolls can all lead to a redundancy consultation. For all of these reasons there has been a defined need in the Council to support some schools to reduce the costs of their staffing structures. This year, a number of Caerphilly Schools have been affected by the funding formula linked to sixth form and smaller pupil numbers. Also, the Pupil Deprivation Grant funding levels that rely solely on Free School Meal (FSM) numbers. A drop in FSM numbers in Schools has a significant impact on the overall funding allocation for that school. Cwmcarn High School will also officially close on the 10<sup>th</sup> October 2018.
- 1.3 Before declaring a redundancy situation in any capacity, Schools actively work with the Council's HR and Finance Teams to take all reasonable steps to avoid redundancies and Schools have largely had to rely on the Council's Voluntary Early Retirement (VER) Scheme to support this aim. The Council's VER Scheme is a popular scheme but as Pension Regulations change and the costs associated with a VER scheme increase in line with the statutory state pension ages of staff (i.e. 65 – 68 years of age), the costs associated with pension release on a voluntary basis can become prohibitive, circa £100K+. The Council's VER and Redundancy Schemes are the only workforce Strategies that have been recommended to Schools thus far and Schools rely heavily on the VER Scheme to avoid declaring a redundancy situation.
- 1.4 The Workforce Strategies referred to in point 1.1 above will give Schools considerably more freedom to attract applicants from all age ranges who wish to exit their employments. With the introduction of these Strategies, the Schools and the Council will continue to work collaboratively to provide crossmatch opportunities that will benefit Caerphilly Schools to retain teachers and support staff who can deliver the curriculum in the best interest of the pupils' education.

### 2. SUMMARY

- 2.1 Corporately, Caerphilly County Borough Council consistently demonstrates that it is committed to preventing redundancies wherever possible and the introduction of workforce flexibility schemes such as redeployment, voluntary severance and voluntary early retirement are indicative of this commitment. Through the introduction of these procedures, the Council

has committed to providing its employees with more choice and flexibility with regard to whether they wish to stay in work and recognises that retaining a well-trained, well-motivated and flexible workforce, with a wide range of skills and experience is essential to the provision of quality services.

- 2.2 Not all of the Council's policies and/or strategies however are transferrable in their current context to Schools, for example redeployment. Whilst all staff in Schools are Council employees, only Schools can appoint and dismiss staff under the Staffing of Maintained Schools (Wales) Regulations 2006 and every School has autonomy in this regard. The regulations state in relation to the 'Staffing of Schools', 'At any school there must be employed, or engaged otherwise than under contracts of employment, a staff suitable and sufficient in numbers for the purpose of securing the provision of education appropriate to the ages, abilities, aptitudes and needs of the pupils'.
- 2.3 Headteachers and their supporting organisations advise that it is becoming more and more difficult to sustain and raise educational standards with diminishing budgets. This is a position that is widely reported in the press. The workforce flexibility choice that is currently available to the Schools, i.e. VER, reaches only a small minority of the School workforce.
- 2.4 The proposed extension to the School's workforce flexibilities strategies to include the Council's Voluntary Severance Scheme and a School Specific Strategy that redirects the use of funds earmarked for redundancy payments back into Caerphilly Schools, will provide School employees with more choice and flexibility with regard to whether they wish to stay in work. These schemes recognise that retaining a well-trained, well-motivated and flexible workforce, with a wide range of skills and experience is essential to securing the provision of education appropriate to the ages, abilities, aptitudes and needs of the pupils across Caerphilly Schools.

### **3. LINKS TO STRATEGY**

- 3.1 The policies referred to in this report link to the People Management Strategy and the Workforce Flexibility Policies adopted by the Schools and therefore to all other strategies, including all equality strategies, policies and procedures, which rely on employees to deliver the strategy and schools provision.

### **4. THE REPORT**

- 4.1 There are clear funding parameters in place to support the recommendation of the Council's Voluntary Severance Scheme and School Specific Strategies to Schools. These are covered in the Financial Section of this Report.
- 4.2 Before a School declares staff at risk of redundancy and invite volunteers for redundancy, they have consistently worked with the Council's HR and Finance Teams to bring the VER Scheme to staffs attention. With Cabinet approval, the Council's Voluntary Severance Scheme will be recommended to Schools to run alongside the VER Scheme in Phase One of the staff consultation process to avoid redundancy wherever possible.
- 4.3 The benefits of the Council's Voluntary Severance Scheme for Schools is that it will equitably attract a wider audience of applicants and foreseeably lead to more business cases than VER would attract alone. All business cases received can be assessed for viability to support crossmatch.
- 4.4 With the support of Cabinet, the Council's Voluntary Severance Scheme would be recommended to Schools in its entirety, i.e. the value of individual severance payments would be the equivalent of 60% of the employee's current gross salary. The payment is currently capped at 60% of the gross salary level of HAY Grade C, i.e. £55,702. The nearest monetary equivalent of this cap on the Leadership Pay Scale relating to Teachers is Leadership Point 15, i.e. £55,600 currently. It is proposed to apply this cap value to the Severance Scheme recommended to Schools, if approved.



- 4.5 Business Cases relating to Voluntary Severance will account for the fact that successful applicants who are 55+ years of age will also attract access to their pension on a non-actuarially reduced basis as they would in a redundancy situation. This could be cost prohibitive in some instances but also particularly attractive to those who are of state pension retirement age already and/or near to it. These are the staff that would see little or no value in accessing their pension through the VER Scheme but would see the benefit in accessing the Severance Scheme. The Severance Scheme reaches all age ranges.
- 4.6 If the offer of both the VER and Voluntary Severance Schemes together do not present sufficient viable business cases to avoid a redundancy under Phase One of Staff consultations, Schools would further benefit from a School Specific Strategy that supports the redirection of School and Council funds that are earmarked for redundancy payments back into Caerphilly Schools during Phase Two of Staff Consultation.
- 4.7 The proposal to redirect the funds earmarked for redundancy payment back into Caerphilly Schools would work as follows:
- Under Phase Two of Staff Consultations, the School will confirm a redundancy risk and seek volunteers for redundancy. The School at this point may once again offer an opportunity to staff to consider voluntary severance and VER as a last chance.
  - The redundancy payments of all staff confirmed at risk of redundancy would be calculated.
  - The details of staff confirmed at risk of redundancy would be forwarded to Schools and crossmatches sought.
  - Schools that are not seeking a crossmatch linked to VER or Voluntary Severance but who can offer a permanent post to a member of staff at risk could request a one off funding contribution to support them in employing the person at risk in a permanent capacity.
  - The one off funding contribution would be the equivalent of the redundancy package that is payable to the member of staff who has been confirmed at risk or a year's gross salary whichever sum is less.
- 4.8 For example, a school could be seeking a crossmatch/redeployment opportunity for a Teacher. The Teacher is entitled to a redundancy package equating to £30,000. Another School may come forward to confirm that their succession planning would afford them the opportunity to engage this member of staff on a permanent basis the following academic year. They would however welcome engaging that member of staff on a permanent basis sooner to integrate into their School if financial support to do so could be given to them.
- 4.9 The redundancy payment that the Teacher would be entitled to is less than a year of their gross salary. The monetary equivalent of the redundancy payment could under this proposal be redirected to the interested School to secure the employment offer. If supported, this could open up opportunities for staff at risk and also for engaging schools.
- 4.10 In the cases of VER, Voluntary Severance and the School Specific Strategy that is recommended in this report, there is no obligation upon any party to engage. Matches and crossmatch opportunities can only progress with mutual consent and a relevant viable business case.
- 4.11 Redundancy for many will be a distressing event. In the emerging position of changing budgets and continuing austerity facing Councils as outlined in point 1.2 of this report, teachers and support staff are becoming more and more concerned about their careers, the sustainability of their pay position and status in schools. Teachers strive hard to become School Leaders and Teachers who are paid on the upper pay scales with teaching and learning responsibility payments. Teachers who are made redundant however are often required to compete with Newly Qualified Teachers (NQT's) for new opportunities in Schools. Unfortunately for the more experienced member of staff, without such an incentive as the recommended School Specific Strategy in this report, the appointment of a NQT can often present a more attractive employment proposition for Schools.

- 4.12 As Schools naturally seek to secure their financial sustainability, the substantial investment in time and mentoring that more experienced and often talented teachers and support staff have been given is often lost to Schools in the event of compulsory redundancy.
- 4.13 Employers must consider offering suitable alternative work to employees at risk of redundancy. The Council is committed to avoiding compulsory redundancy wherever possible and at this current time, those opportunities are financially supported solely by the VER/Crossmatch scheme in Schools.
- 4.14 In this proposal to widen the scope of Schools' Workforce Flexibilities Strategies to include the Voluntary Severance Scheme and School Specific Strategy as detailed in 4.7 above, the Council will increase the chances of Caerphilly Schools retaining teachers and support staff who wish to remain in the profession and who can deliver the curriculum in the best interest of the Schools.
- 4.15 If Cabinet agree to the recommendations in this report, it would be for individual schools to adopt the policies following consultation.
- 4.16 Should the policies be adopted, they would be subject to review in accordance with schools' academic years.

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

- 5.1 Having considered the five ways of working, they will not be affected by the contents of this report.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 With an ageing workforce and changes to retirement age and pension contributions, together with increased financial pressures on both the Council and the Schools' budgets relating to falling school rolls and a reduction in grant funding, this report and the recommendations within it ensures that as fair an approach as possible has been taken in order to balance so many different issues and avoid compulsory redundancies.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 In the absence of voluntary schemes, a compulsory redundancy will be the likely outcome for schools in their attempt to manage their budget deficit position. In the case of Redundancy, and VER, the Council would meet the full costs of release for the Primary Sector. With regard to the Secondary Sector, several years ago a sum of £1M was delegated to schools to fund redundancy. For the first time in 2011/12, it was agreed to pay a 40% contribution to secondary schools due to the ever-increasing financial situation resulting from, in the main, falling roles and Schools currently use these funding arrangements to support applicants for the VER Scheme as an alternative to redundancy.
- 7.2 This report requests the extension of these funding arrangements to cover all Schemes, i.e. Redundancy, VER, Voluntary Severance and the School Specific Strategy as detailed in this report.
- 7.3 The criteria for releasing a member of staff under these schemes and for obtaining a contribution to the relevant secondary schools are currently as follows:
- The Total cost of release, net of restructuring costs, equated to a three-year payback.
  - The school meet the remaining 60% costs over a five-year period.
  - Education Finance agrees there is a need to reduce permanent staff to balance the budget over coming years.

- Funding will not be given unless the schools who have confirmed the redundancy risk position agree to reduce their FTE complement by at least 50% for each VER with immediate effect. Any such post replacement (up to 50%) must be for a maximum 2-year period. Thereafter, the release should equate to a full-time equivalent post. This allows schools to address an immediate curriculum need for specific subject areas but reduce the FTE moving forward.

7.4 Business Cases relating to Pension release require the authorisation of the Council's Pension and Compensations Committee. All other business cases relating to the exit of staff (except in redundancy situations), require Section 151 Officer authorisation if the value is £15,000 or more. The same authorisation procedures would extend to the Voluntary Severance Scheme and one off funding commitment that would come to Schools under the recommended School Specific Arrangement.

7.5 It has been the Council's custom that no Chief Officer, or any other employee, who leaves the employment of the Council on the grounds of early retirement, severance or voluntary redundancy will be later re-employed as an employee of the Council or contracted under a "contract of service" without the express permission of the Chief Executive in consultation with the Cabinet Member for HR and Governance. If Schools choose to re-engage staff who have been supported through these schemes to leave the School's employment, the Council's share of funding could be withdrawn if the Chief Executive in consultation with the Cabinet Member for HR and Governance would not have given their express permission for that re-engagement.

## **8. PERSONNEL IMPLICATIONS**

8.1 The personnel implications are included within the report.

## **9. CONSULTATIONS**

9.1 All consultation responses have been reflected in this report.

9.2 If approval is given by Cabinet to extend the workforce strategies that are recommended in 10.1 (i) and (ii) of this report, there will be further consultation with Head Teachers and Governors to recommend these strategies for their use in the aim of avoiding compulsory redundancies wherever possible.

## **10. RECOMMENDATIONS**

10.1 It is recommended that Cabinet agree to widen the scope of Schools' workforce flexibility Strategies using the funding arrangements outlined in Section 7 of this report, to include:

- (i) The Council's Voluntary Severance Scheme
- (ii) The recommended School Specific Strategy as detailed in point 4.7.

10.2 Furthermore to authorise the HR Education Team to consult with Headteachers and recommend these strategies to Schools.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 The recommendation is made to avoid compulsory redundancies wherever possible, and to have a positive impact on the schools affected by retaining Teachers and Support Staff who wish to remain in the profession and who can deliver the curriculum in the best interest of the schools. In doing so, the Council will be investing funding for the continued improvement of education wherever possible rather than making a financial payment to support employees to leave the Council's employment.

## **12. STATUTORY POWER**

12.1 Local Government Act, 1972.  
Education Act 1996.

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